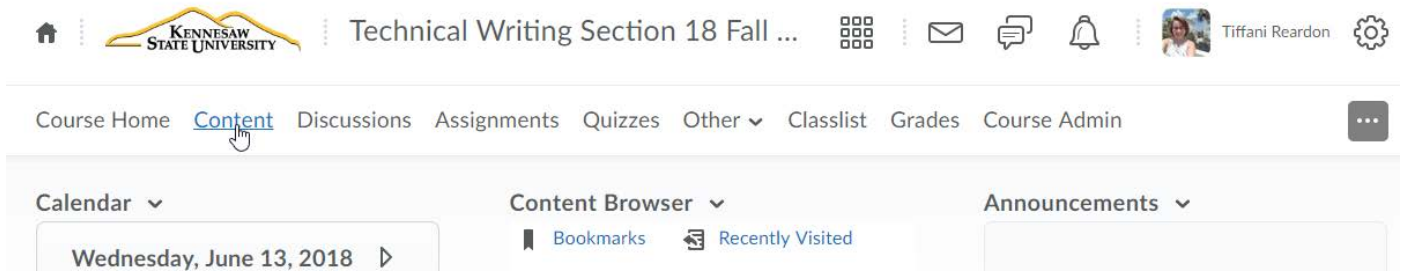
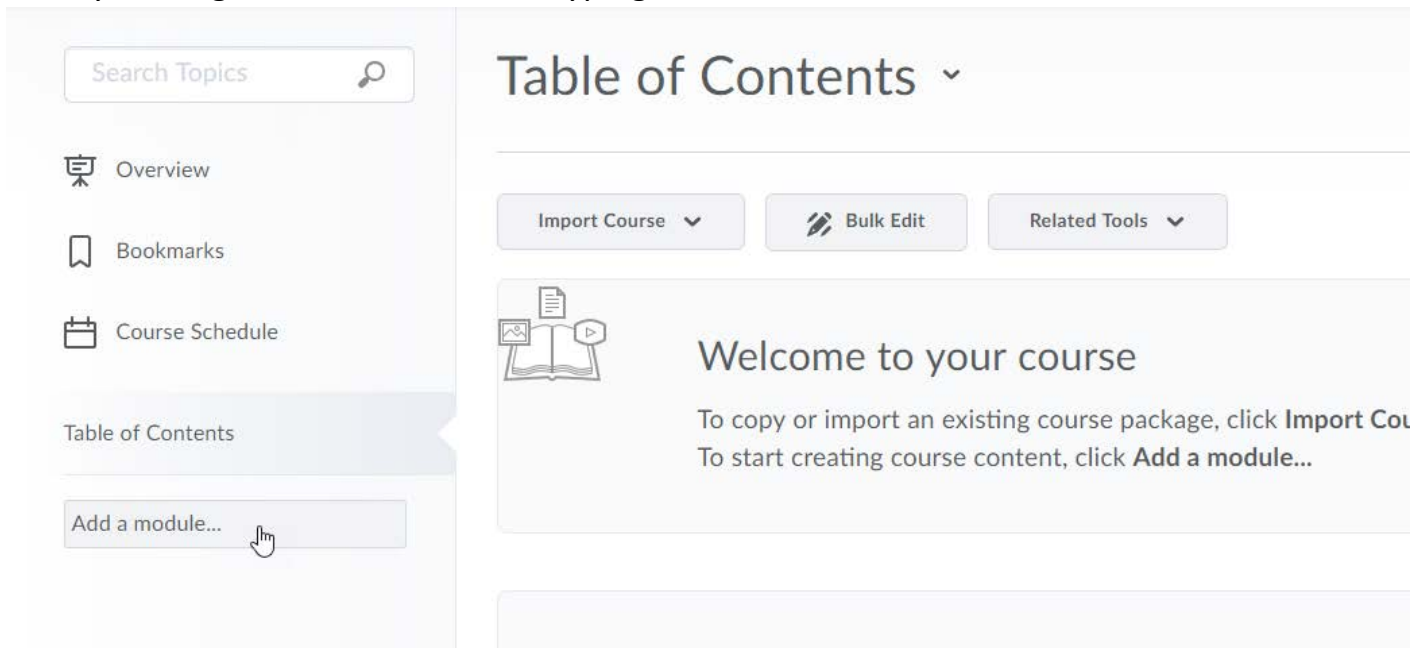


Adding Pictures in D2L

1. Go into your course and click “Content” in the navigation bar.

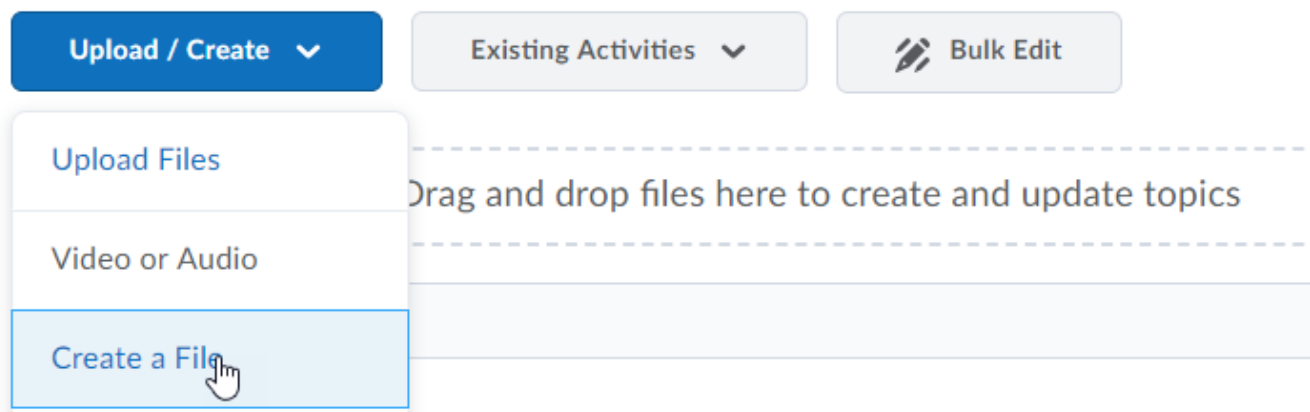


2. Click the module you would like your picture to go in. If you don't have a module yet, create one by clicking “Add a module” and typing a title in.

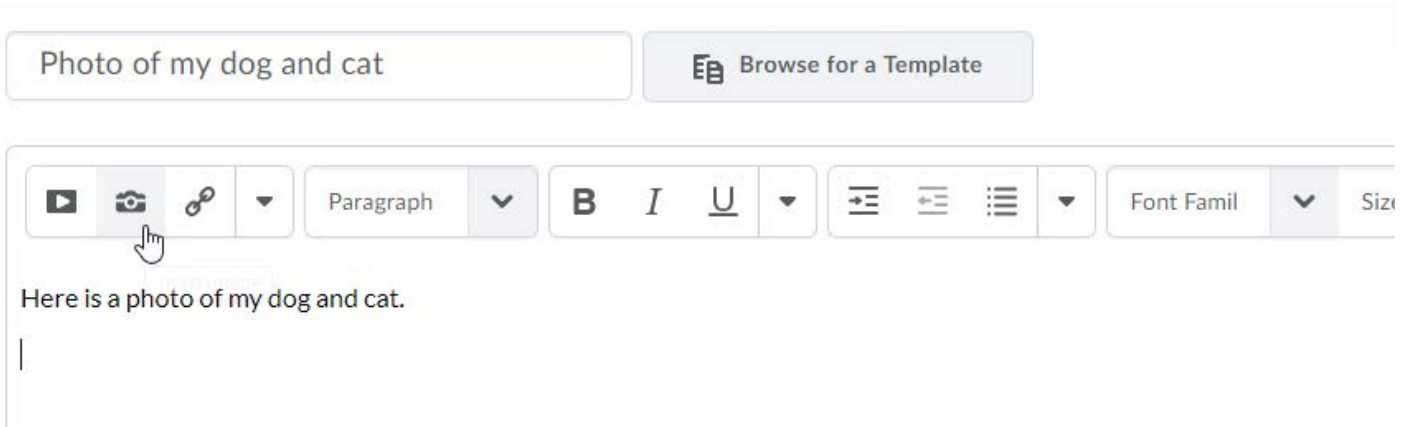


NOTE: There are two ways to add pictures in D2L. To add a picture into a page in which you can also add text and other items, follow steps 3-10. To add a picture as a standalone file, skip to step 11.

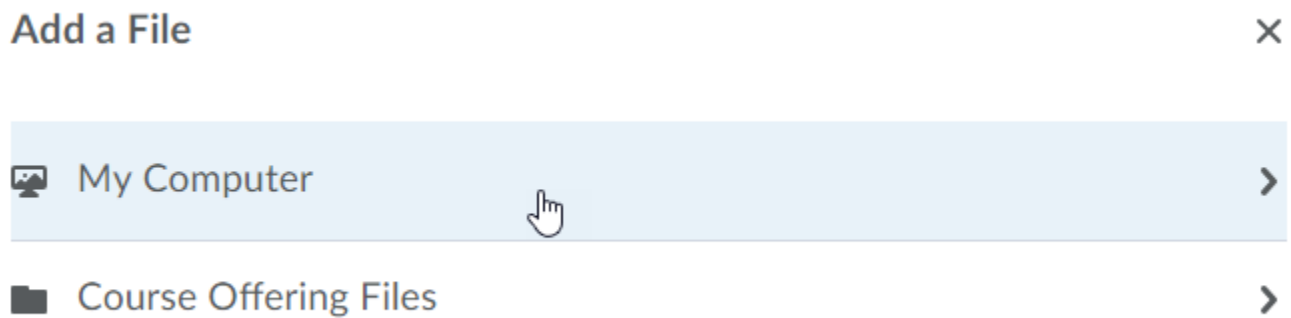
3. Click “Upload/Create,” then click “Create a File.”



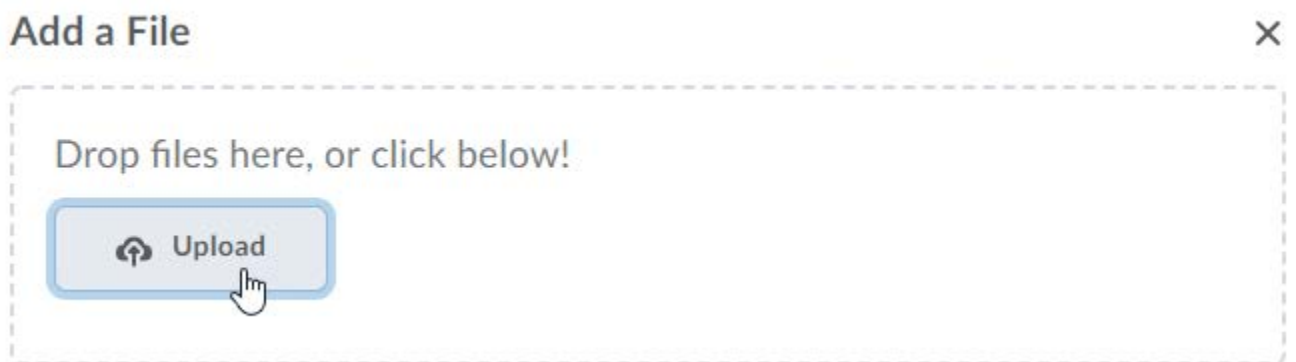
4. Add a title, type some words or other content you would like on the page, and then click the image insert button.



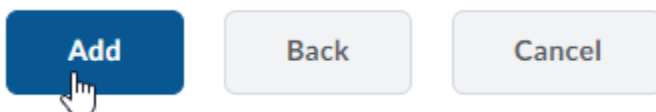
5. Click "My Computer."



6. Click "Upload." Then find your photo and upload it.




7. Click "Add."



8. Alternative text is essential to course accessibility. D2L will automatically ask you to input alternative text for images. Type in your alternative text, then click “OK.”

Provide Alternative Text

 **Alternative Text**

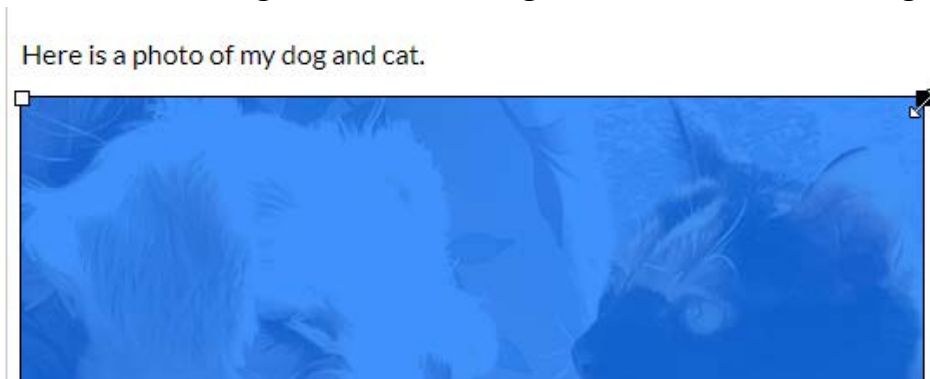
Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

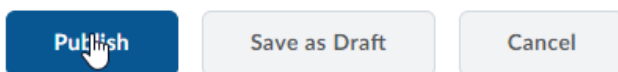
This image is decorative

OK

9. To resize the image, select the image and then click and drag the corners in or out.

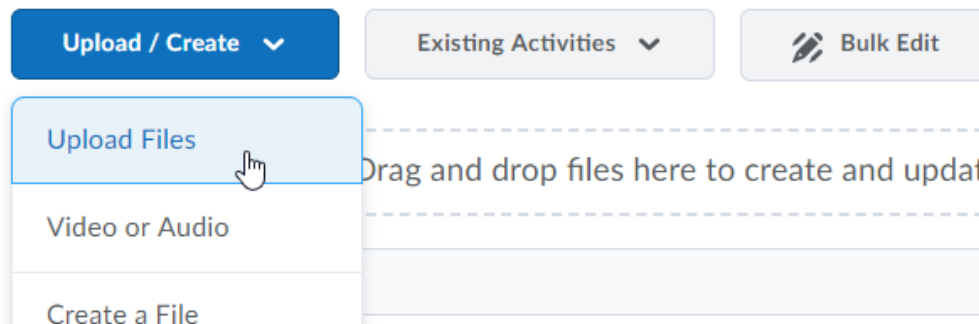


10. Click “Publish.”



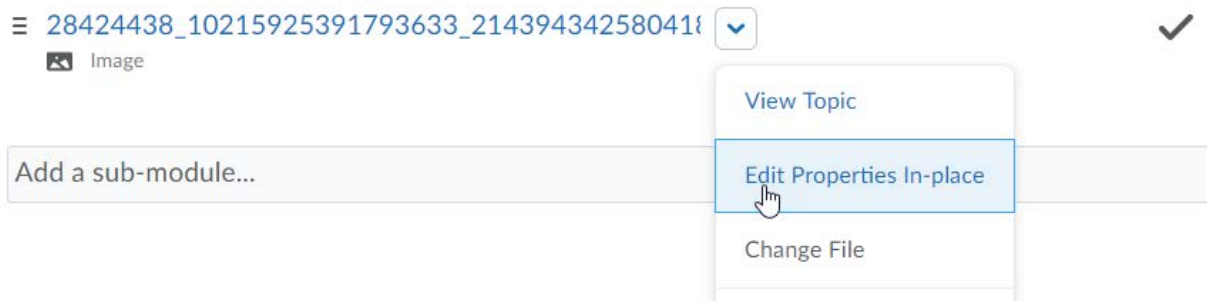
11. Another way to add an image is to upload it directly as a standalone file. To do this, click “Upload/Create,” then “Upload Files.”

Add a description...

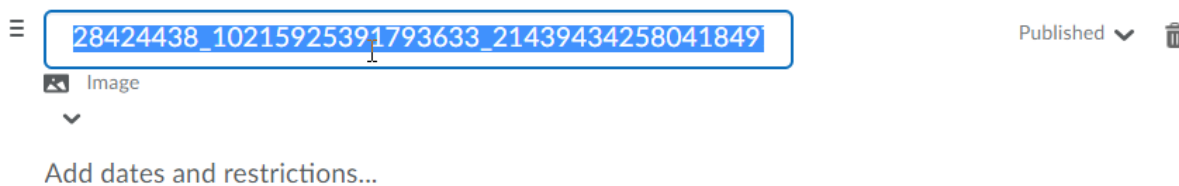


12.Refer to steps 5-8.

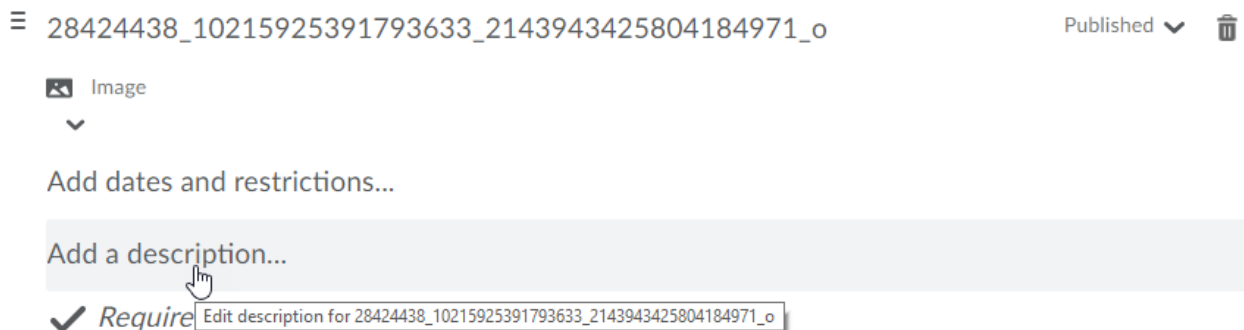
13.To change the name of the image, click the drop-down arrow to the current name, and then click “Edit Properties In-place.”



14.Click the name and type in a new name.



15.For alternative text on direct-upload standalone images, you can add a description. Click “Add a description,” then type in your alternative text.



Your image is now in your course.