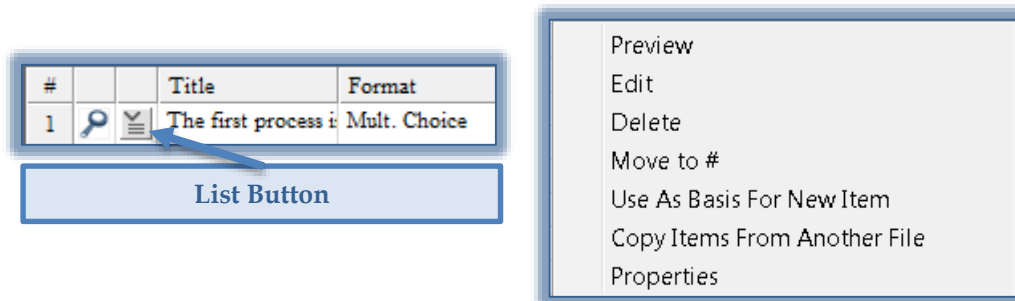


## RESPONDUS-ADD IMAGES AND MEDIA TO QUESTIONS-FROM WEB SERVER

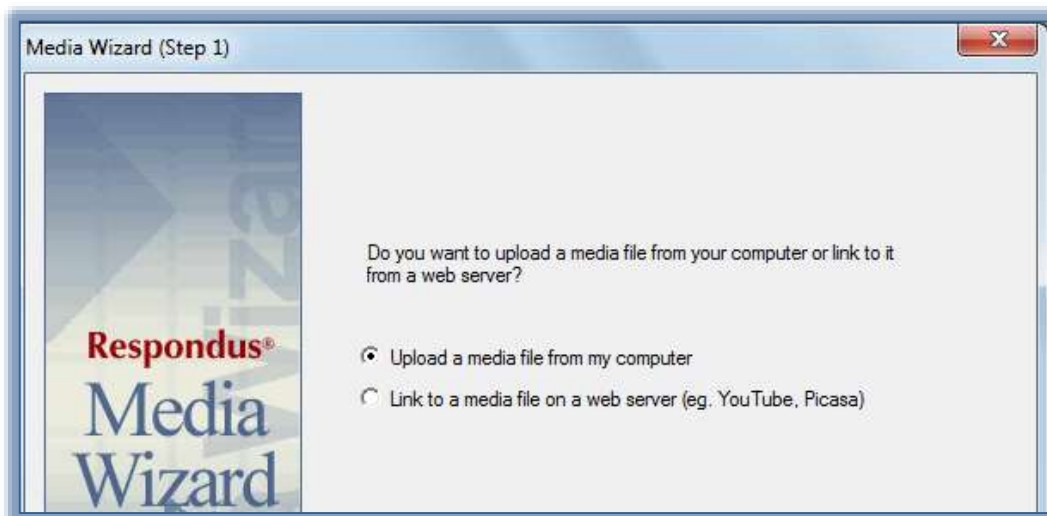
With Respondus it is easy to add media files such as images, audio, video, or other documents such as Word or Excel to exams. Media content can be included in question wordings, answer choices, and feedback. When images or attachments are added to questions in Respondus, they can be viewed offline. Everything is automatically uploaded to the server when the exam is published to eCollege.

### Upload Media from Web Server

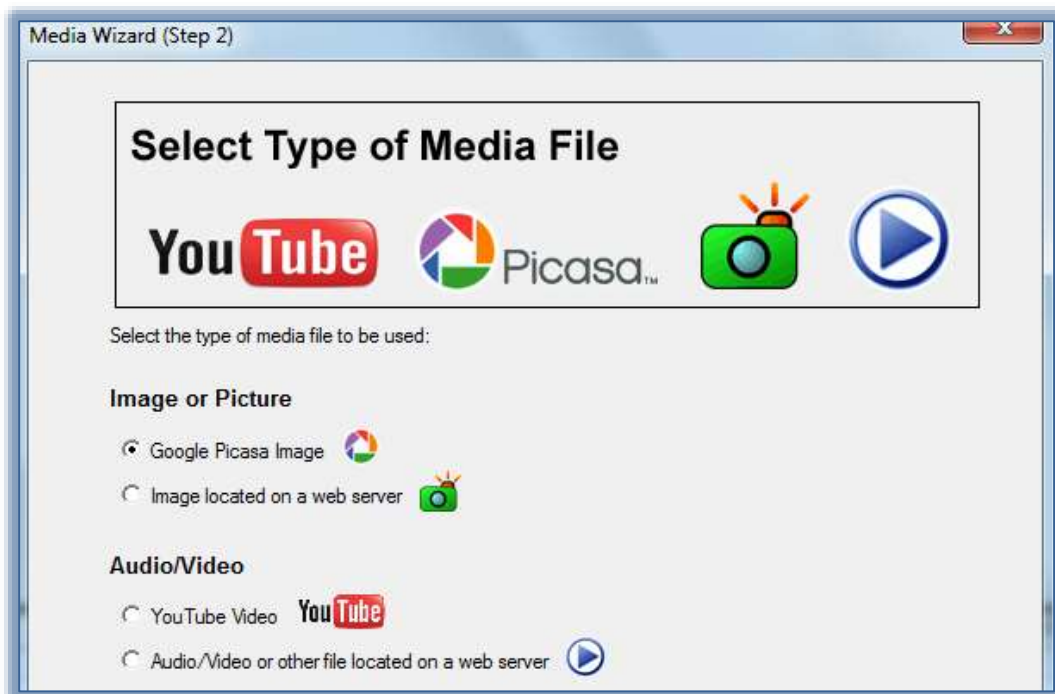
- ✦ Click the **Edit Tab** to open the exam in **Edit** mode, if necessary.
- ✦ In the **Question List**, click the list button (see illustration below left) for the question which is to be edited.
- ✦ A menu of options will display (see illustration below).



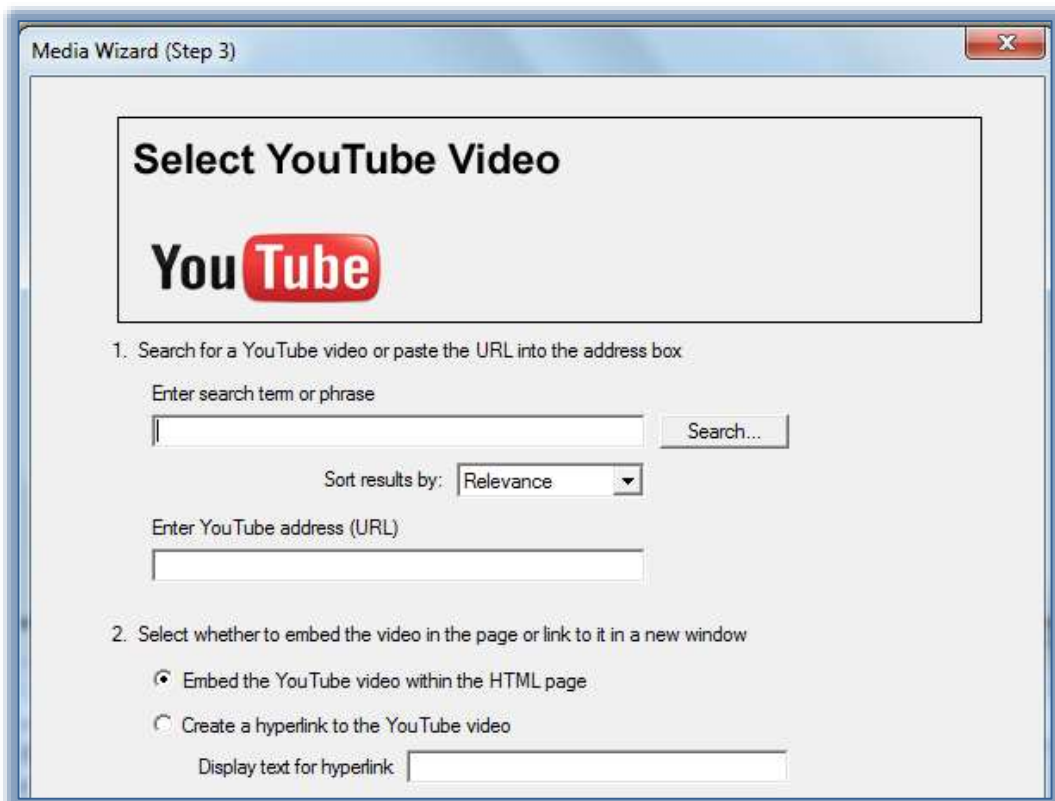
- ✦ Select **Edit** from the list.
- ✦ The question will appear in the **Edit** window.
- ✦ Position the insertion point at the place in the question where the media item is to be added.
  - ★ Media **can** be added to the **Question Wording** or to the **Answers** section of the question.
  - ★ Media **cannot** be added to the **Title** for the question.
- ✦ Click the **Media** button on the toolbar (see illustration at left).
- ✦ The **Media Wizard (Step 1)** window will display (see illustration below).



- ✦ Select **Link to a media file on a web server** option.
- ✦ Click **Next** to move to **Step 2** of the **Media Wizard** (see illustration on next page).
- ✦ Select the type of **Media File** to add to the question.



✚ Click **Next** to move to **Step 3** of the **Media Wizard** (see illustration below).



- \* The window in this step will be determined by the Media File is selected in Step 2.
- \* The one shown for this document is for YouTube.

- ✚ Do one of the following:
  - ★ Enter a **Search Term** or **Phrase** to locate a video for the question and then click **Search**.
    - The **YouTube Search Results Window** will display.
    - Locate the video that is to be added to the question.
    - Click the **Select** button.
    - The **Web Address** for the video will appear in the **Enter YouTube Address** box.
  - ★ Enter the **Address** where the **YouTube Video** is located.
- ✚ Select whether to **Embed** the video or **Create a Hyperlink to the YouTube Video**.
- ✚ Click the **Finish** button to add the video to the question.
- ✚ The **YouTube** icon will appear in the question (see illustration at right).



### **Saving Revised Question**

- ✚ Click the **Save Changes** button above the **Questions List**.

### **Delete a Media Object or Attachment**

- ✚ Click the **Media Object** that is to be removed.
- ✚ Select the **Delete** option from the list that appears.

### **Preview an Object**

- ✚ When media objects or attachments are inserted into a question, only the tags will show in Edit Mode.
- ✚ In order to view the objects, the question has to be previewed.
- ✚ All questions can be previewed by clicking the **Preview** button.
  - ★ Click the **Preview and Publish** tab.
  - ★ Click the **Preview the File** button.
- ✚ It is recommended that all questions containing media objects be previewed before they are uploaded to eCollege.