Students: Inserting Images in Moodle

Hart Wilson - 2025-11-29 - Comments (0) - Students

It's not hard to insert images in Moodle posts, but you do need to be careful about **image size**. Some important things to note about inserting images directly in Moodle textboxes such as forum posts, online text assignments and glossaries:

- Images must be saved as individual files in order to be inserted in Moodle.
- Acceptable image file types are .jpg, .gif, and .png.
- To insert an image in a reply to a forum post, click on **Advanced** before you begin typing your response.
- You can either drag and drop an image into Moodle or use the **Image** icon on the toolbar.
- Images will display in their "native" (original) size, so be prepared to adjust them for best fit.

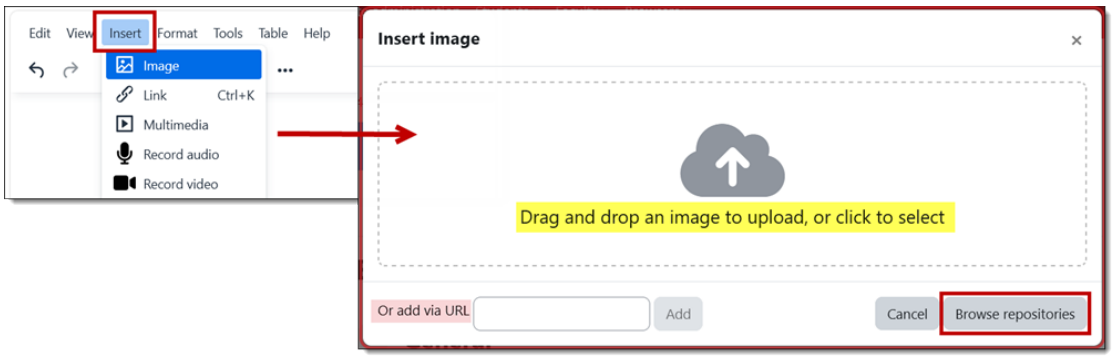
Large image files (more than 500K) are slow to load and take up valuable storage space. Use a photo editing program to reduce a big image or contact the Help Desk for assistance.

Insert an Image

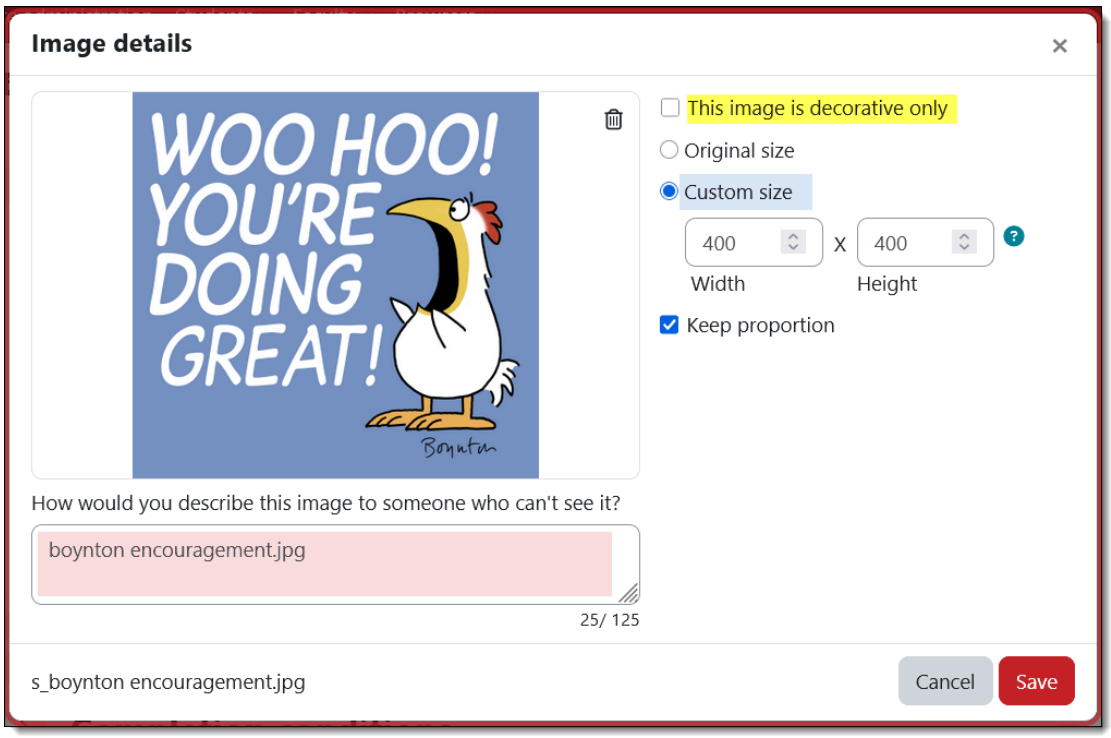
Images can be displayed in any Moodle page that gives you access to the editing toolbar, such as a forum post, online text assignment, glossary, etc. We recommend entering text in the textbox, then positioning your cursor at the beginning of a line of text before clicking on the insert image icon.

To insert an image from the toolbar:

In any textbox, click on the link for the **Insert** menu, then select **Image**.



Drag and drop an image or click in the upload field to select an image from your computer. You can also paste the URL of a web-based image in the field provided or click on **Browse repositories** to upload an image saved in a repository like Wikimedia or on your computer.



If the image is purely decorative, check the box, otherwise add up to 125 characters to provide a meaningful description of the image for someone unable to see it. (The auto-generated text is simply the name of the file.)

Choose the **Custom size** option to adjust the image's size. Size is measured in pixels: 100 pixels per inch.

Save.

NOTE: You can also drag and drop an image into a textbox as you edit its contents. Simply drag and drop the image file, then click on the image icon to update the display settings with an alt text description and make it look the way you want.