

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'. To the right of this section are tabs for 'Picture', 'Audio', and 'Video'. Below the question is an 'Answer' section containing a table with two columns: 'Premise' and 'Response'. The table has three rows. The first row is highlighted in yellow and contains a portrait of James Madison in the 'Premise' column and 'James Madison' in the 'Response' column. The second row contains a portrait of Benjamin Franklin in the 'Premise' column and 'Benjamin Franklin' in the 'Response' column. The third row contains a portrait of George Washington in the 'Premise' column and 'George Washington' in the 'Response' column. Each cell in the table has a small 'Add Picture' icon (a tree) and an 'Add Equation' icon (alpha squared). A mouse cursor is hovering over the 'Add Picture' icon in the first row. To the right of the table is a vertical toolbar with a green plus sign, a red minus sign, and up/down arrow buttons. At the bottom of the table is a text input field with the placeholder '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