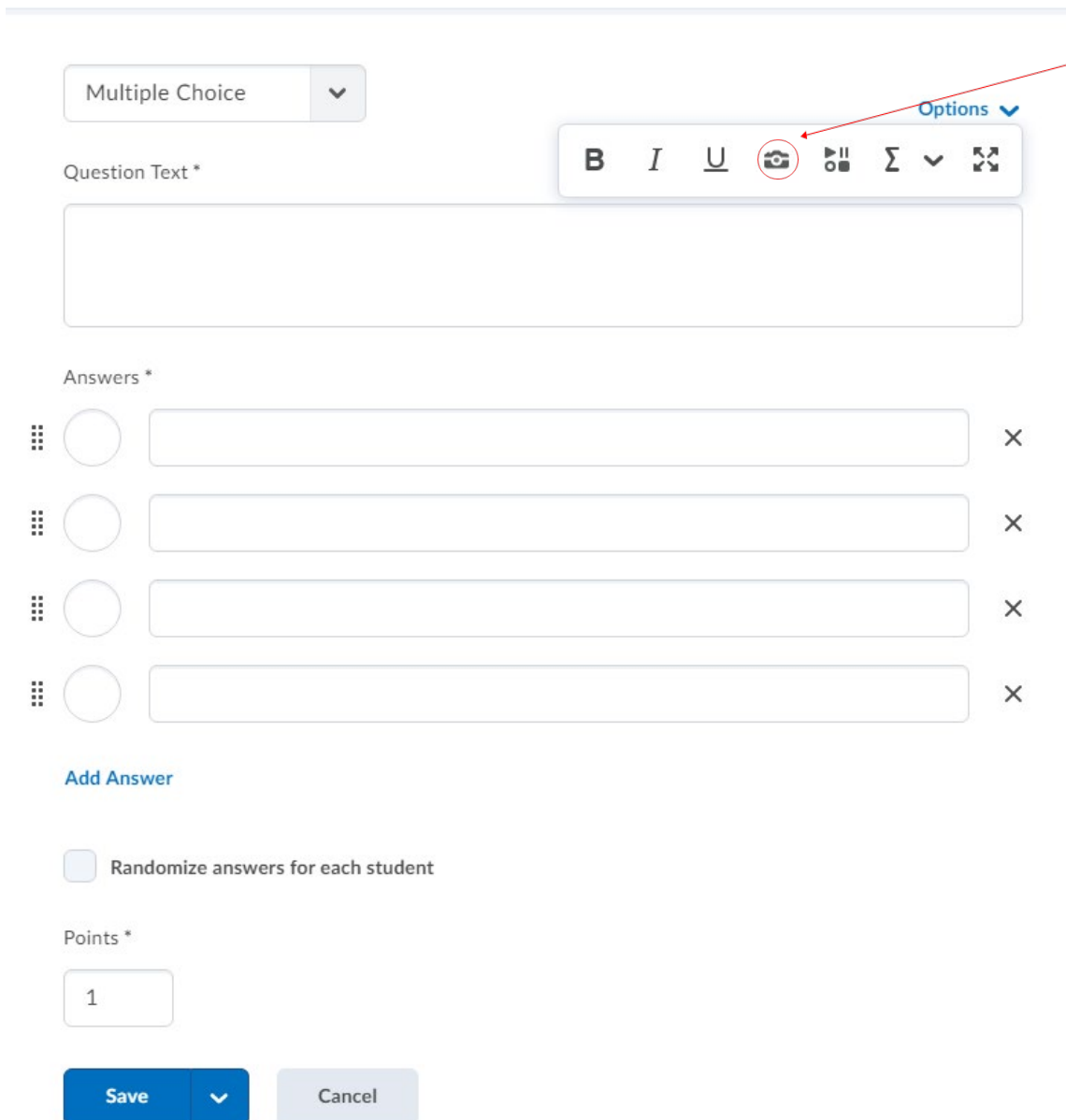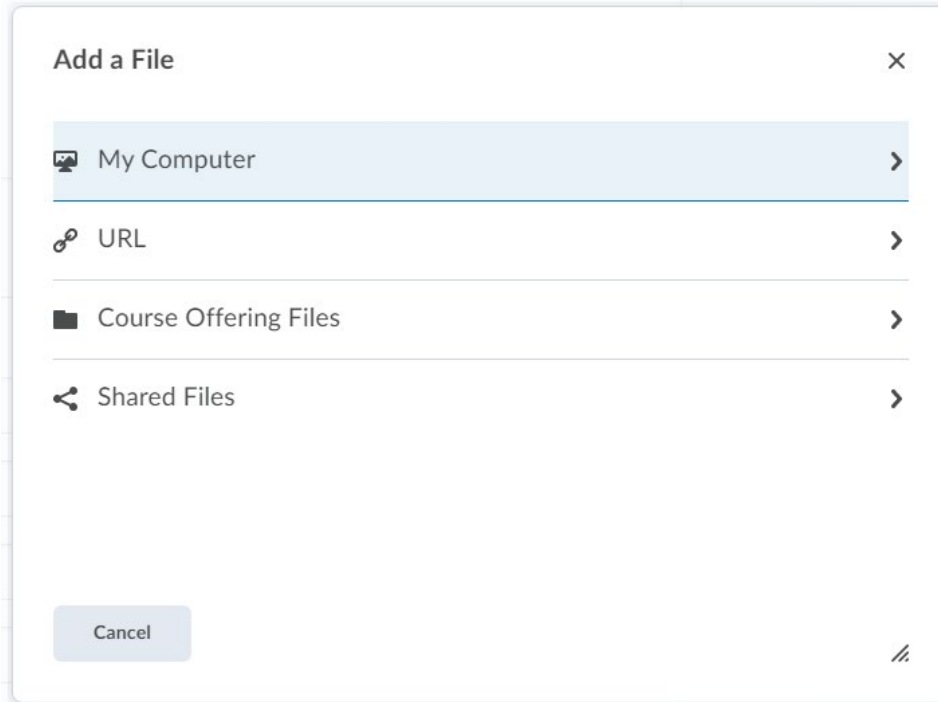# Inserting Images into a Quiz Question

- When you create the new question, there is a box that says question text. You can add the image in the text. You click into the question text box and a menu bar will populate. You will click on the option in the menu bar that I have indicated in the screenshot below:
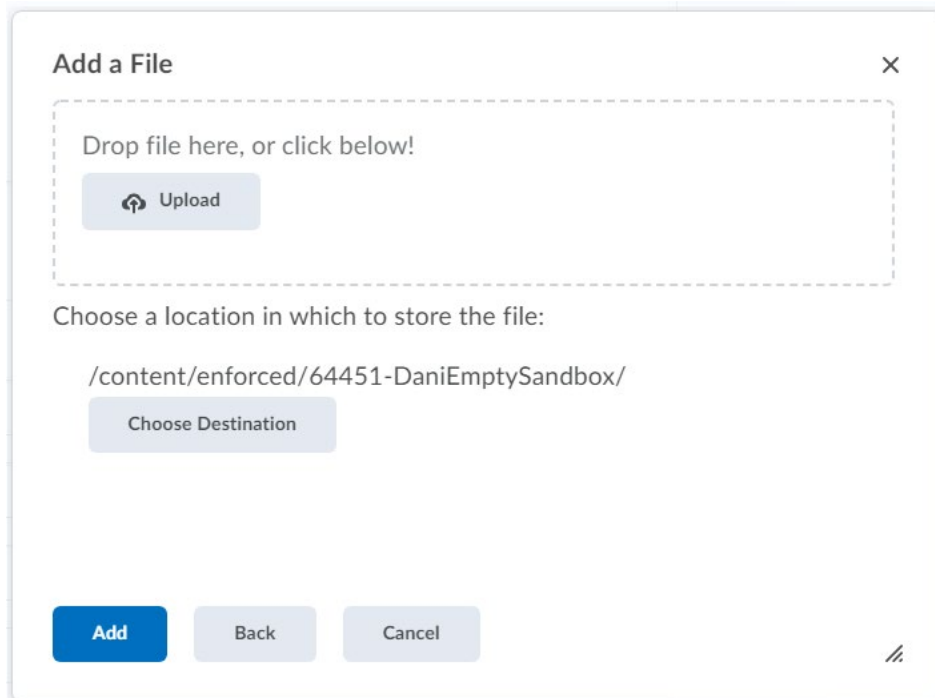
- Once you click on that it will give you options where to choose your image from. I would suggest having a file of the images set up on your computer:

- From here you can either look up the image by clicking on upload or you can drag the image straight from the folder to the drop box:

- Once you have uploaded your file, click add:

Add a File   ✕

🖼 Tulips.jpg (606.34 KB) ✕

Choose a location in which to store the file:

/content/enforced/64451-DaniEmptySandbox/

Choose Destination

[Add]   Back   Cancel

- For compliance reasons – you may need to add alternative text for the photo if someone in your course needs to use a screen reader. You can still insert a description that doesn't convey the actual answer. But if that need doesn't apply, you can click that the image is decorative and it won't have an alternate text need. Once you have done either of those things click ok:

Provide Alternative Text

Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".
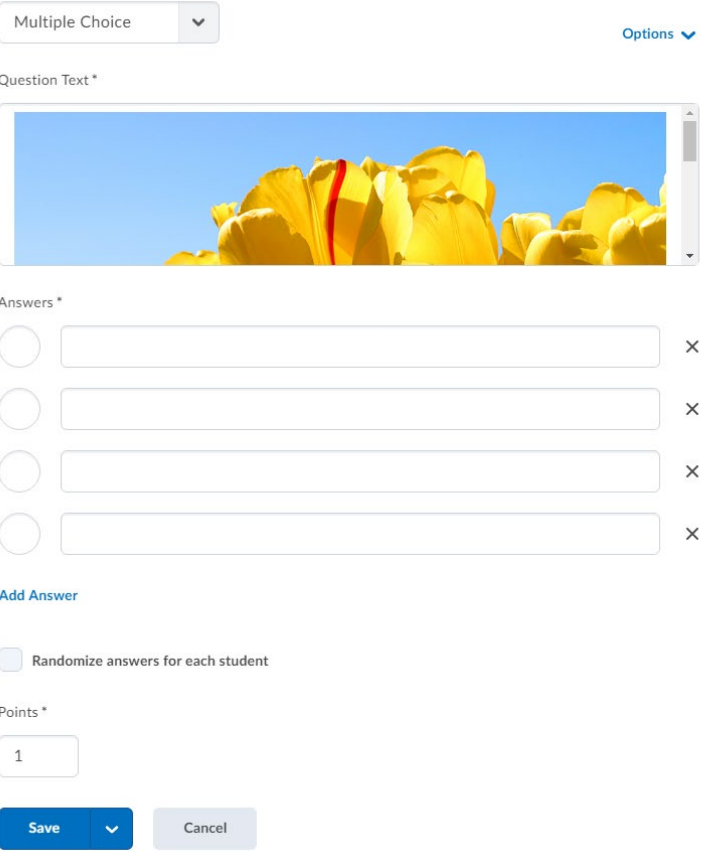
Alternative Text: [   ]
☐ This image is decorative

[OK]

- The image is now in your text box. It may look a little big, but on the side, you can see what it looks like. You can do this for any question, I just used multiple choice to give you screenshots: