

## Faculty Resources – Embedding PDFs and YouTube Videos in Moodle

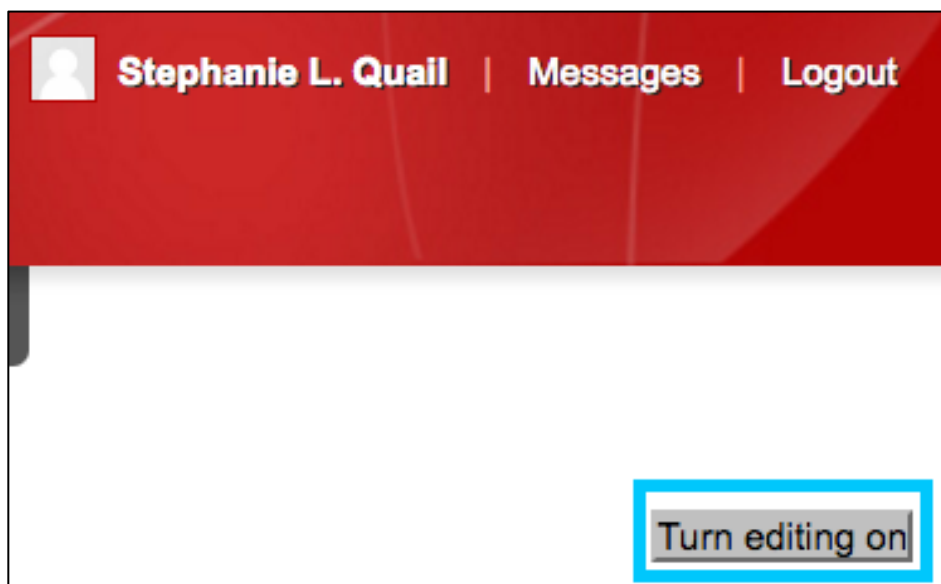
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## Embedding PDFs into Moodle

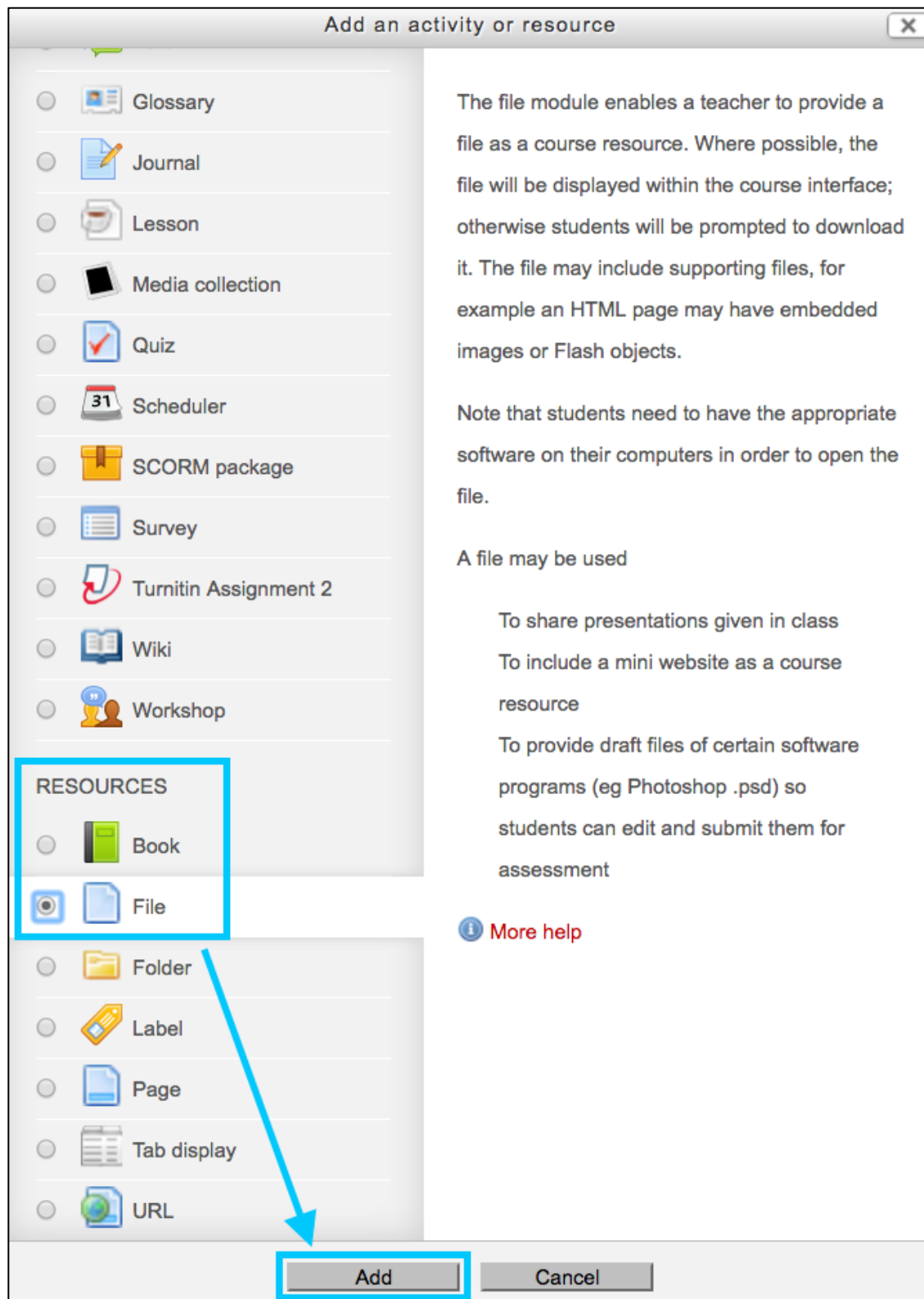
1. Download and save the relevant PDF from the BRYT website on your computer.
2. Sign in to your course's [Moodle site](#).
3. Go into the Moodle Course you would like to add resources to. In the upper right corner of your Moodle course, click on the **Turn editing on** button.



4. Go to the Week or Topic you would like to add BRYT resources to. Click the **Add an activity or resource button**.



5. A pop-up box will appear. Scroll down and under the **Resources** section, select 'File' and click 'Add'.



6. Clicking the 'Add' button will take you to a new screen. Options under the **General section**, include the following:
  - **Required** – Name field: Type the name of the BRYT PDF
  - **Optional** – Description field: Add a short description of the PDF
  - **Optional** – Check off the 'Display description on course page' box

Adding a new File to Week 1: Introduction

General

Name **BRYT: Search Tips for Proquest Business, Business Sci**

Description

This resource will show you how to use three databases to find and retrieve articles.

Display description on course page

7. In the **Content section**, drag and drop the saved BRYT PDF onto the box.

Content

Select files

Maximum size for new files: 100MB

You can drag and drop files here to add them.

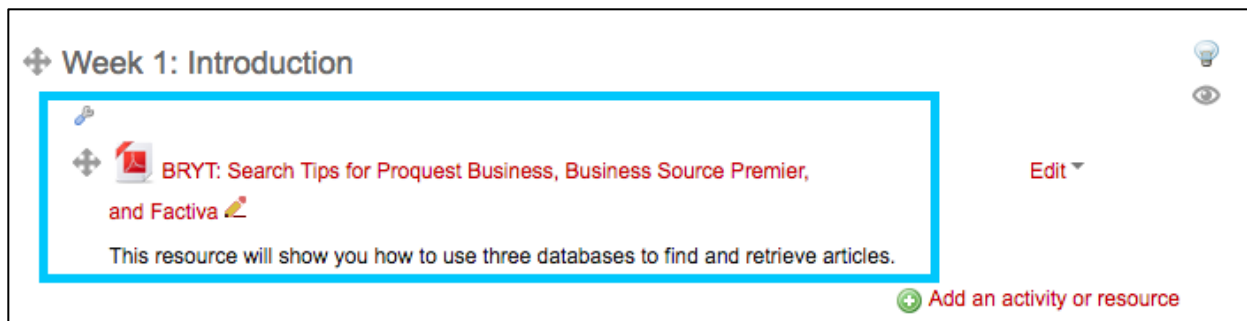
8. A copyright pop-up box will appear. We recommend selecting **Use of the material is covered by a licence from the copyright holder or with their permission** from the drop-down menu. Then click **Submit**.

The screenshot shows a web form titled "Copyright Status". At the top, it states: "You are required to state the copyright status of each item you upload for your course." Below this, there is explanatory text and a note. The main part of the form is a dropdown menu labeled "Copyright Status" with a help icon. The dropdown menu is open, showing several options. The option "Use of the material is covered by a licence from the copyright holder or with their permission" is highlighted with a blue box. Below the dropdown, there are "Submit" and "Cancel" buttons, with the "Submit" button also highlighted with a blue box.

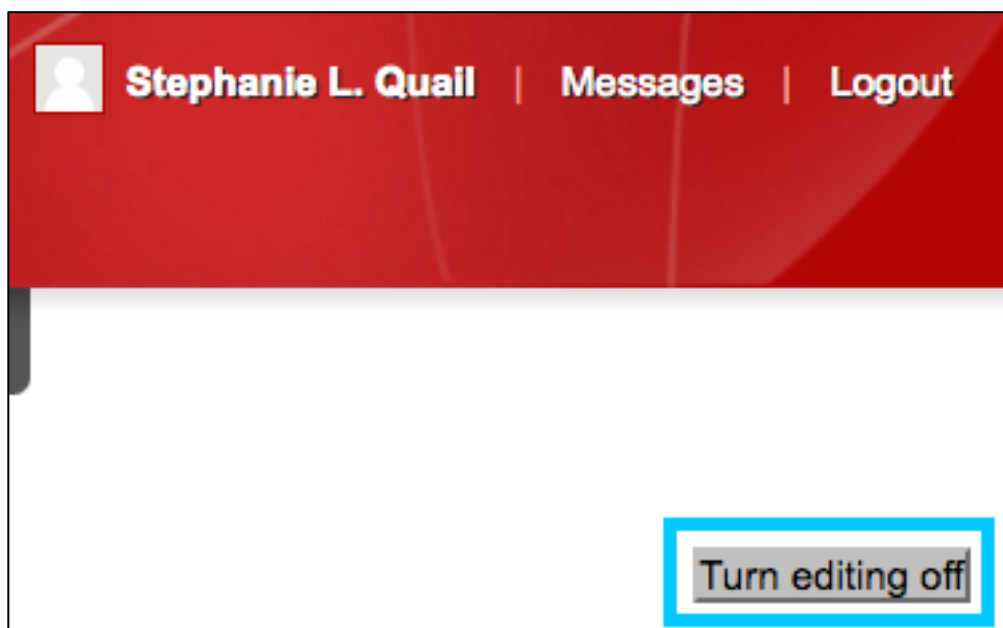
9. After you click **Submit**, you will be taken back to the main Adding a New File page and you should see a thumbnail of your file. You can now click either **Save and return to course** OR **Save and display**.

The screenshot shows a file upload interface. At the top, there is a "Content" section with a "Select files" button. Below this, there are icons for file operations and a "Files" section. A PDF thumbnail is displayed with the title "BRYT - Search Tips for Proquest". Below the thumbnail, there are three buttons: "Save and return to course", "Save and display", and "Cancel". The "Save and return to course" and "Save and display" buttons are highlighted with a blue box.

10. If you clicked **Save and return to course**, you will now see the PDF displayed on your course's homepage.



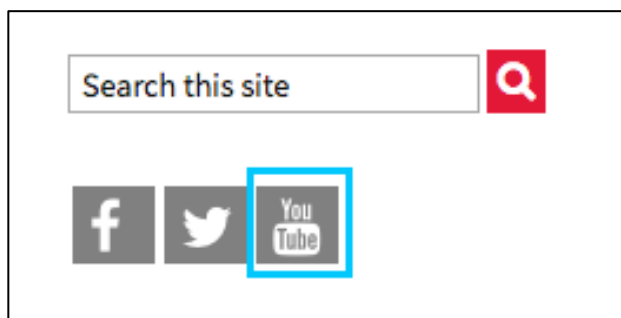
11. If you are done adding content to your course, make sure to click the **Turn editing off** button in the upper right corner of your Moodle course.



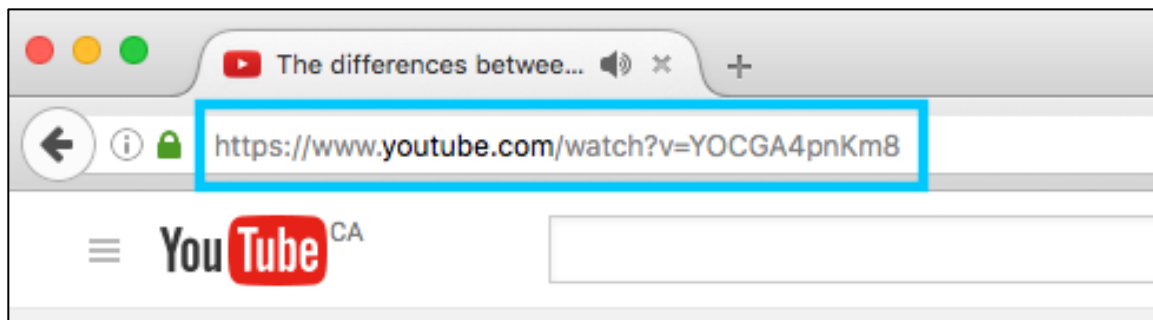
## Embedding YouTube Videos into Moodle

### Option 1 – Embedding YouTube Videos on Your Course’s Homepage

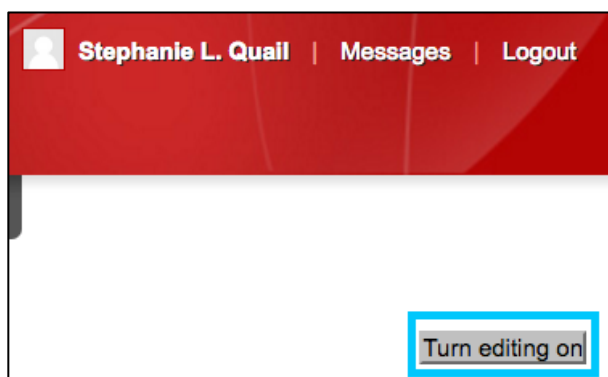
1. Go to the BRYT website and click on the **YouTube icon** on the far right side of the website.



2. This will take you to the Peter F. Bronfman Business Library’s YouTube channel. Click on the video you would like to embed and then copy the video’s URL.



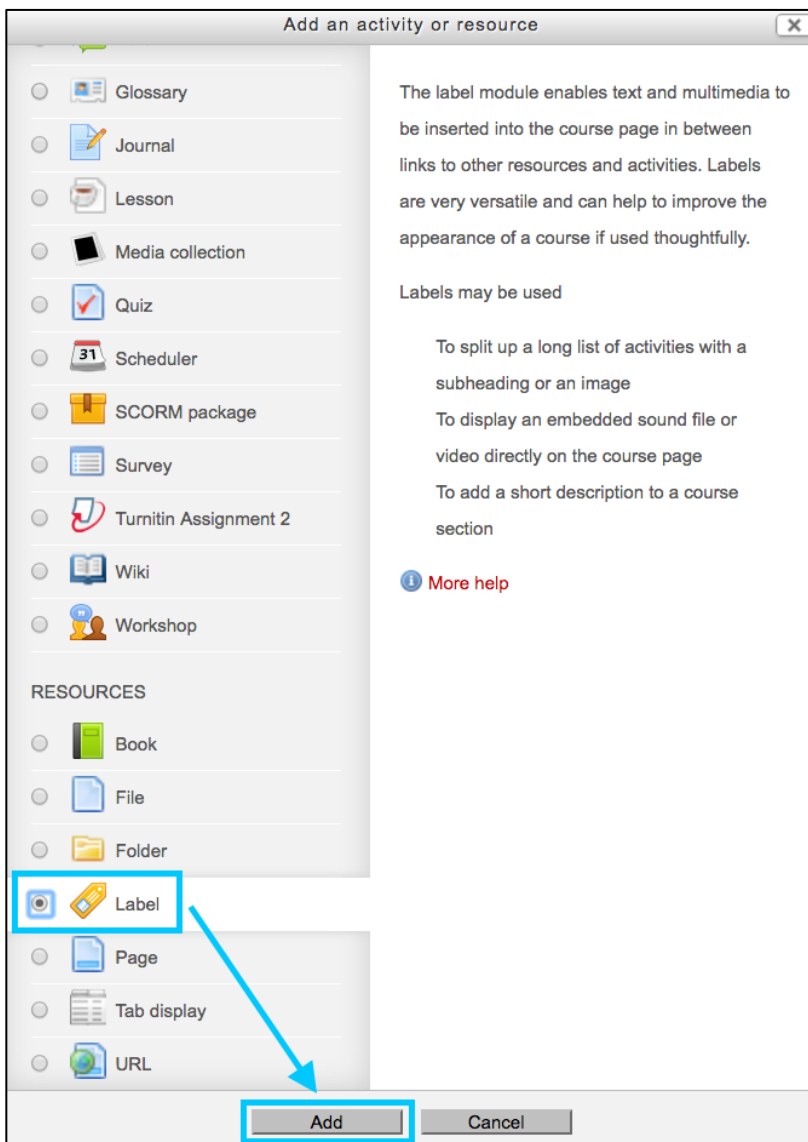
3. Sign in to your course’s [Moodle site](#).
4. Go into the Moodle Course you would like to add resources to. In the upper right corner of your Moodle course, click on the **Turn editing on** button.



5. Go to the Week or Topic you would like to add BRYT resources to. Click the **Add an activity or resource** button.

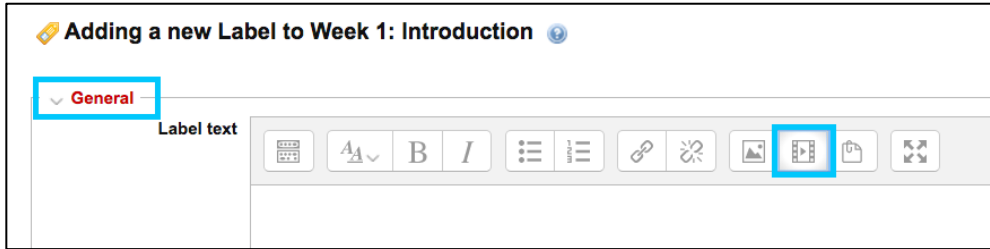


6. A pop-up box will appear. Scroll down and under the **Resources section**, select **Label** and then click **Add**.

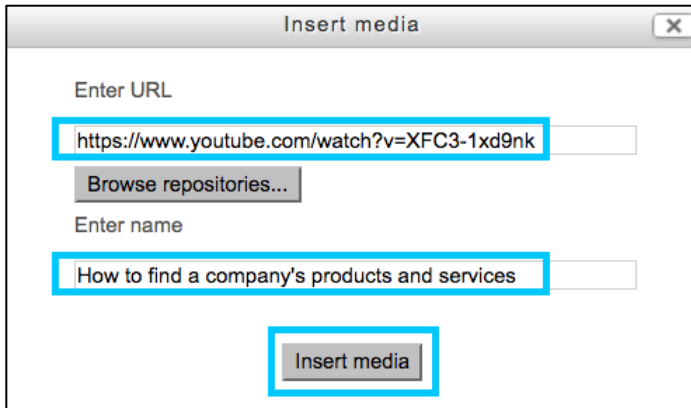




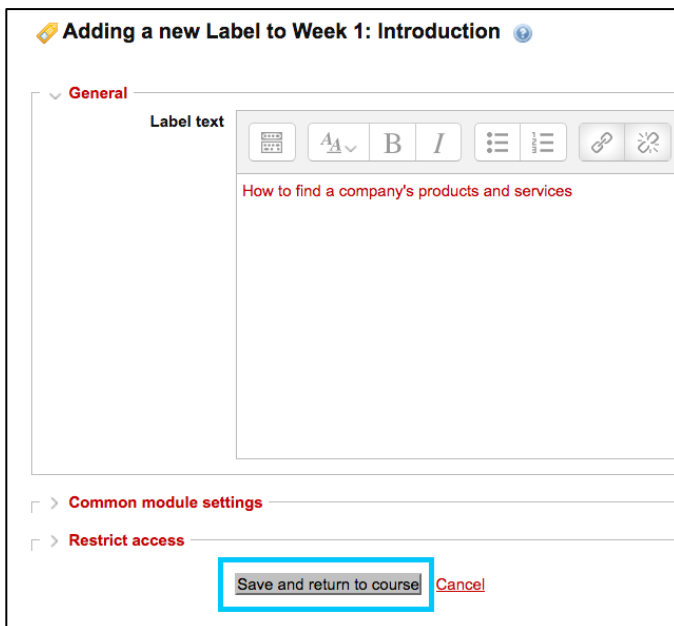
7. Clicking the **Add** button will take you to a new screen. Under the **General** section, click on the **Movie icon**.



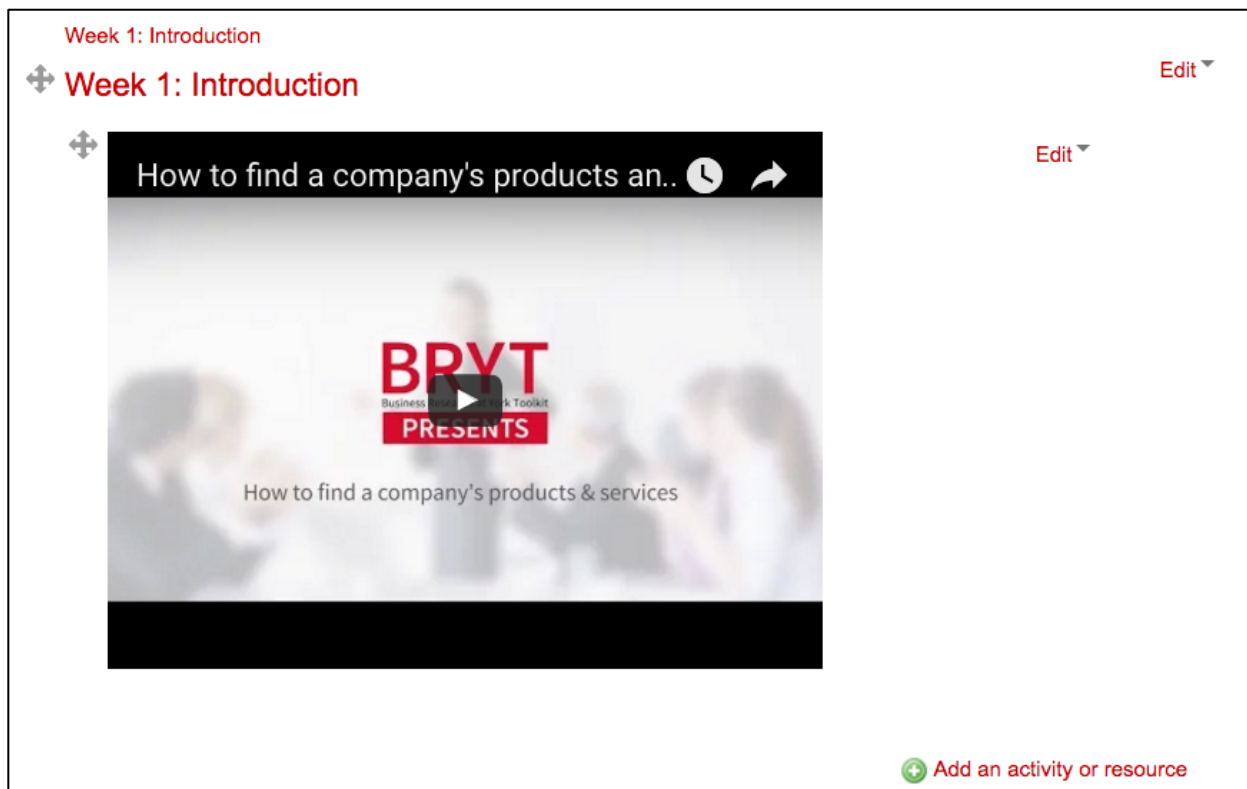
8. This will open a new pop-up window. In the **Enter URL** section, paste the URL you copied from YouTube. In the **Enter Name** section, type the name of the video. Click the **Insert Media** button.



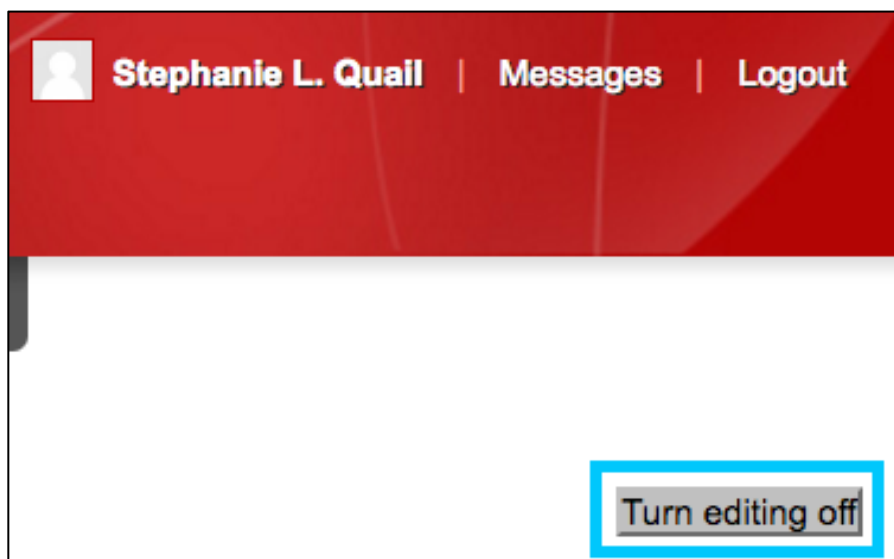
9. Click the **Save and return to course** button to return to the Course Homepage.



10. The video will now be embedded on your Moodle Course's Homepage.

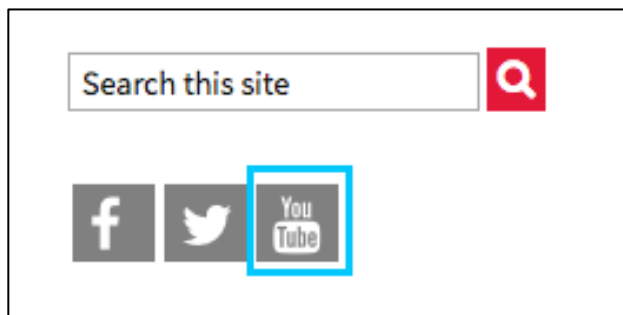


11. If you are done adding content to your course, make sure to click the **Turn editing off** button in the upper right corner of your Moodle course.

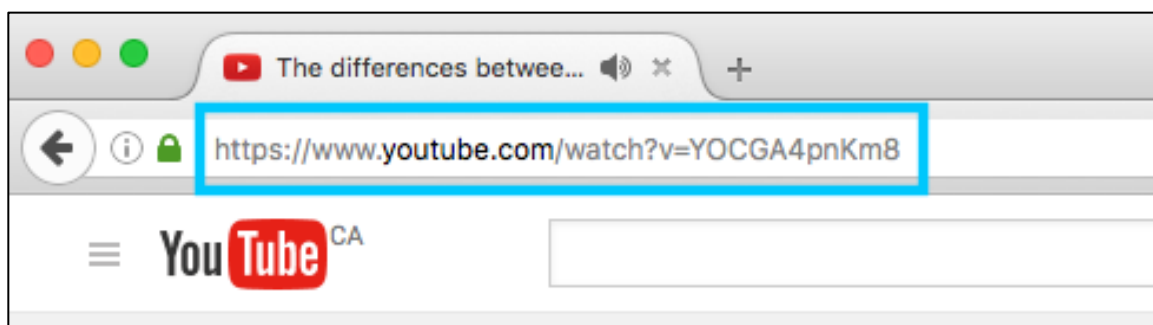


## Option 2 – Embedding YouTube Videos on Your Course’s Sub-Pages

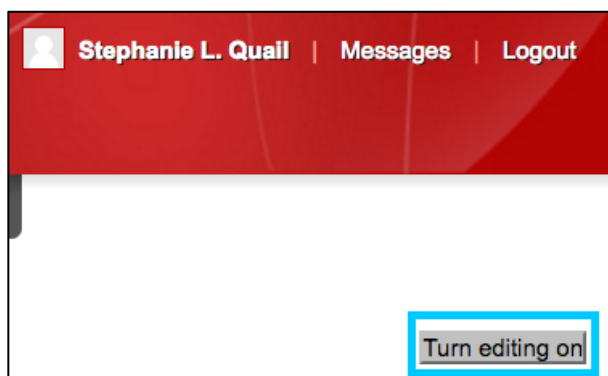
1. Go to the BRYT website and click on the **YouTube icon** on the far right side of the website.



2. This will take you to the Peter F. Bronfman Business Library’s YouTube channel. Click on the video you would like to embed and then copy the video’s URL.



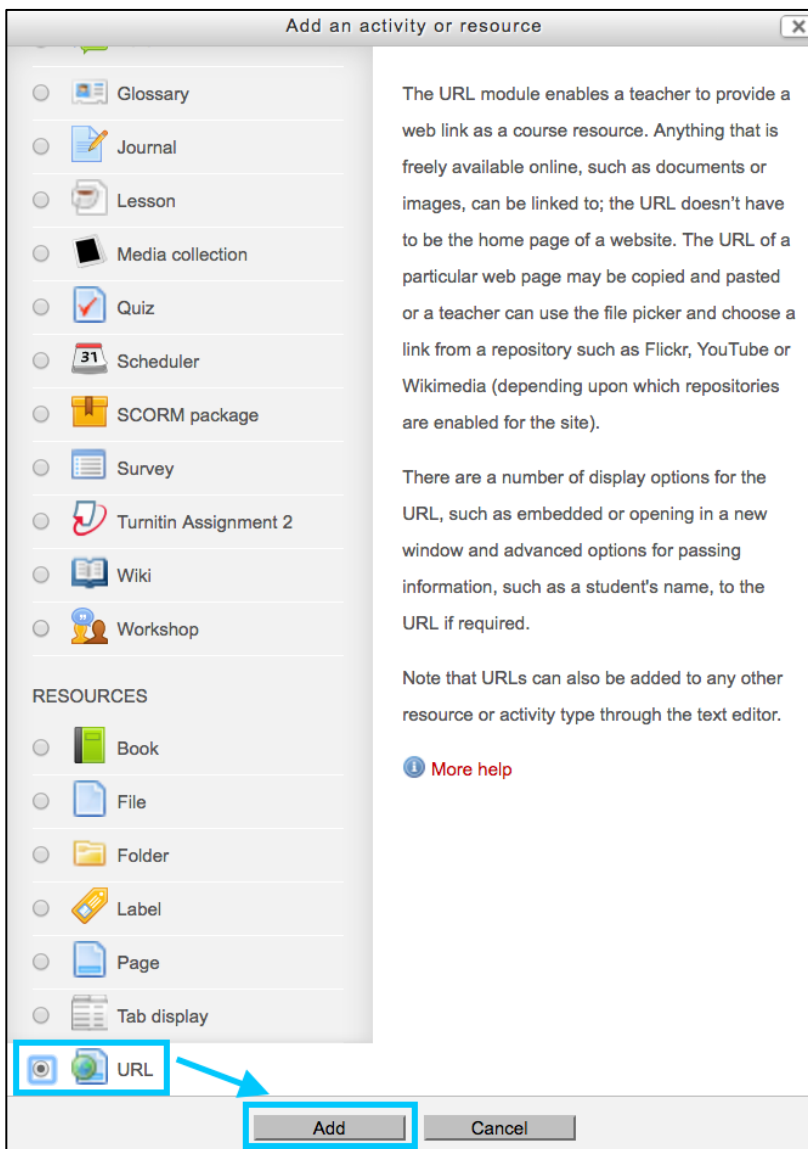
3. Sign in to your course’s [Moodle site](#).
4. Go into the Moodle Course you would like to add resources to. In the upper right corner of your Moodle course, click on the **Turn editing on** button.



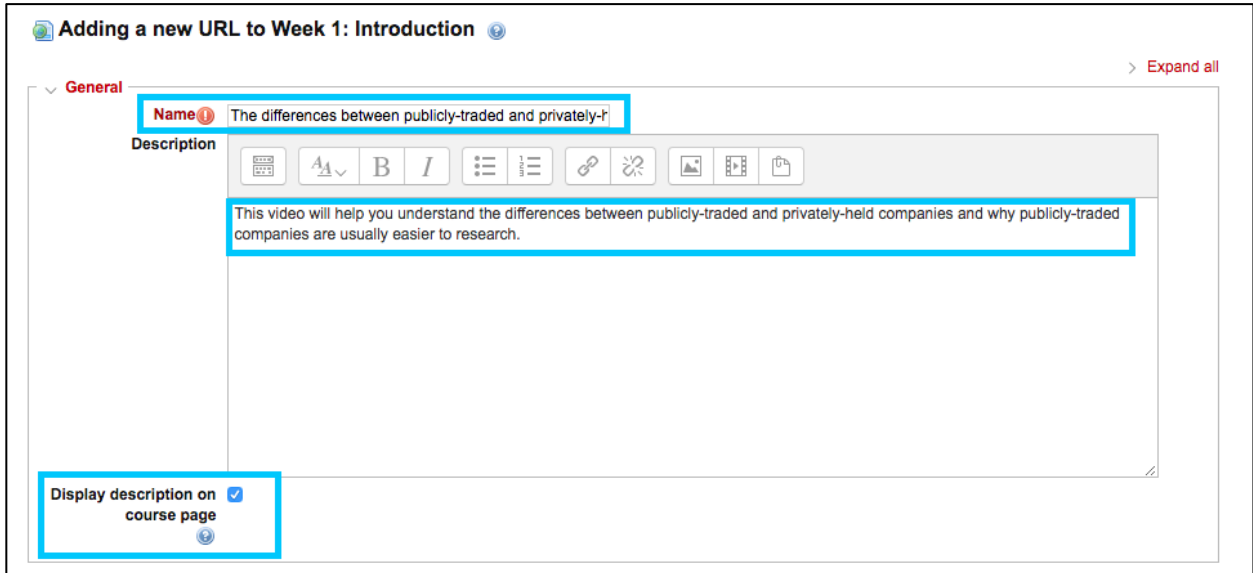
5. Go to the Week or Topic you would like to add BRYT resources to. Click the **Add an activity or resource** button.



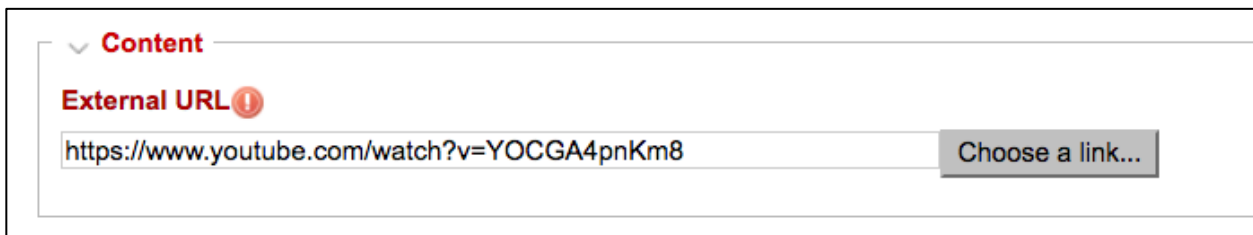
6. A pop-up box will appear. Scroll down and under the **Resources section**, select **URL** and then click **Add**.



7. Clicking the **Add** button will take you to a new screen. Under the **General section**, include the following:
  - a. **Required** – Name field: Type the name of the BRYT Video
  - b. **Optional** – Description field: Add a short description of the video
  - c. **Optional** – Check-off the ‘Display description on course page’



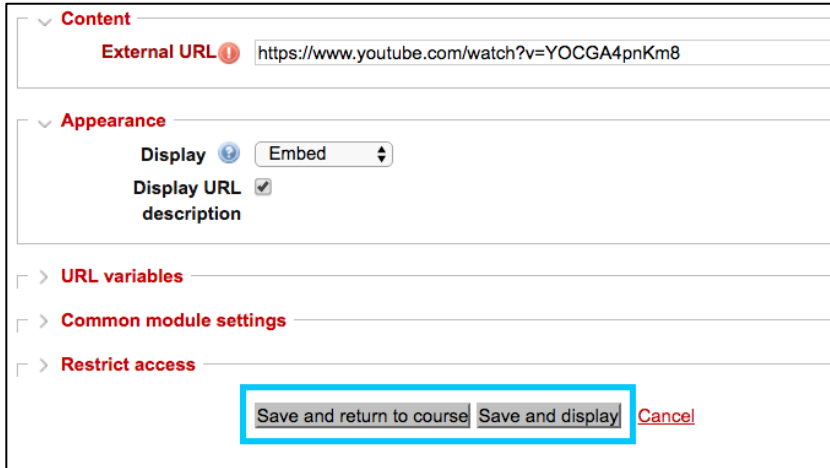
8. In the **Content section**, paste the URL you copied from YouTube.



9. Click on the arrow beside **the Appearance section**. This will open up the Appearance options. We recommend selecting **Embed** from the drop-down list.

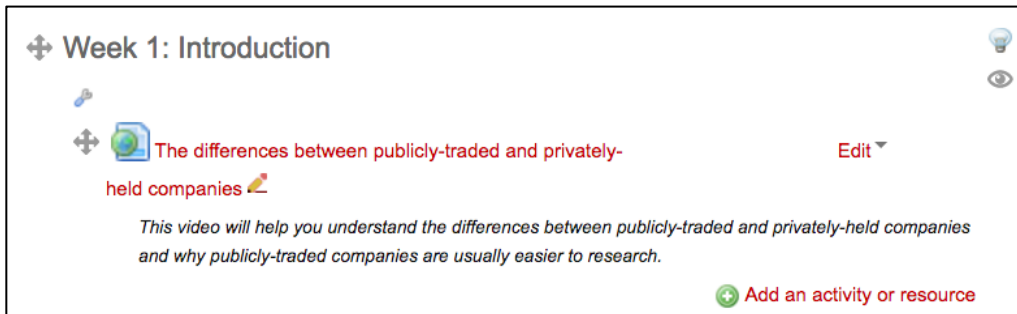


10. At the bottom of the form, you can now click either **Save and return to course** OR **Save and display**.



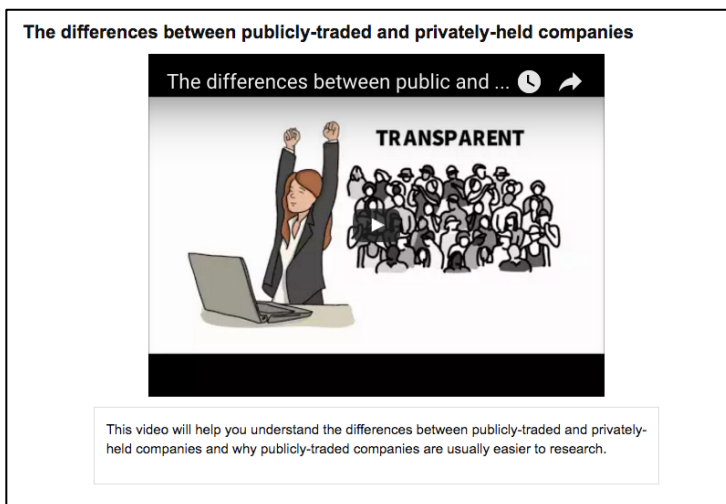
The screenshot shows a form with several sections: 'Content' with an 'External URL' field containing 'https://www.youtube.com/watch?v=YOCGA4pnKm8'; 'Appearance' with a 'Display' dropdown set to 'Embed' and a checked 'Display URL' checkbox; 'URL variables'; 'Common module settings'; and 'Restrict access'. At the bottom, three buttons are visible: 'Save and return to course', 'Save and display', and 'Cancel'. The 'Save and return to course' button is highlighted with a blue rectangular box.

11. If you clicked **Save and return to course**, you will be able to see the link to the video.



The screenshot shows a course page for 'Week 1: Introduction'. A video resource is listed with the title 'The differences between publicly-traded and privately-held companies'. Below the title is a description: 'This video will help you understand the differences between publicly-traded and privately-held companies and why publicly-traded companies are usually easier to research.' There is an 'Edit' button and an 'Add an activity or resource' button at the bottom right.

12. If you click on the link, you will be able to see the YouTube video embedded in your course.



The screenshot shows the embedded YouTube video player. The video title is 'The differences between publicly-traded and privately-held companies'. The video thumbnail features a woman in a business suit sitting at a desk with a laptop, and a group of people in the background. The word 'TRANSPARENT' is written in large letters. Below the video player is a description box: 'This video will help you understand the differences between publicly-traded and privately-held companies and why publicly-traded companies are usually easier to research.'

13. If you are done adding content to your course, make sure to click the **Turn editing off** button in the upper right corner of your Moodle course.

