Instructors: Reviewing, Regrading, and Editing Quiz Questions
(after students have taken the quiz)

**Step 1: Review the Quiz Statistics**
1. Go to “Quizzes” on the navbar and choose the dropdown by the name of the quiz. Choose “Statistics”. You can review the stats either by “Question Stats” or “Question Details” tab. Both give you the % of students who answered it correctly, but the “Question Details” lets you see how many students answered each (right or wrong).
Step 2: Giving the entire class credit or giving certain responses credit

2. To “throw a question out,” you can either give everyone who answered the question the points or give students credit for answering a specific way. **Note: This only works if the student has completed an attempt. You will want to wait to do this until everyone has completed the quiz attempt.**

- From the “Quizzes” menu, choose the dropdown by the name of the quiz. Choose “Grade”.
- Choose “Questions” tab (at the top)
- Choose “Update all Attempts”
- Select the name of the question

Under “grading type” you can choose to update all attempts (give everyone points) or give those who answered in a certain way the points.
When you edit the points provided, a modification log is noted at the very bottom of the page (so you can keep track).

If you give only a certain set of students who answered a certain way the credit, you will need to input how they answered and what points are given.
Step 3: Edit the Question

3. **DO NOT edit the question itself before you adjust the points given (in step 2).** After you have given the points, you can edit the question (to be correct for the copy over to the next shell).

- Choose “**Quizzes**” from the navbar
- Choose the dropdown by the name of the question. Choose “**Edit**”.
- Select “**Add/Edit Questions**” and the select the question. You will then be able to edit the question and responses to take effect the next time you use the exam (when you copy it over to another course).