Insert Image In Blackboard Test

This Help Document was created to assist in inserting an image or images into a test that you have already in Blackboard.

To insert an image or images into a test using Blackboard, do the following:

1. Once you have logged into Blackboard, click on the Course that you want to edit. For example, if you teach ENG092 Course, you would click on ENG092.

2. Click on Tests, Surveys, and Pools in the Course Tools Menu.

3. Click on Test, and locate the test (Practic2) that you want to insert the image(s) in.

4. To edit the test (Practic2), click the down arrow next to the test (Practic2), and click Edit.

5. Click the down arrow next to the question that you want to insert the image in, and click on Edit.
6. Once you have decided where you want to insert the image in the text box, click on **Insert/Edit Image** icon.

   **Note:** If you only see the Font options, click the Show More down arrow.

   ![Create/Edit Multiple Choice Question](image_url)

    * Indicates a required field.

   **QUESTION**

   **Question Title**

   **Question Text**

   ![What kind of books are a learning tool?](image_url)

   7. Click on **General** tab (General tab should be default setting), and click on **Browse My Computer/Browse Course** under Image URL text box.

   **Note:**
   - **Browse My Computer** will allow you to navigate your computer or saving device that you have the image stored on.
   - **Browse Course** will allow you to navigate your Course folders for the image.
   - Please note that you can only insert one image at a time.

   ![Choose File to Upload](image_url)

   8. In the **Choose File to Upload** dialog box, locate your (books) image, and click **Open**.
9. In the **Image Description** text box, type the name of what the image is. For example, “Books or Learning Material.” **Please note that the description name will appear in the URL.**

10. In the **Title** text box, type the title name. **Please note that the title name entered will become the name of the image.** For example, if you have an image on your desktop called Learning Material, and you type the title name as Learning. The name for the image will change from Learning Material to Learning.

11. Click on **Insert**.

12. Once you are back at the Question options, you should see the image you choose, you can make any adjustments needed (including resizing image or location of image), and click on **Submit**.

13. After you have clicked Submit, you should see **Success: Question edited.**

14. Click **OK**.

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CIE  
The Center for Instructional Excellence  
1141 Wallace Drive  
Dothan, AL 36303  
Help Line: (334)556-2464  
E-mail: cie@wallace.edu