

2.5 Attach an Asset

You may need to attach an asset to your item. You can attach assets that have been pre-loaded into the system. If the file you want to use is not listed, you can upload it to the project. Some assets may require **Metadata**, if the metadata was not saved with the asset, you are required to add the metadata to the asset when you attach it to the item.

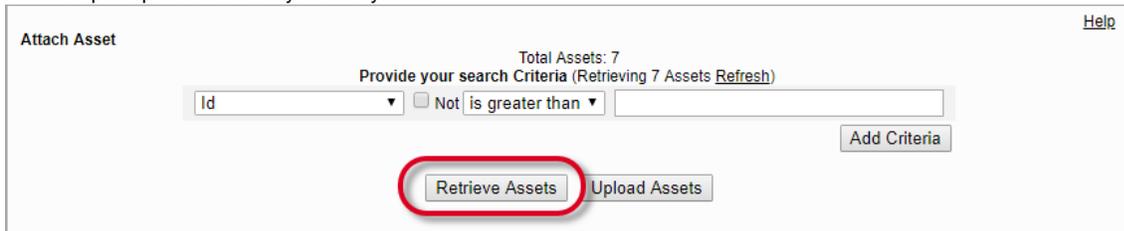
 For more information on uploading and accepting assets, refer to [Upload an Asset](#) and [Accept an Asset](#) respectively.

Add an image to the Question Stem or Answer Options

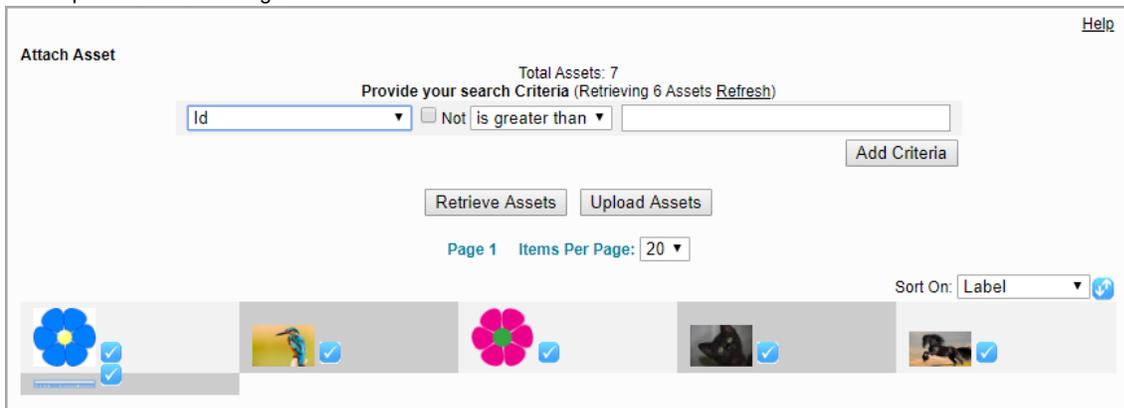
1. Select the **Insert Asset Manager** menu in the Rich Text Editor above the *Question Stem* or the *Answer Options* text area to which you wish to attach an asset.



2. A pop-up window appears allowing you to search images by setting criteria for the file that must be uploaded. Click the **Retrieve Assets** button to pull up assets already in the system.



All the assets uploaded for the specific project are displayed as thumbnails. Details of each image asset can be accessed by hovering the mouse pointer over the image.



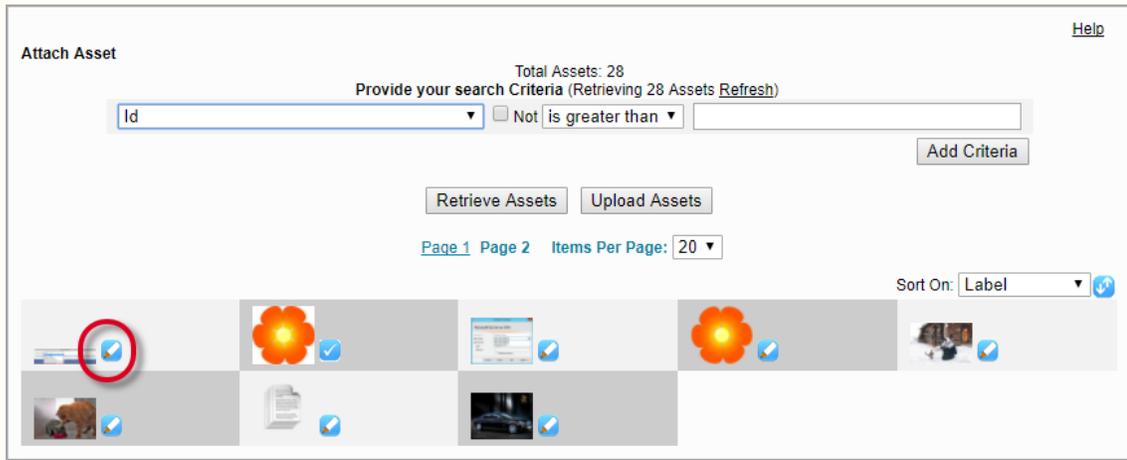
3. The image assets displays the **Attach**  icon for all files that include all the mandatory details attached to them. Click the **Attach**  icon for the asset you wish to attach to the item.

 You cannot attach assets in a **Deleted** or **Rejected** state.

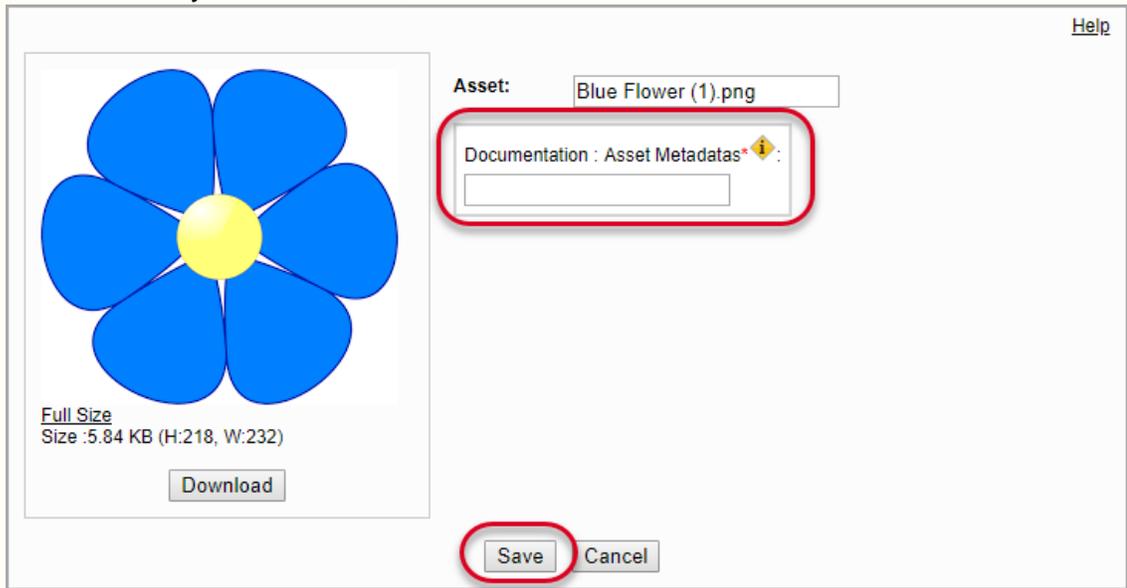


For the assets that do not have all the mandatory details, an **Edit** icon is displayed instead of the **Attach** icon.

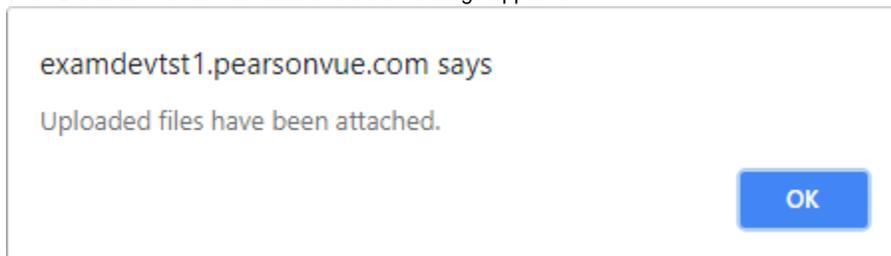
Click the **Edit** icon and a pop-up window opens.



Enter the **Mandatory Metadata** and click **Save**.



4. Click **OK** when the file has been attached message appears.



 To view details about an embedded asset, double-click the image to open the details in a pop-up window.

Asset: Blue Flower (1).png Id: 8770 (Rev Code: Current)

State: Completed

Display Mode: Inline

Blueprint:

Enemy:

Documentation : Asset Test

Metadatas:

Uploaded By: Turner, Viky (June 12, 2019) Modified By: Turner, Viky (June 12, 2019)

Draft: Accepted By: Turner, Viky (Jun 12, 2019)

On Questions: [Q244089 English](#) Version History:

Comments:

[Add Comment](#)

		Test simple asset comment/ (Turner, Viky, 06/12/2019 03:43 PM)	Latest
		Second comment. (Turner, Viky, 06/12/2019 03:43 PM)	Latest

On this page you can **add**, **edit**, and **delete** comments. When multiple comments have been added, they are listed oldest to newest in alternating colors per row.

5. **Close** the **Attach Asset** pop-up window.
6. The Write Question page now includes the attached asset in either the Question stem or the answer option.

Develop Questions Prepare Assets Create Exam Form Manage Observe Manage Item Bank View Item Bank

Write Item Review Validate

Welcome edvturner (Last Login: 12/03/18 03:44 PM) Home Tasks Logout

Summary Write Question Project: Vikys Project Help

Uploaded files have been attached.

Question Number : Unsaved Language: English Weight : Default

* Question Stem: Select the blue flower.

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label

A: Correct

Edit Insert Format Table Tools

Arial 9pt **A** **B** *I* U U U U

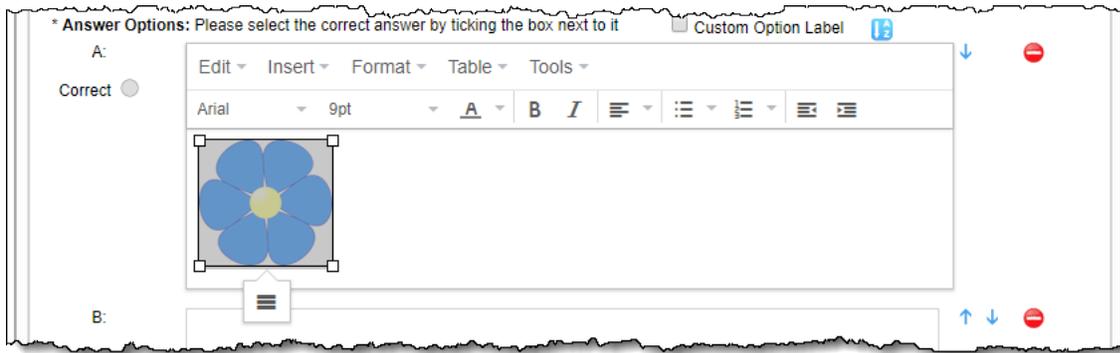
Modify inserted image

Once you have inserted an image asset into a Rich Text Editor, you can change the height and width of the image. You can also add an image description.

1. Attach the asset into a Rich Text Editor.



2. Click on the image. Click the **Image Options** context menu button.



The Insert/edit image pop-up window opens.

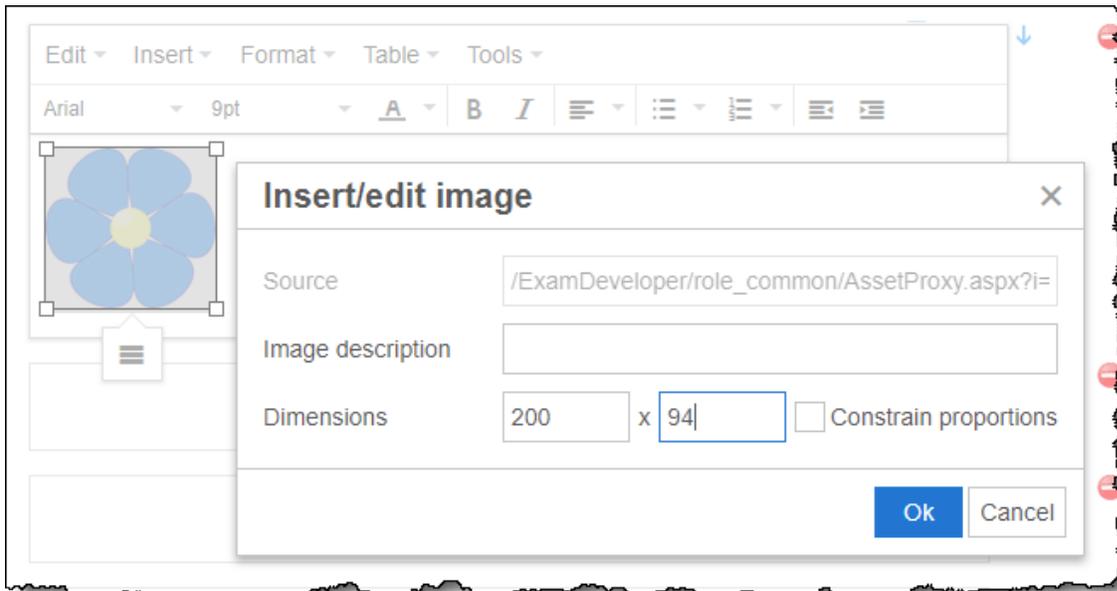


- i** When you first open the **Insert/edit image** pop-up window, if you do not see the dimensions of the selected image click **OK** and then open the pop-up again. The **Dimensions** should now be displayed.

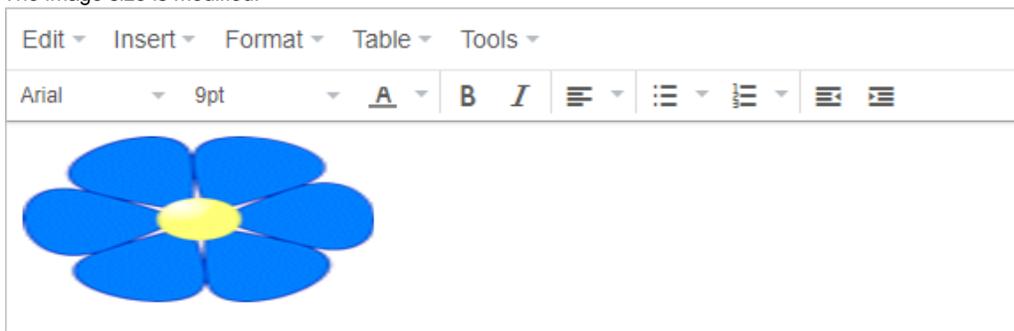
The Source field lists the asset location.

Modify image height and width

1. Enter the desired pixel **Width** of the image in the box on the **left**.
2. Click into the box on the right. If **Constrain proportions** is selected, the **Height** box on the right is automatically adjusted to stay in proportion to the width.
3. If you wish to modify the height separate from the width, **de-select** the **Constrain proportions** check box and enter the desired pixel **Height** of the image in the box on the **right**.



4. Click **OK**.
5. The image size is modified.



Reset the image height and width



1. Select the image and click the **Image Options** context menu button.
2. Delete the **Dimensions** for both **Width** and **Height** and keep the **Constrain proportions** option selected.
3. Click **OK**. The image goes back to its original size.

Add an image description

The image description field allows you to add **alt** tags to images to meet accessibility requirements.



1. Select the image and click the **Image Options** context menu button.
2. Enter the desired text in the **Image description** field.

Insert/edit image ✕

Source

Image description

Dimensions x Constrain proportions

3. Click **OK**.
4. Select the **Tools Source code** menu. The image description is listed as an **alt** tag in the source code.

Source code ✕

```
<p></p>
```

5. Click **OK** to close the **Source code** pop-up.

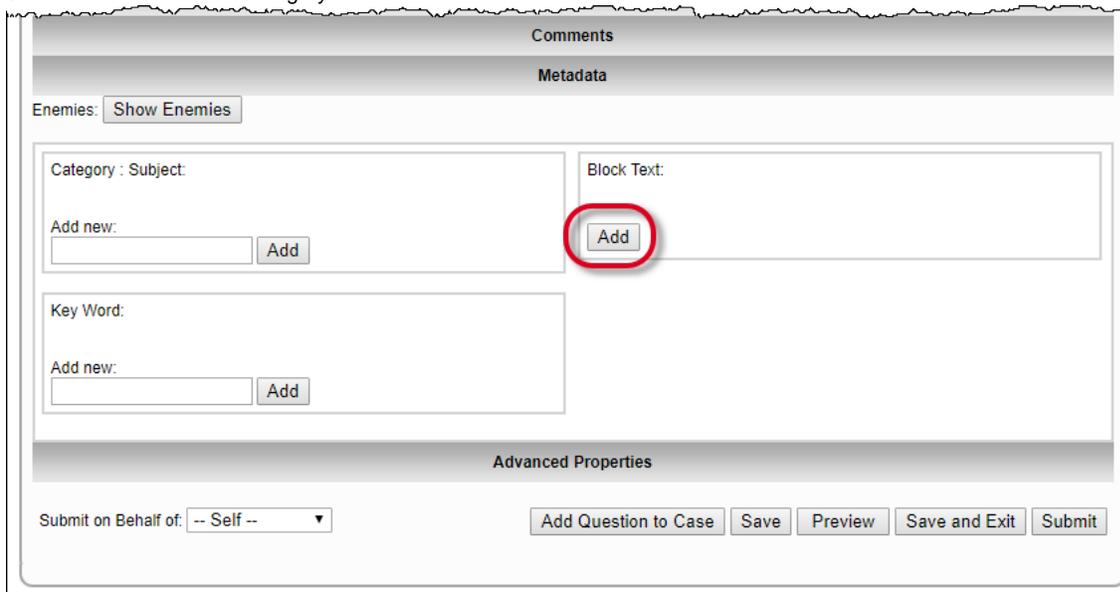
Add an image to a metadata or comment field:

 What type of Metadata can accept Assets?

If you want to attach assets to metadata fields, make sure the metadata type is **Block Text**, as that is the only type that accepts assets.

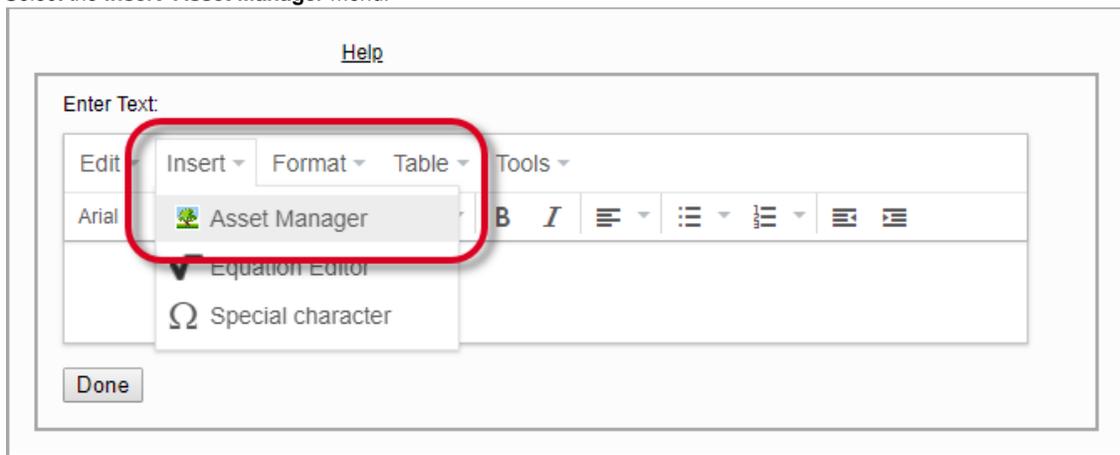
Add image to metadata field

1. Click the **Metadata** accordion gray bar below the item text.



The screenshot shows a user interface with a 'Metadata' section. At the top, there is a 'Comments' section. Below it, the 'Metadata' section is expanded, showing a 'Show Enemies' button. The main area contains two columns of input fields. The left column has 'Category : Subject' and 'Key Word' fields, each with an 'Add new:' label and an 'Add' button. The right column has a 'Block Text:' label and an 'Add' button, which is circled in red. At the bottom, there is an 'Advanced Properties' section with a 'Submit on Behalf of:' dropdown menu and several buttons: 'Add Question to Case', 'Save', 'Preview', 'Save and Exit', and 'Submit'.

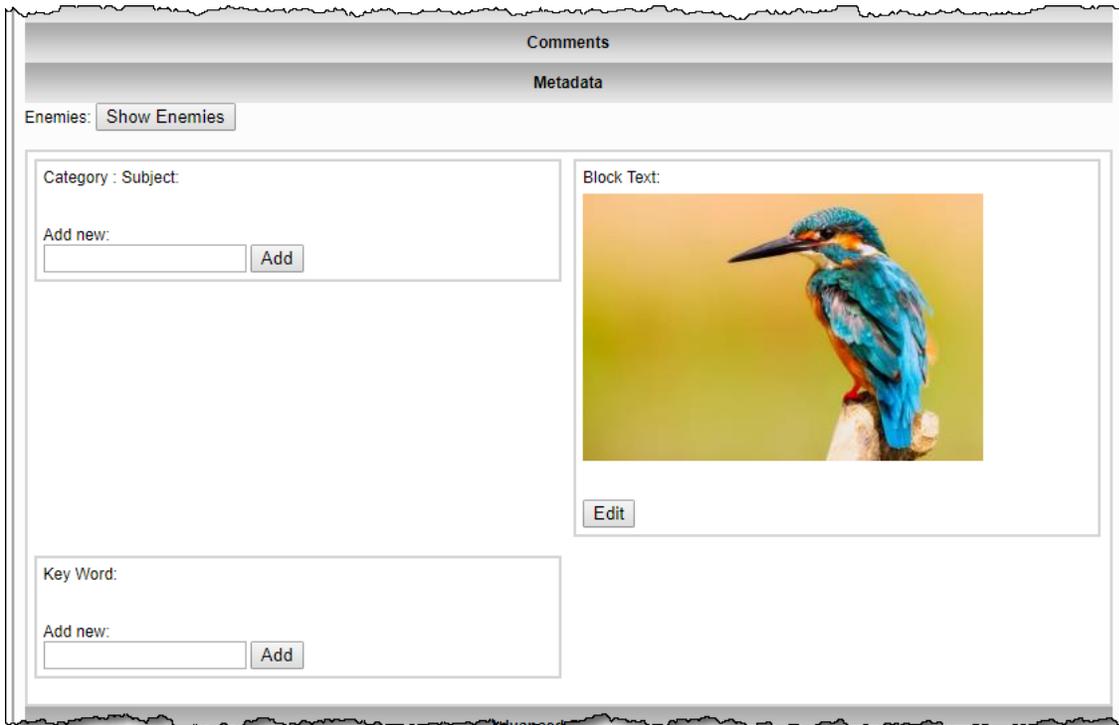
2. For **Metadata** fields (Block Text), click the **Add** button.
3. Select the **Insert Asset Manager** menu.



The screenshot shows a Rich Text Editor interface. At the top, there is a 'Help' link. Below it, the 'Enter Text:' section contains a toolbar with 'Edit', 'Insert', 'Format', 'Table', and 'Tools' menus. The 'Insert' menu is open, showing options like 'Asset Manager', 'Equation Editor', and 'Special character'. The 'Asset Manager' option is highlighted with a red box. At the bottom, there is a 'Done' button.

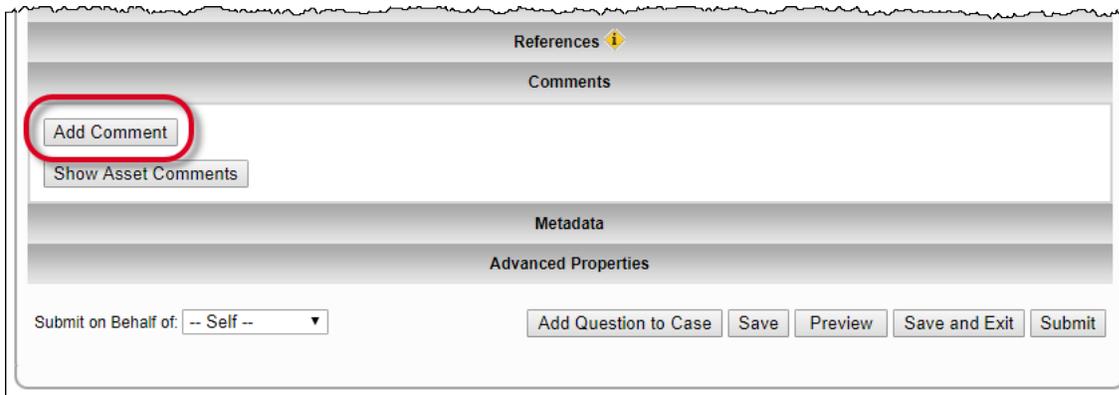
 See sections [Rich Text Editor Functions](#) and [Insert and Format Tables](#) for details on working with the Rich Text Editor.

4. **Retrieve** the asset or **Upload** the asset in the Attach Asset window.
5. **Add** the asset and **close** the Attach Asset window.
6. Click **Done**. The asset is added to the metadata.

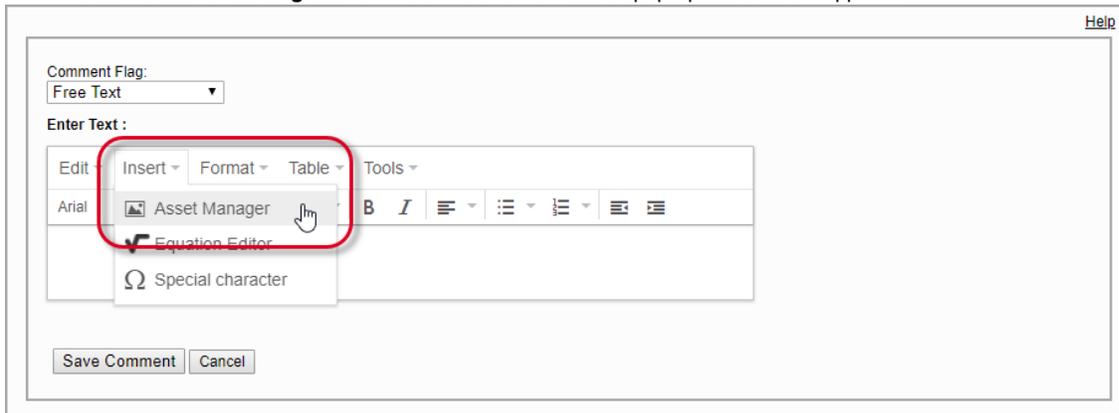


Add image to Comment field

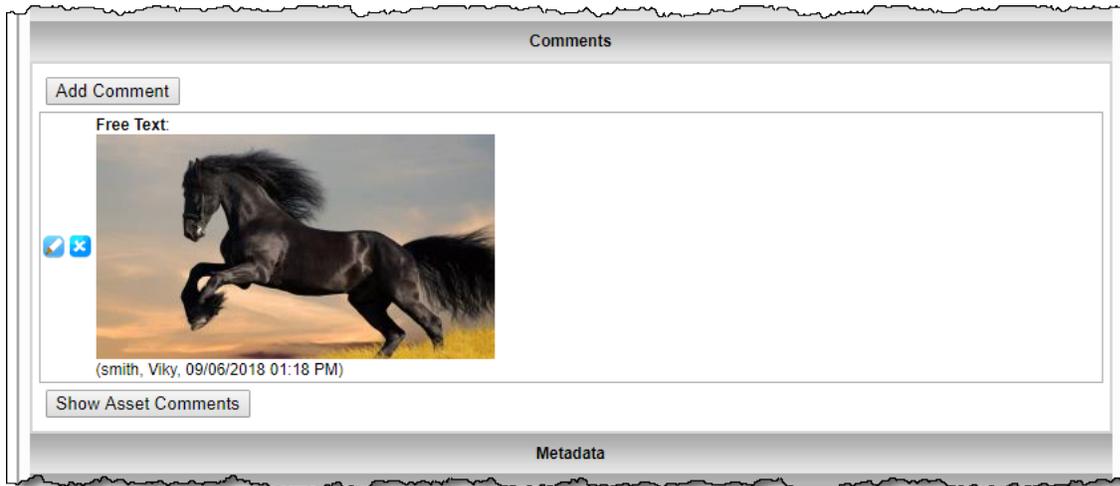
1. Click the **Comments** accordion gray bar below the item text.
2. Click the **Add Comment** button.



3. Select the **Insert Asset Manager** menu above the text area in the pop-up window that appears.



4. Follow steps 2 through 6 listed above for attaching assets to items or Answer Options.
5. Click **Save Comment**. The asset is added to the Comments field.



It is possible to modify the properties of **Spreadsheet Material** (.xls and .xlsx file format assets) attached to **G-Type Case Text** via the pop-up window that appears when double-clicking on the attached Spreadsheet Material.



This File type can not be viewed

Size :6.91 KB

[Download](#)

[Help](#)

Asset:	Book1.xlsx	Id:	5071 (Rev Code: Current)
State:	Processing		
Display Mode:	Inline		
Blueprint:			
Enemy:			
DDCategory1 :	DD1 content1		
Dropdown Metadata1s:			
Block Text 1s:			
MET mandatory 1s:			
MET_import_1:			
Single-line Text 1s:			
SLT mandatory 1s:			
MSL Category1 :			
Multi-select List Metadata1s:			

Uploaded By: Admin, Admin (August 19, 2016) **Modified By:** Admin, Admin (July 04, 2017)

On Questions: [Q73647.Arabic](#), [Q73659.Arabic](#), [Q73671.Arabic](#) **Version History:** [5782](#), [5785](#), [5786](#)

Comments: [Add Comment](#)

Spreadsheet Material Properties

***Maximum rows:**

***Maximum columns:**

Frame Height:

[Submit](#)

The **Maximum rows**, **Maximum columns**, and **Frame Height** can be modified and saved by clicking the **Submit** button.

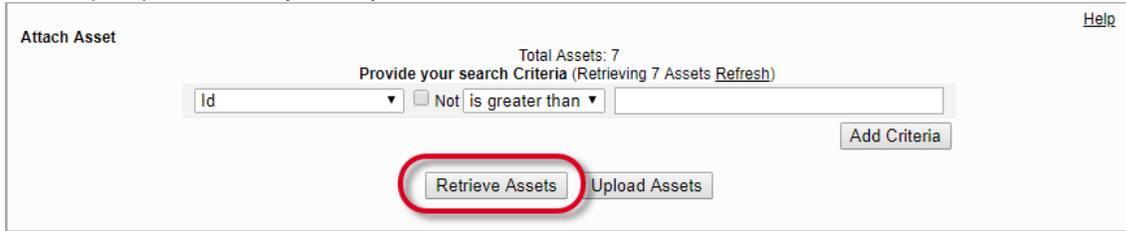
The **Maximum rows** range is from 1 to 500, **Maximum columns** range is from 1 to 100, and **Frame Height** range is from 0 to 9999.

Add a audio or video file to the Question Stem or Answer Options

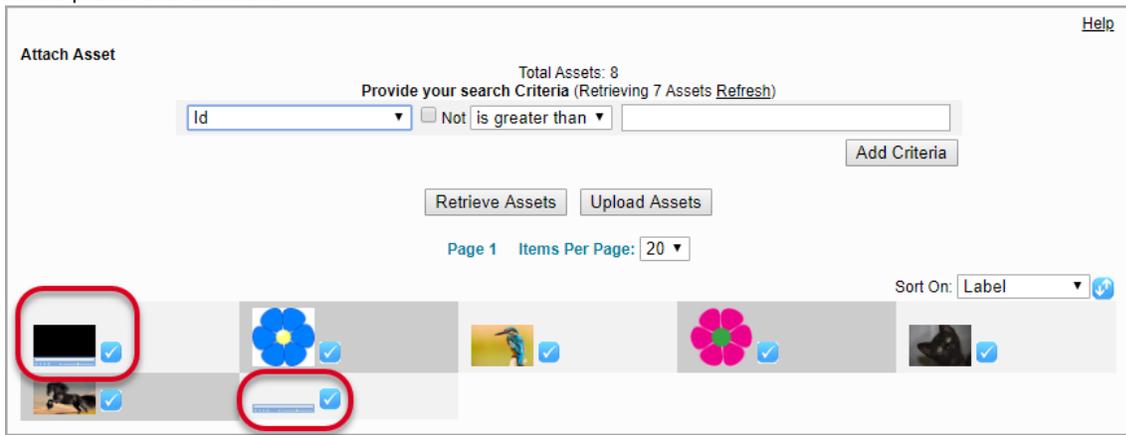
1. Select the **Insert Asset Manager** menu in the Rich Text Editor above the *Question Stem* or the *Answer Options* text area to which you wish to attach an asset.



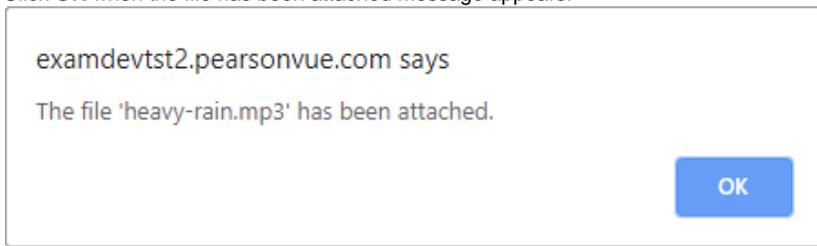
2. A pop-up window appears allowing you to search images by setting criteria for the file that must be uploaded. Click the **Retrieve Assets** button to pull up assets already in the system.



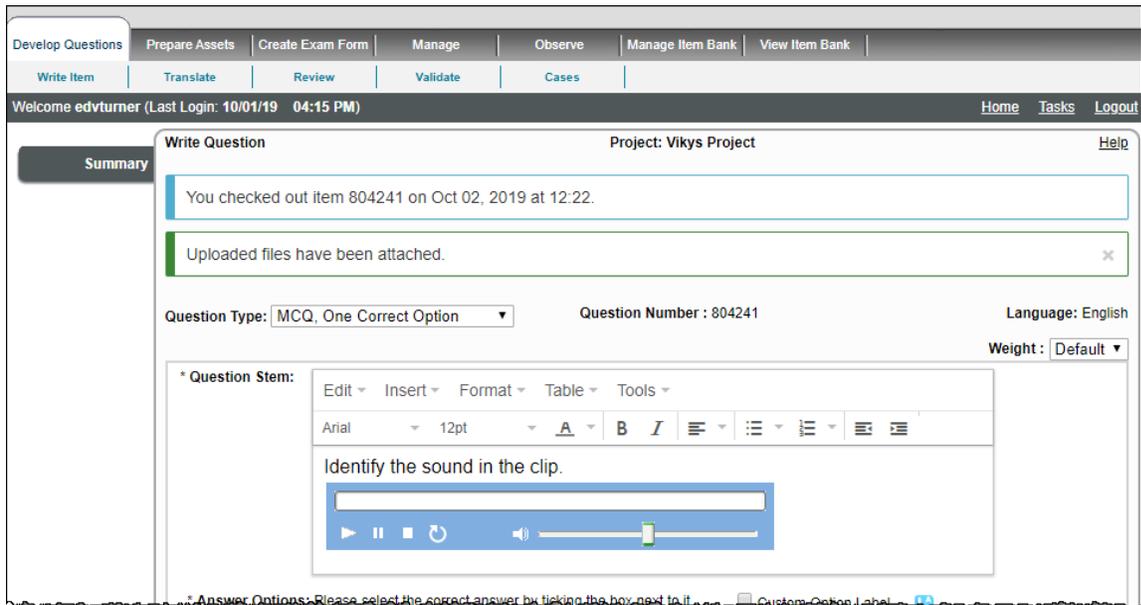
All the assets uploaded for the specific project are displayed as thumbnails. Details of each asset can be accessed by hovering the mouse pointer over the asset.



3. Click the **Attach**  icon for any **Video** or **Audio** files you want to add to the item.
4. Click **OK** when the file has been attached message appears.



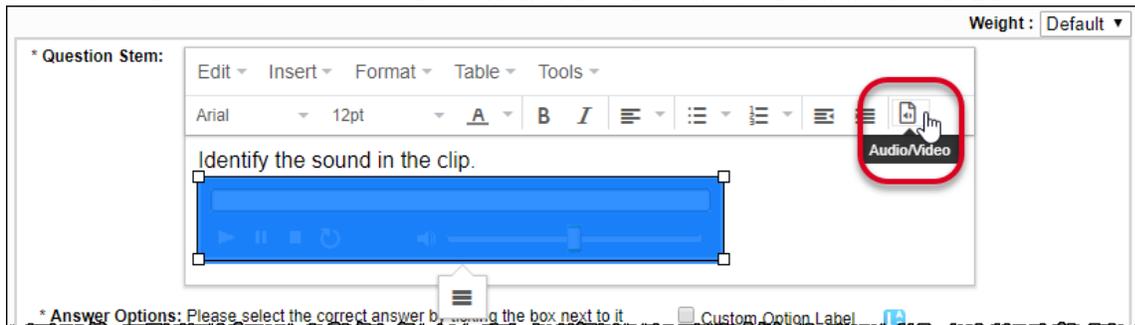
5. The Write Question page now includes the attached audio or video asset in either the Question stem or the answer option.



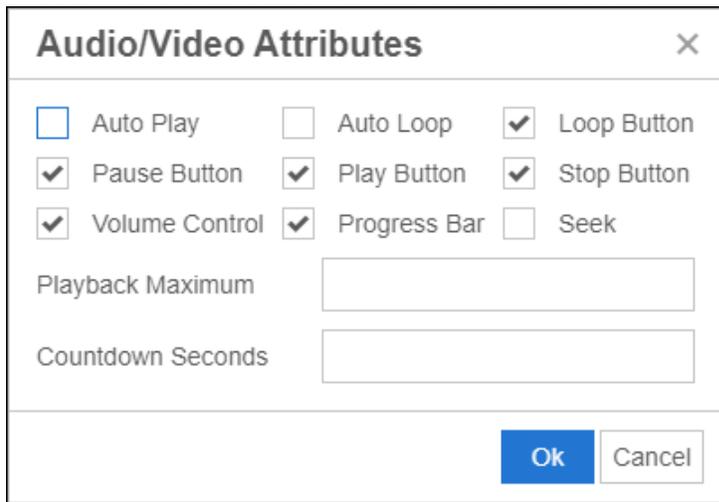
Add QTI attributes to audio or video assets

You can control the behavior of the audio or video clips using the QTI attributes. Some attributes are automatically configured by default. You must open the Audio/Video Attributes pop-up window to change the default settings.

1. Click on the audio or video asset and then click the **Audio/Video** button on the toolbar in the Rich Text Editor.



2. The **Audio/Video Attributes** pop-up window opens where you can configure which buttons will be available on the media control panel, and determine how the audio or video file behaves for the candidate.



3. Select the desired attributes and click **OK**.
 - **Auto Play**: Automatically plays the audio or video clip when the item is presented (not selected by default)
 - **Auto Loop**: Automatically replays the audio or video clip when the clip reaches the end (not selected by default)

- **Loop Button:** Display the Loop  button on the media control panel (selected by default)

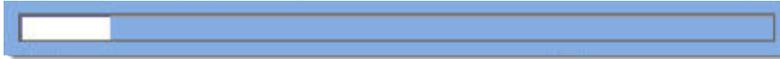
- **Pause Button:** Display the Pause  button on the media control panel (selected by default)

- **Play Button:** Display the Play  button on the media control panel (selected by default)

- **Stop Button:** Display the Stop  button on the media control panel (selected by default)

- **Volume Control:** Display the Volume control  on the media control panel (selected by default)

- **Progress Bar:** Display the Progress bar on the media control panel (selected by default)



- **Seek:** Changes the progress bar to an interactive slider control that allows the candidate to select the playback position in the audio or video clip.



To move directly to a specific time location, the candidate can hover the cursor over the progress bar to see a tool tip containing the playback time, and then click at that specific location. (not selected by default)



- **Playback Maximum:** Enter the maximum number of times you will allow the candidate to playback the audio or video clip. When playback maximum is selected, the Seek and Stop playback functions are disabled by the test driver.
- **Countdown Seconds:** Use countdown seconds in conjunction with auto play. You can specify the number of seconds to delay the playback. You may enter values 1 through 300. If no value is entered (default=0) the playback starts immediately when the item is presented.