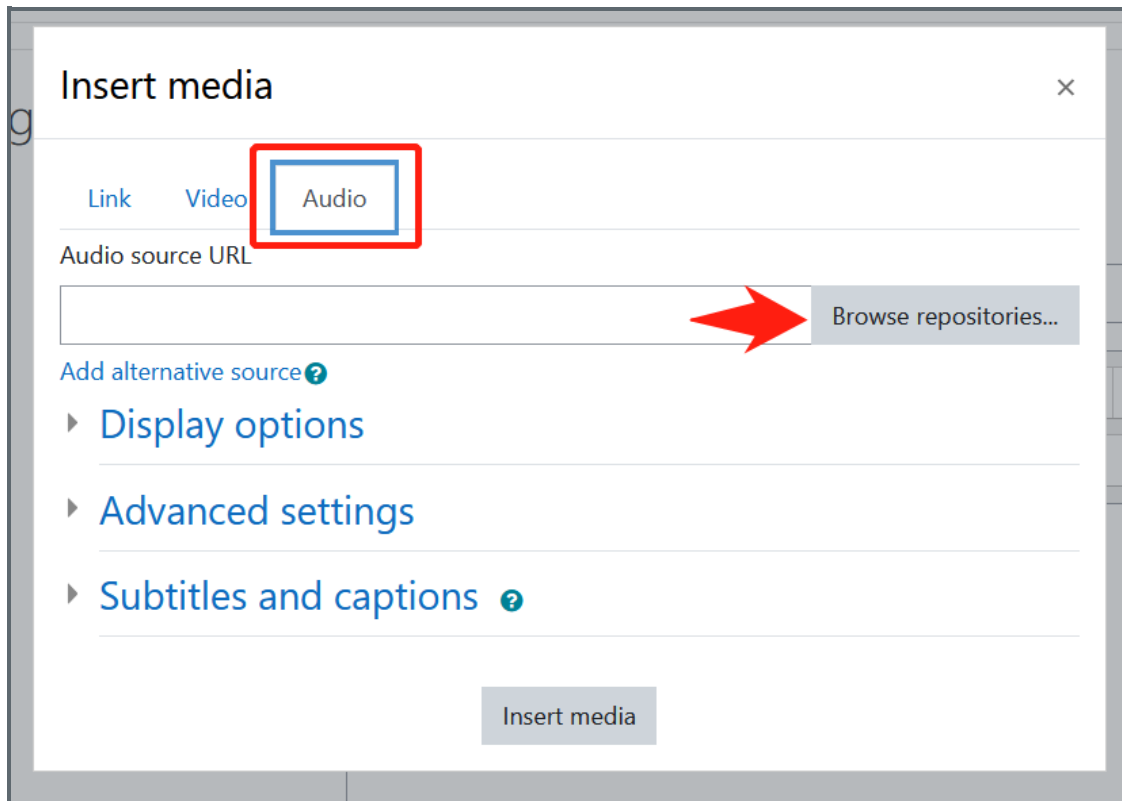


# How to Insert an Audio in a Quiz Question



An example of an Audio tab to embed a Recording

## Overview:

This guide will show you how to insert an audio file in the text area when you edit a question in a Quiz activity.

## What to know:

The previous practice to insert an audio in the HTML text area is to add a hyperlink of an audio file. If you find the audio recording in a question fails to be displayed in the text area, please edit the way of embedding the audio file. Otherwise, the question will be empty with no recording displayed in the question.

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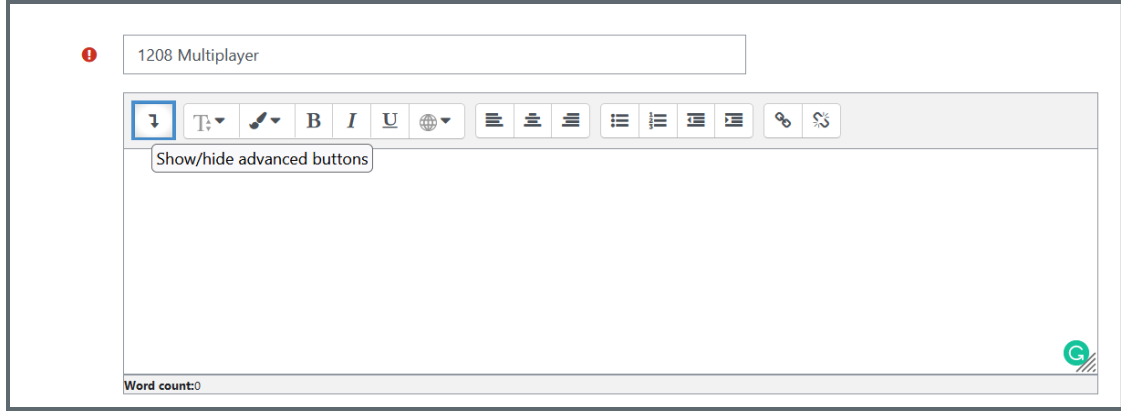
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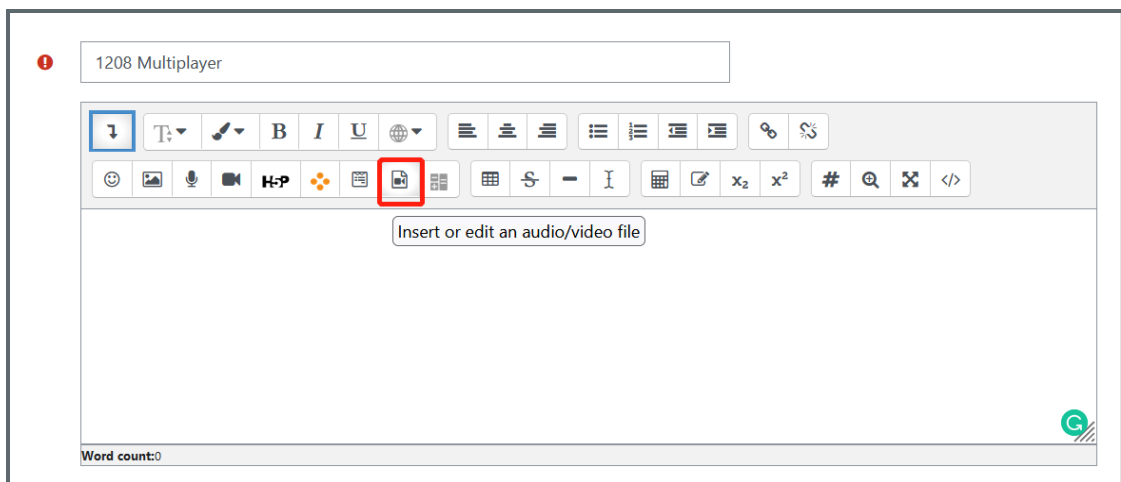
### Step 1: Show advanced button in the text editing area

Click on the down arrow to show the advanced buttons.



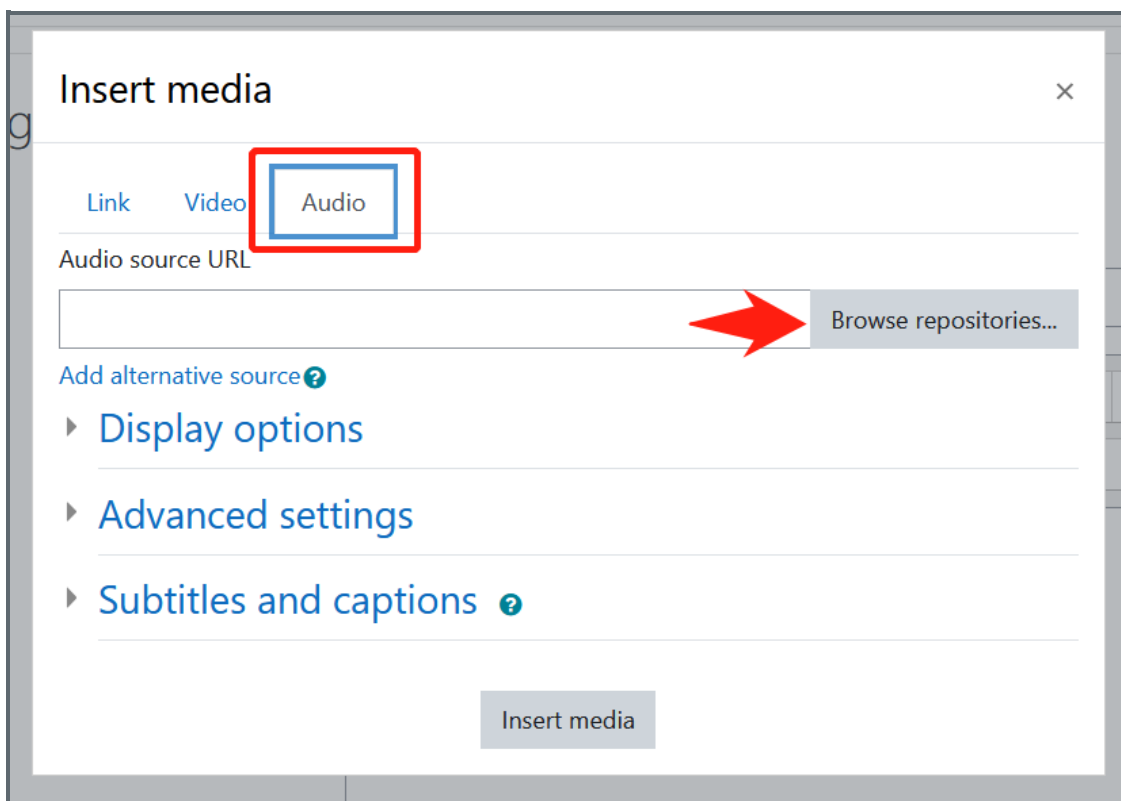
## Step 2: Insert an audio

Click on the "Insert or edit an audio/video file".



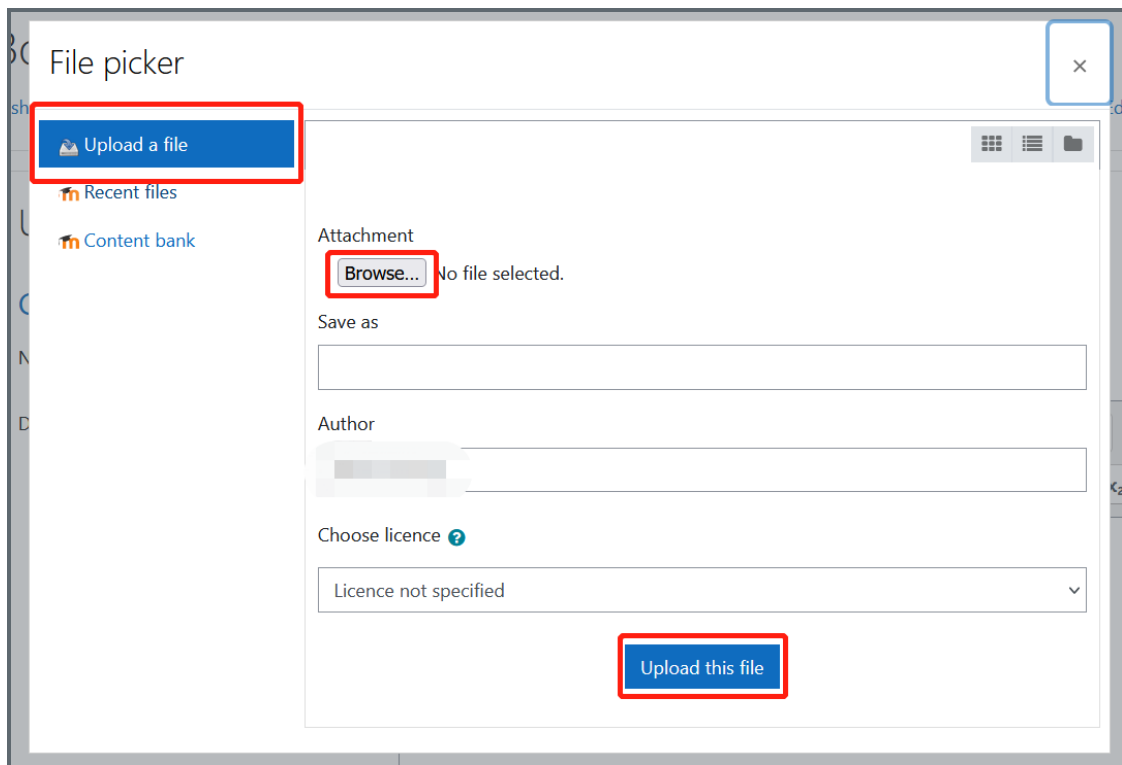
## Step 3: Browse the audio file

In the pop-up window, choose the Audio tab and Browse the audio from local files.



## Step 4: Pick up the file

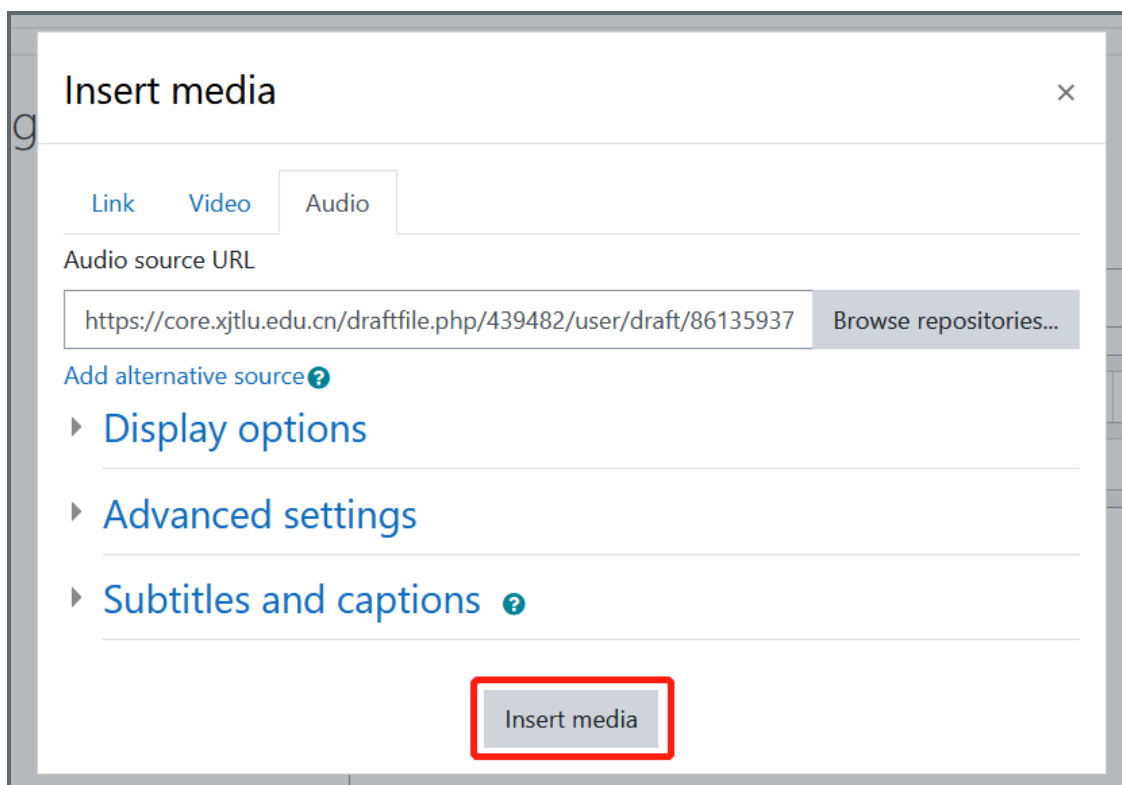
Choose "Upload a file" and click on the "Browse" button to select the audio file. Then upload the selected file.



The screenshot shows a 'File picker' dialog box. On the left, there is a sidebar with three options: 'Upload a file' (highlighted with a red box), 'Recent files', and 'Content bank'. The main area of the dialog has a section titled 'Attachment' with a 'Browse...' button (also highlighted with a red box) and the text 'No file selected.' Below this is a 'Save as' text input field, followed by an 'Author' field with a blurred profile picture. There is a 'Choose licence' dropdown menu showing 'Licence not specified'. At the bottom right, there is a blue 'Upload this file' button (highlighted with a red box).

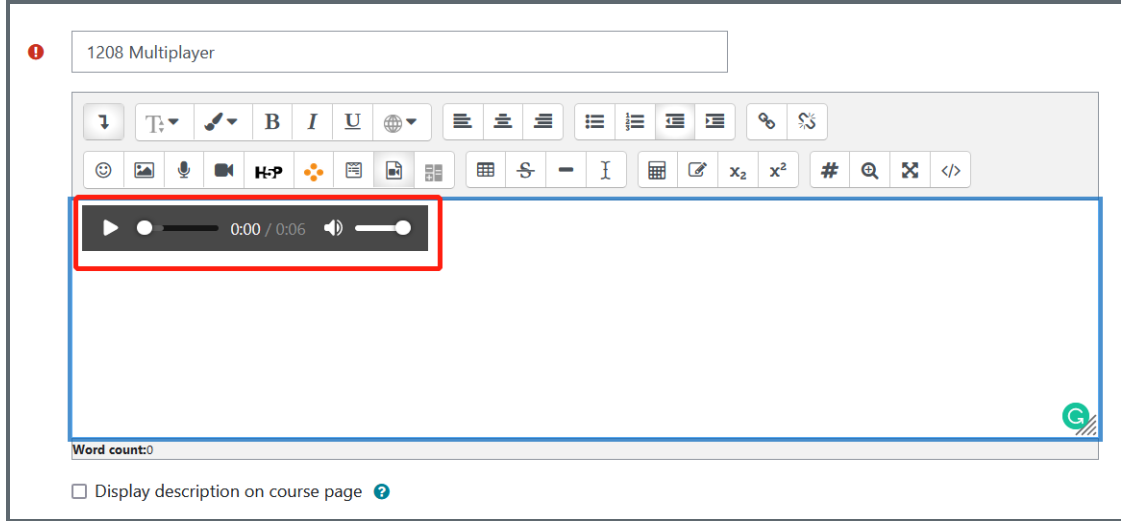
## Step 5: Insert Media

Now the source URL has been updated with the selection audio and click "Insert Media".



The screenshot shows an 'Insert media' dialog box. At the top, there are three tabs: 'Link', 'Video', and 'Audio' (which is selected). Below the tabs, the 'Audio source URL' is displayed as 'https://core.xjtlu.edu.cn/draftfile.php/439482/user/draft/86135937'. To the right of the URL is a 'Browse repositories...' button. Below the URL, there is a link 'Add alternative source?' followed by three expandable sections: 'Display options', 'Advanced settings', and 'Subtitles and captions'. At the bottom center, there is a grey 'Insert media' button (highlighted with a red box).

You will then find the audio displayed in the text area.



### Tips:

If the previous recording inserted in the questions via hyperlink fails to be displayed, please cut the URL of the audio file and paste it in "Audio Source URL" tab in Step 5. The recording will be displayed normally.

### Next steps:

Now that you have finished inserting an audio, you may be interested in the following related articles:

[How to Apply the Multiplayer Control Function for Audios in a Quiz Question](#)

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-insert-an-audio-in-a-quiz-question-359.html>