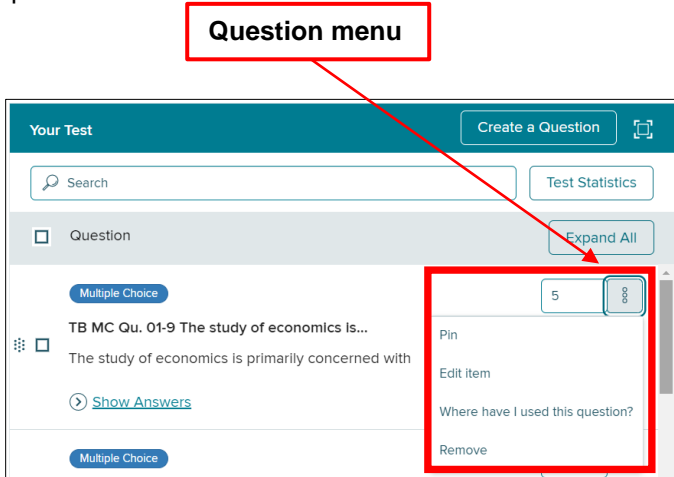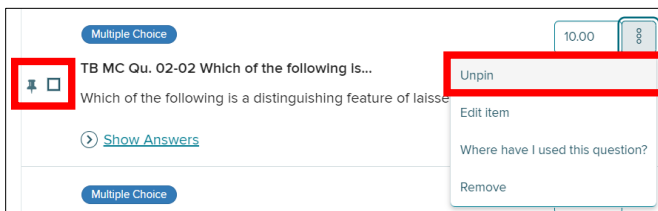# TEST BUILDER: Editing Questions (New Experience)
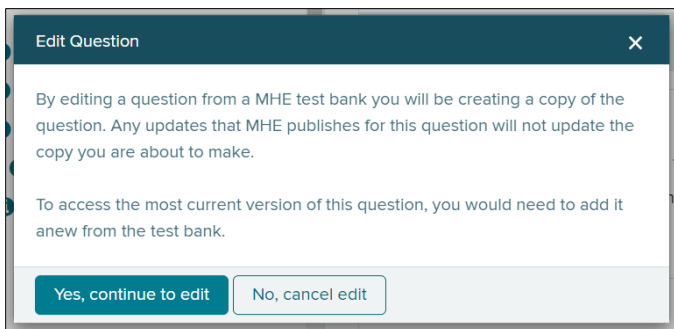
Video: **CLICK TO VIEW**

You can make **edits** to your selected Test Builder exam questions by clicking the **question menu** next to your question.
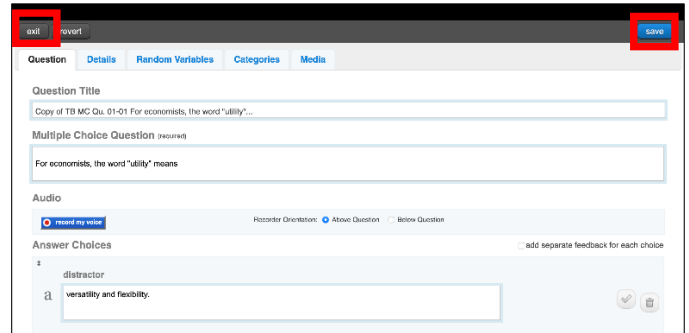

Question menu

To **pin** a question or multiple questions, click the **"Pin"** option from the **question menu**. To pin a question allows you to keep specific placement within a test despite any scrambling or multiple versions. A question that has been pinned will be indicated with this icon. Easily unpin a question by selecting unpin from the question menu.

To make **edits** to a selected exam question select "**Edit Item**" and then "**Yes, continue to edit**" if you wish to continue with the edits.

This creates a copy of the question for you to edit. A new browser tab will open with the question editor. Complete your edits, then click **save**. Click **exit** to return to your test.

Upon returning to your test, your recently edited item will have an icon displayed next to it.

Newly created or modified questions can be easily located in the "**My Questions**" folder in the Add Questions area.

To see if a question has been added to other tests, click the **question menu** and select "**Where have I used this question?**".

You can remove individual questions from your exam by clicking "**Remove**" on the **question menu** or selecting multiple questions and clicking "**Remove**" at the top. Click "**Yes**" to confirm your removals. Once you have finished all desired edits to your selected questions, click "**Continue**" on the bottom right side.

Check out our other test builder how-to videos for more information on: Test Builder Overview, Selecting Questions, Editing Questions, Export to Learning Management System (QTI), Export to Microsoft Word, and Import and Export Test Builder Files for Collaboration.

Support and Resources
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