Updating an Existing Assessment (Forms)

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To update an existing assessment (forms), you need to create a copy of it and work on that copy. The version number will be incremented automatically when you create a copy.

1. Select **Administration**.

2. Select **Assessments** from menu.

3. Search for the name of the assessment.

4. Select the **Copy** button to create a new version of the assessment.

5. Edit the new version, making the required changes.

    a. **Note**: Whilst editing, use **Check** and **Preview** buttons in the edit window to ensure the form changes look OK and don't cause any errors.

6. When you have finished editing the new version of the assessment, remember to enable it:

    a. Select **Assessments**.

        i. Locate the new version of the assessment that you have just finished editing.

    b. Click **Publish**.

    c. Click **Enable**.

    d. Follow the steps in the next section to ensure no previous versions of the assessment are active.