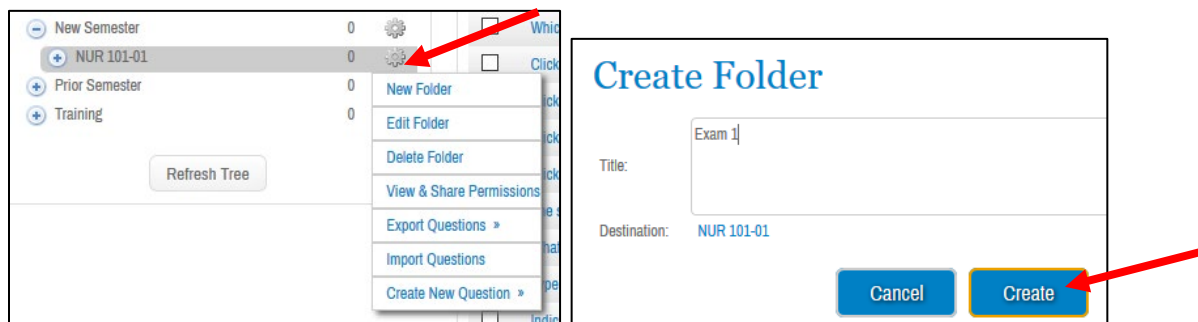# Copying Questions & Assessments in ExamSoft

Step 1:

Log into ExamSoft and navigate to the **Questions** tab. Use the **(+)** buttons to open the folder for your new course.
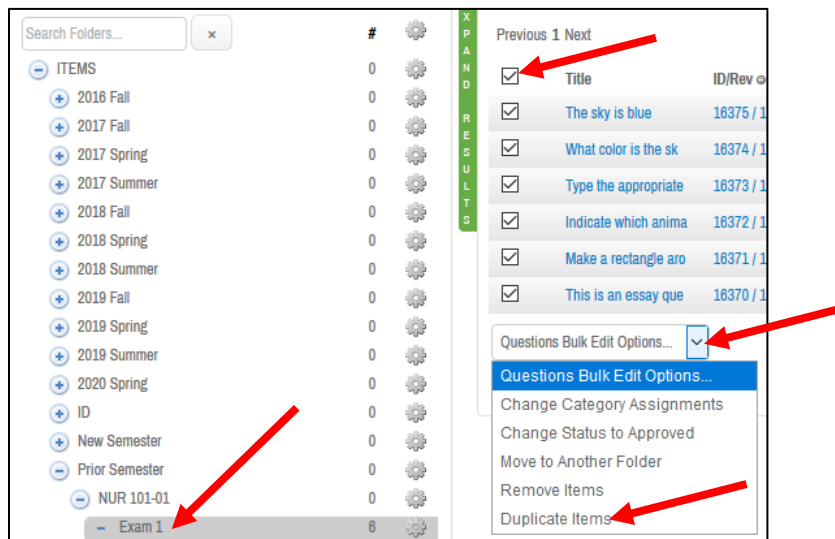
Step 2:

Use the gear icon to the right of the name of your course to create a new folder. Create one folder for each exam you plan to copy.


Step 3:

Navigate to the folder of the prior course where the questions currently live. Check off all the questions in an exam folder and then choose **Duplicate Items** from the **Question Bulk Edit Options** drop down list.

Step 4:
Use the **Select Folder** button to choose where you would like to copy these questions to (one of the new folders you created in Step 2.) Click **Duplicate Items** to perform the copy.
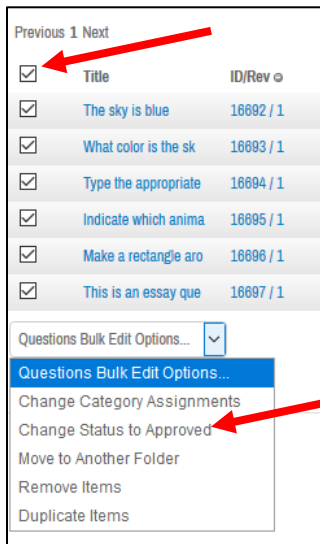
Repeat this step for any other assessment questions you need to copy.
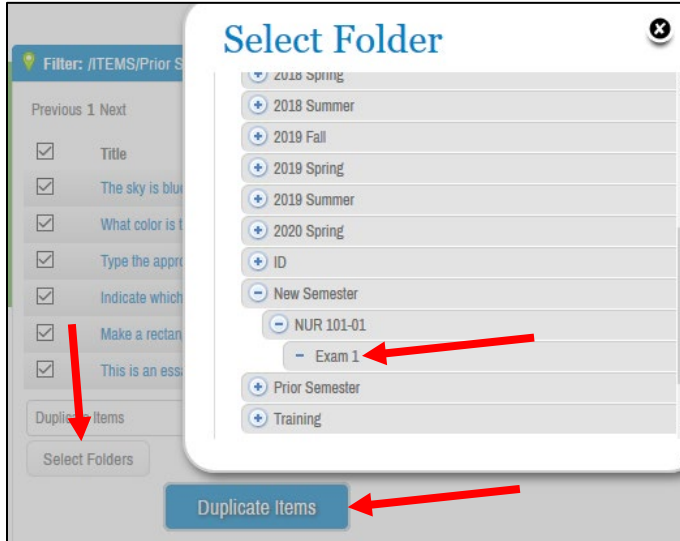
Step 5:
If you would like to edit any of your questions, now is the time to do so. They can all be accessed in the new folders you created under your new course.

When your questions are ready, check them all in the new folder and use the **Question Bulk Edit Options** drop down list to **Change Status to Approved**.

Step 6:
Navigate to the **Assessments** tab and click to the folder for your new course. Click the **Create New Assessment** button.
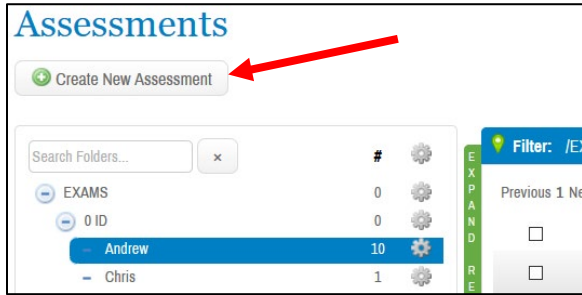
Step 7:
Give your Assessment a **name**, use the **Select Folder** button to indicate where you would like to save this assessment (in the new course folder) and then use the **Add Questions to Assessment** button to browse into the new question folders you created. Check off your new exam questions and then use the **Add Selected to Assessment** button to pull them into your course.
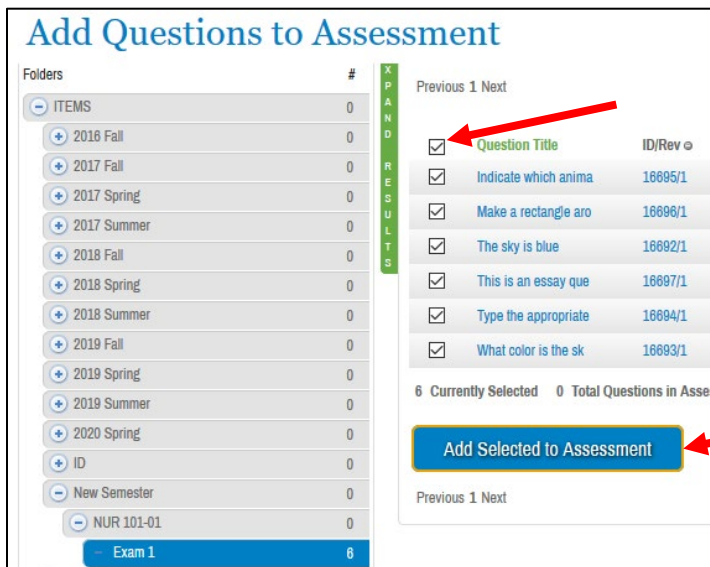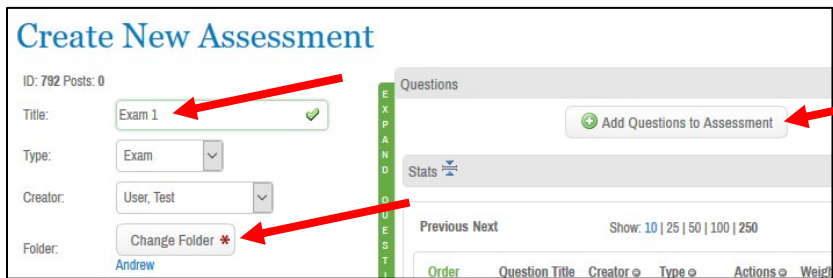
Step 8:
Click Close to return to your assessment. You can now set your options and post the assessment when you are ready.