

# How to Copy a Quiz into Another Moodle Shell

Faculty



**This process will copy the entire question bank from the shell where the quiz currently exists, which may result in duplication of questions in the Moodle shell**

1. Make note of the exact short name on the course that has the quiz you want to copy and the name of the quiz.
2. Open the shell where you want to copy the course to.
3. Click **More** → **Course Reuse** → Ensure the dropdown is set to **Import**.

**Sarah's Test Course**

Course Settings Participants Grades Reports **More ▾**

**Import** ▾

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and

**Find a course to import data from:**

Select a course

More than 10 courses found, showing first

Course short name	Course
<input type="radio"/> CNCDEV	Colleg
<input type="radio"/> PSYC-101-205.20245	2024 S
<input type="radio"/> ACC-251-101.20245	2024 S

**Course reuse** ✓

4. Enter the short name of the course that holds the quiz in the search courses box → Click **Search**
5. Select the course from the list → Click **Continue**.

**Find a course to import data from:**

Select a course

Total courses: 1

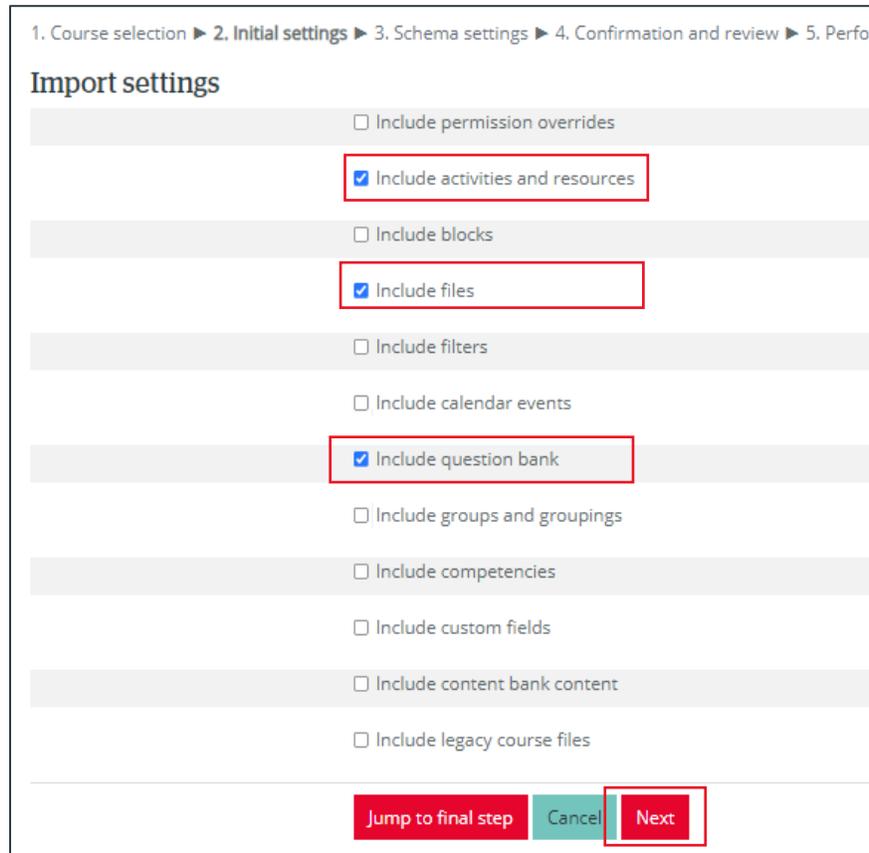
Course short name	Course full name
<input checked="" type="radio"/> Course short name	Course long name

Course short name Search

Continue

If you require additional support, please contact the CTL by email at [ctl@cnc.bc.ca](mailto:ctl@cnc.bc.ca)

6. Ensure only the following are ticked off:
  - a. Include activities and resources.
  - b. Include files.
  - c. Include question bank.
7. Click **Next**.



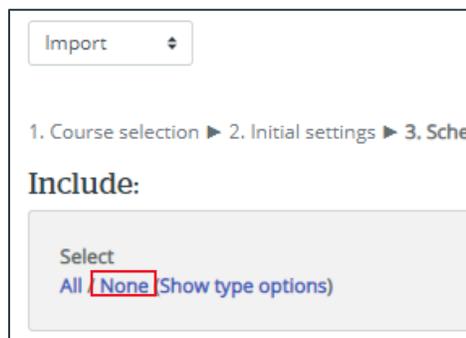
1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import

### Import settings

- Include permission overrides
- Include activities and resources
- Include blocks
- Include files
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields
- Include content bank content
- Include legacy course files

Jump to final step Cancel Next

8. Under Select click **None**



Import ▼

1. Course selection ► 2. Initial settings ► 3. Schema settings

### Include:

Select

All None Show type options

9. Scroll down the page until you find the name of the quiz you would like to include → Select the topic name that includes the quiz and the quiz itself → Click **Next**.
10. Scroll to the bottom of the page and click **Perform Import** (the process may take a few minutes)
11. A green confirmation will appear → Click **continue**.
12. The quiz will appear at the bottom of one of your topics, you may need to click through to find it. You can then move it to wherever you would like it to appear and update the settings for this course's purposes.

## Version History

Version	Date	Description
1.0	April 19, 2024	New Document

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