

One of the most useful skills to have in your Moodle repertoire is knowing how to create a link to a file, webpage or video in a textbox. You can "embed" links—attach links to text—in forum responses and online text assignment textboxes. (**Bonus Tip:** You can attach links to webpages in your email the same way!)

Embed a Link to a Webpage or File

Linking a webpage or file to text starts with the two simple steps:

1. In a textbox, enter the text that you intend to use as a link. (**Pro Tip:** Avoid using "click here" as link language. Instead, tell readers what to expect if they follow the link. This is helpful for everyone but is especially courteous to individuals using adaptive devices.)

2. Select the text for the link, then click on the **Link** icon in the toolbar shown below in Figure 1.

⚠ Note: When you click on **Reply** to respond in a forum, you won't see an editing toolbar at first. Click on **Advanced** to display a toolbar with editing icons.

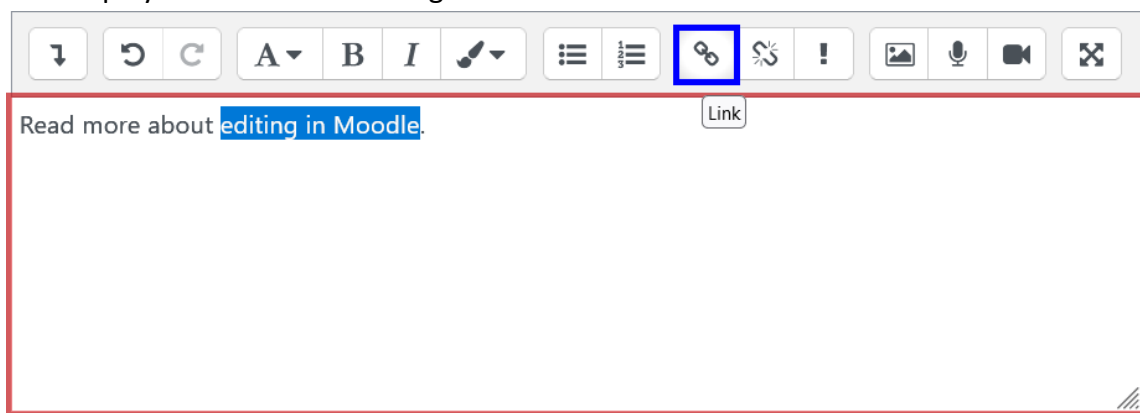


Figure 1: Link Icon

The **Create link** dialogue box will pop up displaying a field to **Enter a URL** and a **Browse repositories...** button for attaching a file (Figure 2).

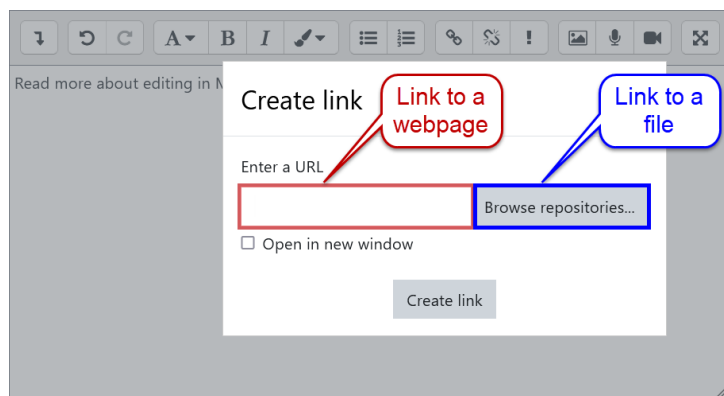


Figure 2: Browse Repositories Button

Link to a Webpage

Type or paste the desired web address in the **URL field** (using Ctrl + V or Cmd + V), being sure to include https:// (Figure 3). Click on **Create link** to return to the textbox. In Moodle, your link will be displayed in red text.

Google Tip: This is an elegant way to attach work that you've created in your Google drive—just be sure to set the share settings in Google to "Anyone with the link" can view!

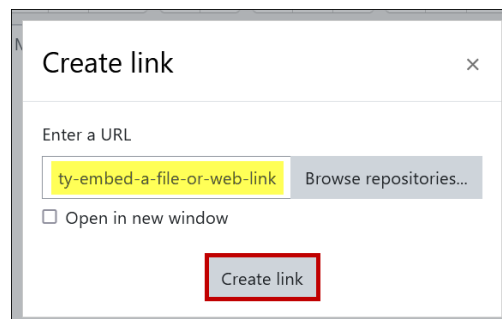


Figure 3: Insert Link to Webpage

Link to a File

In the **Create link** dialogue box (Figure 2), click on the **Browse repositories...** button to bring up the **File picker** screen (Figure 4). Click on **Browse...** to locate and select your file. When you see the file name in the **File picker** attachment field, click on **Upload this file** (Figure 5).

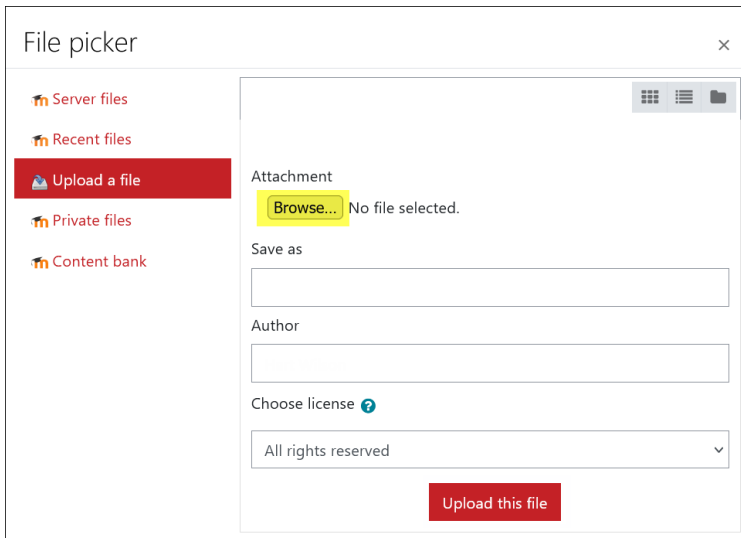


Figure 4: File Picker—Browse for File

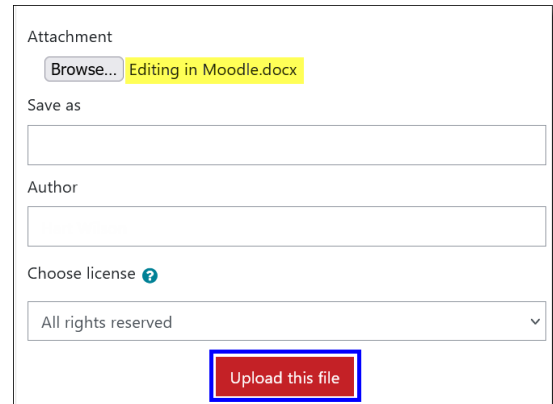


Figure 5: File Picker—Upload Selected File

Save your post and return to your course. Open the activity and test the link to ensure that your file opens correctly.

Link to a Video

Videos can be linked to any textbox in Moodle: forum posts, assignment links, wiki pages, etc.

1. Go to YouTube or Vimeo and locate the video that you would like to display.
2. Click on **Share** and copy the URL provided.
3. Open a Moodle textbox and introduce the video clip if you like, then paste the URL in the textbox (Figure 6). **Note:** The video player will not be displayed in the textbox yet; the URL will appear as a link in red.
4. Click on **Save changes** (or **Post to forum**) to view the video player (Figure 7).

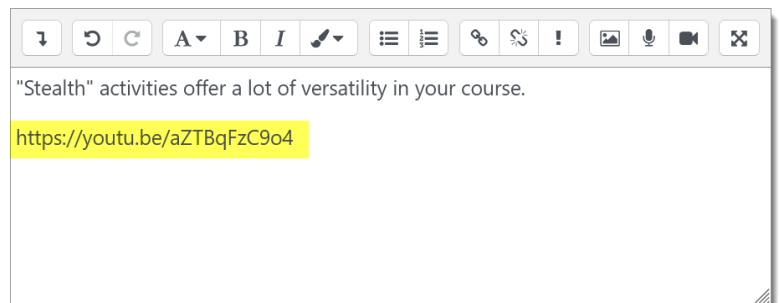


Figure 6: Video URL

In most cases, linking the URL will automatically embed the video so that it plays directly in Moodle. If not, readers may follow the link to view the video outside of Moodle.

Special note for advanced users: For security reasons, it is not possible for students to paste HTML embed code for videos in textboxes. A video player will be displayed in edit view if you try, but the `<iframe>` commands in the code will be stripped out when you save your submission.

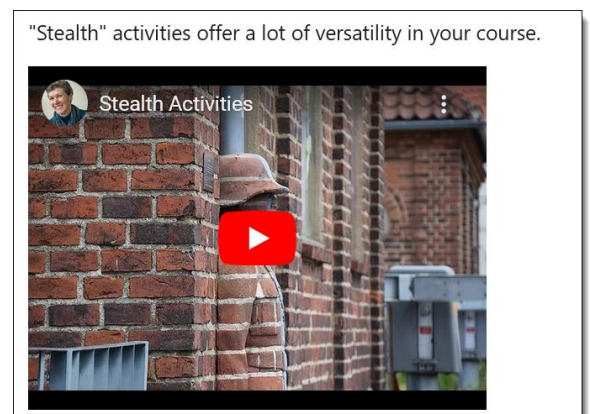


Figure 7: Video Player Displayed After Save