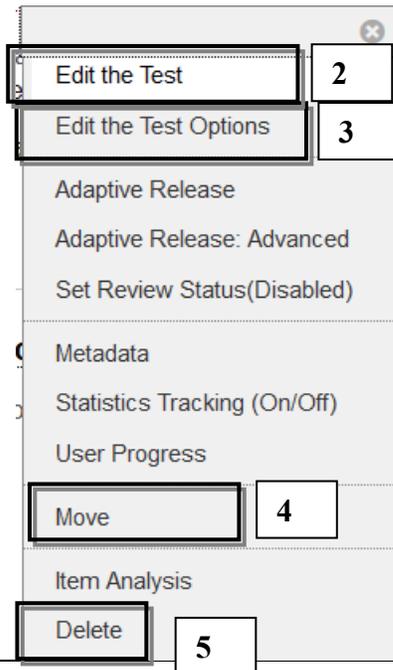


## Test Options

Tests may be edited for content or point value, and the results may be downloaded into a CSV file and reviewed on a per-question basis.

### *Edit a Test*

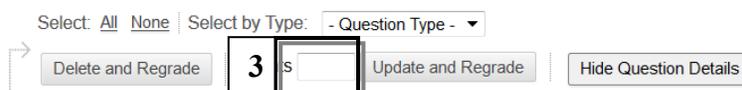


1. Click the **Action button** next to the test link to open the **Edit Menu**.
2. Choose **Edit the Test** to add, edit, delete or rearrange questions. This option will open the **Test Canvas**.
3. Choose **Edit the Test Options** to make the test available or set **Availability Options**.
4. Choose **Move** to move the test to another content area in the course
5. Choose **Delete** to remove a test.

### *Edit Point Values for Reused Questions*

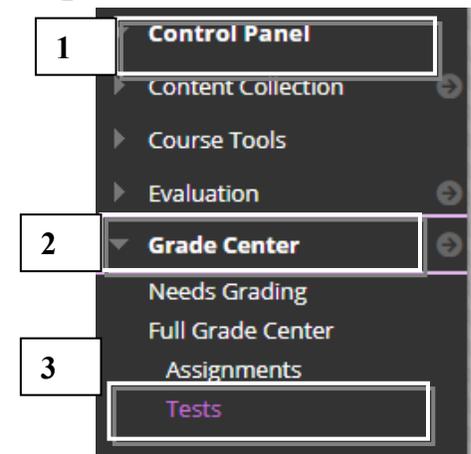
If test questions are being copied from others tests, point values for each question may differ from the point value of questions on the current test. The point value for reused questions may be changed.

Description	This quiz contains a total of 25 Multiple Choice, True/False questions. The quiz is due November 15th by 6:00pm. Good Luck
Instructions	
Total Questions	25
Total Points	100
Number of Attempts	13

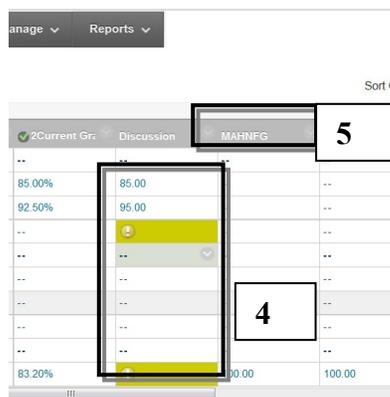


1. Once the questions have been added to the test click the **checkbox** next to the question type (Random Block, Question Set)
2. Change the point value for the question in the **Points window**.
3. Click **Update**.

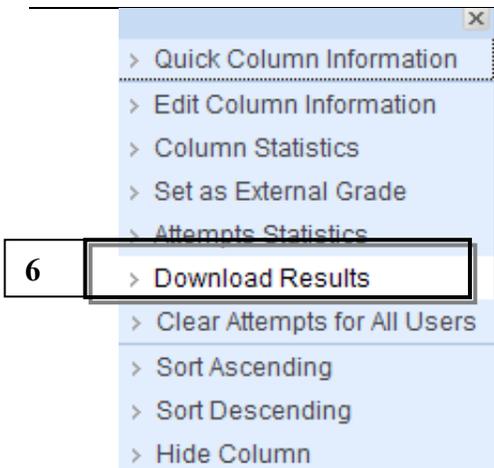
## Acquire and View Test and Survey Results



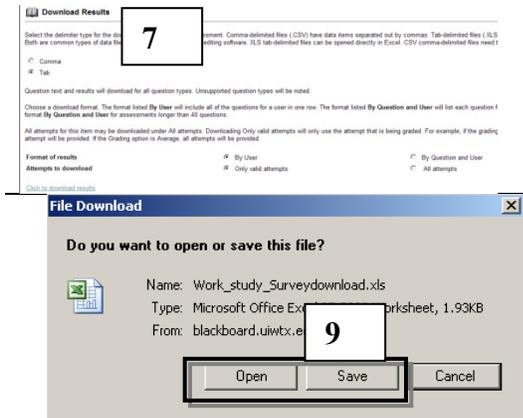
1. Click **Control Panel**.
2. In the Control Panel, locate **Grade Center**
3. Click **Tests**.



4. In the Grade Center, locate the test.
  - If a student has completed the test, a **numeric grade 88.00** indicates that a **Test** has been completed.
  - A **Checkmark** ✓ indicates that a **Survey** has been completed.
  - An **Exclamation Point** ! indicates that the Test has been taken, but the instructor must **download the test results to grade an essay or short answer question**.
  - If a **Blue Dot** ● appears in the column, a student is either still taking the test, or has not submitted the test properly.
5. Click the **test name** at the top of the column.



6. Click **Download Results**



7. A new page opens. **DO NOT change** any of the Default settings.
8. At the bottom left of the page, **Click to Download Results.**

9. A **File Download** option appears, click **Open**  or **Save.**  Survey results will download in Excel format.
10. If a warning pops up, click **Yes.**