How do I duplicate an Item Bank?

Duplicated Item banks can be edited without affecting the original content. When an Item Bank is duplicated, the word Copy is added to the end of the bank name.

Open Item Banks

Open Item Banks
In Course Navigation, click the **Item Banks** link.

Note: You can also access Item Banks from the New Quizzes Build page.

Duplicate Item Bank

Duplicate Item Bank
To duplicate an item bank, click the **Duplicate** icon.

Confirm Duplication

Confirm Duplication
To confirm duplication, click the **Duplicate** button.

View Duplicated Item Bank

View Duplicated Item Bank
Duplicated item banks display in the All Banks filter [1]. Duplicated item banks include "Copy" at the end of the bank name [2].

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