

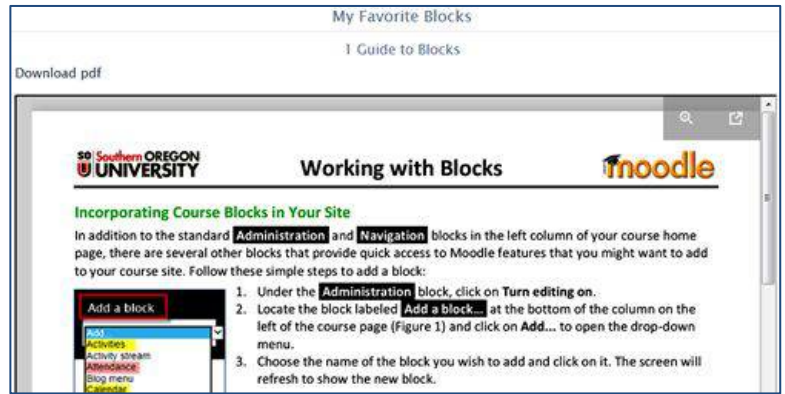
Rather than simply posting a pdf or video for your students to view, you can easily embed the file so that it is displayed in a page when they click on a link—no waiting around to download and open this file! This practice is also useful in reducing the size of your course and helping SOU manage our storage on Moodle servers.

Embedding a Google file is a two part process: obtaining a special embed code for the file and adding the code to a course page. These instructions will work for documents, audio or video (.mp3 or .mp4) files.

Don't worry—it looks like a lot of steps, but it's actually a quick process!

## Part 1: Obtain Embed Code

There are three steps to obtaining the embed code: uploading your file, adjusting the share settings, and generating the code.

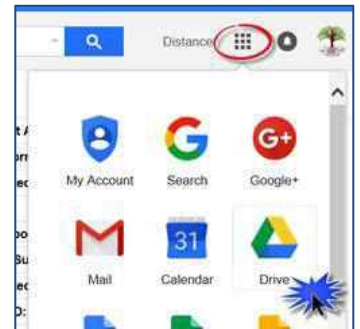


## Upload Your File

1. Upload the file to your Google drive. (From your campus Gmail account, open the apps tile in the upper right corner and click on Drive. Drag and drop the file into your drive.)

**Tip #1:** Creating a folder for the course you are teaching will help you organize the files in your Google drive.

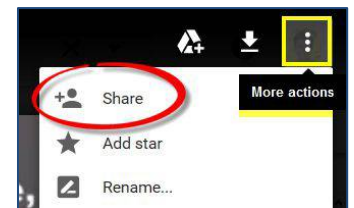
**Tip #2:** We recommend embedding pdf's instead of Word or Google docs, as the formatting may be altered when a Word or Google document is displayed.



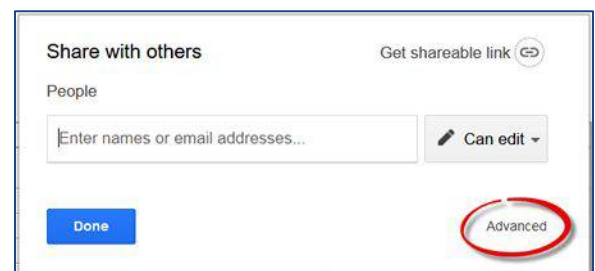
## Set Up Sharing

Before others can view your file, you need to check the share settings.

2. Click on the name of the file to open it in your browser.
3. Click on the **More actions** icon shown at right, then click on **Share** to display the current share status.

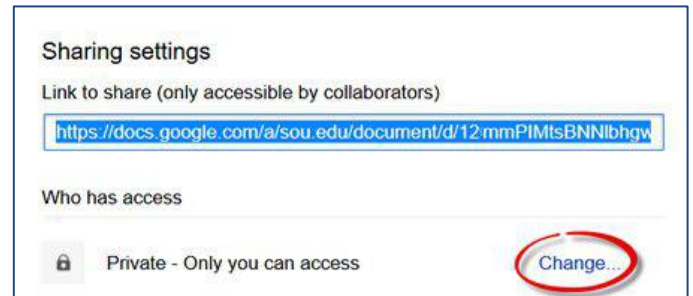


4. If the file is not already shared with anyone who has the link, click on **Advanced**.



## Embed a Google File

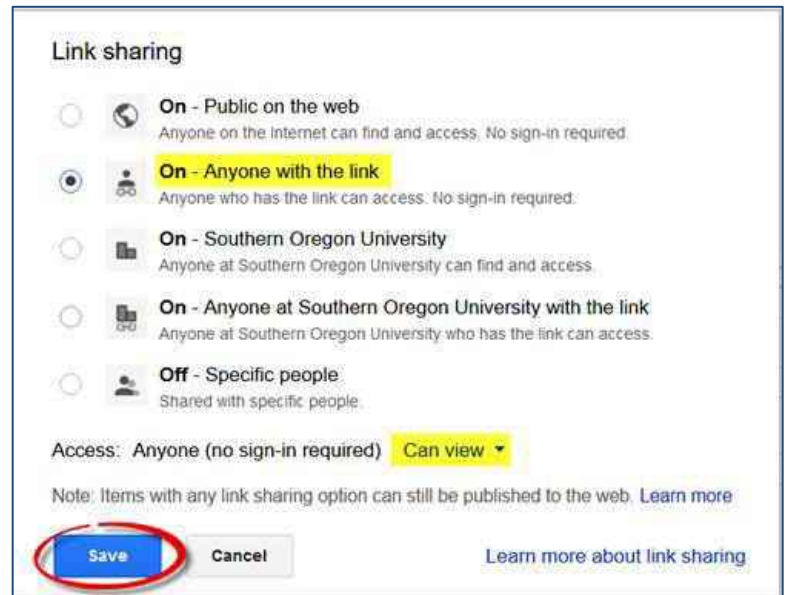
5. Click on the **Change** link next to Private – only you can access in the **Who has access** area.



6. Select **On – Anyone with the link** and verify that the Access level is **Can view**.

7. **Save**.

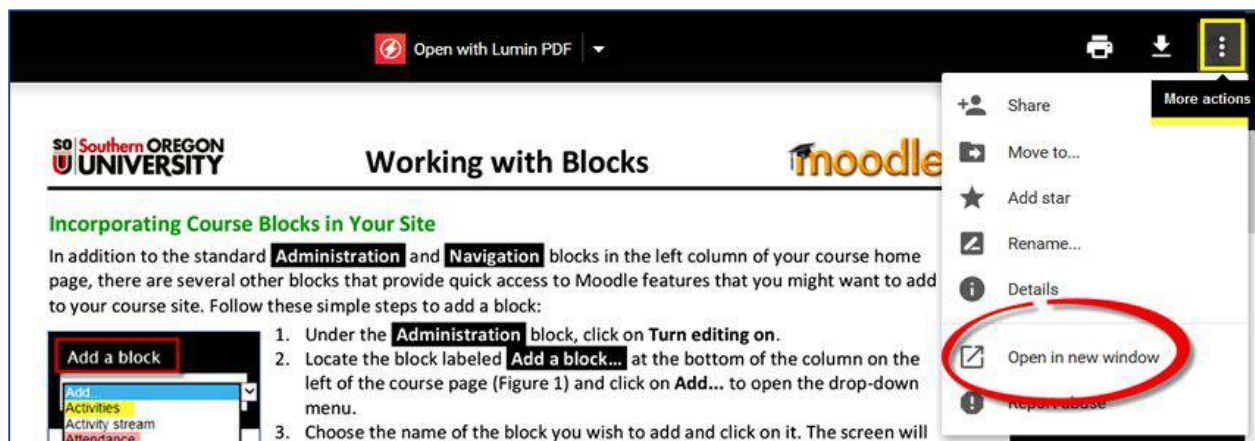
8. On the **Share settings** page, click on **Done**.



★ **Tech Tip:** If you save files in a designated folder, set the share settings on the folder as described above—every file you add to the folder will inherit those share settings so you won't have to update sharing for files you upload later.

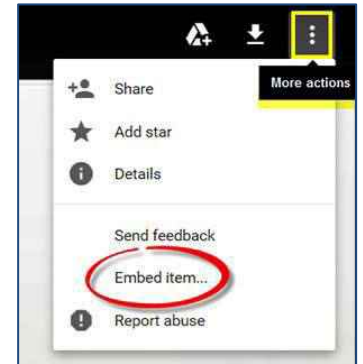
## Generate the Code

9. With your file still open, click on the **More actions** icon shown below in the upper right corner of the tool bar, then click on **Open in new window**. (**Note:** If you have uploaded an audio or video file, it may take a few minutes for the file to be fully uploaded to your drive—in a few minutes, you'll be able to follow this step.) This will open the file in a new tab with a unique URL.



## Embed a Google File

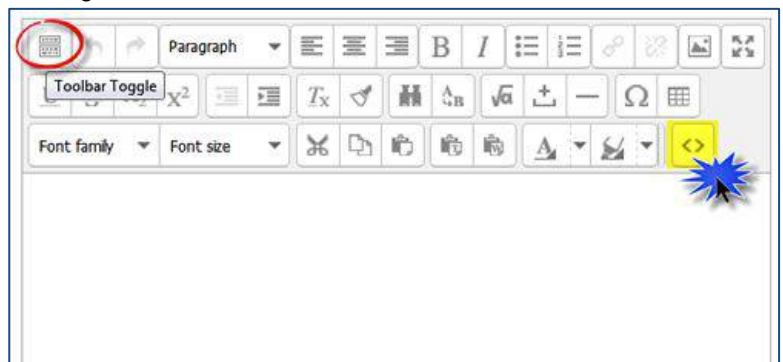
- Once you have opened the file in a new tab, click again on the **More actions** icon, then click on **Embed item...**. Doing so will generate an embed code that you're going to copy into a Moodle page.
- Copy the code and click on **OK**.



### Part 2: Add the Embed Code to a Moodle Page

Once you've copied the embed code, you can paste it into a textbox in a page, chapter (in a book), label, or assignment. Note that it is **not** possible to embed these links in discussion forum posts or glossary entries for web security reasons.

- Open your Moodle course in a different tab and navigate to the section where you want to display the file. Create a new page (Add activity or resource > Page) or open an existing item where you want to embed and display the file that you've uploaded to your Google drive.
- Click on the **Toolbar Toggle** icon in the upper left corner of the textbox, then click on the **<>** icon to open the "HTML source editor" window.
- Paste the code into the HTML editor using Ctrl+V. Adjust the height and width settings if needed as described below before clicking on **Update**.
- Adjust the height and width settings if needed—you'll want your video to have the correct proportions and your document to be displayed without horizontal scroll bars.



#### For a pdf or Word doc

To display a pdf without a horizontal scroll bar, replace the default width of **"640"** [pixels] with **"98%"** and replace the default height of **"480"** with **"800"**. If your file has more than one page, a vertical scroll bar will appear when the page is viewed by students.

# Embed a Google File

## For an .mp4 video file

Return to your Google drive and right click on the video to display the menu shown here in the lower right corner. Click on **Stats for nerds**. Make a note of the **Dimensions** indicated near the top of the list (480 x 360 in this example).

Replace the default width and height in the embed code to match the actual dimensions of your video—in the case of this example, you'd replace "640" with "480" and adjust the default height of "480" to "360".

Making this adjustment will ensure that your video is not stretched or shrunk out of proportion.

16. Click on **Update** and **Save changes** to see how your embedded file looks!

