

Faculty - Modify Test Options: Remove Answer Choices

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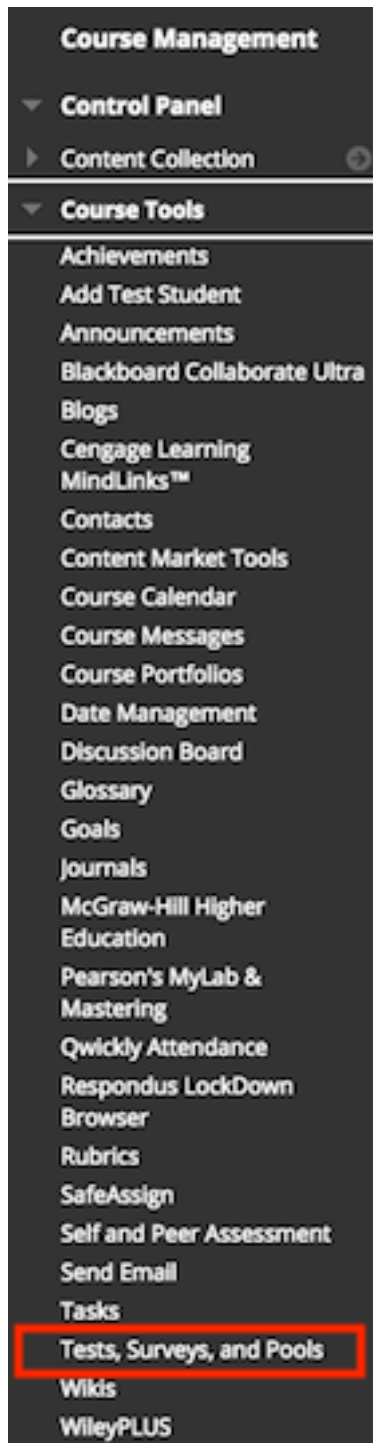
2018



Edit Blackboard Tests and Quizzes - Removing Answer Options

Blackboard provides an assessment tool in which faculty members can create an assessment with multiple types of question (multiple choice, true/false, short-answer, matching, etc.) to determine the students' level of understanding. You can create multiple versions of a test and edit the tests to meet individual student needs.

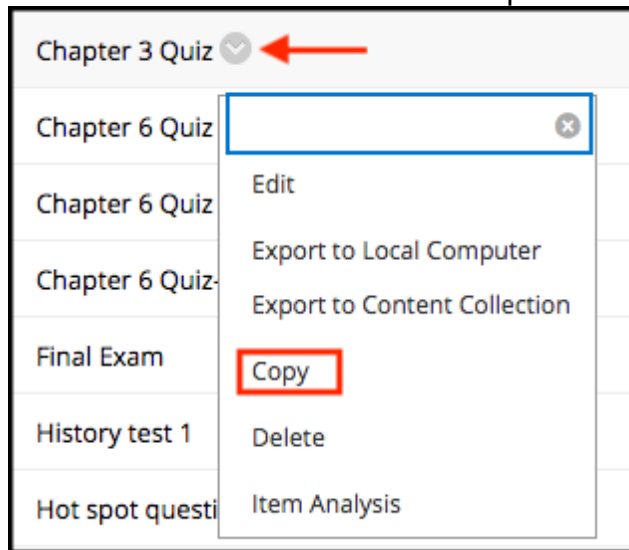
1. Log into the Blackboard course where you wish to add a test or quiz.
2. Under *Course Management*, click the **Control Panel** button.
3. Click the Course Tools button.
4. Near the bottom of the drop down, select Tests, Surveys and Pools.



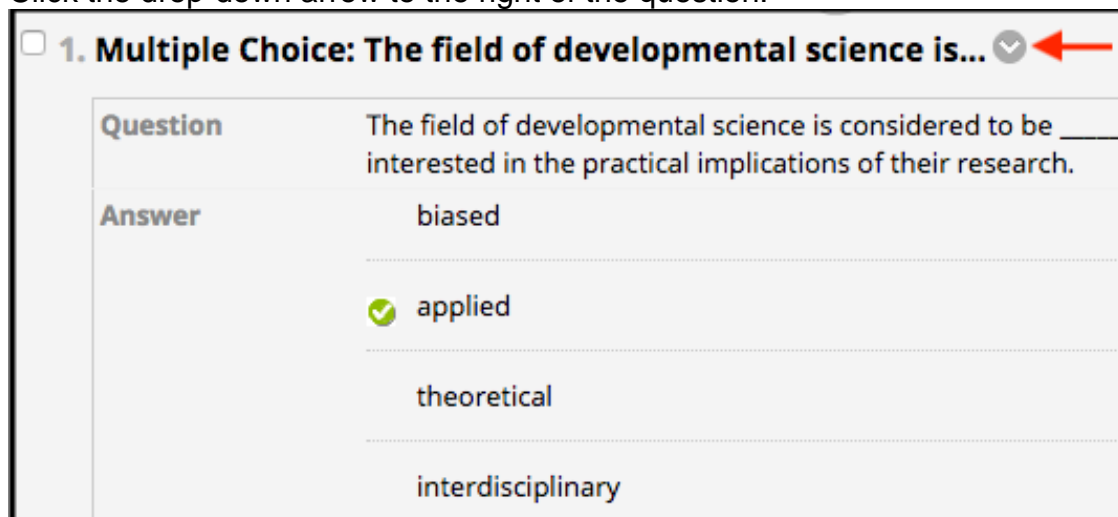
5. From the next screen, click the Tests button.
6. Click the drop down arrow next to the name of the test you want to duplicate and then edit.
7. Click Copy.

Note: This will make a copy of the test that has the *same* name as the original test with a 1 at the end of the test name.

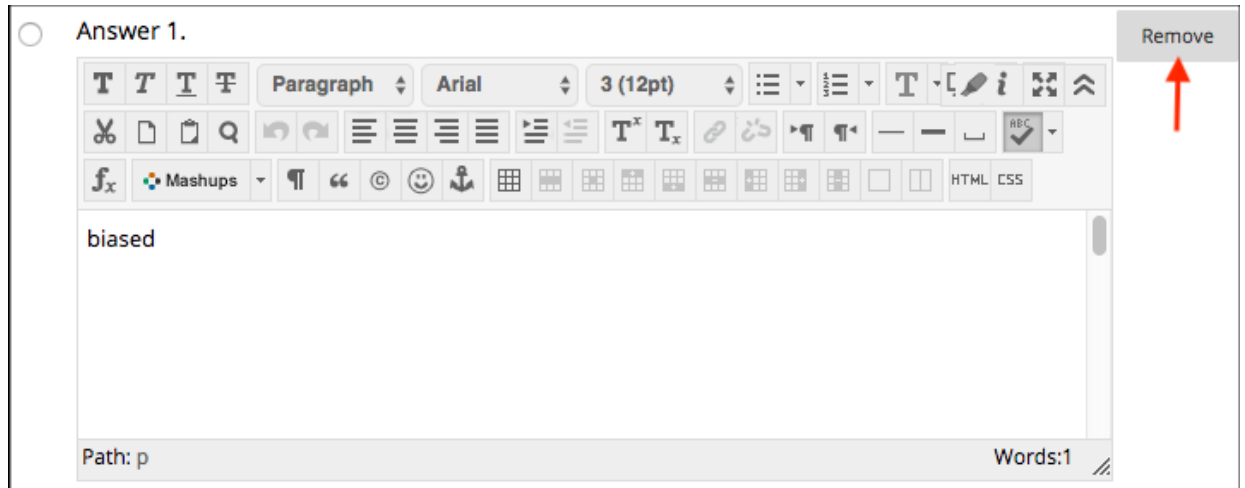
8. Click the down arrow next to the copied test and select **Edit**.



9. In Test Canvas, locate the question you want to edit.
10. Click the drop-down arrow to the right of the question.



11. Click **Edit**.
12. Click **Remove** to the right of the answer choice(s) you want to remove.



13. Click the **Submit** button.
14. Repeat steps 10 - 13 for each question you want to edit.
15. When finished, click **OK** at the bottom of the test.

Note: Now you must deploy this test for your students.

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Online URL:

<https://kb.mc3.edu/article/faculty-modify-test-options-remove-answer-choices-368.html>