

How do I edit an item bank item in New Quizzes?

You can edit item bank items in New Quizzes. Edits will display in any quiz that uses the item. If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy creates separate statistical data from the previous version of the item.

When editing an item, you can also add tags to the item. Tags can be used to search for items within item banks. Added tags display on the item in the bank and in any quiz that uses the item.

Open Quizzes

Open Quizzes

In Course Navigation, click the **Quizzes** link.

Notes:

- You can also access quizzes from the Assignments page.
- You can also access item bank items from the Item Banks page.

Open Build Page

[Open Build Page](#)

To edit an item bank item, find the quiz you want to open [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Open Item Banks

[Open Item Banks](#)

To open your item banks, click the **Item Banks** button.

Open Item Bank

Open Item Bank

To open an item bank, click the name of the item bank.

Edit Item

Edit Item

Locate the item you want to edit [1]. To edit the item, click the **Edit** icon [2].

Edit Item Details

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You can edit the item's title [1], stem [2], answer choices [3] and options [4]. You can also align the item to a learning outcome [5] and manage student feedback [6]. All edits will display in any quiz that uses the item.

Edit Item Copy

Edit Item Copy

If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy will change the item bank contents for students who take the quiz in the future. It will also create separate statistical data from the previous version of the item.

To edit a copy of the item, click the **Edit a Copy** button.

Add Tags

Add Tags

You can add tags to items to make them easier to find.

To add a tag to an item, enter the name of the tag in the **Tags and Metadata** field [1].

If the tag has already been created, click the name of the tag [2].

If you want to create a new tag, click the **Create new tag** option [3].

Note: Created tags can be added to other items and will display as search filters in any item bank created by a user.

View Tags

View Tags

View the tags for your item bank item [1].

To remove a tag, click the **Remove** icon [2].

Save Item Edits

Save Item Edits

To save your edits, click the **Done** button [1]. To cancel all changes, click the **Cancel** button [2].

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