

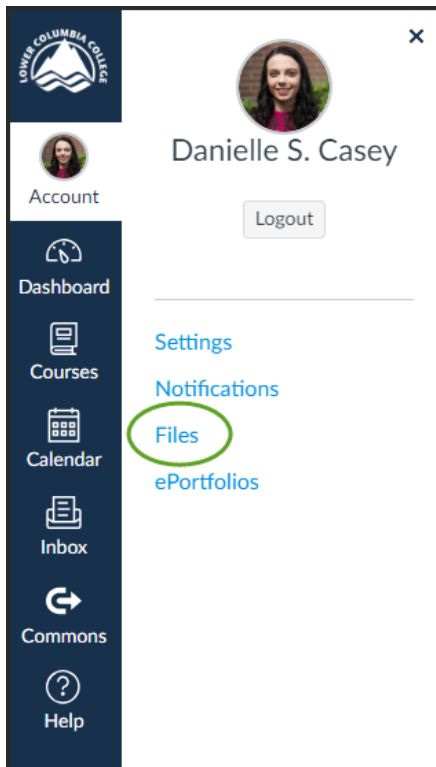
Embedding an Image in a Discussion Post

Embedding images makes them display directly in your post so that others don't need to click on links to see them. To embed images in Canvas as a student, there are two major parts: uploading the image to your Canvas Files and adding the image to your post. **Note:** While this tutorial relates specifically to discussion posts, you can embed an image anywhere in Canvas where you can use the Rich Content Editor (everywhere *except* your Inbox messages).

Part 1: Upload to Files

Step 1

From the left-hand navigation, select Account, and then click Files.



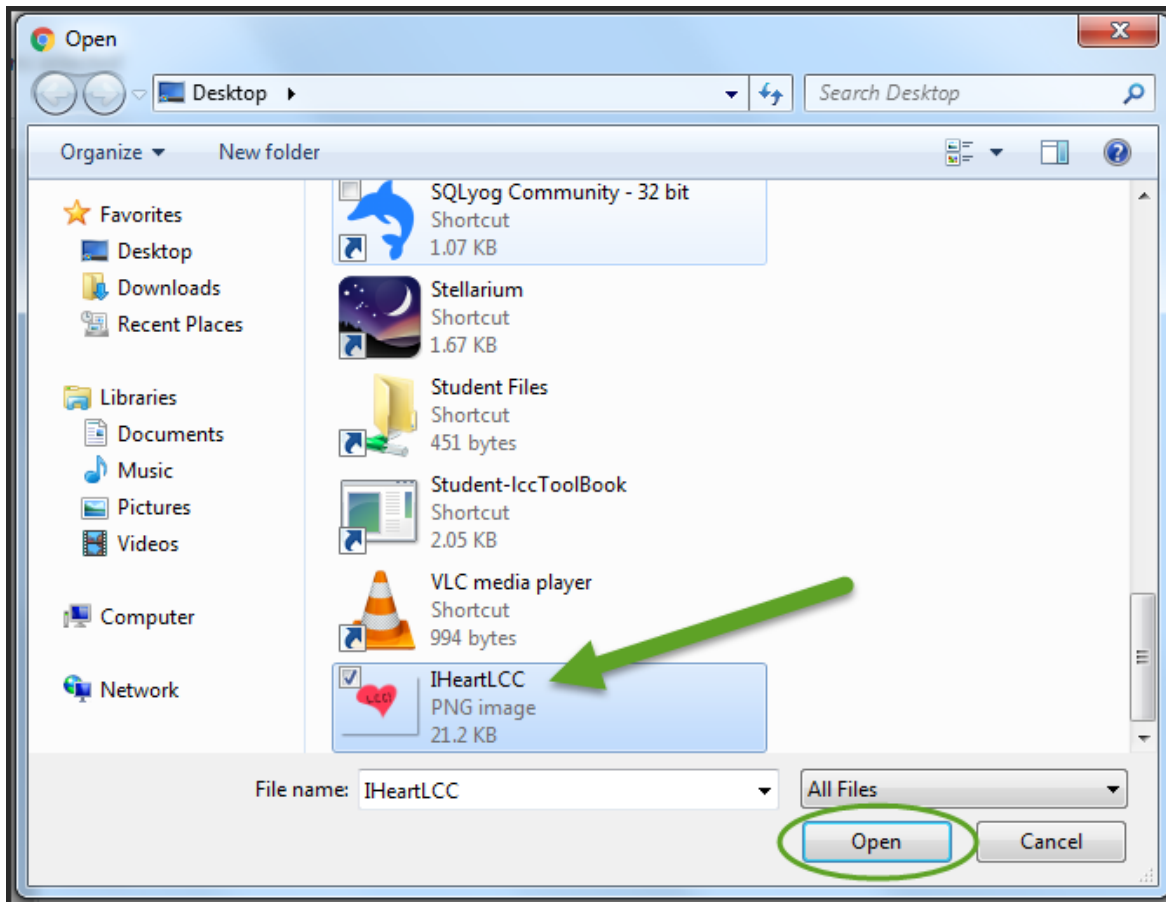
Step 2

Click the Upload button on the upper right side of the screen.



Step 3

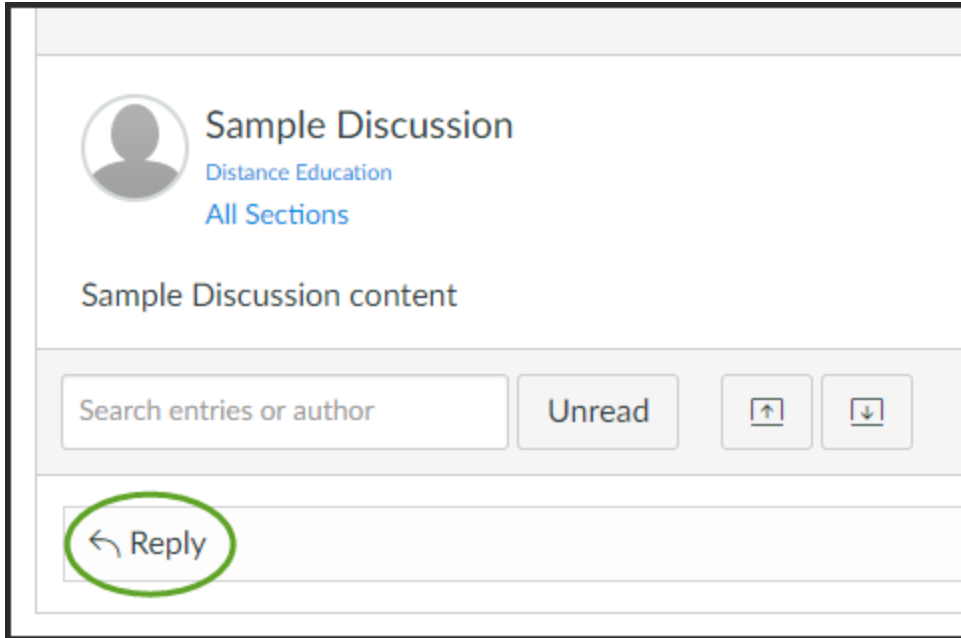
Navigate to and select the image file you'd like to upload. Click Open, then wait for the file to upload. This part is done!



Part 2: Add Image to Discussion Post

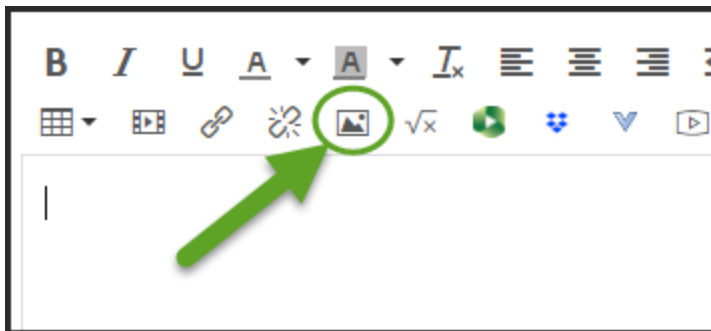
Step 1

Navigate to your discussion in Canvas and click Reply to open the text box (also known as the Rich Content Editor).



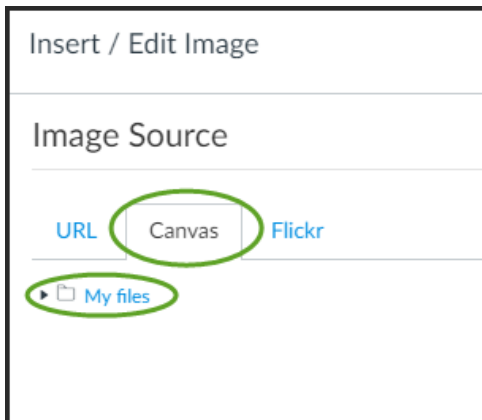
Step 2

Click the Embed Image tool. It looks like a little picture of mountains.



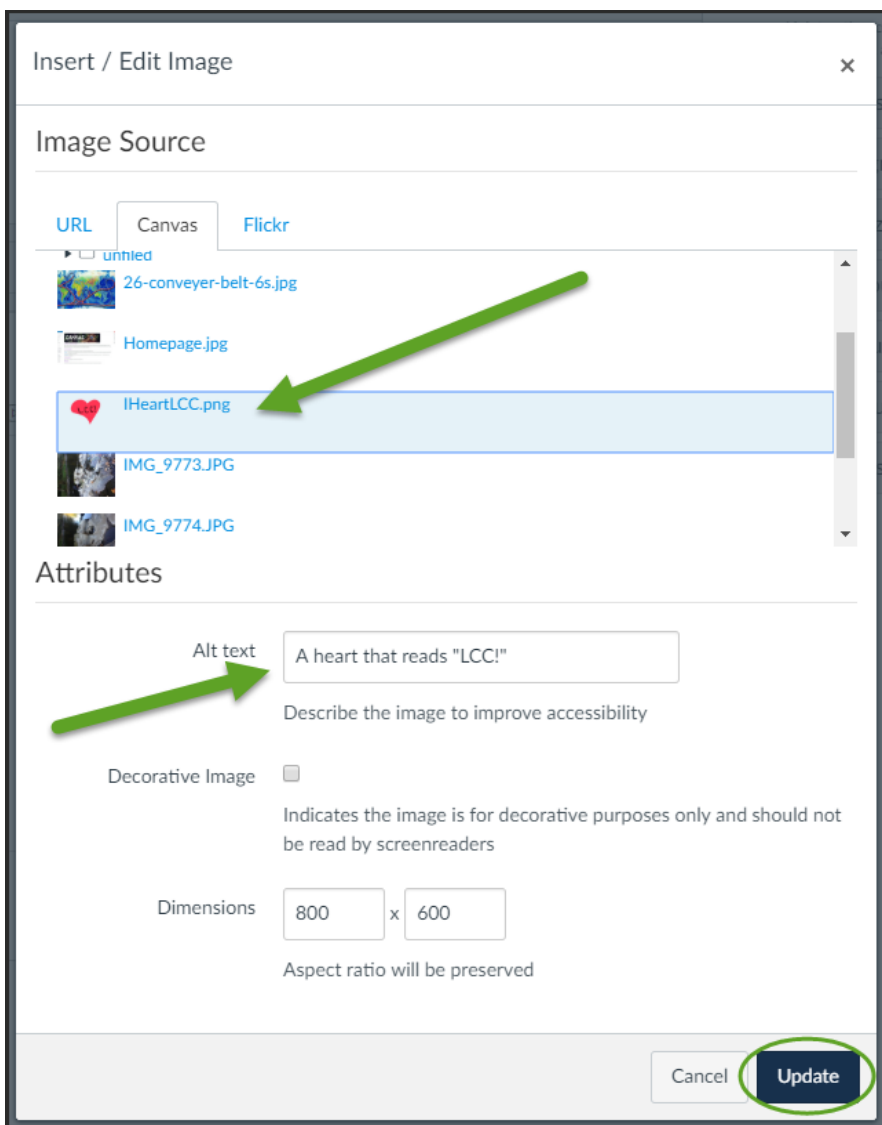
Step 3

Select the Canvas tab, then click My Files to see your uploaded files.



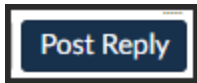
Step 4

Find and select your image. The selected image will be highlighted. You can add alt text so that people with visual disabilities can understand your image. Click Update!



Step 5

Your image will appear in your post. Click Post Reply when you've added all of your post content.



That's it! You're done! Bask in the glory of your beautiful embedded image!



For further assistance, come see us in the eLearning office in the Learning Commons, email eLearning@lowercolumbia.edu, or call 360-442-2520.