How to add questions in Question Bank?

(Format of uploading questions are given below)

STEP#1
Click on **"Google Icon"** to login the slate.
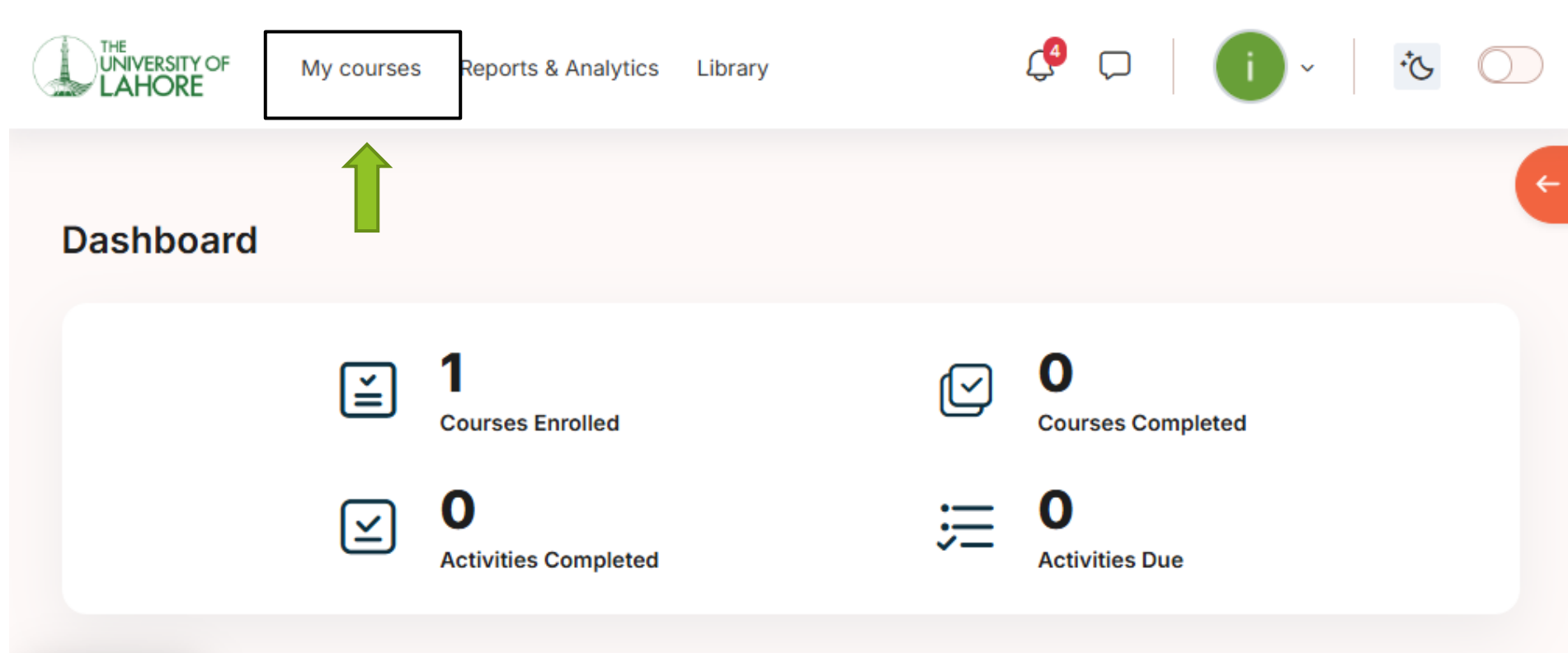
STEP#2
Click on **"My Courses".**
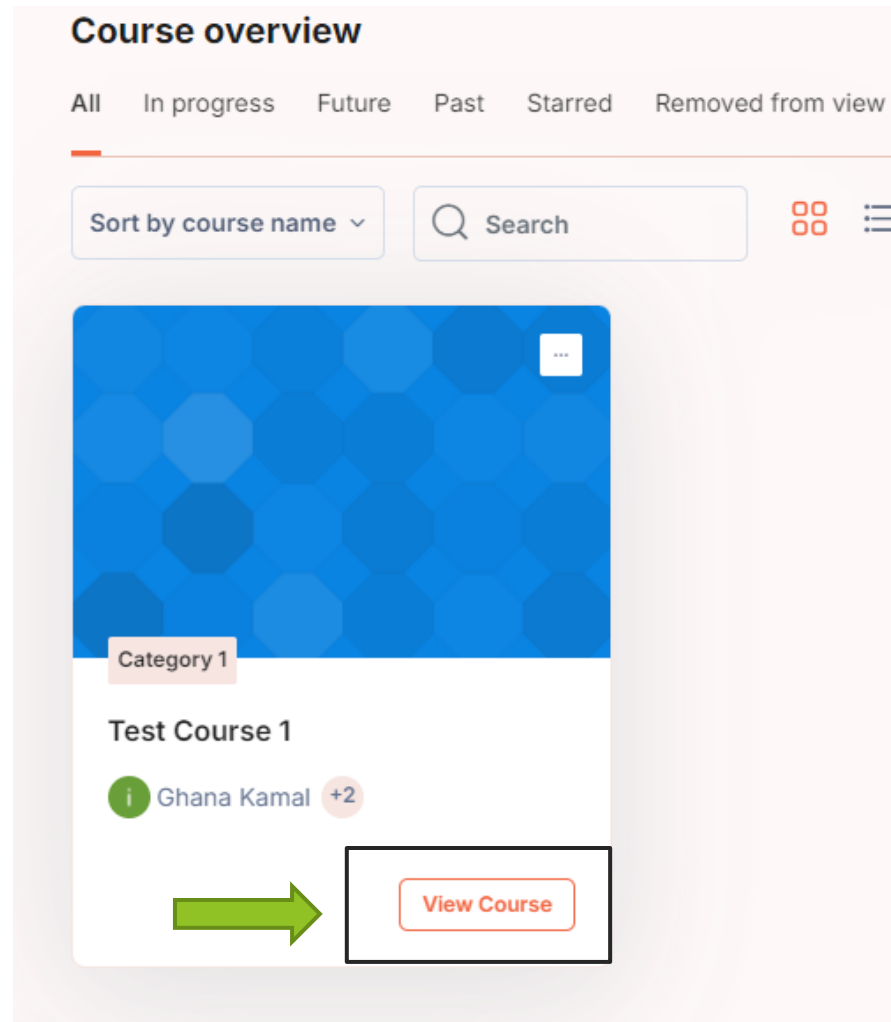
Dashboard

1 Courses Enrolled

0 Courses Completed
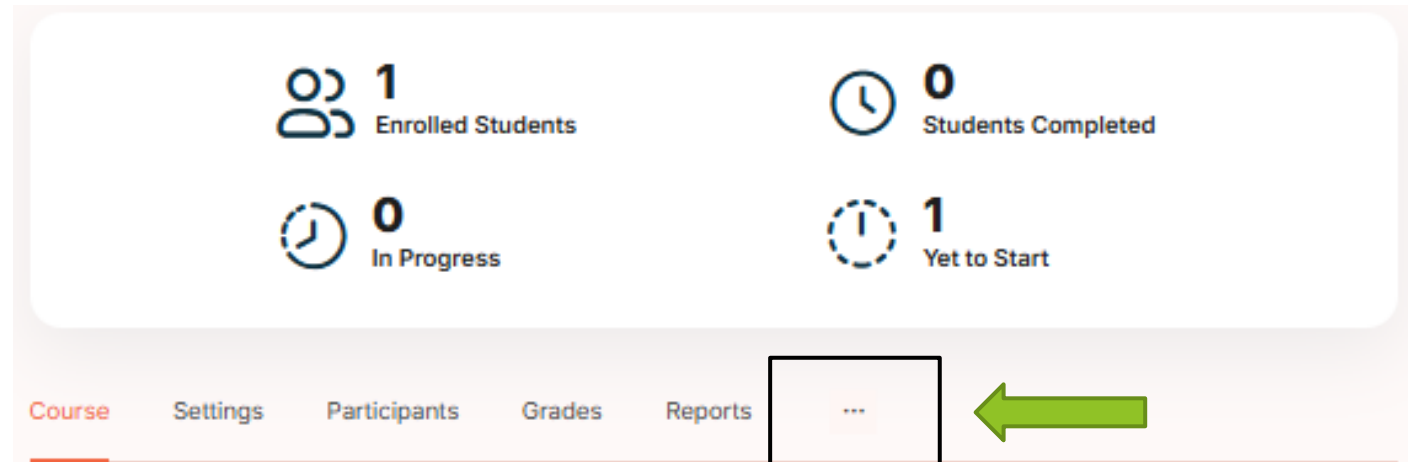
0 Activities Completed
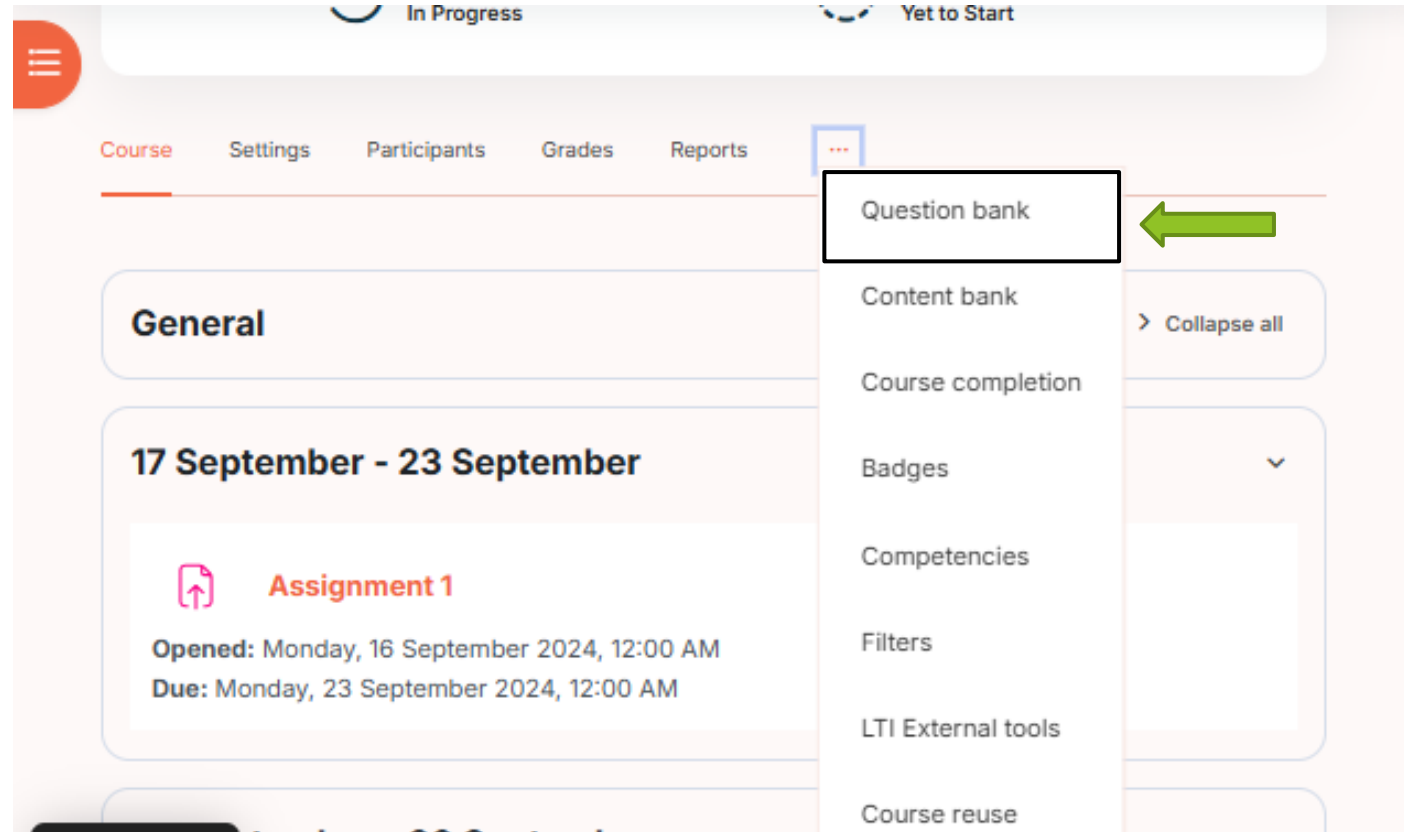
0 Activities Due

STEP#3

Click on **"View Course".**

STEP#4

Click on the highlighted button.
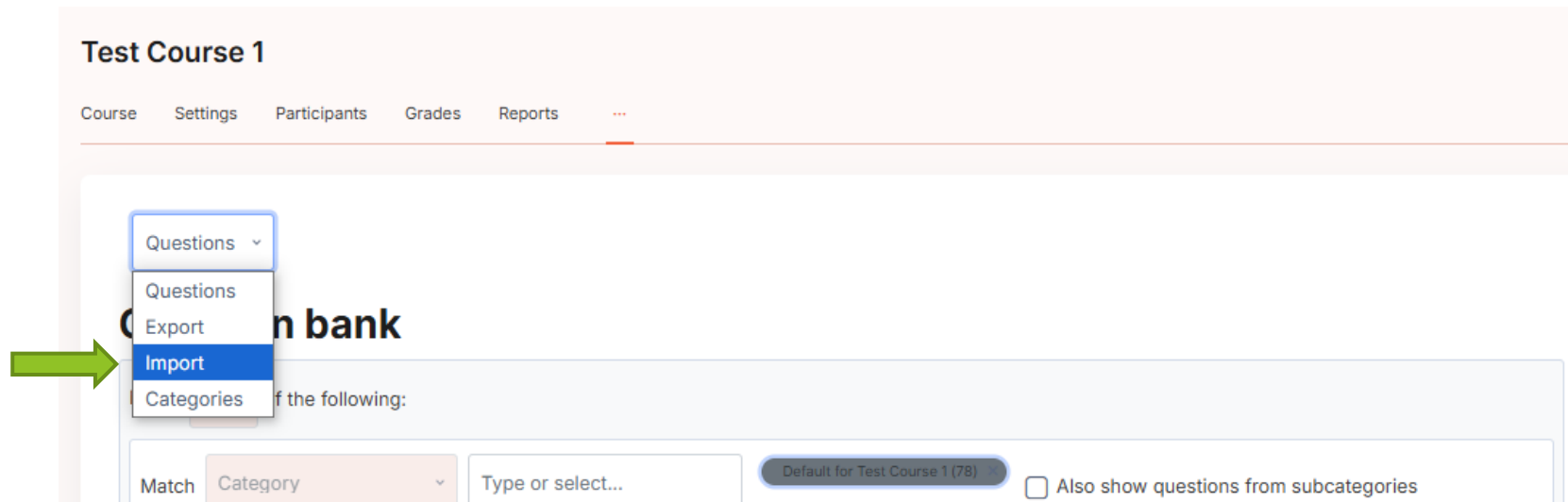
STEP#5
Select the "**Question Bank".**

STEP#6
Click the questions and select the "**Import option**".

STEP#7
Now select the "**Aiken Format**"

STEP#8
Click on "**Choose File"** and after choose the file click on "**Upload this file"**.

Upload the Questions as per Format.

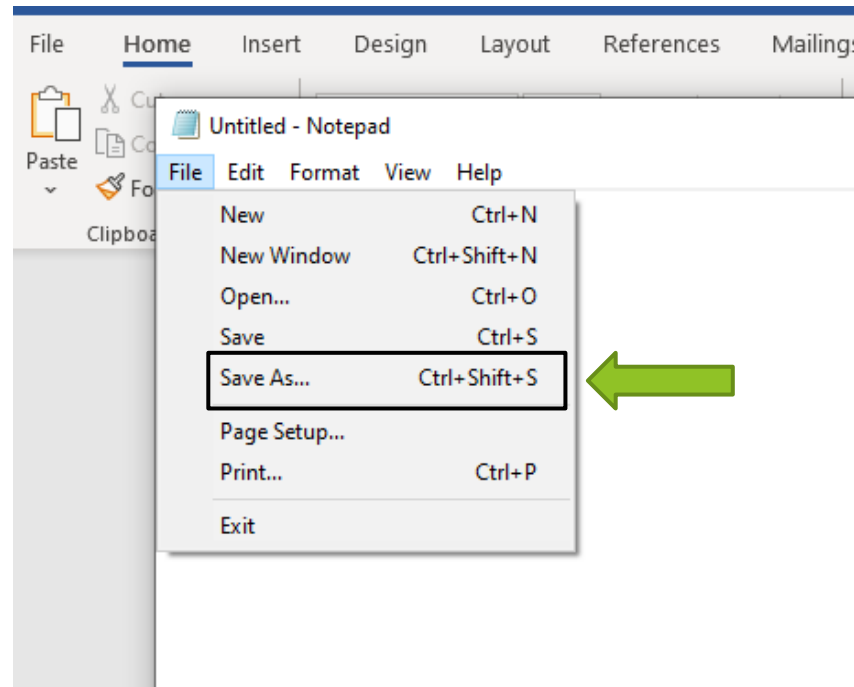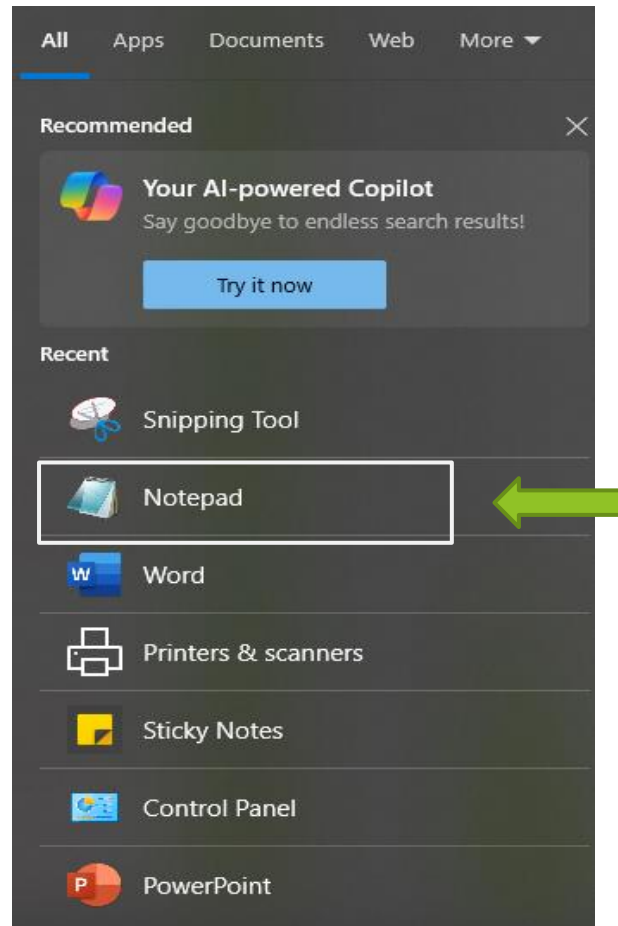**STEP#9**

Go to "**notepad**" and then click on "**save as**".

STEP#10

Add the questions in this format then select "**encoding UTF-8**" and save.