Steps to Import a Quiz

Import a Quiz from a Socrative User

- 1. Ask the owner of the quiz you want to import for its SOC number. Note: SOC numbers are in the format "SOC-12345...
- 2. From your Dashboard click on Manage Quizzes.



3. Click on Import Quiz



4. Enter the **SOC number** of that quiz into the text area then click on **Import Quiz.**

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Enter the "SOC" numb	er of another shared quiz to import it i	nto your account.	
SOC-13482581			
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Import a Socrati	ve quiz from an Excel file		
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choose the Excernice y	ou would live to opicalo.		

5. You will see a success message and that quiz will be available to deliver or edit from your account.

Note: Changing the imported quiz in any way will not affect the other user's original version.

Import a Socrative quiz from another	Successfully imported quiz	
Enter the "SOC" number of another shared quiz to	a	
Import a Socrative quiz from an Excel fil		
Download the Excel Template here.		
Download the Excel Template <u>here.</u> Choose the Excel file you would like to upload:		

Import a Quiz from Excel

- 1. From your Dashboard click on Manage Quizzes.
- 2. Click on Import Quiz
- 3. Download the Excel Template, fill it out with your quiz according to the template headings, and save it to your computer with a unique name.
- 4. To learn how to use the Excel template use the following link: <u>http://help.socrative.com/?help_center=use-the-excel-quiz-import-</u> <u>template</u>

(Note this option to download the template will only be visible on the laptop)

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		Import Quiz	P
	Import a Socrative quiz from an Excel file Download the Excel Template here. Choose the Excel file you would like to upload:		
		+ Choose File	

5. Click on **Choose File** select the filled out Excel Quiz you want to import, then click on Open.