

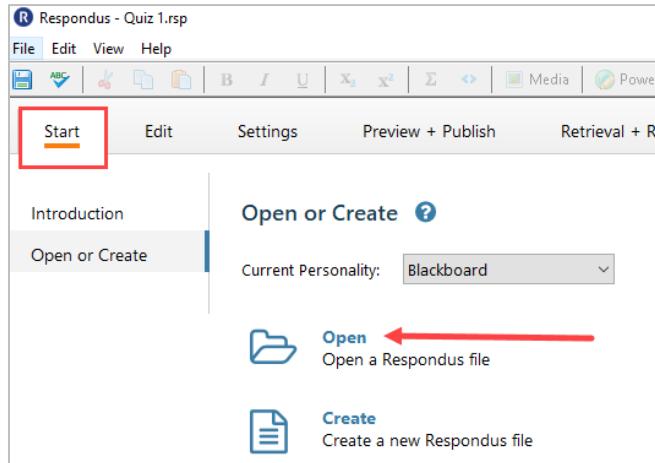
# RESPONDUS: EDIT A TEST

If a test has been previously created with Respondus, it can be edited as needed.

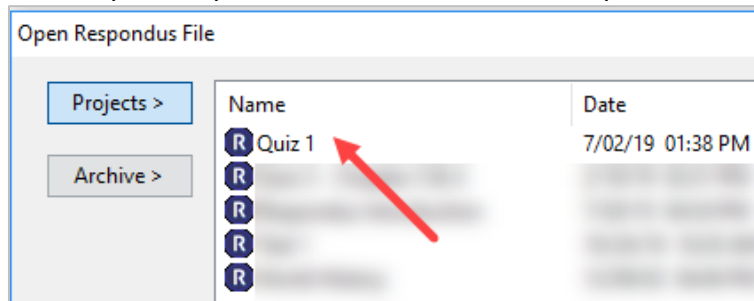
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## Instructions

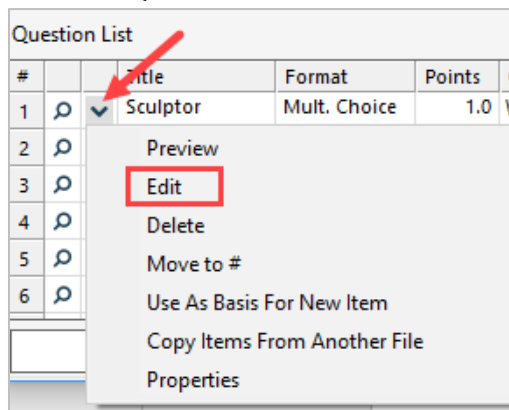
1. Open Respondus and click on the **Open** button.



2. In the Open Respondus File window, select a quiz/test to edit and click **Open**.

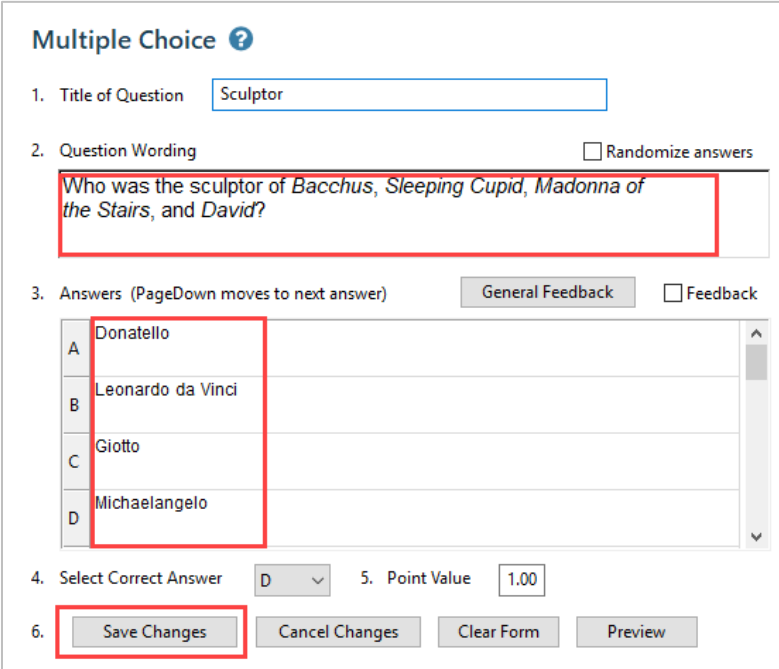


3. Click the **Question Menu** button beside the question to edit. Select **Edit**.



4. Edit the question and click the **Save Changes** button.

# RESPONDUS: EDIT A TEST



**Multiple Choice** ?

1. Title of Question

2. Question Wording  Randomize answers

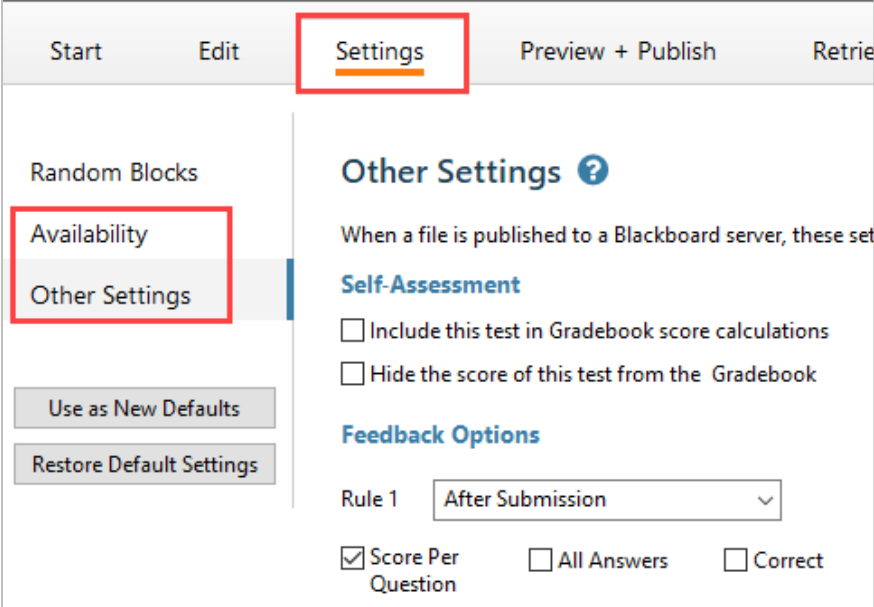
3. Answers (PageDown moves to next answer)   Feedback

A	Donatello
B	Leonardo da Vinci
C	Giotto
D	Michaelangelo

4. Select Correct Answer  5. Point Value

6.

5. To change test settings, click the **Settings** tab at the top of the screen. Select **Availability** or **Other Settings** from the left menu to change test settings.



Start Edit **Settings** Preview + Publish Retrie

Random Blocks

**Availability**

**Other Settings**

**Other Settings** ?

When a file is published to a Blackboard server, these set

**Self-Assessment**

Include this test in Gradebook score calculations

Hide the score of this test from the Gradebook

**Feedback Options**

Rule 1

Score Per Question  All Answers  Correct

6. To print or re-publish the test to ulearn, click on the **Preview & Publish** tab at the top of the screen. Select [Publish to Blackboard](#) or [Print Options](#) from the left menu.

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