Adding an Image to a Question

1. Navigate to 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.