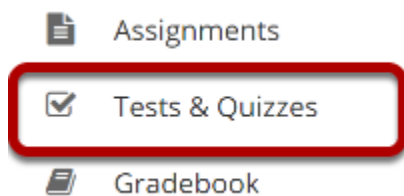# How do I duplicate an assessment (i.e., test or quiz)?

You can make multiple copies of assessments in the same course site. For example, you might want to create a new copy of an existing assessment in order to use it as the basis for a new, modified assessment.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your site.

From the Actions menu, select Duplicate.

From the *Tests & Quizzes* tool home screen, choose the **Duplicate** option in the drop-down menu for the draft assessment you would like to duplicate.

Note: You cannot duplicate published copies of assessments in Tests & Quizzes.

Confirm duplication.

Duplicate Assessment Confirmation

Are you sure you want to duplicate this assessment titled "New Quiz"?

DUPLICATE   Cancel

On the *Duplicate Assessment Confirmation* screen, click **Duplicate**.

View duplicated assessment.

Assessment List

View All

Display 20   assessments per page   Search:

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - New Quiz - Copy #1	Actions ▾	Draft			Entire Site	Apr 17, 2020 7:10 PM	**Apr 21, 2020 12:00 AM**	Demo Instructor	Apr 17, 2020 7:52 PM	☐
Draft - New Quiz	Actions ▾	Draft			Entire Site	Apr 17, 2020 7:10 PM	**Apr 21, 2020 12:00 AM**	Demo Instructor	Apr 17, 2020 7:18 PM	☐

Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, **Quiz #1**, for the first time, the copy will be titled **Quiz #1 - Copy #1**. If you duplicate the original **Quiz #1** again without editing the title of **Quiz #1 - Copy #1**, the newly duplicated assessment will be titled **Quiz #1 - Copy #2**.

Edit the duplicated assessment's questions or settings.

You can edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in How do I view and modify the settings of an assessment?

You may also modify the questions in the duplicated assessment by following the steps outlined in How do I create an assessment in Tests & Quizzes?