# How to Add Images (Graphics) to your Sakai Test Questions and/or Answers

Part 1: Find/Create Images for your Tests

1) **Find images**: If you have access to your textbook images, you may be able to use them. Contact your text publisher for details.

2) **Create images**: You can use the **Windows 7 Snipping tool** to take a "screen shot" or picture of the drawing you've created in Word or another tool. Below, you'll see a screen shot of a chemistry drawing, **saved as a jpg**, using these instructions:
http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows#Using_the_Snipping_Tool
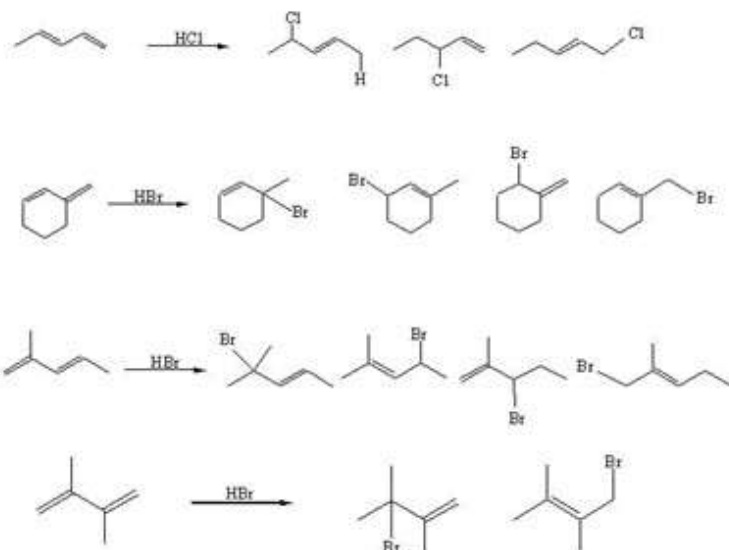
Part 2: Add Test Images to Sakai Resources for *many* of your courses

1) **If you want to use these test images in a number of courses**, not just one, we suggest that you save your images in your *Workspace* Resources area, in a folder you've made public, such as "Public images". *Otherwise*, see Instructor Resources for adding images to your *course* Resources area.

To create a public folder in your Workspace Resources area, follow these instructions
   a) Logon to Sakai. At the top, click on **My Workspace**. On the main menu, click **Resources.**
   b) To the right of the folder named **My Workspace**, click on the **drop down menu**, click "**Add**" and click on "**Create Folders**".
   c) Type a Folder Name, such as *public folder*, and click **Create Folders Now.**

2) **Upload an image to your new folder:**
   a) To the right of your new folder name, click on "**Add**" and click on "**Upload files**", then click on the **Browse** button. Find the location of the image you want to use, click on the image to select it, then click on the "Open" button.
   b) If you need to add more files, click on "Add Another File" and repeat this step. When finished adding images, click "**Upload Files Now**".
   c) Note: If your images are large, you may have to upload one at a time.

3) **Important!** **You must make the new folder and images public, for students to view the images.**
   a) Beside your new folder name, click on "**Actions**", then "**Edit Details**".
   b) Under Availability and Access, click beside "**This folder *and its contents* are publicly viewable**". At the bottom, click **Update.**

Part 3: Add your images to Sakai Tests or Quizzes

For detailed instructions for creating a test and test questions/answers, please refer to the Test & Quizzes workshop handout or video.

1) In your course site, click on the **Test & Quizzes** link, type the Test/Assessment title, click the **Create** button.

2) Click on a "**select a question type**" drop-down box; click on the type of question you want to create.

3) Enter the **answer point value**.

4) **To add an image to your test question:**

   a) Above the Question Text box, on the right, click "**Show/Hide Rich-Text Editor**"

   b) In the Text Editor box, type your test question; press **Enter**
   c) On the middle right toolbar, click the "**Image**" button

d) In the **Image properties** box: To the right of URL, click on the **Browse Server** button.

e) **Find your images**: Your course Resources area will display. If creating this test question for one course, click on the name of the image file. Otherwise, for many courses, you need to display your My Workspace Resources area and find your public folder before you can select your image file. Under the *left* column, click on the *blue link* for "**My Workspace**":
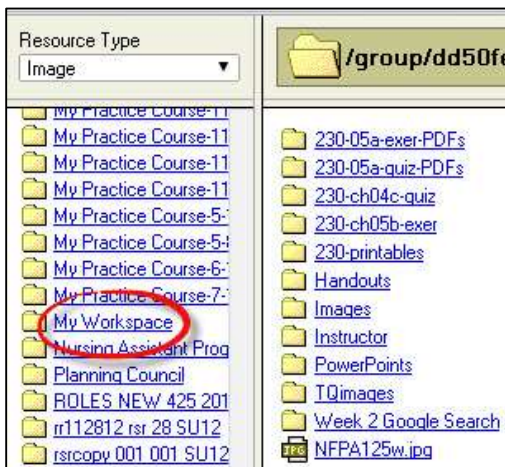
f) On the right column, you'll see your folders in your My Workspace Resources area. Click on the *****folder***** you've made public, such as *public folder*, that contains your images:
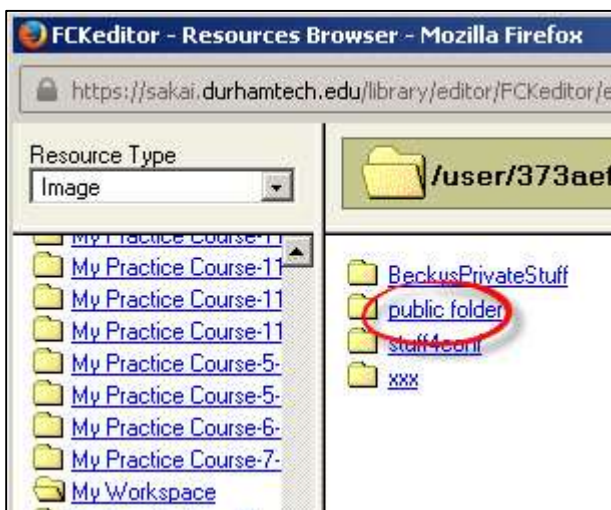
g) In the right column, click on the ***name*** of the image you want to add to the question text. (You'll only see image files, no other files.)
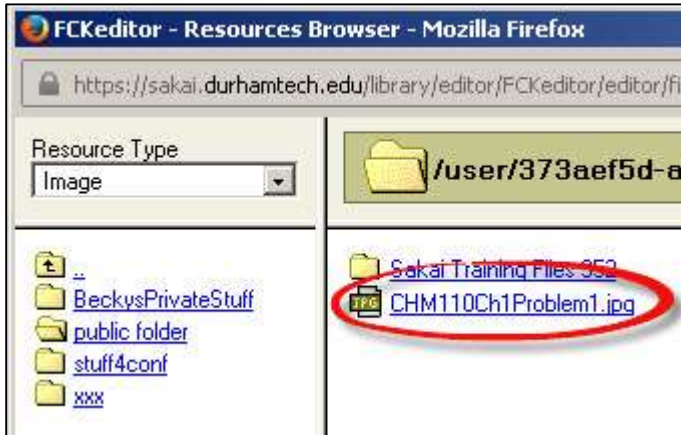
h) **Important!** After you return to the Image properties box, click "**OK**".
i) **Important!** After adding correct answers/adding feedback, click **Save**.

Note: **If you want to add an image to a correct answer or question feedback**, *above* the answer or feedback *text box*, click on the *Show/Hide Rich-Text Editor* link, type your correct answer/feedback text, and follow the instructions in Steps 4c-i above.

Part 4: Save and/or Publish your Test:

1) Continue adding questions and answers to your test. When finished, at the top, click on **Settings**.
2) **Important!** After updating your settings, click on either **Save** or **Save Settings and Publish.**
3) **After you publish the test:** students will be able to see images that were uploaded to your public folder in your My Workspace Resources area or they can see images that were uploaded to your course Resources area. **Note:** Do not move the images to a different folder or location, or your tests won't be able to find the files.

Tips:

- If you're going to reuse these questions in other tests, you may want to add the questions to a pool. *Here is information on how to set up and use a pool:* http://courses.durhamtech.edu/wiki/index.php/Sakai:_Assessments#Question_Pools

- If you're not familiar with *creating tests for online and hybrid courses*, please review our Best Practices for Online Testing and Technical Tips for Instructors Using Sakai