

Upload/Embed Image Quick Guide

Locating the Upload/Embed Image Tool in Canvas

1. Click the Apps button in the Canvas Rich Content Editor. Then scroll down until you locate Upload/Embed Image from the list of available tools. Note: the apps are listed in alphabetical order, so it should be the last option.

Edit View Insert Format Tools Table

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2. Select your image source.

Upload / Embed Image

×

Image Source

 Computer

 Canvas

 Unsplash.com

 Pexels.com

 Public URL

Image Sources

Computer

Drag and drop your image file or click to upload the image file from your device.

Upload / Embed Image

×

Image Source

 Computer

 Canvas

 Unsplash.com

 Pexels.com

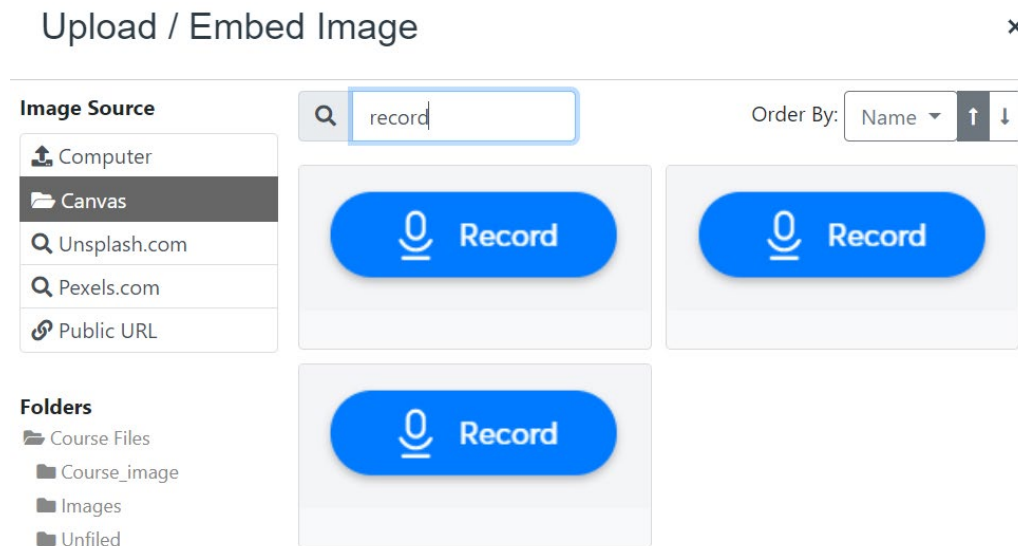
 Public URL



Drop file here or **click to upload.**

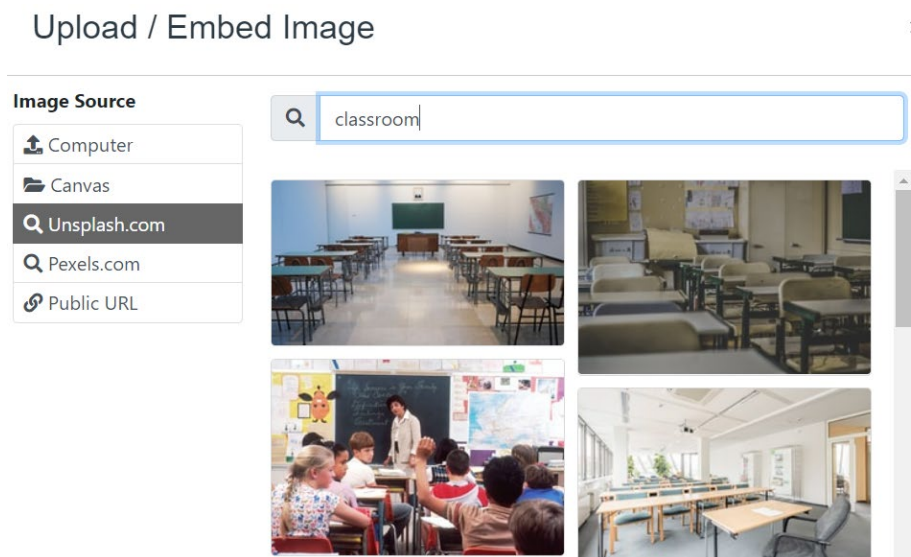
Canvas

If you have previously uploaded an image to your course and would like to reuse it, use the Search bar to locate it.



Unsplash & Pexels

[Unsplash](#) and [Pexels](#) are free stock photo sites. Use the Search bar to locate images to use in your courses.



Public URL

If you would like to use an image from a public website (the Fullerton College Facebook page in this example), complete the following steps:

1. Copy the image URL.
2. Paste it into the URL box. You should see a preview of the image if the image is public.
3. Click the Go button.

Upload / Embed Image

×

Image Source

Computer

Canvas

Unsplash.com

Pexels.com

Public URL



https://scontent-lax3-1.xx.fbcdn.net/v/t1.0-9/121977546_10

Go



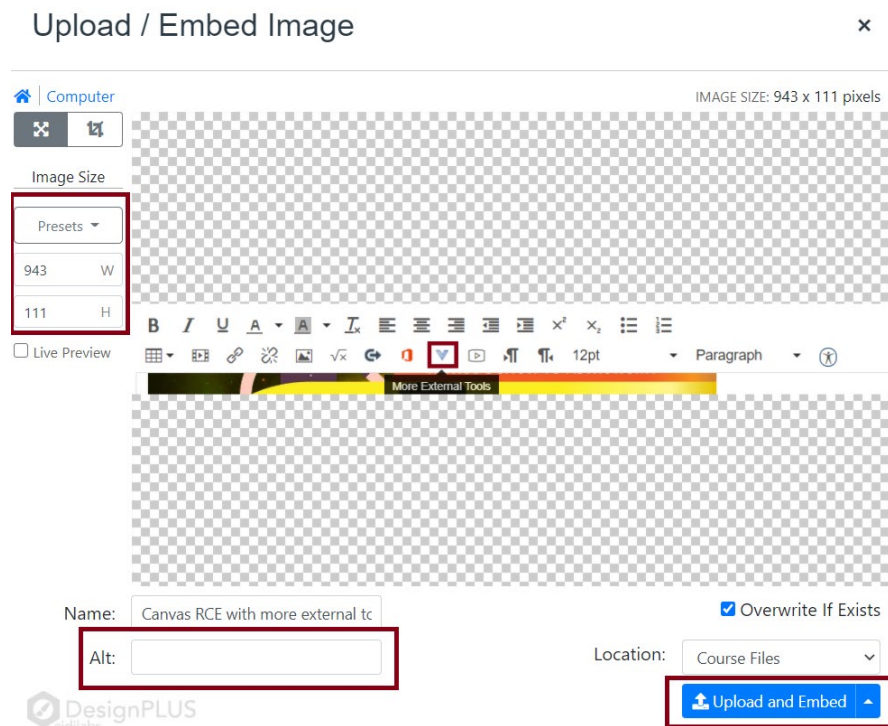
Grads to Be Programs at NOCCCD Present:
UNDOCUMENTED STUDENT ACTION WEEK
RSVP at grads2be.fullcoll.edu/usaw-20/

Monday, October 19th	Wednesday, October 21st
Undocumented Student Action Week at NOCCCD Kick-Off Event Presenters: Grads to Be Program Staff Welcome messages from the NOCCCD Chancellor & College Presidents will be featured Time: 11:30 am - 12:30 pm	Undocumented Student Transfer Panel Facilitator: Grads to Be Program Staff Panelist: NOCCCD Alumni Time: 4:00 pm - 5:00 pm
UndocuAlly Training Part 1 - Foundational Knowledge Presenters: Grads to Be Program Staff Time: 1:00 pm - 3:00 pm	Entrepreneurship Resources for Undocumented Students Presenters: Grads to Be Program Staff Time: 5:30 pm - 6:00 pm
Tuesday, October 20th	Thursday, October 22nd
Healthcare Resources for Undocumented Students Presenter: Grads to Be Program Staff Time: 5:00 pm - 6:00 pm	Know Your Rights Workshop Presenter: US Immigration Law Group Time: 1:00 pm - 2:00 pm
Friday, October 23rd	
CA Dream Act Application Overview Presenters: Cypress College Financial Aid Office Time: 10:00 am - 11:00 am	UndocuAlly Training Part 1 - Foundational Knowledge Presenters: Grads to Be Program Staff Time: 11:00 am - 1:00 pm

Undocumented Student Action Week Statewide Events
tinyurl.com/SWUSAW20

Sizing Tools

1. Utilize the built-in Presets to size your image or enter your own width (W) and height (H) selections.
2. Enter alternative text for the image in the Alt box on the bottom left of the screen.
3. Use the blue Upload and Embed button when you are ready to insert your image.



Crop Tools

1. Utilize the tools in the Crop menu to zoom in or out on a particular section of the image or to rotate your image if needed.
2. Use the blue Crop Image button when you are satisfied with the way your image looks.

