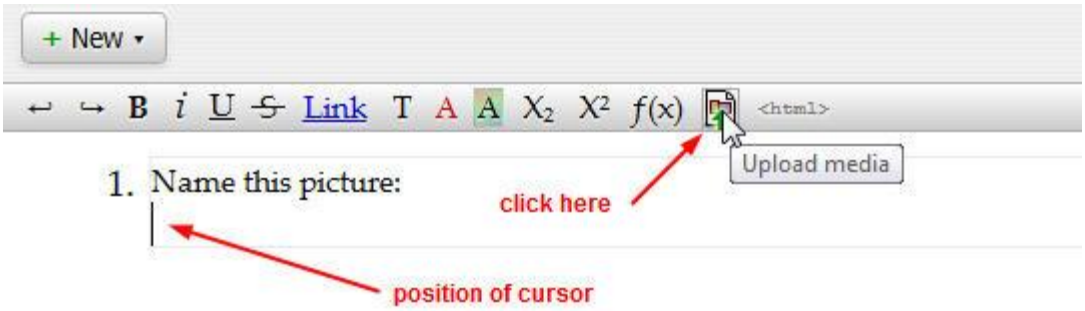
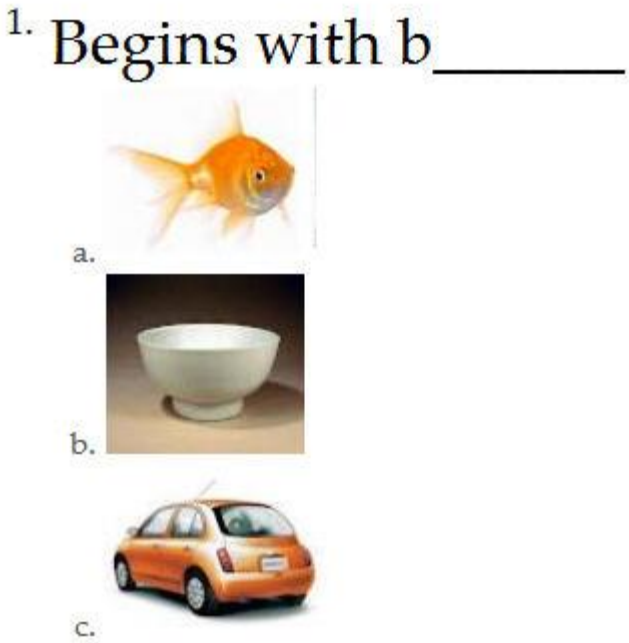
Add Media (diagrams, images, etc) and Links to Your Own Questions or Answers

To add media to your questions or the distractors (answers) follow these steps:

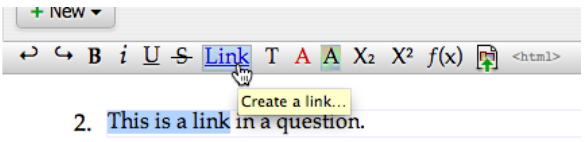
1. Type the question and when your cursor reaches the place where you want to insert media, click the “Upload Media” button on the toolbar.



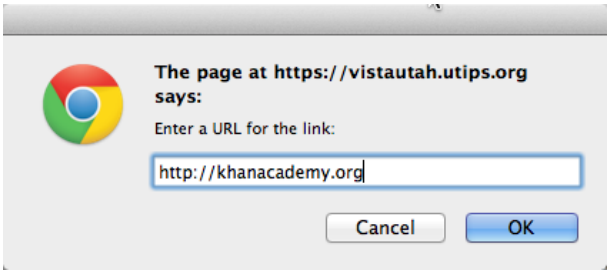
2. Browse for the media and it will insert where your cursor was located.
3. Use the same procedure to add media to distractors/answers.
4. To delete the media, backspace or delete.



5. Need to add a link to another web page for your question? Here’s how:
   a. Create a new question as indicated above or on this document.
   b. Highlight the word(s) that you’d like to be tied to the link, and click ‘Link’ in the question formatting toolbar. See the image at right:



c. You'll see a new small window pop-up. Enter in the full URL/Web address of the site that you'd like to take students to during the test, and click OK.



d. That's it! You'll see the test you selected now as a blue hyperlink. Click on it to test it out to make sure it works!