

# How to Add Pictures in D2L

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

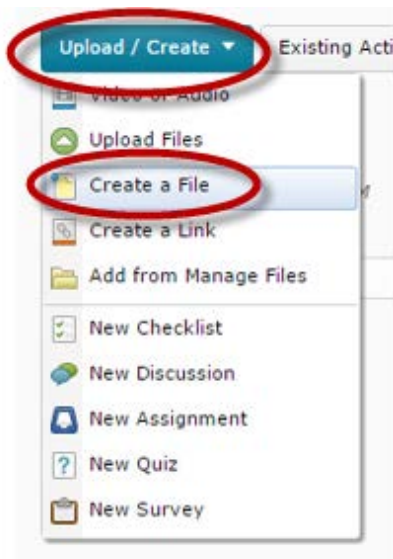


2. In the Table of Contents, click the module you would like your picture to go in.

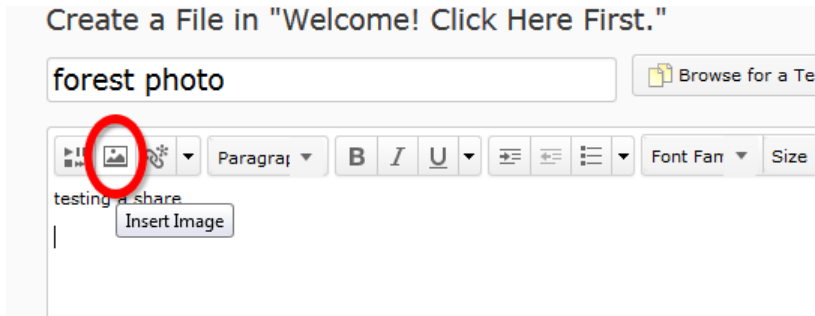


NOTE: There are two ways to add pictures in D2L. To add a picture into a page in which you can also add text and other items, follow steps 3-11. To add a picture alone as a file, skip to step 12.

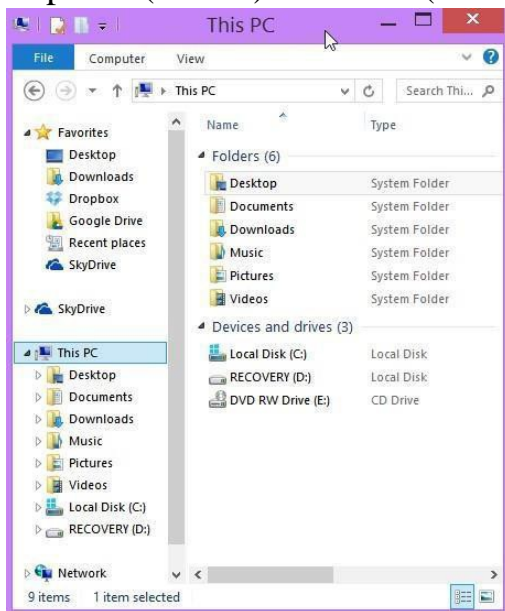
3. Click “Upload/Create,” then “Create a File.”



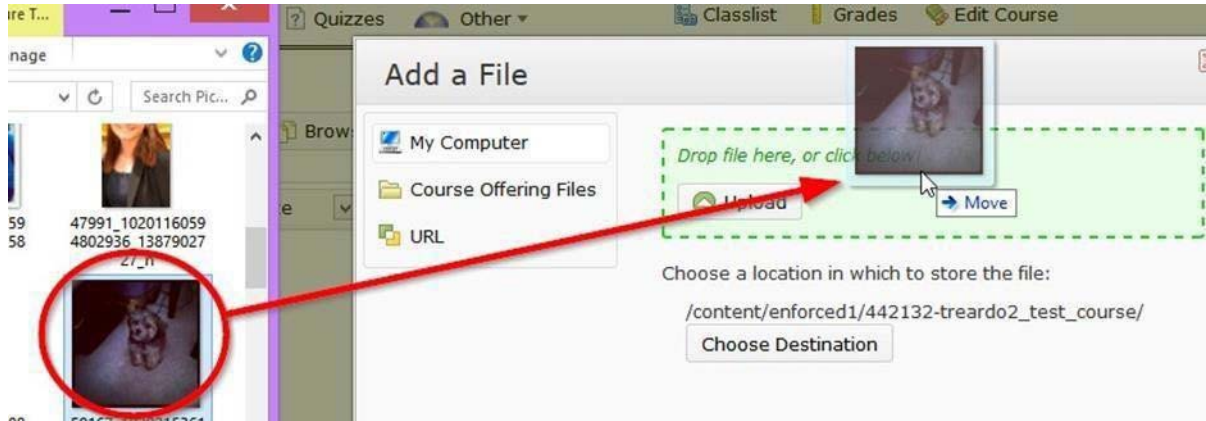
4. Add a title, type some words or other content you would like on the page, and then click the “Insert Image” button.



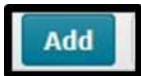
5. Find your image on your computer. You might have to open either File Explorer (for PC) or Finder (for Mac).



6. Click and drag your image onto the box that says “Drop file here, or click below!”



7. Click “Add.”



8. Enter the alternative text. To comply with the Americans with Disabilities Act, you must put a descriptive text in this box. Imagine that you are describing the image to someone over the phone; be brief but include the important elements. Click “OK.”

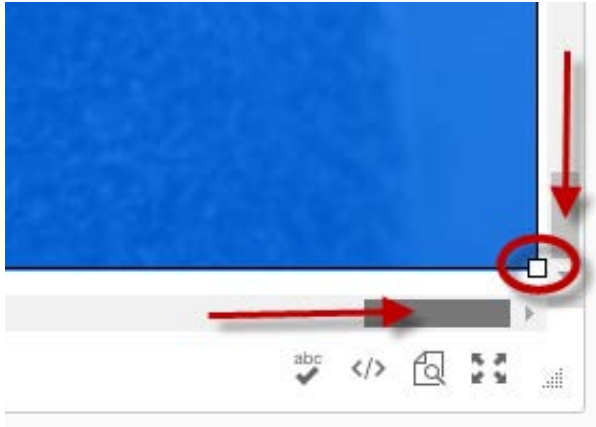
Provide Alternative Text

 **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".

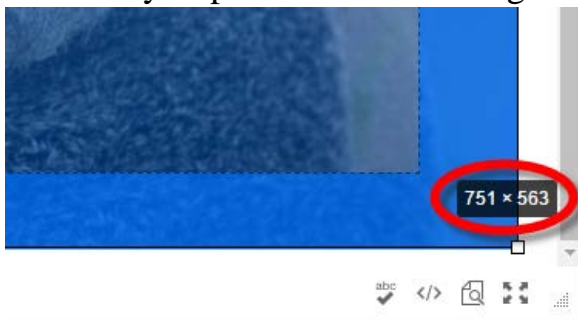
Alternative Text:

This image is decorative

9. To resize your image, use the side scroll bars to move to the bottom right corner of your image, then click the image and hold down the mouse. While holding down your mouse, slightly move the cursor until the image turns blue. You should see a white box appear at the very edge.



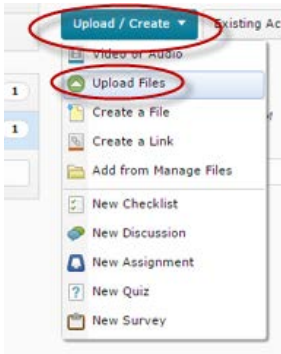
10. Hover over that little white box until it turns into a double-pointed arrow. Click and drag until the image is an appropriate size. As you go, you can see a little grey box (shown below) that will tell you what dimensions you are changing the image to, including width and height. When you hover over the image, it will show you the alt text. Alternative text is read aloud to visually impaired students using a screenreader.



11. Click either “Publish,” if you want the image visible for students or “Save as Draft,” if you want the file invisible to students and/or need to make further edits.

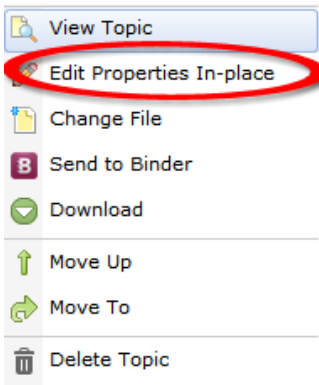


12. Another way to add an image is to upload it directly as a file alone. To do this, click “Upload/Create,” then “Upload Files.”

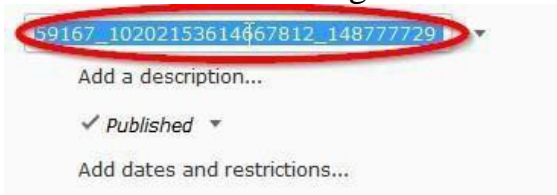


13. Refer to steps 5-8.

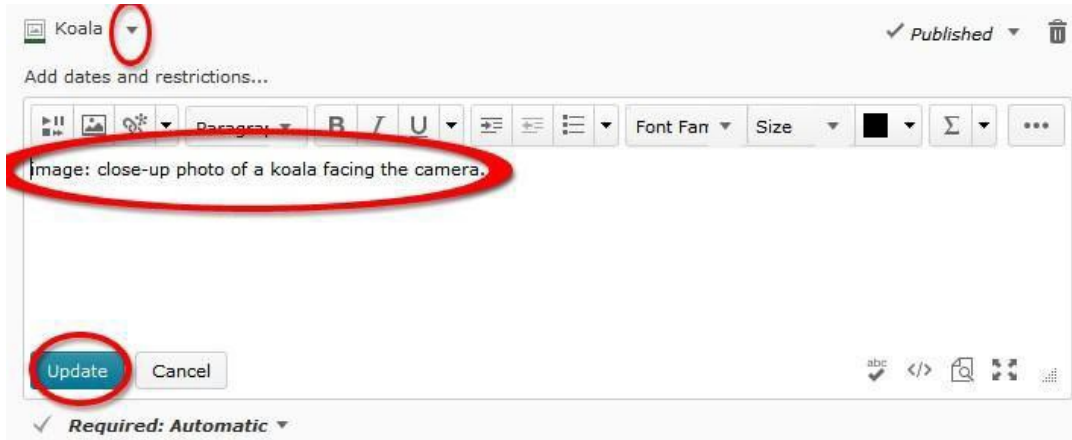
14. To change the name of the image, click the drop-down arrow next to the current name, and then click “Edit Properties In-Place.”



15. Click the name to change the name.



16. Click “Add a description” to add a description. Remember, to comply with the Americans with Disabilities Act, you must put a descriptive text in this box. Imagine that you are describing the image to someone over the phone; be brief but include the important elements. Type your description, then click “Update.”



17. Click either “Published,” if you want the image visible for students or “Draft,” if you want the file invisible to students and/or need to make further edits.



18. Click “Add dates and restrictions” to add dates and restrictions.

- a. Click the “Add” button beneath whichever date you would like to add, and then add your date.



- b. Click “Update.”



And you’re done! Click your image to test it out.

Created by Tiffani Reardon, January 2014.  
Updated by James Monroe, June 2015.  
Updated by Jennifer Nguyen and Tiffani Reardon, June 2017.