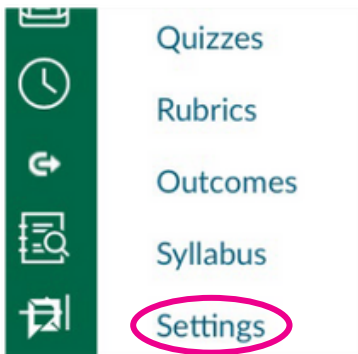UNIVERSITY of
SOUTH FLORIDA

CANVAS QUIZ COPY

This guide outlines the safest way to copy a Canvas Quiz. Canvas changed its policy and no longer allows for more than one copy to exist in Canvas. 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 left-hand navigation menu of the course.

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.

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.

06 Now go to the course the quiz shall be copied to. Select **Settings** at the bottom of the left-hand navigation menu.

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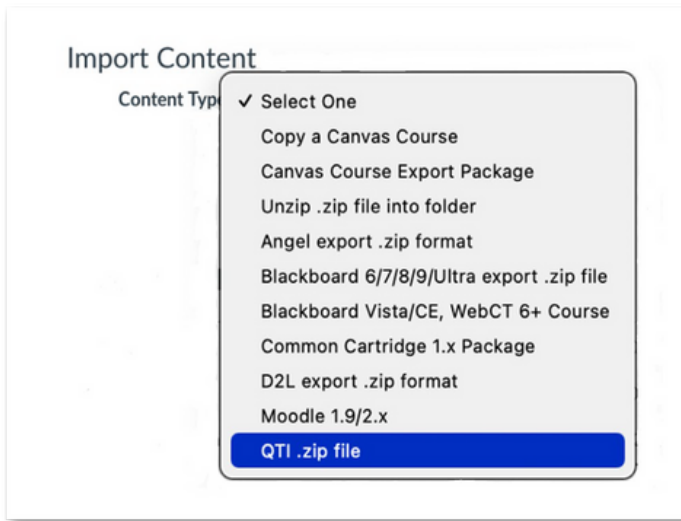
2

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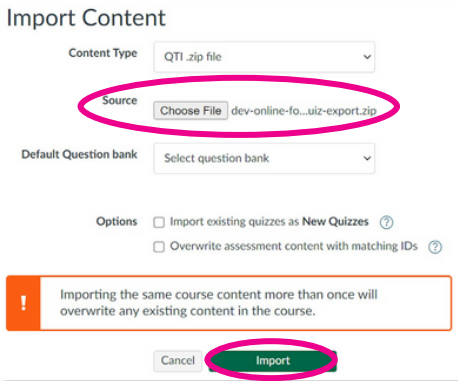

08 From the Content Type box, scroll to the bottom and select **Qti Zip File**.
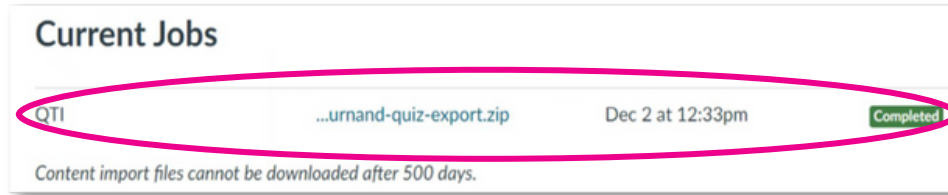

09 Under Source, select and upload the file you saved earlier. Then scroll to the bottom and select **Import.**
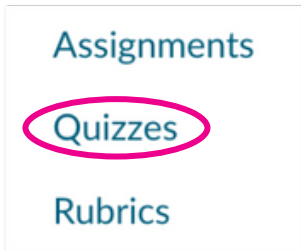
10 To confirm the import was successful, a green completion icon will appear to the right of the file.

Current Jobs

| QTI | ...urnand-quiz-export.zip | Dec 2 at 12:33pm | Completed |

Content import files cannot be downloaded after 500 days.

11 Refresh the screen by going to **Quizzes** and the copied quiz will be visible.

Assignments

Quizzes

Rubrics

12 If the quiz is duplicated within the same course, on the right-hand side, select the three dots. Then select **Edit.** Rename the file and keep unpublished.

✎ Edit

🗑 Delete

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