


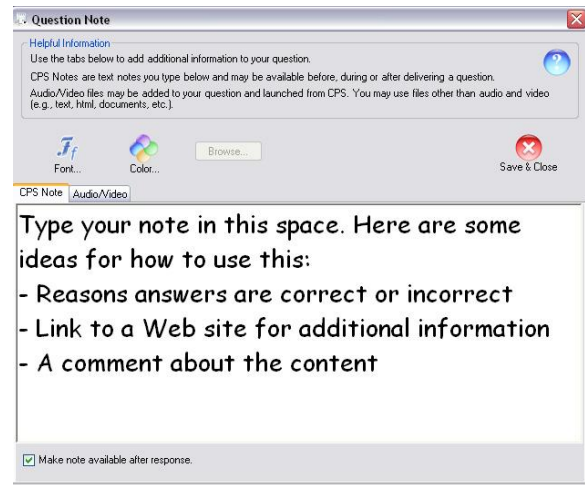


Add Notes and Media to a Question

Add Notes to a Question

1. Click **Question**  in the Options group. A drop-down menu appears.
2. Choose **Notes and Media**.
3. Choose the **CPS Note** tab.
4. **Type a note** in the box and format it with the Font and Color buttons.

Note: There is a checkbox in the bottom-left corner that says, "Make note available after response." If you check this box, your note will not be available until question delivery is complete. If you are using the Auto Move to Next Question feature, this box must be left unchecked for your note to be available.



5. Click **Save** and **Close** to return to the question-authoring window.



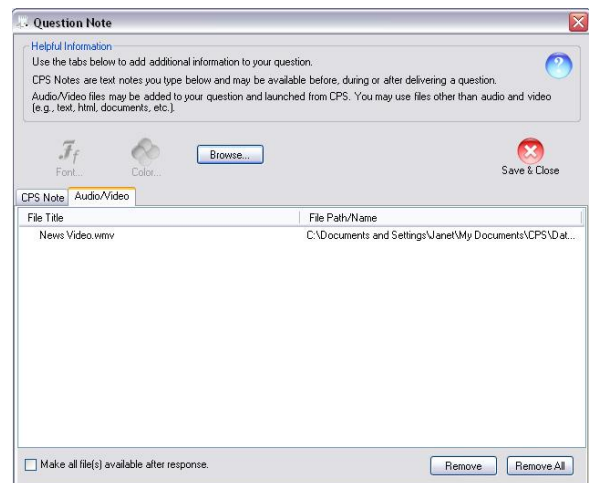


Add Media Files to a Question



1. Click **Question** in the Options group. A drop-down menu appears.
2. Choose **Notes and Media**.
3. Choose the **Audio/Video** tab.
4. Click the **Browse** button and navigate your computer to select the file you want to add.

Note: There is a checkbox in the bottom-left corner that says, "Make all files available after response." If you check this box, your files will not be available until question delivery is complete. If you are using the Auto Move to Next Question feature, this box must be left unchecked for your note to be available.



5. Click **Save** and **Close** to return to the question-authoring window.

