

How do I copy a quiz to another course in New Quizzes?

As an instructor, you can copy individual new quizzes in one course directly into any active course in which you are enrolled as an instructor. You can also [send new quizzes to other instructors](#) at your institution.

When you copy a new quiz, any assets within that quiz (images, files, etc.) are included in the file copy.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- To [import changes](#) to a New Quizzes quiz, you must duplicate the quiz and then import the new quiz into your course.

Open Quizzes

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

Note: You can also access quizzes from the Assignments page.

Open Quiz Options

[Open Quiz Options](#)

Locate the quiz you wish to copy, then click the quiz **Options** icon [1]. Select the **Copy To...** option [2].

Select Course

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Enter the name of a course, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the quiz [5].

Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. You cannot copy quizzes to a concluded course.

Select Location

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If you wish, you can copy the assignment into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied assignment.

To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the assignment to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Assignment

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Click the **Copy** button.

View Copy Notification

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Canvas displays a notification when an assignment is copied successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Quiz

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Copied quizzes display on the Quizzes Index Page for the course into which it copied.

Note: Embedded files or images in the quiz may require an additional 10-30 seconds to be visible in the copied quiz.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-quiz-to-another-course-in-New-Quizzes/ta-p/1041>]

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