

How do I move/copy a question from one question bank to another?

You can easily move or copy individual questions from one question bank to another. Moving questions removes the question from the original question bank. Copying questions leaves a copy in the original question bank and adds a copy to the selected question bank.

You can also move [multiple questions from one question bank to another](#). Copying questions is not available for multiple questions.

Note: You can only copy or move questions between question banks in the same course. However, you can [import a question bank from one course to another](#).

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

Click the title of the Question Bank.

Move/Copy Questions to Another Bank

Move/Copy Questions to Another Bank

Click the **move/copy question to another bank** link to move/copy the question to another question bank.

Select Question Bank

Select Question Bank

Click the title of the bank [1] where you would like to copy/move the questions. Click the **Keep a copy in this question bank as well** checkbox [2] if you only want to copy the question. Then click the **Move/Copy Questions** button [3] to copy the question.

View Moved/Copied Question

View Moved/Copied Question

View the moved/copied question in the new bank.

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-copy-a-question-from-one-question-bank-to-another/ta-p/1240>]

Revision #1

Created 2025-05-21 20:37:06 UTC by Brandy Brickey

Updated 2025-05-21 20:38:41 UTC by Brandy Brickey