

Users have two choices when making changes to the questions already imported into the database. Questions can be edited or duplicated.

Edit Questions	Edit questions to make changes to an individual question. If the question is already posted to an exam, it will not update the exam. If the question is already posted, questions.
Duplicate Questions	Duplicate the question to create a copy of it. The original question will remain the same. The new question will have a unique ID.

Editing a Question

Users have the ability to edit an approved question.

1. Navigate to the **Questions** tab.



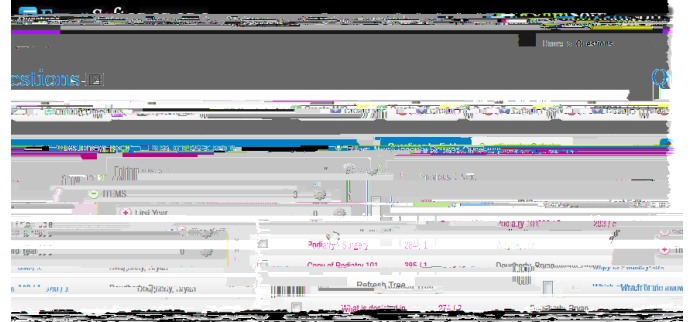
2. Select the question to edit.
3. Click **Create New Revision/Edit**.

4. Make any edits needed to the title, category, or options. Users can drag and drop answer choices to rearrange them in the question.
5. Click **Approve**.

Duplicating a Question

Users have the option to duplicate an already existing question, to create an identical, yet entirely independent copy of a question that will begin to gather its own statistical data.

1. Navigate to the **Questions** tab.



2. Select the question for duplicating.

When to Duplicate a Question:

Remediation Exams – to analyze how Exam Takers performed during a make-up session.

Collaborative Question Creation – Users can retain their own copy of a question to compare how their Exam Takers performed.

– using more answer choices to enhance Exam Taker performance.

– Users can track how the edits to the question have improved the item's performance.

It is important to note that when you duplicate a

3. Click **Duplicate**.
4. Make any edits needed to the title, category, or options.
5. Click **Approve**.