



# Attaching Files to a Quiz Question for Students

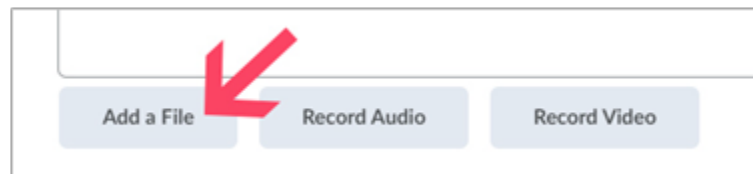
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For some quiz questions, your instructor may ask you to write your answers by hand or draw a diagram. This will require you to take a photo of your answers and upload them.

1. For this type of question, please first complete the answer as required.
2. After completing your answer, place the answer sheet on a flat, well lit surface and take a picture of it with your cell phone. Please make sure that your answer is fully displayed and clear in the photo.

**TIP:** Try not to use flash, because the reflection of the paper will affect the display and the clarity of your answers.

3. Email your photo(s) to yourself from your phone. Then use your computer to open that email and download the photo(s).
4. Go back to the Quiz browser window. Click on "Add a File" at the bottom of the question, then select "My Computer" in the new window that pops up.



5. Drop the photo(s) to the drop box, or choose "Upload"

**Tip:** The maximum file size for a single file or embedded image attached to a quiz response is set to 102400 KB (100MB).

6. Once you have chosen the file, click "Add" to submit you answer.