

# How to Bulk-Import Questions From Excel

With [ProProfs Quiz Maker](#), you can prepare questions anytime, anywhere, without the need to remain online. Create questions on an [Excel sheet](#) and bulk-upload it using the ProProfs Import feature.

This feature supports “Offline Authoring” so that even those without a ProProfs account/Internet can create questions for you. ProProfs also supports importing questions from an [existing ProProfs quiz](#).

In the Excel sheet, apart from adding questions and answers along with question types, you can also:

- Assign **marks** or **points** for each question
- Assign **topics** or **categories** to questions

**Below is an overview of a sample Excel file with proper formatting to let you import questions for your quiz in bulk:**

A1														
	A	B	C	D	E	F	G	H	I	J	K			
1	Instructions:	Please answer the quiz questions below. You may then import the same into your ProProfs account.												
2														
3	1. Quiz Points:	100												
4														
5	4 Enter your answers below:									5 Choose the Correct Answers (1 relevant for Multiple choice, Che True/False question types)				
6	2 Question Type:	3 Question Text:	Answer A:	Answer B:	Answer C:	Answer D:	Answer E:							
7	Multiple Choice	What shape is the moon?	Triangle	Square	Round			C						
8	Checkboxes	What are the characteristics of the moon?	White	Round	Big	Square		A	B	C				
9	True / False	The moon is square	TRUE	FALSE				B						
10														
<div><div></div><div>Import question</div><div></div></div>														

You can download the sample file as mentioned in this FAQ. Once done, the added questions will show up as regular questions:

Sample Quiz [Edit Cover](#)

Questions

- All Questions & Answers
- 1. What shape is the moon?
- 2. What are the characteristics of the moon?
- 3. The moon is square
- 4. The moon is \_\_\_\_ in color
- 5. Describe the moon
- 6. Match the following to the appropriate choice
- 7. What shape is the moon?

+ New Question

View: One Question

Question 1/7 (Multiple Choice)

What shape is the moon?

- ☐ Triangle
- ☐ Square
- ☒ Round
- ☐ Add Option

Advanced

Multiple Choice | Media | Display choices vertically | Points 5 | Delete

Hi - Do you need any help today?

**Follow these steps to upload questions using an Excel sheet:**

**Step 1:** In the quiz editor,

- Go to **New Question > Import Questions**
- Select **“From a Microsoft Excel File”** and click **Next**.

ProProfs Quiz Maker

Create > Settings > Send > Reports [Preview](#) [Save](#) [+ Add New](#)

Untitled Quiz [Edit Cover](#)

Questions

- All Questions & Answers
- 1. Which one do you like?

+ New Question

Results

Popular Settings

Popular Themes

View: One Question

Question 1/1 (Multiple Choice)

Which one do you like?

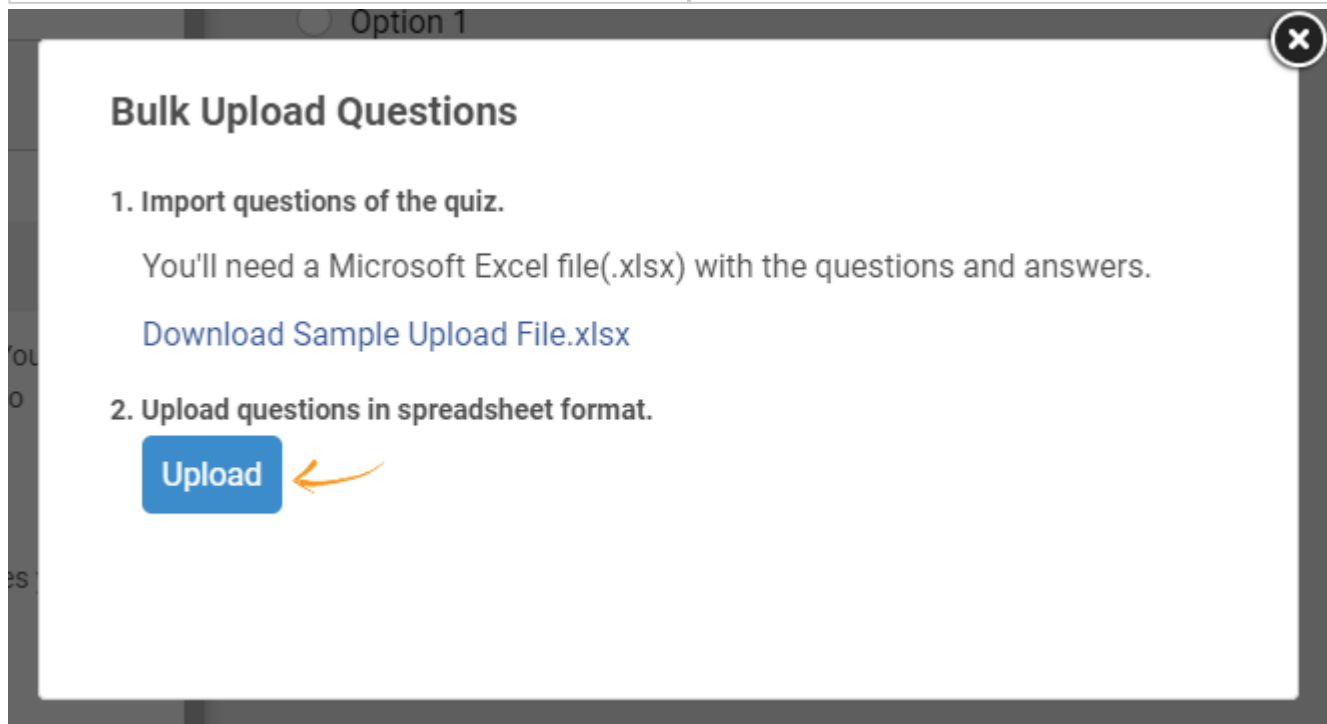
- ☒ Option 1
- ☐ Option 2
- ☐ Option 3
- ☐ Option 4
- ☐ Add Option

Advanced

Multiple Choice | Media | Display choices vertically

Hi - Do you need any help today?

**Step 2:** Click **Upload** to import questions from your Excel sheet.

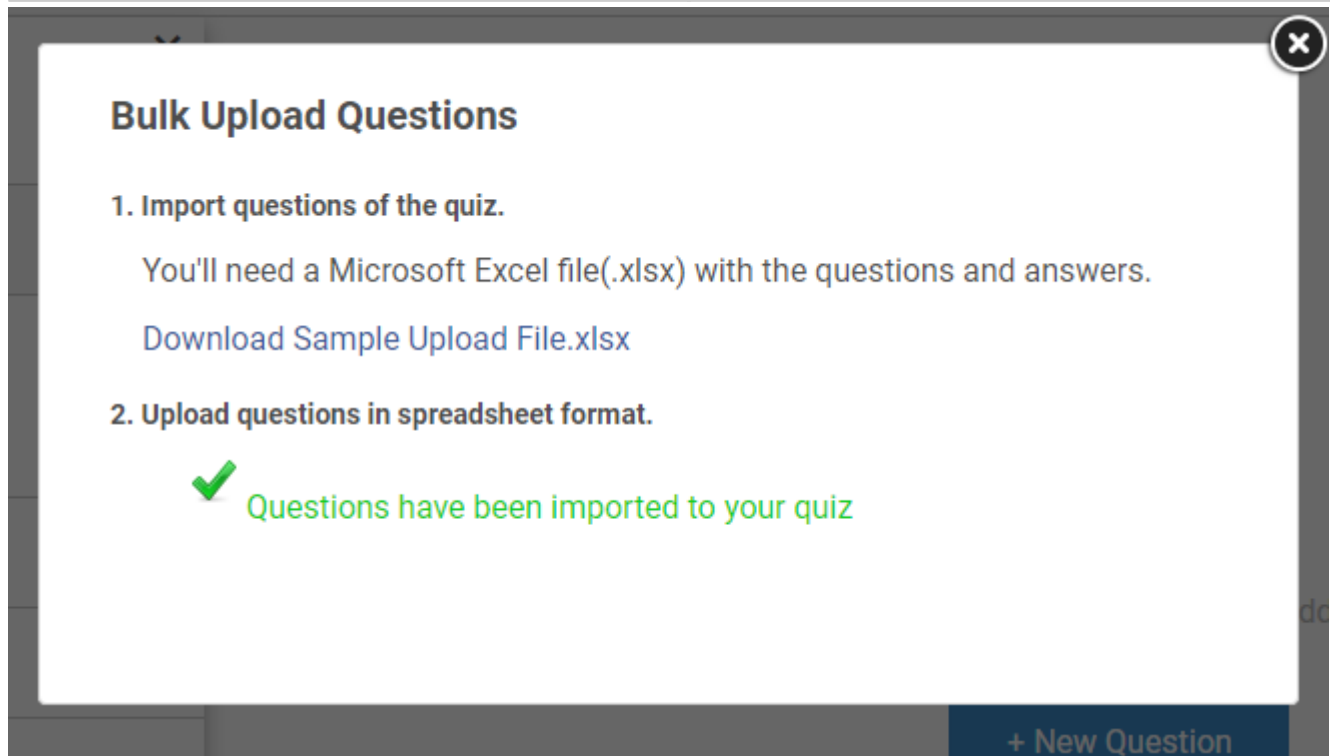


**Note:** To make it easy, download the Sample Excel file, and replace the dummy questions, answer options, and other details with actual data.

Here's what the sample will look like:

A1	A	B	C	D	E	F	G	H	I	J	K
1	<b>Instructions:</b>	Please answer the quiz questions below. You may then import the same into your ProProfs account.									
2											
3	<b>1. Quiz Points:</b>	100									
4											
5											
6	<b>2 Question Type:</b>	<b>3 Question Text:</b>	<b>4 Enter your answers below:</b>	Answer A:	Answer B:	Answer C:	Answer D:	Answer E:	<b>5 Choose the Correct Answers (1 relevant for Multiple choice, Che True/False question types).</b>		
7	Multiple Choice	What shape is the moon?	Triangle	Square	Round				C		
8	Checkboxes	What are the characteristics of the moon?	White	Round	Big	Square			A	B	C
9	True / False	The moon is square	TRUE	FALSE					B		
10											

After you finish uploading, you will see the following:



*That's all you need to do. From here, you can edit the questions imported directly into the quiz editor if required.*

#### **Related Articles:**

- [How to Enable Random Question Selection From a Question Bank](#)
- [How to Find & Use Ready-Made Questions](#)
- [How to Add Feedback to Answers](#)