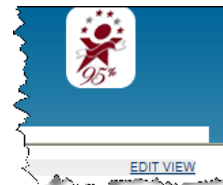


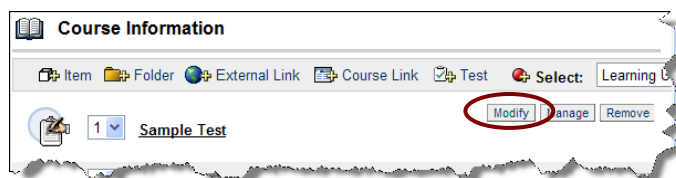
How do I Make Changes to a Test in My Course?

1. While in your Blackboard Course, use the course navigation tools to locate the Test that you would like to modify.

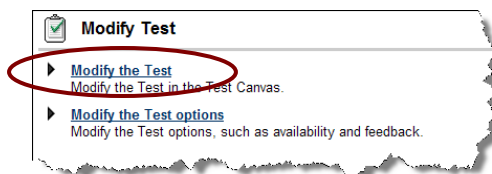
2. Click the Edit View link in the upper right portion of the screen.



3. Click the **Modify** button to the right of the Test.

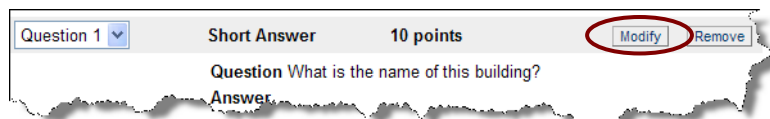


4. Click the Modify the Test link.

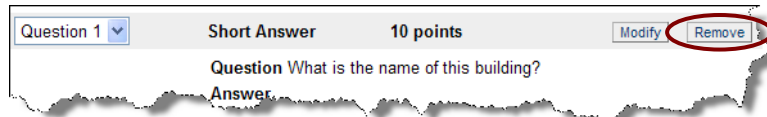


5. You can now modify the Test questions. Please note that once you allow students to take your Test, any changes will invalidate the scores that have already been submitted because the total number of questions will have changed. You can, however, override the grades to correct the situation.

6. To modify an individual Test question, just click the **Modify** button to the right of the question you wish to modify.



a. To delete a question, click the **Remove** button and answer OK to verify that you want that item removed.

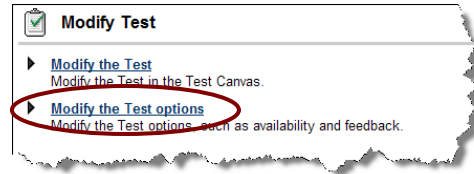


7. Click **OK**.

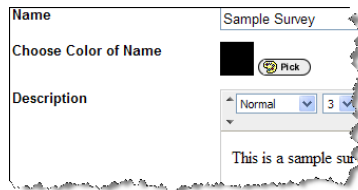
Blackboard

Modifying a Test

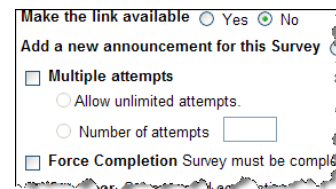
8. Click the Modify the Test Options link.



9. Modify the Test description or name to suit your changes.



10. Modify the delivery options for your Test.



11. Click  .

12. Click  .