

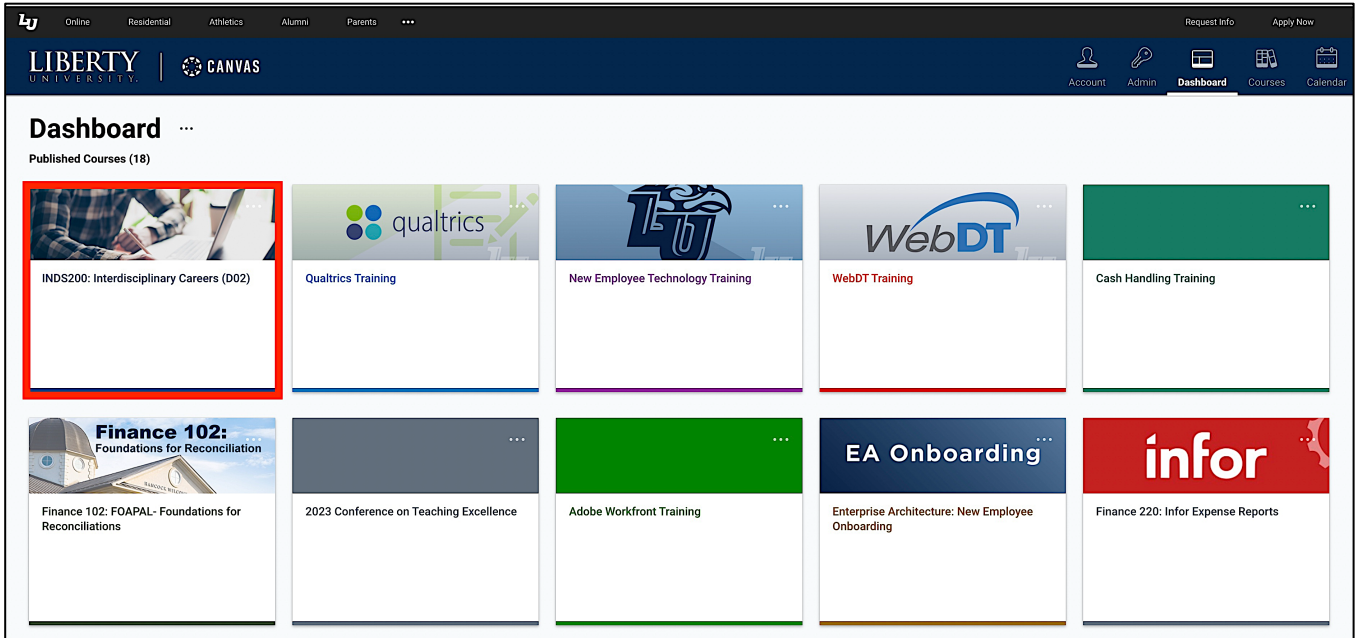
[Play Video](#)

## Introduction

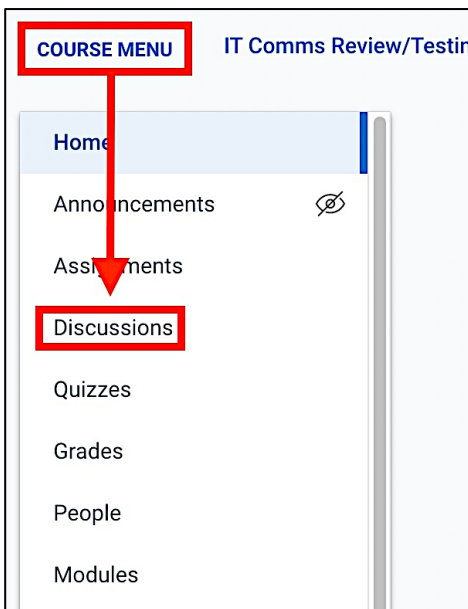
This training document will demonstrate How to Embed a Photo in a Discussion within a Canvas course.

## Instructions

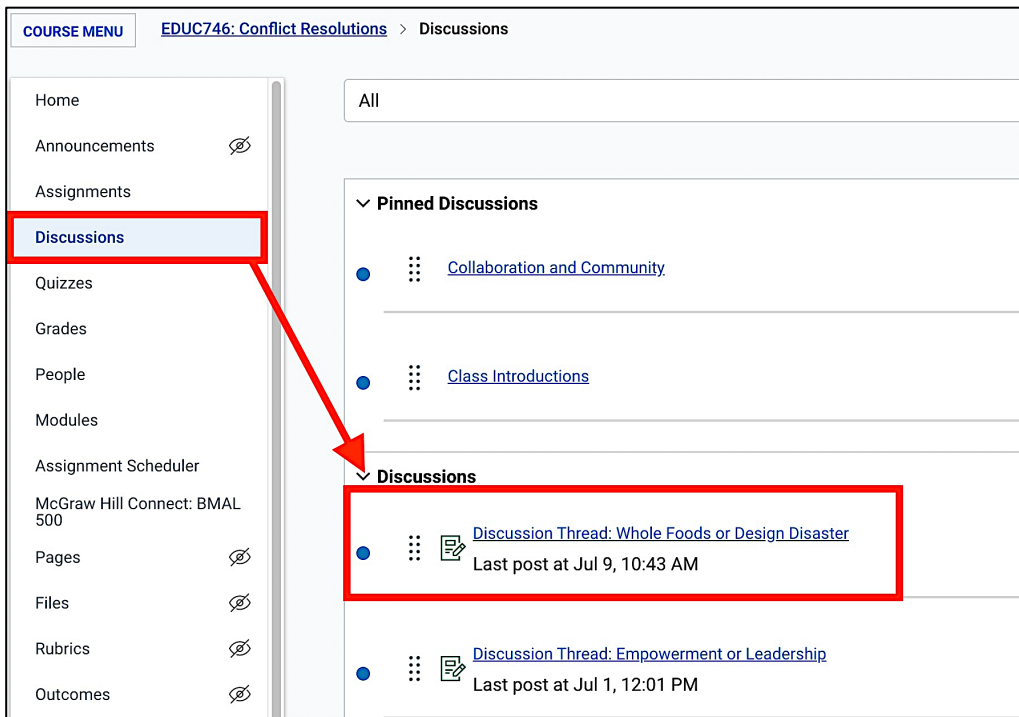
**Step 1:** To post a photo to a discussion in Canvas, navigate to a course.



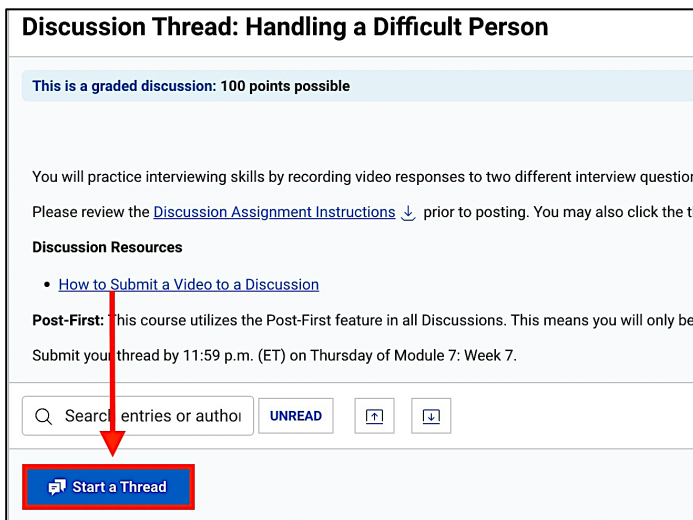
**Step 2:** Click **Course Menu** on the left side of the page and then click **Discussions**.



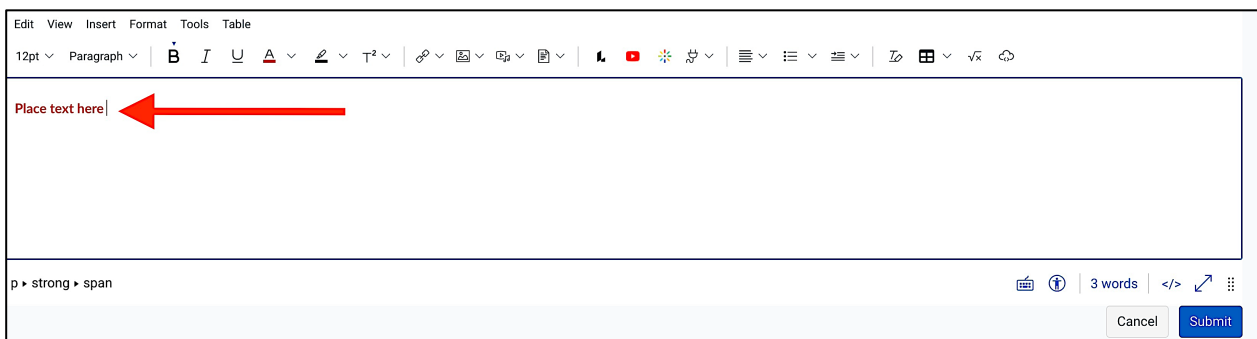
**Step 3:** Click on the desired discussion link from the **Discussions** page.



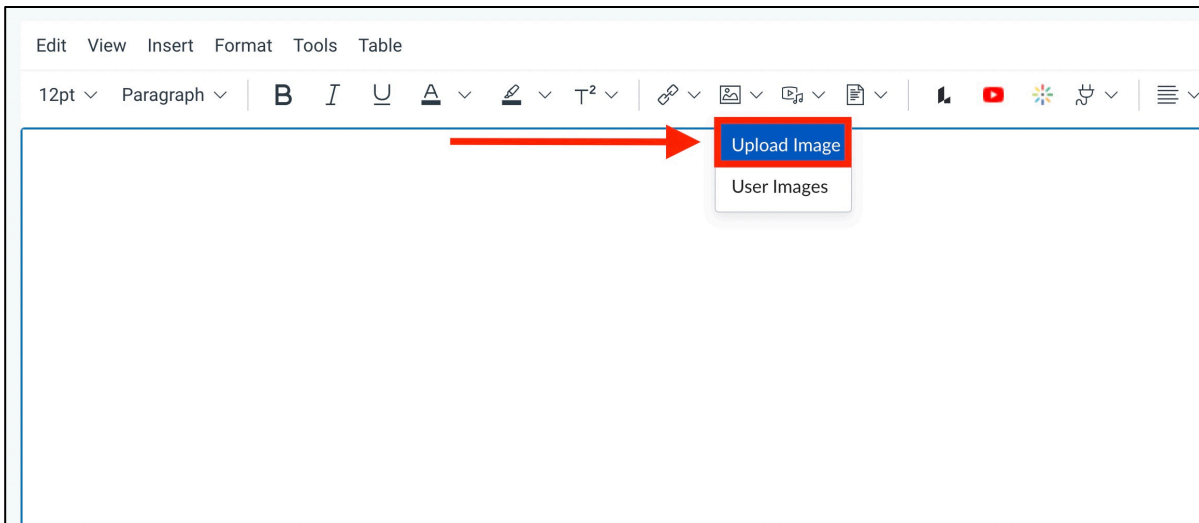
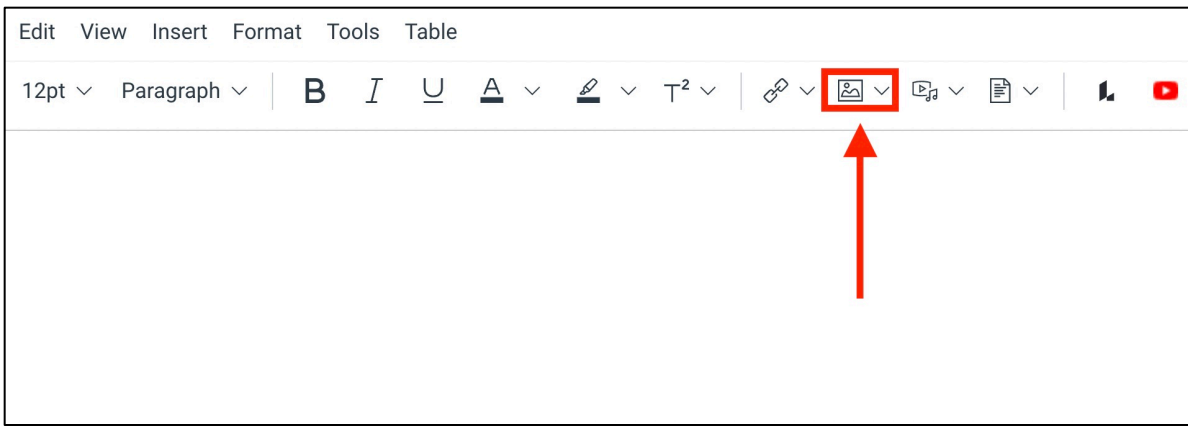
**Step 4:** Click the **Start a Thread** button below the discussion instructions to create a thread.



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



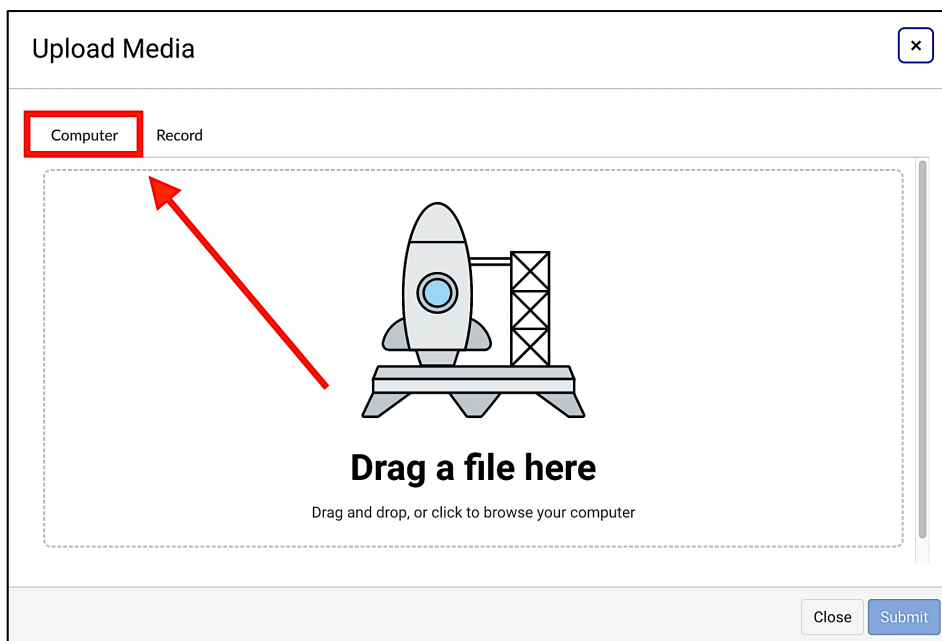
**Step 6:** From the options menu, click the **Photo** icon and then select **Upload Image**.



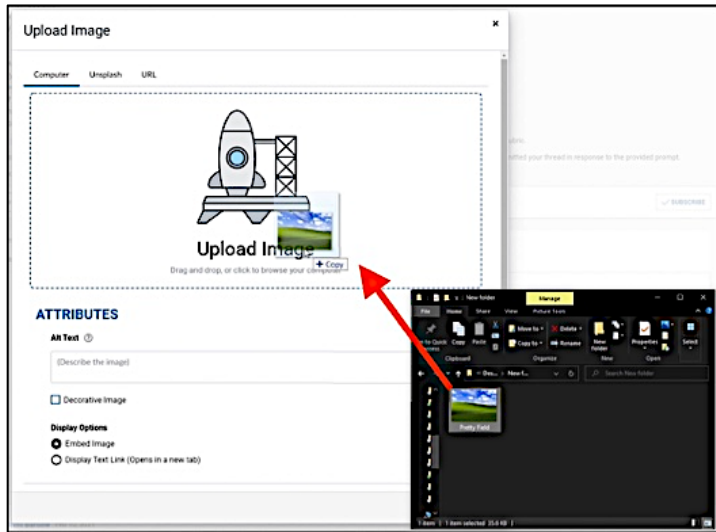
## How to Upload a Photo

**Step 7:** There are three ways to upload a photo.

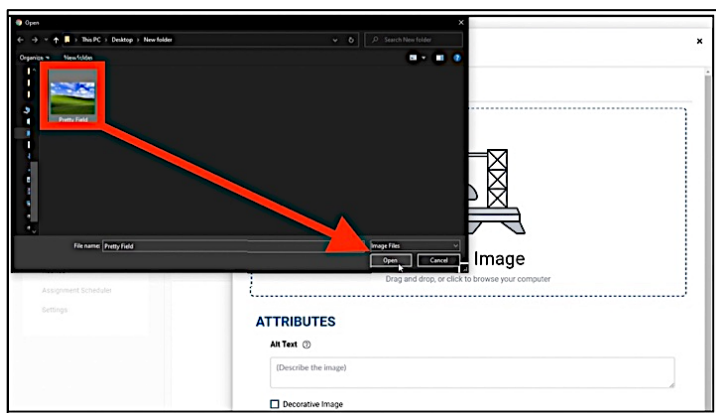
- The recommended and first method to add a photo is to upload the image through the **Computer** tab.



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

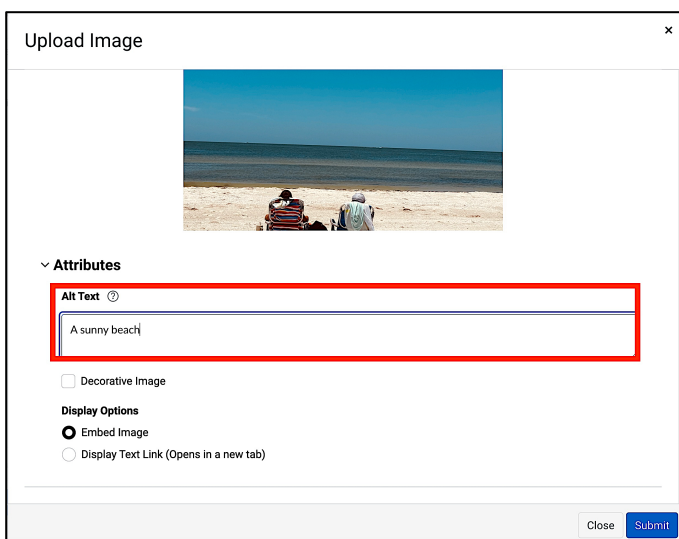


- The third method is to double-click the **Upload Image** field and select the image from your computer.

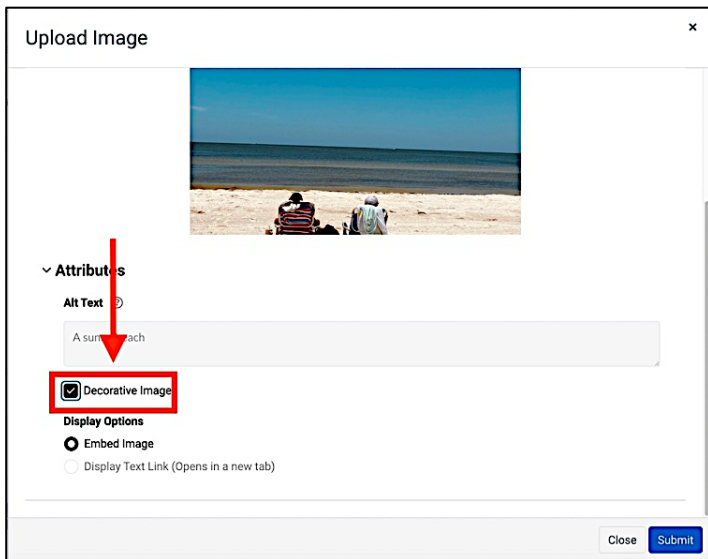


## How to Submit a Photo

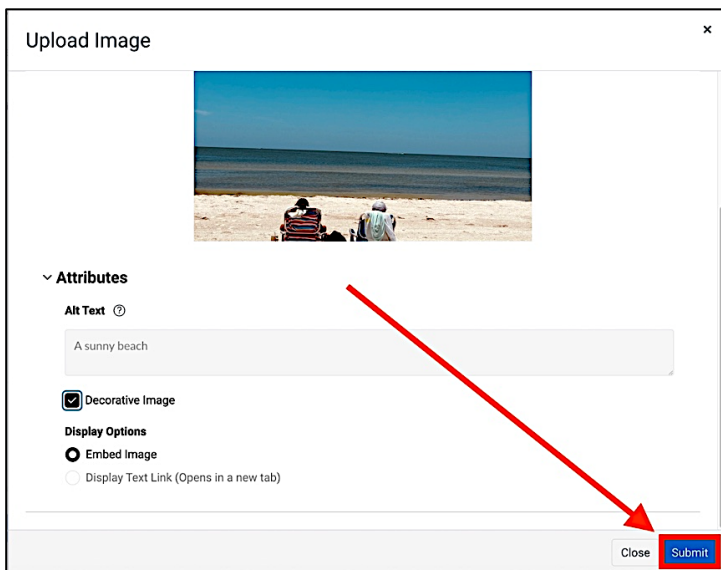
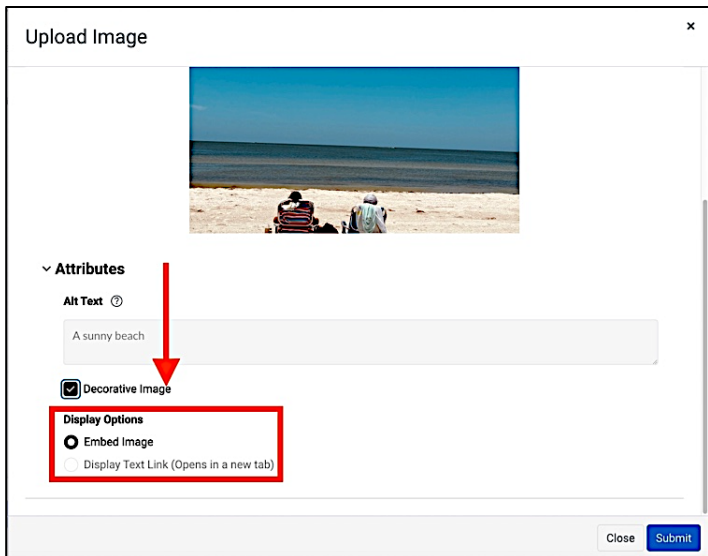
**Step 8:** Add a brief description in the **Alt Text** field to help screen readers understand the image content.



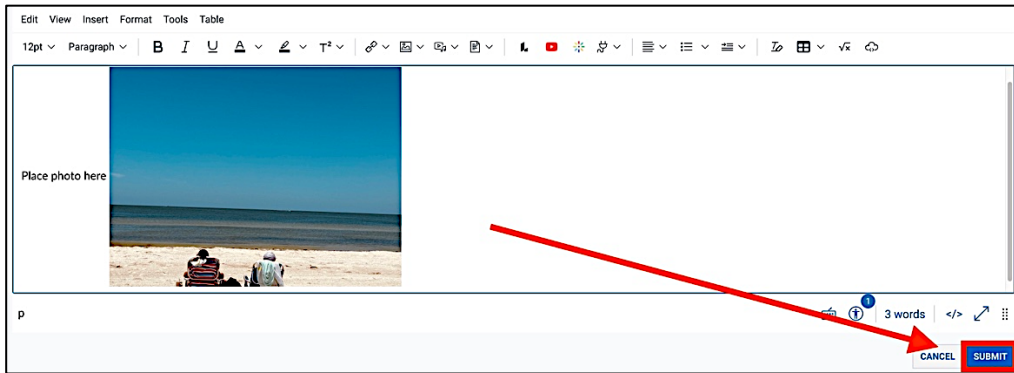
**Step 9:** To leave the Alt Text field blank, check the **Decorative Image** checkbox.



**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](http://www.Liberty.edu/Canvas).