



Using Pictures in Existing Laulima Quizzes

This tutorial will show you how to:

- Upload a resource to Laulima, and find the website link (URL) to that resource
- Edit an existing quiz in Laulima
- Incorporate images into your quiz

Step 1a: First we need an image. Find an image¹ that you would like to incorporate into your exam. Have an idea of how you would like to use this image (see tips below this tutorial).

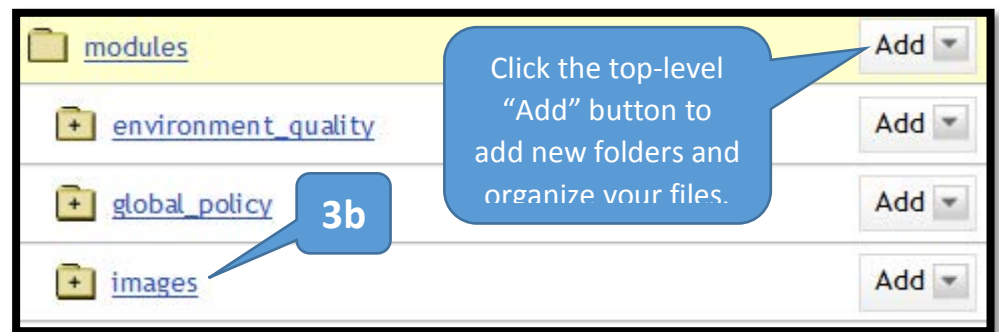
Step 1b: Your image should be correctly sized before uploading it. Laulima's resizing function can be tricky to use. (Reference our image resizing tutorials to properly **resize your image**.) Remember where you saved your image.



Step 2: Next we need to add the image to Laulima. Log in to Laulima (<http://laulima.hawaii.edu>) and click on the course you would like to work in.

Step 3: Click on the left-hand link called **Resources**. This is where we will be uploading the image.

Step 3b: You can organize your Resources to your liking by adding folders to keep everything in order. Create your folders before proceeding to Step 4.



4a



Step 4a: Navigate to the folder that you would like to save your image in. Then click the "Add" button next to the folder name, then "Upload File."

Step 4b: Click "Browse..." and navigate to where your image was saved. Select it, and then click "OK." You can change the display name of the image to help you later on so that you know what picture that is.

Step 5: Now that your image is online, we need the URL to put it into the quiz. Hold down the CTRL key on your keyboard, and click on the image name. This will open the image in a new tab. The URL (web address) in this new tab is the URL you need to add your image.



There are different ways to incorporate the image. For example, with Multiple Choice, you can either have the image in your question, or as a part of the answer. (E.g. "What is wrong with this plant?" vs. "Which plant has a potassium deficiency?")

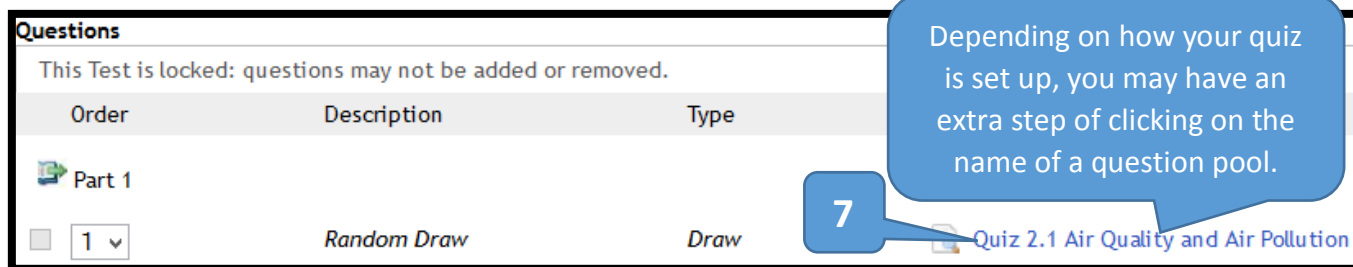
Copy it (Select/"Highlight" it, and press CTRL+C on the keyboard, or Command+C, or ⌘+C).

Step 6: After deciding how you would like to include the image, click on the quizzes link (*Tasks, Tests and Surveys*) on the left.

Step 7: Find the quiz that you would like to edit. Click on it.

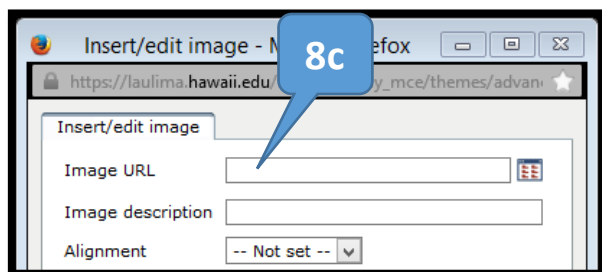
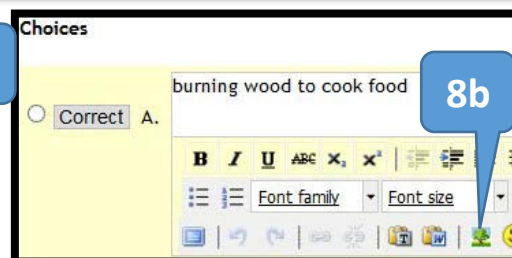
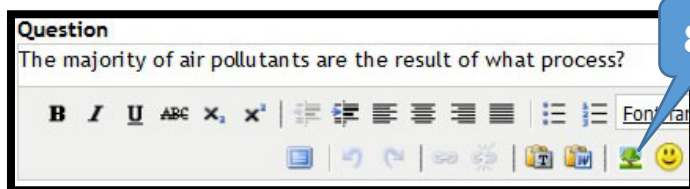
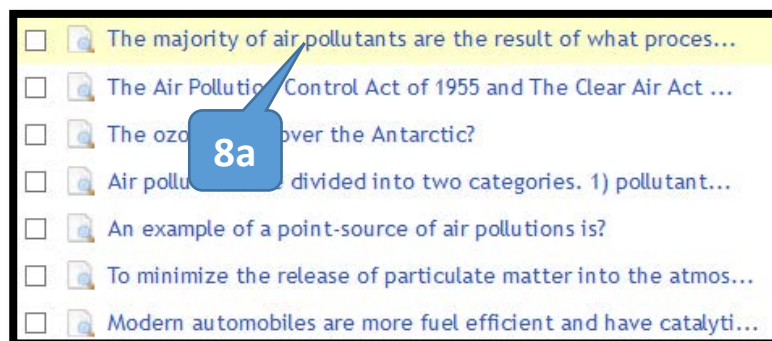


¹ Remember that your image needs to comply with copyright and fair use laws.



Step 8a: Click on the question you would like to edit.

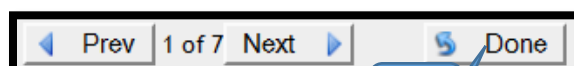
Step 8b: In the question or answer section, depending on where you want to use the image, click on the button that looks like a tree.



Step 8c: Paste the URL into the pop-up window, in "Image URL." Then include a brief and accurate description of the image in the "Image description" box. This will ensure that the quizzes are 100% user-friendly. Then click "Insert."

Step 9a: Once you've finished placing all of your images for the question, you can preview your quiz by clicking "Test Drive" at the top of the window.

Step 9b: If it looks good, click the "Done" button at the bottom of the quiz window.



If you have any questions, please email our office at kongk@ctahr.hawaii.edu.

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