

Adding Media to Answers

Some question types allow to insert pictures or equations to answer choices. If they do, you will see the Add Picture and Add Equation buttons on choices added to such a question.




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Adding Picture to an Answer Choice

To add a picture to an answer choice:

1. Click the **Add Picture** button on an answer choice.
2. Choose a picture to add.
3. Click **OK**.

The screenshot shows a quiz editor interface. At the top, there is a 'Matching Question' section with the text 'Match the following historical leaders with their portraits'. Below this is an 'Answer' section with a table of premises and responses. The table has two columns: 'Premise' and 'Response'. The first row is highlighted in yellow and shows a portrait of James Madison in the 'Premise' column and 'James Madison' in the 'Response' column. Both the portrait and the response text have small icons for adding a picture and an equation. The second row shows a portrait of Benjamin Franklin in the 'Premise' column and 'Benjamin Franklin' in the 'Response' column. The third row shows a portrait of George Washington in the 'Premise' column and 'George Washington' in the 'Response' column. The fourth row is a text input field with the placeholder 'Type to add a new item'. On the right side of the 'Answer' section, there are buttons for adding (+), removing (-), and navigating (up/down arrows) between rows. At the top right of the interface, there are tabs for 'Picture', 'Audio', and 'Video', and a toolbar with icons for adding a picture, an equation, and a close button.

Premise	Response
	James Madison
 Click to add text	Benjamin Franklin
 Click to add text	George Washington
Type to add a new item	

Adding Equations to an Answer Choice

To be able to insert formulas into your quizzes, you need to have the Microsoft Equation Editor installed. Usually, this program comes as a part of Microsoft Office installation.

Multiple Response Question

Which formula should be used to calculate the area of a right triangle?

Answer

Correct	Premise
<input checked="" type="checkbox"/>	$A = \frac{a \times b}{2}$
<input checked="" type="checkbox"/>	$A = \frac{a^2}{2 \operatorname{tg}(\alpha)}$
<input checked="" type="checkbox"/>	$A = b^2 \times \frac{\operatorname{tg}(\alpha)}{2}$







1. Click the **Add Equation** button on an answer choice. The Microsoft Equation Editor will be opened.
2. Enter a formula in the editor.
3. Close the editor.

The formula will appear in the answer choice. Note that you can add only a picture or an equation to one answer choice. If you already inserted a picture and then add an equation to the same choice, the equation will replace the previously added picture.

Removing Media

To remove a picture or a formula from a given answer choice, click the **cross sign** at the upper right corner of the picture/equation.

Answer

Premise
 <input checked="" type="checkbox"/>  α^2
 Click to add text  α^2
 Click to add text  α^2
Type to add a new item