# RESPONDUS-ADD MEDIA TO QUESTIONS-IMAGES

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.

Add Media from a File

✝ 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).
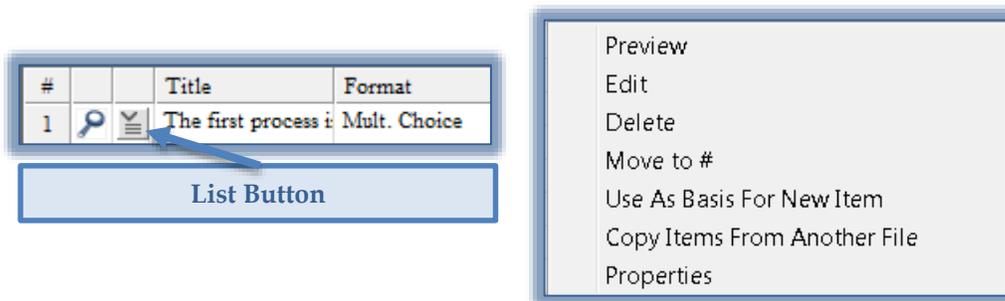
✝ Select **Edit** from the list.

✝ 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).

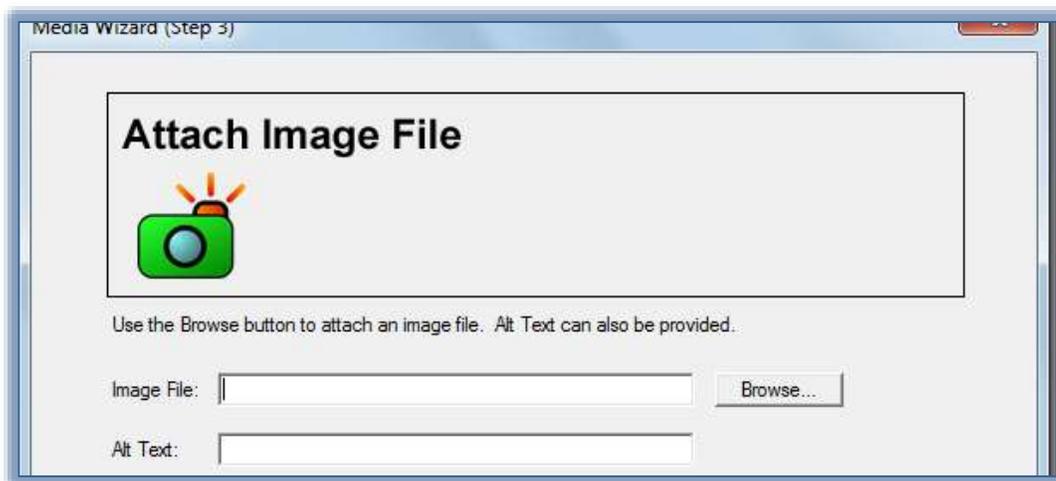✝ The **Media Wizard (Step 1)** window will display (see illustration below).
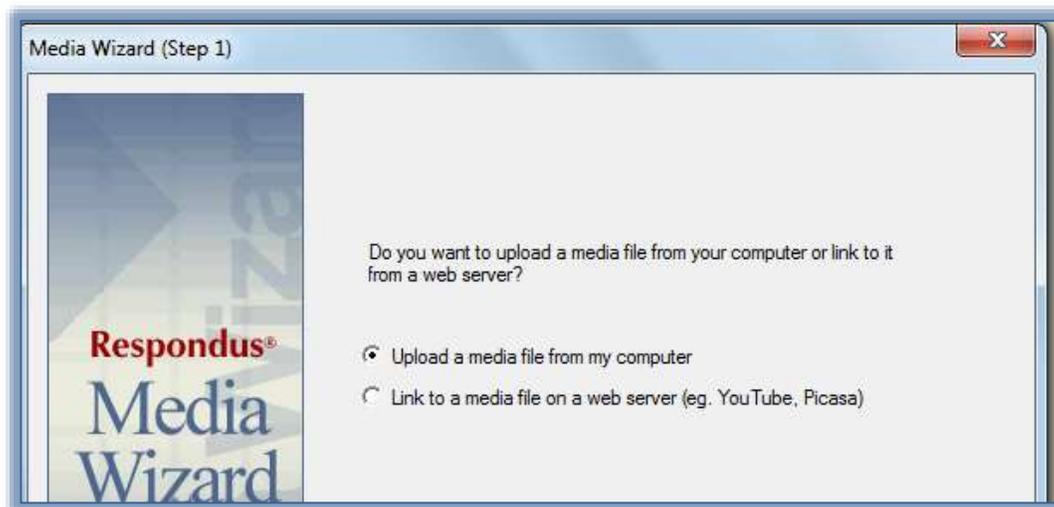
✝ Select the **Upload a media file from my computer** option.

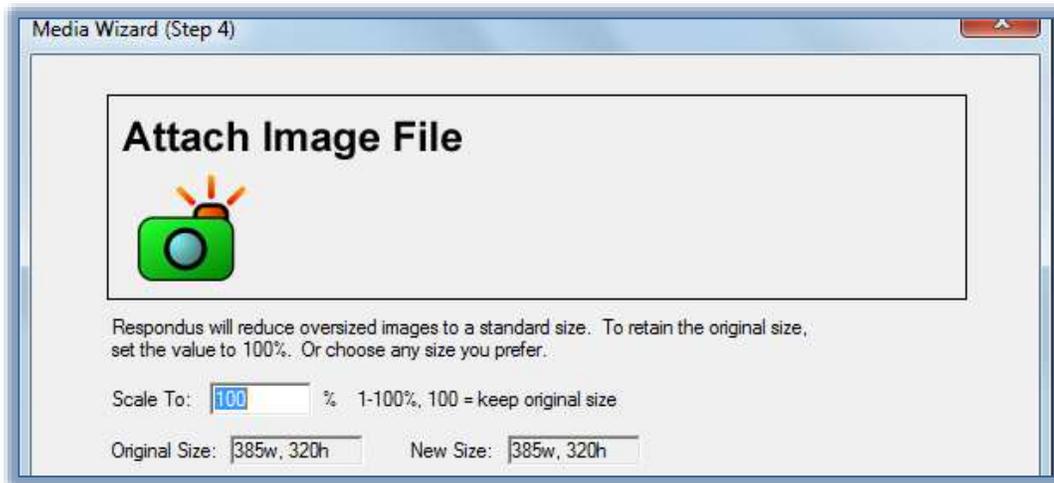✞ Click **Next** to move to **Step 2** of the **Media Wizard**.
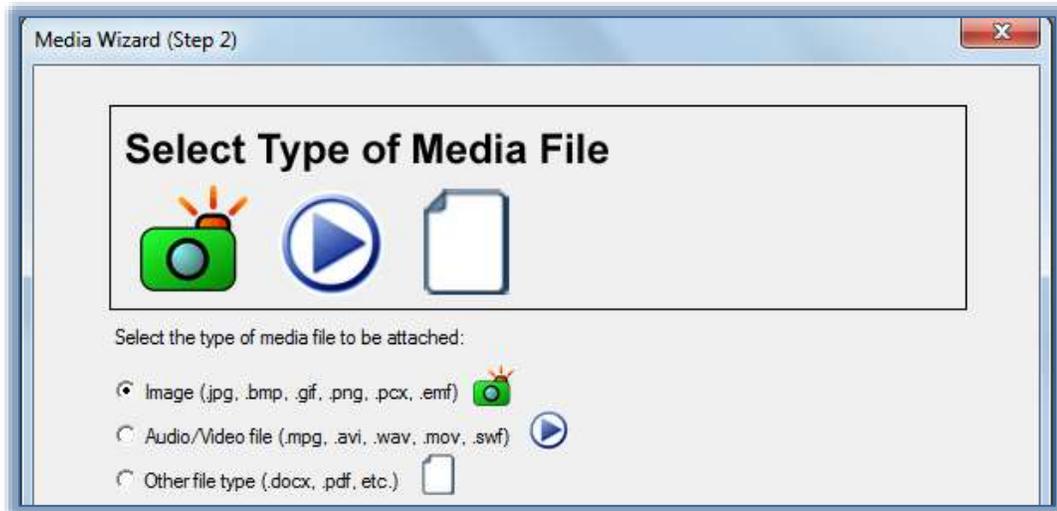
Add Image
✞ Select the **Image** option.
✞ Click **Next** to move to **Step 3** of the **Media Wizard**.

✞ Click the **Browse** button to open the **Select Image File** window.
✞ Scroll to the area where the file is located.
✞ Select the **File** and then click **Open**.
✞ The **File Name** and path will appear in the **Image File** box.
✞ Input the **Alt Text** for this image.
   ★ This text is used by screen readers to help the visually impaired know what is on the screen.
   ★ When a text reader reads the information on the screen, the text inserted into this window will be read instead of the file name of the image.
   ★ The information put into the text box will display when the mouse pointer is moved over the image.
✞ Click **Next** to move to **Step 4** of the **Media Wizard**.
✞ Change the **Scale to** option if desired.
✞ Click the **Finish** button.

Media Wizard (Step 4)

Attach Image File

Respondus will reduce oversized images to a standard size. To retain the original size, set the value to 100%. Or choose any size you prefer.

Scale To: 100 % 1-100%, 100 = keep original size

Original Size: 385w, 320h   New Size: 385w, 320h

✟ A **Multimedia** icon will appear in the question (see illustration at right).

Save 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.