

Creating and Editing Answer Keys

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Want to see this feature in action? Click here for a how-to video: <https://vimeo.com/226474099/6c18f5d742>

You can manually create and edit answer keys for your tests. Note that answer keys can also be [scanned](#) with the student tests. To create/edit an answer key, open any test. You can start by creating an answer key or editing an existing one that you have created previously or scanned in with your tests. **Please Note:** If you have already graded your tests, editing the answer key will cause your test data to change based on the answers in the edited answer key. When in the **Test** page, click the **pencil icon** on the right side of the answer key you would like to edit. You are directed to the **Answer Key** page. In the **Test Questions** box, you can click each individual *Multiple Choice Question* on the test and change the corresponding answer as needed. You can change points, extra credit and add benchmarks to the test. You can also change the correct answers by clicking in the desired bubble. If you want to allow more than one response, click the Shift key while selecting the bubbles. Then choose whether all or just one of the answers need to be selected by toggling the **Require all correct answers to be selected box**. For *Subjective Questions*, you can edit the maximum amount of points to be awarded for that question. When you are finished editing your answer key, click **Save Answer Key**. Then click **Back to Test** to return to the **Test** page. If you have previously graded tests, your test data will update and reflect scores corresponding to your new answer key.

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