

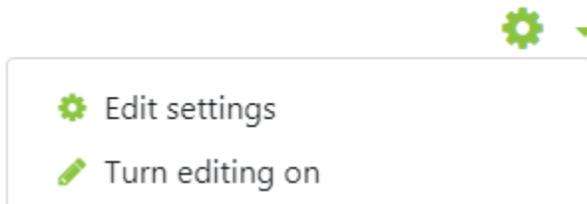
Adding an Image to the Main Course Page in OnCourse

Step-by-step guide

Method 1: Add an image to the Course Information area or for any topic area

NOTE: This works for any topic area in your course

1. Log in to OnCourse.
2. Access the course that you would like to add a picture to.
3. Turn editing on. Locate the green gear icon on the upper right hand side of the page. From the drop-down menu select Turn editing on.



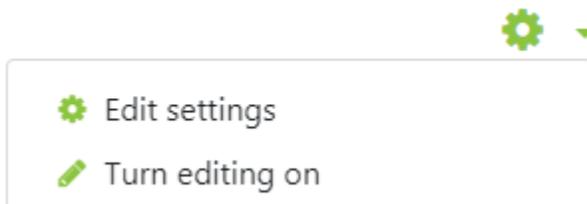
4. In the Course Information area or the topic area for the image to appear, click Edit, "Edit Section" or "Edit topic."
5. In the **Summary** field, click the **Insert/edit Image** button



6. Press the Browse repositories button to locate the saved image that you want to use (previously saved on your computer).
 - a. It is recommended that the width of the image be no more than 120px
7. Press Choose File
8. Locate the file and press the Upload File button
9. Enter a description in the "Image Description" field
10. Press **Insert**
11. The image will appear in the Summary field
12. Press **Save Changes**

Method 2: Add an image to an HTML Block

1. Access the course that you would like to add a picture to
2. In the top right-hand corner, locate the green gear icon. From the drop-down menu select Turn editing on.



3. In the bottom left-hand corner, locate the Add A Block block
4. From the Add A Block drop-down menu, choose "HTML"
5. Locate the block that was added; it is called "(New HTML Block)"
6. Click the gear icon in the block and choose "Configure (New HTML Block)" block
7. Enter in a Block Title. If you leave the block title blank there will be no title above the image
8. In the Content field, click the "Insert/edit Image" button



9. Press the Browse repositories button to locate the saved image that you want to use (previously saved on your computer).
10. Press Choose File
11. Locate the file and press the Upload File button
12. Enter a description in the "Image Description" field
13. Press **Insert**
14. The image will appear in the Content field. Press Save Changes

15. Using the four-way arrow in the HTML block,  you can move the block to any location in the left- and right-hand columns of your course.

Hints:

- Using a long thin image in a topic area will fit best on the screen. The width of the image for the center section is approximately 120 px.
- To change the size of the image once it is uploaded, return to the Edit Section option and double click on the image. Change either the height or width size.
- If inserting the image into an HTML block, you can include a title, or leave the title field blank.

Resources:

- Moodle.org resource on HTML blocks: https://docs.moodle.org/32/en/HTML_block

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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