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## Blackboard

Tests, Surveys, and Pools

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### Adding an Image to a Question

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1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Locate the test/survey you want to add a question with an image to. If you're creating a new **Test** or **Survey**, skip to step 4.
3. Click the down arrow, **Edit the Test** or **Edit the Survey**
4. In the menu to the top, select **Create Question**.
5. Choose your question type from the list of options.
6. Enter the **Question Text**.
7. Within the **Question Text**, click on the **Insert/Edit Image** icon located in the third row of the **Text Editor**.
8. The Insert/Edit Image window will appear.
9. Input the Image URL, or select **Browse My Computer** to choose a saved image to upload.
10. Below the **Image URL**, type an **Image Title** and **Image Description** to accommodate those with screen readers.
11. You'll see a **Preview** of your image at the bottom of the window.
12. If your image is too big, click **Appearance** at the top of the window.
13. 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.
14. Click **Insert**.
15. You should now see your image in the **Question Text**.
16. Enter the **Answers** and select the correct answer using the bubbles to the left (if applicable).
17. Click **Submit** when finished.