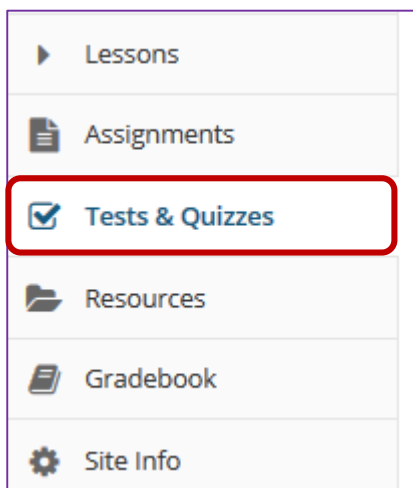# eFundi Tutorial: Test & Quizzes
How do I duplicate an assessment (i.e. test or quiz)

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.
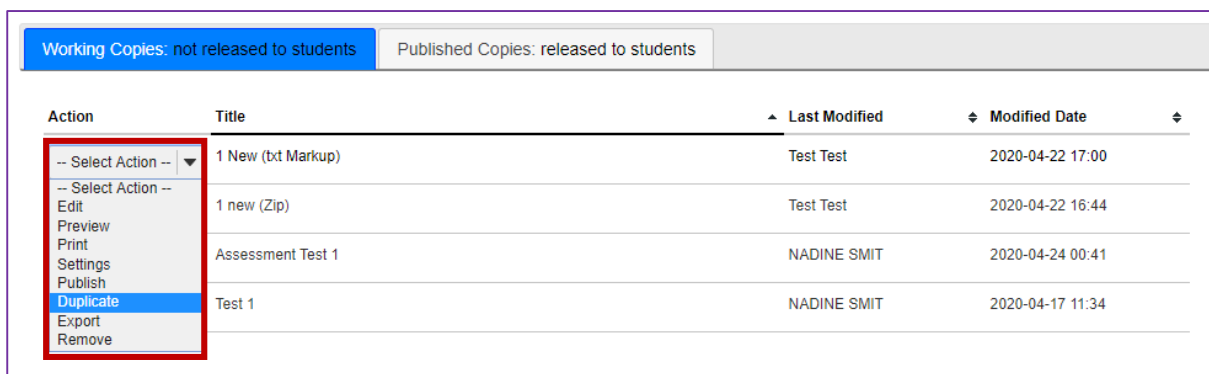
Step 1: Go to Tests & Quizzes

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

Tool Menu
▶ Lessons
📄 Assignments
☑ **Tests & Quizzes**
📁 Resources
📔 Gradebook
⚙ Site Info

> If this tool is not visible on the left, is still needs to be added by the site Instructor.
>
> For steps in adding a tool to your eFundi site access the tutorial on *How to add/remove tools on a site* from the Support tutorial site

Step 2: From the Action menu, select Duplicate

	Working Copies: not released to students	Published Copies: released to students		
Action	**Title**		▲ **Last Modified**	⇕ **Modified Date** ⇕
-- Select Action -- ▼	1 New (txt Markup)		Test Test	2020-04-22 17:00
-- Select Action -- Edit Preview Print Settings Publish **Duplicate** Export Remove	1 new (Zip)		Test Test	2020-04-22 16:44
	Assessment Test 1		NADINE SMIT	2020-04-24 00:41
	Test 1		NADINE SMIT	2020-04-17 11:34

From the *Tests & Quizzes* tool home screen, choose the **Duplicate** option in the drop-down menu for the assessment you would like to duplicate. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

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

Step 3: Confirm duplication

Duplicate Assessment Confirmation

Are you sure you want to duplicate this assessment titled "1 New (txt Markup)"?

[Duplicate] [Cancel]

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

Step 4: View duplicated assessment

	Working Copies: not released to students	Published Copies: released to students		
Action	**Title**	**▲ Last Modified**	**◆ Modified Date**	**◆**
-- Select Action -- ▼	1 New (txt Markup)	Test Test	2020-04-22 17:00	
-- Select Action -- ▼	1 New (txt Markup) - Copy #1	NADINE SMIT	2020-04-26 10:57	

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**.

Step 5: 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?