Users are able to adjust the correct answer for each question in an assessment or set a new answer key for an entire assessment. When scoring an assessment, users can change the assigned categories for a question, or the scoring options for an item to give full or partial credit, throw out an item all together, or designate it as a bonus question.

> To quickly find an assessment you can search by exam name, user, download close date or use the **Advance Search.**

Adjusting Fill in the Blank Questions

- **Adding a Blank** = Beneath the Correct Answer fields, the [+ Add New Blank] button will insert a new fill in the blank box at the cursor's position within the question stem
- **Removing a Blank** = Beside each Correct Answer field, the ⊗ button will delete the blank from the question stem
- **Adding a Correct Answer** = To add another Correct Answer, insert the pipe character "|" followed by the answer. Note there is no space before or after the pipe character.
- **Removing a Correct Answer** = Erase one pipe character and answer text that follows; a pipe character will need to separate any further correct answers
- **Adjusting the Correct Answer When Scoring** = Open the edit window for the specific question, select which blank's correct answer to adjust from the drop-down menu, and add or remove any text from the correct answer stem.
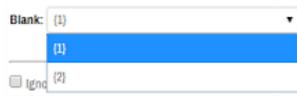
Manually Adjust Individual Answers

1. Navigate to the **Assessments** tab.
2. Open a posted assessment.
3. Navigate to the **Adjust Scoring** tab in that assessment.
4. The questions in the assessment will be listed.
5. To make Individual changes to multiple answer choices, click the pencil icon in the actions column.
6. A new window appears.
   a. For Multiple Choice and True/False question types, select the correct choices in the **Adj Answer** column.
   b. For Fill in the Blank question types, type in the **Adjusted Answer**.
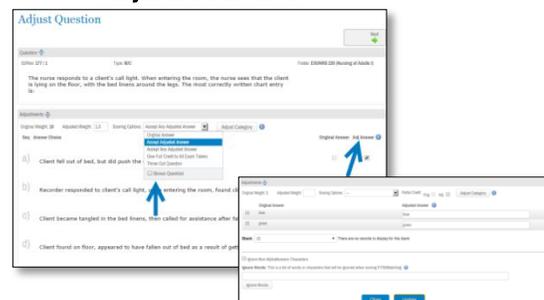
> The original answer column shows the correct answer as it was indicated when creating the question. To change the correct answer, select or type in the new correct answer choices in the **Adjusted Answer** column. Note that when doing this the original answer will no longer be accepted as correct.

7. Click **Update**.
8. Various Scoring Options are also available to:
   - **Accept Adjusted Answer** = Exam Takers must select all adjusted answers in a question to receive credit.
   - **Accept Any Adjusted Answers** = Exam Takers will receive credit for selecting any adjusted answer. They are not required to select all of the possible adjusted answers in a question to receive credit.
   - **Give Full Credit** = all Exam Takers will receive points as if they got this question correct. This does not affect overall max points for assessment.
   - **Throw Out Question** = This changes the weight of the question to 0 and removes it from reports. Note that this WILL change overall max points.
   - **Bonus Question** = This will remove the weight of this question from the overall max points of the assessment. Exam Takers that get this question right will receive points for this question which can result in a score greater than 100%. Exam Takers that get this question wrong are not penalized.

9. Users can adjust the category tags and rationale for a specific question. Click **Adjust Category** to make the new category selections.

> Adjusting the correct answer will only effect the question as it is in the specific assessment. However adjusting the **Categories** tagged to the question and the **Instructor Rationale** will edit the actual question.

Import Answer Key

1. Create the answer key that will be uploaded. It should be created in Excel using the format displayed and saved as a tab delimited file (.txt).
2. Navigate to the **Assessments** section and select the assessment.
3. Select **Adjust Scoring**. Beneath **Adjust Scoring**, select **Import Answer Key**.
4. Click **Browse**, select the saved answer key, and click **Upload**.
5. A confirmation message will appear when the answer key has successfully uploaded.
6. Review the **Adjusted Answer** column to verify that the answer key was changed for this assessment.

ItemNumber	CorrectAnswer
1	A
2	B,C,D
5	B
6	A,B
7	D