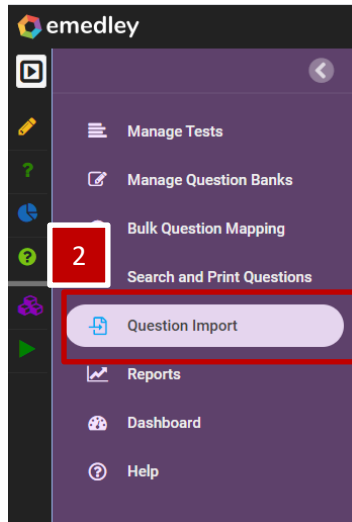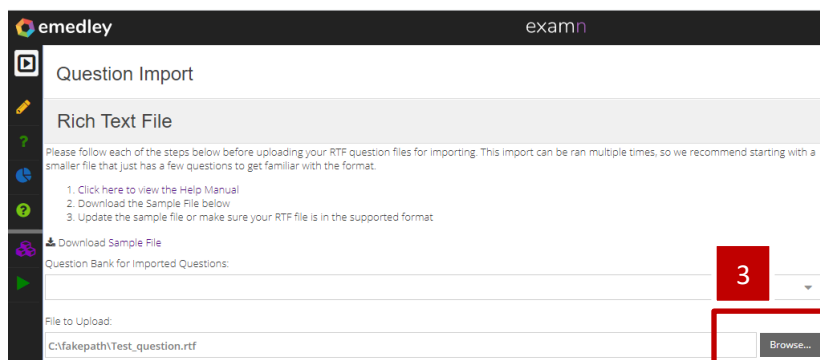# eMedley : How to Import Questions to Question Bank

Goal: Course Directors will learn how to import questions in eMedley
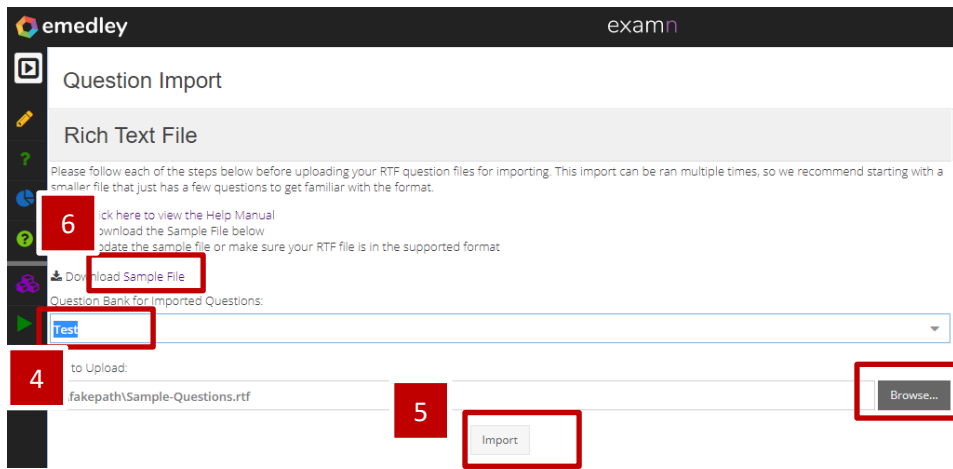
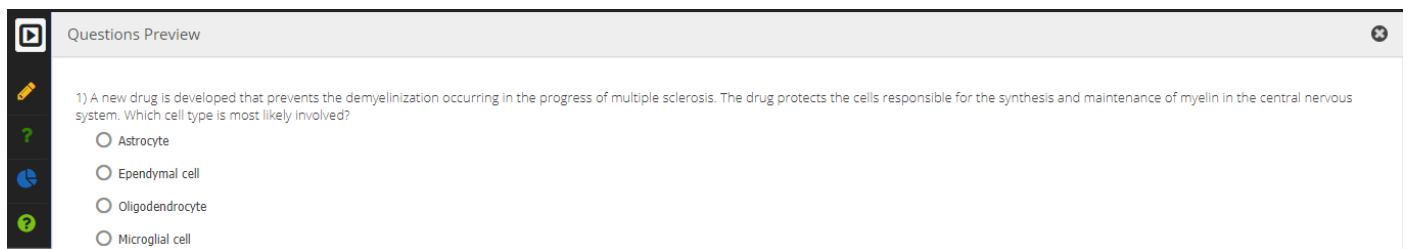**Before you start, please save the questions in a .RTF format**

1. Log on to https://he.emedley.com/uhcom

2. From the menu panel on left, click examN and "**Question Import**"

3. Click **"Browse"** and navigate to the folder location where you have saved the questions.

4.   Navigate to the folder which contains the question and also attach it to the question bank which will hold these questions.

5.   Click on the import button

6.   Please note there is a **sample question format** included in this interface of Question Import.

7.   On importing the next screen will show a preview of the imported questions