

How to Use Quiz Templates & Questions

With ProProfs you can save tons of time and effort by copying questions from your existing [quizzes](#) in just a few simple clicks. We offer you the flexibility to:

1. [Copy questions from quizzes](#) you've created with ProProfs (steps mentioned below)
2. [Copy questions from public quizzes](#) (over 100.000) available in the ProProfs library
3. [Bulk import questions from an Excel sheet](#) to merge questions from [multiple quizzes](#) you've made elsewhere

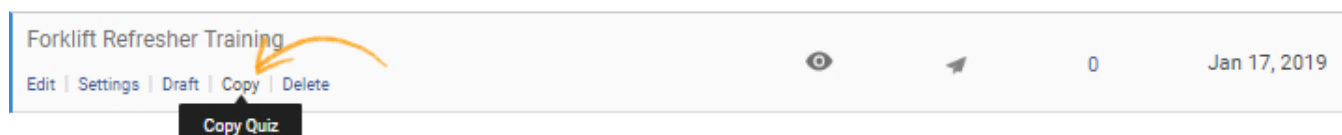
The steps below explain how you can copy questions from the quizzes you've created with ProProfs. You can copy questions from your existing quizzes by two different methods:

- Copy your quiz directly from the dashboard.
- Copy questions from your existing quizzes, while you're managing questions.

Let's look at both the methods in more detail.

Option 1: Copy an entire quiz - you can use this to copy all the questions of an existing quiz quickly.

Step 1. On your quiz dashboard, select the quiz you want to copy and then click on the "Copy" icon to create a duplicate of an existing quiz.



Step 2. Rename the quiz before copying it, and you're done.

Select where to copy this quiz

- Make me a copy
- Make a copy for another instructor


Title of new (duplicated) Quiz :


Copy of Forklift Refresher Training

Copy Quiz

Option 2: Import / Copy some questions from a quiz - if you run out of ideas while [creating a quiz](#), you can quickly copy questions from your existing quizzes.

Step 1. Click "Import Questions".

Search 100000+ questions 

Questions 

Multiple Choice Checkbox

True/False Fill in the blank

Essay Matching


More


Note Document


Audio/Video Upload

Comprehension

Other

Import Questions 


Popular Settings 

Popular Themes 

Step 2. Select the quiz from where you want to copy questions.

Import questions to this quiz: 

From a quiz I made


Forklift Refresher Training (5 Questions) 

From a Microsoft Excel file

Next >

Step 3. Check the boxes to select the questions you want to import to the quiz. Click "Import," and you're done.

Select questions from quiz "Forklift Refresher Training"

- 1 Please watch the video.What are some of the things that the forklift operator shoul...
- 2 You are allowed to carry employees on the forks?
- 3 The crown RC3000 rider truck has the same weight as
- 4 What are you required to preform before every shift?
- 5 

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Import >

Related Articles:

- [How to Add Images and Videos in Options](#)
- [How do I Bulk-Import Questions from Excel?](#)
- [Introduction to The Quiz Editor](#)