

How do I send a quiz to another instructor in New Quizzes?

As an instructor, you can share individual quizzes in your course with other instructors at your institution. You can also [copy an individual quiz into another course](#). When you share a new quiz, any assets within that quiz (images, files, etc.) will be included in the shared file.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Quizzes

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

Note: You can also access quizzes from the Assignments page.

Open New Quiz Options

[Open New Quiz Options](#)

Locate the quiz you wish to send, then click the quiz **Options** icon [1]. Select the **Send To...** option [2].

Select Recipient

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To send your quiz to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your new quiz [2].

Note: You can send the new quiz to multiple instructors at one time.

View Recipients

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You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the quiz to yourself, add your name to the Send to field.

Send Quiz

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Click the **Send** button.

View Sent Notification

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Canvas displays a notification when content sends successfully.

View Shared Content

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When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

Learn how to [manage received content](#).

Note: Shared New Quiz content can only be previewed after it is imported into a course.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-quiz-to-another-instructor-in-New-Quizzes/ta-p/1038>]

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