

How do I move or copy a question from one item bank to another in New Quizzes?

You can move a question from one item bank to another in New Quizzes. You can move questions to item banks that you have created or item banks that have been shared with you. Moving or copying a question to an item bank shared with you adds the question to the original item bank, so anyone shared on that bank will see the question.

When a question is moved to another item bank, the question will retain its tags. When a question is copied to another bank, the tags from the original question are not copied to the new question.

Open Item Banks

Open Item Banks

In Course Navigation, click the **Item Banks** link.

Open Item Bank

[Open Item Bank](#)

Click the name of an item bank.

Move or Copy Question

[Move or Copy Question](#)

Locate the question you want to move or copy [1]. Then click the **Copy** icon [2].

Move to Existing Bank

Move to Existing Bank

To move or copy the question to an existing bank, select the **Existing item bank** option [1]. Then select the item bank in the **Select the destination bank** drop-down menu [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].

Create New Bank

Create New Bank

To create a new item bank, select the **New item bank** option [1]. Then enter the name of the bank in the **New Bank Title** field [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].

Note: When a question is moved to another item bank, the question will retain its tags. When a question is copied to another bank, the tags from the original question are not copied to the new question.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-copy-a-question-from-one-item-bank-to-another/ta-p/584>]

Revision #1

Created 2025-05-29 18:05:37 UTC by Brandy Brickey

Updated 2025-05-29 18:06:47 UTC by Brandy Brickey