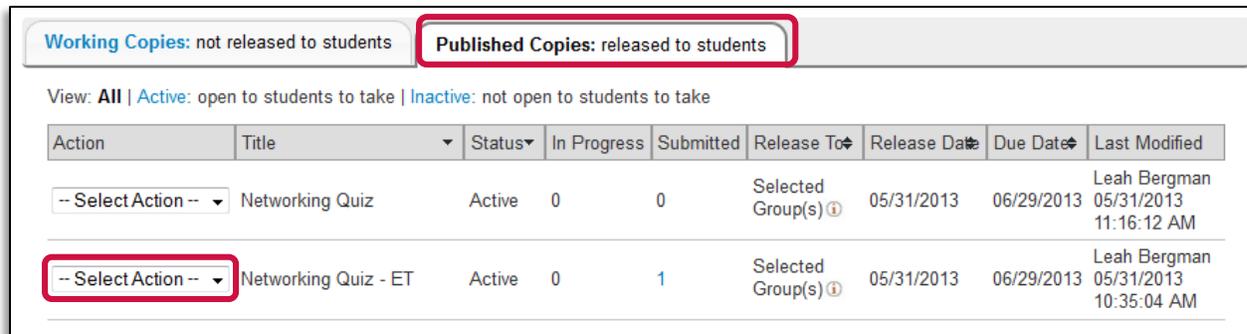


Updating a Question in a Published Assessment

(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."

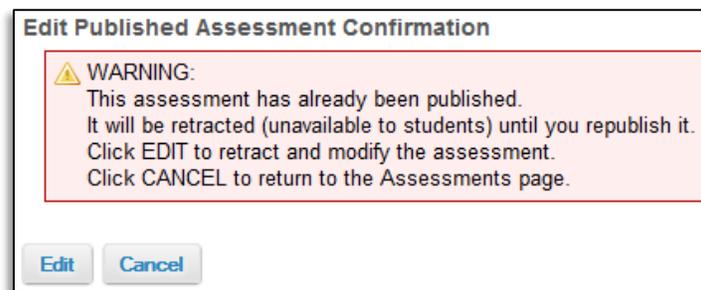


Working Copies: not released to students | **Published Copies: released to students**

View: All | Active: open to students to take | Inactive: not open to students to take

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

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

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](#)

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.

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

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.

 This assessment has been retracted from student view.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

[Assessments](#) [Assessment Types](#) [Question Pools](#) [Event Log](#)

Questions: Networking Quiz - ET 15 Existing Questions - 15 total points

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

[Republish](#) [Regrade and Republish](#) [What's This?](#)

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.

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.**

Regrade and Republish Assessment

 Students have started or submitted this assessment.

If you changed the content in a way that could cause discrepancies in scores, please send a notification to students; you may also want to allow students to update their latest submission.

Allow students to update their latest submission.

[Cancel](#) [Edit Settings](#) [Regrade and Republish](#) without notification

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.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores | [View Only Recorded Scores](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Networking Quiz - ET	n/a	n/a	n/a	n/a	n/a	2013-May-31 10:39 AM
				n/a	n/a	2013-May-31 10:20 AM

* This assessment has been modified since you submitted it. Please consult your instructor if you find any discrepancies.

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.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Networking Quiz - ET	n/a	2013-Jun-29 09:36 AM

Assessment was updated. You must resubmit for credit.