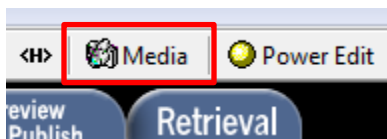


Topic: Adding Images, Media and Attachments to Questions

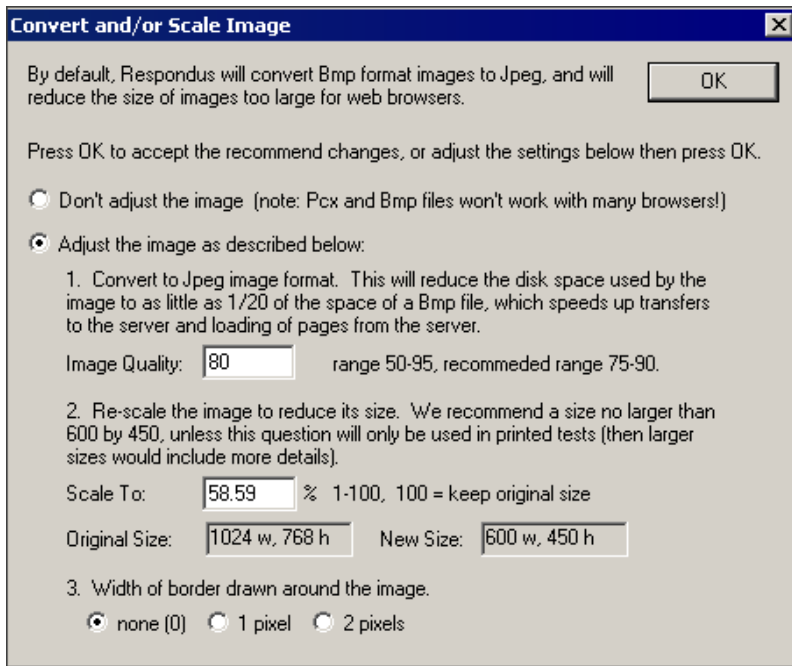
Adding Images, Media and Attachments to Questions

In Respondus, you are able to attach Images and Media files to the questions.

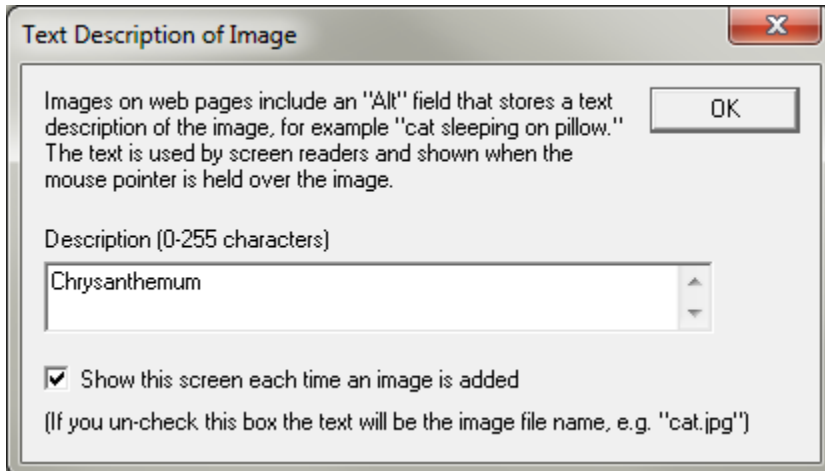
- From the **Edit** menu, put the cursor at the place in the question where you want the media item added.
- Click the **Insert Picture or File** icon on the toolbar, which is represented by a camera icon.



- A pop-up window will let you navigate to the media object and select it.
- The default **file type** setting will display only bitmap, jpeg, gif, png, and pcx files. To display .wav, .avi, and other audio/video files, select the **Audio-Video** option from the pull-down menu labeled **Files of Type**.
- The third option on the list **Other file type** allows you to select other types of media files and documents (such as spreadsheet or word processor document).
- If you select a graphic that is in another format or if the graphic you select is over 600 x 450 pixels in size, Respondus will allow you to convert it to suitable format.
- Click **Finish**.



- An additional screen will appear which will ask you for a description of the image. Screen readers use the text that is entered here.



For More Information

Please contact Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.