

How to transfer a Quizlet list to a spreadsheet

1. Find the Quizlet list you want (e.g. <https://quizlet.com/184244372/sleeping-katharine-weber-pre-reading-flash-cards/>)
2. Choose the **Export** option under the **Options** button ()

3. Choose **Comma** and **New Line** and then **Copy the text**:

Export

Between term and definition

☐ 

☒ Comma

☐ -

CUSTOM

Between rows

☒ New Line

☐ Semicolon

☐ \n\n

CUSTOM

Options

☐ Alphabetise

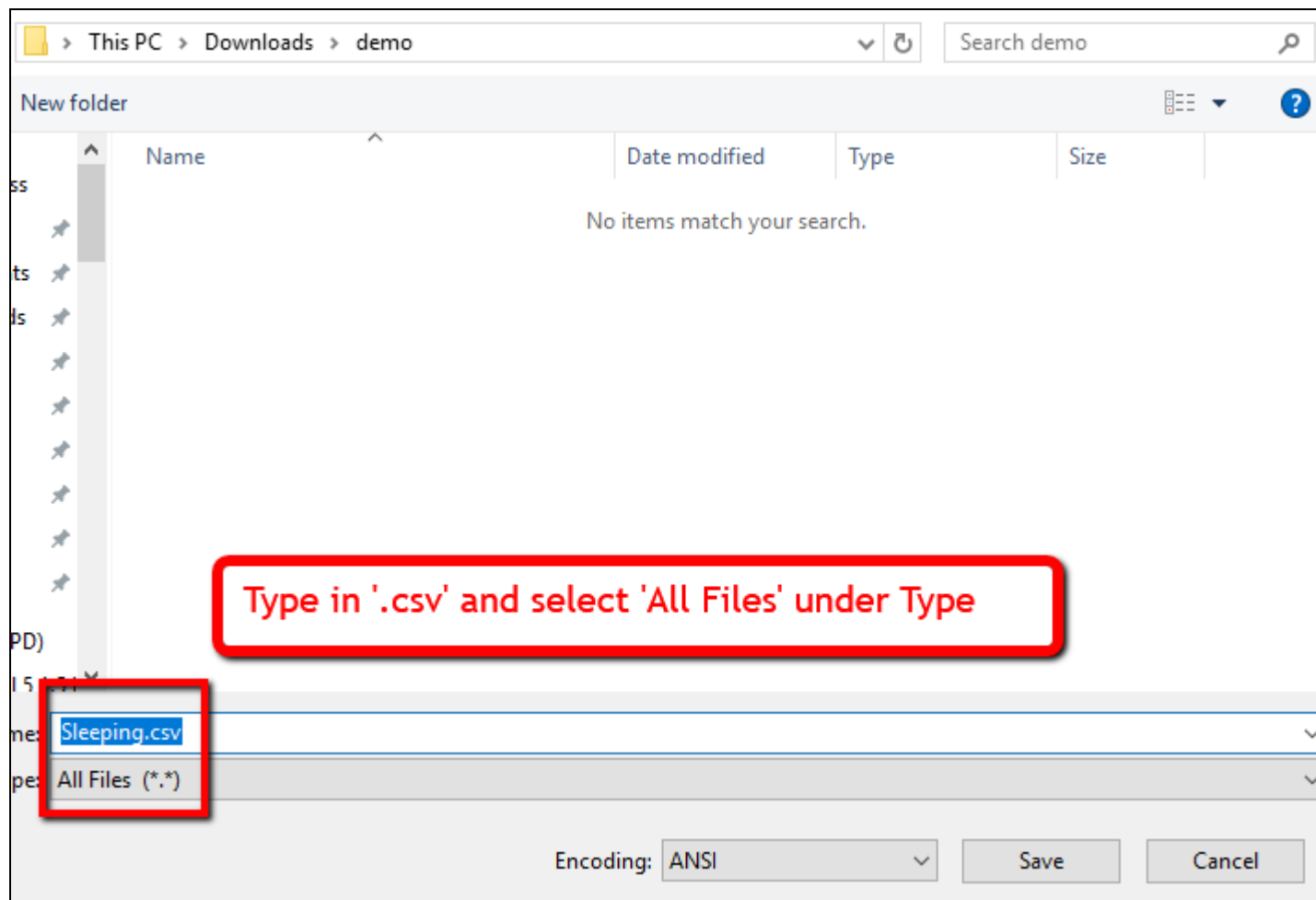
☐ Include images

Copy and paste the text below. It cannot be edited.

Copy text

diaper,pants a baby wears to stay clean
sound sleeper,good sleeper
bottle,container for a baby's milk
look in on,check on

4. Paste the text into a simple text editor (e.g. Notepad) and then **Save as** a **.csv** file.



5. Open the .csv file in Excel or other spreadsheet software

6. Select the rows and columns you want

AutoSave OFF sleeping.csv - Excel

File Home Insert Page Layout Formulas Data Review View Help Foxit PDF ACROBAT

Cut Copy Format Painter
 Clipboard Font Alignment Number

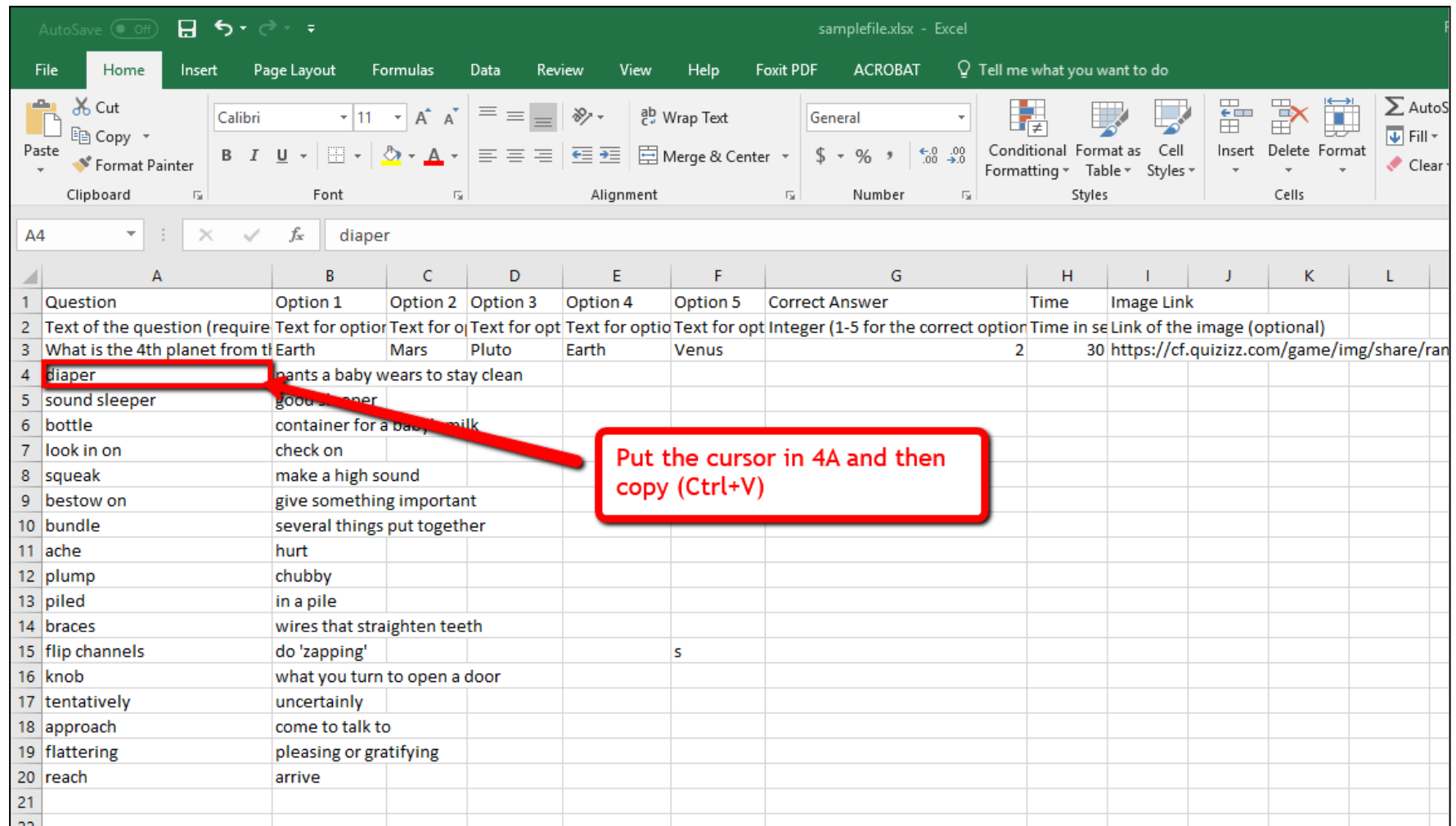
Calibri 11 A⁺ A⁻ Wrap Text
 B I U Merge & Center \$ % '

A1 : diaper

	A	B	C	D	E	F	G	H	I	J	K	L
1	diaper	pants a baby wears to stay clean										
2	sound sleep	good sleeper										
3	bottle	container for a baby's milk										
4	look in on	check on										
5	squeak	make a high sound										
6	bestow or	give something important										
7	bundle	several things put together										
8	ache	hurt										
9	plump	chubby	fat									
10	piled	in a pile										
11	braces	wires that	straighten teeth									
12	flip channel	do 'zapping'										
13	knob	what you turn to open a door										
14	tentative	uncertainty										
15	approach	come to talk to										
16	flattering	pleasing or gratifying										
17	reach	arrive										
18												
19												
20												
21												
22												
23												
24												

sleeping

7. Open the Quizizz template (<https://cf.quizizz.com/xlsx/samplefile.xlsx>)
8. and paste them into the Quizizz template underneath the sample rows (put the cursor in A4 and paste there):



I would recommend not pasting over the example rows (rows 1-3). They make a good reference and the process tends to go more smoothly if you leave them in the spreadsheet. They are easy to delete once you create the Quizizz game.

9. Move some of the correct answers (currently in Column B) to Column C and/or D.

	A	B	C	D	E	F	
1	Question	Option 1	Option 2	Option 3	Option 4	Option 5	Corr
2	Text of the question (require	Text for option	Text for option	Text for option	Text for option	Text for option	Inter
3	What is the 4th planet from the	Earth	Mars	Pluto	Earth	Venus	
4	diaper		pants a baby wears to stay clean				
5	sound sleeper	good sleeper					
6	bottle	container for a baby's milk					
7	look in on		check on				
8	squeak	make a high sound					
9	bestow on		give something important				
10	bundle	several things put together					
11	ache		hurt				
12	plump		chubby				
13	piled		in a pile				
14	braces	wires that straighten teeth					
15	flip channels		do 'zapping'			s	
16	knob	what you turn to open a door					
17	tentatively	uncertainly					
18	approach	come to talk to					
19	flattering	pleasing or gratifying					
20							

10. In Column G, write the number of the correct answer. For example, the correct option for 'diaper' is Option 2, so write '2' in G4.

	A	B	C	D	E	F	G	H	I
1	Question	Option 1	Option 2	Option 3	Option 4	Option 5	Correct Answer	Time	
2	Text of the question (require	Text for option	Text for option	Text for option	Text for option	Text for option	Integer (1-5 for the	Time in seconds	
3	What is the 4th planet from the	Earth	Mars	Pluto	Earth	Venus	2	30	
4	diaper		pants a baby wears to stay clean				2		
5	sound sleeper	good sleeper					1		
6	bottle	container for a baby's milk					1		
7	look in on		check on				2		
8	squeak	make a high sound					1		
9	bestow on		give something important				2		
10	bundle	several things put together					1		
11	ache		hurt				2		
12	plump		chubby				2		
13	piled		in a pile				2		
14	braces	wires that straighten teeth					1		
15	flip channels		do 'zapping'				2		
16	knob	what you turn to open a door					1		
17	tentatively	uncertainly					1		
18	approach	come to talk to					1		
19	flattering	pleasing or gratifying					1		
20									

11. Write in the number of seconds you want students to have to choose an answer in Column H. I'd recommend giving them twice as much time as you think they need, particularly when there are 3 or 4 answers to choose from.

12. Fill in incorrect answers for Options 1 and 2.

	A	B	C	
1	Question	Option 1	Option 2	Option 3
2	Text of the question (required)	Text for option 1 (required)	Text for option 2 (required)	Text for option 3 (required)
3	What is the 4th planet from the sun?	Earth	Mars	Pluto
4	diaper	the thing a baby sucks on to relax	pants a baby wears to stay clean	
5	sound sleeper	good sleeper	noisy sleeper	
6	bottle	container for a baby's milk	a baby toy	
7	look in on	look up	check on	
8	squeak	make a high sound	a small animal that lives in trees	
9	bestow on	put away	give something important	
10	bundle	several things put together	a small sweet bread	
11	ache	drop	hurt	
12	plump	skinny	chubby	
13	piled	on the floor	in a pile	
14	braces	wires that straighten teeth	plasters	
15	flip channels	turn off	do 'zapping'	
16	knob	what you turn to open a door	a small window	
17	tentatively	uncertainly	with confidence	
18	approach	come to talk to	ignore	
19	flattering	pleasing or gratifying	critical	
20				

13. Save the file. It's now ready to be uploaded. Once you upload it, you can delete the example question and add photos if you wish.