



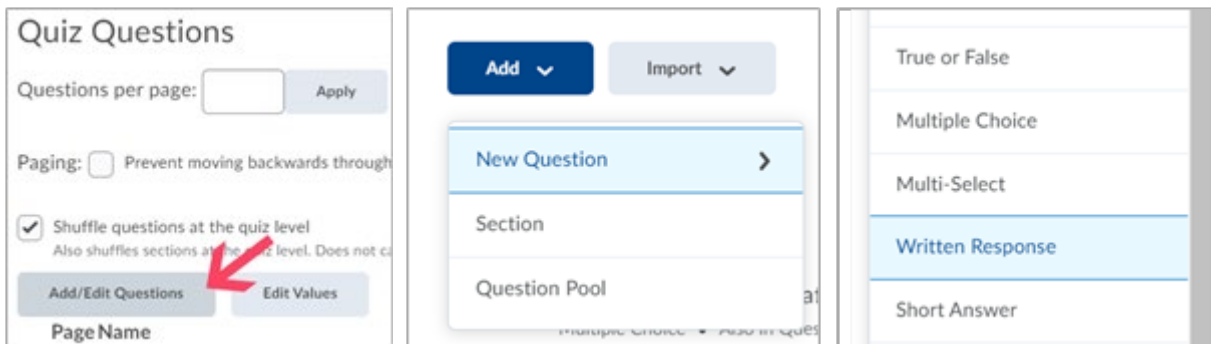
Attaching Files to a Quiz Question

When creating written response questions, instructors can allow students to upload files in their answers and include embedded images. Students can also record audio or video responses when answering written response question types. This feature is very useful for questions that require handwritten work, calculations, or responses that would be difficult for students to type in a timely fashion.

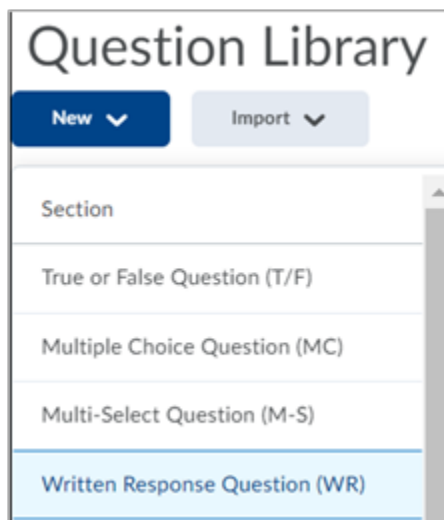
For Instructors

To enable students to attach files to a quiz question, a written response question with modified settings will need to be created. The following steps will outline this process.

1. Begin by navigating to the location where the quiz question will be added. You may choose to add a question to an existing quiz, create a new quiz or add to your question library.
2. You will now need to create a new Written Response question.
3. If you have chosen to add a question directly to a quiz, choose “Add/Edit Questions” > “Add” > “New Question” > “Written Response”.



4. If you have chosen to add to the Question Library, choose “New” > “Written Response”.





- This will open a window allowing you to edit the question. After entering the question text as usual, check the box to “Enable inserted images and attachments”. On the right side of the window, you will see a preview of the question. The three options located at the bottom allow students to add various attachment types to the question.

Note: Students will not be able to complete this type of question in a quiz requiring Respondus Lockdown Browser.