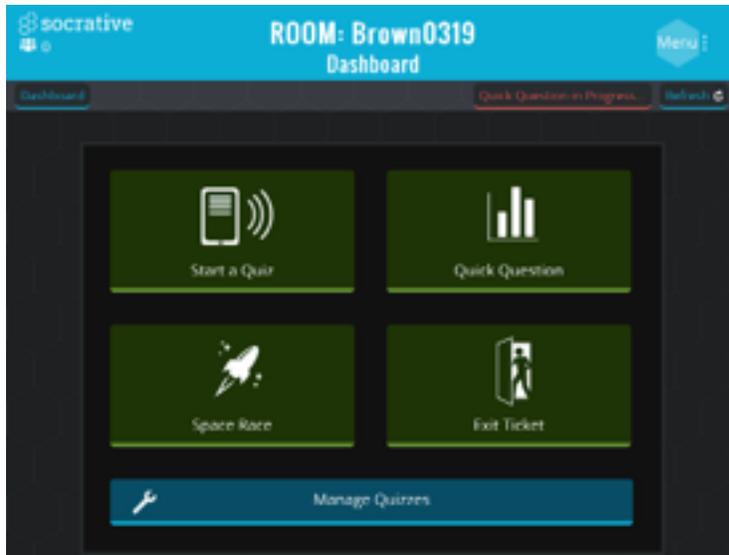


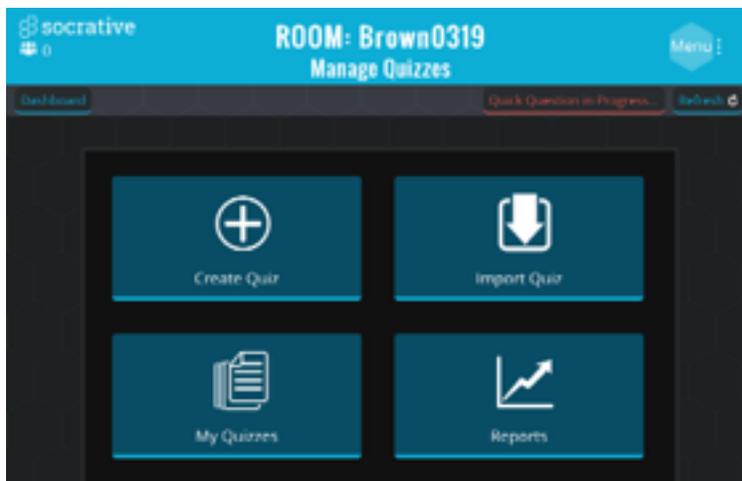
## Steps to Import a Quiz

### Import a Quiz from a Socrative User

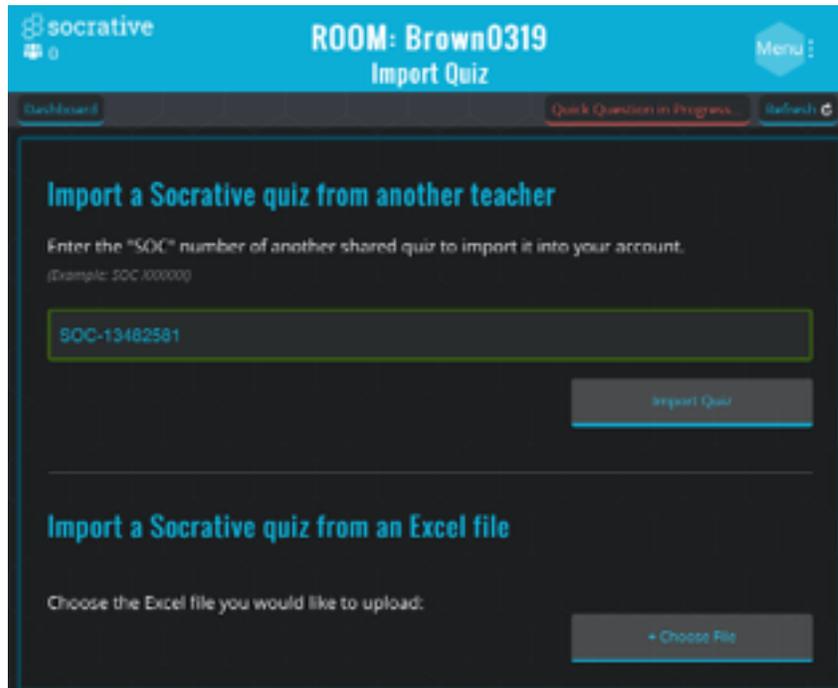
1. Ask the owner of the quiz you want to import for its SOC number.  
Note: SOC numbers are in the format "SOC-12345..."
2. From your Dashboard click on **Manage Quizzes**.



3. Click on **Import Quiz**

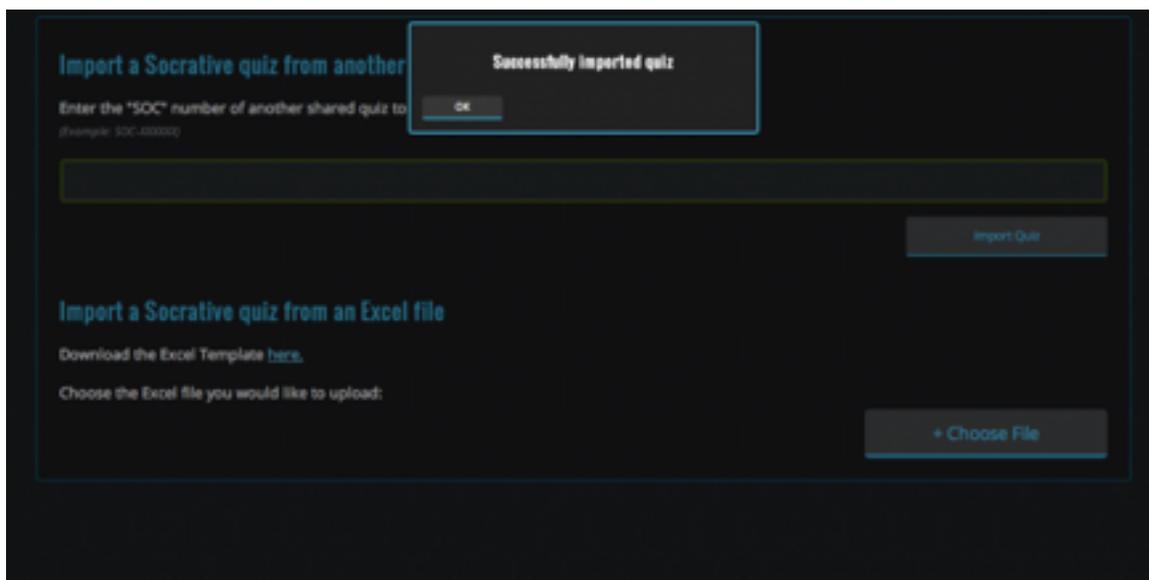


4. Enter the **SOC number** of that quiz into the text area then click on **Import Quiz**.



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

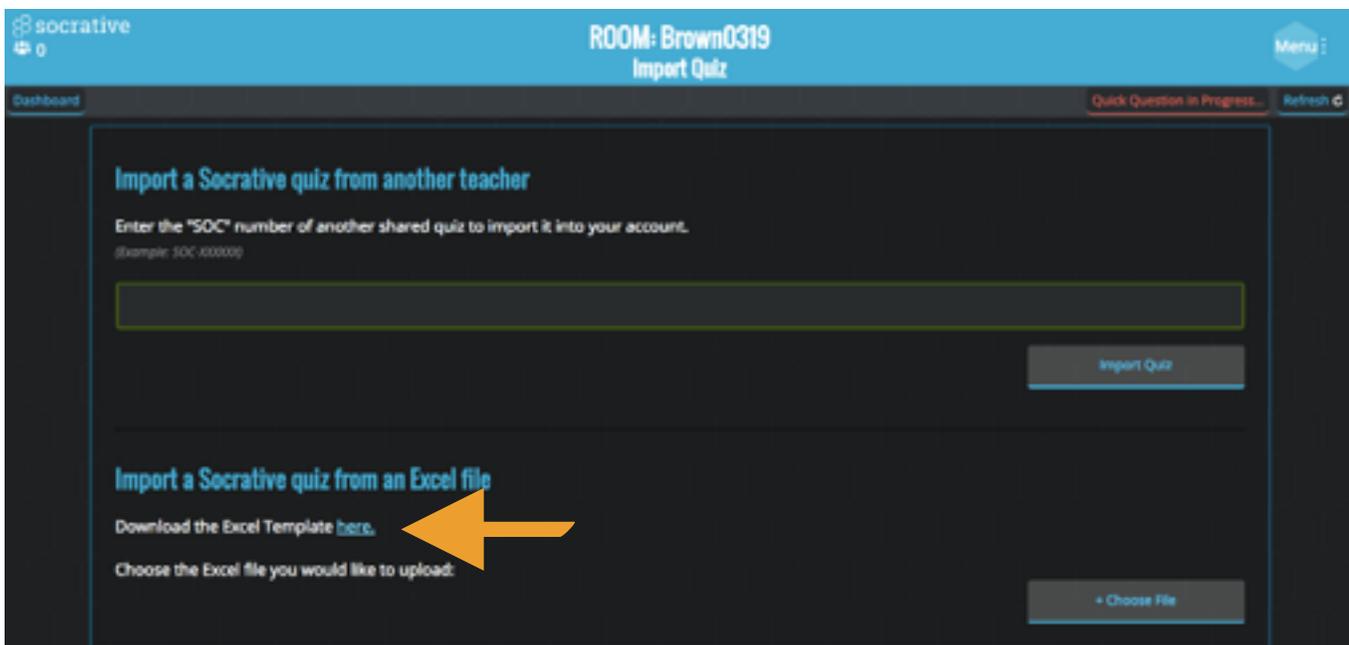
**Note: Changing the imported quiz in any way will not affect the other user's original version.**



## Import a 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:  
[http://help.socrative.com/?help\\_center=use-the-excel-quiz-import-template](http://help.socrative.com/?help_center=use-the-excel-quiz-import-template)

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



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