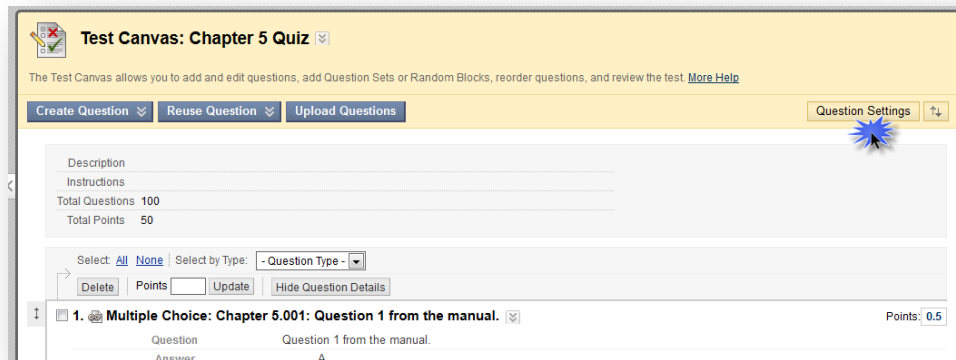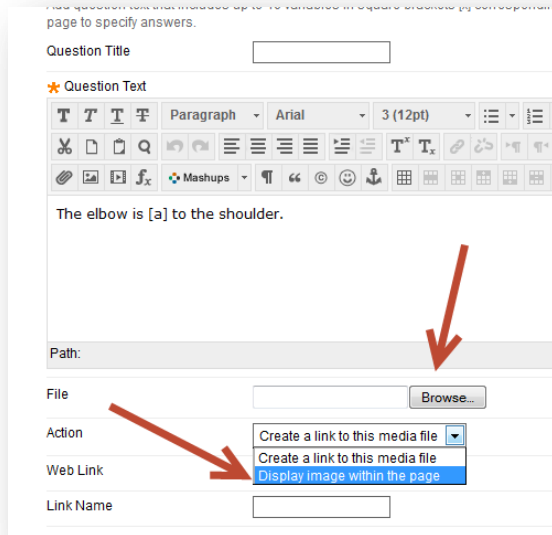# Instructions for Adding Images to Tests

1. After you've created the test and when you are ready to create questions (or have already created them but want to add images), click on "Question Settings" in the Test Canvas area:

2. On the next page, "Test Question Settings," check every single box possible, but most importantly the ones under #2 related to images, files, and web links.
3. Click Submit.
4. Then create a new question or edit an existing one, and you should now have the option to Browse for a file or image. Remember to choose whether or not you want to embed the image into the question. By default, it is set to create a link to the image. In order to embed the image, click on the dropdown menu below the Browse option and choose "Display image within the page."

5. Then Browse your computer for the image. Once it is selected, you can finish with the creation or editing of your question.