

How to Use Quiz Templates & Questions

With ProProfs, you can save 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

Watch this quick **video guide** to learn how to create a quiz using a question bank:

Or **continue reading** to learn it step-by-step.

How You Can Copy Questions From the Existing Quizzes

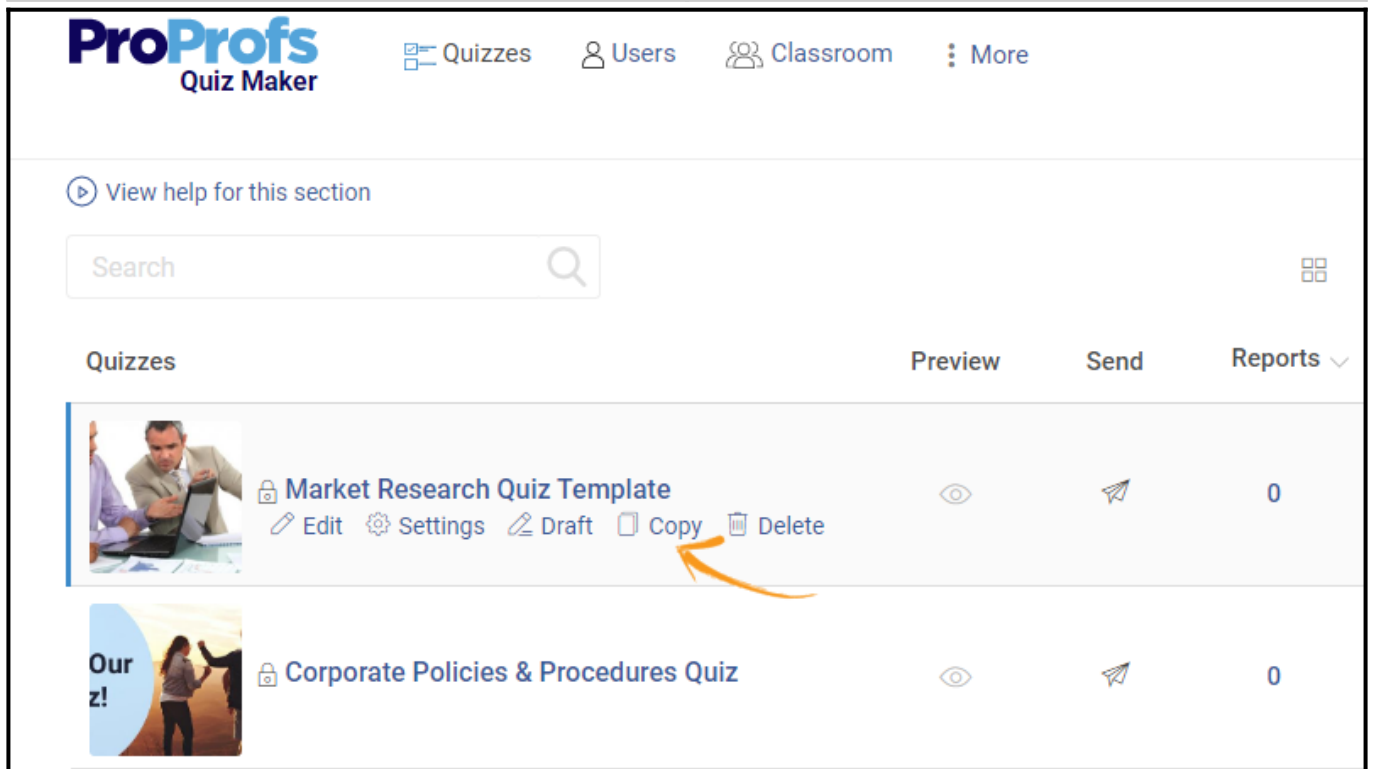
You can copy questions from your existing quizzes by two different methods:

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

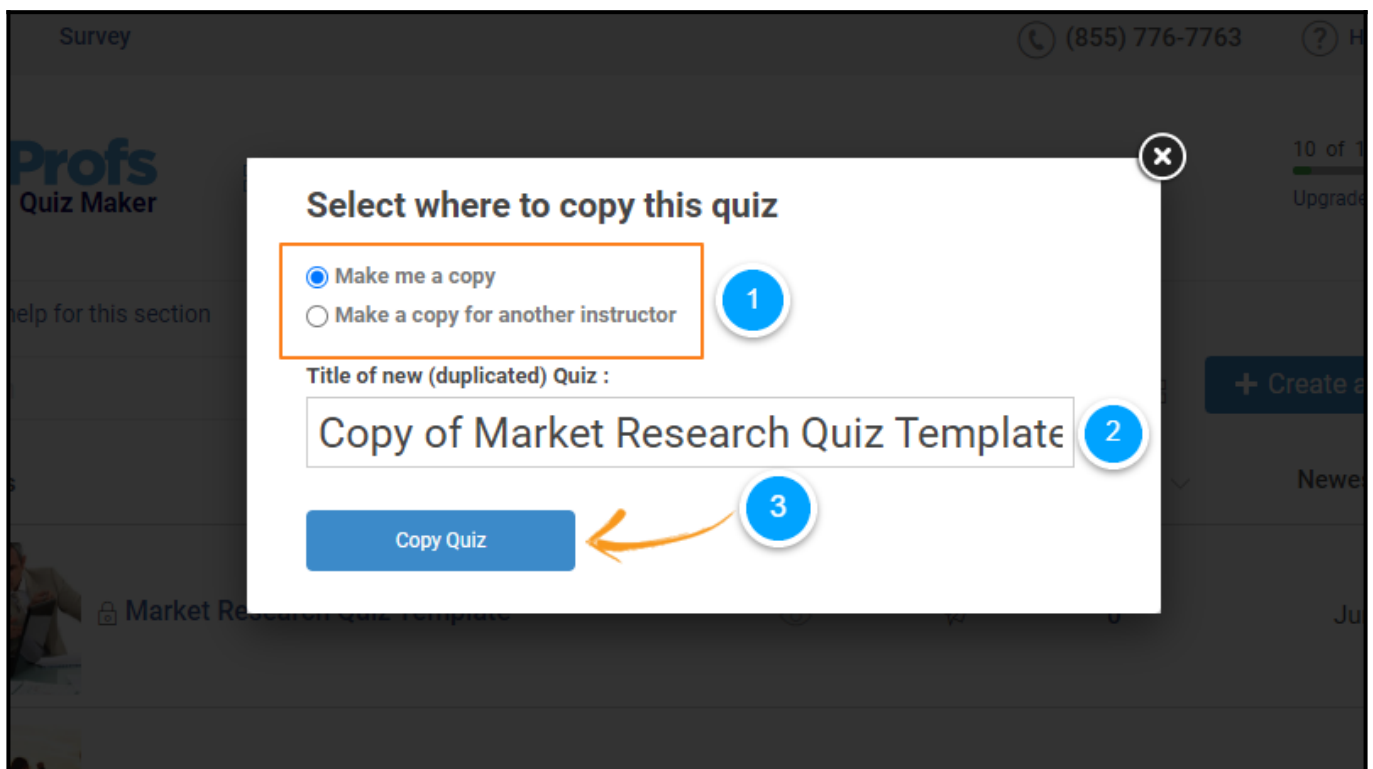
Let's look at them in detail.

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 click the "**Copy**" icon to create a duplicate of an existing quiz.



Step 2. Click the **respective radio button** to create a copy either **for yourself** or another **instructor**. Rename the quiz before copying it, and you're done.

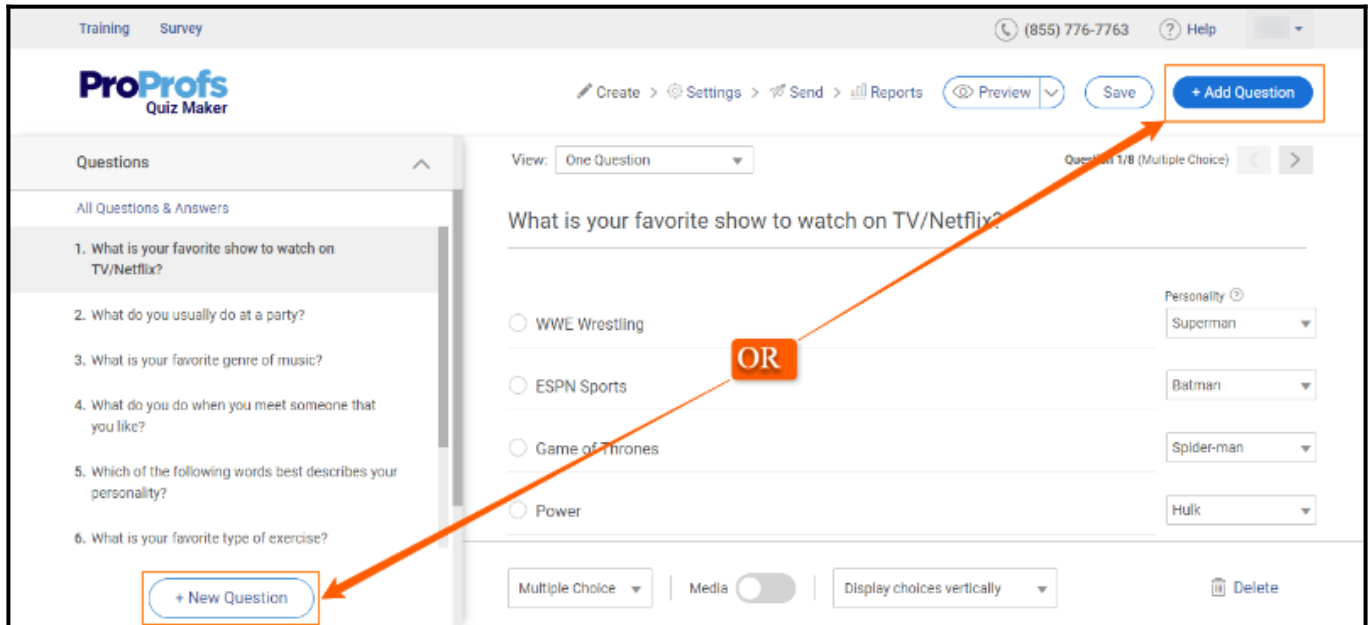


Option 2: Import / Copy some questions from a quiz - if you run out of ideas while **creating a quiz**, you can quickly copy questions from your existing quizzes.

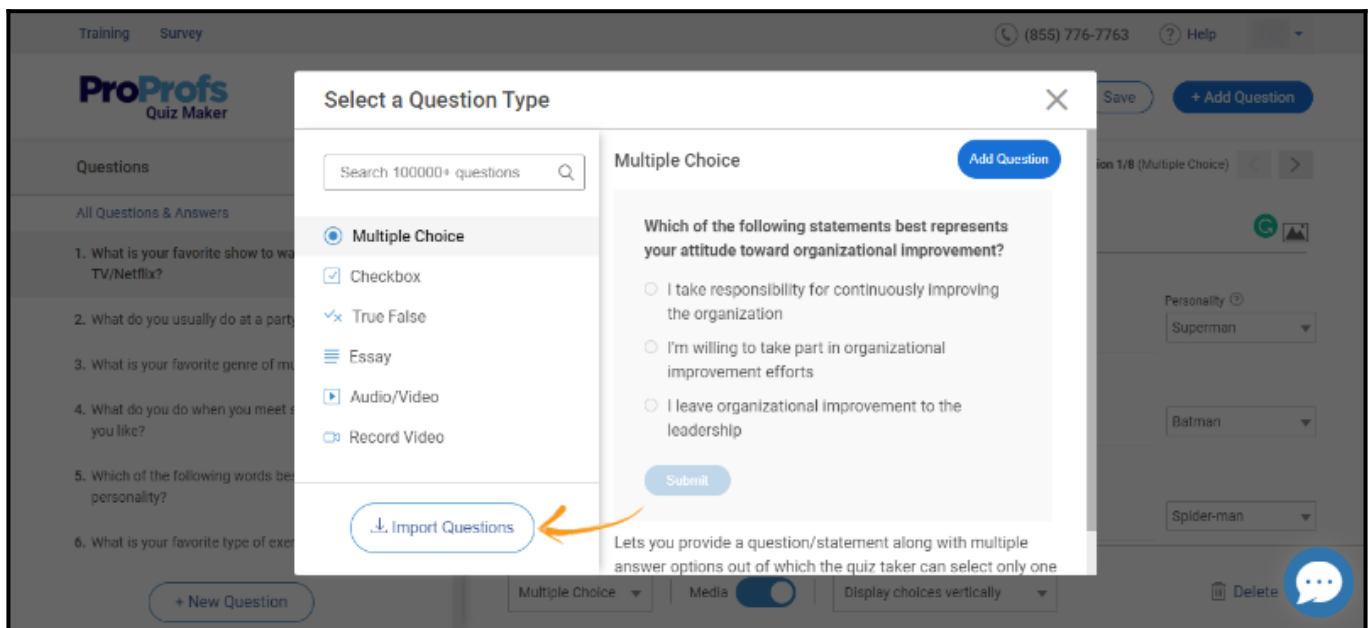
For the personality quiz:

Step 1.1: Go to "Add Question" in the header or "+New Question" on the quiz editor's

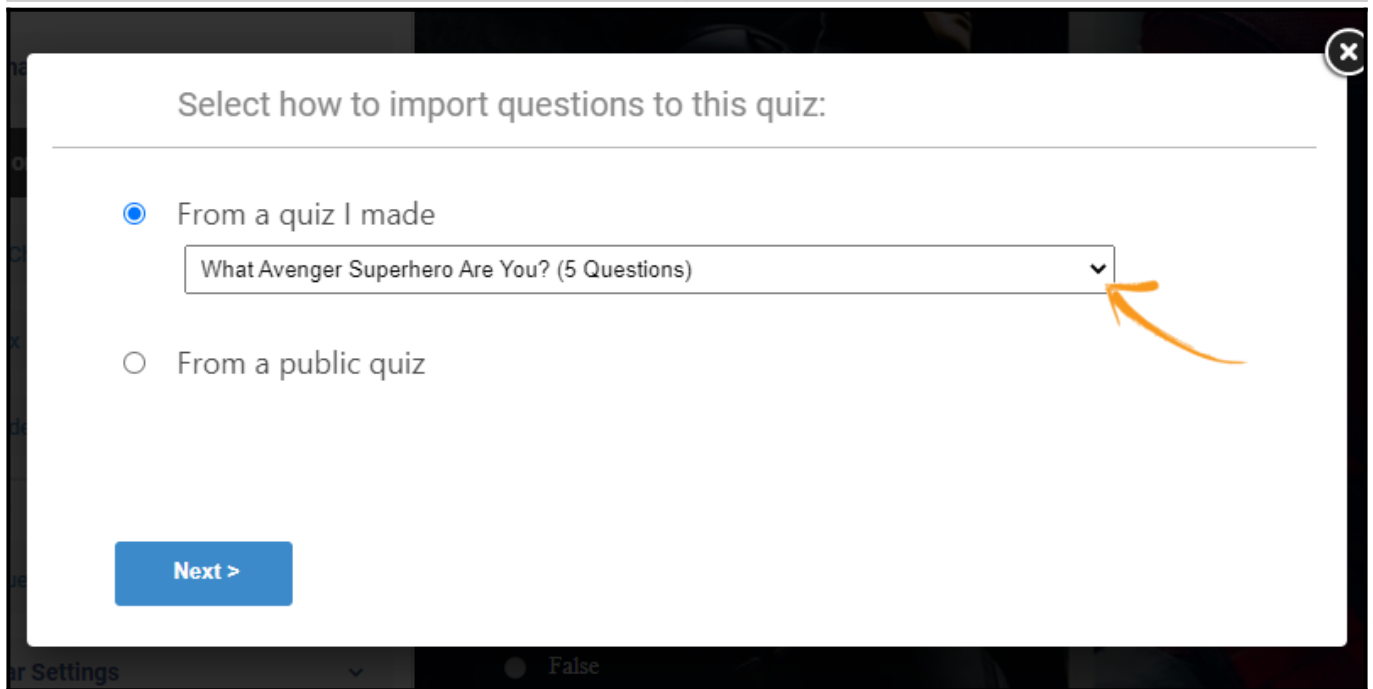
left panel.



Step 1.2: Select "Import Questions" in the overlay.

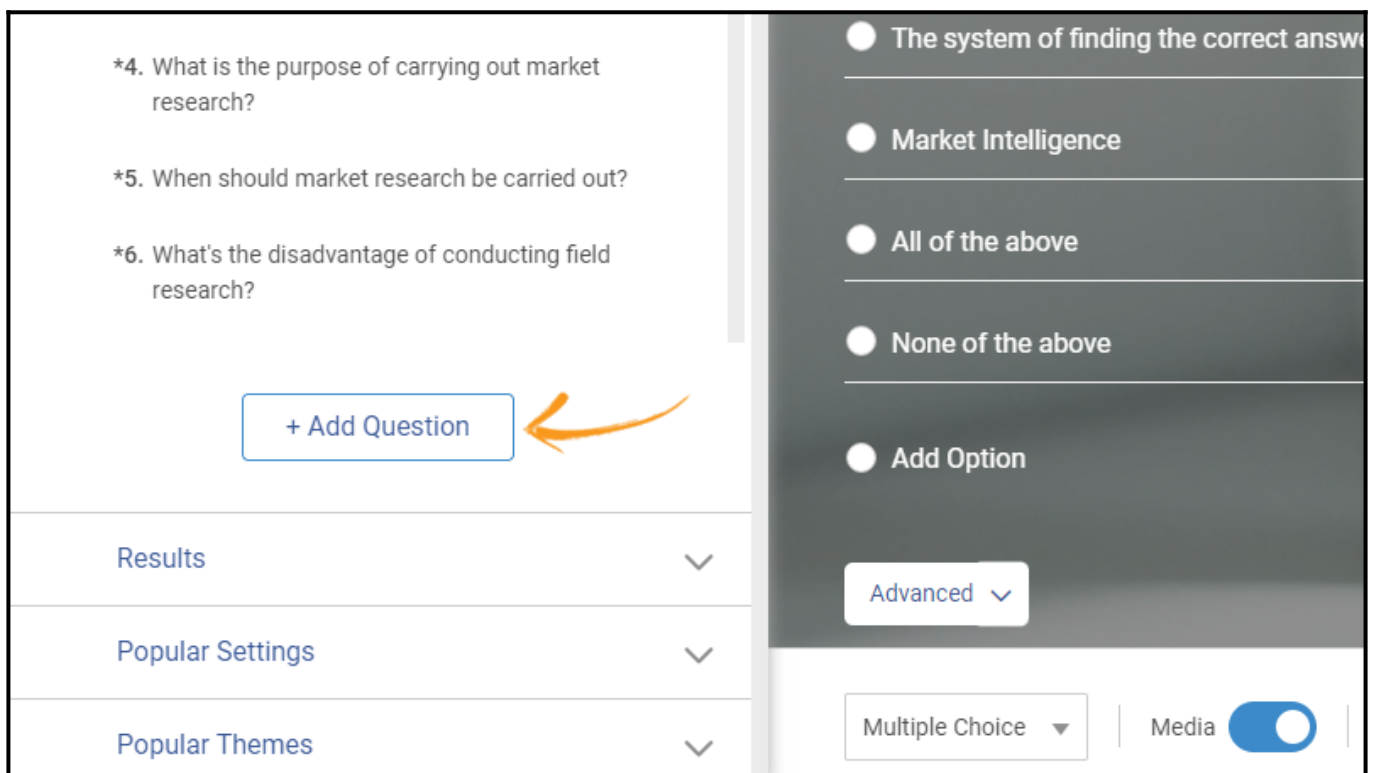


Step 1.3: Select the quiz from where you want to copy questions.



For the Scored Quiz

Step 2.1: Click "Add Question" on the left panel. A pop-up window opens.



Step 2.2: Click "Import Questions."

Select a Question Type

Hotspot

Dropdown

Type in

Order List

Note

Document

Upload Audio/Video

Record Audio/Video

Upload

Comprehension

↓ Import Questions

Multiple Choice

Add Question

Sample Question

Reuters is the News Agency of which country?

☐ United Kingdom

☐ France

☐ Germany

☐ Italy

Submit

Allows you to provide multiple possible answers in which only one is correct.

Step 2.3: Select the **existing quiz** from the dropdown list or **choose to import** questions from an **Excel file**. Click "**Next**."

Import questions to this quiz: ?

☒ From a quiz I made

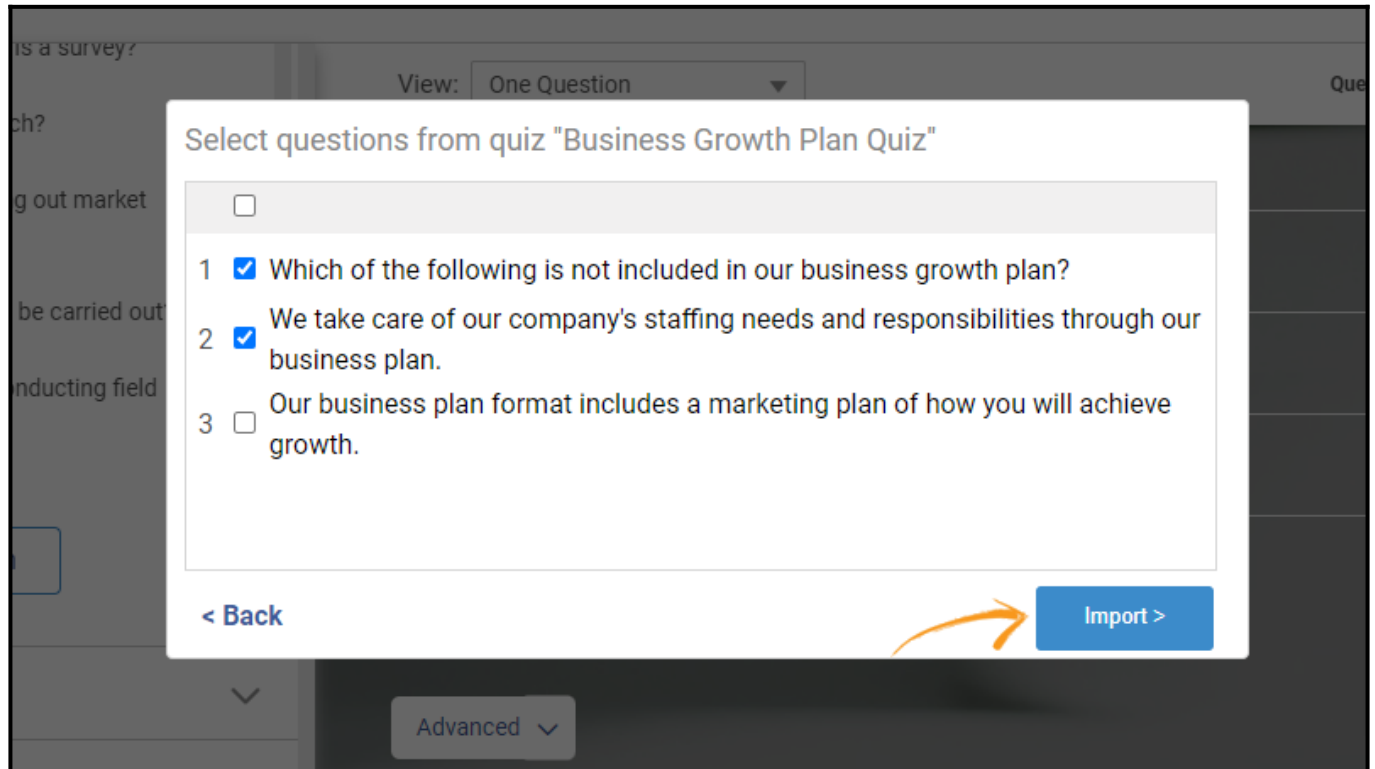
Business Growth Plan Quiz (3 Questions)

☐ From a Microsoft Excel file

Next Cancel

Step 3. Check the boxes to select the questions you want to import to the quiz. Click

"Import," and you're done.



That is all about using quiz templates & questions.

Related Articles:

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