


## ADD IMAGES, MEDIA, AND ATTACHMENTS TO QUESTIONS

With Respondus it is easy to add media files and attachments 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.

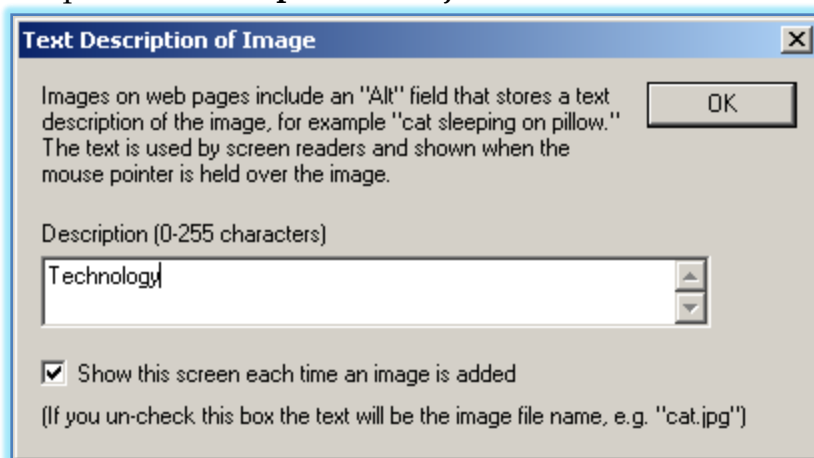
### Add an Image

- ✦ Open the exam in **Edit** mode, if necessary.
- ✦ Select a question from the **Question List**.
- ✦ Click the blue area (Title) for the question.
- ✦ The **Properties** window will display.
- ✦ Click the **Modify** button.
- ✦ 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.
- ✦ Click the **Insert Picture or File** button on the toolbar (see illustration at left). 
- ✦ The **Select Image or Audio/Video File to Add** window will display (see illustration below).



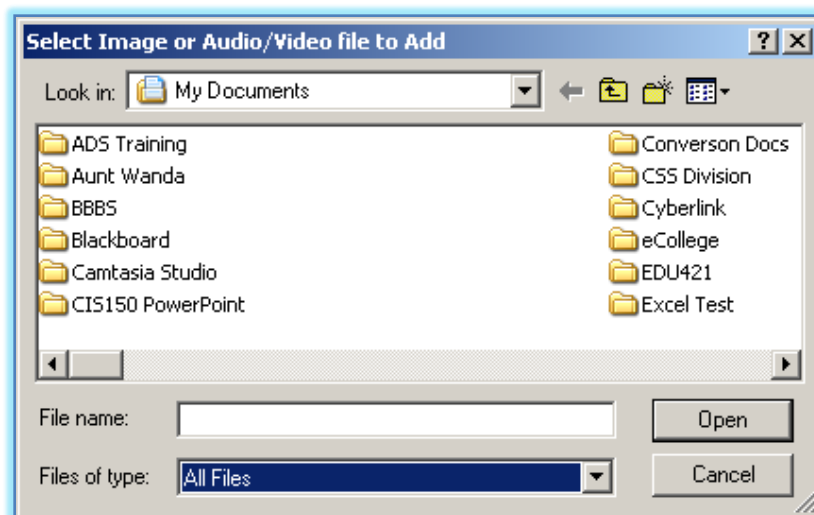
- ✦ The default **File Type** setting will display only bitmap, gif, jpeg, png, pcx, and emf files.
- ✦ To display wav, avi, and other audio/video files, select the **Common Audio-Video** option by clicking the list arrow for **Files of Type**.
- ✦ To display other media file types or attachments (spreadsheet, word processor documents), select **All Files** from the **Files of Type** list.
- ✦ Once the file has been selected, click **Open** to insert the file into the question.
- ✦ The **Text Description of Message** window will display (see illustration on next page).
  - ✦ 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.
  - ✦ To prevent this window from displaying in the future, click the check box for **Show this screen each time an image is added** to clear the box.

- ✦ Click **OK** to exit this box.
- ✦ The **Edit** window will display.
- ✦ The image will be copied to the **Respondus Projects** folder.



### Add an Attachment

- ✦ Open the exam in **Edit** mode, if necessary.
- ✦ Select a question from the **Question List**.
- ✦ Click the blue area (Title) for the question.
- ✦ The **Properties** window will display.
- ✦ Click the **Modify** button.
- ✦ 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.
- ✦ Click the **Insert Picture or File** button on the toolbar (see illustration at left).
- ✦ The **Select Image or Audio/Video File to Add** window will display (see illustration below).

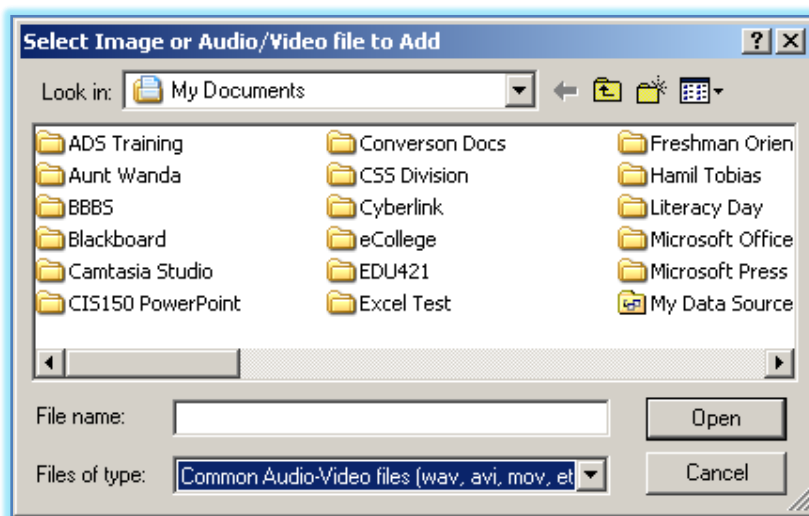


- ✦ To display file types such as spreadsheets or word processor documents, select **All Files** from the **Files of Type** list.
- ✦ Once the file has been selected, click **Open** to insert the file into the question.
- ✦ The **Audio/Video -Link or Embed** window will display.
- ✦ Click the **Linked Object** option button.

- ✦ Input the text you want the student to see in the text box.
- ✦ Click **OK** to insert the attachment.

### Add an Audio/Video File

- ✦ Open the exam in **Edit** mode, if necessary.
- ✦ Select a question from the **Question List**.
- ✦ Click the blue area (Title) for the question.
- ✦ The **Properties** window will display.
- ✦ Click the **Modify** button.
- ✦ 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.
- ✦ Click the **Insert Picture or File** button on the toolbar (see illustration at left).
- ✦ The **Select Image or Audio/Video File to Add** window will display (see illustration below).

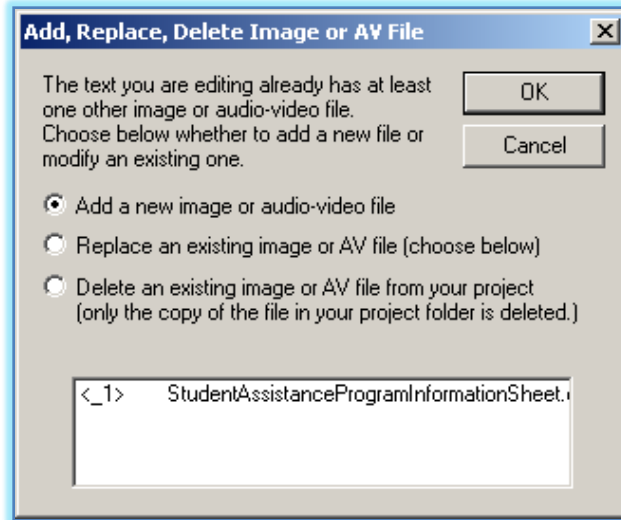


- ✦ To display wav, avi, and other audio/video files, select the **Common Audio-Video** option by clicking the list arrow for **Files of Type**.
- ✦ The **Audio/Video -Link or Embed** window will display.
- ✦ Click the **Embedded Object** option button.
- ✦ In the **Standard Player** list, select the type of player for this file.
- ✦ Input the height and width for the file, if desired.
  - ★ If a size is not specified, the size will be determined by the user's browser.
  - ★ The size is measured in pixels.
- ✦ Click **OK** to insert the media file.

**NOTE:** When a media object or attachment has been added, a string of characters representing the object will appear in green text. An image placed in the question wording will have a string of <PIC\_1>. An <AV\_1> tab will represent other file types.

## Delete a Media Object or Attachment

- ✚ Click somewhere within the object tag.
- ✚ Click the **Insert Picture or File** button (see illustration at right).
- ✚ The **Add, Replace, Delete** window will display (see illustration top of next page).



- ✚ Click the **Delete** option button.
- ✚ In the bottom box, click the object that is to be removed.
- ✚ Click **OK** to exit the window and remove the object.

## 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. It is recommended that all questions containing media objects be previewed before they are uploaded to eCollege.