

Blackboard Help

Home Learn / Instructor / Tests, Pools, and Surveys

Edit Tests and Questions



A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.



Your institution controls which tools are available in the *Original Course View*. Tests are always available to instructors in the *Ultra Course View*, but anonymously submitted surveys aren't supported at this time.

Access the Test or Survey Canvas



➔ Doesn't seem familiar? [Jump to the "Ultra" help about accessing tests.](#)

On the *Test or Survey Canvas*, you can add, edit, and delete questions. You can also add question sets or random blocks, reorder questions, and edit a test or survey'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.

➔ [More on deleting questions](#)

Access the *Test Canvas* in these ways:

- Grade Center > test or survey column heading menu > *Edit Test*
- *Control Panel* > *Course Tools* > *Tests, Survey, and Pools* > *Tests* > test's menu > *Edit*
- Content area > test's menu > *Edit the Test*

Week 1: People

Build Content ▾ Assessments ▾ Tools ▾ Partner

Terminology Test ▾

What do you remember

Edit the Test

Edit the Test Options

Grade Center : Full Grade Center

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾

Move To Top Email

Grade Information Bar

Last Name	First Name	Week 2 Test - 1	Group Present	What do you
<input type="checkbox"/> Akbar	Mina	--		
<input type="checkbox"/> Casper	Chris	--		
<input type="checkbox"/> Churchill	Emily	--		
<input type="checkbox"/> Cooper	Ashby	--		
<input type="checkbox"/> Durand	Porter	--		

Quick Column Information

Edit Test

View and Add Alignments

Grade Attempts

Edit, delete, or reorder questions



👉 Doesn't seem familiar? [Jump to the "Ultra" help about editing and deleting questions.](#)

To make a change to a question, access the question's menu on the *Test* or *Survey Canvas* and select *Edit*.

Even after students submit attempts, you can delete questions. All affected test submissions are regraded and all affected survey results are updated. The question numbers update automatically.

On the *Test Canvas*, select the check box for each question to delete, and then select *Delete and Regrade*.

On the *Survey Canvas*, select the check box for each question to delete, and then select *Delete and Update Results*.

Test Canvas: Week 2 Test - History of Ocean Science

You can edit, delete, or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your c

Description	This test will cover material presented in Week 2. This is a timed test. You will have 15 minutes to complete once you begin. attempt to complete the test. This test is worth 23 points. You will write one essay question that I need to grade so you will not be able to access your score
Instructions	Please select the correct answer for each question.
Total Questions	7
Total Points	22
Number of Attempts	3

Select: Select by Type:

Points

1. **Multiple Choice: Alfred Wegener discusses a superconti...**

Question

Alfred Wegener discusses a supercontinent called _____.

At the top of the page, you're alerted that you can't delete questions if a test or survey has attempts in progress. The *Delete and Regrade* function is removed.

This Test has 3 attempts. For information on editing questions, click **More Help** below.
This Test has at least one attempt in progress. Deleting questions has been disabled. The attempts currently in progress are by: Monica Gonzalez

Test Canvas: Week 2 Test - History of Ocean Science

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1. **Multiple Choice: Alfred Wegener discusses a superconti...**

Question

Alfred Wegener discusses a supercontinent called _____.

Change the value for test questions

You can change the possible points awarded for answering questions correctly in two ways. For both ways, new grades are recalculated for all previously submitted tests.



If you set the points possible to less than 1, letter grades may not be assigned correctly.

1. On the *Test Canvas*, select a question's current points.
2. In the *Update Points* box, edit the points, set the question as extra credit, or give full credit. To remove a question's extra credit or full credit designation, clear the appropriate check box. You can't set extra credit or partial credit for questions unless you chose the options on the *Question Settings* page.

3. Select *Submit* or *Submit and Regrade*.

-OR-

1. On the *Test Canvas*, select the check box for each question you want to change.
2. Preceding the questions list, type a number in the *Points* box.
3. Select *Update* or *Update and Regrade*.

Reorder questions

👉 Doesn't seem familiar? [Jump to the "Ultra" help about reordering questions.](#)

Test Canvas: Chapter 9 Test

Create Question | Reuse Question | Upload Questions | Question Settings

Description
Instructions
Total Questions 5
Total Points 70

Select: All None | Select by Type: - Question Type

Delete | Points | Update | Hide Question

Reorder: Questions

Items

1. True/False: Oceanic crust is made of basalt and g...
2. Matching: Match each term with its definition.
3. Fill in the Blank: _____ is the silicate mineral with...
4. Ordering: Order the four oceans in size, with t...
5. Essay: Explain what a tomolo is and where y...

Cancel | Submit

1. True/False: Oceanic crust is made of basalt and g... Points: 10

Question	Oceanic crust is made of basalt and gabbro.
Answer	<input checked="" type="checkbox"/> True <input type="checkbox"/> False
Correct Feedback	Correct! Oceanic crust is made of basalt and gabbro and is generally about five km thick.
Incorrect Feedback	Incorrect! Oceanic crust is made of basalt and gabbro and is generally about

Questions are numbered automatically in the order you add them. The question numbers update when you reorder or randomize them. Therefore, use caution when you refer to specific question numbers in the questions' text.

On the *Test* or *Survey Canvas*, you can use the drag-and-drop function to reorder questions. Press the arrows next to a question and drag it to a new location.

Or, select the *Keyboard Accessible Reordering* icon. Select a question and use the *Move Up* and *Move Down* icons to adjust the order.

Only new test attempts are affected by the changed order if the test isn't set to display questions in random order. Attempts already submitted retain the order as originally viewed by students when they took the test.

Delete a test or survey



👉 Doesn't seem familiar? [Jump to the "Ultra" help about deleting tests.](#)

You can delete a test or survey before or after you deploy it in a content area. Access the test or survey's menu and select *Delete*. If students haven't attempted to take the test or survey, you may safely delete it from the content area without any loss of data. You have removed it from the content area only. The test or survey remains on the *Tests* or *Surveys* page where you can edit, redeploy, or delete it from the system.



If no students have taken a test or survey and you delete it on the Tests or Surveys page, it's also removed from the content area.

After you delete a test or survey from a content area, you can deploy it again. No connection or shared data exists between the first and second deployments.

If students have already taken a test or survey, you can make it unavailable rather than delete it.

If you try to delete a test with attempts, a warning appears with these options:

- *Preserve scores in the Grade Center for this Test, but delete all attempts for this Test.* You can delete the test from the content area. Grades for this test will remain in the Grade Center, but the attempts will be deleted. You won't be able to view any of the students' responses or grade any questions after the deletion. The action is irreversible.
- *Remove this content item, the Grade Center item for this Test, all grades for this Test, and all attempts for this Test.* You can delete the test from the content area and erase any record of the test from the Grade Center. All records of student performance are removed permanently. The

action is irreversible.

On the *Tests* or *Surveys* page, you can permanently delete tests or surveys. If *Delete* doesn't appear in a test or survey's menu, you have deployed it in a content area. You need to delete a deployed test or survey from the content area before you can delete it from the *Tests* or *Surveys* page.

Undeployed tests and surveys don't appear in the Grade Center, so when you delete them, the Grade Center isn't affected.

ULTRA: Add, edit, and delete questions



After you add the first question, select the plus sign wherever you want to add another question, type text, or upload a file. You can add as many text blocks and files as you want.

 *If you add questions to a test, you can't enable anonymous grading.*

Question 2 10 Points ⋮

The examination of everyday human social interactions on a small scale

Choose at least one correct answer

A macrosociology

B microsociology Correct answer

C cultural anthropology

D functionalism

+

Students see the content just as you see it, without the editing options or the correct answer.

 [More on adding text and files](#)

Before students open the test, open the menu to access *Edit* or *Delete*. To change the points, select the score pill and type a new value.

Select *Align with goal* from the menu to align goals with individual test questions to help your institution measure achievement. After you make the test available, students can view information for the goals you align with tests and questions so they know your expectations.

[➔ More on how to align goals with course content](#)

After submissions exist

You can edit the text of most questions and answers, even after students have made submissions. For example, you may have chosen the wrong answer, found a typo, or want to adjust points or scoring options. You can make a change for all students to see and automatically update all grades.

Your update affects existing attempts, attempts in progress, and subsequent submissions. **Student grades are updated, but the new grades may not appear immediately.** Students see their updated grades in their activity streams.



If you make changes while students have the assessment open, they won't see the changes. They need to refresh the page or submit the assessment and open it again.

After students open the assessment or make submissions, you can make these changes:

- Edit the text of questions and answers
- Edit the point value
 - New grades are recalculated for all previously submitted assessments
- [Give everyone full credit](#) for a question
- Change which answers are correct
- Change the scoring options for Multiple Choice and Matching questions
- Align questions with goals, from the assessment only

After students open the assessment, you **can't** make these changes:

- Add new questions and answers
- Delete a question
- Delete answers in Matching and Multiple Choice questions
- Change the number of blanks in a Fill in the Blanks question
- Move the content, such as switch the order of questions, answers, or additional content
- Add or remove questions from a question pool or delete a pool from an assessment

In an assessment or a student's submission, open a question's menu and select *Edit/Regrade* to make changes. You receive a warning after you save your changes if student submissions exist and regrading will occur.

If you [edit a question in a question pool](#), the edits appear everywhere the question is used. For example, if you change the correct answer, the question is regraded in all assessments where the question is used. The same is true for edits you make in a source assessment's questions. Those edits affect all the question pools where the question appears.



The regraded score is applied to the attempt score. If you manually change the grade for the assessment in the gradebook, the regraded score doesn't change the override score.

Question 2 10 Points ...

The examination of everyday human social interactions on a small scale is called

Choose at least one correct answer

- A macrosociology
- B microsociology *Correct answer*
- C cultural anthropology
- D functionalism

Edit/Regrade

Align with goal

Give full credit

You can give everyone full credit for a question you didn't explain clearly or doesn't accurately reflect your lecture or textbook material.

After you select *Edit/Regrade* in a question's menu, you can select the check box for *Give full credit for question*. After you give full credit, you can clear the check box to revert to the automatic grade or a previously assigned manual grade.

Your update affects existing attempts, attempts in progress, and subsequent submissions. **Student grades are updated, but the new grades or reversal may not appear immediately.**

When you give full credit, you can't change student scores for an individual question. You can override each student's assessment score to adjust the points.

[➔ More on overriding grades](#)

Question 1 Give full credit for question 5 points

Text Style B I U A ≡ f 🔗 🗑️ ⊕

Social identity refers to the set of characteristics by which a person is definitively recognizable or known by the society they live in.

Question 1 Full credit given 5 points ...

Social identity refers to the set of characteristics by which a person is definitively recognizable or known by the society they live in.

True *Correct answer*

True
 False

Cancel Save

False

Student view of full credit

After grading is completed and you show students the correct answers, they can see which questions you've awarded full credit. *Full credit given* appears next to the grade pill and is also noted in the answers section.

Question 1 *Full credit given* **5 / 5**

Social identity refers to the set of characteristics by which a person is definitively recognizable or known by the society they live in.

All answers receive full credit
The statement is **true**

Edit files within questions

You can edit settings for the files you've added to questions. Select the file in the editor and then select the *Edit Attachment* icon in the row of editor functions. You can add a *Display Name* and *Alternative Text*.

Question 1 10 points

Text Style ▾ B I U A ▾ ☰ ▾ f(x) 🔗 🖼️ ⊕ ▾ 

Review the image and write two paragraphs: one with your interpretation and one with

Edit File Attributes

* Display Name
Gender Infographic

You can also choose whether to insert the file as a link in the editor or to embed the file directly so it

appears inline with other content you've added.

ULTRA: Reorder questions, text, and files



👉 Doesn't seem familiar? [Jump to the "Original" help about reordering questions.](#)

Questions are numbered automatically in the order you add them. The question numbers update when you reorder. **Before students open the test**, you can reorder the elements of your test.

Point to a test item to access the *Drag to reorder* icon. Press and drag the question, text block, or file to a new location.

Question 2 10 points ...

The examination of everyday human social interactions on a small scale describes:

Choose at least one correct answer

A macrosociology

💡 You can use your keyboard to move an item.

1. Tab to an item's *Drag to reorder* icon.
2. Press Enter to activate move mode.
3. Use the arrow keys to choose a location.
4. Press Enter to drop the item in the new location.

ULTRA: Edit, reorder, and delete tests



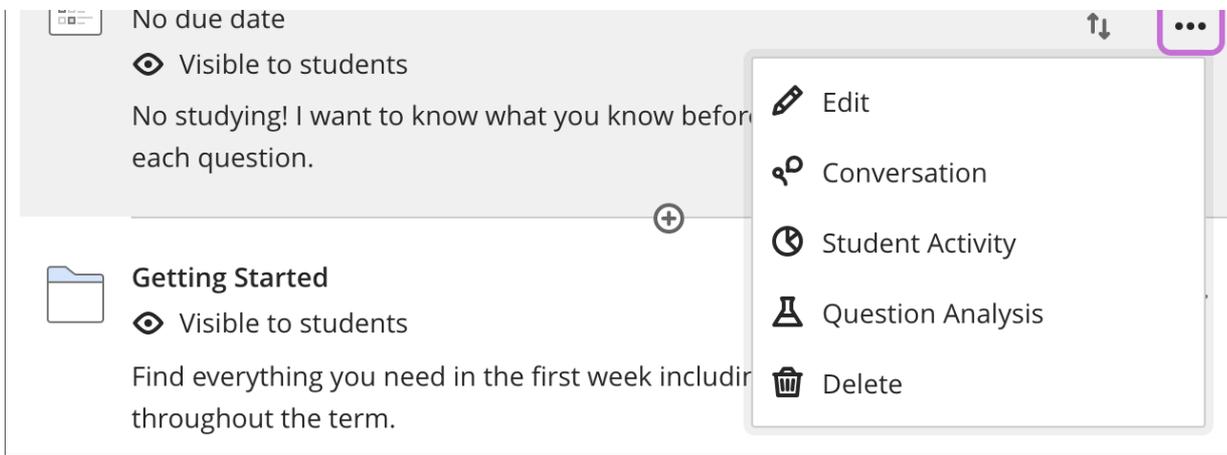
👉 Doesn't seem familiar? [Jump to the "Original" help about managing tests.](#)

You can make changes to existing tests and change where they appear on your *Course Content* page. Be aware that if you change an existing test that students can access, some students may have started their submissions.

Press the *Drag to reorder* icon in a test's row to move it to a new location. You can also move a test into a folder.

In a test's row, open the menu to access the *Edit* and *Delete* functions.

POP QUIZ! What do you know about sociology?



You can change the test's due date and grade unit at any time, even after students have made submissions. Students' statuses, scores, and grade units will update also.

Delete tests

You can delete a test from your course and if no student submissions exist, the gradebook item is also deleted. For tests with submissions, you must confirm that you want to permanently remove the test, all submissions, and grades from your course.

Or, hide the test from students to preserve the submissions and the scores in the gradebook. Students can't access hidden tests on the *Course Content* page or on their grades pages even if you've graded submissions.

Other deletion considerations

You can't delete the source tests for question pools from these areas:

- *Course Content* page
- Gradebook list or grid view

You also can't delete these items:

- Folders that contain source tests for question pools
- Question banks used in question pools