Please follow below steps in order to upload questions by excel

1. Prepare a question file, save data in below table format. Note: please do not include the headers.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Question for Hindi | Option 1  Hindi | Option 2  Hindi | Option 3  Hindi | Option 4  Hindi | Question for English | Option 1  For English | Option 2  English | Option 3  English | Option 4  English | Answer (only numeric key allowed ) |

1. Save the file in Unicode Text file with .txt extension.
2. Open question import form by navigating to ‘Question => Upload Questions’.
3. Select test for this question.
4. Upload .txt file created in step 2.
5. Submit the form.
6. If you wish to include question either in Hindi or English, please leave the fields related to other language blank.

Thank you,