

How do I copy a quiz to another course?

As an instructor, you can copy individual quizzes in one course directly into any active course in which you are enrolled. You can also [send quizzes to other instructors](#) at your institution. When you copy a quiz, any assets within that quiz (images, files, etc.) will be included in your quiz 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.
- If you copy the same quiz to the same course more than once, the quiz you previously copied will be overwritten with the newly copied quiz.
- By default, quiz copies will not include unbookmarked question banks. To ensure your question banks are included, you must [bookmark your question banks](#).
- Currently, this feature does not support copying quizzes with linked question banks. To copy a quiz with linked question banks, you must use the [Course Import tool](#) instead.

Open Quizzes

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

Open Quiz Options

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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. Quizzes cannot be copied to a concluded course.

View Copy To Content Warning Message

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When copying content, a message displays explaining that importing the same course content more than once overwrites any existing content in the course.

Select Location

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If you wish, you can copy the quiz 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 quiz.

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

Copy Quiz

Copy Quiz

Click the **Copy** button.

View Copy Notification

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Canvas displays a notification when a quiz copies 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.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-quiz-to-another-course/ta-p/1083>]

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