

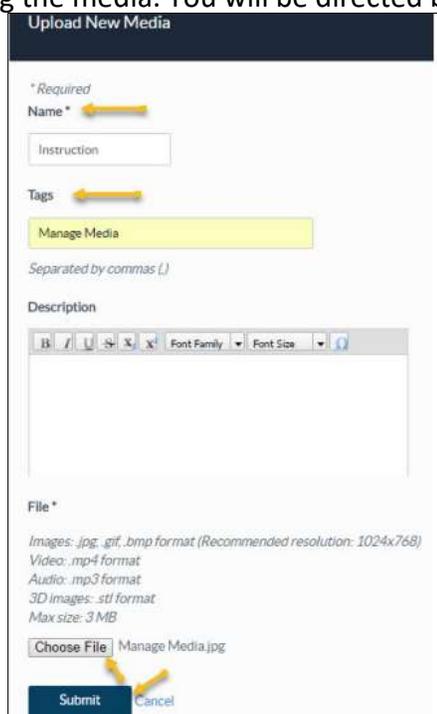
# Adding Media

## Uploading Media to the system

1. Click **Content**
2. Select **Manage Media**
3. Click **Upload New Media**



4. Name the media; DO NOT choose a name that is an answer in your exam. Keep it generic. When an examinee hovers over the media, its name will appear.
5. Add a Tag (this CAN be a correct answer)
6. Click **Choose File** and make sure the media falls within the listed guidelines
  - a. Media not in the correct format may lead to issues during a test situation
  - b. Requirements
    - i. Images: .jpg / .gif / .png (1024x768 resolution)
    - ii. Videos: .mp4
    - iii. Audio: .mp3
    - iv. 3D images: .stl
    - v. Maximum file size – 3MB
7. Click **Submit** after selecting the media. You will be directed back to the main page for Manage Media

A screenshot of the 'Upload New Media' form. The form has a dark blue header with the text 'Upload New Media'. Below the header, there is a white area with a dark blue button labeled 'Upload New Media' on the left, which has a yellow arrow pointing to it. To the right of this button is a search bar with a dropdown menu set to 'My Media', a text input field for 'Search Name', a dropdown menu for 'Type...', and a dark blue 'Search' button. Below the search bar, there is a light blue banner with a white information icon and the text 'There is no media to display.'.

## Adding Media to Questions

### Hotspot Questions

1. Click **Content**
2. Select **Manage Content**
3. Click **New Question**
4. Select question type – **Hotspot**
5. Click **Add Stem Media** to add an image
6. Select the image you want to attach
7. Select the areas of the image you want labeled as correct
8. Select the **Outline** you want the question associated to
9. Add a **Case** (optional) and a **Question Stem**
10. **Save** question

### All other question types

1. Click **Content**
2. Select **Manage Content**
3. Click **New Question**
4. Select question type
5. Enter question as normal with **Case** (optional), **Question Stem**, **Outline**, **Answers/Objectives** and optional **Explanation/References**
6. **Save** question
7. Click **Add Media**
8. Click on the piece of media you want to attach
9. Close out Manage Media window
10. **Save** question