

Creating and Editing Tests or Surveys

Once a Test or Survey is built, questions are created or added from existing questions from Tests, Surveys, and Pools.

About Question Settings

Question settings include options to change default point values for a test, add images, files, or external links to questions and answers, and designate questions as extra credit. See [Changing Question Settings](#) for more information.

About the Warning Page

A warning page appears if any Students are in the process of taking the Test or have already taken the Test when **Edit** is selected. Certain areas of the Test are not available to edit if the Test has already been taken by Students.

If an Instructor edits a Test after Students have submitted it, Students see the new, edited Test when they view their grades and feedback. They do not see their original Test attempts.

How to Build a Test or Survey and Add New Questions

In the following example, a Test is created and new questions are added. Follow the same steps to create a Survey and add new questions; however, you do not assign points to Survey questions.

1. In the Control Panel, expand the **Course Tools** section.
2. Select **Tests, Surveys, and Pools**.
3. On the **Tests, Surveys, and Pools** page, select **Tests**.
4. On the **Tests** page, click **Build Test** on the Action Bar.
5. Type a name, description, and instructions.
6. Click **Submit**.
7. On the **Text Canvas** page, point to **Create Question** on the Action Bar to access the drop-down list.
8. Select a question type.
9. On the **Create/Edit** page, add the necessary information to create a question.
10. Click **Submit**.
11. On the **Test Canvas** page, type the **Points** for the question.
12. Repeat **Step 7** through **Step 11** until all of your questions are added to the Test.
13. Click **OK**. The Test is added to the list on the **Tests** page. The Test is ready to be deployed in the Course.

How to Edit an Existing Test or Survey

1. In the **Control Panel**, expand the **Course Tools** section.

2. Select **Tests, Surveys, and Pools**.
3. On the **Tests, Surveys, and Pools** page, select **Tests** or **Surveys**.
4. On the **Tests** or **Surveys** page, click the Test or Survey's Action Link to access the contextual menu.
5. Select **Edit**.
6. Make changes to the Test or Survey.
7. Click **OK**.

How to Change the Order of Questions

New questions are added to the end of the Test or Survey. Reorder items by pressing and dragging the question's double arrow icon or use the Keyboard Accessible Reordering tool.

Questions are numbered automatically in the order they are added. The question numbers update when items are reordered or randomly ordered. For this reason, use caution when referring to specific question numbers. If the option to **Randomize Questions** is selected when the Test or Survey is deployed, do not refer to specific question numbers, as the random ordering changes the numbering each time.