Step by Step: **Regrading – Changing the Correct Answer**

Instructors can change the correct answer to a test question after students have submitted tests. The test will then be automatically regraded. If the regraded test question is linked to another test in the same course, that test will also be automatically regraded.

1. In the Control Panel, go to the **Grade Center**.

2. Find the column for the test. Click the column’s **action link** and select **Edit Test** from the drop-down list.

3. The **Test Canvas** page displays. Find the question, click its action link at the right of the title, and select **Edit** from the drop-down list.

4. Edit the question as needed. Then click the **Submit and Update Attempts** button at the bottom right. A confirmation window will display. Click **OK**.

5. Click the **OK** button to return to the Grade Center.