

Import Quizzes to Multiple Live Rooms

Last Modified on 10/12/2020 5:55 pm IDT

Companies that create and reuse quizzes may want to import quizzes and share them across the company.

How to Import Quizzes?

To import quizzes, contact your [Kaltura Customer Care](#) to enable the [Quiz module](#) and provide advanced instructions. After the [Quiz module](#) is enabled, if your role is enabled to create quizzes, you may create a quizzed as follows:

To create and import quizzes

1. Build your quizzes in advance in a CSV file based on the following format:

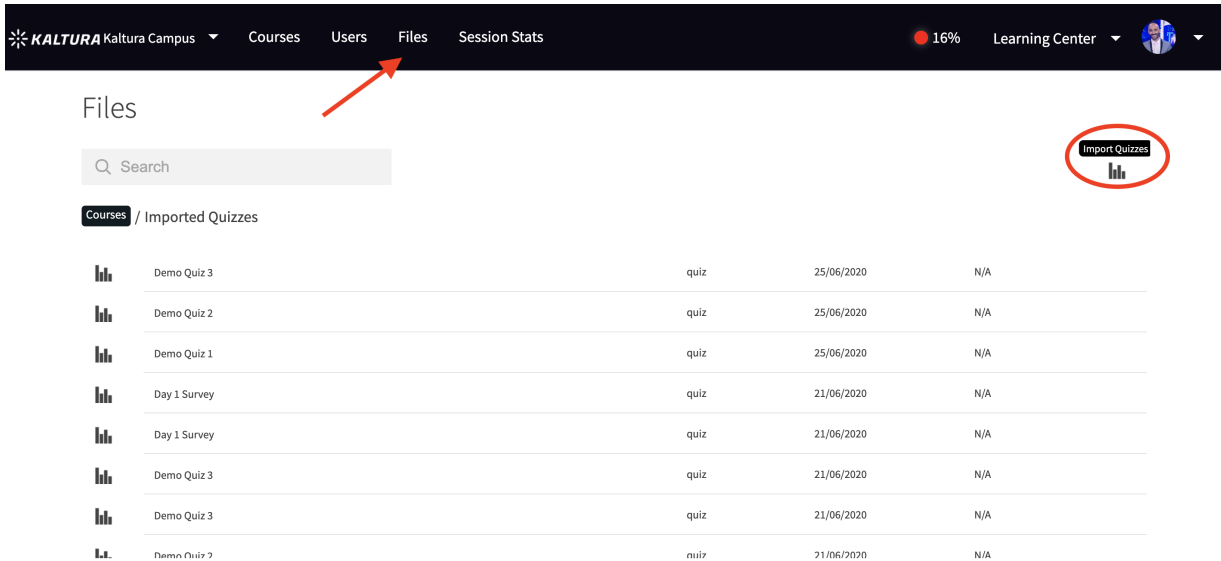
You must add the words **Not a quiz** to the last line. The first row, Row 1, should include the headers for the file's columns:

- Quiz Name - This is the name of the quiz that displays like the file name.
- Question Type (Multiple Choice, Multiple Answers, Open Answer) - The Question Type column shows the only options that can be used as values in the cells. Any departure from those exact values will return an error.
- Questions - This is the question for the quiz.
- Answers - These are the answer values.
 - The order of the values is maintained in the quiz import. Be certain that the order of the quiz values is set here.
 - Multiple Choice and Multiple Answers question types can have up to 6 answer options. Answer options may not be blank or spaces.
 - Only questions that are Open Answer do not include a value.
- Correct Answer
 - Correct and incorrect answer values must be added for all answer options related to the Multiple Choice and Multiple Answers.
 - The possible values are either Y for the correct answer or N for the incorrect answer.
 - Multiple Choice questions must only have one Y while Multiple Answers may have multiple Y answer values.

- Open Answer questions do not have an answer value.

Quiz Name	Question Type (Multiple Choice, Multiple Answers, Open Answer)	Questions	Answers	Correct Answer	Playlist IDs
DS Quiz 1	Multiple Choice	Where is the Golden Gate Bridge located?	Los Angeles	N	
			San Francisco	Y	
			New York City	N	
			Miami	N	
	Multiple Answers	The Empire State building is located where:	Manhattan	Y	
			New York City	Y	
			Brooklyn	N	
			Queens	N	
	Open Answer	Please enter a short response on...			
DS Quiz 2	Multiple Choice	Where is the Sears Tower located?	Los Angeles	N	
			San Francisco	N	
			New York City	N	
			Chicago	Y	
	Multiple Answers	The Empire State building is located where:	Manhattan	Y	
			New York City	Y	
			Brooklyn	N	
			Queens	N	
	Open Answer	Please enter a short response on...			
DS Quiz 3	Multiple Choice	Where is the Golden Gate Bridge located?	Los Angeles	N	
			San Francisco	Y	
			New York City	N	
			Miami	N	
	Multiple Answers	The Empire State building is located where:	Manhattan	Y	
			New York City	Y	
			Brooklyn	N	
			Queens	N	
	Open Answer	Please enter a short response on...			
Not a quiz					

2. Log in the Kaltura Meetings backend at smart.newrow.com.
3. Click **Files**.
4. Click **Import Quizzes** and then click the **Import Quizzes** button.



Files

Q Search

Courses / Imported Quizzes

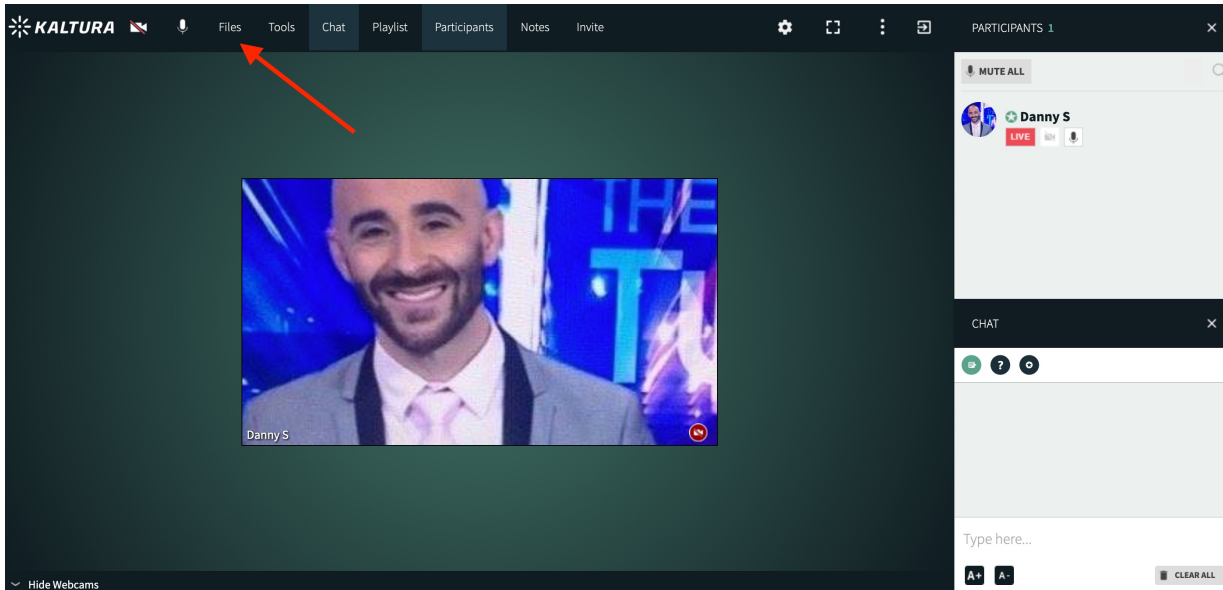
Quiz Name	Type	Date	Status
Demo Quiz 3	quiz	25/06/2020	N/A
Demo Quiz 2	quiz	25/06/2020	N/A
Demo Quiz 1	quiz	25/06/2020	N/A
Day 1 Survey	quiz	21/06/2020	N/A
Day 1 Survey	quiz	21/06/2020	N/A
Demo Quiz 3	quiz	21/06/2020	N/A
Demo Quiz 3	quiz	21/06/2020	N/A
Demo Quiz 2	quiz	21/06/2020	N/A

Import Quizzes

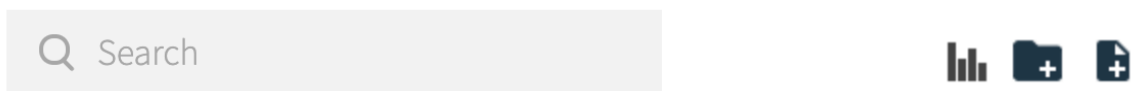
□The formatting of the questions must be exact and the file must be saved as a CSV or the import will not be successful. Do not import more than 20 quizzes at a time!

How to Select Imported Quizzes in a Live Room?



1. Enter your Live Room.
2. Go to **Files**.



3. Click the **Imported Quizzes** folder.



Courses / Imported Quizzes

	DS Quiz 2	quiz	29/06/2020	N/A
	DS Quiz 1	quiz	29/06/2020	N/A
	Demo Quiz 2	quiz	29/06/2020	N/A
	Demo Quiz 1	quiz	29/06/2020	N/A
	Demo Quiz 3	quiz	25/06/2020	N/A
	Demo Quiz 2	quiz	25/06/2020	N/A



4. Select a quiz to play/add to playlist.

