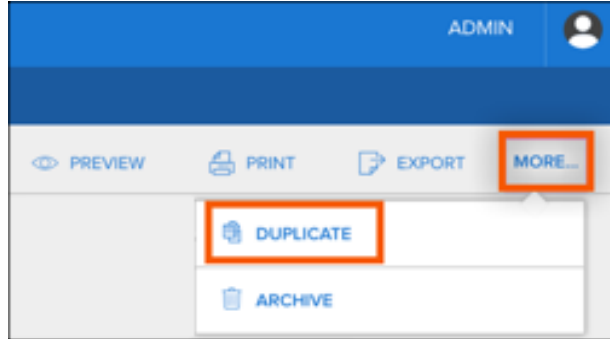


Procedure

1. Navigate to your course.
2. Select the assessment that you want to duplicate.
3. At the top right corner of the screen, select **More**, and then select **Duplicate**.



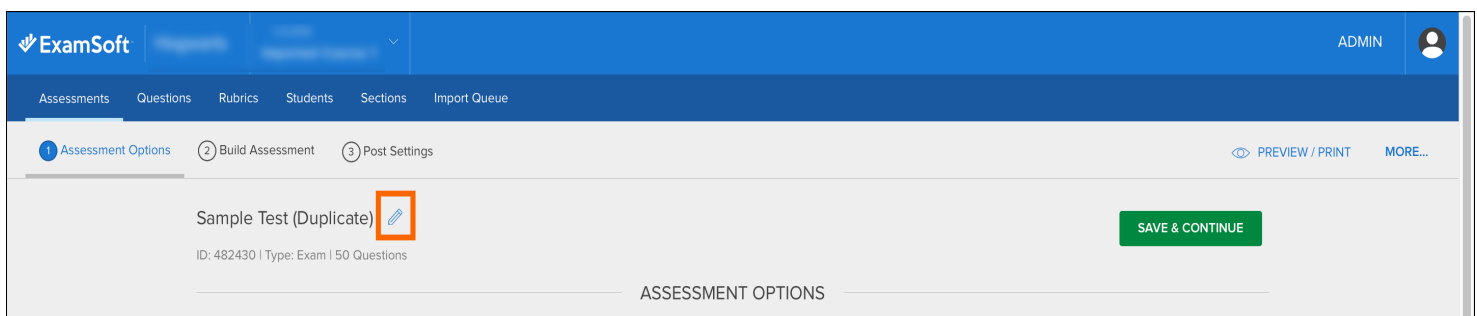
4. In the pop-up window, read the on-screen information, and then select **Unlinked Assessment**. (**Always Select Unlinked Assessment**)
5. Remember that you are in the **test bank**. Search for the name of the **course page** you want to duplicate to until you see the course page. **Ex: NSG 303 Health Assessment...**



6. Select **Continue**
The new assessment is created as a draft.

Notes:

- For both **linked and unlinked assessments**, you can change the name of the assessment. Next to the assessment name, select the pencil icon. For example, you might want to remove the word *Duplicate* (which is added automatically) and enter a descriptive name such as *Mid-Term Make-Up Exam*.



- For **unlinked assessments only**, you can edit the Assessment Options and adjust the list of questions on the Build Assessment tab. Follow the same procedures as for any new assessment.