

Adding Test/Question Images into Moodle

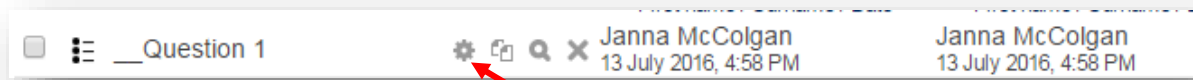
If you are importing questions or tests using ExamView, images typically import along with their questions.

If you are importing questions or tests using a PDF to TXT or LXR to TXT method, images do not import with your questions. This is because the TXT file type is a "plain text" file and strips out media and rich context.

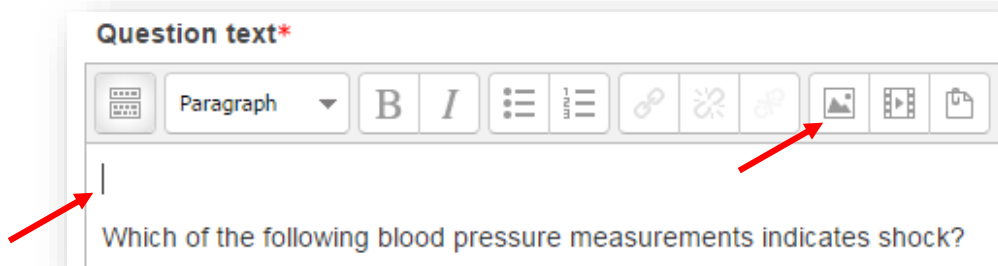
If your questions contain images, use the following procedure to assist you in completing the test development.

Procedure:

1. Click and Save each test image as a jpeg. Name them something that relates to their question (e.g. question number, key words, etc).
2. Create a folder to house the images and keep the folder with its related test files.
3. Complete the importation via the Moodle "Tutorial_Importing Tests" instructions found on the Technology and Learning course page.
4. Open the Question Bank in Moodle and select the settings icon by the question that needs an image.



5. When the question opens, place your cursor in front of the question in the "Question Text" field and click "Enter". This process will create the space your image fits in above the question. *There has been known issues with images no appearing in a live test when the image sits below the question.*
6. Place the cursor back in the new space and select the image icon in the tool bar



7. In the "Insert/Edit Image" box, click "Find or Upload an Image".
8. In the "File Picker" box, click the gray "Choose File" button
9. In the new pop-up window, locate your image and click "Open"
10. In the "File Picker" box, click the blue "Upload this File" button



11. In the “Insert/Edit Image” box, type the “Image description”. This area is extremely important to complete in order for the college to remain ADA compliant. A screen reader will read “image of.....” So, complete the description in a way that helps the screen reader define the image.

If needed, you will be able to resize with image in the “Question Text” box by clicking and dragging the corners. You may additionally resize the image using the “Appearance” tab on the “Insert/edit image” box.

- 12. Click the “Insert” button
- 13. Scroll down the “Editing a...Question” page and click the blue “Save Changes” button.

