

Editing Exercises & Surveys

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1. What it is

Editing Exercises & Surveys is a new capability within the Uplimit editor that allows admins to make changes to exercises and surveys even after learners have submitted responses. Whether you need to fix a typo, extend a deadline, or correct a wrong answer, the platform now guides you through the impact of your change before it's applied.

[Here is a loom with more details](#)

2. How to Use It

Making a Non-Breaking Change (Admin)

1. Open the exercise in the editor. On the right-hand side, the **Exercise Settings** panel will pop out, showing details like title, date, and deadline.

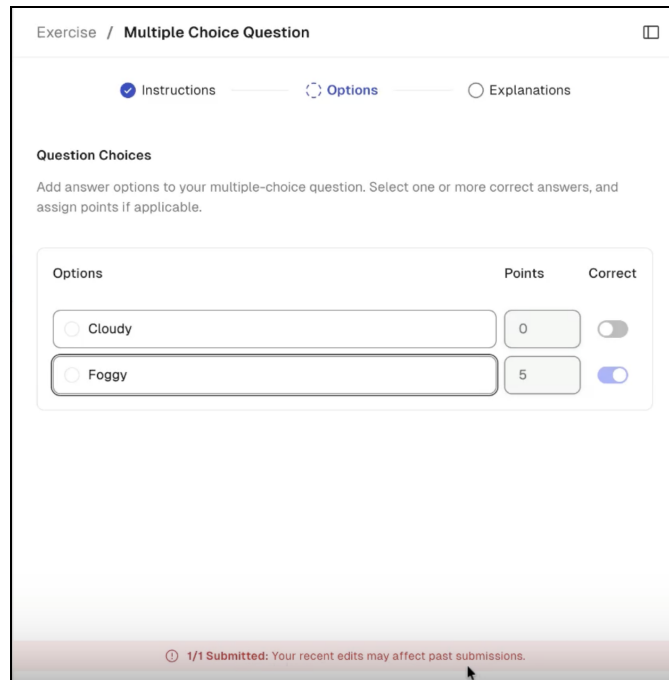
The screenshot shows the Uplimit editor interface. The main content area is titled "Customer Demo" and contains a section titled "Sample 1". Below the title, it shows "DUE ON: DAY 2 (SELF-PACED)" and "MAX ATTEMPTS: 7". A blue banner indicates "3/47 Submitted: Learners have already submitted this exercise. You may update titles or instructions, but some edits may require invalidating submissions." Below this, there is a question "What's the weather" with two radio button options: "Rain" and "Sunny". The right sidebar is titled "Exercise" and contains the "Exercise Settings" panel. This panel includes fields for "Title" (set to "Sample 1"), "Deadline" (set to "Week 1 Day 2"), "Group Exercise" (disabled), "Limited attempts" (set to 7), and a "Questions" section with the question "What's the weather". At the bottom of the sidebar are "Cancel" and "Save Changes" buttons. The main editor area has a "+ Add New Section" button at the bottom left and a "Next >" button at the bottom right.

2. Make your edit — for example, extending the deadline or correcting a typo in the question text. These are **non-breaking changes** and will not affect any existing learner submissions.
3. Click **Save Changes**. The modal closes and your change is applied immediately.

The screenshot displays the 'Customer Demo' exercise editor. The main content area shows a question titled 'Sample 123' with two radio button options: 'Rain' and 'Sunny'. A red box highlights the title 'Sample 123'. The right sidebar contains settings for the exercise, including Title, Deadline, Group Exercise, Limited attempts, and Questions. A red box highlights the 'Title' field, which contains 'Sample 123'. At the bottom, there are buttons for 'Add New Section', 'Next', 'Cancel', and 'Save Changes'.

Making a Breaking Change (Admin)

4. Navigate to the question and change a **correct answer option** (e.g., changing the correct answer from “Rainy” to “Foggy”). As you type, a **red banner** will appear indicating how many learners have submitted and that your edits may affect past submissions.



Exercise / Multiple Choice Question

Instructions Options Explanations

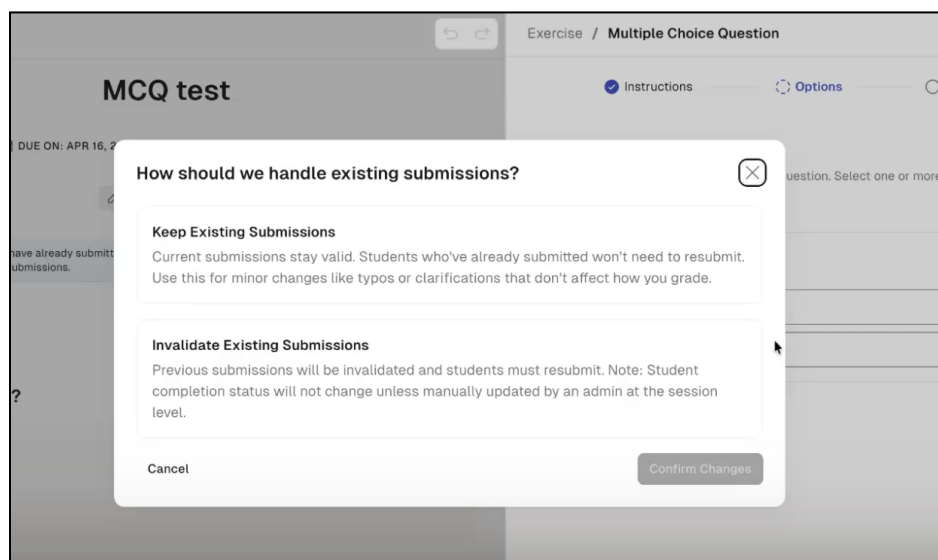
Question Choices

Add answer options to your multiple-choice question. Select one or more correct answers, and assign points if applicable.

Options	Points	Correct
☐ Cloudy	0	☐
☐ Foggy	5	☒

1/1 Submitted: Your recent edits may affect past submissions.

5. Click **Save and Next**. A decision modal appears asking how you'd like to handle existing submissions.
6. Choose one of two options:
 - **Keep Existing Submissions:** Learners keep their credit and do not need to resubmit. The change applies only to future submissions.
 - **Invalidate Submissions:** Past submissions are voided and learners will be required to resubmit. This triggers an email notification flow.



Exercise / Multiple Choice Question

Instructions Options Explanations

MCQ test

DUE ON: APR 16, 2020

How should we handle existing submissions?

Keep Existing Submissions

Current submissions stay valid. Students who've already submitted won't need to resubmit. Use this for minor changes like typos or clarifications that don't affect how you grade.

Invalidate Existing Submissions

Previous submissions will be invalidated and students must resubmit. Note: Student completion status will not change unless manually updated by an admin at the session level.

Cancel Confirm Changes

If You Choose "Keep Existing Submissions"

7. Select **Keep Existing Submissions** and click **Confirm**. Learners who already submitted retain their credit. Click **Save and Finish** to complete the edit.

If You Choose “Invalidate Submissions”

8. Select **Invalidate Submissions**. An **email composer** opens that auto-populates affected learners’ names. Customize the message to explain the update and ask learners to resubmit.

How should we handle existing submissions?

Keep Existing Submissions
Current submissions stay valid. Students who've already submitted won't need to resubmit. Use this for minor changes like typos or clarifications that don't affect how you grade.

Invalidate Existing Submissions
Previous submissions will be invalidated and students must resubmit. Note: Student completion status will not change unless manually updated by an admin at the session level.

Email notification to learners
Edit the message learners will receive. Send Test Email

B I H₁ H₂ H₃ [Link] [Image] [Text]

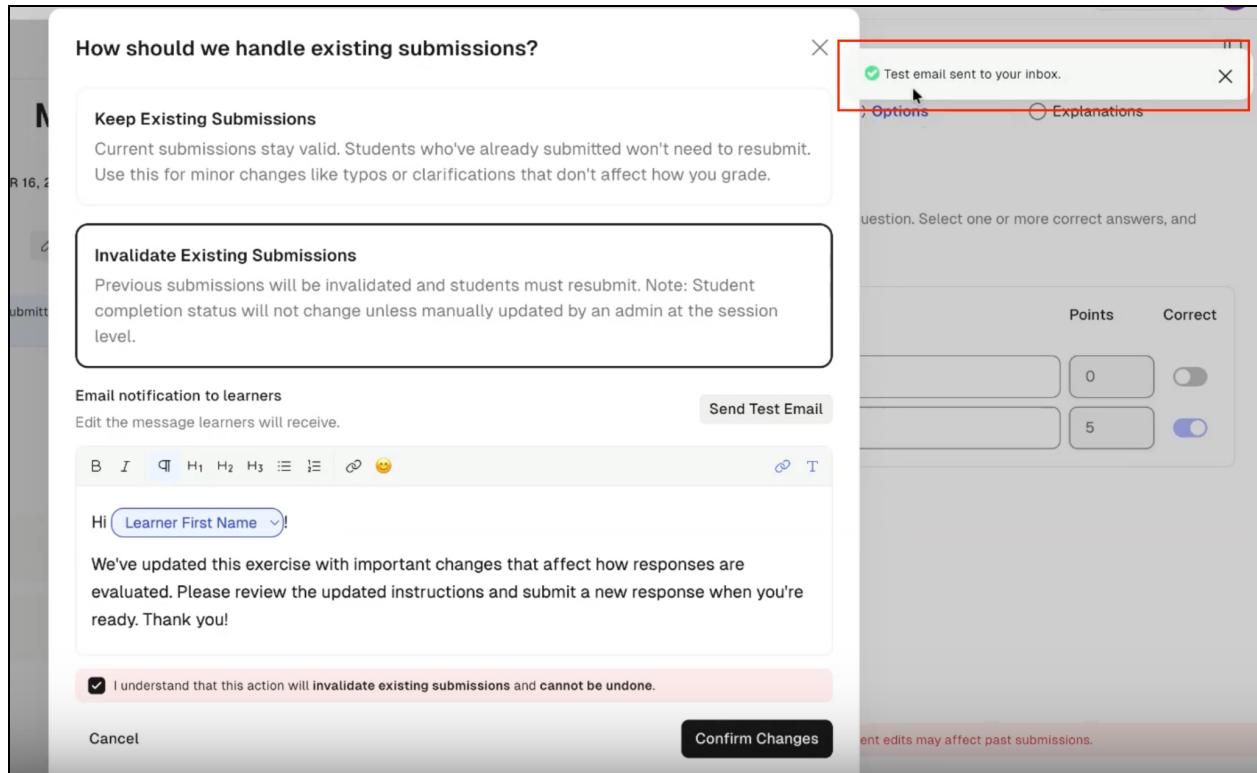
Hi Learner First Name!

We've updated this exercise with important changes that affect how responses are evaluated. Please review the updated instructions and submit a new response when you're ready.

☐ I understand that this action will invalidate existing submissions and cannot be undone.

Cancel Confirm Changes

9. Optionally, click **Send Test Email** to preview what learners will receive. A toast notification confirms the test email was sent to your inbox.



10. Acknowledge the warning that invalidating submissions **cannot be undone**, then click **Confirm Changes** to apply the edit and send the notification to learners.

Learner Experience After Invalidation

11. The learner sees a message on the exercise: *“Previous submission is no longer valid due to recent updates to this exercise.”* Their submission is marked as invalidated.

Editing Exercises and Surveys

MCQ test

LAST SUBMITTED: 04/06/2026, 2:27 PM

Your previous submission is no longer valid due to recent updates to this exercise.

0/5 pts

How's the weather? INVALIDATED

☒ Cloudy.

☐ Rainy.

POINTS
0 / 5

Attempts Remaining: 2 Try again Submit

Retrying will reset your points. We will use your most recent attempt.

12. The learner clicks **Try Again** to review the updated exercise, toggle between their old and new responses, and submit a fresh answer.

Editing Exercises and Surveys

MCQ test

LAST SUBMITTED: 04/06/2026, 2:27 PM

Your previous submission is no longer valid due to recent updates to this exercise.

0/5 pts

How's the weather? INVALIDATED

☐ Cloudy.

☒ Rainy.

Submit

3. Key Things to Know

- **Non-breaking changes** (typos, deadline extensions, minor wording edits) can be saved freely without any impact on past submissions.

- **Breaking changes** (changing correct answers, altering graded logic) trigger a red banner and require an admin decision before saving.
- **Invalidating submissions cannot be undone.** Admins must acknowledge this before confirming. Use this option carefully.
- The email notification is automatically sent to all affected learners when invalidating. Admins can customize the message before confirming.
- **A test email can be sent to the admin's inbox** before confirming, to verify the message looks correct.
- **Learners who need to resubmit** will see the invalidation message on their exercise and a "Try Again" button to complete a fresh submission.

4. Editing Exercises Breakdown

Exercise type	Non-breaking	Breaking (ask invalidate or keep)	Disabled (no UI / backend-only)
Text response	Title, Instructions, Enable AI grading	Edit existing rubric copy (criteria/level titles and descriptions), Edit exact answer	Change eval type, Add or delete criteria, Add or delete evaluation levels, Edit rubric points, Generate rubric again
Link response	Title, Instructions		
MCQ	Title, Instructions, Explanations	Re-label option	Options (add, delete or edit points), Change correct answers, Allow multiple correct answers
Roleplay	Title, Learning objectives, Voice, Guiding questions	Edit scenario, Edit hidden context, Re-label rubric, Edit rubric points	Change set scenario vs let learner set, Change to different scenario, Scenario (add or delete), Rubric (add, delete or generate again), Enable AI grading
File response	Title, Instructions, Template file, Enable AI grading	Edit existing rubric copy (criteria/level titles and descriptions), Exemplar changes	Changing eval type, Add or delete criteria, Add or delete evaluation levels, Edit rubric points, Generate rubric again

Exercise Settings

- Edit the exercise title at any time with no restrictions
- Adjust the deadline to an earlier date/time after submissions
- Decrease the number of limited attempts after submissions
- Group exercise setting is locked once submissions exist

Survey Editing After Submissions

- Changing option labels is the only breaking change