

How to Embed a Photo in a Discussion

Play Video

Introduction

This training document will demonstrate How to Embed a Photo in a Discussion within a Canvas course.

Instructions

Step 1: To post a photo to a discussion in Canvas, navigate to a course.

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LIBERTY © CANVAS				Account Admin	Dashboard C	ourses Calendar
Dashboard … Published Courses (18)						
	qualtrics		WebDT			
INDS200: Interdisciplinary Careers (D02)	Qualtrics Training	New Employee Technology Training	WebDT Training	Cash Handlin	g Training	
Finance 102: Foundations for Reconciliation			EA Onboarding	í	nfoi	{
Finance 102: FOAPAL- Foundations for Reconciliations	2023 Conference on Teaching Excellence	Adobe Workfront Training	Enterprise Architecture: New Employee Onboarding	Finance 220:	Infor Expense Rep	ports
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Step 2: Click Course Menu on the left side of the page and then click Discussions.

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Home				
Anno	incements	\$	ల	
Assi	ments			
Discu	ssions			
Quizzo	es			
Grade	S			
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Step 3: Click on the desired discussion link from the **Discussions** page.

COURSE MENU EDUC7	746: Conflict	t Resolutio	ns > Discussions
Home	1	A	П
Announcements	ø		
Assignments		~	Pinned Discussions
Discussions			
Quizzes		•	Collaboration and Community
Grades			
People			Class Introductions
Modules			
Assignment Scheduler			Discussions
McGraw Hill Connect: Bl 500	MAL		Discussion Thread Whale Fands on Design Discusso
Pages	ø	•	Last post at Jul 9, 10:43 AM
Files	ø	-	
Rubrics	ø		:: 🕞 Discussion Thread: Empowerment or Leadership
Outcomes	ø		:: 『또 Last post at Jul 1, 12:01 PM

Step 4: Click the Start a Thread button below the discussion instructions to create a thread.

Discussion Thread: Handling a Difficult Person
This is a graded discussion: 100 points possible
You will practice interviewing skills by recording video responses to two different interview question
Please review the Discussion Assignment Instructions 👌 prior to posting. You may also click the th
Discussion Resources
How to Submit a Video to a Discussion
Post-First: This course utilizes the Post-First feature in all Discussions. This means you will only be
Submit you thread by 11:59 p.m. (ET) on Thursday of Module 7: Week 7.
Q Searci entries or author UNREAD
₽ Start a Thread

Step 5: Place your cursor where you would like the photo to appear in the Discussion.

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How to Upload a Photo

- *Step 7:* There are three ways to upload a photo. *Note: You will need to save the image to your computer before following the upload methods below.*
 - The recommended and first method to add a photo is to upload the image through the **Computer** tab.



• The Second method is to drag and drop the image into the **Upload Image** field.



• The third method is to double-click the **Upload Image** field and select the image from your computer.



How to Submit a Photo

Step 8: Add a brief description in the Alt Text field to help screen readers understand the image content.

pload Image		
✓ Attributes Alt Text ⑦		
A sunny beach		
Decorative Imag	je	
Display Options		
O Embed Image		
Display Text Lin	k (Opens in a new tab)	

Step 9: To leave the Alt Text field blank, check the **Decorative Image** checkbox.

Upload Image		
✓ Attributes Alt Text ₱		
A surre tach	e	
Display Options C Embed Image Display Text Link	k (Opens in a new tab)	
		Close Subm

Step 10: Ensure that the Embed Image option is selected in the Display Options settings. Then click Submit.



Step 11: Add any additional assignment information to your Discussion post. Once complete, click the **Submit** button.



Need Assistance?

To learn more about Canvas, please visit www.Liberty.edu/Canvas.