MxCC Distance Learning Documentation

Blackboard - How to Revise Questions and Answers in a Test

This instruction is for revising questions or answers in a Test. If your revision is done before the beginning of test available dates, you are all set after revision. If your revision is done after students have taken a test, you may need to update student grade as a result of revision. Please also be aware that a question cannot be deleted when a test is not due and after a test is deployed, you are unable to add a question.

1. Navigate to the page that hosts the test. In this example, click "Exams" link in Course Menu.
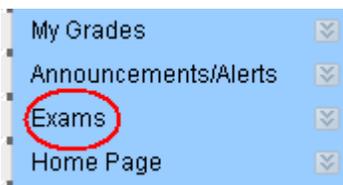
2. For the test you would like to revise a question or an answer, click the action icon of the test and select "Edit the Test Options".
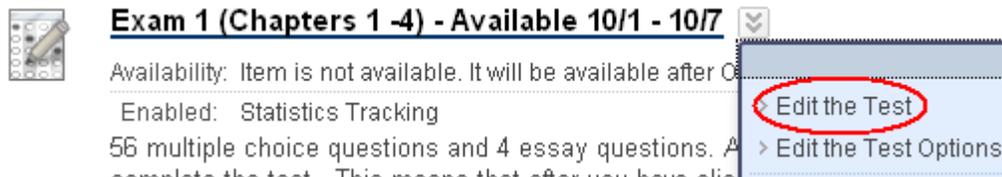
3. Look for the question or answer you would like to revise. Click the action icon next to the question and select "Edit".

4. To revise a question, edit the question in Question Text box in "1. Question". Click "Submit" to save the revision.

5. To change an answer, scroll down until you see "3. Answers" and the answer choice you would like to change. Edit the answer in Answer box. Click "Submit".

6. To switch a correct answer, scroll down until you see "3. Answers" and the correct answer choice to which you would like to change. Check the bullet under "Correct". Click "Submit".

7. If the revision includes switching a correct answer only, student grades will be automatically updated. If the revision is on a question or an answer, you may consider to award students credit. In this case, refer to "Award Credit to Students" instruction.