

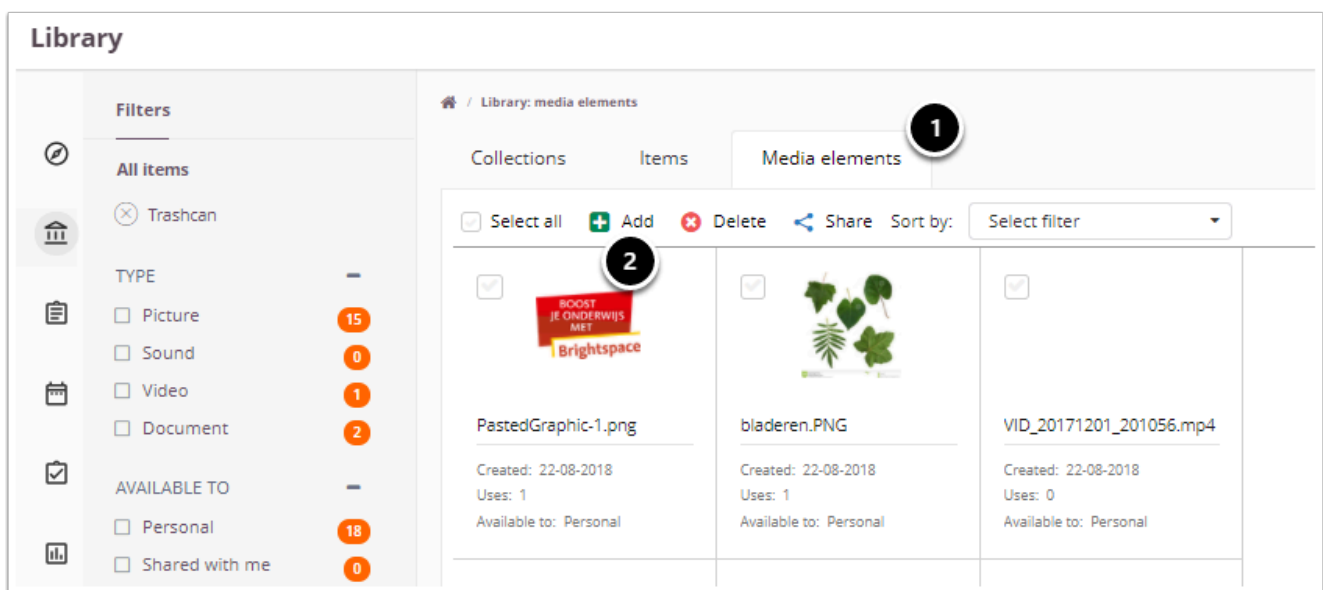
How do I add media elements (photos/videos)?

[Add media elements to the library](#)

[Add media elements to items](#)

Add media elements to the library

- Use the navigation bar on the left to navigate to the **Library**.

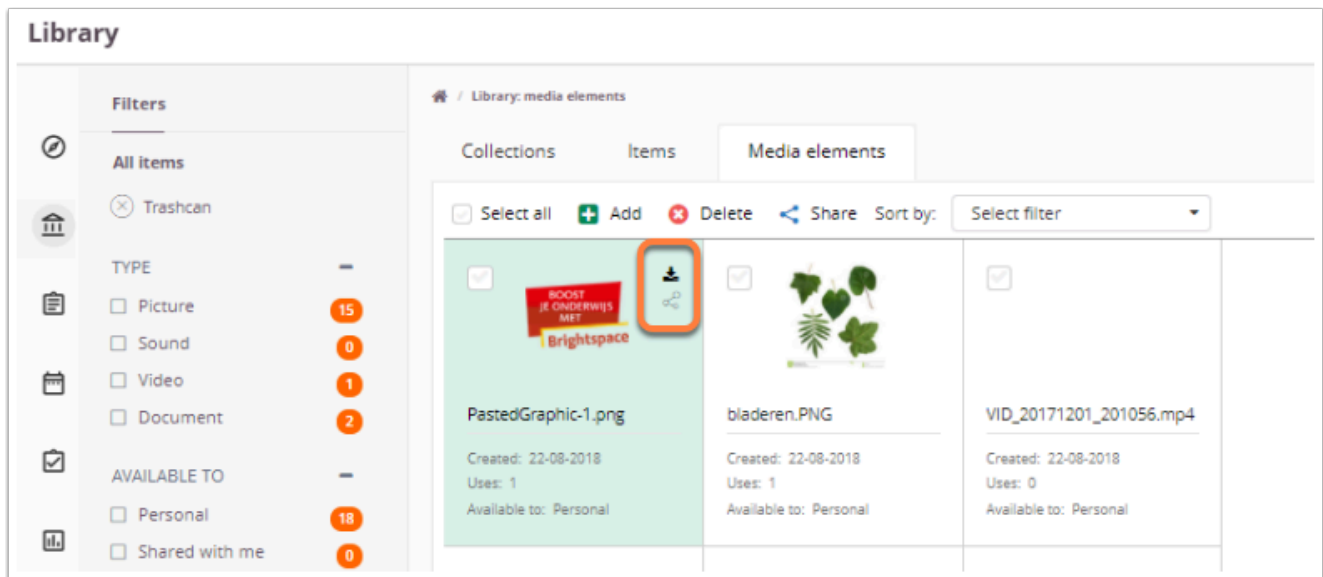


1. Navigate to the **Media elements** tab.
2. Click **Add**. The explorer you can use to find and select the desired media file is now opened.



To maintain overview in the library it is important to give the media element a unique name before it is added to the library. It is not possible to change the name after the element has been added to the library.

Werkinstructies



If you move your mouse across the file, two icons will appear:

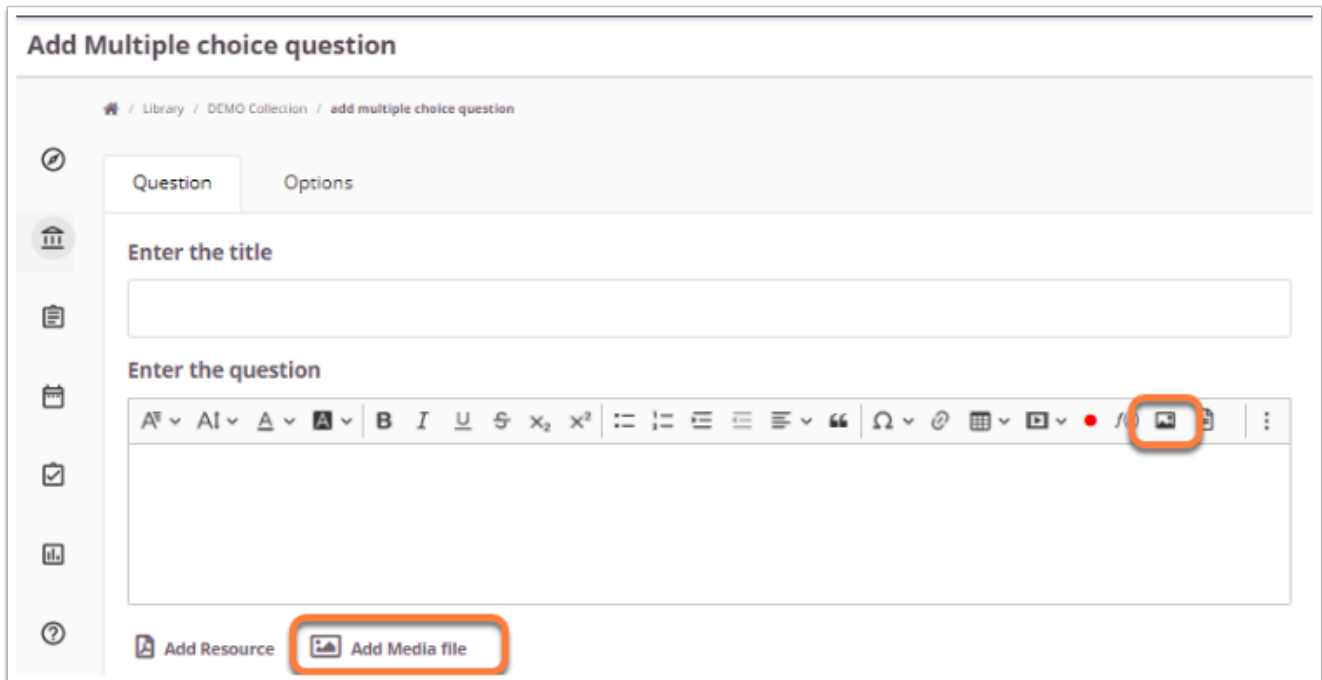
- Use the arrow icon to download the file.
- Use the dot icon to share the file with other Cirrus users.

Add media elements to items

It is possible to add media elements to items.

- Use the navigation bar on the left to navigate to the **Library**.
- Click on the collection you want to add the item containing media to.
- Click **Add** and select the desired question type, or open an existing item.

Werkinstructies



Add Multiple choice question

Library / DEMO Collection / add multiple choice question

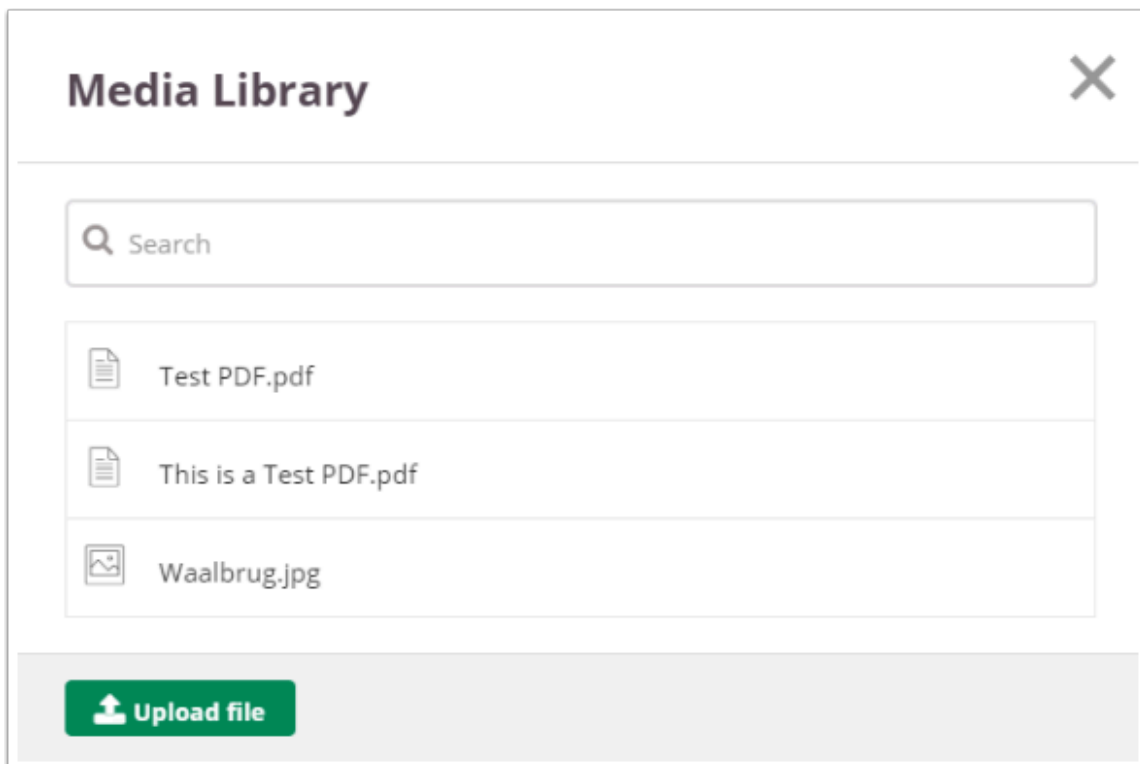
Question Options

Enter the title

Enter the question

Add Resource Add Media file

- Click one of the two buttons that lead to the **Media library**.



Media Library

Search

Test PDF.pdf

This is a Test PDF.pdf

Waalbrug.jpg

Upload file

- Select the desired file. You can search for files in the search bar.
- Click **Upload Image** if you want to add and use a new file. It will automatically appear in the media library.

Werkinstructies

- 💡 • Cirrus is an online platform; keep in mind that it might take a while for media files to load. That is why it is advised to use small files (<2 MB). Do not use too many items containing media in one assessment.
- Always test your exam on the location of the exam to be sure that the exam is not too big and that no issues will occur.