BBL Level 4 - Editing a Test Canvas

On the Test Canvas, you can add, edit, and delete questions. You can also add question sets or random blocks, reorder questions, and edit a test's information before students submit attempts.

After submissions exist, you can't add a question, modify the number of questions in a question set, or change a random block definition or options. You may be able to delete questions.

- Make sure the Edit Mode is turned ON (figure 1)
- Find the Content Area with the already created test
- Hover your mouse in the area at the end of the name of the test. A small gray circle with a drop down arrow will appear. Click on this gray arrow to reveal the Edit Menu (figure 2)
- Click Edit the Test (figure 2)

- To make a change to a question, access the question's menu on the Test Canvas and select Edit (figure 3)
Edit a Test

- In order to add more questions, before there are any attempts on the test or quiz, click on Create Question and follow the same steps you did when you first began creating the test (figure 4).

![Test Canvas: TES](image)

**Figure 4**

- Even after students submit attempts, you can delete questions. All affected test submissions are regraded. The question numbers update automatically. On the Test Canvas, select the check box for each question to delete, and then select Delete and Regrade (figure 5).

![Delete and Regrade](image)

**Figure 5**
• You can also edit the test options. Hover your mouse in the area at the end of the name of the test. A small gray circle with a drop down arrow will appear. Click on this to reveal the edit menu (figure 2).
• Click on Edit the Test options.
• Once you click Edit test Options you will be brought to the screen where you can edit the attempts, timer, display dates, test availability exceptions which is used for students who may have missed the exam or who need extended time, change the due date, show test results and feedback, and how the test is presented. Once you have made any changes Click Submit.