How to Add Images (Graphics) to your Sakai Test Questions and/or Answers

Part 1: Find/Create Images for your Tests

To add images to tests in Sakai, first you need to have images saved on your computer in one of these formats: PNG, JPG, or GIF.

Find images: If you have access to your textbook images, you may be able to use them. Contact your text publisher for details.

Create images: If you have an image in a Word doc (or other doc), you can take a screenshot of it and save it as an image file.
- Windows: Use Snipping tool to capture screenshots
- Macs: Take a screenshot on your Mac - see "how to capture a **portion** of the screen" (Shift-Command-4)

Part 2: Upload images to Sakai

This is an important step to get right.

We recommend you upload your images to your "Home" Resources area in Sakai, which is outside any of your course sites. This will allow you to use the images in all situations (e.g. in case you decide to use pools or if you want to use the images in more than one site). A critical step is to set the image folder permission to "public".

A. Create a public folder in your Home Resources area:
- Logon to Sakai. In the top left, click on **Home**. On the main menu, click **Resources.**
- To the right of the folder named **Home**, click Actions, and choose **Create Folders**.
- Type a Folder Name, such as *images*, and click **Create Folders Now.**
- Beside your new folder name, click **Actions**, then scroll down a bit and click **Edit Details**.
- Under Availability and Access, check the box beside ***This folder and its contents are publicly viewable***. At the bottom, click **Update.**
- In the folderlist, your new folder should be labeled "Public" in the Access column.

B. Upload images to your new folder:
- To the right of your new folder name, click **Actions** and choose **Upload files**.
- You can drag files onto the designated space or click the button to select files to upload.
- Click **Continue** at the bottom. Your files will now be uploaded.

Note: You cannot upload more than 30MB of files at one time. If you choose a lot of files at once, you may exceed that limit. If you see an error about exceeding the quota, try uploading fewer files at one time.
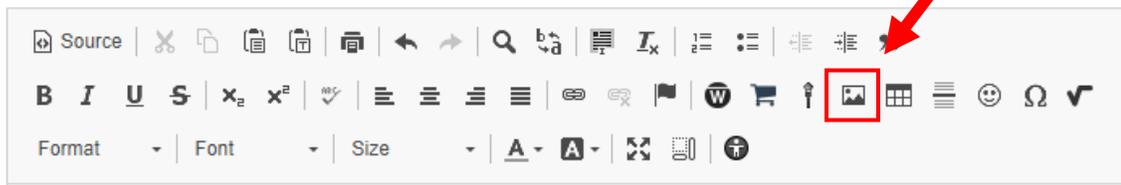
Part 3: Add your images to Sakai Tests or Quizzes

For detailed instructions for creating a test and test questions/answers, please refer to the Test & Quizzes workshop handout or video.

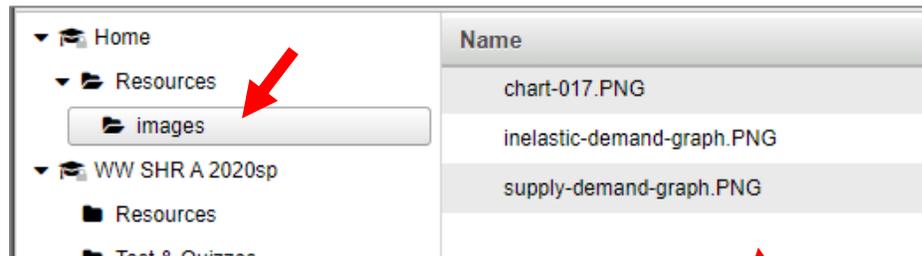**To add an image to a test question:**

- When adding or editing a test question, above the Question Text box, click **Show All Rich-Text Editors**

- The full text-editing toolbar will appear. Click the **Image** icon as shown here:

- In the **Image properties** box, click on the **Browse Server** button.

- **Find your images**: Your *course* Resources area will display. You need to navigate to your *Home* Resources area. To do this:
    - In the panel on the left, scroll all the way to the top and click **Home**
    - Below Home, click **Resources**
    - Below Resources, click on the folder you created for **images**

    - A list of image files you've uploaded appears on the right
    - Click on a file name to select that image. Then click OK in the lower right.
    - Back in the Image Properties box, click OK.
    - Your image should now appear in the question box. You can type your question text above or below the image.
        - **If you need to resize the image:** Click on it to select it, then drag the "handle" in the lower right corner to resize the image.
    - Finish setting up the question (with answers, points, etc.) and save it.