

# **How to add questions in Question Bank?**

(Format of uploading questions are given below)

## **STEP#1**

Click on “Google Icon” to login the slate.

### **Hi, Welcome to SLATE**

Enter your details to log in your account

Username

Password



[Forgot your password?](#)

**Log in**

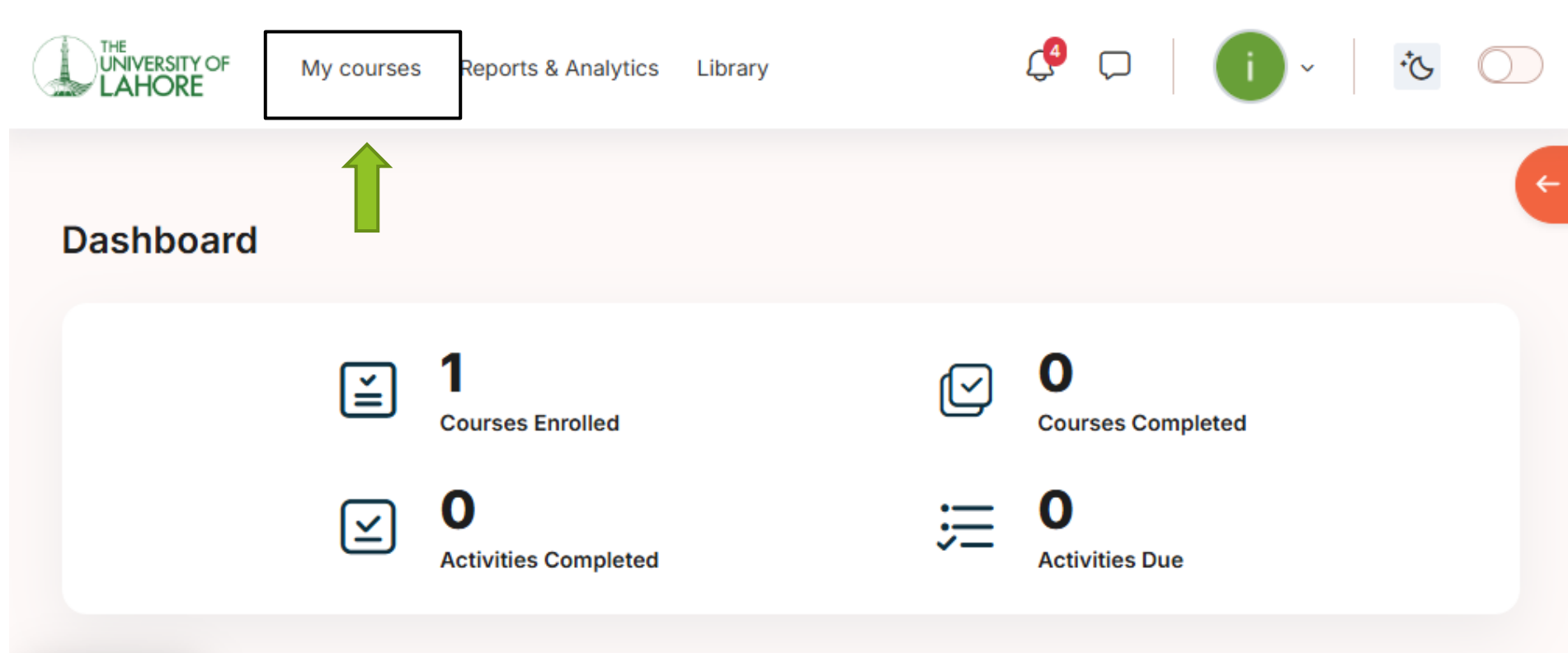
Or login using your account



[Cookies notice](#)

## STEP#2

Click on “My Courses”.



The screenshot shows the user interface of The University of Lahore's Learning Management System (LMS). At the top left is the university's logo. The navigation bar includes links for "My courses", "Reports & Analytics", and "Library". On the right side of the navigation bar are icons for notifications (with a red badge showing '4'), a chat bubble, a user profile (green circle with 'i'), a settings gear, and a toggle switch. Below the navigation bar is a "Dashboard" section with a light pink background. A green arrow points from the "Dashboard" label to the "My courses" link. The dashboard contains four statistics cards: "1 Courses Enrolled", "0 Courses Completed", "0 Activities Completed", and "0 Activities Due". Each card features a small icon representing the activity.

THE UNIVERSITY OF LAHORE

My courses Reports & Analytics Library

Dashboard

1 Courses Enrolled

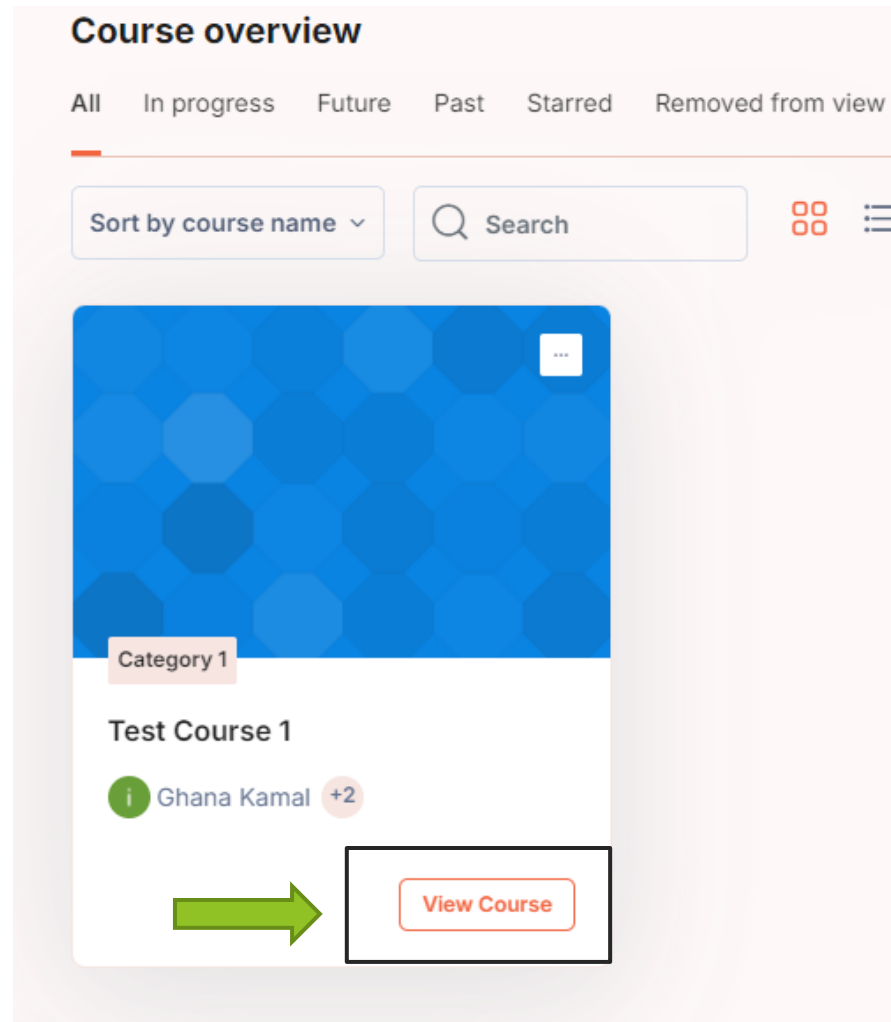
0 Courses Completed

0 Activities Completed

0 Activities Due

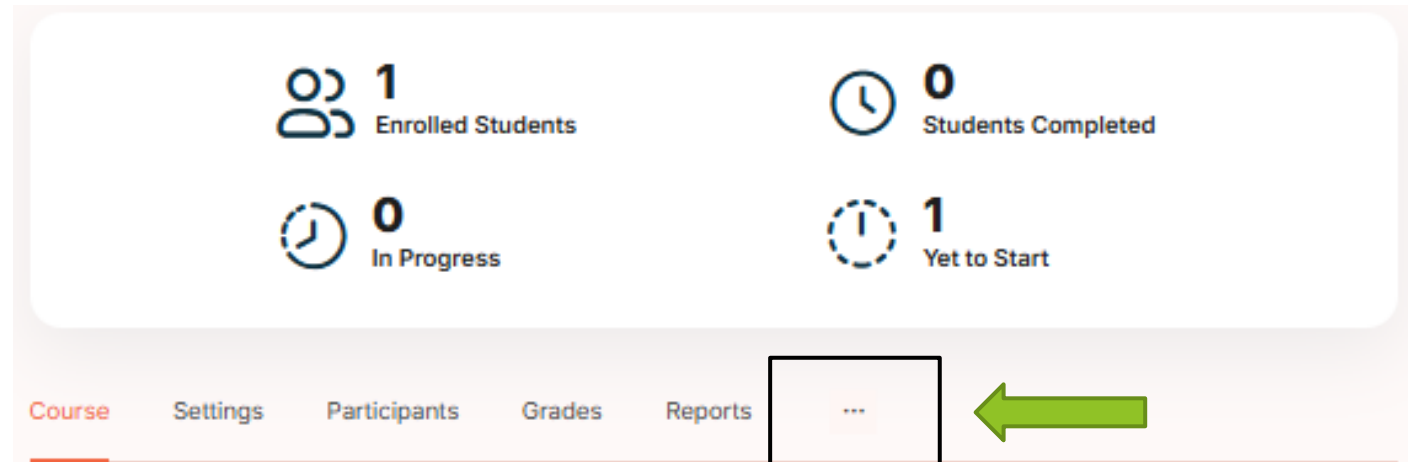
### **STEP#3**

Click on “View Course”.



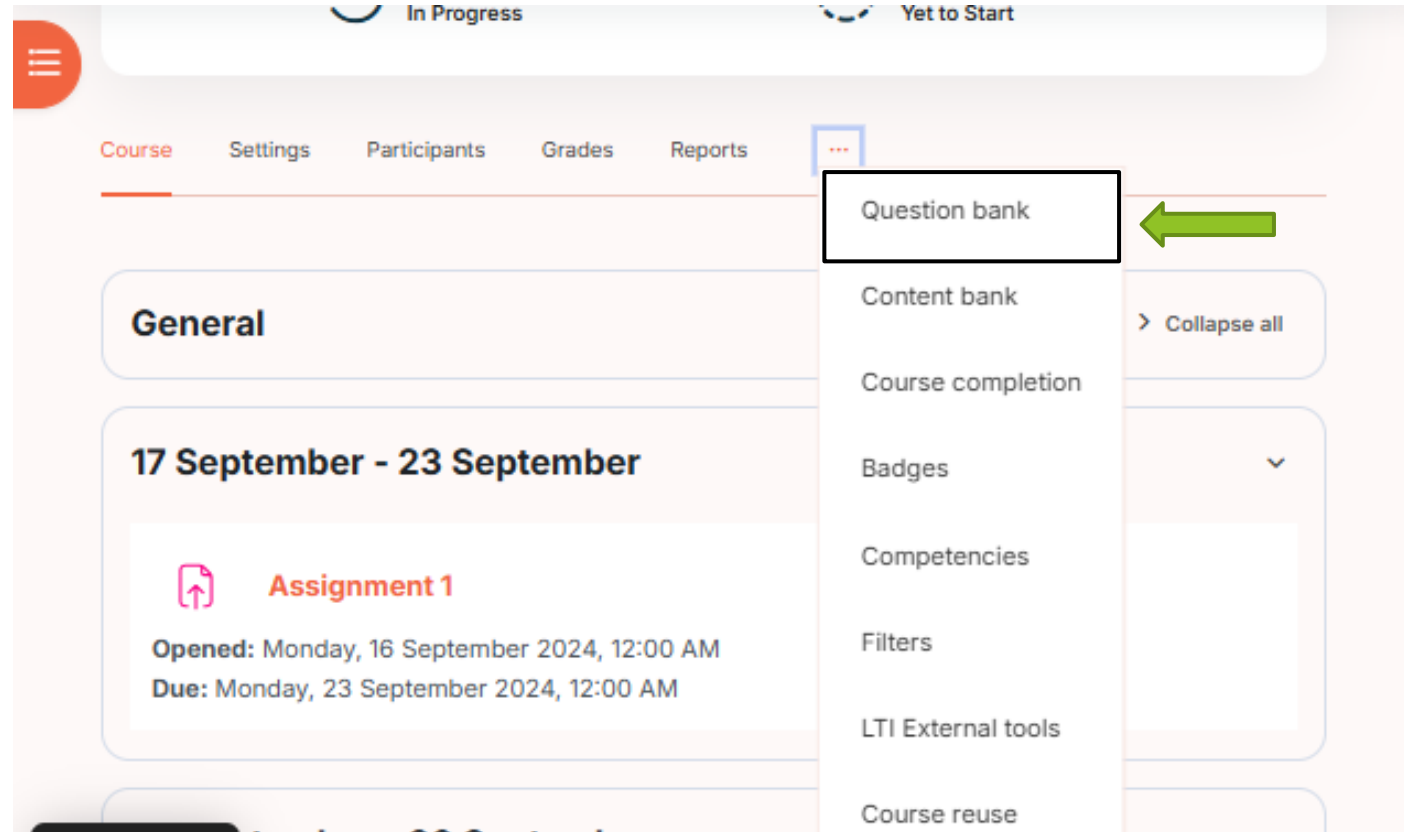
## **STEP#4**

Click on the highlighted button.



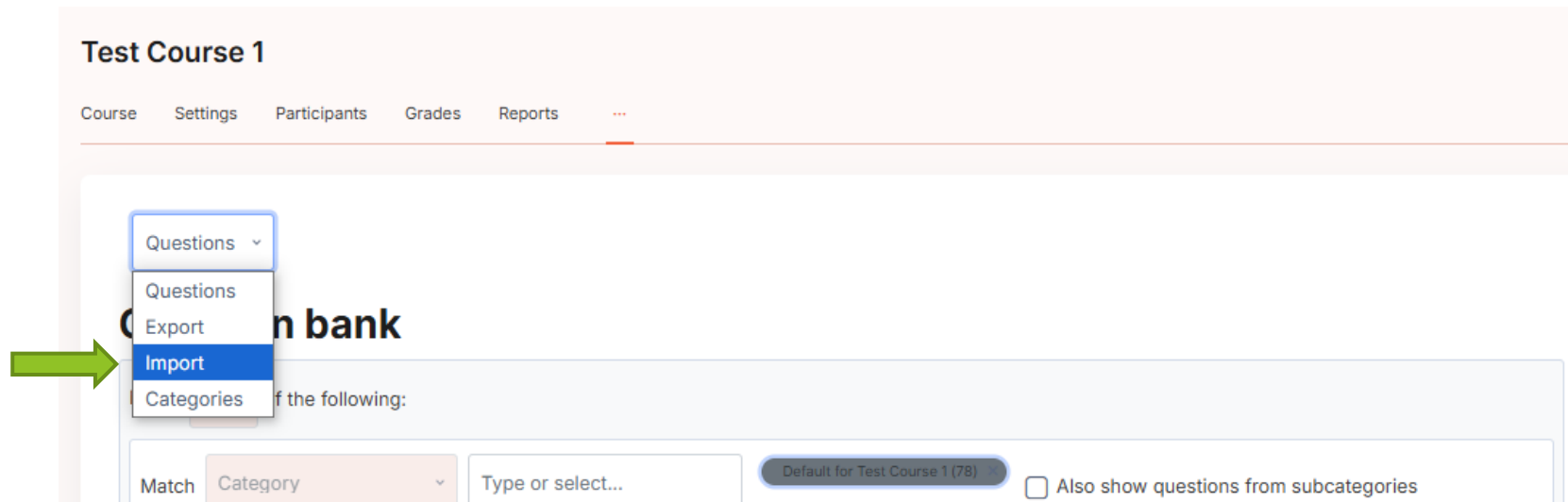
## **STEP#5**

Select the “Question Bank”.



## **STEP#6**

Click the questions and select the **“Import option”**.



## **STEP#7**

Now select the “Aiken Format”

### **Import questions from file**

File format



☒ Aiken format ?

☐ Blackboard ?

☐ Embedded answers (Cloze) ?

☐ GIFT format ?

☐ Missing word format ?

☐ Moodle XML format ?







## **STEP#8**

Click on “**Choose File**” and after choose the file click on “**Upload this file**”.

General


Import questions from file

Import 



Choose a file...

Maximum size for new files:  
1000 MB

  
You can drag and drop files here to add them.

Import

File picker

Content bank

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File No file chosen

Save as


Author

Ghana Kamal

Choose licence ⓘ

Licence not specified

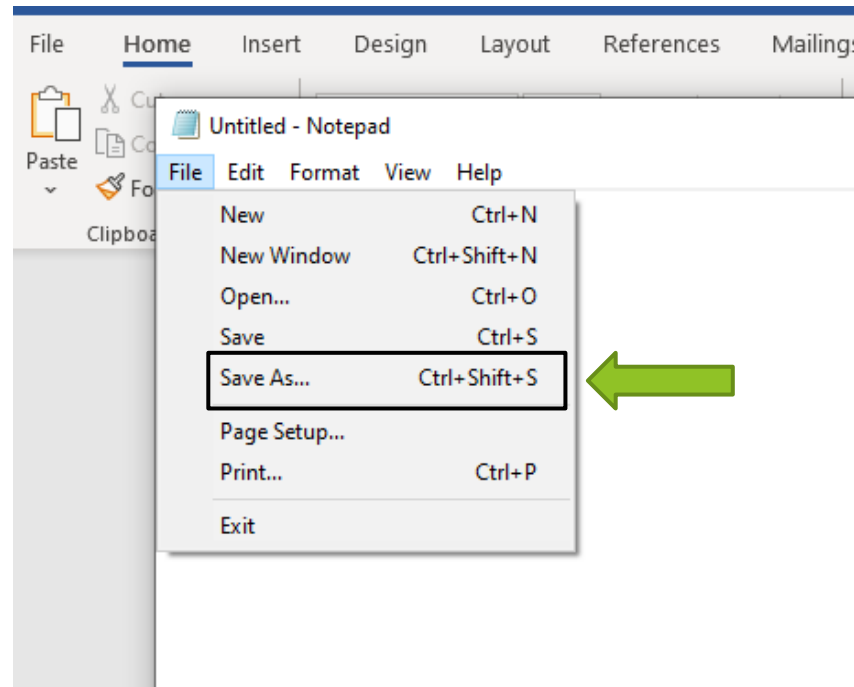
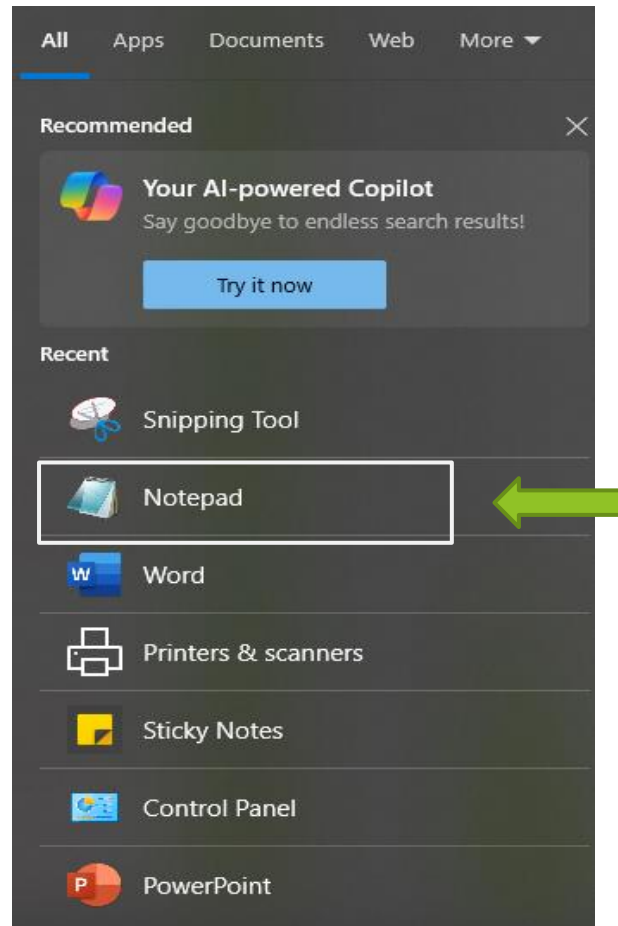
Upload this file



**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.

