



## Copy and Paste, Edit, and Reorder Questions

### Copy and Paste Questions

1. Click the ***Prepare>Lessons and Assessments*** tab.
2. **Select a lesson** from the lesson side of the window. Any questions in the lesson appear in the question side of the window.
3. **Select a question** or a group of questions. (*Note: You can select a group of questions by holding down the CTRL key on your keyboard and simultaneously clicking on each file you want to select.*)

4. Select **Copy** from the Home group



5. Click your mouse on the question side of the window in the lesson you want to paste the question.

6. Select **Paste** from the Home group



The copied question appears in the question side of the window.

### Edit Questions

1. Click the ***Prepare>Lessons and Assessments*** tab.
2. **Select a lesson** from the lesson side of the window. Any questions in the lesson appear in the question side of the window.
3. **Select a question** you want to change.

4. Select **Edit** from the Home group



5. Make changes to the question.
6. Click **Save** and then **Close** in the Navigate group.





# CPS Quick Step Guide

## Reorder Questions

1. Click on the ***Prepare>Lessons and Assessments*** tab.
2. **Select the lesson** that contains the question you would like to move. The questions appear in the question side of the window.
3. From the question side, **select the question** that you would like to move.



4. **Click Up or Down** from the List group to move the question.

