Edit a Published Assessment

Common reasons for editing a published test include:

1. Correcting typographical, spelling, or grammatical errors in question or answer text;
2. Correcting point value errors for questions
3. Changing correct answer specifications

In some circumstances, changes might be more extensive and involve adding or altering questions or answer text and/or adding or altering answer choices for a question(s). The type of question editing will determine the method used to republish the test. **Note:** You cannot Republish, or Regrade and Republish, tests that draw questions from pools since you have no direct access to the pool questions via the published test.

Published assessments can be modified even if students have already taken the test or are in the process of taking the test. If you are planning to edit a published assessment that is still available to students you should notify your students as the test will be temporarily unavailable to any student who has not yet started the test. In cases where you are changing point values or correcting an answer specification, we recommend you wait to edit the test until your students have submitted their test attempts.

**Edit and Republish a Test**

If you are making textual changes that do not alter the meaning of questions or answers, e.g., correcting typographical errors you only need to Republish the test after making the changes. To make changes to a published test:

1. Locate your test in the **Published Copies** of the Tests & Quizzes tool.

2. For the test in question select the **Edit** option.
3. Selecting the **Edit** option opens the **Edit Published Assessment** Confirmation page.

![Edit Published Assessment Confirmation]

Clicking on the **Edit** button opens the test and allows you to edit your test questions.

4. Click on the **Edit** button to open the test. Sakai will display the following message at the top of the test questions page.

![HIST 206 001 F12: Tests & Quizzes]

This assessment has been retracted from student view.
Click “Republish” or “Regrade and Republish” to make it available to students.

5. Locate the question(s) you wish to edit. Click on the **Edit** button for the question to make your textual changes to question and/or answer.

![To correct the spelling error in the answer click on the Edit button.]
6. Make your changes in the **Edit Question** screen.

   ![Edit Question Screen]
   
   **Change the text for the answer. Click on Save to submit the change and return to the assessment screen.**

7. In the Assessment screen, click the **Republish** button in the top right hand corner of the test.

   ![Assessment Screen]
   
   ![Republish Button]

8. Click on the **Republish** button in the Republish Assessment screen.

   ![Republish Assessment Screen]

   ![You have the option to notify your students of the republication.]

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9. Once the test is republished it will again become available to students. The date and time of the test modifications will list in the **Last Modified** column in the Published Copies tab.

![Date and time of modification noted.]

**Edit and “Regrade and Republish” a Test**

If you are making changes to a question that would alter the score of submitted tests, e.g., changing the point value of a question, changing the designation of a correct answer choice, or you are making changes to question or answer text that might alter a student's answer selection to a question, you use the **Regrade and Republish** option after your test edits. This option will update scores of submitted tests, correct the score and/or text for students who have not yet taken the test, and, if you choose, allow students who have already submitted a test to re-enter the test and review the submission.

Please make sure that you [download your test results](#) before you begin the Regrade and Republish process. This ensures you have a back-up of the test results in case of any error during the regarding process.

**Note:** You cannot Regrade and Republish tests that draw questions from pools.

Changing the point value of a question(s) is used to illustrate the **Regrade and Republish** option.

1. To change the point value for a question follow steps one through four above in the Republish instructions.
2. Make the needed changes in the **Edit Question** page, i.e., change the point value of the question from 2.0 to 1.0.
3. If other questions need changes follow the same process outlined above. Once all your changes have been made, click on the Regrade and Republish button that appears in right hand corner of the top or bottom the page.

4. Choose the options you want to accompany the regrading and republication and then click on the Regrade and Republish button.
5. When you click **Regrade and Republish**, all submitted tests will be re-graded with the new point value(s) for the altered question(s).

6. If your assessment is still active (the Due Date or Late Submissions date – whichever is later - has not passed) the test will again be available to students. If you Regrade and Republish after the Due Date/Late Submission date, the test will not be available to students.