How do I move multiple questions from one question bank to another?

You can move multiple questions from one question bank to another existing bank. You can also create a new bank and move multiple questions to it.

When moving multiple questions to a question banks, you will not have the option to leave a copy in the original question bank. If you want to copy your questions instead of moving them, you can copy questions individually.

Open Quizzes

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

Manage Question Banks

Manage Question Banks
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Open Question Bank

Open Question Bank
Open the Question Bank by clicking the title of the Question Bank.

Move Multiple Questions

Move Multiple Questions
Click the **Move Multiple Questions** button.

Select Questions and Bank

Select Questions and Bank
Select questions to move by clicking their checkboxes [1].

To move the questions to an existing bank, click the destination bank radio button [2].

Create New Bank

Create New Bank
To create a bank and move the questions to it, click the **[New Question Bank]** radio button [1]. Then enter a name for the bank in the **New Bank Name** field [2].

Note: To see the [New Question Bank] option, you may need to scroll to the bottom of your question banks using the scroll bar [3].

Move Questions

Move Questions
Click the **Move Questions** button.

View Questions

View Questions
Open the Question Bank you moved question(s) to and view the moved question(s).

Note: Changes to questions won't automatically update quizzes that are already using those questions unless you remove the question and re-add it.

[Content retrieved from https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-multiple-questions-from-one-question-bank-to/ta-p/1238]

Revision #1
Created 2025-05-21 20:34:55 UTC by Brandy Brickey
Updated 2025-05-21 20:36:28 UTC by Brandy Brickey