How do I upload and embed an image in the Rich Con...
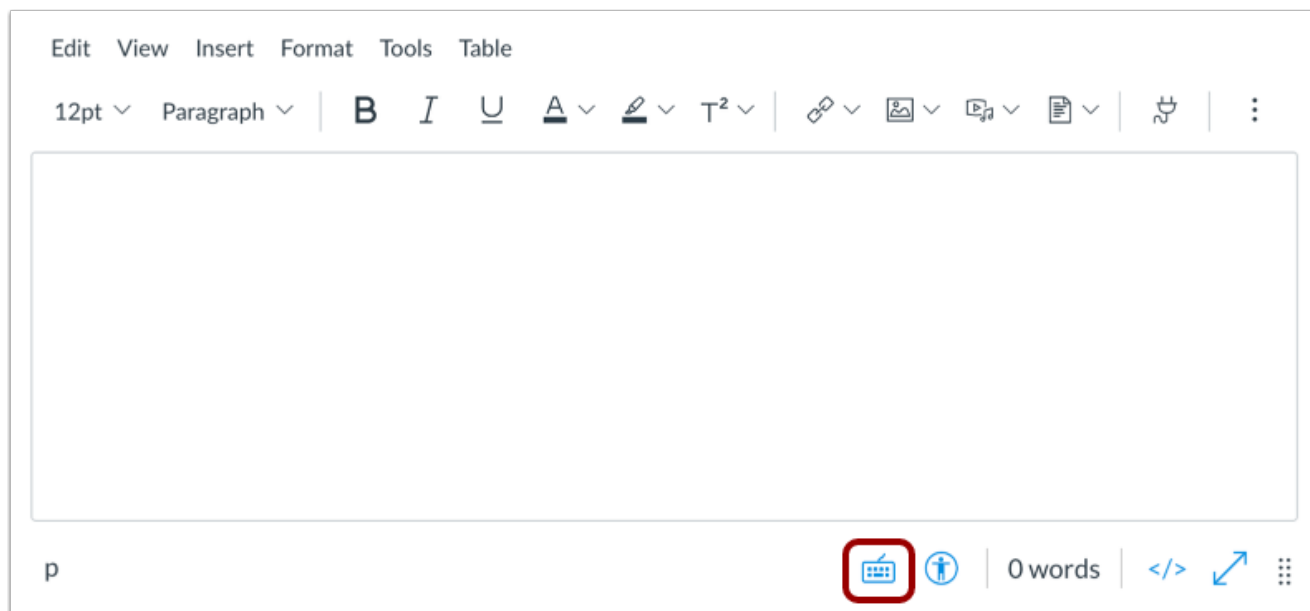
July 20, 2020

How do I upload and embed an image in the Rich Content Editor as a student?

You can embed images in the Rich Content Editor. Image files can be uploaded from your computer, selected from Unsplash, or added using a URL. You can also <u>embed images from your course and user files</u>.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.
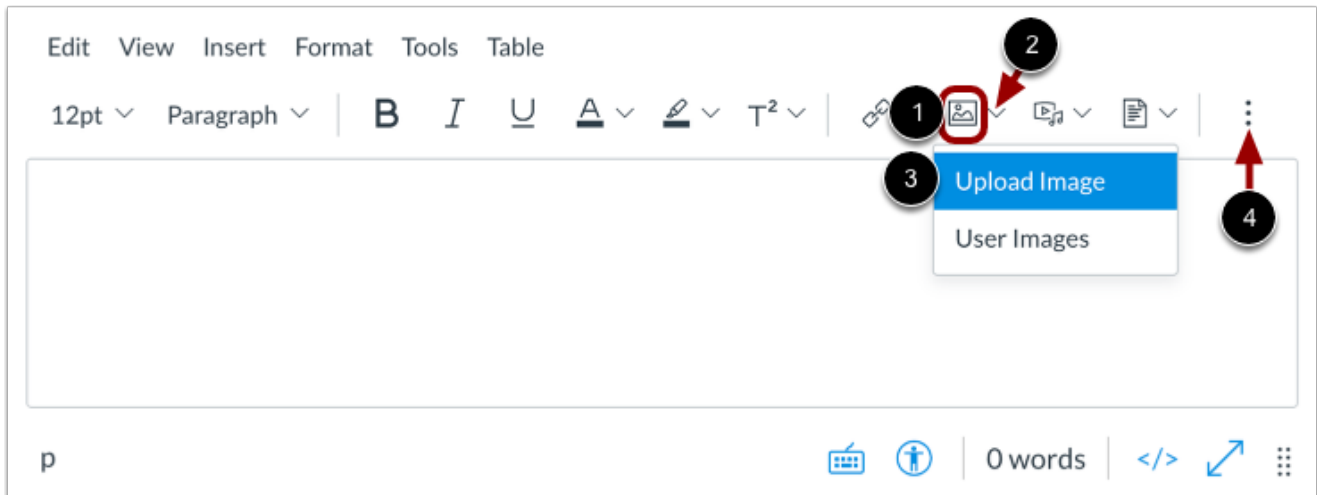
Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.
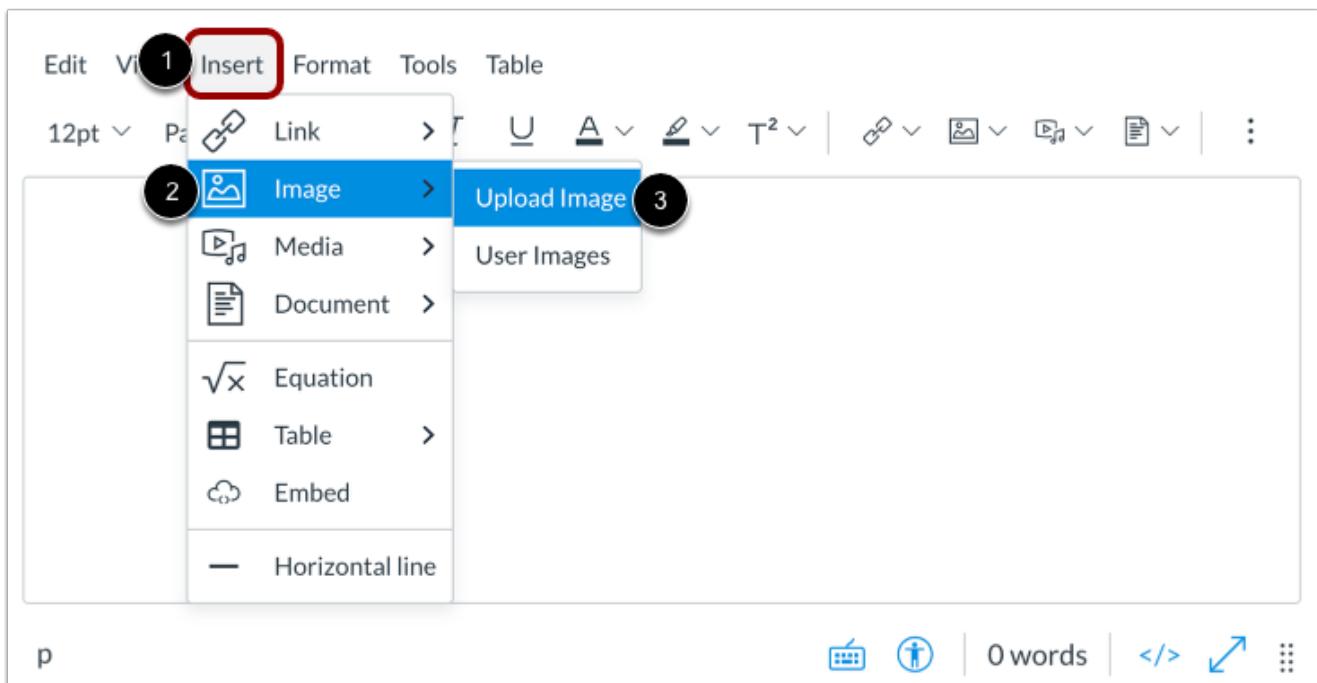
Upload Images from Toolbar

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

You can also upload an image from the image options menu. To view additional image options, click the **Image Options** arrow [2]. Then select the **Upload Image** option [3].
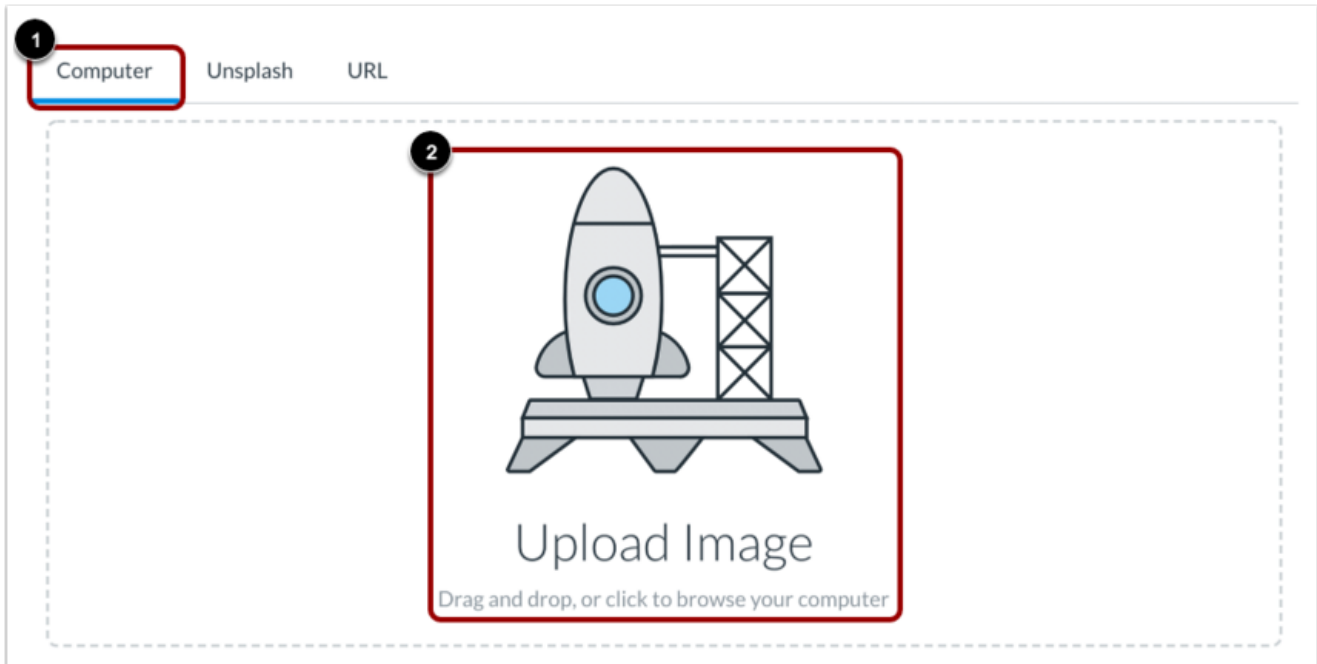
Note: To view the Image icon, you may have to click the **Options** icon [4].

Upload Images from Menubar

Alternatively, you can embed images from the menubar. Click the **Insert** link [1]. Navigate to view the **Image** options [2], then select the **Upload Image** option [3].
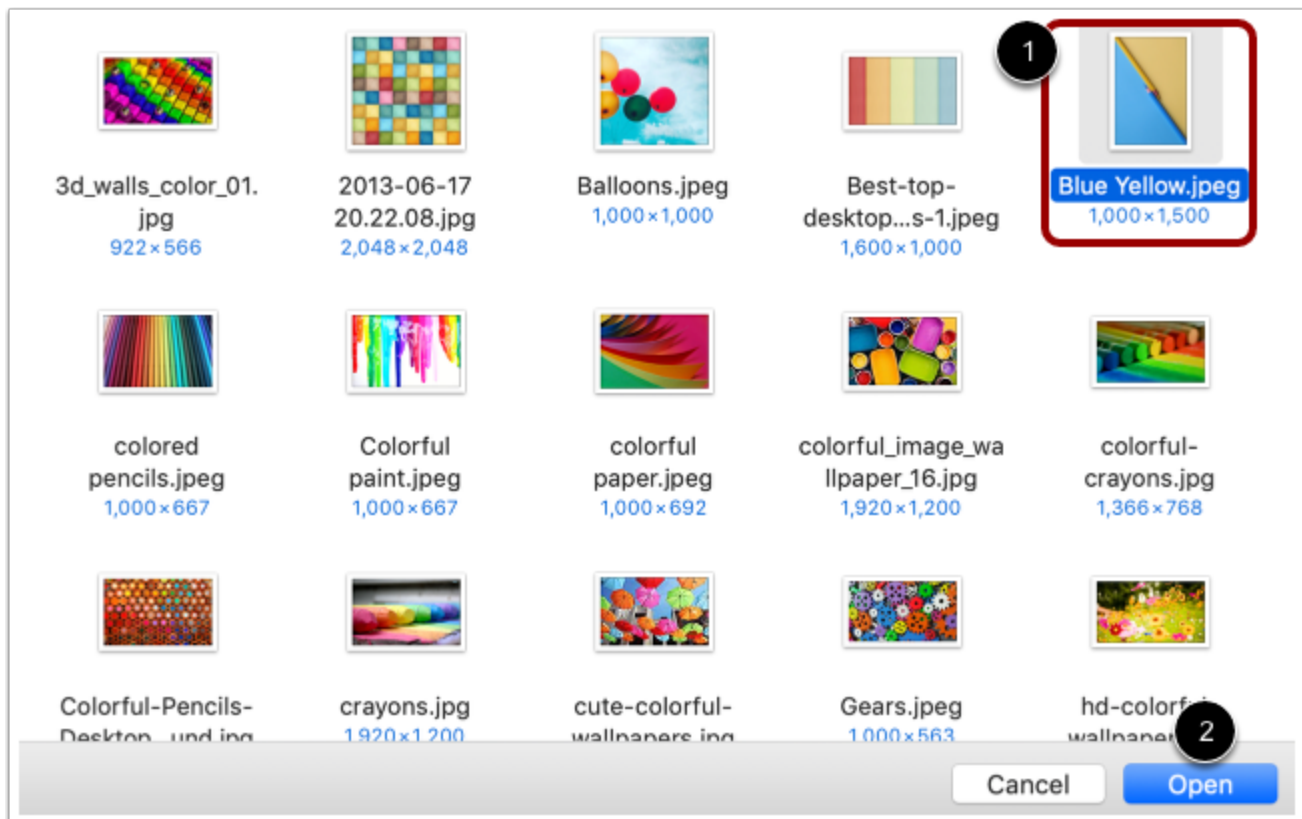
Upload Image from Computer

By default, the Image Upload Tool displays the **Computer** tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].
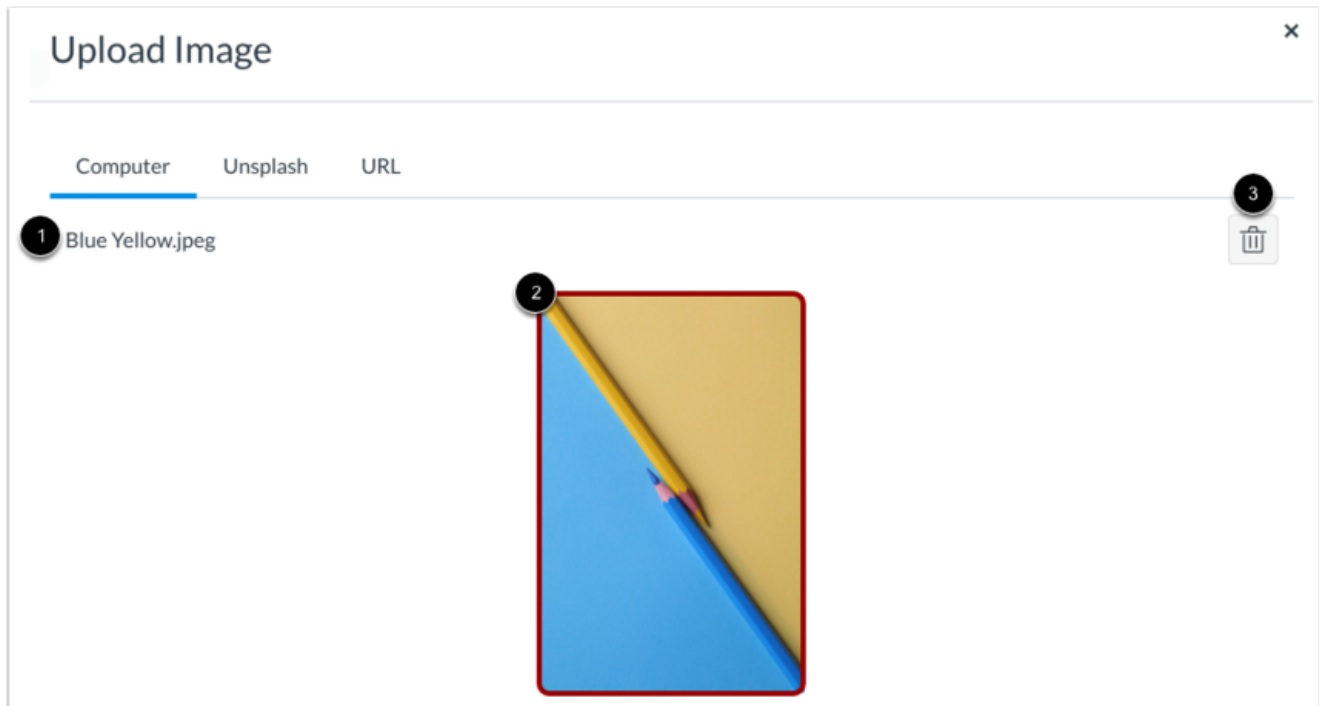
Note: Images uploaded from your computer using the image upload tool within a group are added to your group files.
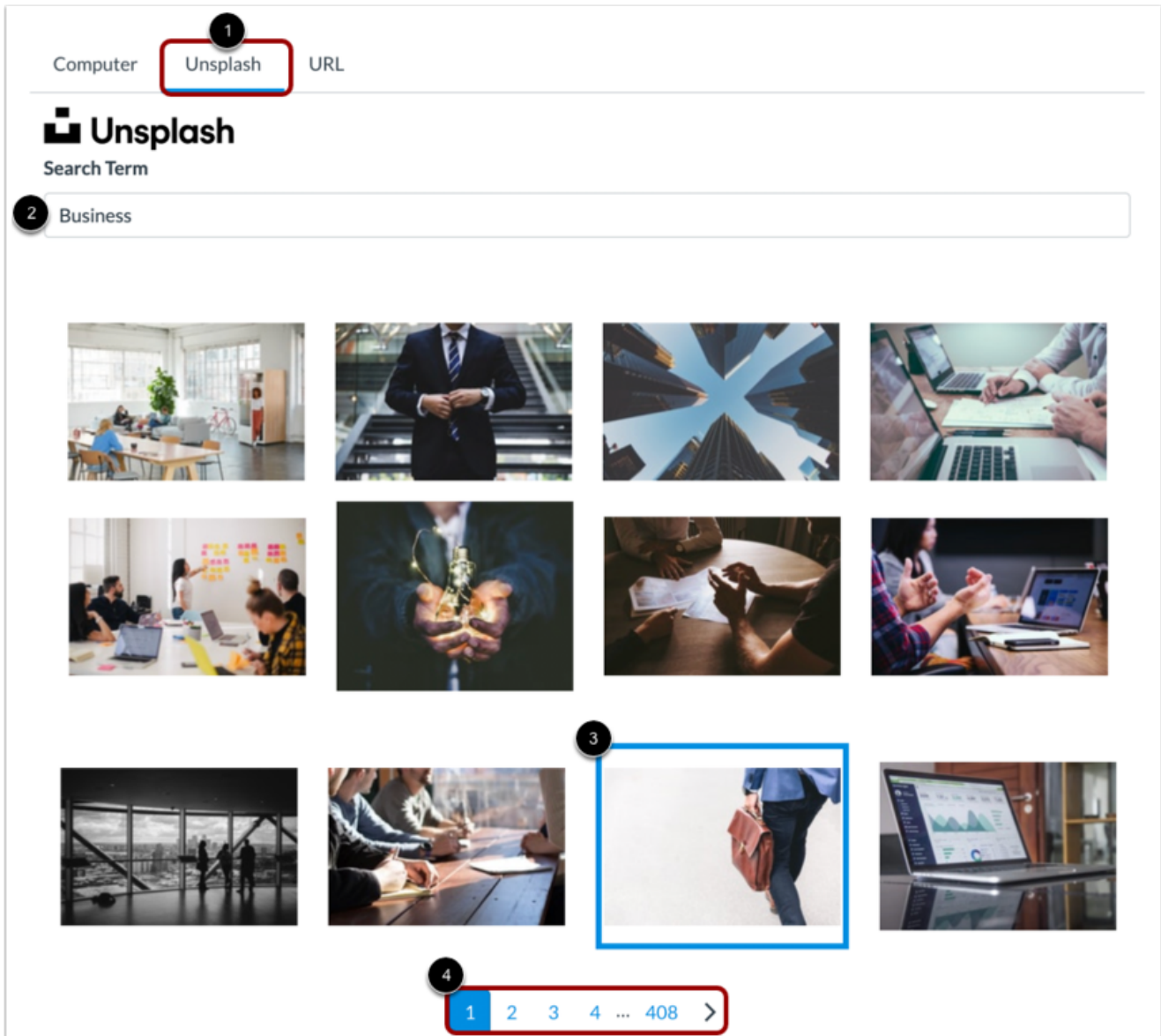
Select File

Select the image file [1] and click the **Open** button [2].

View Selected File

The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the **Delete** icon [3].
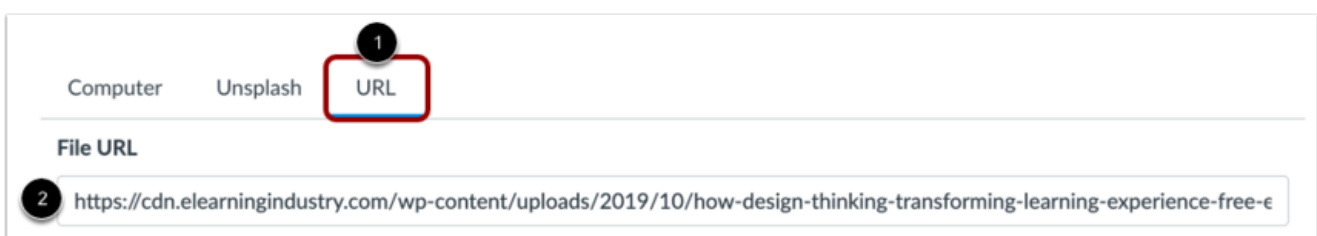
Upload Image from Unsplash

To upload an image from Unsplash, click the **Unsplash** tab [1].

Enter a search term in the **Search Term** field [2] and select from the displayed options [3]. To view more image options, click the page navigation links [4].

Note: Canvas uses safe search filters provided by Unsplash. You can read more about the Unsplash content policy on their Terms page.

Upload Image from URL

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

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

Manage Usage Rights

If required in your course, you may 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 the 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].

Note: If you are an instructor and are not sure which usage right applies to your image, please consult your institutional admin for guidance.
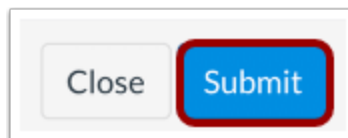
Manage Image Attributes

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.
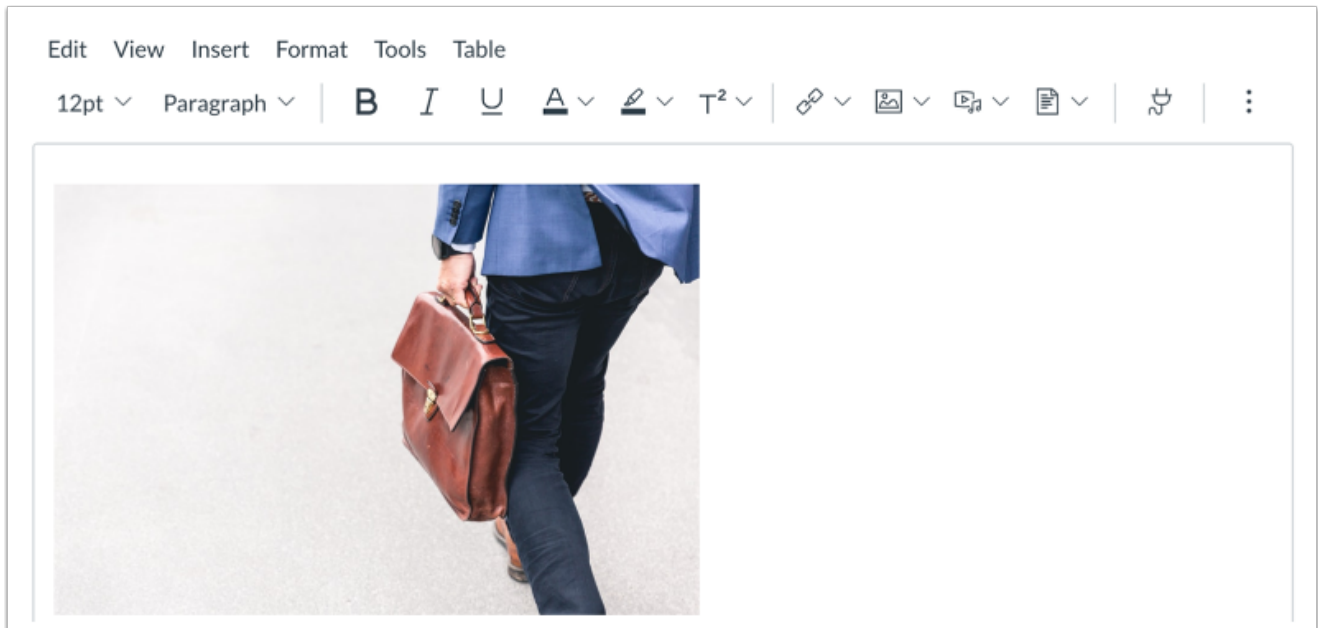
Embed Image Upload

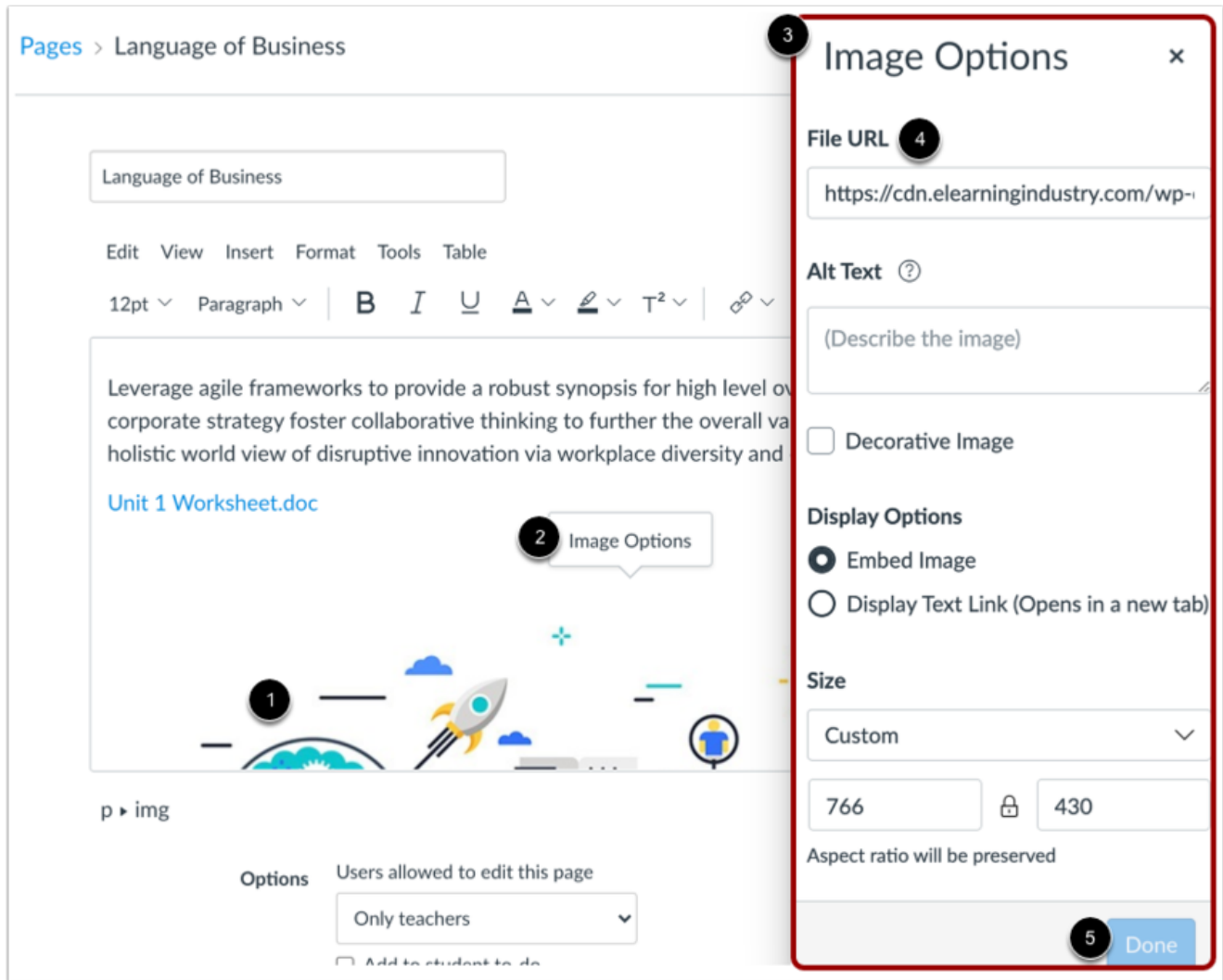To embed your selected image, click the **Submit** button.

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

View Embedded Image

View your uploaded image in the Rich Content Editor. You can also add alt text tags and manage the image display options.
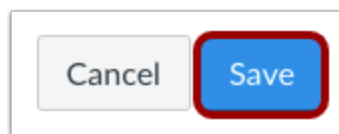
Update Image via File URL

Click the image [1], then click the **Image Options** link [2].

You can <u>manage display options for embedded images</u> in the **Image Options** menu [3].

To replace or update an image added to the Rich Content Editor via URL, enter an updated image URL in the **File URL** field [4].

Click the **Done** button [5].

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content created in the Rich Content Editor.

3 Kudos

Share