

### Key Concepts:

- Revise an Existing Unpublished Assessment**
- Revise the Settings in an Unpublished Assessment**
- Revise the Parts in an Unpublished Assessment**
- Revise the Questions in an Unpublished Assessment**
- Limited Modifications to Published Assessments**
- Retract a Published Assessment**
- Make a Retracted Assessment Available Again**
- Delete an Assessment**
- Change Items in a Published Assessment**

### Revise an Existing Unpublished Assessment:

You can add, delete, or modify questions and components of an existing, unpublished assessment that you created, including the settings, the questions, and the parts. You can only do this to UNPUBLISHED assessments.

You cannot change the questions once an assessment is published. Once an assessment is published, you can only modify the delivery dates and feedback settings.

### Revise the Settings in an Unpublished Assessment:

To modify the settings of an existing unpublished assessment, follow these steps:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** From the Assessments page, under Core Assessments, find the desired assessment and click the corresponding [\[Settings\]](#) button.
- Step 3:** On the Settings page, click the arrow next to each setting to expand it and reveal its options. You now can modify the options for each setting.
- Step 4:** When you're finished, to save your changes, click [\[Save Settings\]](#). You will return to the Assessments page. To keep the original settings and discard any changes, click [\[Cancel\]](#).

**NOTE:** You can only edit the settings that have been made editable in your assessment type.

### Revise the Parts in an Unpublished Assessment:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** From the Assessments page, under Core Assessments, find the desired assessment and click its title to enter the

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editing screen.

**Step 3:** Every assessment must contain at least one part. Click [\[Add Part\]](#) to create a part.

- » To change the order in which a part appears in your assessment, change the number in the drop-down menu in the part's title bar.
- » To remove a part, click [\[Remove\]](#). You'll have the option to remove the part only (and move its questions to another part) or remove the part and all its questions.
- » To modify the title of the part, click [\[Edit\]](#) and enter a new title in the Title field. Click [\[Save\]](#) to save your changes.
- » To copy the entire part to a question pool, click [\[Copy to Pool\]](#) and select which ALREADY EXISTING question pool you want the part to go to. Click [\[Copy\]](#) to save your changes.

**NOTE: If you do not change the default part's name, its heading (i.e., gray divider) will not appear on your assessment. Any questions or images you place in this part will appear; only the heading will be hidden.**

**Step 4:** Click [\[Save\]](#).

## Revise the Questions in an Unpublished Assessment:

**Step 1:** In the menu bar of the site, click [\[Assessments\]](#).

**Step 2:** From the Assessments page, under Core Assessments, find the desired assessment and click its title to enter the editing screen.

**Step 3:** Each question is represented by a bar containing the question number, the type of question, its answer point value, and two buttons, [\[Remove\]](#) and [\[Edit\]](#). You have the following options:

- » Use the Question drop-down menu to change the order in which the questions appear.
- » Click [\[Remove\]](#) to delete the question from the assessment. Doing so will take you to a confirmation page. If you're certain you want to remove the question, click [\[Remove\]](#). To keep the question, click [\[Cancel\]](#).
- » Click [\[Edit\]](#) to open the question editing screen. Here, you can change the answer point value for the question, the question text, the part to which the question is assigned, and the answer(s) for the question. Click [\[Save\]](#) to keep your changes or [\[Cancel\]](#) to cancel your changes.

**Step 4:** To add more questions to the assessment use the Add Question: drop-down menu to select the type of question to add.

## Limited Modifications to Published Assessments:

Once you've published an assessment, you cannot add, delete, or modify its questions. You can only change the delivery dates

and feedback options.

Once an assessment has been published you can only retract it from student view if any changes need to be made. You can then republish the assessment with a new name.

## Retract a Published Assessment:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** From the Assessments page, under Published Assessments, click the [\[Settings\]](#) button that corresponds to the assessment you wish to retract.
- Step 3:** On the Settings page, click [\[Delivery Dates\]](#) to reveal this setting's options.
- Step 4:** Click the [\[Retract Now\]](#) button to immediately retract the assessment.
- Step 5:** At the bottom of the screen, click [\[Save Settings\]](#).

## Make a Retracted Assessment Available Again:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** From the Assessments page, under inactive assessments click [\[Settings\]](#) for the test you wish to modify.
- Step 3:** Change the available, due, and retract dates to make the assessment available to students again.
- Step 4:** At the bottom of the screen, click [\[Save\]](#) to keep your settings.

## Delete an Assessment:

**NOTE: You can only delete assessments listed under Core Assessments on the Assessments page without deleting grades. Published assessments may be deleted, but any scores associated the assessment will be deleted from the gradebook as well.**

To delete an unpublished assessment:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** From the Assessments page, under Core Assessments, find the title of the desired assessment, and click the corresponding [\[Remove\]](#) button.
- Step 3:** A prompt asks you to confirm the deletion. If you're certain you want to delete the assessment, click [\[Remove\]](#).

## Change Items in a Published Assessment:

If you need to change question point values, answer choices, or correct answer designations, you will first have to remove

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the assessment from participant's view, make your changes, and republish the assessment with a NEW NAME. Please follow these steps:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** Click [\[Settings\]](#) under the published assessment you need to make revisions to.
- Step 3:** Click [\[Retract now\]](#) in the delivery dates options.
- Step 4:** Click [\[Retract\]](#). The assessment should now be retracted from student view.
- Step 5:** Make your changes in the CORE ASSESSMENT and NOT in the Published assessment.
- Step 6:** You must change the name of the assessment because TRACS cannot have two assessments with the same name published in the same site. You will be able to change the title of the assessment in the Assessment Introduction portion of the assessment's settings.
- Step 7:** Once your changes have been made Click [\[save settings and publish\]](#) to release the newly modified assessment.
- Step 8:** If you told the old assessment to report to the gradebook, you may want to change this option as to not cause confusion for site participants. To remove assessments from the gradebook please follow these steps:
  - 1. Click the settings button for the assessment you need to remove from the gradebook underneath the RETRACTED assessment area
  - 2. Under the grading options, choose None.
  - 3. Click save settings.

For questions, contact ETC Support at 245.5566. You can also email us at [tracs@txstate.edu](mailto:tracs@txstate.edu)

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.