

# Blackboard

Qwickly

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## Adding an Image to a Question

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1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. Locate the test/survey you want to add a question with an image to.
5. Click the down arrow, **Edit the Test** or **Edit the Survey**
6. In the menu to the top, select **Create Question**.
7. Choose your question type from the list of options.
8. Enter the **Question Text**.
9. Within the **Question Text**, click on the **Insert/Edit Image** icon located in the third row of the **Text Editor**.
10. The Insert/Edit Image window will appear.
11. Input the Image URL, or select **Browse My Computer** to choose a saved image to upload.
12. Below the **Image URL**, type an **Image Title** and **Image Description** to accommodate those with screen readers.
13. You'll see a **Preview** of your image at the bottom of the window.
14. If your image is too big, click **Appearance** at the top of the window.
15. From here, set the **Dimensions** to be smaller by typing a smaller number in the first box than what is in there currently. For example, if there's a 600 in the first box, try typing 300.
16. Click **Insert**.
17. You should now see your image in the **Question Text**.
18. Enter the **Answers** and select the correct answer using the bubbles to the left (if applicable).
19. Click **Submit** when finished.