

## HOW TO COPY A CANVAS TEST FROM ONE CLASS TO YOUR OWN.

1. When you have the test you want to copy to your class, click on the the three dots, then scroll down and click on “Copy To...” This is the exam used in this example:

<https://gcccd.instructure.com/courses/11165/quizzes/144614>

ESL-000-DEV > Quizzes > 98G Final Exam (In Progress)

Home Announcements Syllabus Modules Grades Discussions Assignments Collaborations Conferences People Pages Outcomes Quizzes

Quiz Type Graded Quiz  
Points 160  
Assignment Group Assignments  
Shuffle Answers Yes  
Time Limit No Time Limit  
Multiple Attempts No  
View Responses No  
One Question at a Time Yes  
Lock Questions After Answering No

This quiz is unpublished  
Only teachers can see the quiz until it is published.

98G Final Exam (In Progress)

Options: Show Rubric, Lock this Quiz Now, Delete, Send To..., **Copy To...**, Share to Commons

2. Next, scroll down and choose the class you want to copy it to.

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Options: Show Rubric, Lock this Quiz Now, Delete, Send To..., **Copy To...**, Share to Commons

Copy To...  
Select a Course  
Begin typing to search  
2020FA-ESL-098G-6225 - Grammar Written/Spoken Comm  
2020SP-ESL-088L-6627 - Understand/Speak American Engl  
2020SP-ESL-088L-6642 - Understand/Speak American Engl  
**2020SP-ESL-098G-6655 - Grammar Written/Spoken Comm**  
ESL DEPARTMENT-DEV  
GC-ACE FOR FACULTY-LOVELESS  
GC-development-ESL 98G-Essential Grammar

3. Select where in your class you want to put the exam you are copying. In this example, the test is being copied and placed in “Quizzes and Tests”.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, Commons, Help. The main content area shows the course 'ESL-000-DEV' and the 'Quizzes' section. A warning message states: 'This quiz is unpublished. Only teachers can see the quiz until it is published.' Below this, the quiz details for '98G Final Exam (In Progress)' are displayed:

| Quiz Type                      | Graded Quiz   |
|--------------------------------|---------------|
| Points                         | 160           |
| Assignment Group               | Assignments   |
| Shuffle Answers                | Yes           |
| Time Limit                     | No Time Limit |
| Multiple Attempts              | No            |
| View Responses                 | No            |
| One Question at a Time         | Yes           |
| Lock Questions After Answering | No            |

On the right, a 'Copy To...' dialog box is open. It shows the selected course '2020SP-ESL-098G-6655 - Gran' and a list of modules. The 'Quizzes and Tests' module is highlighted in blue.

4. Done! Scroll down in the Modules. You can see that the “98G Final Exam” has been successfully copied and placed in the “Quizzes and Tests” section (note: the name was edited from “98G Final Exam (In Progress)” to “98G Final Exam”).

The screenshot shows the Canvas LMS interface with the 'Modules' section expanded. The '3.1 CONTENT OVERVIEW (READ)' module is visible. Below it, the 'ADDITIONAL RESOURCES' section is expanded, showing the 'Quizzes and Tests' section. The '98G Final Exam' (160 pts) is listed under 'Quizzes and Tests' with a green checkmark indicating it was successfully copied. Below it, other quizzes are listed: 'Module 2 Quiz (Simple Past, Past Continuous, Adverb Clauses)' and 'Quiz: Future Tenses / Present Perfect Tenses', both with green checkmarks.