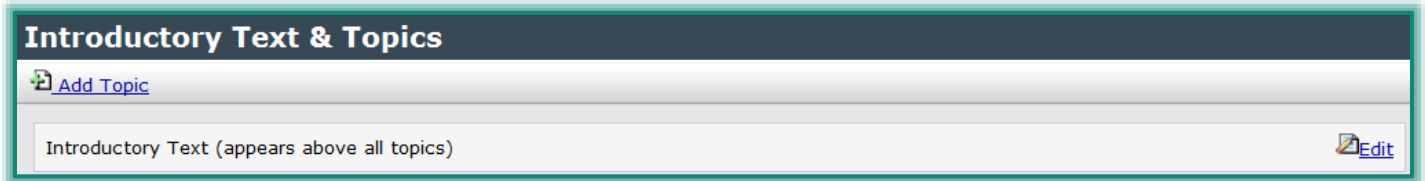


Include Image in Discussion Forum

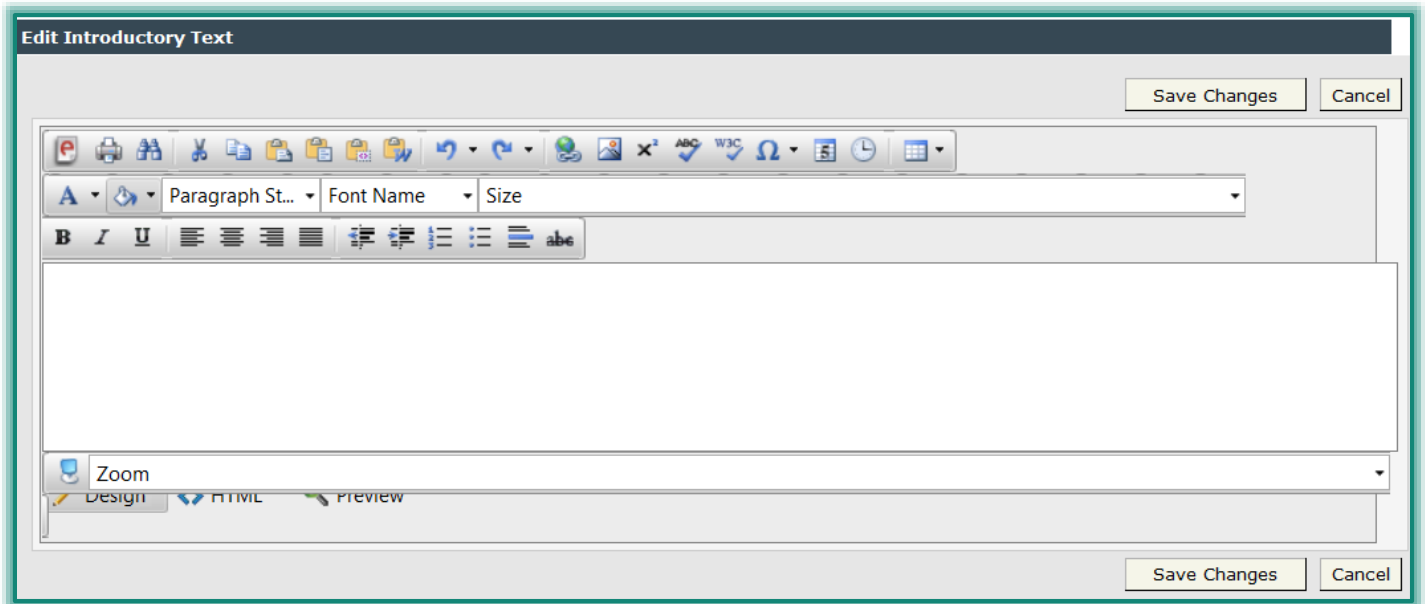
There are two key areas where an instructor might want to include an image in a Discussion; in the Introductory Text (header) of the Discussion and within the dialogue (body) of the Discussion.

Add Image to Introductory Text or Add a Topic Window

- 🖥️ Click the **Author** tab.
- 🖥️ Do one of the following:
 - 🔗 Go to the week where the Discussion is located.
 - 🔗 Add a Discussion Content Item to the course.
- 🖥️ Click on the **Discussion Content Item** to select it.
- 🖥️ Click on **Edit** for the **Introductory Text & Topics** (see illustration below).



- 🖥️ The **Edit Introductory Text** window will display (see illustration below).



- 🖥️ Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- 🖥️ The **Add a Link: Insert an Image** window will display (see illustration on next page).
- 🖥️ Input a **Descriptive** text for the image. Descriptive text is used for students who are not able to view images.
- 🖥️ Click the **Browse** button.
- 🖥️ The **Choose File to Download** window will display.
- 🖥️ Locate the folder where the image is stored.
- 🖥️ Determine the location for where the image is to be stored in the **File Manager**.
- 🖥️ Click the **Insert Image** button.



Add a Link: Insert an Image

Once you click **Insert Image** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

Upload Image [Select Image from Course Folder](#)

Descriptive text: *
 Descriptive text is for people who cannot view images.

File to upload: * Browse...

Folder for content: *

- Wanda Practice
- Streaming Media
- Word
- New Folder:

Note: File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

* Indicates a required field

< Back Insert Image Cancel

Add Image to Discussion Topic

- Click the **Author** tab.
- Do one of the following:
 - Go to the **week** where the **Discussion** is located.
 - Add a Discussion Content Item** to the course.
- Click on the **Discussion Content Item** to select it.
- Click the **Add Topic** link under **Introductory Text & Topics** (see illustration below).

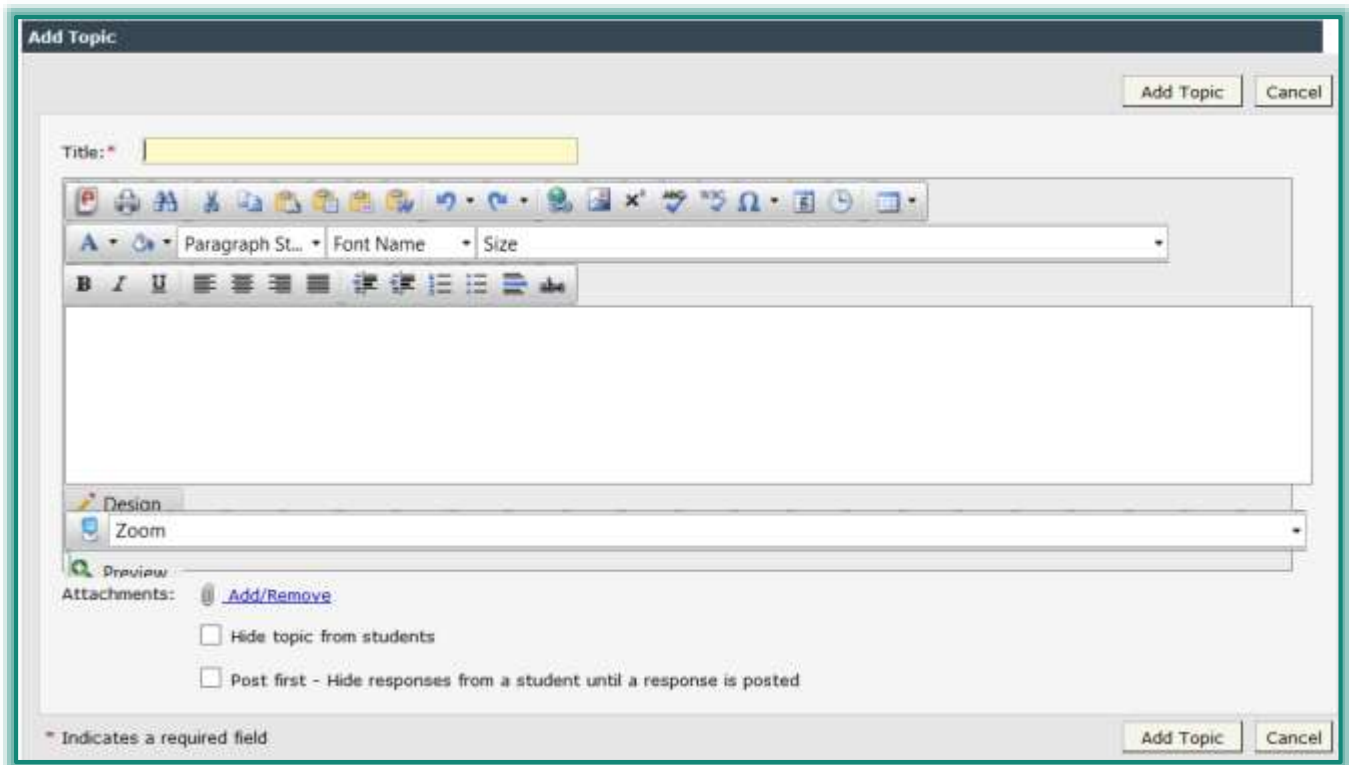
Introductory Text & Topics

[Add Topic](#)

Introductory Text (appears above all topics) [Edit](#)

- The **Add Topic** window will display.
- Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- The **Add a Link: Insert an Image** window will display.
- Input a **Descriptive text** for the image. Descriptive text is used for students who are not able to view images.
- Click the **Browse** button.
- The **Choose File to Download** window will display.
- Locate the folder where the image is stored.
- Determine the location for where the image is to be stored in the **File Manager**.
- Click the **Insert Image** button.
- The image should appear in the **Visual Editor**.



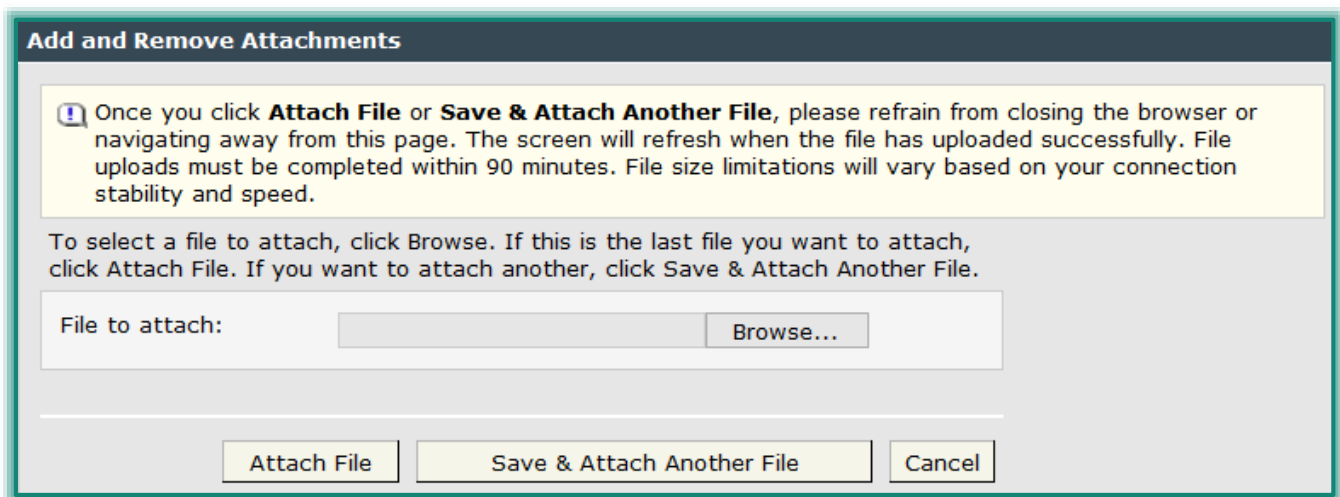


- ☞ Add the subject and the text for the **Discussion** topic.
- ☞ Click the **Save Changes** button at the bottom of the **Visual Editor**.





Add Image to Discussion Response

The only way an image can be added to the body of a discussion topic is through the Attachment feature. There is no icon in this limited editor for adding images that will appear in the course. Instructors can respond to a thread either in Course or Author mode.

- ☞ Click the **Author** tab or the **Course** tab.
- ☞ Click on the **Discussion** topic for which the **Response** is to be posted.
- ☞ Click the **Respond** button.
- ☞ Click the **Attachments: Add/Remove** link.
- ☞ The **Add and Remove Attachments** window will display (see illustration below).



- ☞ Browse for the image that is to be inserted into the **Discussion Response**.

-  Click the **Attach File** button.
-  Add the **Subject** and **Text** for the **Response**.
-  Click the **Preview** button to view the **Response** before posting it.
-  To post the **Response** click the **Post Response** button.