**Duplicating and Editing a Question**

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. This edit will affect all future uses of the question. It will continue to gather its own data.  
- If the question is already posted to an assessment, it will not update the exam.  
- If the assessment has been created but not posted, there is an option to 'refresh' the questions. |
| **Duplicate Questions** | Duplicate the question to create a copy of it. The original question will remain the same. The duplicate copy is an entirely new question with a new 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, options, question, or answers. 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.
   
   - **Making changes to the answer choices** – using the same question but changing one or more answer choices to analyze Exam Taker performance.
   
   - **Tracking Progress of Edits** – Users can track how the edits to the question have improved the items’ performance.

   *It is important to note that when you duplicate a question, the 'Question ID' will change. This will be a unique question separate from the original and will begin to gather its own statistics when used in exams.*

3. Click **Duplicate**.

4. Make any edits needed to the title, category, or options.

5. Click **Approve**.