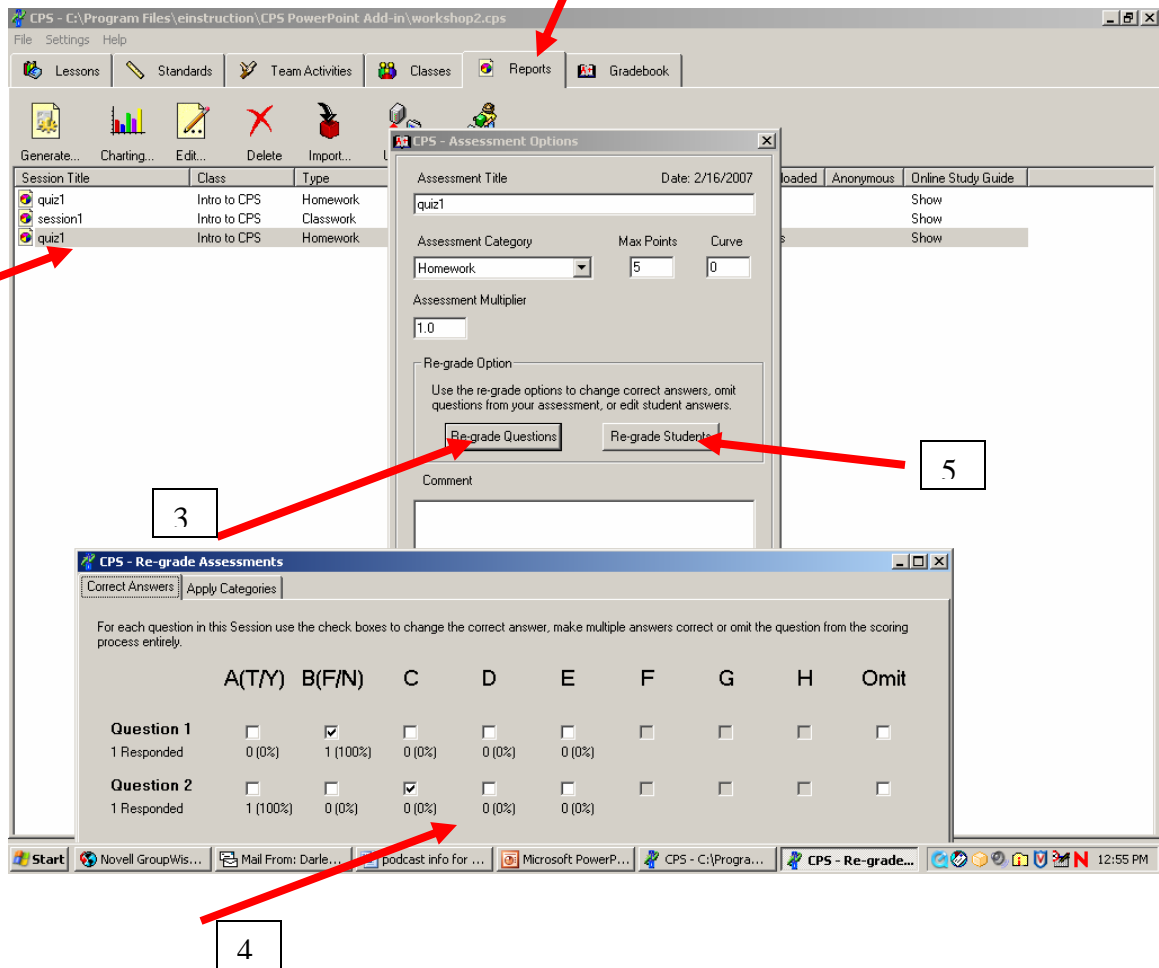


## How to change answers



1. Open CPS and click on Reports Tab
2. Select the session that you want to change.
3. Click on Re-Grade Question
4. Put a Check Mark in the box of the answer that should be the correct one. You can even decide to have more than one correct answer (which will make the students happy!)
5. Click on Re-Grade Student if you want to correct student's grade.
6. Click ok when done and re-upload to CPSOnline.