

How do I import a question bank from one Canvas course to another?

You can easily share Question Bank questions among several Canvas courses.

Open Settings

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

Import Content into Course

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Click the **Import Content into this Course** button.

Select Content Type

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In the Content Type drop-down menu, select the **Copy a Canvas Course** option.

Search for a Course

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In the **Search for a course** drop-down menu [1], select the course you would like to access. You can also choose to include completed courses by selecting the completed courses checkbox [2].

You can also search by course name in the Course Name field [3]. Start to type the name of the course you would like to access. Click the name of the course when it appears.

Select Specific Content

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In the Content section, click the **Select specific content** radio button.

Import Course

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Click the **Import** button [1].

A progress indicator displays the upload status by percentage [2].

Select Content

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In the Current Jobs section, click the **Select Content** button.

Open Question Banks

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Locate the Question Banks group. Most groups will have more than one question bank. To view the Question Banks, click the group's expand icon.

Select Question Banks

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To import all question groups, click the checkbox next to the group name. Canvas automatically selects all items within the group.

Note: To import only a few question banks, select the specific items to be imported. Canvas will place a dash in the Question Groups checkbox, indicating not all items are selected within the group.

Select Content

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Click the **Select Content** button.

View Current Jobs

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The Current Jobs section displays the status of your import. Running reports display a progress bar indicating the time remaining to complete the import.

The import may also display errors as part of the import status. Learn more about [course import statuses](#).

When the course has completed, view your question banks by accessing the Quizzes link in Course Navigation.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-a-question-bank-from-one-Canvas-course-to/ta-p/1264>]

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