

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**.

The screenshot shows the Blackboard interface. On the left is the 'Course Tools' menu with 'Tests, Surveys, and Pools' highlighted. A red arrow points to this menu item. In the center is a box titled 'Tests, Surveys, and Pools' with three sections: 'Tests' (with a red arrow pointing to it), 'Surveys', and 'Pools'. On the right is a 'Test for Practicing' list with a dropdown menu open for 'Practic2', showing options: 'Edit', 'Export', 'Copy', 'Delete', and 'Item Analysis'. A red arrow points to the 'Edit' option.

5. Click the down arrow next to the question that you want to insert the image in, and click on **Edit**.

The screenshot shows the 'Test Canvas: Practic2' interface. At the top, there's a title bar with a dropdown arrow next to 'Practic2' and a red arrow pointing to it. Below the title bar are buttons for 'Create Question', 'Reuse Question', and 'Upload Questions'. A table shows 'Description' and 'Respondus' columns with 'Instructions', 'Total Questions 7', and 'Total Points 7'. Below the table are 'Select: All None' and 'Select by Type:' options, along with 'Delete', 'Points', and 'Update' buttons. A dropdown menu is open for a question, showing options: 'Details', 'Edit', 'Copy', and 'Delete'. A red arrow points to the 'Edit' option. The question text is '1. Multiple Choice: What kind of Books are a learning tool?'.




CIE

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- 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
Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

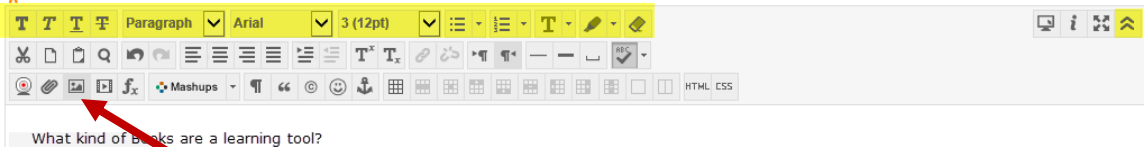
* Indicates a required field.

Cancel Submit

QUESTION

Question Title

* Question Text

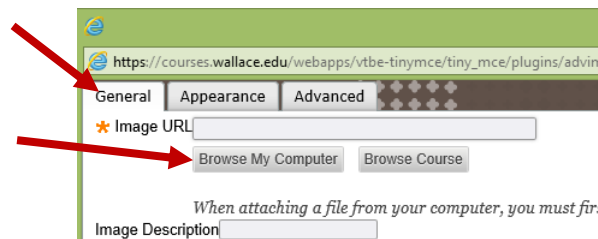


What kind of books are a learning tool?

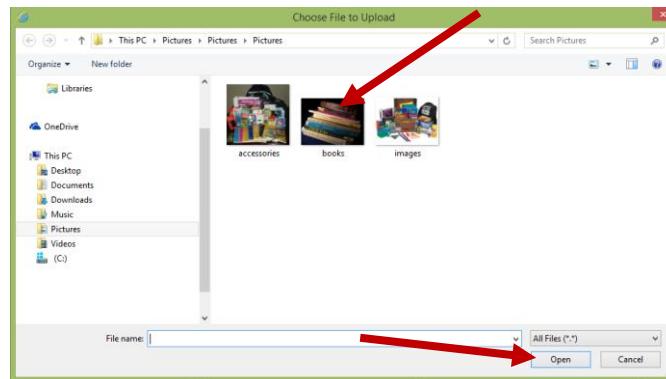
- Click on **General** tab (General tab should be default setting), and click on **Browse My Computer**/Browse Course under Image URL text box.

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.**



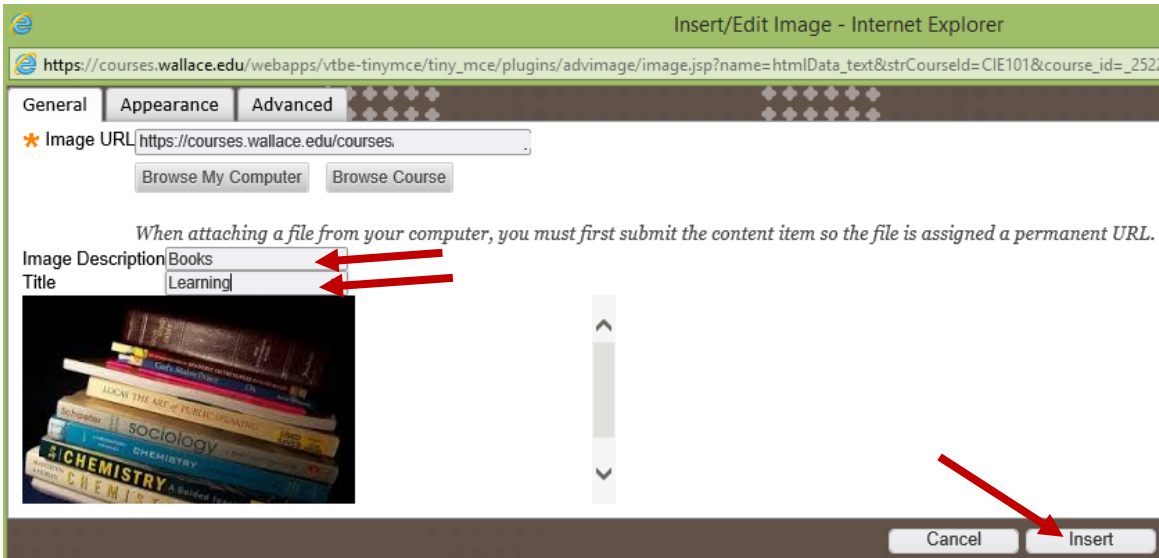
- In the **Choose File to Upload** dialog box, locate your **(books)** image, and click **Open**.



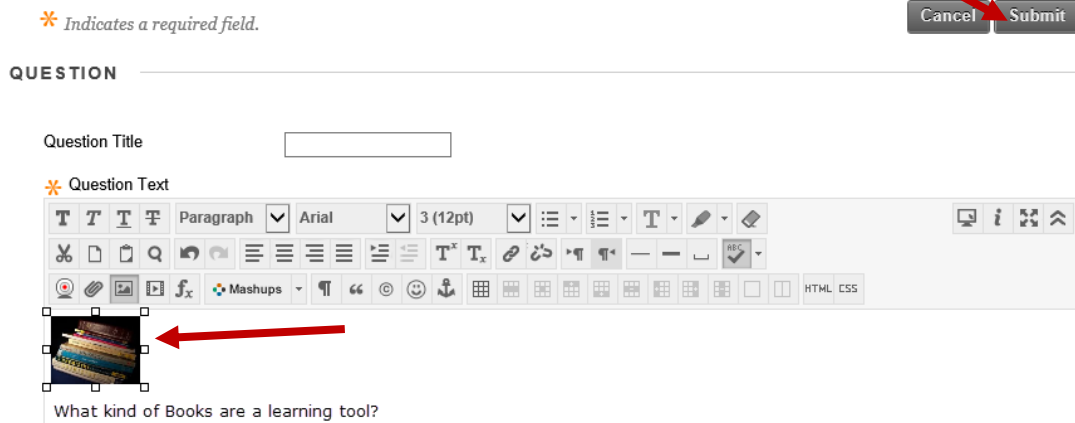
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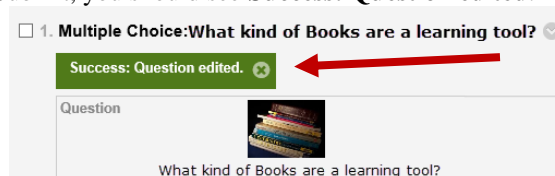
- In the **Image Description** text box, type the name of what the image is. For example, “Books or Learning Material.” **Please note that the description name will appear in the URL.**
- In the **Title** text box, type the title name. **Please note that the title name entered will become the name of 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.
- Click on **Insert**.



- 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**



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



- Click **OK**.



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