



How to Upload an image into an Atto editor Toolbar in any Moodle Dialogue/Text box


How to Upload images to a Forum:

1. Click add a new discussion topic
2. Subject: Enter text
3. Message box: Click image icon 
4. Click "Browser Repositories"
5. Click "Upload a file" (on left menu)
6. Click "Browse" center
7. Search location of image previously saved to computer. (Double click image)
8. Enter SAVE AS description
9. Click "Upload File"
10. Enter description of image for someone who cannot see it (visually impaired)
11. Click "Save Image"
12. Click "Post to forum" or "Save Changes" to close forum

How to Upload images to a Quiz Response:

1. Open Quiz
2. Go to question
3. Atto Toolbar: Click image icon 
4. Click "Browser Repositories"
5. Click "Upload a file" (on left menu)
6. Click "Browse" center
7. Search location of image previously saved to computer. (Double click image)
8. Enter SAVE AS description
9. Click "Upload File"
10. Enter description of image for someone who cannot see it (visually impaired)
11. Click "Save Image"

How to Upload images to an Assignment Text box:

1. Open Assignment
2. Click "Add Submission"
3. Online text box: enter text
4. Atto Toolbar: Click image icon 
5. Click "Browser Repositories"
6. Click "Upload a file" (on left menu)
7. Click "Browse" center
8. Search location of image previously saved to computer. (Double click image)
9. Enter SAVE AS description
10. Click "Upload File"
11. Enter description of image for someone who cannot see it (visually impaired)
12. Click "Save Image"
13. Click Blue "Save changes" box to close assignment submission