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

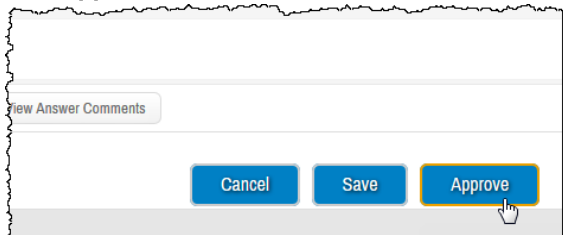Users have the ability to edit an approved question.

1. Navigate to the **Questions** tab.
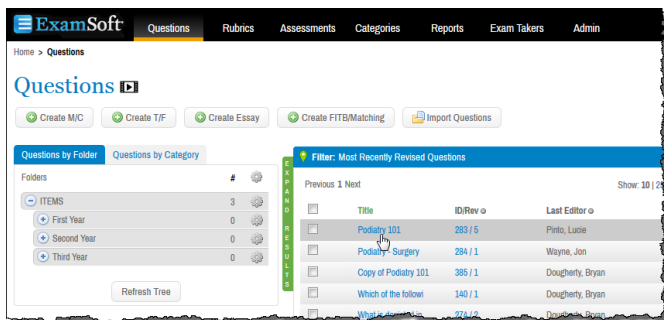
2. Select the question to edit.

3. Click **Create New Revision/Edit**.

4. Make any edits needed to the title, category, options, question, or answers. Users can drag and drop answr 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.
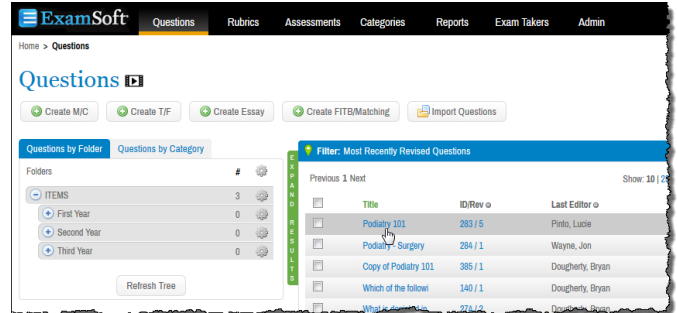
2. Select the question for duplicating.

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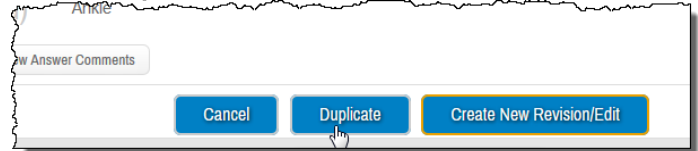
4. Make any edits needed to the title, category, or options.

5. Click **Approve**.