

## Faculty: Copy a Test from One Course to Another

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Copying a quiz from one Moodle course site to another takes just a few steps and can save you lots of time. You'll use the course "Import" feature to bring the quiz from the **original** site (where the quiz already resides) into the **destination** course (where you want to add the quiz).

## To copy the quiz;

- 1. In the "destination" course, follow the instructions provided for importing a course from a prior term into a new course site to select the course where the desired test resides and continue until you see all of the course elements displayed.
- 2. Select **None** to deselect all of the course elements.
- 3. Locate the module where the test was created and click on the select box next to it.
- 4. Click on the selection box adjacent to the test that you wish to copy.
- 5. Select any additional items that you'd like to bring into your destination site, then follow the remaining instructions for importing a course.
- 6. Update the quiz, paying particular attention to the settings for behavior when times expires, if this quiz will be timed. Be sure that the test is set to **Submit attempts automatically when time expires**. If not, your students will lose their work completely when time runs out.