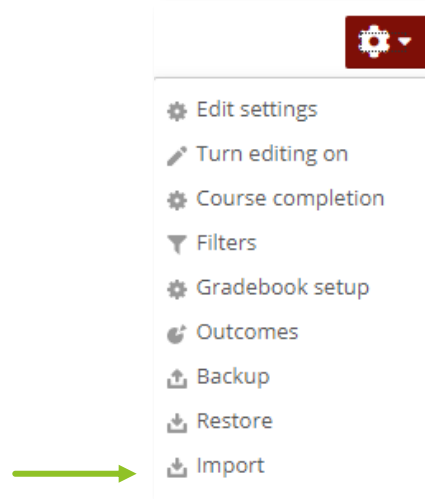


Copying a Quiz to Another Course/Section in Moodle

1. Enter the course you want to import the quiz into and click the **gear icon** in the upper righthand corner of Moodle. From the drop down menu, select **import**.



2. Select the course you wish to copy the quiz **from** (the course or section where the quiz already exists) and click **continue**. If you do not see the course, use the **search** box to limit your results, then select and click continue.

Find a course to import data from:

Select a course Total courses: 2

	Course short name	Course full name
<input checked="" type="radio"/>	2015TC TTC	2015TC Tutorial Training Course
<input type="radio"/>	2015TC Example Course	2015TC Example Course

2015TC

3. Uncheck all boxes under **import settings** except **include activities and resources** and **include question bank**. Then click **next**.

The image shows a dialog box titled "Import settings" with a list of items to be imported. Two items are checked: "Include activities and resources" and "Include question bank". Below the list are three buttons: "Jump to final step" (blue), "Cancel" (red), and "Next" (blue). Green arrows point to the first checked item, the second checked item, and the "Next" button.

Item	Checked
Include activities and resources	<input checked="" type="checkbox"/>
Include blocks	<input type="checkbox"/>
Include files	<input type="checkbox"/>
Include filters	<input type="checkbox"/>
Include calendar events	<input type="checkbox"/>
Include question bank	<input checked="" type="checkbox"/>
Include groups and groupings	<input type="checkbox"/>
Include competencies	<input type="checkbox"/>
Include custom fields	<input type="checkbox"/>

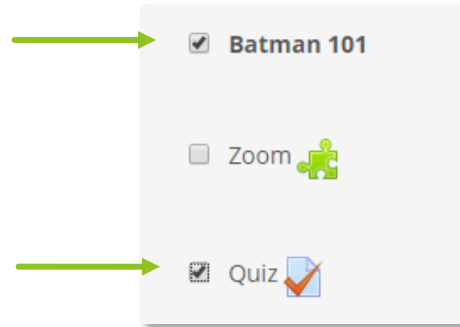
Buttons: [Jump to final step](#) [Cancel](#) [Next](#)

4. Under **include** click **none** to deselect all items

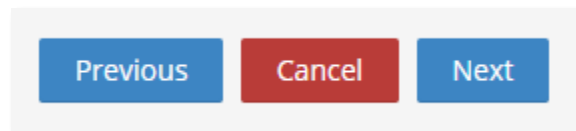
The image shows a dropdown menu titled "Include:". The menu is open, showing two options: "Select" and "All / None (Show type options)". A green arrow points to the "All / None (Show type options)" option.

Option
Select
All / None (Show type options)

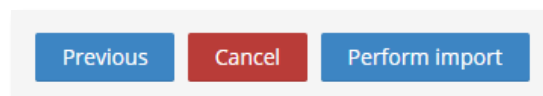
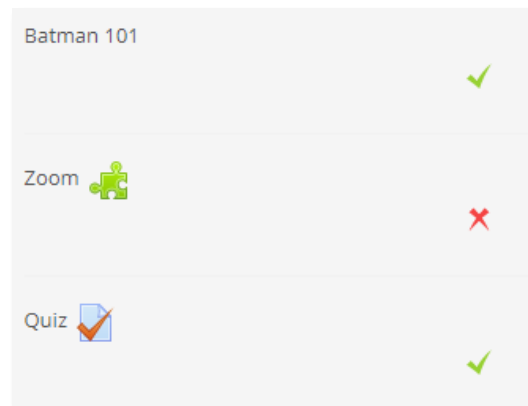
5. Find the section containing the quiz you wish to copy. You must select the section header to be able to select the quiz. Check the box for the quiz you wish to copy.



6. Scroll to the bottom of the page and click **next**



7. You will be taken to a confirmation page. Anything you have selected to copy will appear with a green check. Anything that is not being copied will have a red x. Scroll to the bottom of the page and choose **perform import**.



8. When the import is complete, click **continue** to be taken back to the course page. Find and click on the quiz to verify that everything was copied over correctly.