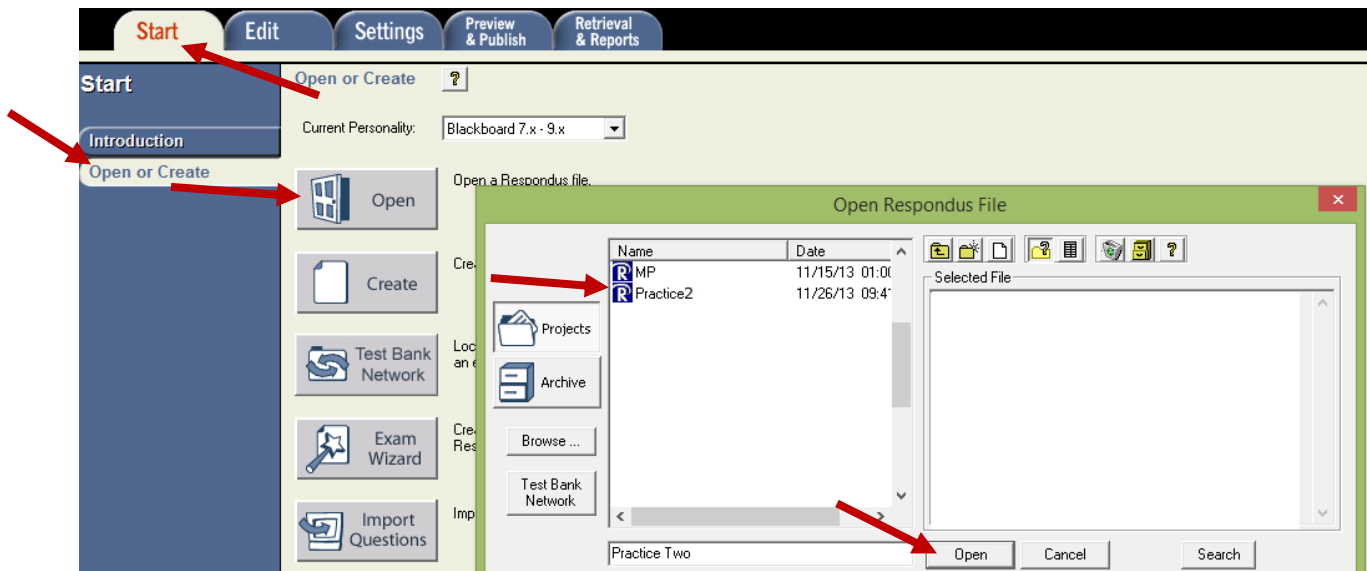


# Insert Images Into Test Using Respondus

This Help Document was created to assist in inserting an image or images into a test that you have already created in Blackboard, Respondus, Test Bank, or saving device.

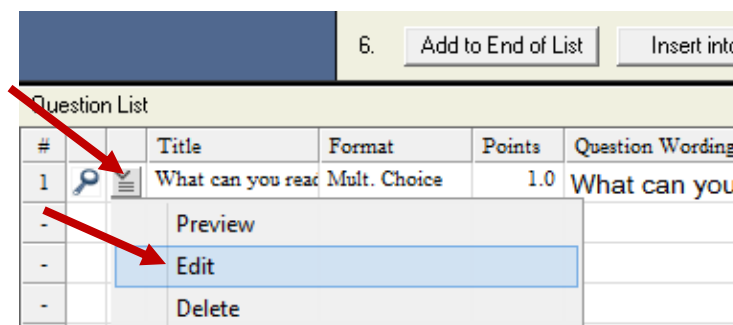
## To Open a Test for editing in Respondus do the following:

1. Once you have **Open Respondus**, you can now **Open the Test** by doing one of the following options:
  - a. **To Import Test from Blackboard to Respondus, go to:**  
[Import Test from Blackboard](#)
  - b. **To Open a Test already created in Respondus do the following:**
    - i. Click on **Start** tab, and click on **Open or Create**.
    - ii. Click on **Open** button, and select Test (**Practice2**) that you want to edit.
    - iii. In the **Open Respondus File** dialog box, select the Test (**Practice2**) that you want to edit, and click on **Open**.



## To Insert and image or images into a Test, do the following:

1. Once the test (**Practice2**) is open, click the **down arrow** next to the test question (**What can you read**) that you want to edit, and click on **Edit**.



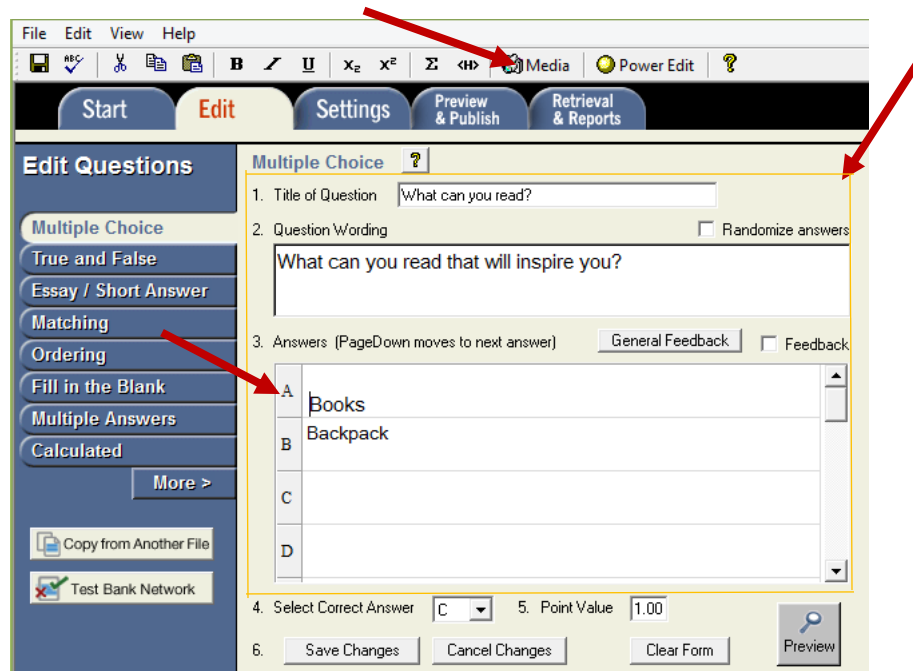
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## Insert Images Into Test Using Respondus

- Once you see the test appear in the **question template area**, position your insertion point where you want to add the image, and click on **Media** button.

**Note:** You can insert image (s) before, after, below, and above a test question or answer by pressing Enter or pressing space bar.



- Once you see the **Media Wizard (Step 1)**, select **Upload a media file from my computer** to insert a picture, and click on **Next**.

**Note:** You can **add more pictures**; however, you will need to add them one at a time.

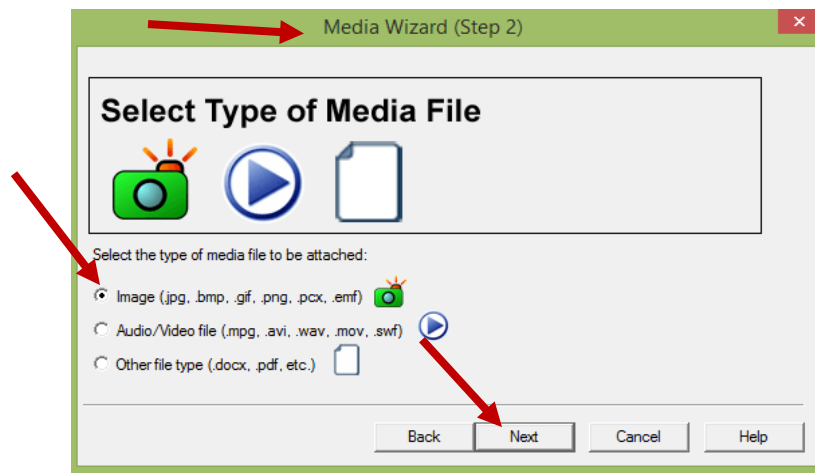


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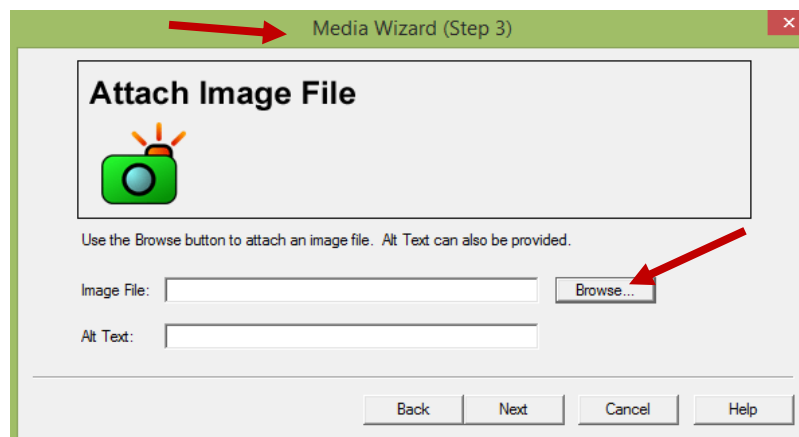
# Insert Images Into Test Using Respondus

- In the **Media Wizard (Step2)**, select type of file (**books.png**) that you want to use, and click **Next**.

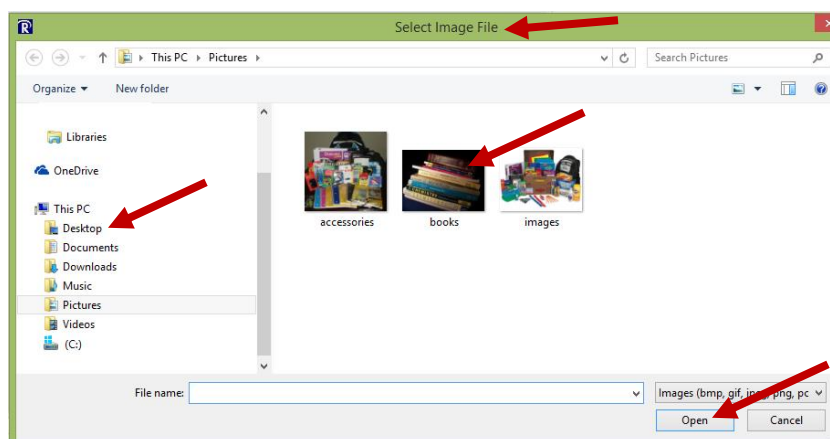
**Note:** This image file can have .jpg, .bmp, .gif, .png, .pcx, and .emf. For Audio, Video, or Other file types, please refer to the image below.



- In the **Media Wizard (Step3)**, click **Browse**.



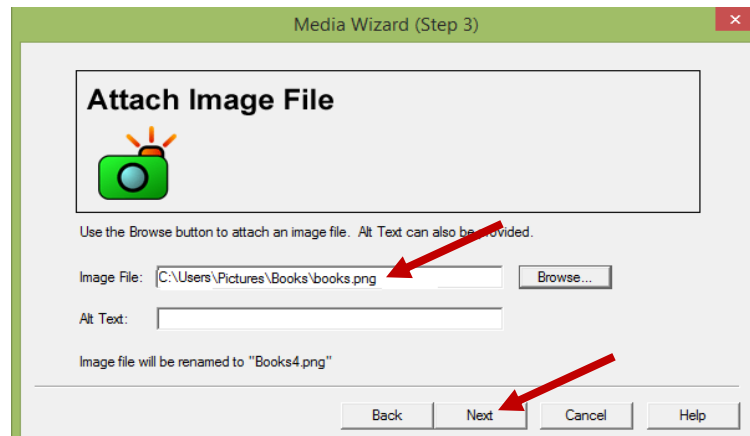
- In the **Select Image File** dialog box, locate your image (**books**), and click on **Open**.



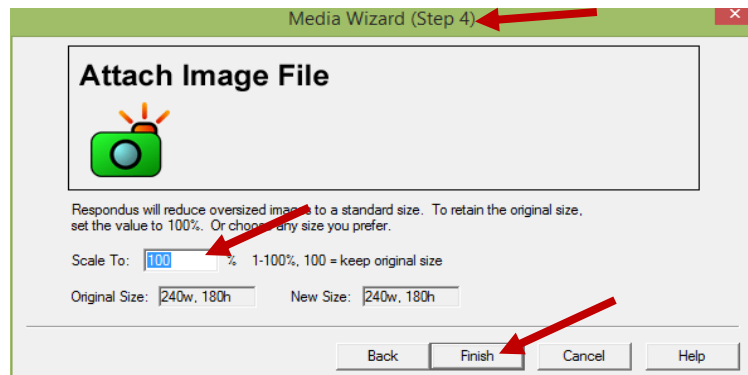
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# Insert Images Into Test Using Respondus

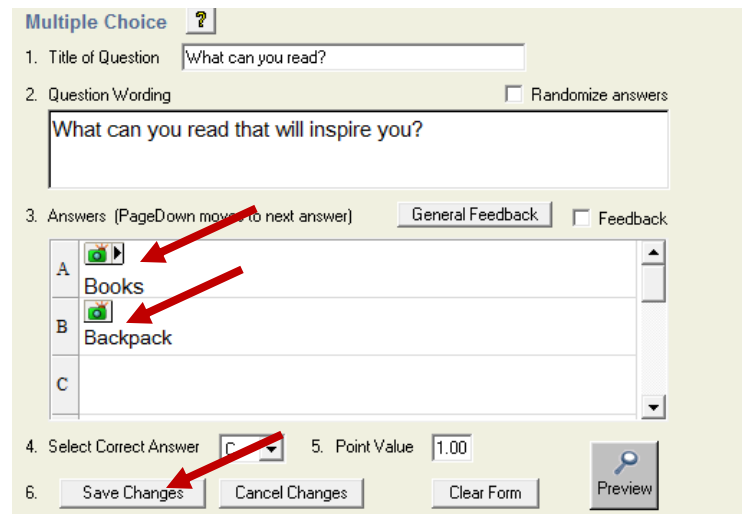
- Once you see your file in the **Media Wizard (Step3)** dialog box, click **Next**.



- In the **Media Wizard (Step4)**, click the **Scale To:** text box to resize the image, and click **Finish**.



- You should now see the image (s) in the **question template area**, click **Save Changes**, and click on the **Preview & Publish tab** to preview and publish the test.



For more information about Respondus go to:

[http://video.wallace.edu/bb/help\\_tools/instructor\\_helps.html](http://video.wallace.edu/bb/help_tools/instructor_helps.html)



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