

RESPONDUS-ADD MEDIA TO QUESTIONS-OTHER DOCUMENTS

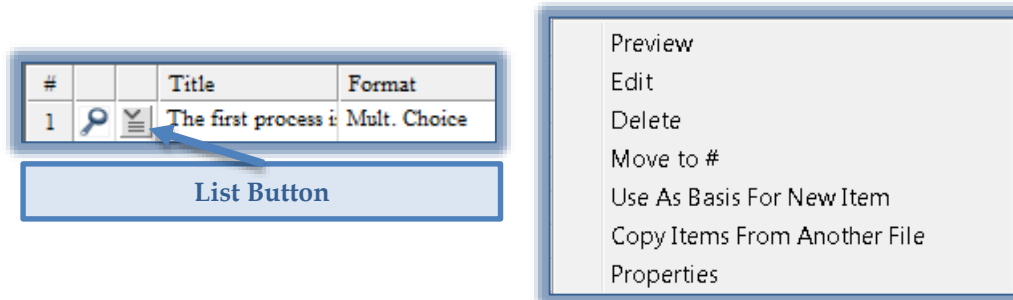
With Respondus it is easy to add media files such as images, audio, video, or other documents such as Word or Excel to exams. Media content can be included in question wordings, answer choices, and feedback. When images or attachments are added to questions in Respondus, they can be viewed offline. Everything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

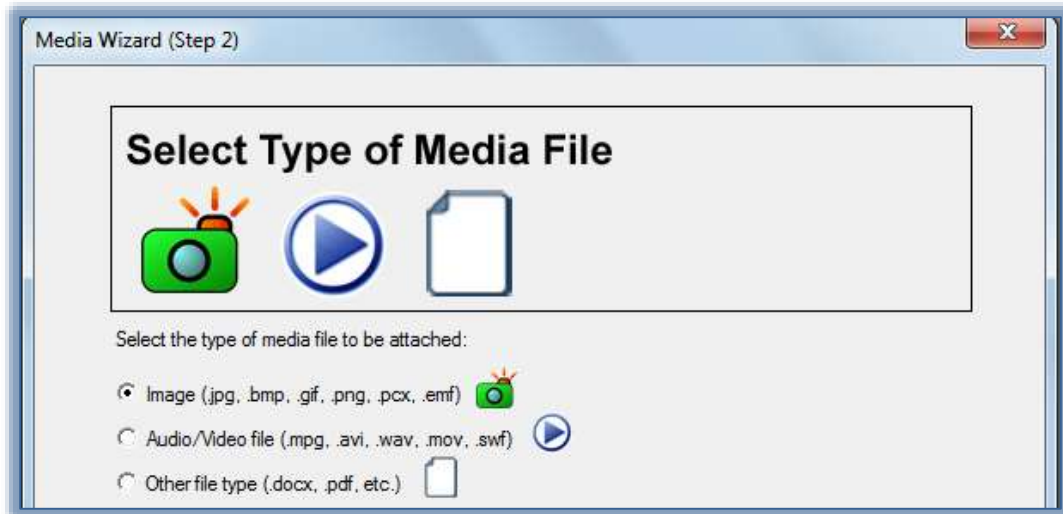


- ✚ Select **Edit** from the list.
- ✚ The question will appear in the **Edit** window.
- ✚ Position the insertion point at the place in the question where the media item is to be added.
 - ★ Media **can** be added to the **Question Wording** or to the **Answers** section of the question.
 - ★ Media **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).



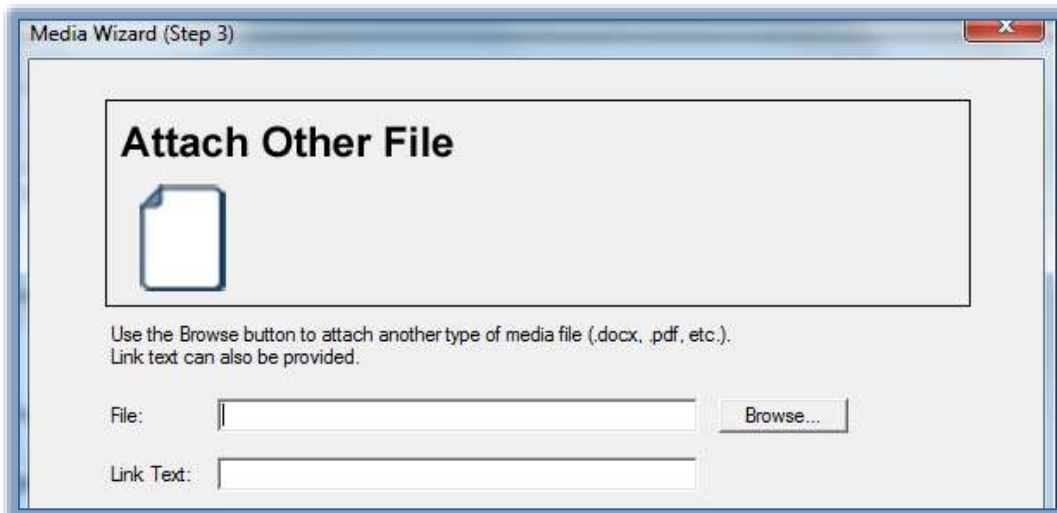
- ✚ Select the **Upload a media file from my computer** option.

- ✦ Click **Next** to move to **Step 2** of the **Media Wizard**.



Other File Type

- ✦ Select **Other Media Type** from the **Select Type of Media File** window.
- ✦ Click **Next** to move to **Step 3** of the **Media Wizard**.
- ✦ Click the **Browse** button to open the **Select File** window.
- ✦ Locate the file that is to be attached to the question.
- ✦ Click the **Open** button.
- ✦ Input the **Text** that the user will click to open the file.
- ✦ Click the **Finish** button.



- ✦ The **Document Multimedia** icon will appear in the question.



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.