

Inserting an image into a D2L Discussion Post (V10.3)

This tutorial will show you how to insert an image into a D2L Discussion Post.

Before you begin, you must have an image file available to you on your computer.

You may consider printing this tutorial and referencing it as you work. A printable PDF version of this tutorial can be found here: <https://db.tt/v0hcYguN>

Step #1



Login to D2L at <http://d2l.uwm.edu/> and enter your course site.

1. Click on [Discussions].

Note: If you enter the Discussion Topic directly from Content, skip to Step #3.

Step #2

Orientation - Part 4: Introduce Yourself ▾

Step 1: In Microsoft Word, write a brief introduction. This can include:

- stuff about your family,
- your favorite...whatever,
- the best thing you did this summer,
- tell us about how you got a scar,
- what's on your key ring and why,
- and etcetera... Be as creative as you want, but tell us about yourself.

Step 2: Find a YouTube video that you really like. If you don't have one in mind, go to: <http://www.youtube.com/>.

Step 3: **1** Go to the Discussion area in D2L and post a message to the class in the forum called, "All about us." Copy and paste the embed code from YouTube in the Compose area, as well. Here is a video tutorial on embedding a video from YouTube: <http://uwmltc.org/?p=10285>

> **Click to show:** 0 Unread Posts (0 total) - 1 topics in Orientation - Part 4: Introduce Yourself

1. Identify the [Forum] in which you will make a post. You may need to [Click to show] the topic.

Step #3

| Topic | Threads | Posts | Last Post |
|---|---------|-------|-----------|
| Post your introduction and YouTube video here: | 1 | 0 | |

1. Click the [Topic Title] to enter the topic.

Step #4

Post your introduction and YouTube video here: ▾

☆ [Subscribe](#)

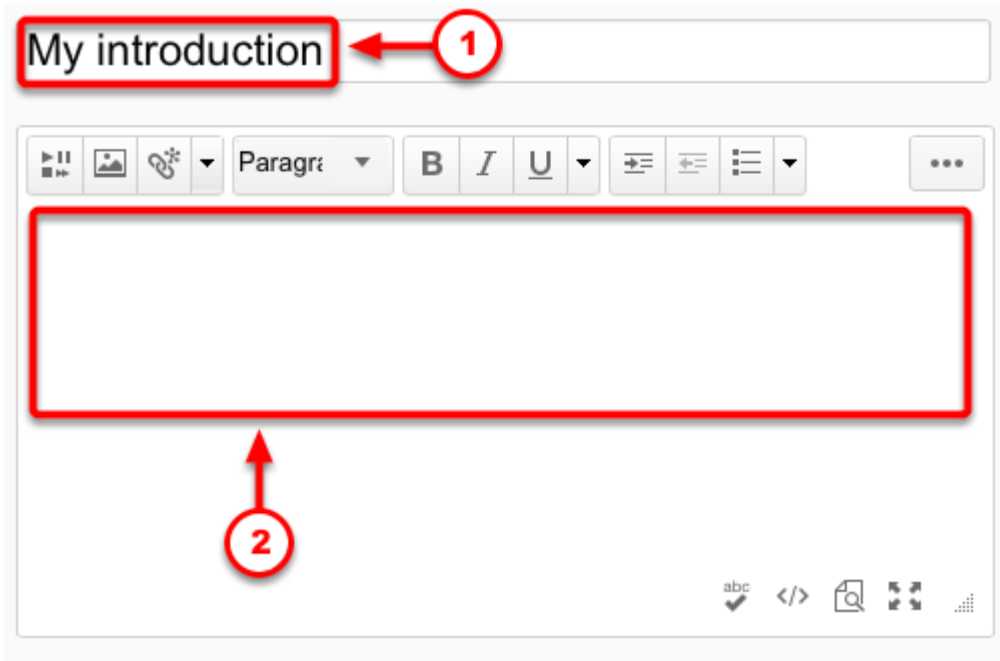
∨ [Hide Description](#)

Add a description ...

Start a New Thread

1. To post a message, click [Start New Thread].

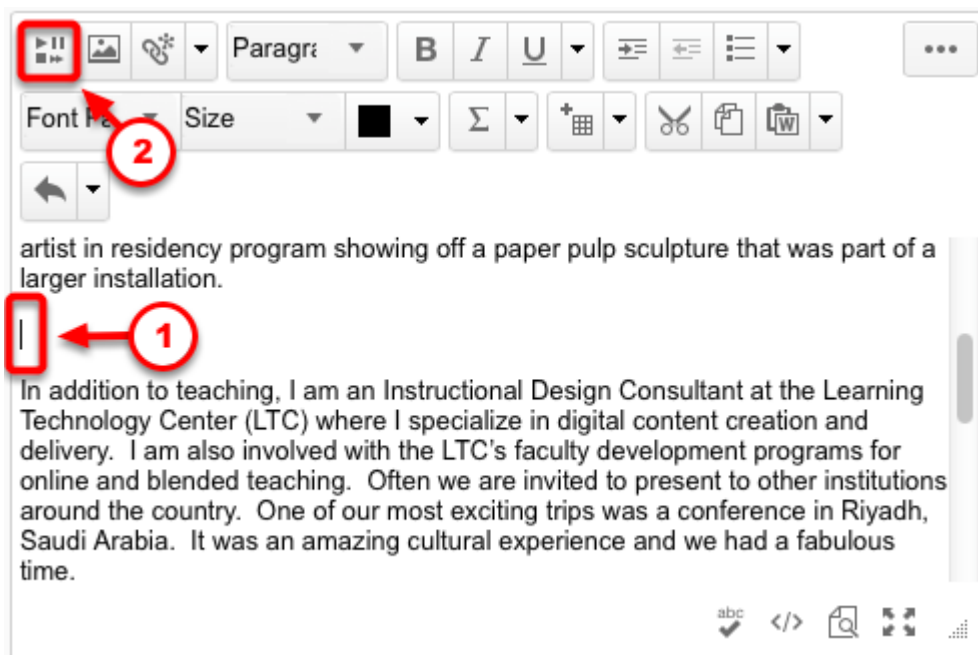
Step #5



1. Enter a [Subject].
2. Paste your message, or compose your message in the HTML Editor field.

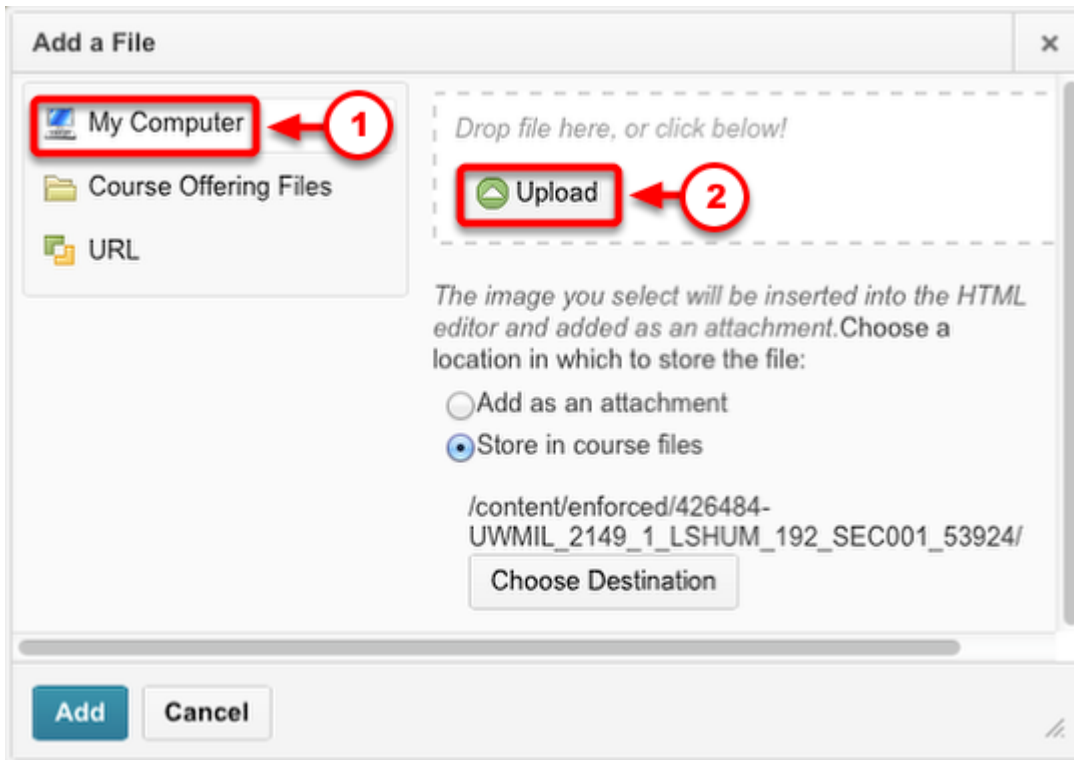
For a tutorial on copying and pasting from a word processing program, see:

Step #6



1. Place your cursor into the text box at the location in which you'd like to insert your image.
2. Click the [Insert Stuff] button.

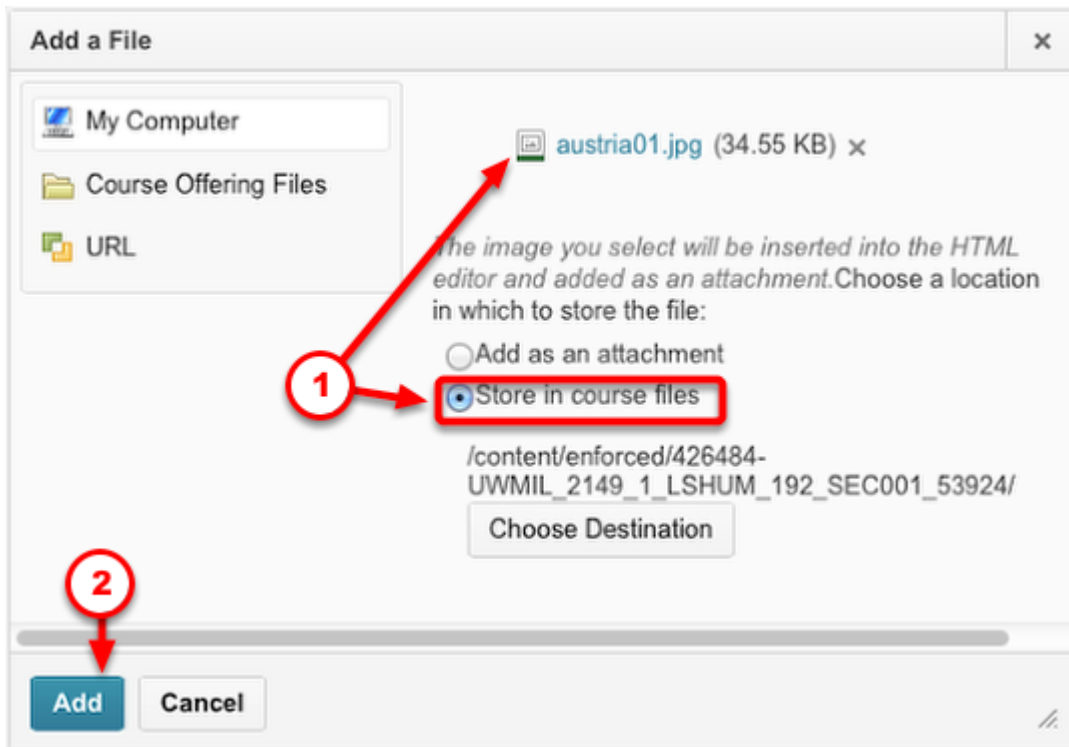
Step #7



1. Make sure the [My Computer] is selected.
2. Click the [Upload] button.

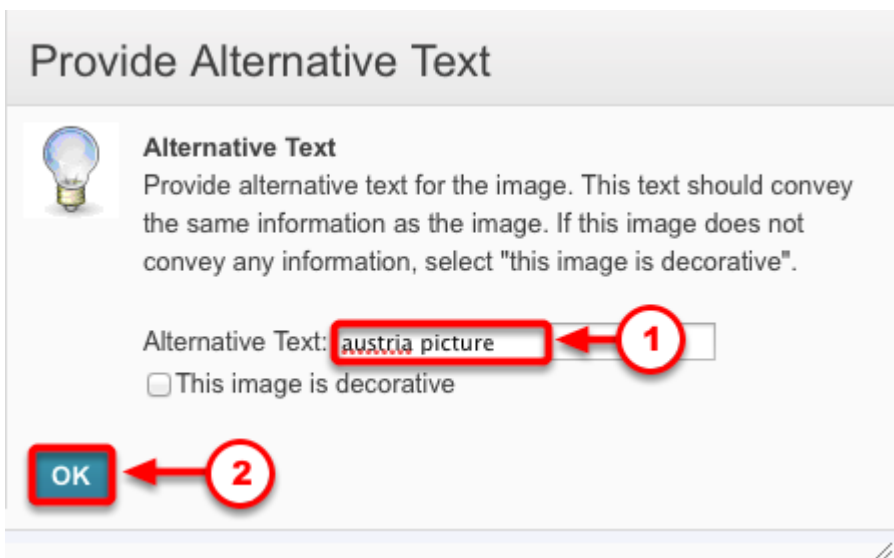
Browse to the location on your computer where you have saved your image file and select the file.

Step #8



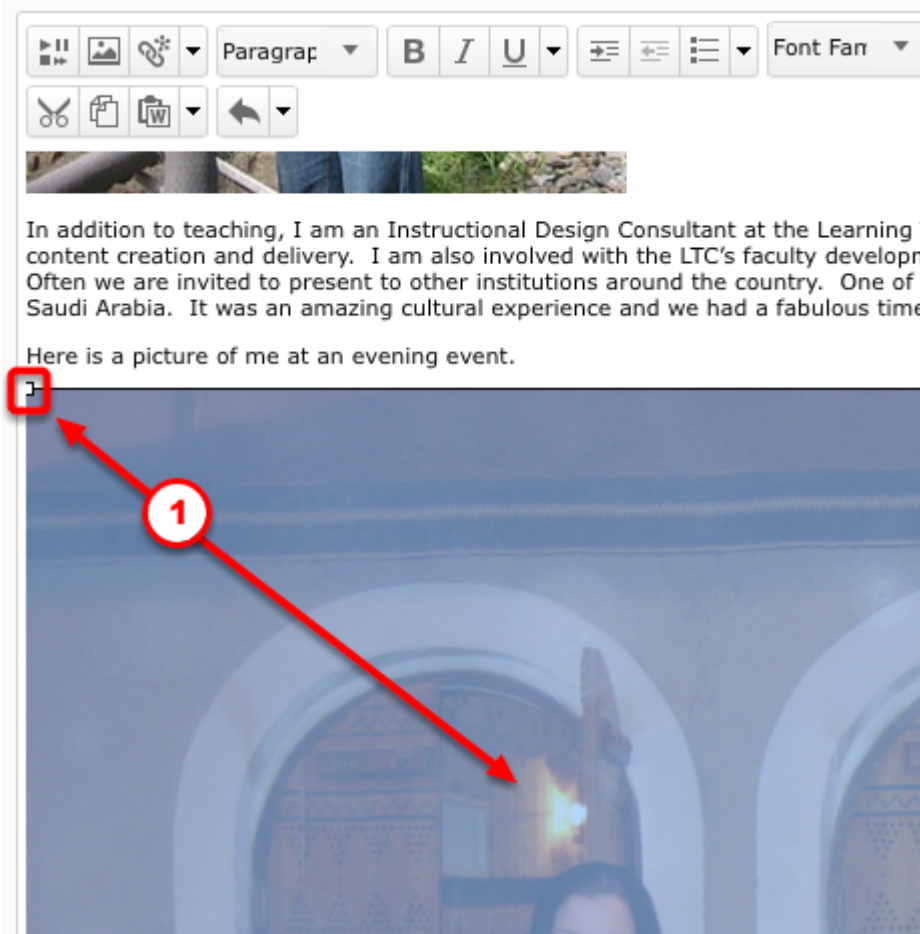
1. When the file appears in the widow, ensure that [Store in course files] is selected.
2. Click [Add].

Step #9



1. Enter descriptive text for accessibility purposes.
2. Click [OK].

Step #10



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for undo, redo, insert image, link, paragraph style, bold, italic, underline, bulleted list, numbered list, and font face. Below the toolbar, there is a small thumbnail image. The main text area contains a paragraph: "In addition to teaching, I am an Instructional Design Consultant at the Learning content creation and delivery. I am also involved with the LTC's faculty development. Often we are invited to present to other institutions around the country. One of Saudi Arabia. It was an amazing cultural experience and we had a fabulous time". Below this text is another line: "Here is a picture of me at an evening event." Underneath this text is a large image of a person's hand holding a glowing object in front of a building with arches. A red arrow points from a small white square in the top-left corner of the image to a red circle with the number '1'.


1. If the image you inserted is too large, you can resize the image by placing your cursor on small white square on the top left corner of the image. Once your cursor turns into a small black arrow, click and drag the cursor to the bottom right side of the window.

Repeat this process until the image is visible in the window without scrolling.

Step #11

My introduction

Rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Font Face, Size, Color, and various editing tools.



In addition to teaching, I am an Instructional Design Consultant at the Learning Technology Center (LTC) where I specialize in digital content creation and delivery. I am also involved with the LTC's faculty development programs for online and blended teaching. Often we are invited to present to other institutions around the country. One of our most exciting trips

abc ✓ </> 🔍 🔄 📶

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> [Post to other topics](#)

Post Save as Draft Cancel

1. Once the image is placed and sized correctly, click [Post].