RESPONDUS: EDIT A TEST



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

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.





Multiple Choice 😮					
1. Title of Question	Sculptor				
2. Question Wording	2. Question Wording Randomize answers				
Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?					
3. Answers (PageDow	n moves to next answer) General Feedback 🗌 Feedback				
A Donatello	^				
B Leonardo da V	/inci				
C Giotto					
D Michaelangelo	· · · · · · · · · · · · · · · · · · ·				
4. Select Correct Answer D v 5. Point Value 1.00					
6. Save Changes	Cancel Changes Clear Form Preview				

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 + Publi	sh Retrie	
Random Blocks		Other Settings 🚱			
Availability		When a file is	When a file is published to a Blackboard server, these set		
Other Setti	ngs	Self-Assess	Self-Assessment		
		🗌 Include th	Include this test in Gradebook score calculations		
		Hide the score of this test from the Gradebook			
Use as New Defaults Restore Default Settings	Feedback Options				
		Rule 1 Af	ter Submission	~	
		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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Start	Edit	Settings	Preview + Publish	
Preview		Preview 😧		
Publish]	Preview the File		
Print Options	J	B	efore publishing your Respo ou "preview" the file. In the our hard drive and an Inter	