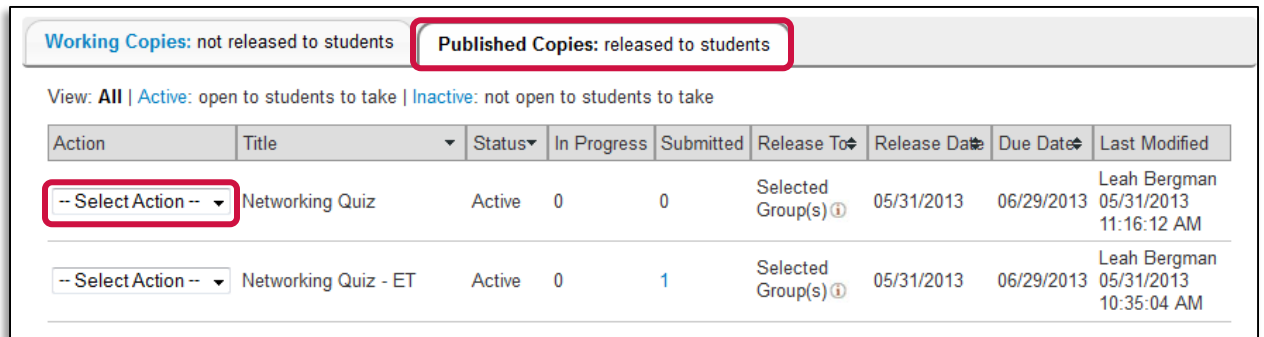


Updating a Question in a Published Assessment

(Before anyone has attempted the assessment)

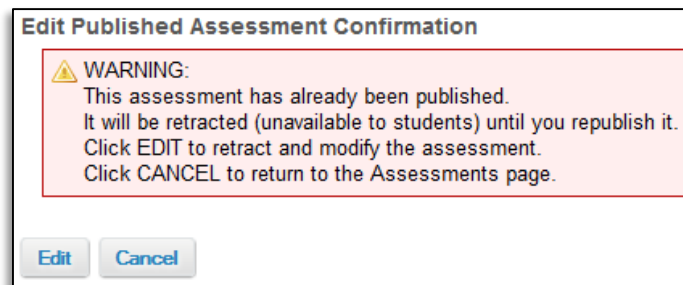
The directions below are designed to show instructors how to edit a question on an assessment that's already been published but not yet attempted by any students.

1. Make sure you're on the "Published Copies" tab in the Tests & Quizzes tool. Click on the 'Select Action' drop-down menu to the left of the assessment and select "Edit."



Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	Networking Quiz	Active	0	0	Selected Group(s)	05/31/2013	06/29/2013	Leah Bergman 05/31/2013 11:16:12 AM
-- Select Action --	Networking Quiz - ET	Active	0	1	Selected Group(s)	05/31/2013	06/29/2013	Leah Bergman 05/31/2013 10:35:04 AM

2. Click the 'Edit' button on the next page. Once you click the 'Edit' button the quiz will be temporarily retracted from students.



Edit Published Assessment Confirmation

WARNING:
This assessment has already been published.
It will be retracted (unavailable to students) until you republish it.
Click EDIT to retract and modify the assessment.
Click CANCEL to return to the Assessments page.

[Edit](#) [Cancel](#)

3. Find the question that you need to adjust and click the 'Edit' link on the right side. When editing the question you can adjust the text of the question, change answer choices, or choose a new 'correct' answer. You can edit as many or as few questions as needed.

Part 1: - 5 questions

Question 1: Single Correct - point [Edit](#)

What day is today?

A. Monday

B. Tuesday

C. Wednesday

D. Thursday

E. Friday

Answer Key: E

- Click the 'Save' button at the bottom of each question when you're done updating your questions.
- Once you've made all of your changes, click the 'Republish' button. You will be asked to confirm this step again on the next screen.

TESTS & QUIZZES

This assessment has been retracted from student view. Click "Republish" to make it available to students.

Assessments | Assessment Types | Question Pools | Event Log

Questions: Networking Quiz 15 Existing Questions - 15 total points

[Preview](#) | [Print](#) | [Settings](#)

[Republish](#)

Part 1: - 15 questions [Edit](#)

Question 1: Single Correct - point [Edit](#)

Which of the following devices do you need to be able to communicate with other computers using the telephone network?

A. LAN card

Republish Assessment

Review your settings below, adjust level of notification, and click **Republish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment.

[Cancel](#) | [Edit Settings](#) | [Republish](#) | without notification ▾

- Once the quiz has been republished, students will be able to take it and the changes made during the previous steps will be in place.