



# Master Key Options

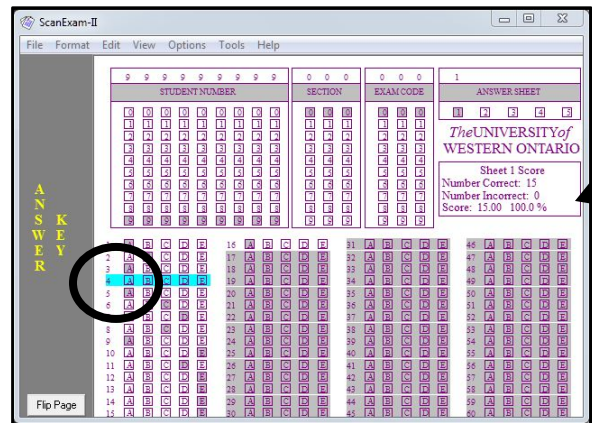
## Making Answer Key Changes

### Deleting a Question

View menu -> Master Answer Key

If an answer needs to be changed, firstly click on the incorrect answer to clear it and then select the correct answer.

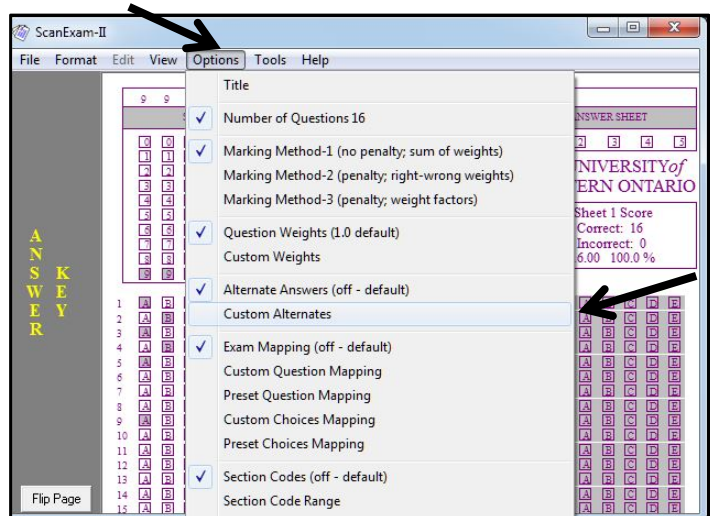
*The total number of correct answers and all scores are automatically adjusted after a deletion is made.*



### SELECTING CUSTOM ALTERNATES

*Each question on the key must have one answer selected before alternates are added.*

Go to View -> Master Answer Key;  
Options -> Custom Alternates





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**Alternate example #1:** Two answers (E and A) are accepted for a single question (#54); 'E' is already selected on the key so answer 'A' is added and its weight of "1" is also added:

OK	Question	Ans(wght)	Alt(wght)	Alt(wght)	Alt(wght)	Alt(wght)
100 Ques	54	E(1)	A(1)			

**Alternate example #2:** All answers are to be accepted for a single question (#11); 'C' is already selected on the key so the remaining answers are then added with an equal weight of '1':

OK	Question	Ans(wght)	Alt(wght)	Alt(wght)	Alt(wght)	Alt(wght)
16 Ques	11	C(1)	D(1)	E(1)	A(1)	B(1)

You can then preview the Alternate answers:

**Options -> Preview Active Options (Alt Answers)**

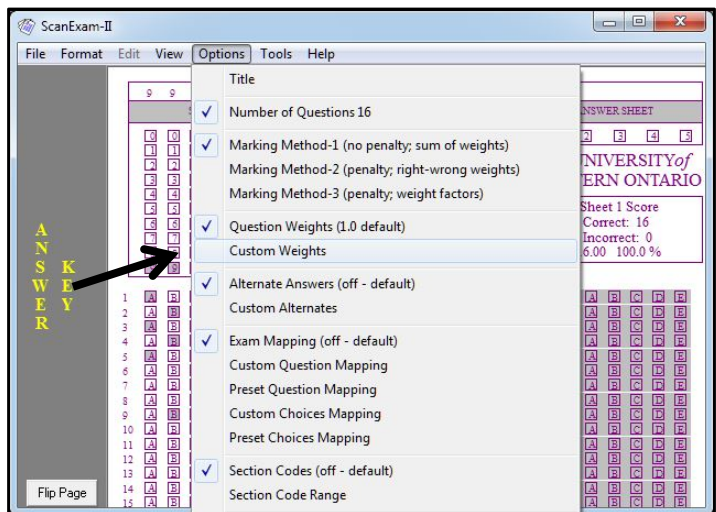
OK	Ques	Ans	Def Wght	Cus Wght	Alt Ans	Alt Ans	Alt Ans	Alt Ans
40 Ques	1	A	1.0					
	2	B	1.0					
	3	C	1.0					
	4	B	1.0					
	5	E	1.0					
	6	C	1.0					
	7	B	1.0					
	8	B	1.0					
	9	A	1.0					
	10	B	1.0					
	11	C	1.0		A(1)	B(1)	D(1)	E(1)
	12	B	1.0					

## Selecting Custom Weights

*Weighting is set to a default of 1.0 though custom weights are available.*

Some of the questions on your exam should be worth 2 points each. What do you do?

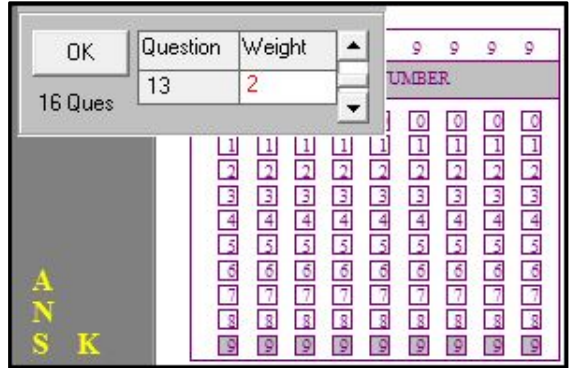
**View -> Master Answer Key;**  
**Options -> Custom Weights:**



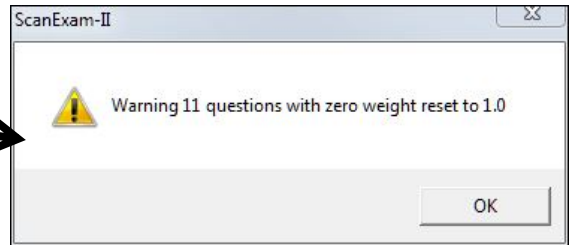


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In the box that appears, scroll down and enter the custom weight for each question; click 'OK' when finished



An alert message will appear once 'OK' is clicked. This is just a notification that all other questions will be reset to the default weighting of 1.0



You can preview the Custom Weights changes:

**Options menu -> Preview Active Options (Custom Weight)**

