

How do I duplicate an assignment?

You can duplicate an assignment in your course. When an assignment is duplicated, the word *Copy* is added to the end of the assignment name.

Duplicating an assignment defaults the copied assignment to an unpublished status. All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:

- Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
- Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
- If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
- If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.

Notes:

- Assignments currently cannot be duplicated for quizzes.
- Except for New Quizzes assessments, assignments configured as an external tool (LTI) submission type cannot be duplicated.

<https://embed.app.guidde.com/playbooks/3BdRCFidfGrkMLZv84VHkS>

Embed this Video

Open Assignments

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

Duplicate Assignment

[Duplicate Assignment](#)

Locate the assignment you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate

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View the assignment duplicate in your course.

Note: If applicable to your course, the Assignments page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-an-assignment/ta-p/636>]

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