

CANVAS QUIZ COPY

Duplicating a Quiz in the Same Course

This guide outlines the safest way to copy a Canvas Quiz within the same course or when you're copying a quiz for a second time from one course to another. To ensure that the integrity of the quiz is maintained and to reduce error in copying a quiz, please follow the steps below.

Directions

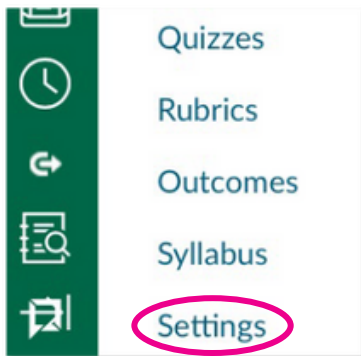
01

Select the Course where the quiz to be copied is found.



02

Select Settings at the bottom of the course navigation menu.



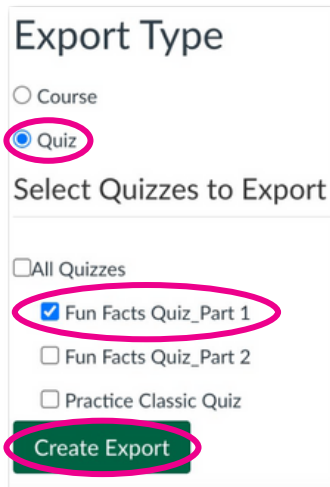
03

On the right-hand side, select **Export Course Content**.



04

Select **Quiz** under Export Type and deselect **All Quizzes** by unchecking the box. Then choose the quiz you want to export and press the **Create Export** button.



Export Type

Course

Quiz

Select Quizzes to Export

All Quizzes

Fun Facts Quiz_Part 1

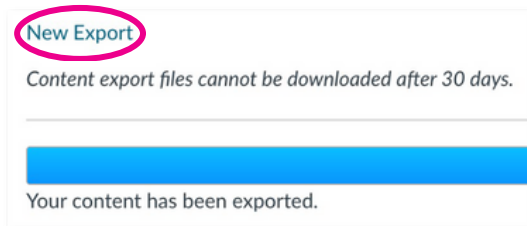
Fun Facts Quiz_Part 2

Practice Classic Quiz

Create Export

05

Once the process is complete, a **New Export** link will appear at the top of the page. Select **New Export** and save the file to the computer.



New Export

Content export files cannot be downloaded after 30 days.

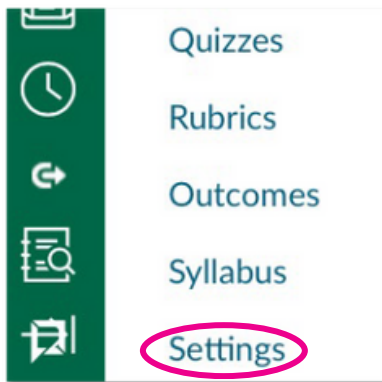
Your content has been exported.



At this point, it is recommended that you change the name of the original quiz in Canvas, even if it's only temporary, before importing the copy back in (see next step) to distinguish the two quizzes from one another.

06

Within the course you're duplicating to (this could be the same course or a different one with another version of the same quiz), select **Settings** at the bottom of the course navigation menu.



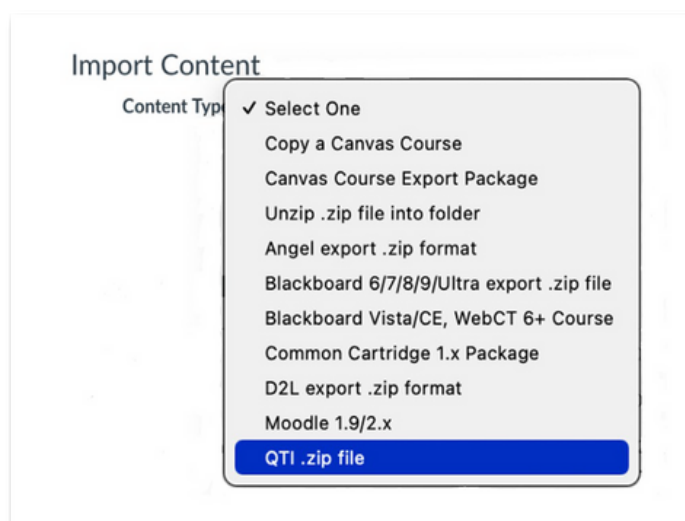
07

On the settings page, select **Import Course Content** found on the right-hand menu.



08

From the Content Type box, scroll to the bottom and select **Qti .zip file**.



09

Under Source, select and upload the file you saved earlier. Then scroll to the bottom and select **Import**.

Import Content

Content Type: QTI .zip file

Source: Choose File | dev-online-fo...uiz-export.zip

Default Question bank: Select question bank

Options: Import existing quizzes as New Quizzes [?]
 Overwrite assessment content with matching IDs [?]

! Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

10

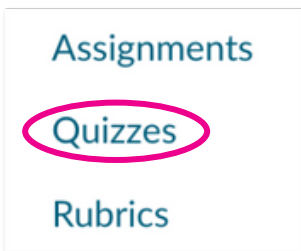
To confirm the import was successful, a green completion icon will appear to the right of the file.

Job Name	File Name	Time	Status
QTI	...urnand-quiz-export.zip	Dec 2 at 12:33pm	Completed

Content import files cannot be downloaded after 500 days.

11

Choose **Quizzes** in the course navigation menu, and the copied quiz will be visible.



12

If the quiz is duplicated within the same course, on the right-hand side, select the three dots. Then select **Edit**.

