How to upload personal picture files into Canvas:

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Back to Toolbox

If you would like to embed a personal image into canvas for your profile picture, a discussion, or any other reason, here is how you'd do so.

- 1. Go to the account icon, and select the "Files" option.
- 2. Then you will select the "Upload" button on the top right hand side of the screen.
- 3. A box will open up asking you to locate the image file for upload. Locate the desired photo and select "Open".
 - You will see the image uploaded into your Canvas "Files" page.
 - You will now have the ability to upload this picture in all Canvas courses.

Getting My Picture Into a Discussion:

- 1. Select "Reply"
- 2. Look for the mountain icon and click it to embed image.



- 3. When the box to embed an image opens up, select the "Canvas" tab. You will then have access to any images you uploaded to your account.
- * Tip: Dimensions around this (360 x 640 for portrait and 640 x 360 for landscape) size will work out nicely.



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