

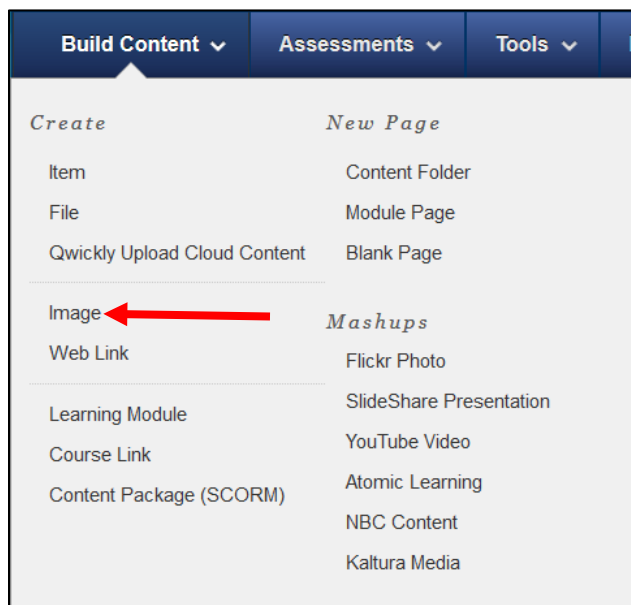
## Embedding an Image

Follow the steps below to upload an image to a content area in myCourses. This tutorial provides two methods for uploading an image - embedding it independently in a content area and embedding it in a body of text.

### Option 1: Embedding an image independently in a content area.

#### Step 1:

From the top of a content area place your mouse over the “Build Content” button and choose “Image.”



#### Step 2:

Type a name for your image in the “Name” field and use the “Browse my Computer” button to select the image from your computer. You should also type out a description of the image in the “Alt Text” field.

*Note:* Alt text descriptions describe images to students who are using assistive technologies (such as a screen reader) to experience the image. You should describe, visually, what the image looks like using descriptions of objects and placement of important components within the image. For example, if you were embedding a picture of a clock, the alt text description might read, “A picture of a clock. The hands on the clock are positioned to display 10:10 am.” If the image you are embedding is decorative, you can leave the Alt Text field blank.

* Name	Map of Europe ←
Color of Name	Black
* Find File	Browse My Computer Browse Course Browse Mashups
Alt Text	A map of continental Europe. ←

**Step 3:**

Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the file automatically appear and/or disappear at a certain date/time.

Permit Users to View this Content	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track Number of Views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select Date and Time Restrictions	<input checked="" type="checkbox"/> Display After 05/07/2018 11:59 PM
	<input type="checkbox"/> Display Until

**Option 2: Embedding an image around text using the text editor.**

**Step 1:**

In the textbox, click on the location you would like to embed an image and then click on the “Insert/Edit Image” button.

*Note: Click the double arrow button in the top-right corner of the text editor if you do not see all three rows of buttons.*

T T T T Paragraph Arial 3 (12pt)
[List Icons]

[Clipboard Icons]
[Undo/Redo]

[Image Icon] ←
[HTML/CSS]

Lorem ipsum dolor sit amet, illum epicurei vim ex, te mazim oporteat sit, magna fuisse mnesarchum sed an. Pri ad congue munere singulis, vel iudico nonumy salutatus id. Referrentur concludaturque ea sea. Ea quo dico solum menandri, minim partiendo no mei. Nec imperdiet consequat reformidans et, tacimates recteque perseueris at usu. Cu pro semper eleifend hendrerit, no vim errem discere delicata.

←

Vel alia sententiae no, usu no perpetua efficiantur. In vel zril voluptua, te nec primis graeco volumus. Ei aliquam scribentur eos, et eum adhuc laudem, nec labores omnesque partiendo te. Autem aliquid cum ei, id quot delectus sit, eum no dicit latine lobortis.

Vim ad graece tractatos, vero accusam eam ex. Has te expetenda efficiendi. Ea duo dicit dissentiet comprehensam. Veri commodo habemus an sea. Ex his oratio doctus verterem, id saepe platonem vis.

Path: p
Words:135

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