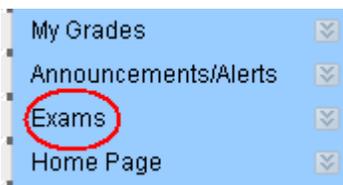


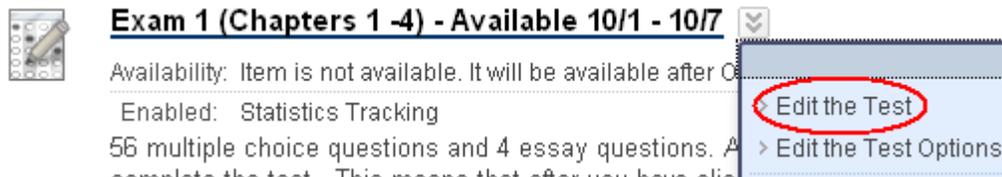
Blackboard - How to Revise Questions and Answers in a Test

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.

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* Indicates a required field.

Cancel Submit

1. Question

Question Title

* Question Text

Normal 3 Arial B I U abc x₂ x² [List Icons]

Although their interests are diverse, psychologists share a common

- 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”.

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1.

Normal 3 Arial B I U abc x₂ x² [List Icons]

interest in mental processes and behavior

- 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”.

3. Answers

Select the number of answer choices, fill in the fields with

Number of Answers

Correct

Answer 1.

Normal 3 Arial [List Icons]

Correct 1

interest in mental processes and behavior.

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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.