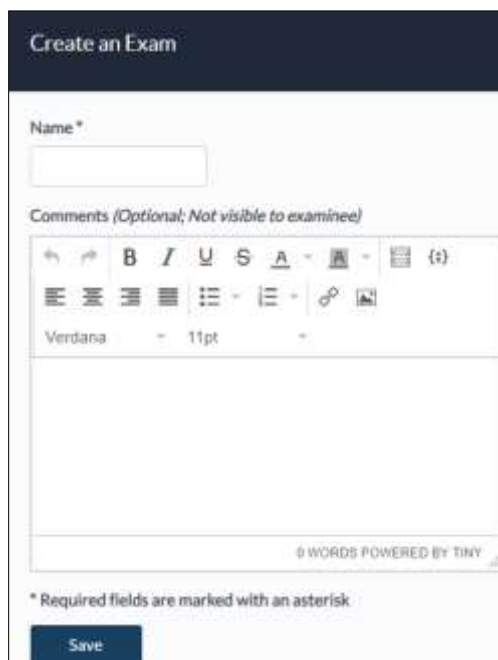


# Adding Questions by QID

Only if you have a list of the exact ID numbers for questions (QIDs) you would like to add to an exam

1. Click **Exams**
2. Select **Create an Exam**
3. Name exam and add any necessary comments (examinees will NOT see this information) and click **Save**

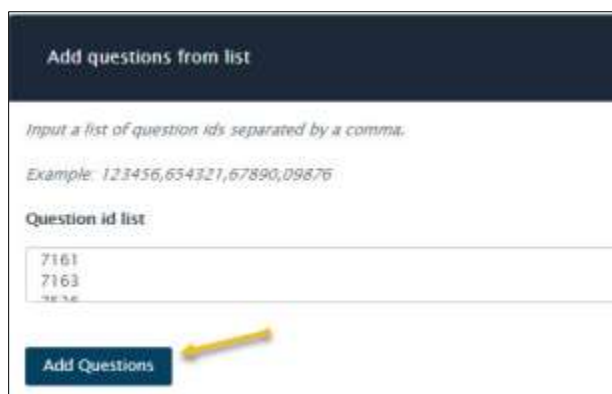


The screenshot shows the 'Create an Exam' form. At the top, there's a dark header with the text 'Create an Exam'. Below that is a 'Name \*' field with a text input box. Underneath is a 'Comments (Optional; Not visible to examinee)' section with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, and link. The font is set to 'Verdana' and the size to '11pt'. At the bottom of the form, there's a 'Save' button and a note: '\* Required fields are marked with an asterisk'.

4. You will be automatically redirected to the Manage Exams page. Click **Add Questions by QID**



5. Copy and paste your list of QIDs into the text box
6. Click **Add Questions**



The screenshot shows the 'Add questions from list' form. It has a dark header with the text 'Add questions from list'. Below that is a text box with the instruction: 'Input a list of question ids separated by a comma.' and an example: 'Example: 123456,654321,67890,09876'. Below the text box is a 'Question id list' section with a text input box containing the numbers '7161', '7163', and '7164'. At the bottom, there is an 'Add Questions' button with a yellow arrow pointing to it.

7. Questions will immediately appear in the exam

The screenshot displays the 'Manage Exams' interface. At the top left, there is a 'Menu' icon and the title 'Manage Exams'. A yellow warning banner states: 'This exam is locked for edit because it has been assigned and taken. Some actions are not available.' Below this is the 'Exam Details' section, which lists the following information:

- Exam:** Demo Physiology Exam
- Owner:** Faculty, Claudia
- Questions:** 50
- Created:** 2019-11-26 14:41
- Revised:** 2019-11-26 15:09

Below the details are several action buttons: 'Edit', 'Breakdown', 'Display', 'Activity', 'Copy', and 'Assign'. The 'Questions' section below shows a sample question:

#1 - QID: 14215 [ Multiple Choice ] [ Physiology | Physiology | General physiology | Body fluid compartments | Other ]

**Stem**  
Insensible fluid loss results in a loss of how many milliliters per day under normal conditions?

**Explanation**  
Insensible fluid loss is the continuous loss of water through evaporation from the skin and respiratory tract. It is called insensible

**Answer Choices**

- 700 ✓
- 850
- 1000
- 1250
- 1750

**Cognitive Level**