

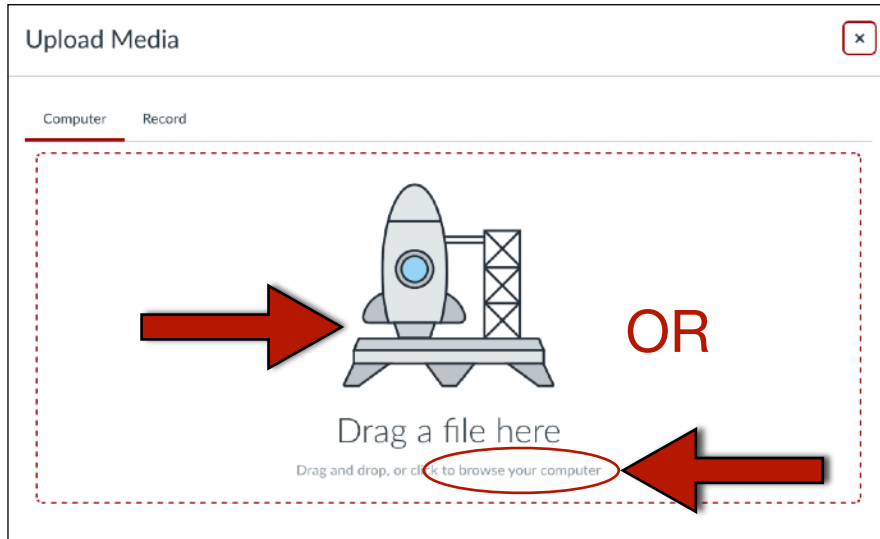
How to Embed Your Narrated Presentation Video File to the Discussion Board

First, test the size of your video file. If your video file is too large to email to yourself, then you will need to reduce the size of your video file.

Second, on the Discussion Board, **click on the Record/Upload Media** tool, which is to the right of the Insert Image tool.



Third, after the “Upload Media” pop up window appears, you can either **drag your video file onto the rocket ship launching pad** OR click the link to **“browse your computer.”**

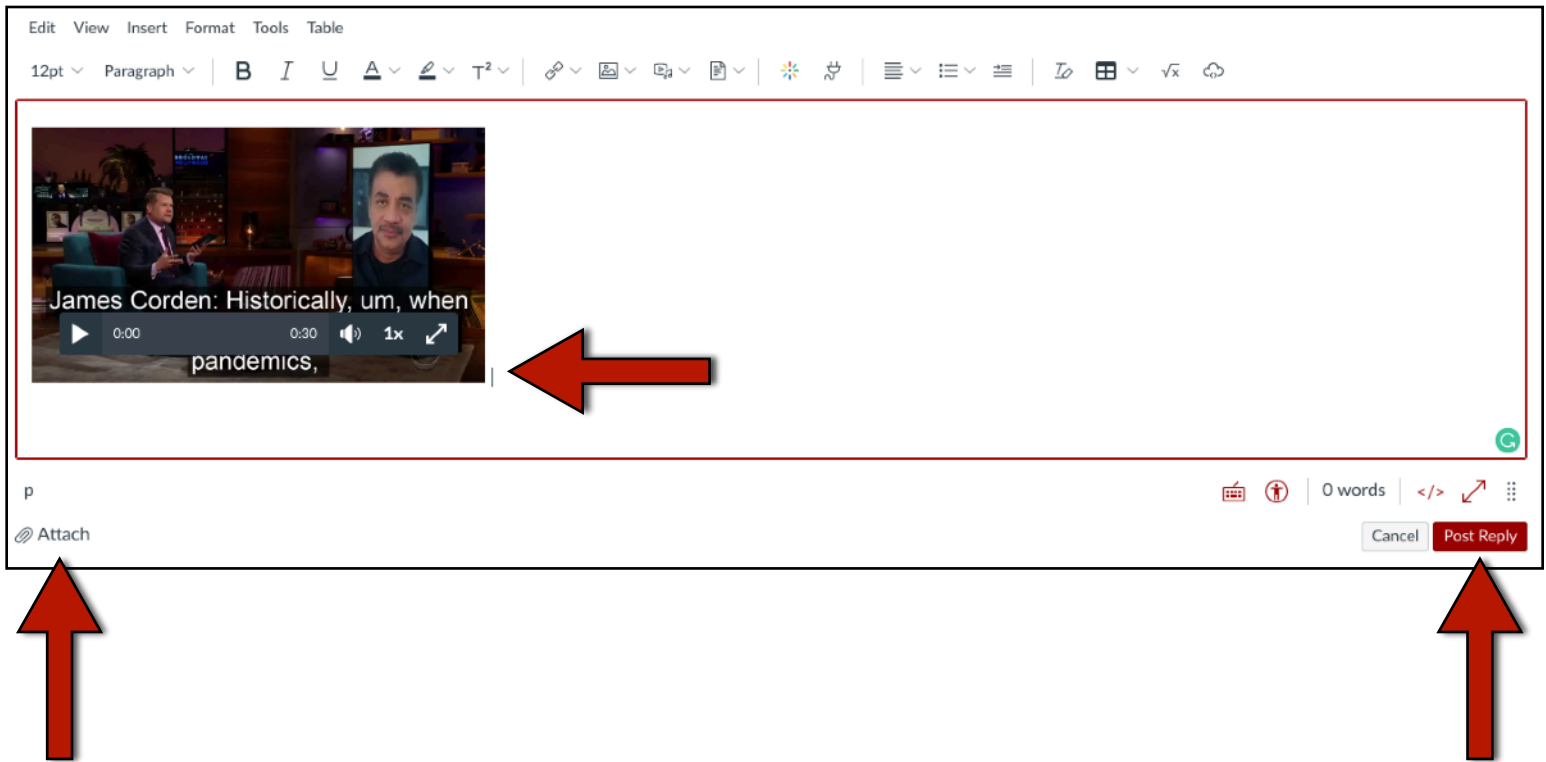


Fourth, after your video has uploaded, you will see a preview version in the “Upload Media” pop up window. **Play through the preview version** to make sure it plays the way you were expecting it to play.

If so, then **click “Submit.”** Note that by clicking “Submit” you are not submitting your post; you’re only embedding your video.



Fifth, you should now **see your video in the text box of your Discussion Board post**.



The screenshot shows a rich text editor interface for a discussion board post. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, Table. Below the menu is a toolbar with various icons for text formatting (bold, italic, underline, color, background color, text color, text size), alignment, bulleted and numbered lists, indentation, link, unlink, insert image, insert video, insert audio, insert code, and undo/redo. The main text area contains a video player. The video player has a title 'James Corden: Historically, um, when pandemics,' and a progress bar showing 0:00 / 0:30. A red arrow points to the video player. Below the text area, there is a 'p' paragraph indicator, an 'Attach' button with a paperclip icon, and a word count '0 words'. On the right side, there are icons for a gallery, a red flag, a code icon, a share icon, and a menu icon. At the bottom right, there are two buttons: 'Cancel' and 'Post Reply'. A red arrow points to the 'Attach' button, and another red arrow points to the 'Post Reply' button.

If you don't see the actual video in the text box of your Discussion Board post, if instead you see only a link to your video OR just the name of your video file, then you should click "Cancel" and try again.

You need to see the actual video in the text box of your Discussion Board post for it to be embedded correctly.

Also, if you're going to add any text to your Discussion Board post, be sure to skip a line after the video before adding your text.

To attach a file, such as a transcript file, be sure to **click "Attach" in the lower left corner**.

Finally, be sure to **click "Post Reply"** as you always do, so that your Discussion Board post will be posted.