Faculty: Inserting Images in Moodle

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By inserting images in Moodle text boxes, you can illustrate a specific point or add visual interest to your course. Four important things to note about inserting images directly in your course pages:

- Do NOT attempt to copy and paste images into your Moodle course. Doing so can break it! You can drag and drop an image saved to your computer into Moodle.
- Images must be separate files to be posted online. Moodle can post three image types: jpg, gif and png.
- Images will appear in their "native" size, so you may need to resize them if they are very large (in either area — pixels — or volume — bytes).

This guide will walk you through the entire image insertion process.

Bonus Feature: Looking to resize a photo to upload to your course site? **These instructions** will help!

To insert an image:

1. In any textbox click on the **Image** icon.
2. Paste the **URL** of a web-based image in the field provided or click on **Browse repositories** to upload an image saved to your computer.
3. After selecting the image, click on **Upload this file**.
4. In the insert image dialog box, enter a **description of the image** ("alt text") or check the box to indicate that the image is purely decorative.
5. Adjust the pixel count in the fields provided—there are 100 pixels per inch—so that the image is a reasonable size. (In this example, the original image is 3,000 X 3,000 pixels!)
6. Be sure that the **Auto size** option is activated to maintain the image's proportions and make it viewable on diverse devices.
7. **Save image** to return to your textbox.

See hints and tips below for more about images.