



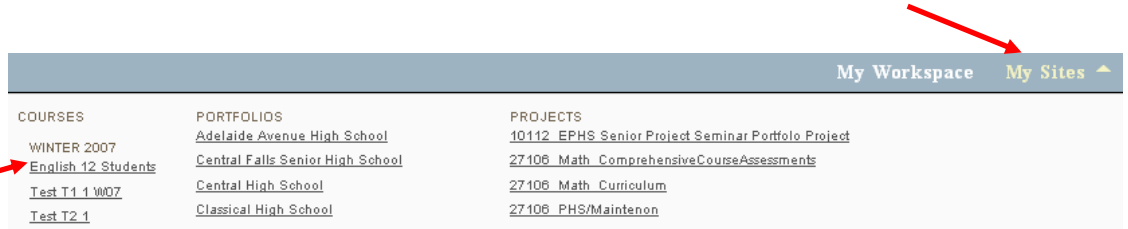
rieps

How to Add Images to Sites: A Guide for Teachers

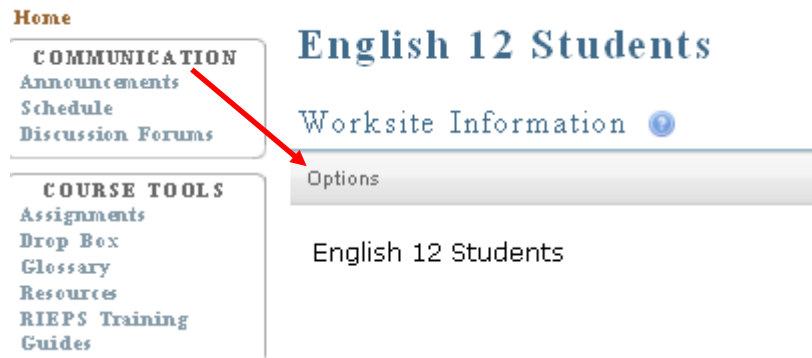
Pictures or images may be added to My Workspace, Project or Course sites to add excitement to the site. This document explains how to add pictures to a course site, but adding them to My Workspace or a project site generally follows the same procedure.

First login into RIEPS and do the following:

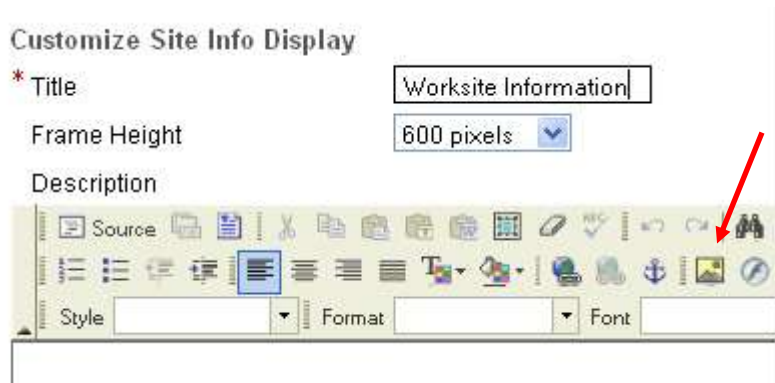
Click on the **My Sites** link.
From the list select the course.

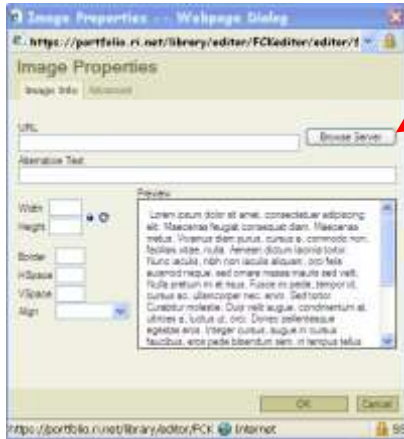


1. Select the **Options** link found under Worksite Information.



2. Click on the **Insert / Edit Image** icon.

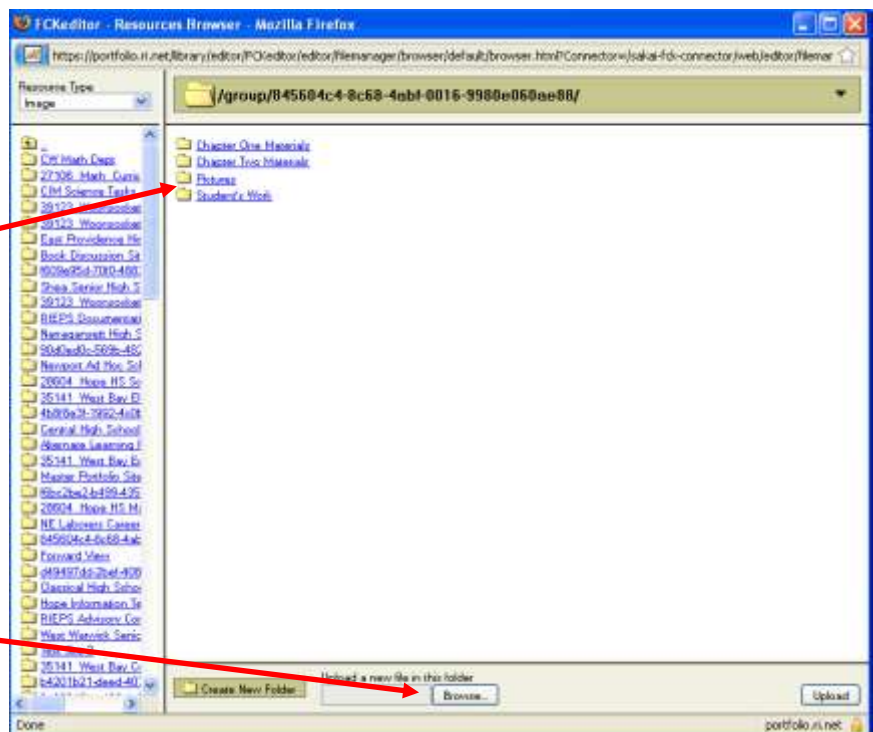




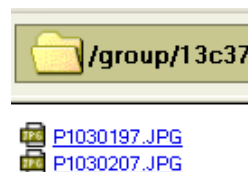
3. The **Image Properties - Webpage Dialog** will appear. Click **Browse Server** to search for the image.

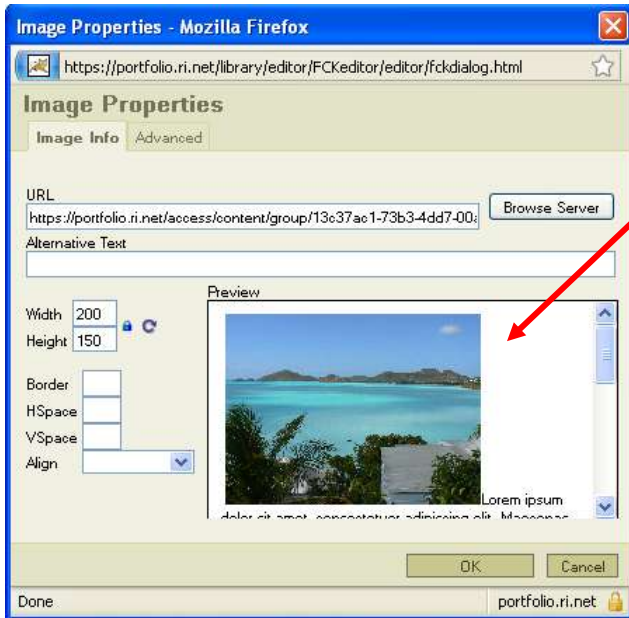
4. A second window will open. The **Resources** folder in the site automatically opens displaying the folders on the right-hand side. If the image is already in a **Resource** folder, select the folder from the list.

Alternately, images may be uploaded from other locations to which you have access. To select an image not in RIEPS use the **Browse** button on the bottom of the screen, find the image, and click **Upload**. This will place the image in the **Resources** folder on top.



5. Select the image you wish to use.





6. The picture should appear in the Image Properties window. Here the image can be sized and aligned. Change the Width and Height fields so the picture displays in the frame. Click OK.

7. The finish product looks like this.

Worksite Information

Options



Recent Announcements

Options

[Edited Assignment: Open Date for What is an NCDS?](#)

(Jane Eslinger - Dec 4, 2008 3:40 pm)

[Assignment: Open Date for Geom common task](#)

(Jane Eslinger - Dec 2, 2008 2:15 pm)

Calendar

Options

April, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Recent Chat Messages

Options

Messages & Forums Notifications

[Messages](#)

None

[Forums](#)

1