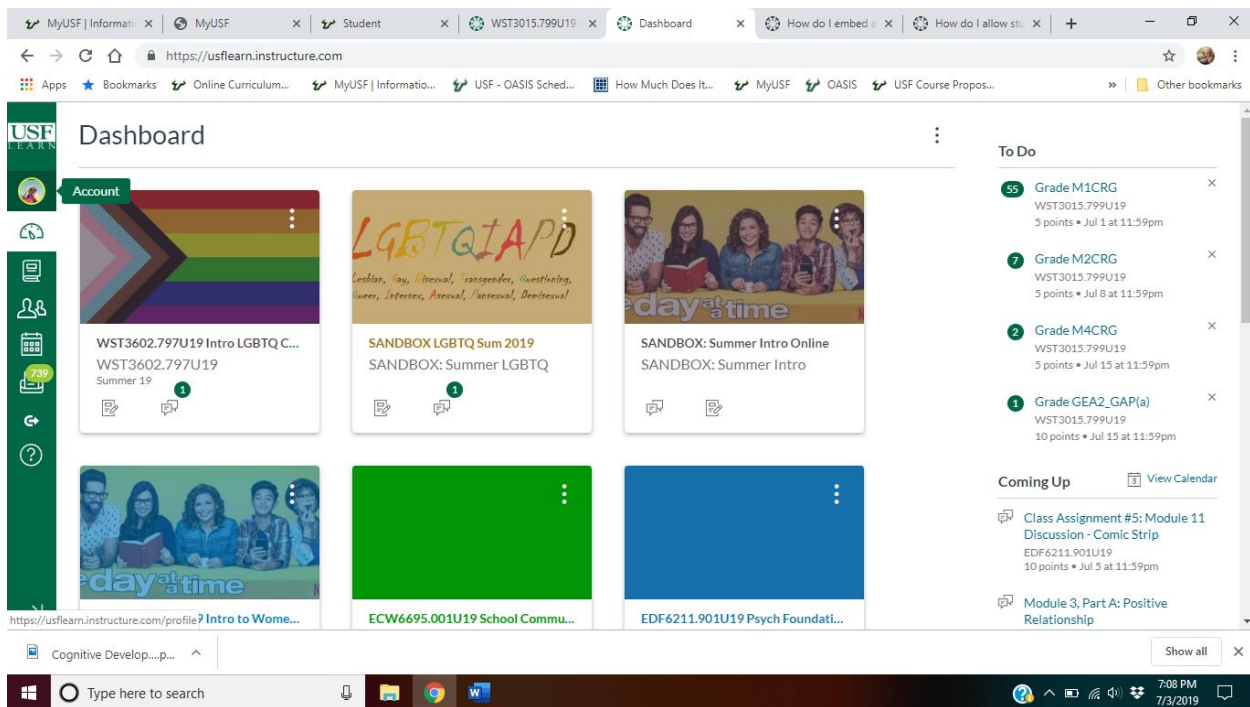


HOW TO EMBED AN IMAGE (OR FILE) INTO A CANVAS DISCUSSION POST

Rather than attaching your infographic or graphic organizer, try to embed it in your post so that it is more easily visible to others in your CRG. Here's how:

You'll probably want to save your infographic or graphic organizers as a .pdf or a .jpeg on your computer, although that's not necessarily required. THEN...

1) Look to the left of your Canvas screen and click on your photo/account.



2) In the little box that opens, click on FILES.

The screenshot shows the USF Learn dashboard for user Milton W Wendland. The interface includes a top navigation bar with tabs for 'MyUSF | Information', 'MyUSF', 'Student', 'WST3015.799U19', 'Dashboard', 'How do I embed', and 'How do I allow stu'. The main content area displays a dashboard with various course cards, including 'STQIAPD', 'BOX LGBTQ Sum 2019', 'SANDBOX: Summer Intro Online', and 'SANDBOX: Summer Intro'. A left sidebar menu contains links for 'Settings', 'Notifications', 'Files', and 'ePortfolios'. A large yellow arrow points to the 'Files' link. The right sidebar shows a 'To Do' list with items like 'Grade M1CRG', 'Grade M2CRG', 'Grade M4CRG', and 'Grade GEA2_GAP(a)', along with a 'Coming Up' section for 'Class Assignment #5: Module 11 Discussion - Comic Strip' and 'Module 3, Part A: Positive Relationship'. The bottom of the screen shows a Windows taskbar with the search bar and system tray.

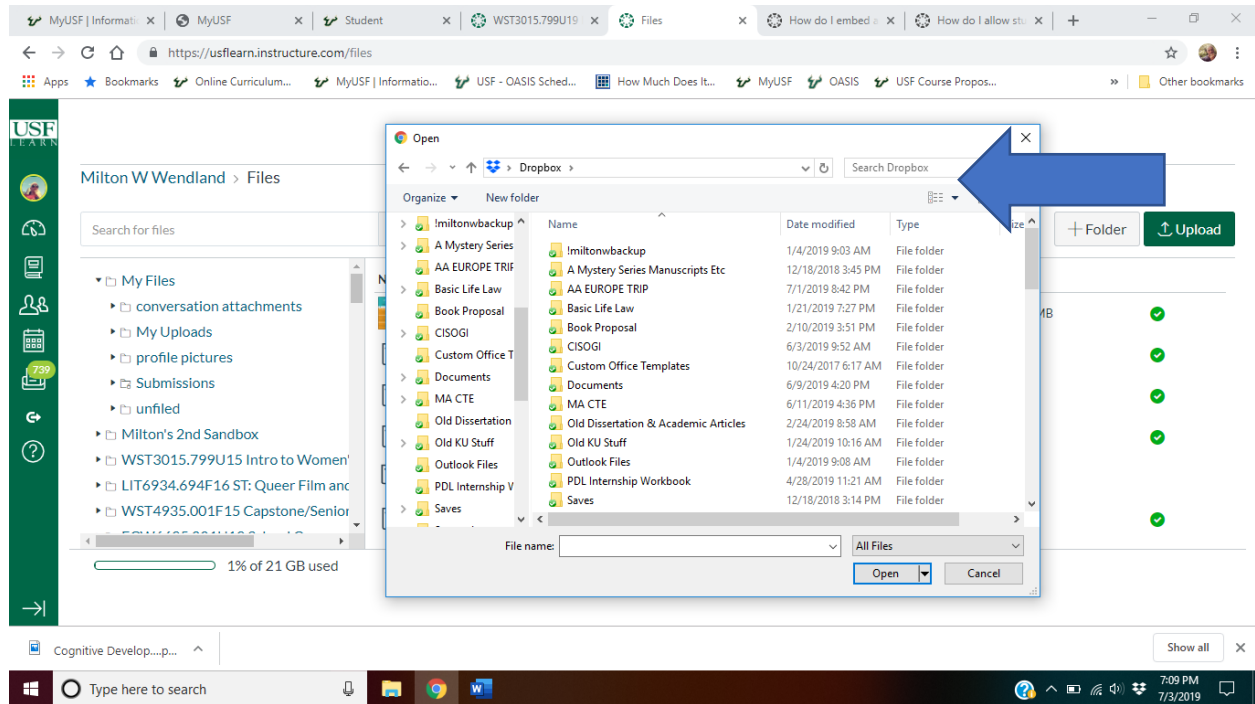
3) You'll see a folder labeled MY FILES there on the left of your screen. Over on the right of your screen you'll see a green UPLOAD button. Click it.

The screenshot shows the USF Learn Files interface for user Milton W Wendland. On the left sidebar, under 'My Files', there is a list of folders including 'conversation attachments', 'My Uploads', 'profile pictures', 'Submissions', and 'unfiled'. The main area displays a table of files and folders. A large orange arrow points to the green 'Upload' button in the top right corner of the interface.

Name	Date Created	Date Modified	Modified By	Size
Cognitive Development Concept Map.png	7:06pm	7:06pm	Milton W Wendland	1.2 MB
conversation attachments	Jul 30, 2013			--
My Uploads	May 24, 2019			--
profile pictures	Jul 30, 2013			--
Submissions	Sep 2, 2018			--
unfiled	May 17, 2015			--

1% of 21 GB used

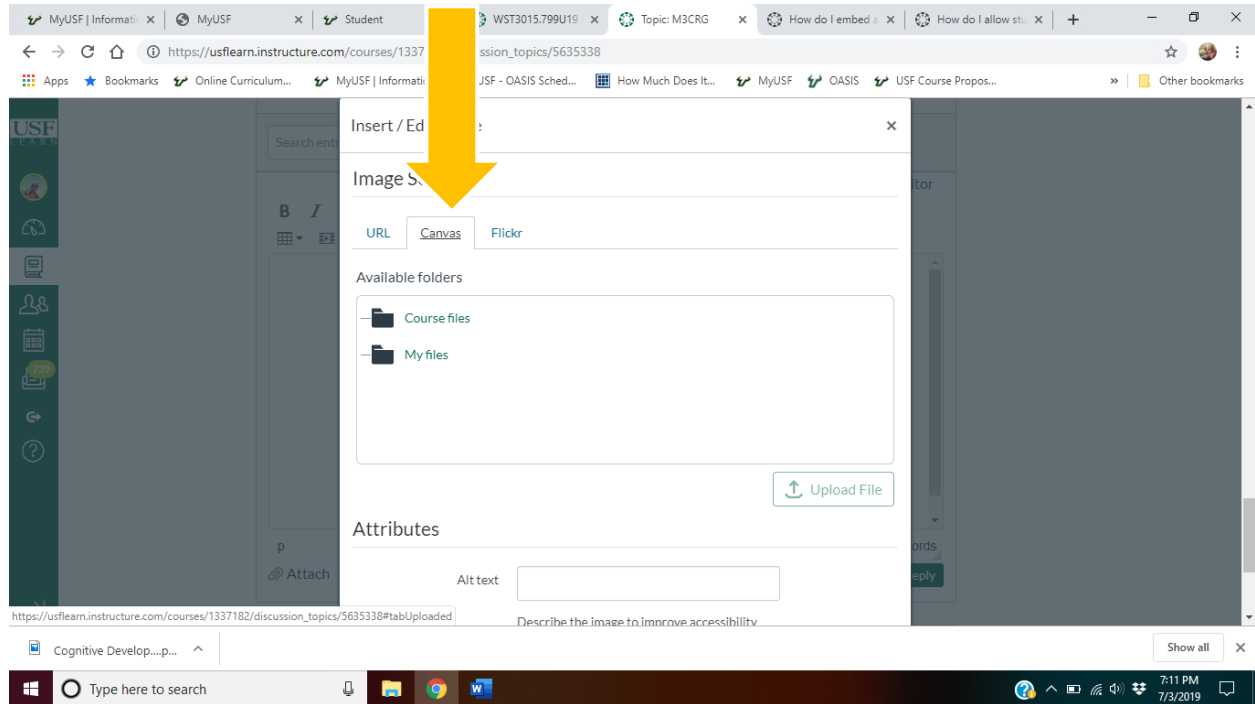
4) That will open the files on your own computer and you can simply choose what you want to upload. Select the appropriate file. The file you choose will now appear in MY FILES on Canvas.



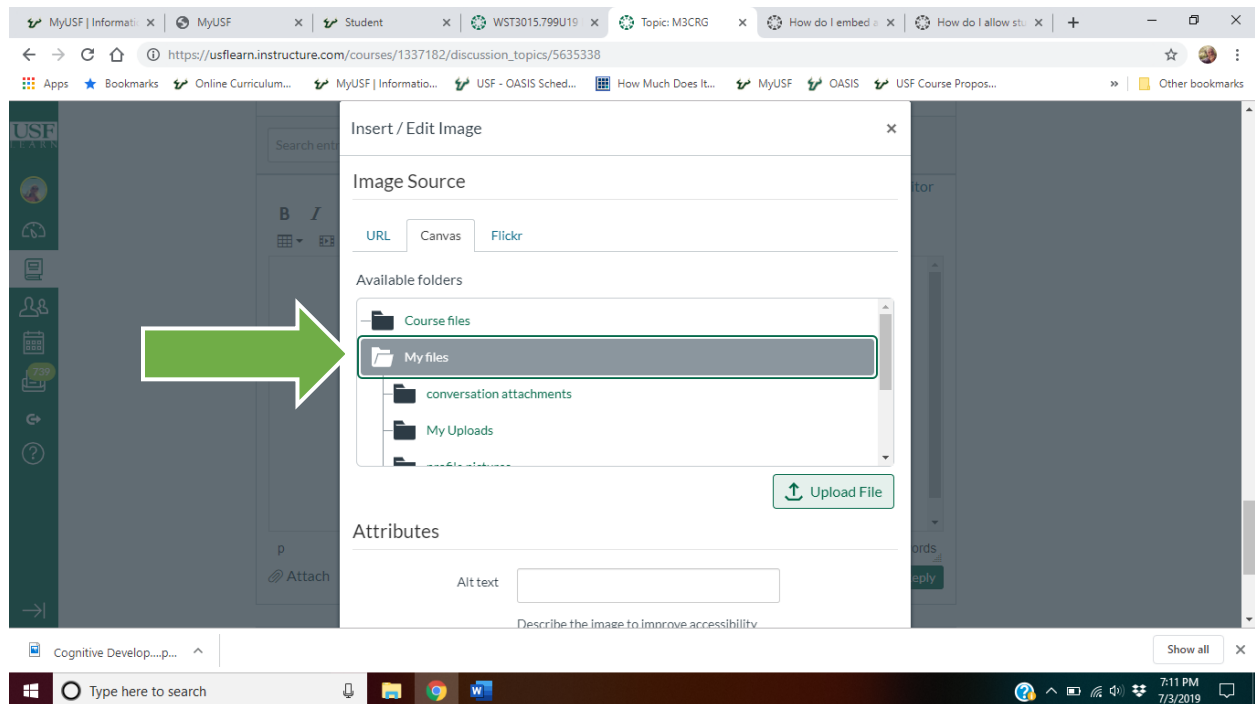
5) Return to our discussion board for this assignment and click as if you were going to post. Click on the EMBED IMAGE icon.

The screenshot displays a web browser window with multiple tabs open, including 'MyUSF | Information...', 'MyUSF', 'Student', 'WST3015.799U19', 'Topic: M3CRG', 'How do I embed...', and 'How do I allow stu...'. The address bar shows the URL 'https://usflearn.instructure.com/courses/1337182/discussion_topics/5635338'. The browser's bookmark bar contains various links like 'Apps', 'Bookmarks', 'Online Curriculum...', 'MyUSF | Information...', 'USF - OASIS Sched...', 'How Much Does It...', 'MyUSF', 'OASIS', 'USF Course Propos...', and 'Other bookmarks'. The main content area is the USF Learn interface, featuring a search bar, an 'Unread' button, and a toolbar with icons for text formatting (bold, italic, underline, link, unlink, image, video, etc.) and alignment. A large orange arrow points to the 'Embed Image' icon in the toolbar. Below the toolbar is a text input area with a '0 words' counter and buttons for 'Attach', 'Cancel', and 'Post Reply'. At the bottom of the interface are 'Previous' and 'Next' navigation buttons. The Windows taskbar at the bottom shows the search bar, task view button, and several open applications (File Explorer, Chrome, Word), along with system icons and the date/time '7:10 PM 7/3/2019'.

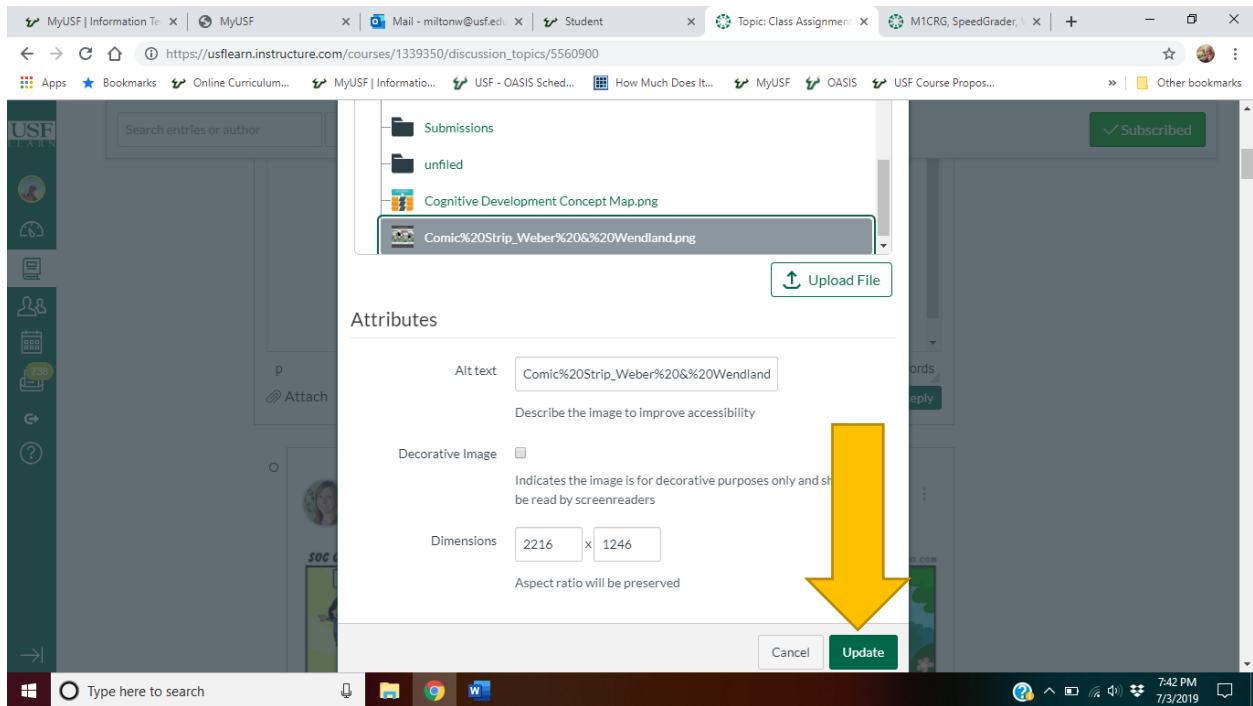
6) Click on the **CANVAS** tab to find **MY FILES** on Canvas, where you just uploaded your file.



7) Click **UPLOAD** and choose the correct file.



8) Then scroll down and click UPDATE



9) voilà! You learned a new skill that will probably come in handy as you move forward to graduate school or to a job where you'll need to learn something like this. 😊