

Copying a Quiz from One Canvas Course to Another

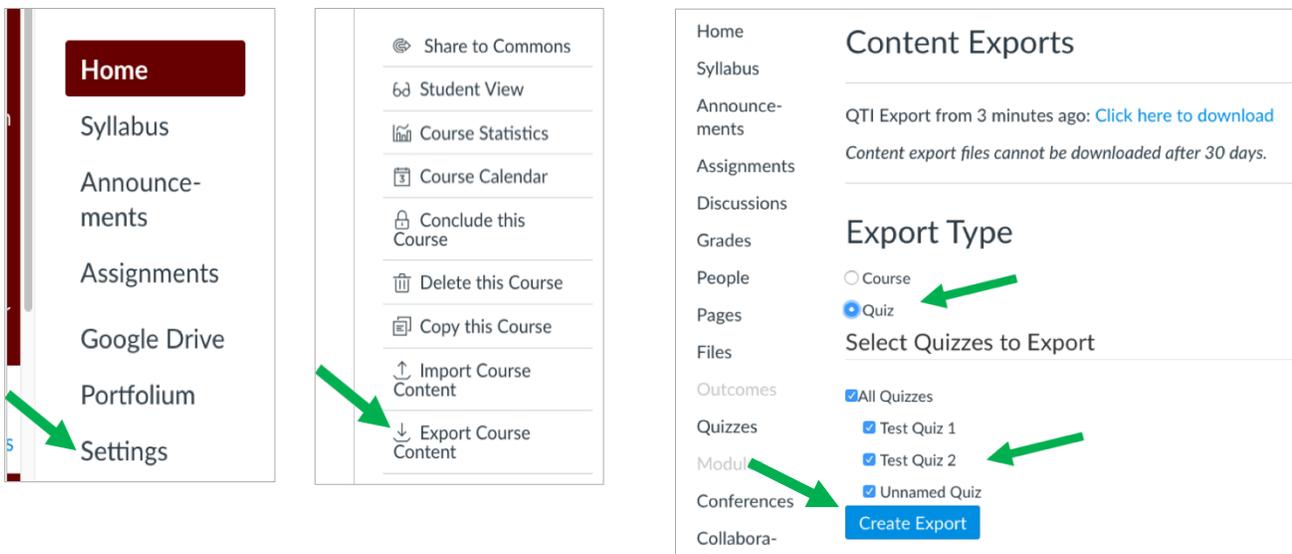
To copy a quiz from one course to another, use the export and import process. This process allows moving a quiz and its questions, but **does not move question banks** or individual questions in a bank.

Export the quiz or quizzes

1. Go to course containing the quiz you want to export.
2. Click **Settings** at the bottom of the left-hand menu.
3. Click **Export Course Content** in the right-hand menu.
4. Select **Quiz** as the Export Type.

Note: **All Quizzes** is the default. Check only the quiz(ze)s to export (copy).

5. Select only the quiz or quizzes you want to export (copy).

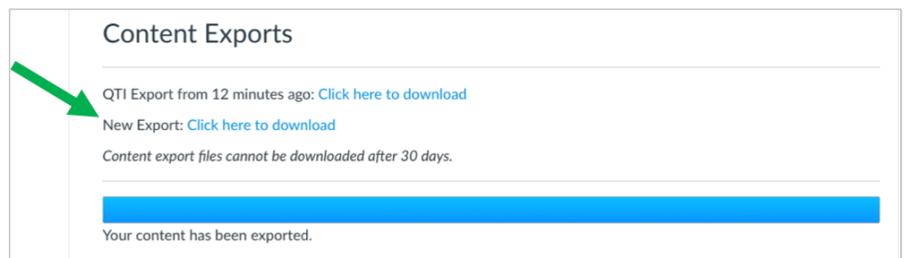


6. Click **Create Export**.

When the export is completed, the processing line will be completely blue and you will receive an email the subject line "Course Export Finished."

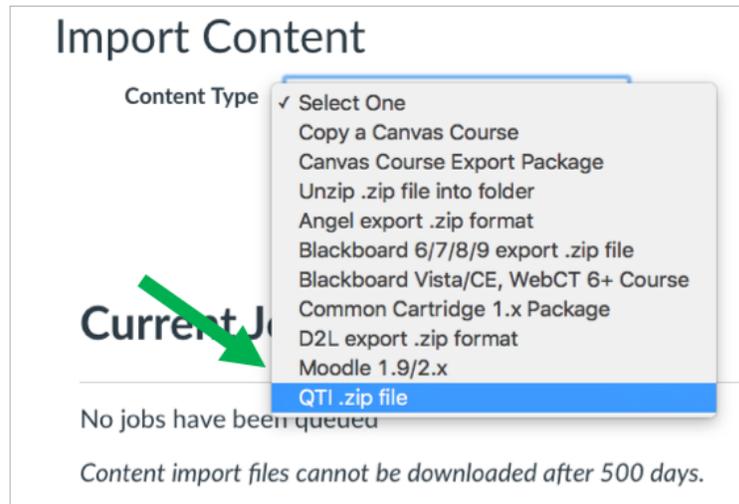
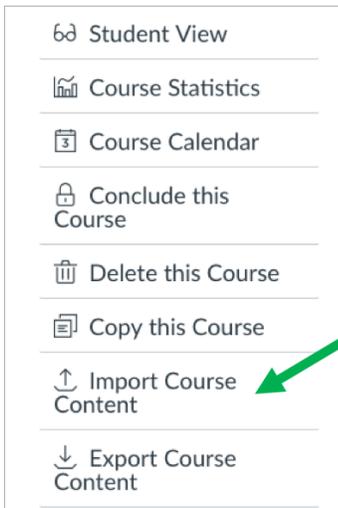
7. Return to the Export Course Content page.
8. Click the link to download your file.
The quiz is now stored on your computer.

Note: A link will be created for each export you process.



Importing the quiz or quizzes into another course

1. Go to the course into which you want to import the quiz or quizzes.
2. Click **Settings** in the left-hand menu.
3. Click **Import Content into This Course** far right in the SETTINGS window.
4. From the **Content Type menu**, select QTI .zip file
5. Click **Choose File** and select the .zip file downloaded from the other course (find it in the **Downloads folder** on your computer).



6. Importing a quiz into a new course will put copies of your questions into a question bank. Use the drop-down menu to select the question bank where you want them to be filed.
7. **Create New Question Bank** will open a window to name this new bank of questions.
8. **Do not** check the **Overwrite** box.
9. When finished, click **Import**.

When the upload process is complete, a small Completed message will appear on the page along with any notifications concerning issues with the upload. Click on the issue for information.

Confirm the quizzes were imported correctly by clicking **Quizzes** in the left-hand menu. Review the questions, and update dates and times in the settings before using.

For assistance or questions about copying quizzes to a new course, email George Hoffman at ghoffman@su.edu.