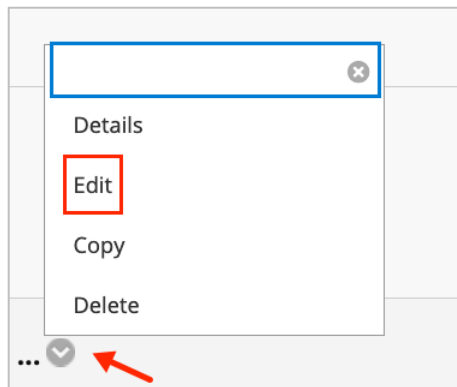


ADD IMAGES TO TEST QUESTIONS OR ANSWERS

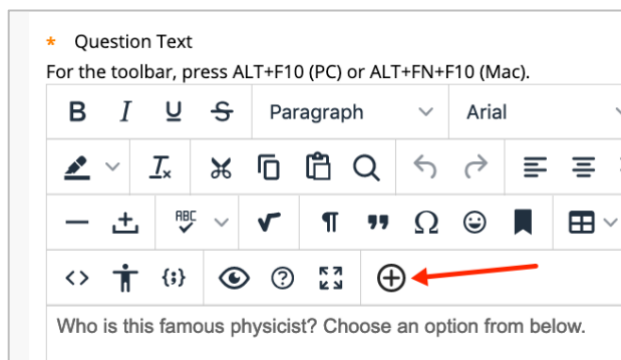
You can add images to test questions or to test answer choices using the ulearn test tool.

Instructions – images to questions

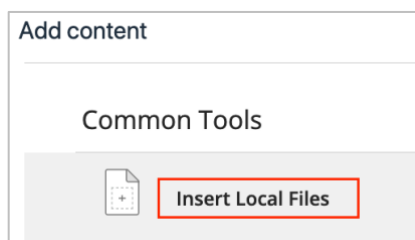
1. Locate a question you wish to add an image to. Click the **down arrow** and then select **edit** from the menu.



2. From the toolbar editor, select the + (plus) icon on the bottom row.

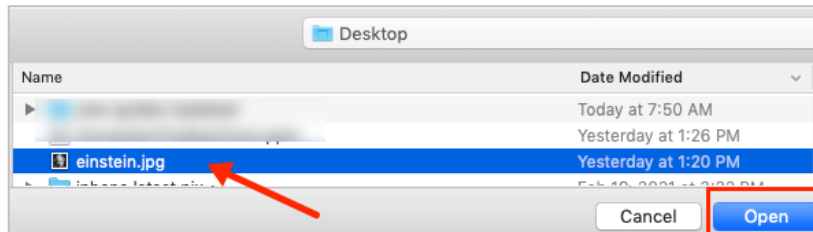


3. Click **Insert Local Files** from the Add Content section.

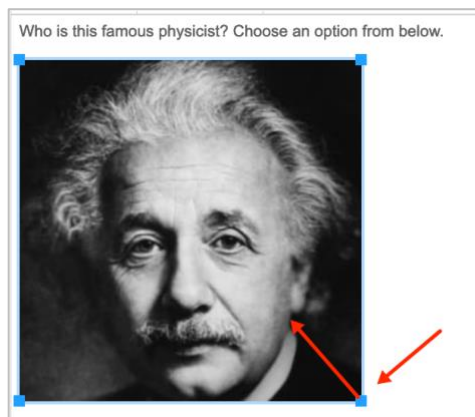


ADD IMAGES TO TEST QUESTIONS OR ANSWERS

4. A window opens. Select your image file from your computer.



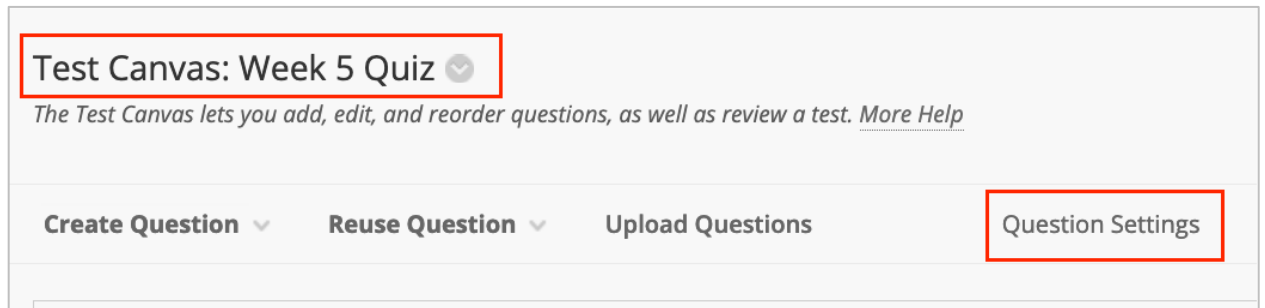
5. The image appears in the text editor box. If you're happy with it, click **Submit**. If necessary, you can **resize** the image by clicking on it once and dragging one of the four blue corners inward to make it smaller. Click **Submit**.



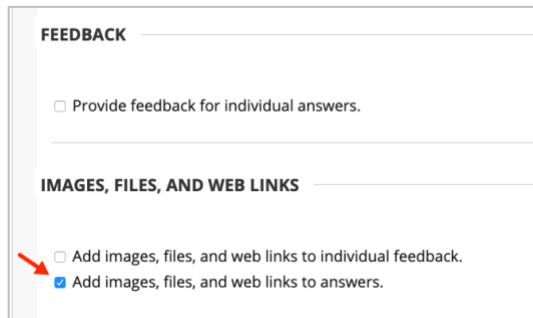
Instructions – images to answer choices

1. In ulearn, locate the assessment you wish to add images to the answer choices. Make sure you are on the **Test Canvas** page.
2. At the top right of the page, click **question settings**.

ADD IMAGES TO TEST QUESTIONS OR ANSWERS

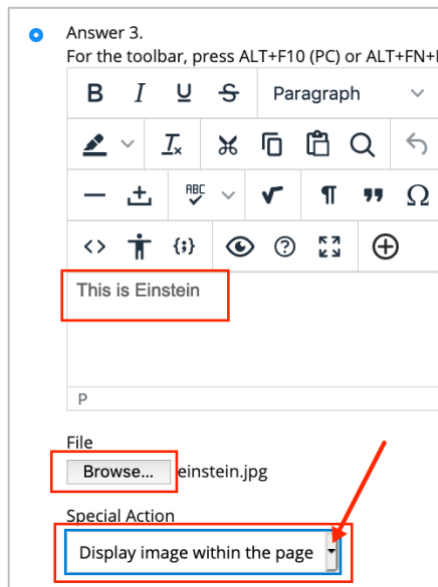


3. **Check the box** under “Images, Files, and Web Links” and select “add images, files, and web links to answers” and click **Submit**.



4. Edit a question by clicking the **down arrow** and selecting **Edit**.
5. **Scroll down** to an answer choice box that you wish to add the image into. First click “**Display image within the page**” from the Special Action box and then **Browse** to select the image from your computer. Make sure there is text in the textbox.

ADD IMAGES TO TEST QUESTIONS OR ANSWERS



6. Repeat for all answer choice boxes you wish to add an image to. When done, click **Submit** to save all changes on the page.

Note:

Make sure your images are properly sized. You cannot resize the images in the answer choices box.