

How do I attach a file to a discussion reply as a student?

If your instructor allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions.

Any attachments added as part of discussions are copied to your [user files](#). Attachments for graded discussions are not counted against your user quota and cannot be deleted. Files uploaded using the Rich Content Editor count toward your user storage quota.

Notes:

- If the attachment icon does not display, this option is not available in your course.
- If your attachment causes you to exceed your user file quota, the file may fail to attach to an ungraded discussion.
- If you have permission to [edit or delete discussion replies](#), editing a reply also allows you to remove an attachment.

<https://embed.app.guidde.com/playbooks/eRyAZ42t5avzpz5tjaaFQp>

Embed this Video

Open Discussions

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In Course Navigation, click the **Discussions** link.

Open Discussion

[Open Discussions](#)

Click the title of the discussion you want to participate in.

Create Reply

[Create Reply](#)

Click the **Reply** button.

Attach File

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After adding content using the [Rich Content Editor](#) to the discussion reply [1], click the **Attach** link [2].

Note: If you do not have a file attachment icon in your Discussion reply, your instructor has disabled this feature.

Browse for File

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Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

Note: Once an attachment is posted to a discussion post, the attachment cannot be deleted.

Select File Upload

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Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the **Open** or **Choose** button [2] to upload the files to the discussion reply.

Note: You can only upload one attachment in your reply.

Post Reply

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Your attached file displays.

You can download the file by clicking the link [1], or you can remove it by clicking the **Delete** icon [2].

To post the reply, click the **Reply** button [3].

View Discussion Reply

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View your discussion reply. Your attached file displays under the text.

[Content retrieved from <https://community.canvaslms.com/t5/Student-Guide/How-do-I-attach-a-file-to-a-discussion-reply-as-a-student/ta-p/375>]

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