One of the most useful skills to have in your Moodle repertoire is knowing how to embed a link to a file, website or video in a textbox. Links may be embedded in webpages, forum prompts, assignment overviews, quiz instructions—anywhere you have a textbox! Figure 1 demonstrates how neatly Moodle organizes your

materials. This assignment link includes three separate files: a description of a scenario, instructions, and the grading sheet that will be used to assess student work. Instead of having four links on the course page (one for each file and another for the assignment link), embedded files allow you to post just one link for the assignment.
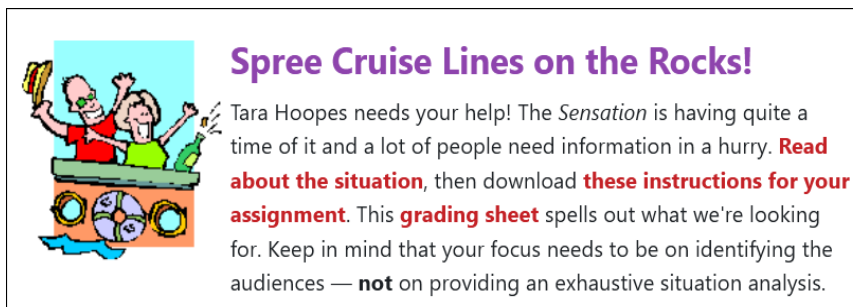

Figure 1: Embedded Files

Embed a Link to a File or Website

Linking to text starts with the same two steps:

1. In a textbox, enter the text that you intend to use as a link. **Avoid using "click here" as link language.** Instead, tell the reader what to expect if they follow the link. This is helpful for everyone but is especially important for making your course accessible to learners using adaptive devices.

Figure 2: Link Icon

2. Select the text where you wish to embed the link, then click on the **Link** icon in the toolbar shown in Figure 2. The **Create link** dialogue box will pop up offering a field to *Enter a URL* and a *Browse repositories…* button for attaching a file (Figure 3).

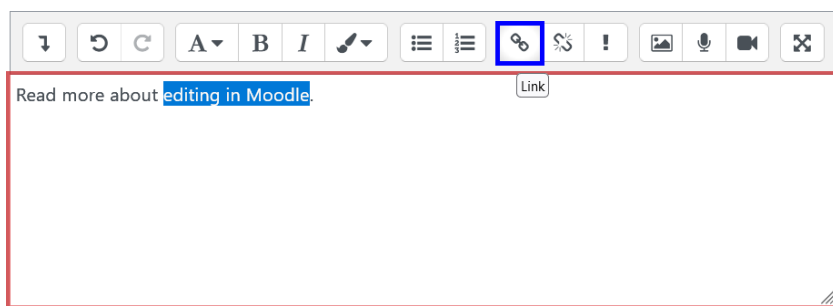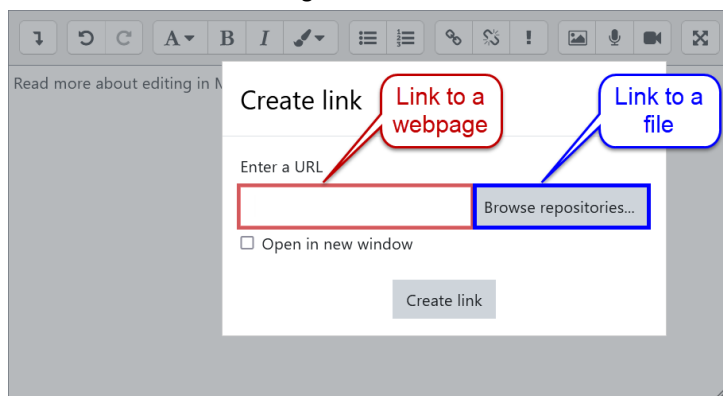**Figure 3: Browse Repositories Button**

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 4). Click on **Create link** to return to the textbox.

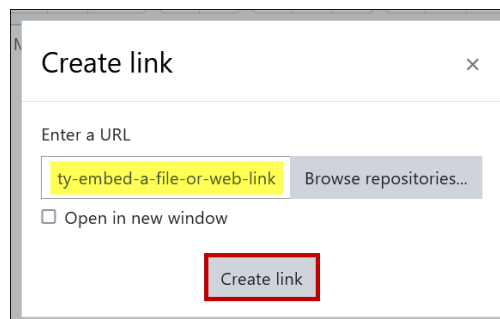**Figure 4: Insert Link to Webpage**

Link to a File

In the **Create link** dialogue box (Figure 3), click on the **Browse repositories…** button to bring up the *File picker* screen (Figure 5). 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 6).
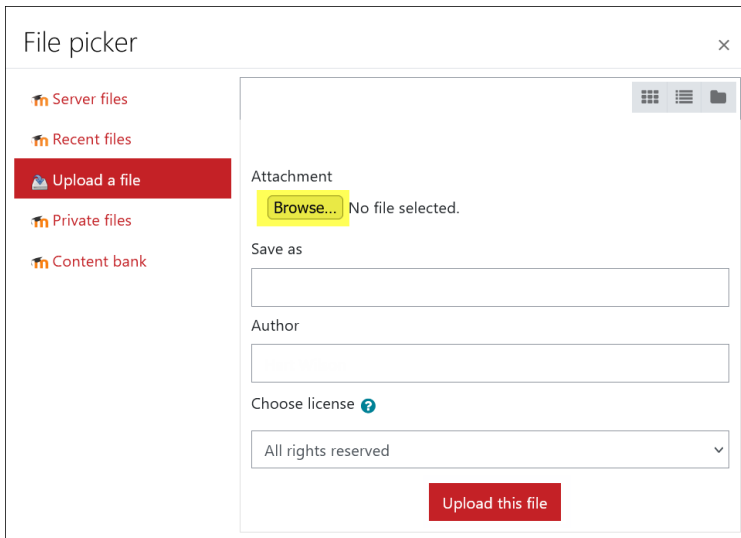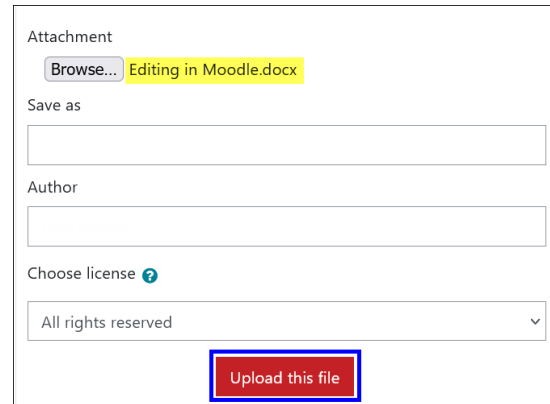

Figure 5: File Picker—Browse for File

Figure 6: File Picker—Upload Selected File

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

Link to a Video

Videos can be linked to any textboxes in Moodle: webpages, forum posts, assignment links, books, wiki pages, etc. We do not recommend embedding video clips in section summary areas as this can cause problems. The best way to share a video clip is by adding a page or, in the case of numerous clips, by creating a book resource.

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 the Moodle textbox where you intend to post the link and enter contextual information to accompany the video clip, if desired.

4. Paste the link in the textbox (Figure 7). Note that the video player will not be displayed in the textbox, but the video's URL will be displayed as a link.

5. Click on **Save and display** to view the video player (Figure 8).
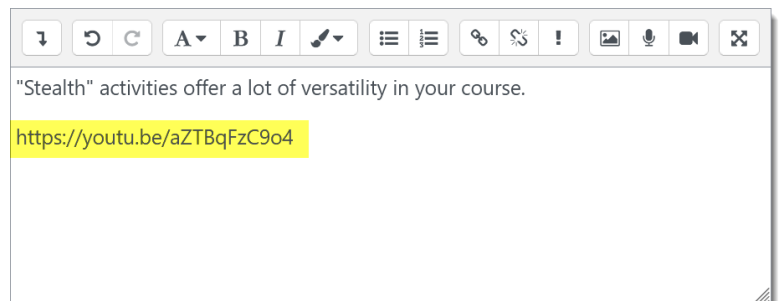

Figure 7: Video URL

Special Cases

- In most cases, linking the URL will automatically embed the video so that it plays directly in Moodle. If it doesn't, see these instructions for embedding a video with HTML code.

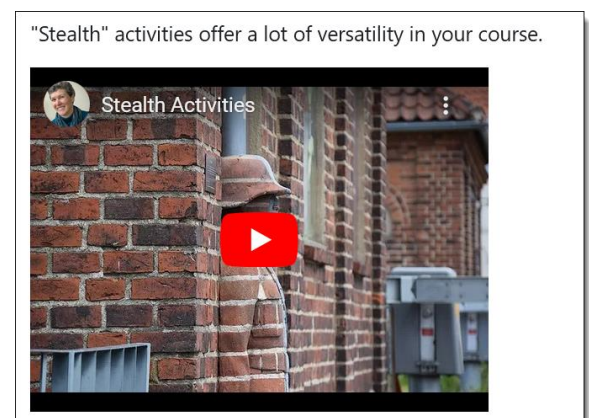- If you **don't** want the video player displayed, see these instructions for turning off auto-linking for media.

Figure 8: Video Player Displayed After Save