



[Knowledgebase](#) > [OwlMed and Canvas](#) > [How to Upload Files to Canvas Discussion Boards](#)

How to Upload Files to Canvas Discussion Boards

Christine Clevenger - 2026-06-16 - [OwlMed and Canvas](#)

To upload files to Canvas in assignments or discussion boards, please use the following steps:

1. Log into Canvas and select your course
2. Locate the assignment/discussion board
3. Select the "Attach" icon (see image below)
4. Select your file to upload

The image shows a screenshot of a Canvas rich text editor. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, and Table. Below the menu bar is a toolbar with various icons for text formatting (font size, paragraph style, bold, italic, underline, text color, background color, text background color, text background color), and other functions like link, image, video, and document. The main area of the editor is a large empty text box. Below the text box, there is a small dropdown menu showing 'p' and 'span'. At the bottom left of the editor, there is a red-bordered button with a paperclip icon and the text 'Attach'.