# Share a Video From Your Google Drive

It's easy to share a video that you have created after uploading it to your Google drive. (See these instructions for linking a video posted to YouTube.) You can share a video in a forum post or in an online text assignment textbox.

Step 1: Upload File to Your Google Drive

1. From your campus Gmail account, open the **Google apps** tile in the upper right corner and click on **Drive**.

2. Drag and drop an mp4 file into your drive. (**Note**: It may take a few minutes for a video file to be fully uploaded to your drive—in a few minutes, you'll be able to proceed.)

⭐ **Tech Tip**: Creating a folder for files you want to share will help you organize the files in your Google drive.
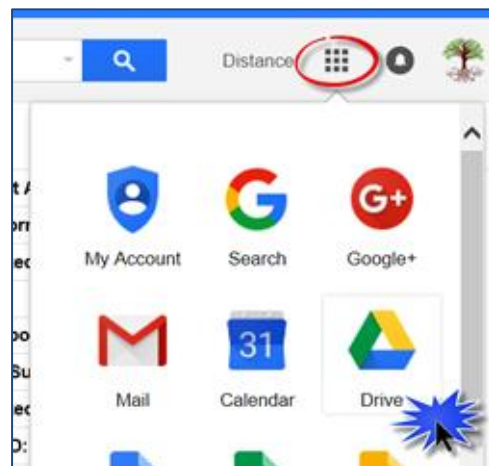
Step 2: Create the Share Settings

Before others can view your file, you need to check the share settings.
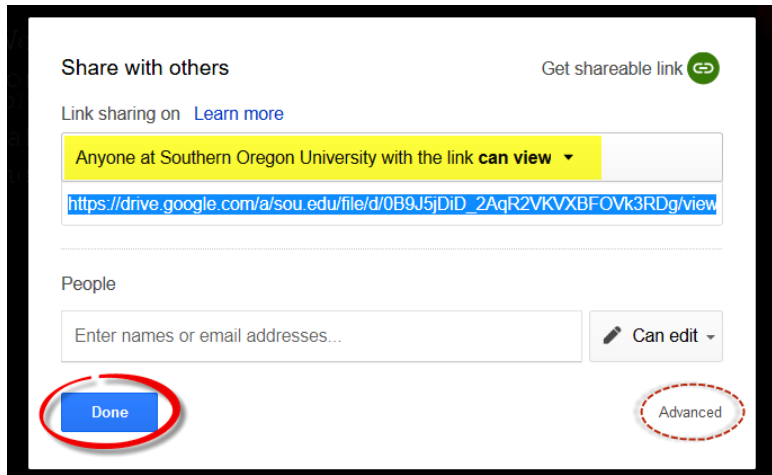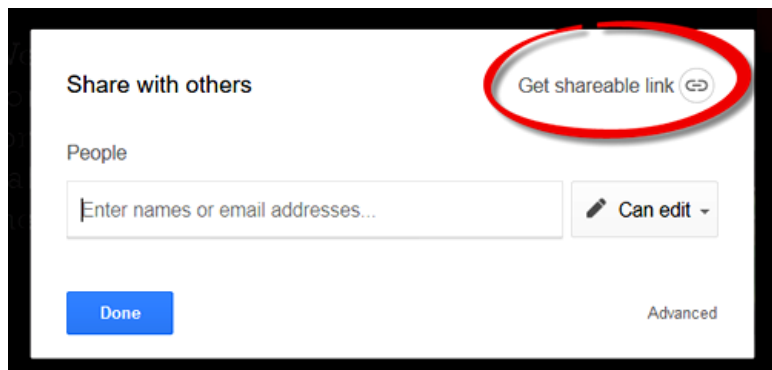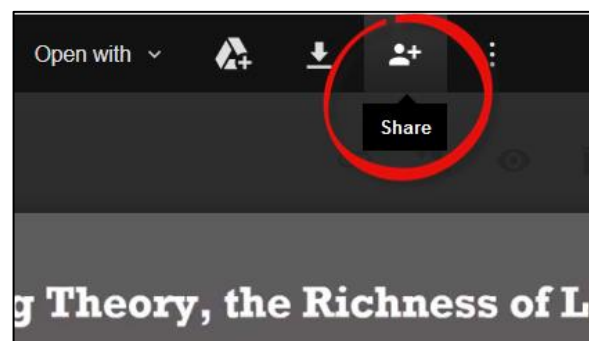
3. Click on the name of the file to open it in your browser.

4. Click on the **Share** icon at the top of the page to display the current share status.

5. Click on **Get shareable link**.

    When that page opens, verify that link sharing is on and that **Anyone at SOU with the link can view** the file. (Click on **Advanced** in the lower right corner if you need to change the current share settings.)

6. Copy the link URL and 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 reset them.

Next, you'll share the link in a textbox in Moodle.

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Step 3: Share Your Link

To share a link to your video in a forum post:

1. Create a discussion thread, then click on **Use advanced editor** in the lower right corner. This will bring up a textbox with editing tools.

2. Paste the URL you copied into the textbox using Ctr+V. (**Note**: You can also enter any text you wish and link the URL to it as described in step 3.)

3. Select the URL text with your mouse and click on the **Link** icon in the editing toolbar.

4. In the **Create link** dialog box, paste the URL in the **Enter a URL** field and check the **Open in new window** option.

5. Click on **Create link**.

6. Add any comments you wish to make in your post and click on **Submit** to publish your discussion thread.

7. Open your post and test the link to make sure it works; click on **Edit** if you need to make any changes.
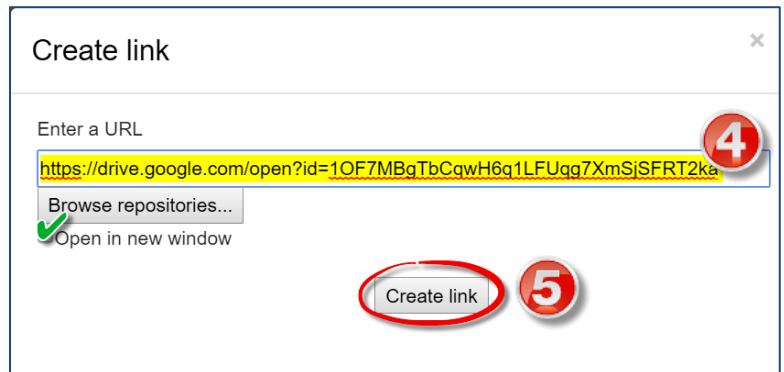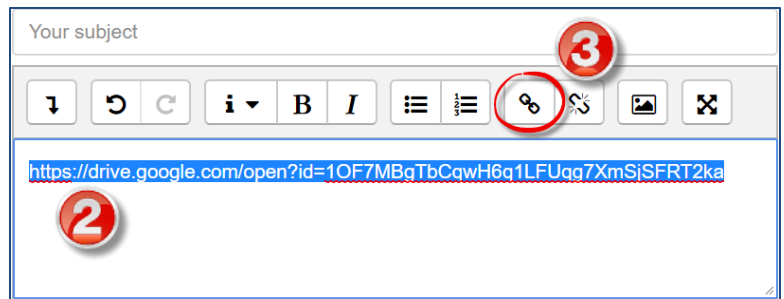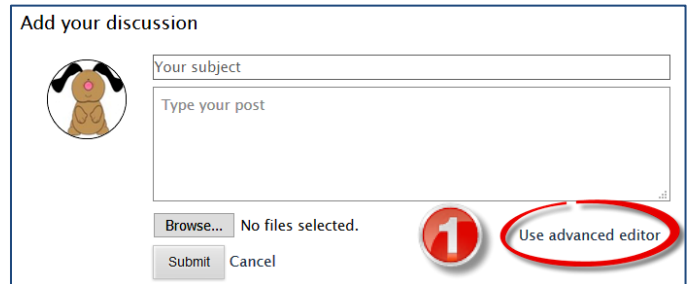
To share a link to your video in an online text assignment:

1. Open the assignment link and click on **Add submission**.

2. Follow steps 2-5 above.

3. Add any comments you wish to make in your submission and click on **Save changes** to submit your work.