

There are two ways to share a video in Moodle that you have uploaded to your Google drive: share a link to the file or embed a video player. You can share a video in a forum post or in an online text assignment textbox. You can only embed a video player in an online assignment textbox—generally, providing a link to the file is sufficient.

## Step 1: Upload File to Your Google Drive

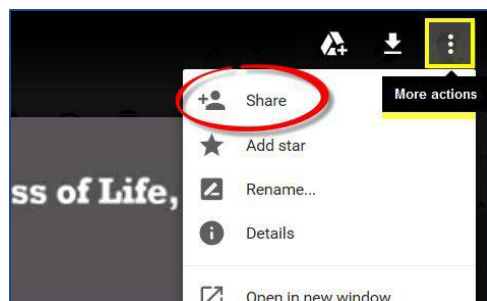
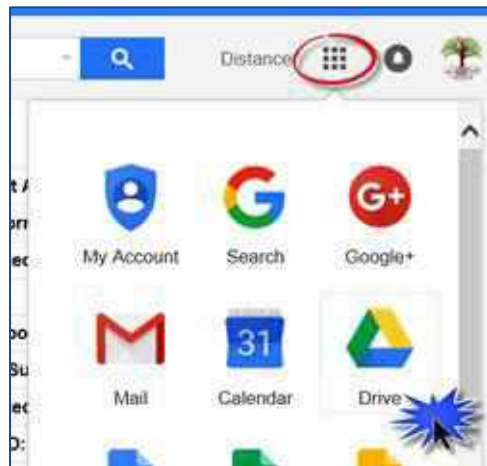
1. From your campus Gmail account, open the **Google apps** tile in the upper right corner and click on **Drive**.
2. Drag and drop an mp4 file into your drive. (**Note:** It may take a few minutes for a video file to be fully uploaded to your drive—in a few minutes, you'll be able to proceed.)

★ **Tech Tip:** Creating a folder for files you want to share will help you organize the files in your Google drive.

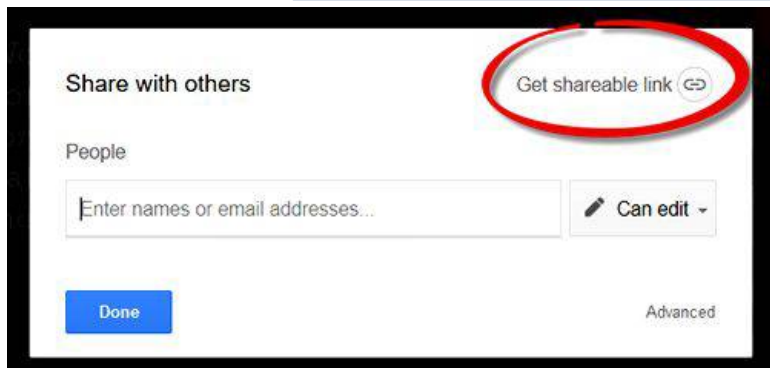
## Step 2: Create the Share Settings

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 **More actions** icon shown at right, then click on **Share** to display the current share status.



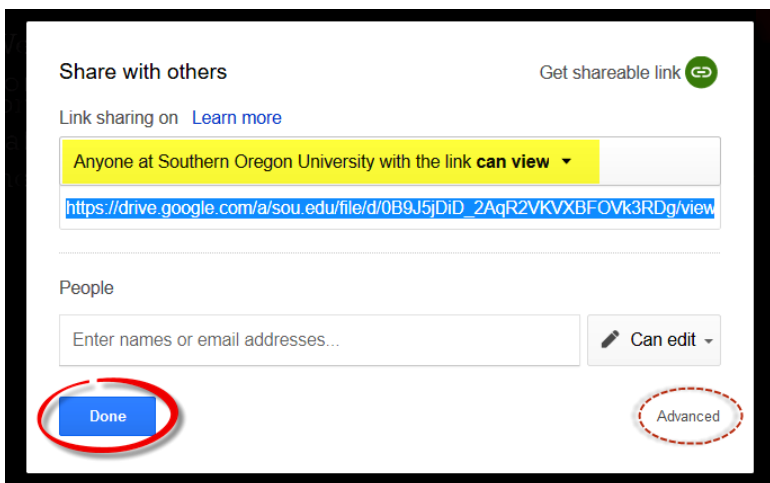
5. Click on **Get shareable link**.  
When that page opens, verify that link sharing is on and that **Anyone at SOU with the link can view** the file. (Click on **Advanced** in the lower right corner if you need to change the current share settings.)



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.

Your next step depends on whether you want to simply share the video as a link or if you want to create a video player in the textbox where you intend to share the video.

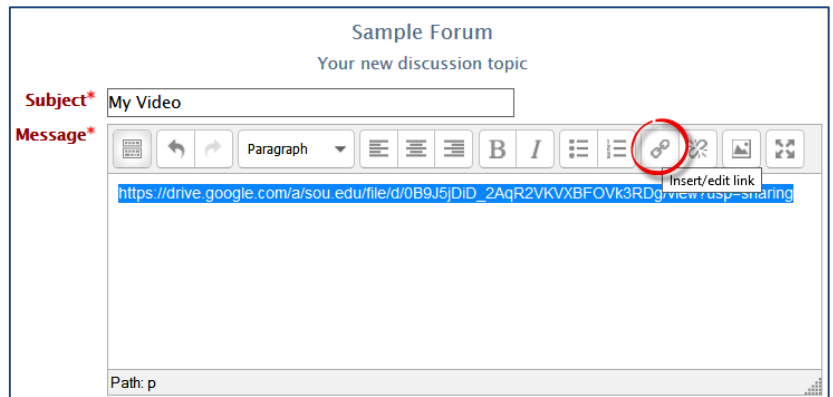
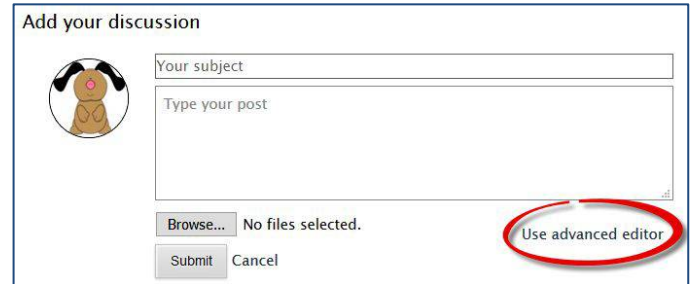


# Share a Video From Your Google Drive

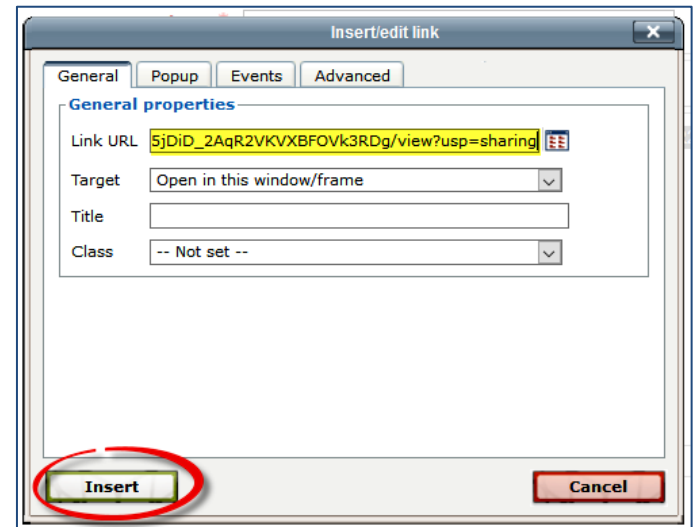
## Method #1: Share a Link

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 Ctrl+V.
3. Select the URL text with your mouse and click on the **Insert/edit link** icon in the editing toolbar.



4. In the **Insert/edit link** dialog box, paste the URL in the **Link URL** field and click on **Insert**.
5. Add any comments you wish to make in your post and click on **Submit** to publish your discussion thread.
6. 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 2-4 above.
3. Add any comments you wish to make in your submission and click on **Save changes** to submit your work.

## Method #2: Embed a Video Player (Assignment Link Only)

Rather than simply posting a link to your video, you can embed a video player into an assignment textbox and provide direct access to the video. **Note:** It is not possible to embed a video in a forum post for web security reasons.

Embedding a video stored on your Google drive is a two part process: obtaining a special embed code for the video and adding the code to an assignment textbox. (These instructions will actually work for documents or

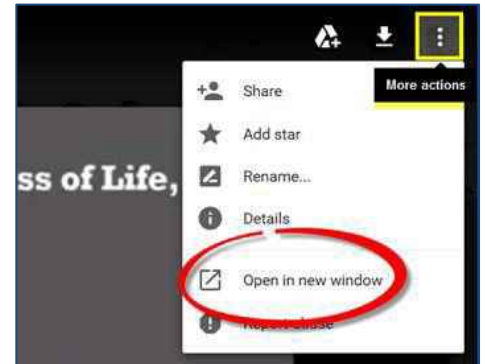
# Share a Video From Your Google Drive

spreadsheets as well as audio/video [.mp3 and .mp4] files.) It may look like a lot of steps, but it's actually a quick process!

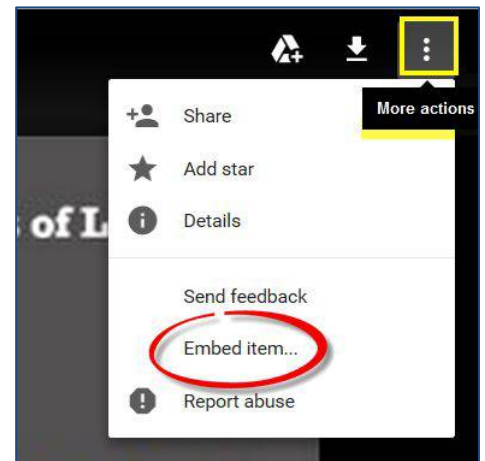
## Part 1: Obtain Embed Code

Follow Steps 1 and 2 on page 1 to upload your file and set the share settings, then click on the file name to open the video.

1. In the upper right corner of the tool bar, click on the **More actions** icon shown at right, then click on **Open in new window**. This will open the file in a new tab with a unique URL.

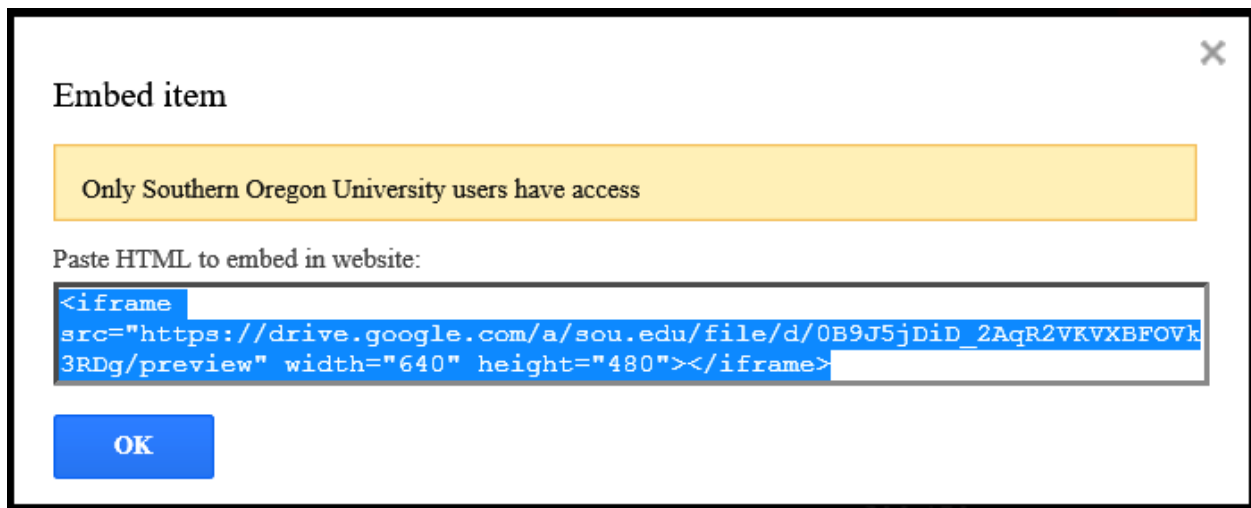


2. Once you have opened the file in a new tab, click again on the **More actions** icon.



3. Click on **Embed item....** Doing so will generate code that you can copy into an online assignment textbox.

4. Copy the code and click on **OK**.



# Share a Video From Your Google Drive

## Part 2: Add Code to an Assignment Textbox

1. Open the assignment link and click on **Add submission**.
2. Click on the **Toolbar Toggle** icon in the upper left corner, then click on the **<>** icon to open the "HTML source editor" window.
3. Paste the code into the HTML editor using Ctrl+V.
4. Adjust the display size if necessary (see below), then click on **Update**.
5. Add any comments you wish to make and click on **Save changes** to submit your work.



## Adjust Display Size

To display a video in the correct proportions, you may need to adjust the height and width settings.

Return to your Google drive and right click on the video to display the menu shown here in the lower right corner.

1. Click on **Stats for nerds**. Note the **Dimensions** (480 x 360 in this example).
2. 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 the width of "640" with "480" and adjust the default height of "480" to "360".
3. Click on **Update** and **Save changes** to see how your embedded file looks!

