

Academic Technology Services

Overview

Instructors may open the Test Canvas and modify the test from the Modify Test page, or they may make changes to test options, such as test availability and presentation.

If the test has already been taken by students only textual changes to existing fields are allowed, for example to correct a typo or reword a confusing question. You will not be able to do the following:

1. Change the number of points for a question.
2. Add or remove questions.
3. Add or remove answers or feedback.
4. Change settings.
5. Change attached files.

If you need to make any changes other than textual changes you should create a new assessment. Any changes other than textual changes to existing fields will invalidate existing assessment attempts and could corrupt the entire assessment and its gradebook entries.

Modify Test/Survey

1. Open the **Control Panel**
2. Select **Test Manager** from the Assessment area.
3. Click **Modify** next to an existing test.
4. Select one of the following options:

Modify the test	Make changes to the Test on the Test Canvas, such as changing the instructions or adding and modifying Test questions. If a Student has already completed the Test a warning will appear.
Modify the test options	Modify Test options, such as Test availability and feedback.

Warning

A warning will appear if any Students have already taken a Test when Modify the test options is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

Note: If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.