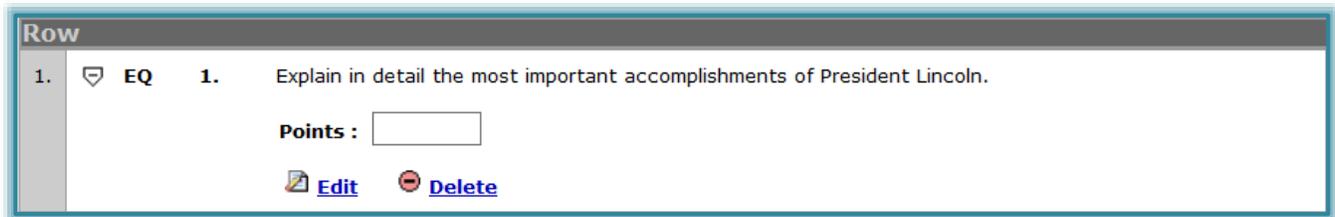


Exam-Add a Graphic or Table to a Question

It is very simple to generate exam questions and answers when using the Exam Builder tool. When creating an exam, there may be a time when you choose to use a graphic in a question and ask students to reference the graphic. You may also wish to add a table to an exam question. Graphics and tables can be added to the exam question as well as to the answer and explanation areas of the exam.

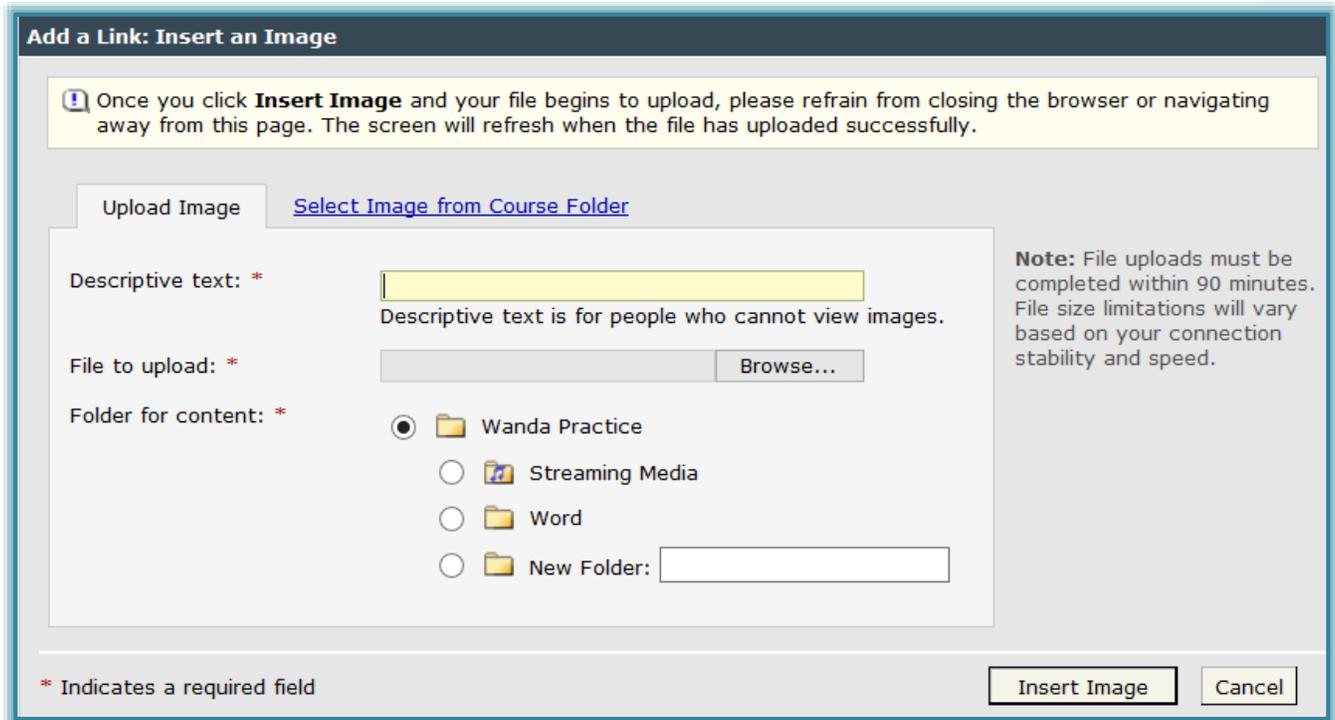
ADD AN IMAGE

- ✚ Select the question that the graphic is to be added to.
- ✚ Click the **Edit** link for the question (see illustration below).



The screenshot shows a table with one row. The row contains the following information: a question ID '1', a question type 'EQ', a question number '1.', and the question text 'Explain in detail the most important accomplishments of President Lincoln.' Below the question text, there is a 'Points' field with an empty input box. At the bottom of the row, there are two buttons: 'Edit' (with a pencil icon) and 'Delete' (with a trash can icon).

- ✚ Click in the **Text Box** to open the **Visual Editor Toolbar**.
- ✚ Click the **Insert an Image** button (see illustration at right).
- ✚ The **Add a Link: Insert an Image** window will display (see illustration below).



The dialog box is titled 'Add a Link: Insert an Image'. It contains a yellow warning box at the top with the text: 'Once you click **Insert Image** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.' Below the warning box, there are two tabs: 'Upload Image' and 'Select Image from Course Folder'. The 'Select Image from Course Folder' tab is active. It contains the following fields and options:

- Descriptive text: *** A text input field with a yellow background. Below it, a note says 'Descriptive text is for people who cannot view images.'
- File to upload: *** A text input field with a 'Browse...' button next to it.
- Folder for content: *** A list of folders with radio buttons: 'Wanda Practice' (selected), 'Streaming Media', 'Word', and 'New Folder: [input box]'.

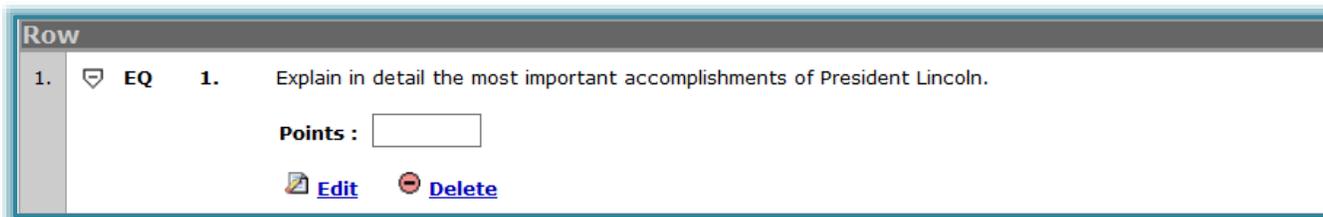
At the bottom right, there are two buttons: 'Insert Image' and 'Cancel'. At the bottom left, there is a note: '* Indicates a required field'.

- ✚ Input a **Descriptive Text** for the image.
- ✚ Click the **Browse** button to locate the image.
- ✚ The **Choose File to Upload** window will display.
- ✚ Navigate to the folder where the image is stored.
- ✚ Click the image.
- ✚ The path for the image will appear in the **File to upload** box.

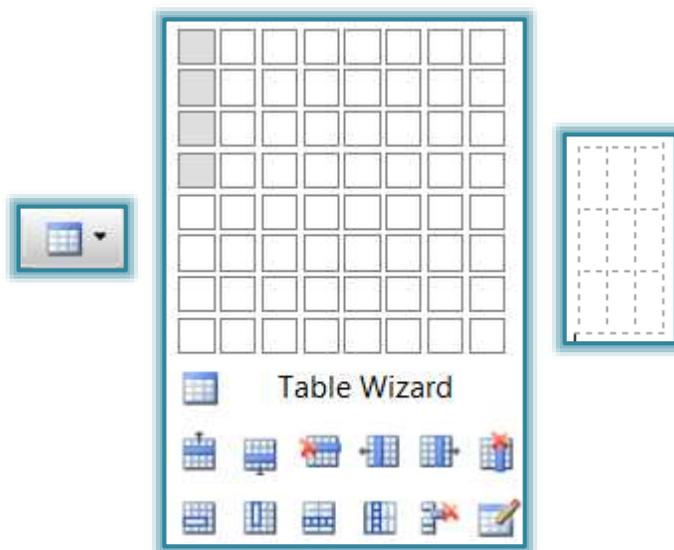
- ✚ Click the **Insert Image** button.
- ✚ The image should appear in the exam question, the answer, or the explanation.
- ✚ Click the corner handles of the image to resize it.

ADD A TABLE

- ✚ Select the question that the table is to be added to.
- ✚ Click the **Edit** link for the question (see illustration below).



- ✚ Click in the **Text Box** to open the **Visual Editor Toolbar**.
- ✚ Click the **Insert Table** button (see illustration below left).
- ✚ A table grid will appear (see illustration below middle).
- ✚ Move the mouse pointer over the grid to select the number of columns (across) and rows (down).



- ✚ Click the left mouse button.
- ✚ The table will appear in the box (see illustration above right).
- ✚ Click in the first cell of the table to enter the text for that cell.
- ✚ Continue this process to fill in the rest of the cells in the table.
 - ☆ You must click in each cell.
 - ☆ You cannot use the tab key to move from cell to cell.
 - ☆ When the tab key is pressed, the whole table will be selected.
- ✚ To add a row or column to the table:
 - ☆ Right-click in the table cell; the area where the row and column intersect.
 - ☆ Select the appropriate option from the shortcut menu.