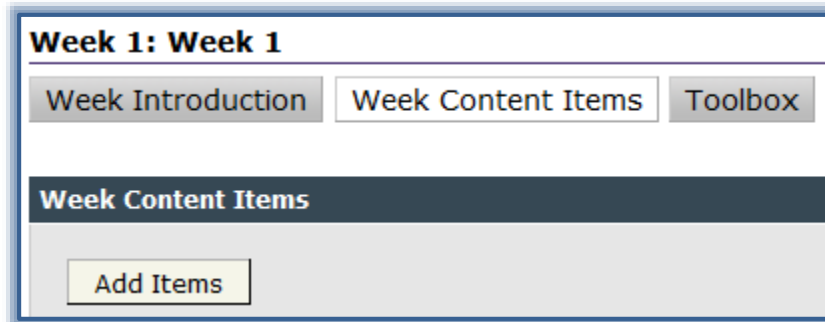


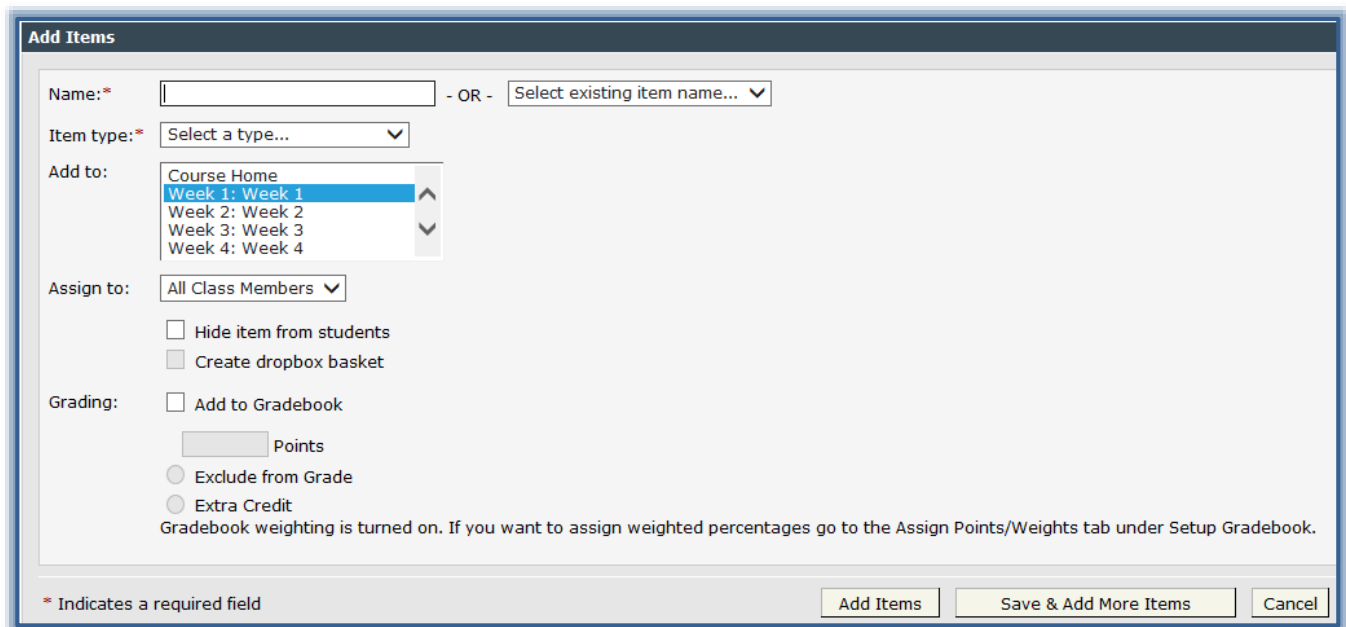
Simple Way to Embed Videos

Previously it was suggested that course developers embed videos through a Text/Multimedia type Content Item. However, the way described below may save time and effort.

- ✚ Click the **Author** tab.
- ✚ Click the **Week** into which the video is to be inserted.
- ✚ Click the **Weekly Content Items** button.



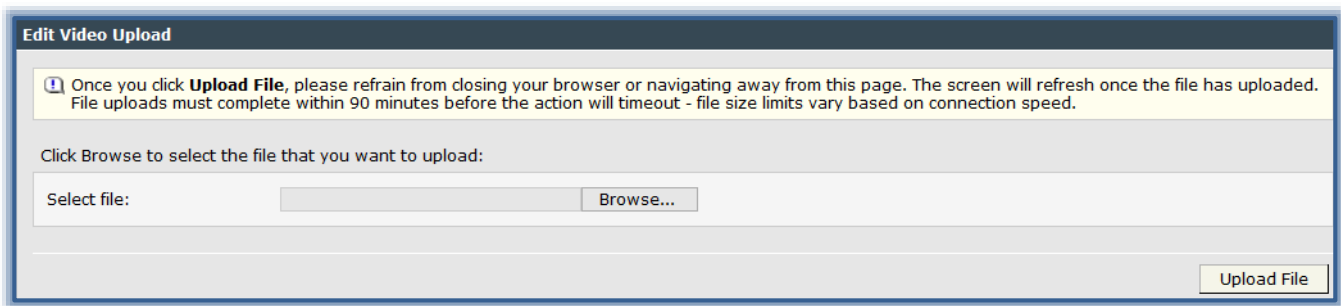
- ✚ Click **Add Items**.
- ✚ The **Add Items** window will display (see illustration below).

A screenshot of the "Add Items" dialog box. It has a title bar that says "Add Items". Inside, there are several fields and options:

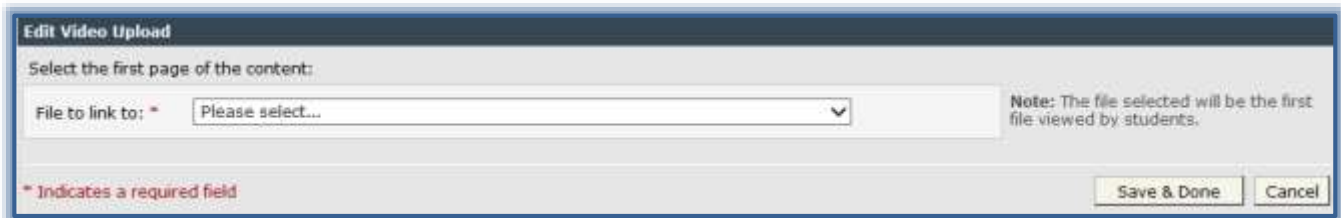
- Name:** A text input field followed by "- OR -" and a dropdown menu labeled "Select existing item name...".
- Item type:** A dropdown menu labeled "Select a type...".
- Add to:** A list box containing "Course Home", "Week 1: Week 1" (which is selected and highlighted in blue), "Week 2: Week 2", "Week 3: Week 3", and "Week 4: Week 4".
- Assign to:** A dropdown menu labeled "All Class Members".
- Three checkboxes: "Hide item from students", "Create dropbox basket", and "Add to Gradebook".
- Grading:** A section with a "Points" input field, and two radio buttons: "Exclude from Grade" and "Extra Credit".

At the bottom, there is a note: "* Indicates a required field". On the right side, there are three buttons: "Add Items", "Save & Add More Items", and "Cancel".

- ✚ Input a **Name** for the item.
- ✚ In the **Item Type** list, select **Web Content Upload**.
- ✚ Click the **Add Items** button.
- ✚ Click the link for the **Web Content Upload Content Item**.
- ✚ Click the **Browse** button in the **Content Item** window (see illustration on next page).
- ✚ Navigate to the folder where the video is stored.
 - ☆ In order to upload properly the video must be in a compressed (zipped) folder.
 - ☆ This zip file should include the video file, a good player file for the video, and the **HTML index file** with good relative links (the name of each file).
 - ☆ If you are uploading an **Articulate** project, link to the **player.html** file.



- ✦ Click the **Upload File** button.
- ✦ The process for uploading the file will begin. This may take a few minutes depending on the size of the file.
- ✦ Once the file is uploaded a new window will appear (see illustration below).



- ✦ In this window, select the **index.html**, **player.html**, or the **presentation.html** file in the list.
 - ☆ This window will display if an Articulate Project or a Web Page is loaded.
 - ☆ It will not display if a regular video is uploaded.
- ✦ After the file has been selected, click the **Save and Done** button.
- ✦ The file should be loaded into the course.
- ✦ The window should look similar to the illustration below.

