Updating a Question in a Published Assessment
(After at least one student 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 and at least one student has already attempted it. Once a change has been made on the published assessment, the instructor can decide whether they want to ‘regrade’ previous submissions automatically to account for the changes, or allow all of the students to review the answers and submit it again.

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.”

![Published Copies: released to students]

1. 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]

2. 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.
3. Click the ‘Save’ button at the bottom of each question when you’re done updating your questions.

4. Once you’ve made all of your changes, click the ‘Regrade and Republish’ button.

5. When you click the ‘Regrade and Republish’ button you’ll be able to allow each student to revisit their quiz attempt and resubmit it if you choose. By checking this box you are letting all students retake the quiz, allowing them to change their previous answers. All students will have to resubmit their quiz whether or not they change an answer.

**Note:** If you simply click ‘Republish’ points for any corrected answers will only applied for future submissions. Students that have already taken the assessment will not have their grade adjusted based on your changes.
6. Provided you don’t check the box in the previous step, the students who have already taken the exam will see the following 'red' text below their submission, and their score will have automatically been updated.

7. If you allowed the students to revisit and resubmit their assessment in step 6 above, the students will see the following red message next to the assessment when they log back into the site. As stated above, all students will need to resubmit their assessment. Their previous answers will still be in place when they re-enter the assessment.