EDIT A TEST
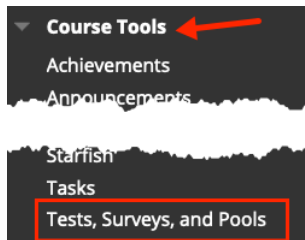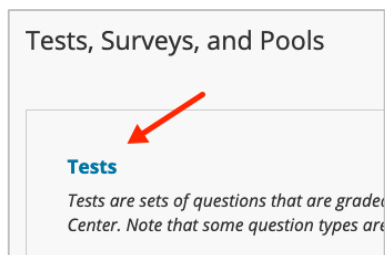
You can add, edit, or delete test questions on the Test Canvas page. You can also edit the points per question or for the entire test.
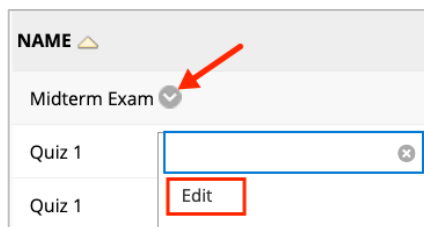
Instructions

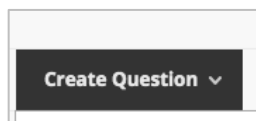1. In the Course Management menu, under Course Tools, select **Tests, Surveys, and Pools.**

2. On the Tests, Surveys, and Pools page, select **Tests.**

3. Locate the test or quiz you want to change by hovering next to its name and select **Edit** from the down arrow.
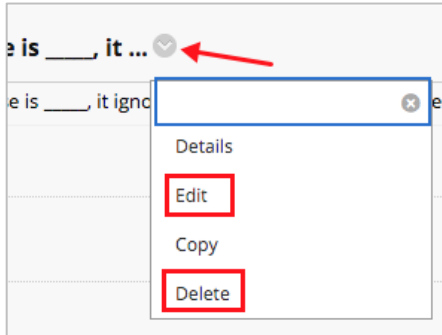

4. If adding a new question to the test, **select a question** type from the Create Question tab at the top of the page.
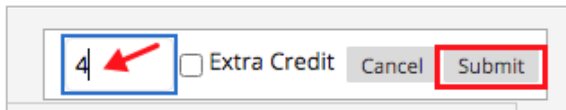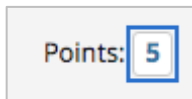

5. If modifying an existing test question, click on the icon that appears next to the question text. From the menu, select **Edit**. If deleting the question, select **Delete**.
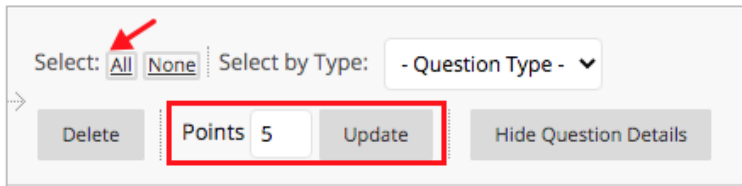
6. If changing points for a question, click to the right of the question and locate the points box. **Double click** in the box and then update the points by entering a new **value** into the box and clicking **Submit**.

7. You can change all question points at once by going to the top of the Test Canvas page (above question 1) and clicking Select: **All** and then entering a value into the Points box. Click **Update**. All questions will be update to reflect the new point value.
   - This works best if you have an even number of questions. If you have an odd number of questions, you make have to edit the points for individual questions if you desire a certain overall test score (100, 300, etc.,)

8. To see the updated point value of the entire exam, scroll to the top of the page.