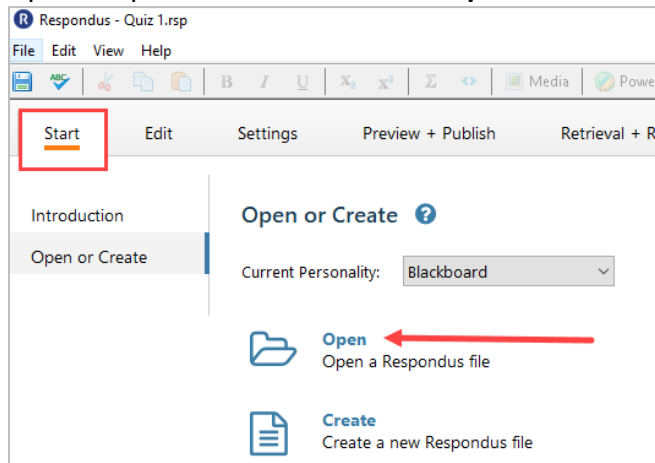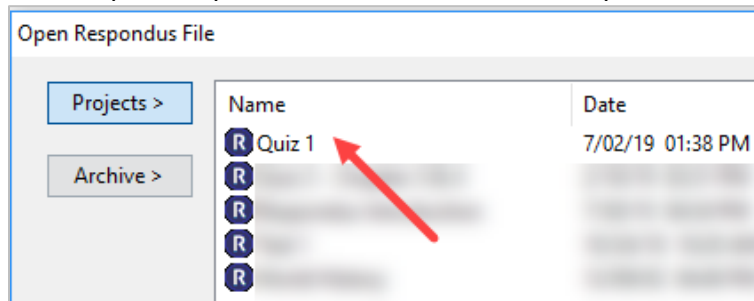# RESPONDUS: EDIT A TEST

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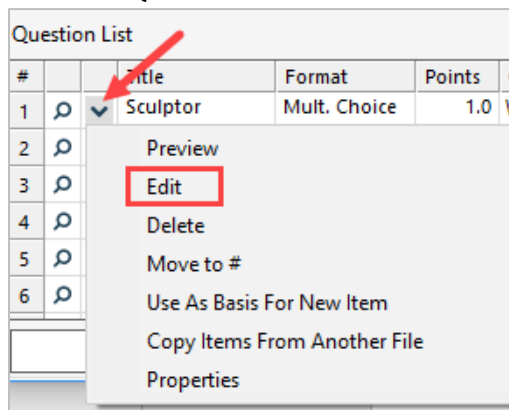
Instructions

1. Open Respondus and click on the **Open** button.

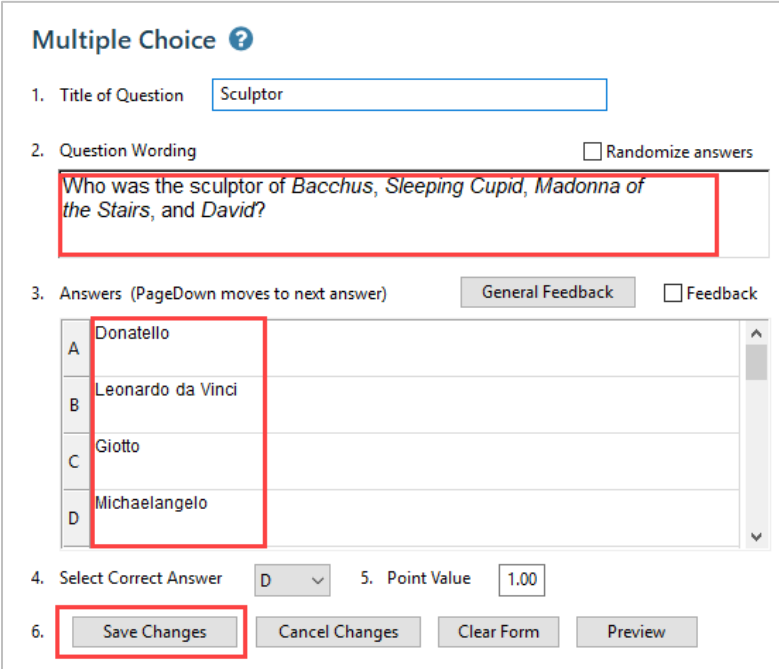2. In the Open Respondus File window, select a quiz/test to edit and click **Open**.

3. Click the **Question Menu** button beside the question to edit. Select **Edit.**

4. Edit the question and click the **Save Changes** button.

JOHNSON & WALES
U N I V E R S I T Y
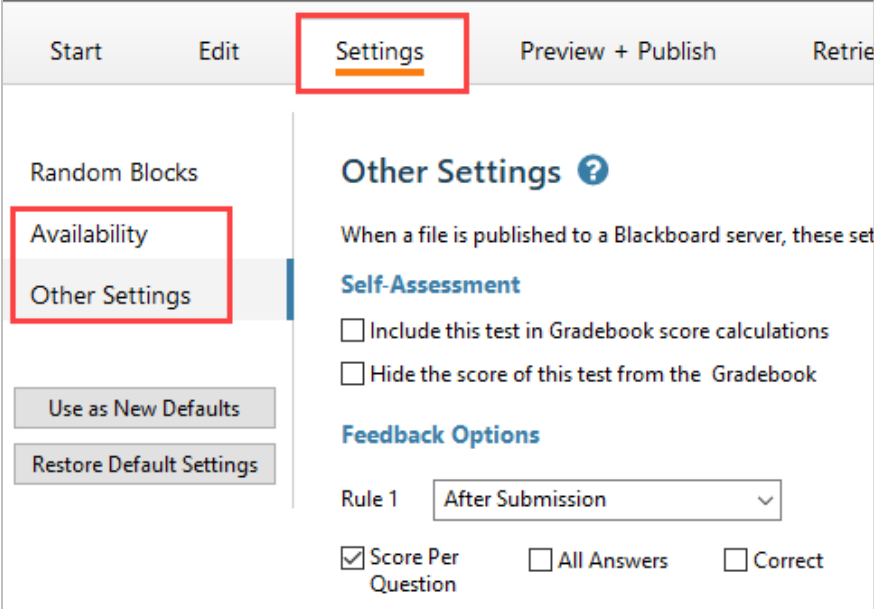
5. To change test settings, click the **Settings** tab at the top of the screen. Select **Availability** or **Other Settings** from the left menu to change test settings.

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.

Instructional Design & Technology

RESPONDUS: EDIT A TEST