

How do I embed an image in a discussion reply as a student?

You can embed an image file directly into discussion replies using toolbar and menubar options in the [Rich Content Editor](#). You can upload images from your computer, from a website URL, or from [your Canvas user files](#).

If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not change.

Notes:

- Before you can embed an image from Canvas, the image must first be [uploaded to your user files](#).
- You can embed a variety of image file types. Learn what [types of image files you can embed](#).
- You can also [attach a file to a discussion reply](#).
- If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

<https://embed.app.guidde.com/playbooks/uieF5LtVCep2rLiUdpyyX1>

Embed this Video

Open Discussions

Open Discussions

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

Open Discussion

[Open Discussions](#)

Click the discussion title.

Write Reply

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Create a new discussion entry by clicking the **Reply** button.

Add Image from Toolbar

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To add an image from the toolbar, click the **Image** icon [1].

To upload new images from your computer or a URL, select the **Upload Image** option [2].

To [embed images from your user files](#), select the **User Images** option [3].

Note: To view the Image icon, you may have to click the **Options** icon [4].

Add Image from Menubar

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You can also add an image using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

To upload an image using the menubar, click the **Insert** menu [1], and select the **Image** option [2]. To upload new images from your computer or a URL, select the **Upload Image** option [3], or to [embed images from your user files](#), select the **User Images** option [4].

Upload Image from Computer

[Upload Image from Computer](#)

By default, the Upload Image window displays the **Computer** tab [1]. To upload a file from your computer, click or drag and drop an image file to the image uploader [2]. Or, click the image uploader and select a file from your computer.

Note: Images uploaded from your computer are [added to your user files](#).

Select File

Select File

If you click to upload a file, select the image file [1] and click the **Open** button [2].

You can learn about [supported image file types](#).

View Selected File

[View Selected File](#)

Preview the image file name [1] and the image [2].

Note: To remove the image and select a different image, click the **Delete** icon [3].

Embed Image from URL

[Upload Image from URL](#)

To embed an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

Manage Usage Rights

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If required by your institution, you need to select usage right settings for your image.

In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **I hold the copyright:** original content created by you
- **I have obtained permission to use this file:** authorized permission by the author
- **The material is in the public domain:** explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright
- **The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws:** excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons:** this option also requires setting a specific [Creative Commons](#) license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Manage Image Attributes

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To add Alt Text to your image, type an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the **Decorative Image** checkbox [2].

By default, the **Embed Image** display option is selected for embedded images [3].

To display the image file link, select the **Display Text Link** display option [4]. The file link will replace the image in the Rich Content Editor.

Embed Image

Submit Upload

To embed your selected image, click the **Submit** button.

Note: The image flashes before it embeds in the Rich Content Editor.

View Embedded Image

View Embedded Image

View your uploaded image in the Rich Content Editor. You can also add or modify [alt text tags and manage the image display options](#).

Post Reply

Post Response

Click the **Reply** button.

View Discussion Reply

View Post

View your discussion reply.

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