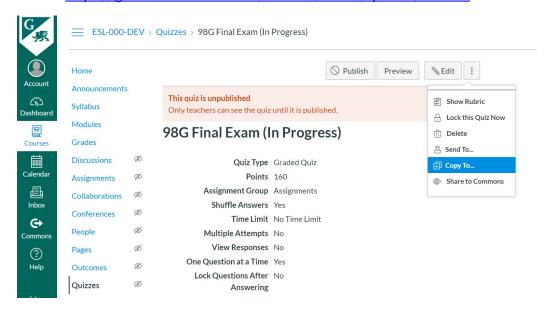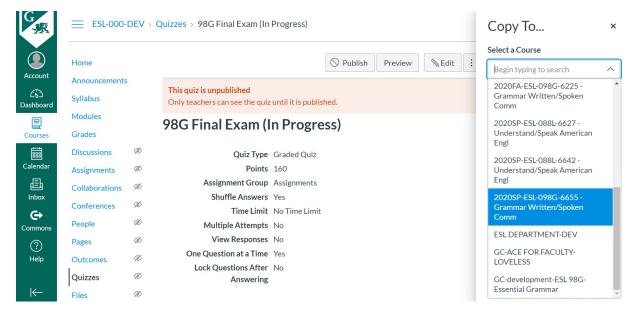**HOW TO COPY A CANVAS TEST FROM ONE CLASS TO YOUR OWN.**
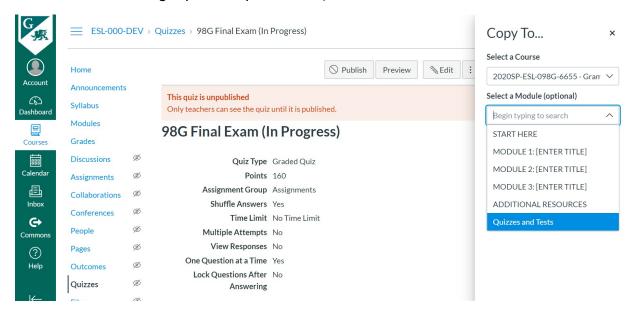
1. When you have the test you want to copy to your class, click on the the three dots, then scroll down and click on "Copy To…" This is the exam used in this example: https://gcccd.instructure.com/courses/11165/quizzes/144614

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

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".

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".