Inserting an Image into a Content Page (using the HTML Editor) – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content tool and the HTML Editor in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved with adding images into the HTML editor. For the purposes of this tutorial, we will work in the Content tool.

Steps

1. Go to the Content tool in your course.

2. In the **Table of Contents** box, click on the title of the Module to which you wish to add your HTML page/image.

3. Click on the **New** button and select **Create a File**.
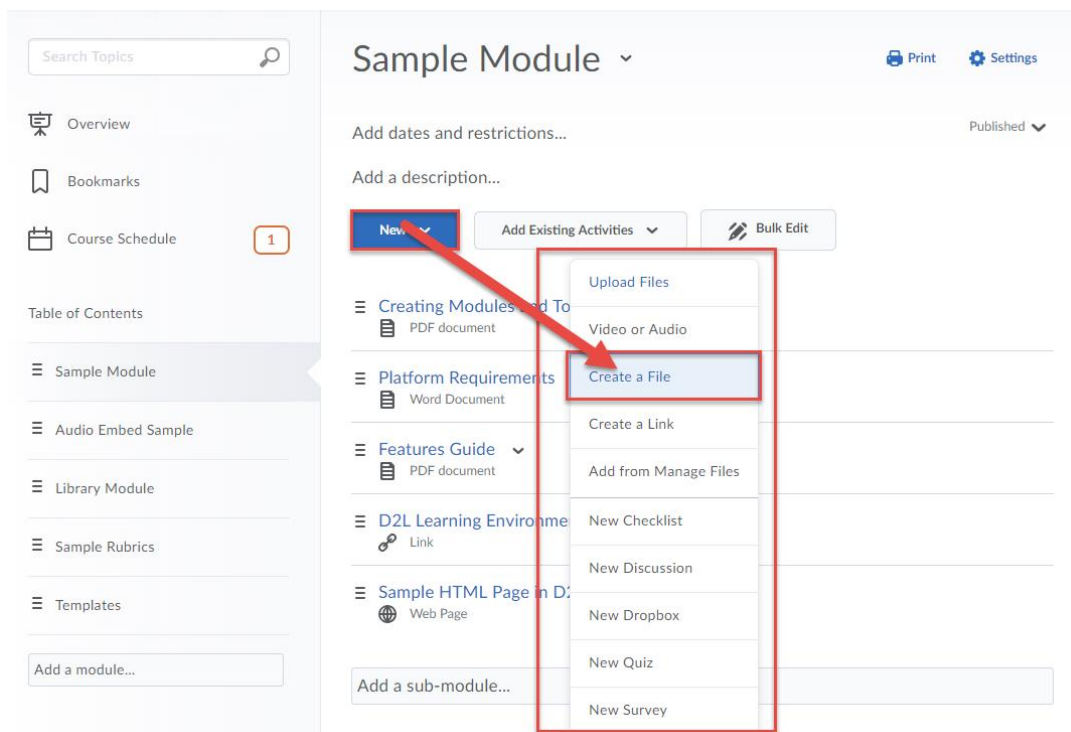
4. Give your new Content page a Title, then add some text into the HTML editor (for example, to set the context for the image you are going to insert), then put your cursor where you would like the image to appear. Then click the **Insert Image** icon.
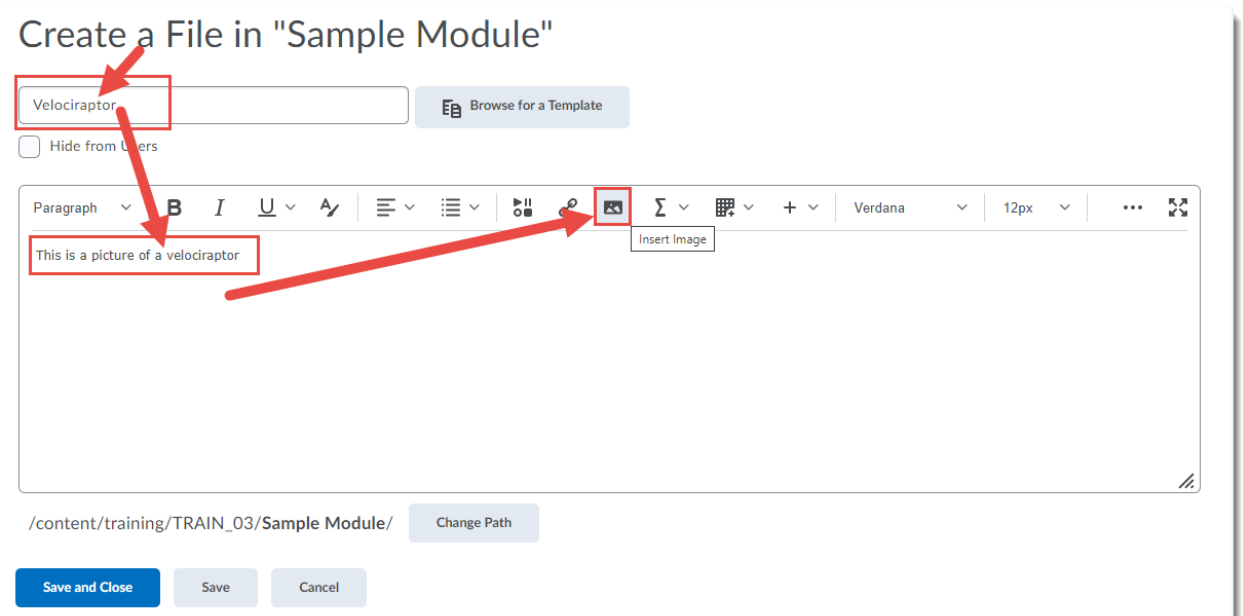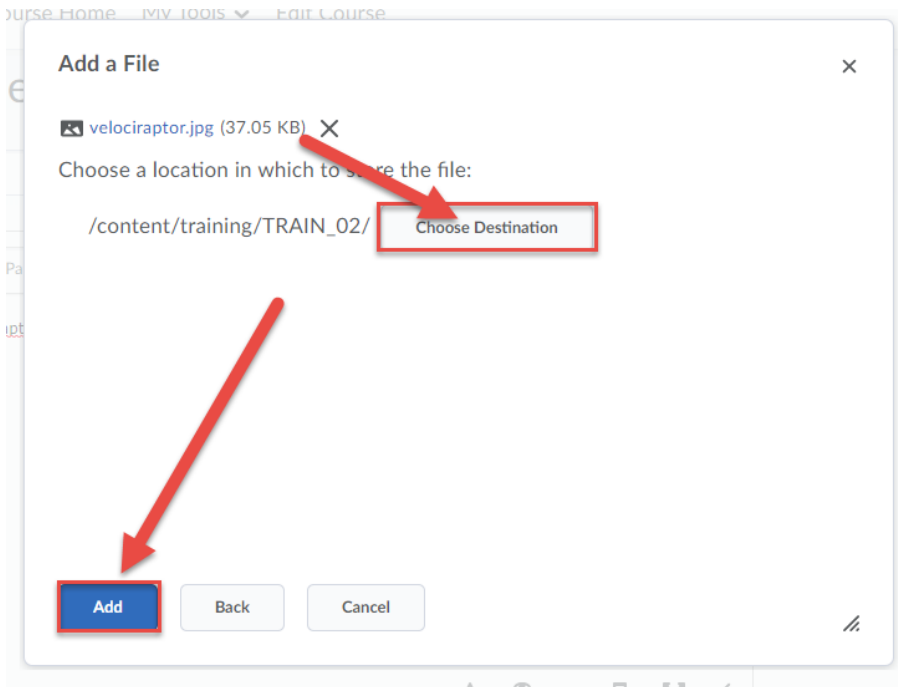

5. In the **Add a File** box that opens, click **My Computer**.
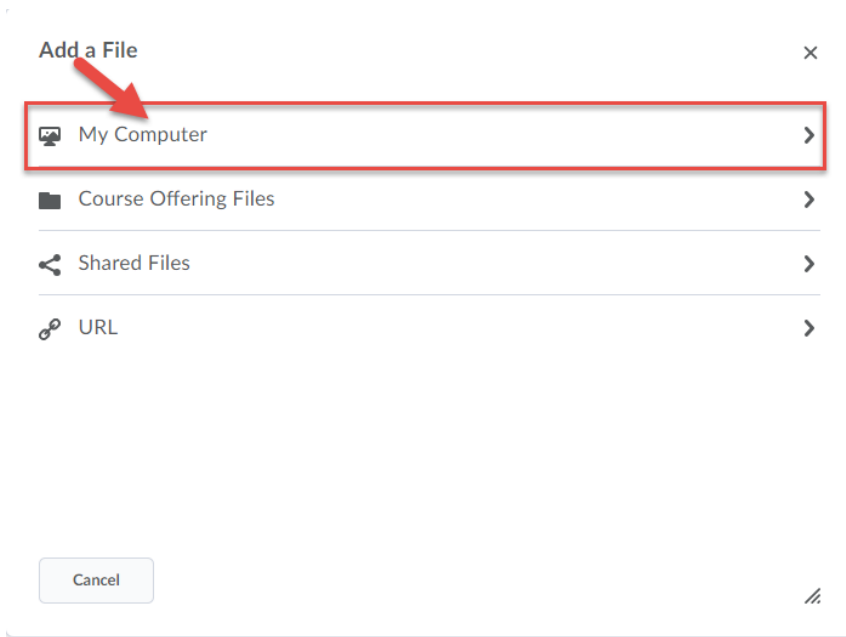
6. Click **Upload**, find your image on your computer, and click **Open**.
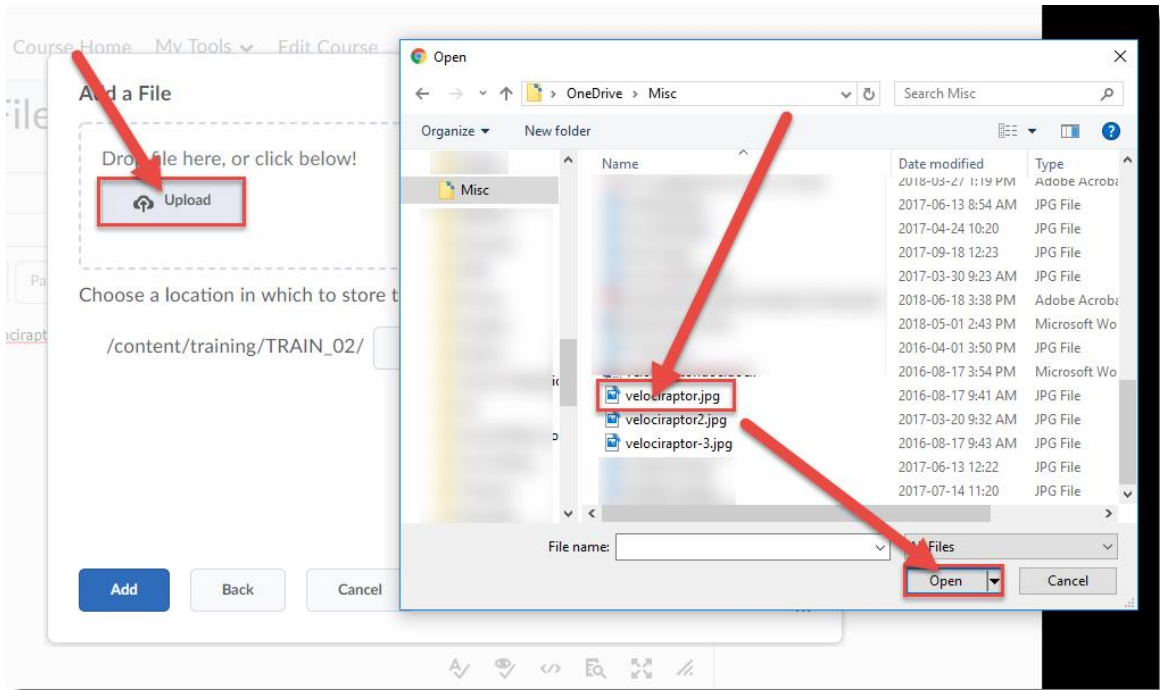

7. If you like, click **Choose Destination** to save the image to the appropriate folder in the **Manage Files** area. When you are finished, click **Add**.

8. In the **Provide Alternative Text** box, type the text you would like students to see (when they mouse over the image) or read via screen reader software. This is very important for students who are unable to see the image. When finished, click **OK**.
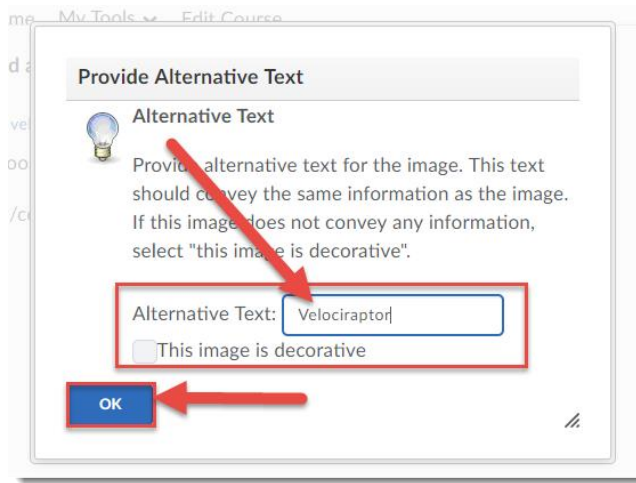
9. You will then see your image on your new page. Click **Save and Close** when you have finished editing your page.
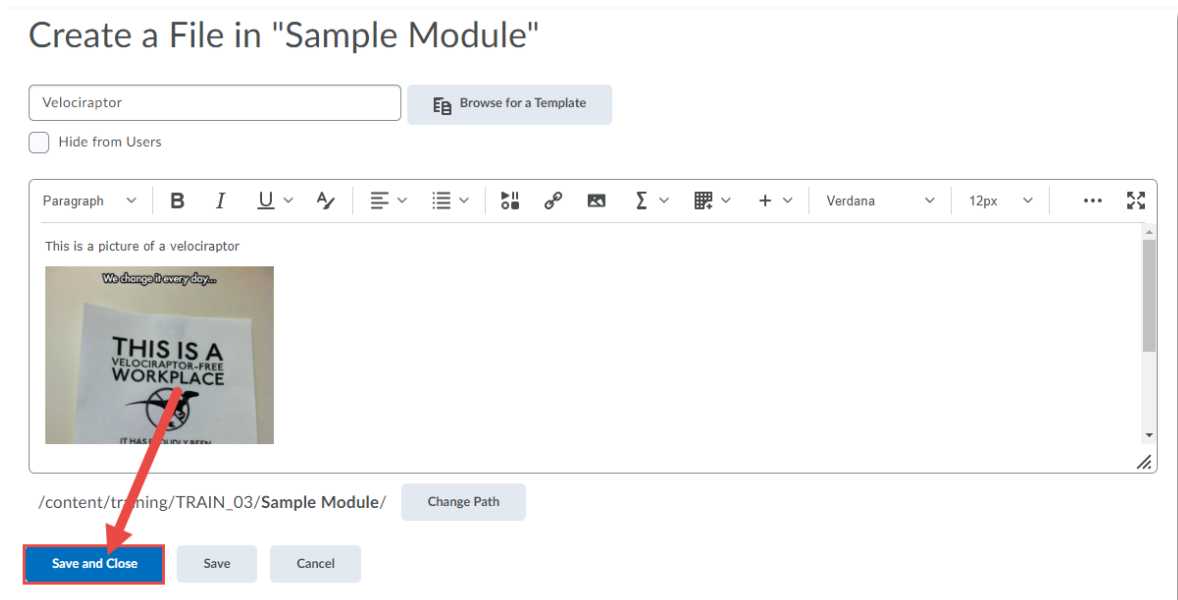
Things to Remember

Remember that if you are adding an image that you have **not** created yourself or own the copyright for, you will need to follow copyright guidelines for including that image in your course site. For further information, go to the Camosun Library's page on Copyright.

Also remember that if your image is large in terms of file size, you may want to resize it in an imaging editing program so that it does not take too much time to load for students.