


Attachments add another dimension to assessments and questions. The system offers different ways to provide video, pdf, audio, and images for Exam Takers to access during their assessment.

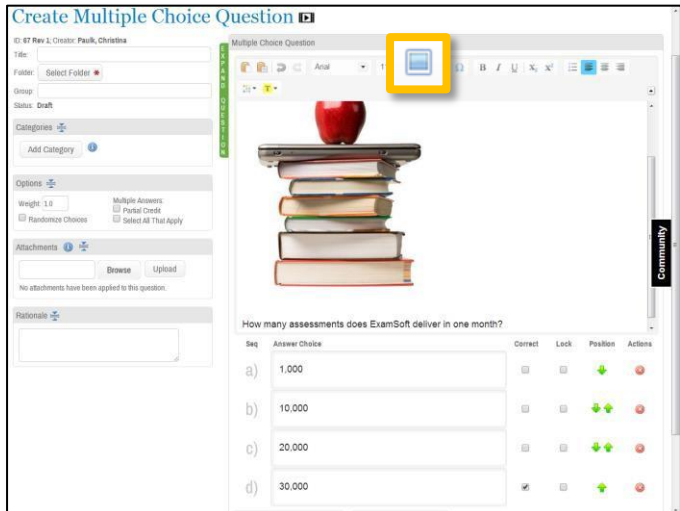
1. **Embedded Images** – Exam Takers can view **images ONLY** that have been embedded within the question stem or any of the answer choices.
2. **Question Level Attachment** – Exam Takers will only be able to view this attachment when they are reviewing the specific question.
3. **Assessment Level Attachment** – Exam Takers can access this attachment at any time during the actual exam.

 There are specific size limitations for each file type (view chart below). When creating an assessment with attachments, there is a total maximum size of 200 MB combined.

Attachment Limitations	
File Type	Limit
<b>GIF, JPG, JPEG, PNG</b>	3 MB
<b>PDF</b>	20 MB
<b>RTF</b>	5 MB
<b>Audio: MP4(audio), MP3</b>	15 MB
<b>Video: AVI, MOV, MP4</b>	150 MB
<b>Total Max Size of Assessment</b> <i>(including embedded images)</i>	<b>200 MB</b>

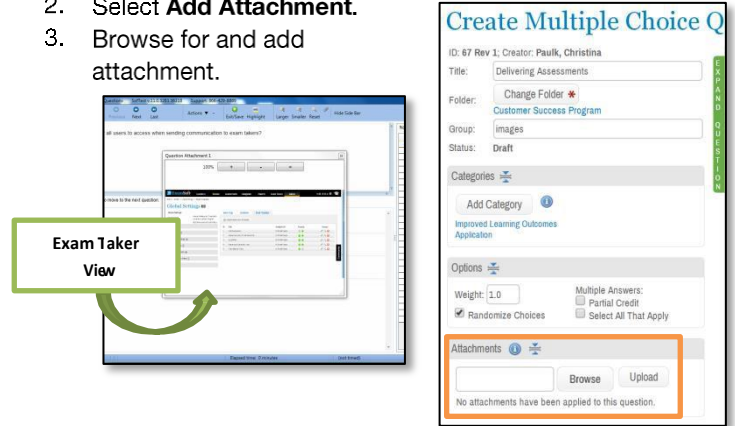
## Embedded Images


1. When creating a question, it is possible to embed **ONLY images** into the question stem and each of the answer choices.
2. Click the image icon to insert a jpg, jpeg, gif or png file.
3. The size limit is **30MB** per image.
4. This embedded image will **add** to the **total** maximum size limit of 200 MB for an assessment.



## Question Level Attachments

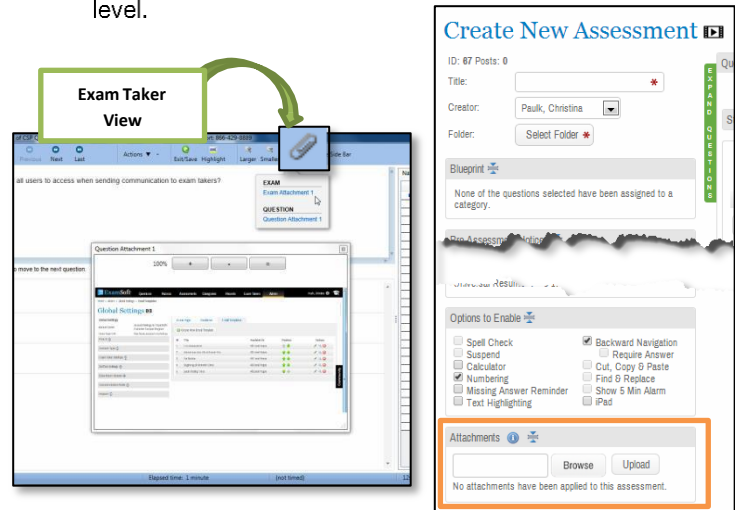
1. Create a question or edit a previously created question.
2. Select **Add Attachment**.
3. Browse for and add attachment.




 **Question level attachments** are best used when Exam Takers need to review a specific resource to answer a single question. It can only be viewed when they are on that specific question in the assessment.

## Assessment Level Attachments

1. Create an assessment or edit an assessment draft.
2. Select **Add Attachment**.
3. Browse for and add attachment.
4. Only **ONE attachment** can be added at the assessment level.



 **Assessment level attachments** are best used for resources that Exam Takers will need to access throughout the assessment (such as a case study, lab values/formulas, or terms/definitions). They will be able to access this **ONE** file at any time during the assessment by clicking on the paper clip icon.