



canvas  
BY INSTRUCTURE

## Copy a Quiz From One Canvas Course to Another

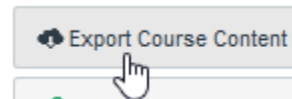
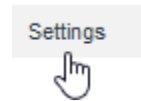
Instructors can copy one or more quizzes from one Canvas course to another. This process creates a QTI file that can be imported into other Canvas courses.

Note: this process will allow you to move a quiz and the questions for that quiz.

It will Not move Question Banks or questions in a bank. To move Question Banks, you would use the Import Course Content feature.

### EXPORT QUIZ FROM ORIGINAL COURSE

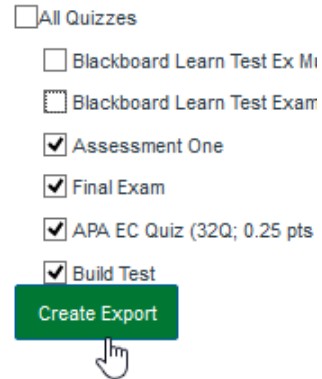
- 1) Go to the course that contains the quizzes.
- 2) On the bottom left menu *click Settings*.
- 3) On the top right menu *click Export Course Content*.
- 4) Under **Export Type** *select Quiz*.



#### Export Type

- Course
- Quiz
- Select Quizzes

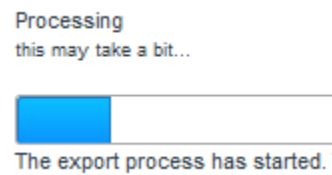
5) *Select the **Quiz or Quizzes** you would like to export.*



A list of checkboxes for selecting items to export. The items are: All Quizzes, Blackboard Learn Test Ex Mi, Blackboard Learn Test Exam, Assessment One, Final Exam, APA EC Quiz (32Q; 0.25 pts), and Build Test. The 'Build Test' checkbox is checked. Below the list is a green 'Create Export' button with a mouse cursor pointing to it.

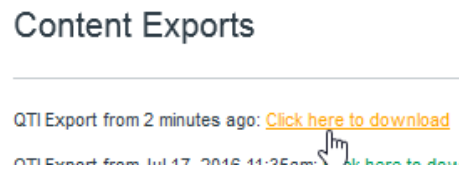
6) *Click **Create Export**.*

The export process will begin. You can leave the page while it's processing. You will receive an email when the process has completed.



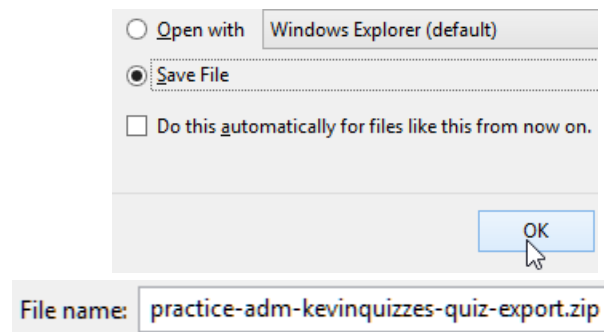
A 'Processing' status message that says 'this may take a bit...'. Below it is a progress bar with a blue segment on the left. Below the progress bar, it says 'The export process has started.'

7) When the export process completes, at the top of the page, under Content Exports, *click “**Click here to download**”.*



The 'Content Exports' section of a page. It shows two entries: 'QTI Export from 2 minutes ago: [Click here to download](#)' and 'QTI Export from Jul 17, 2016 11:25am: [Click here to dow](#)'. A mouse cursor is pointing to the second link.

8) *Save the **file** to your local computer.*

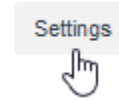


A file save dialog box. It has three radio buttons: 'Open with' (selected), 'Save File', and 'Do this automatically for files like this from now on.'. The 'Save File' option is selected. There is an 'OK' button at the bottom right. Below the dialog, the 'File name:' field contains the text 'practice-adm-kevinquizzes-quiz-export.zip'.

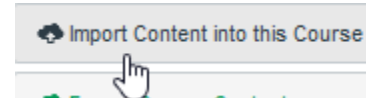
## IMPORT QUIZ FILE INTO OTHER COURSE.

9) Go to the Canvas course into which you would like to import the Quiz QTI file.

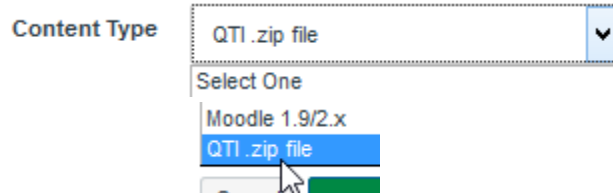
10) On the bottom left menu *click Settings*.



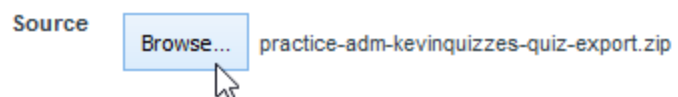
11) On the top right menu *click Import Content into this Course*.



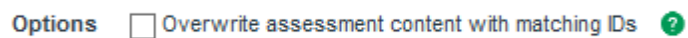
12) Under **Content Type** drop down menu *select QTI .zip file*.



13) Under **Source** *click Browse* and *select the quiz file* that was exported from the previous course.



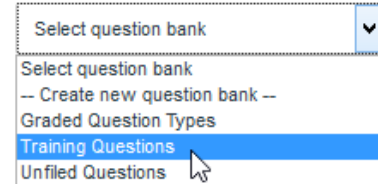
14) If you are copying a quiz from one Canvas course to another you Do Not need to select the overwrite option.



15) **Select Question Bank**

When you import a quiz into the course, it will put copies of the questions in the quiz into a question bank in the new course.

Default Question bank



Use the drop down menu to *select* into which **question bank** these questions will go.

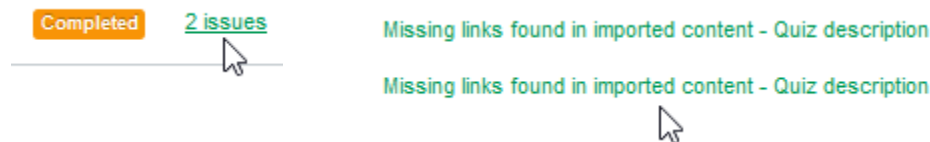
16) **Click Import.**



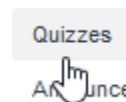
When the process is done you will see **Completed.**



You will be notified if there were any issues during the quiz import. Click on the issues and it will take you to the quiz that had a concern. Review the quiz and look for any issues.

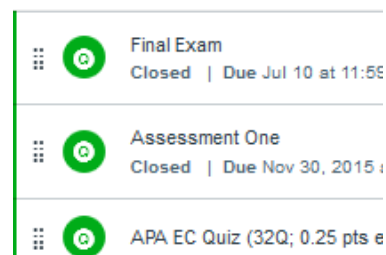


17) On the left course menu *click Quizzes.*



18) *Verify* that that the **quizzes imported correctly.**

Review questions, update dates (Due, Available from / until).



## **CANVAS HELP / SUPPORT**

### **Canvas Help Web Site**

<http://info.canvas.colostate.edu>

### **Canvas Guides**

<https://community.canvaslms.com/community/answers/guides>

### **College Canvas Coordinators**

<http://info.canvas.colostate.edu/coordinators.aspx>

### **Central Canvas Support**

[canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)