How do I send a quiz to another instructor?

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 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.

Open Quiz Options

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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 quiz [2].

Note: You can send the 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

View Shared Content
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.

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