

# 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		Durses Calendar
Dashboard … Published Courses (18)						
INDS200: Interdisciplinary Careers (D02)	qualtrics	New Employee Technology Training		Cash Handlin	n Training	
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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

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

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Home				
Anno	incements	\$	ø	
Assi	ments			
Discu	ssions			
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**Step 3:** Click on the desired discussion link from the **Discussions** page.

COURSE MENU EDUCT	746: Conflic	t Resolutior	IS > Discussions
Home		A	
Announcements	ø		
Assignments		~	Pinned Discussions
Discussions			
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People			Class Introductions
Modules			
Assignment Scheduler			Discussions
McGraw Hill Connect: B 500	MAL		Discussion Thread Whole Foods or Design Disaster
Pages	ø	•	E Discussion Thread: Whole Foods or Design Disaster Last post at Jul 9, 10:43 AM
Files	ø	_	
Rubrics	ø		Discussion Thread: Empowerment or Leadership
Outcomes	ø	•	። 『 도망 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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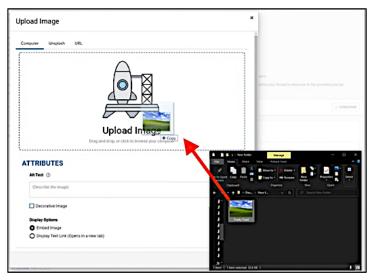
## How to Upload a Photo

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

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

Upload Media	×
Computer Record	
Drag a file here Drag and drop, or click to browse your computer	
Close	Submit

• 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

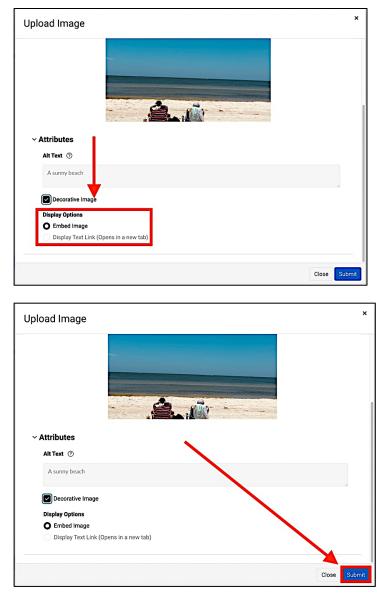
Step 8: Add a brief description in the Alt Text field to help screen readers understand the image content.

lpload Image		
~ Attributes		
Alt Text ②		
A sunny beach		
Decorative Image		
Display Options		
O Embed Image		
-	(Opens in a new tab)	
		Close
		CIUSE

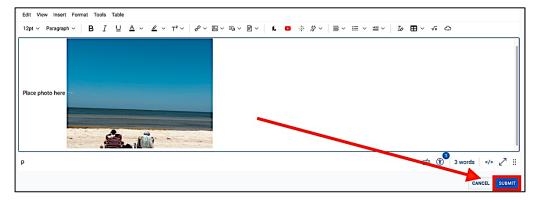
**Step 9:** To leave the Alt Text field blank, check the **Decorative Image** checkbox.

Upload Image	×
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Decorative Image	
O Embed Image	
Display Text Link (Opens in a new tab)	
Clos	Submit

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.