

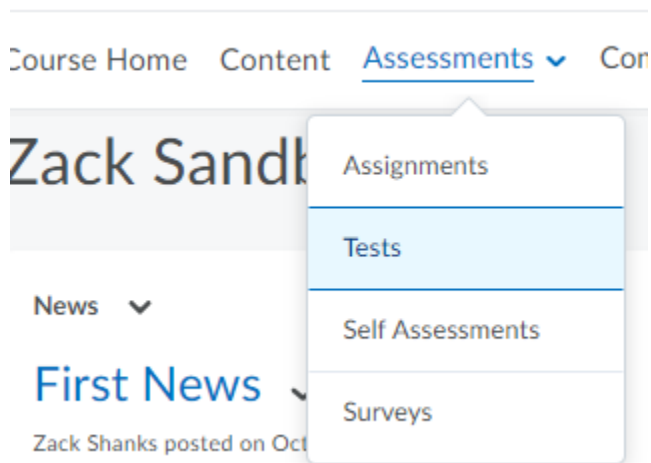
Editing a Question

Why Do I Need This Workflow?

There could be times when you need to edit a question in the Question Library. These edits may include changing the question text or total points, or choosing a new correct answer. In this workflow, we will edit a question we created and have these edits take place in both the Question Library and in our current tests.

How: Workflow Steps

1. Select **Assessments** in the navbar.
2. Select the **Tests** tool.



3. Once in the test tool, select the **Question Library** tab.



4. Select your question.



5. Edit your question (you could change the text, the correct answer, or the points).

Multiple Choice Options ▾

Question Text *

Test Question

Answers *

<input type="radio"/>	Yes	×
<input type="radio"/>	No	×
<input type="radio"/>	Maybe	×
<input checked="" type="radio"/>	What	×

[Add Answer](#)

Randomize answer order

Enumeration

a, b, c, d, e, f, ... ▾

Default Points *

1

6. Select **Save**. (**Note:** you may come across a Question in Use page if you have used this question in multiple assessments. If so, select where you would like the changes to apply. In this case, choose the Question Library and the tests using the question).

[Save](#) ▾ [Cancel](#)

7. Select **Done Editing Questions**.



Check for Success: On the Manage Quizzes page, select a test using the question you just edited. You should be able to see your edited question.