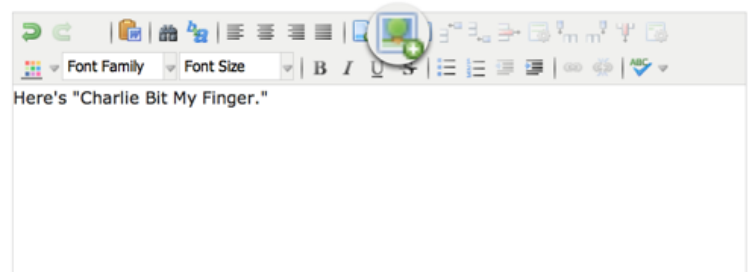


QUICK GUIDE: EMBEDDING MEDIA

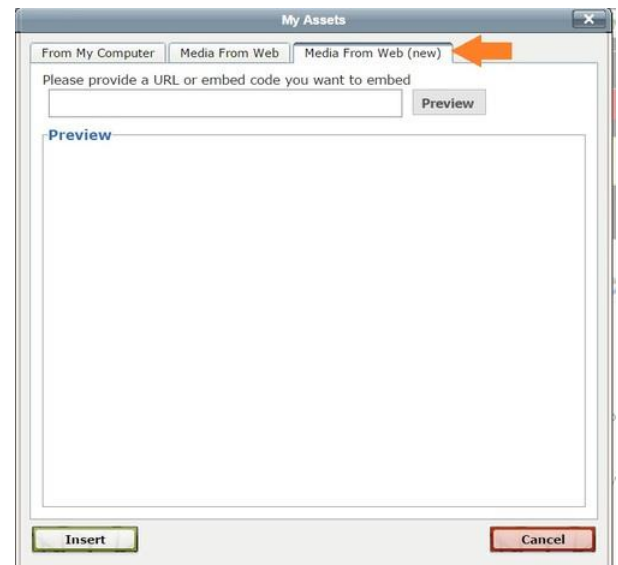
Step One

To embed a video, audio clip, pdf, Prezi, Slideshare Document, or Google Doc into your rich text module, first click the "Insert Media" icon.



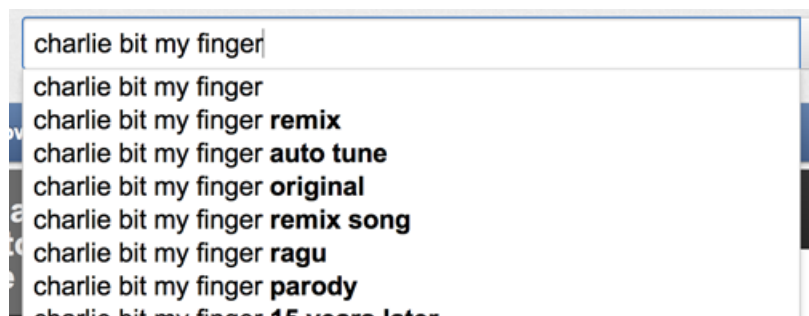
Step Two

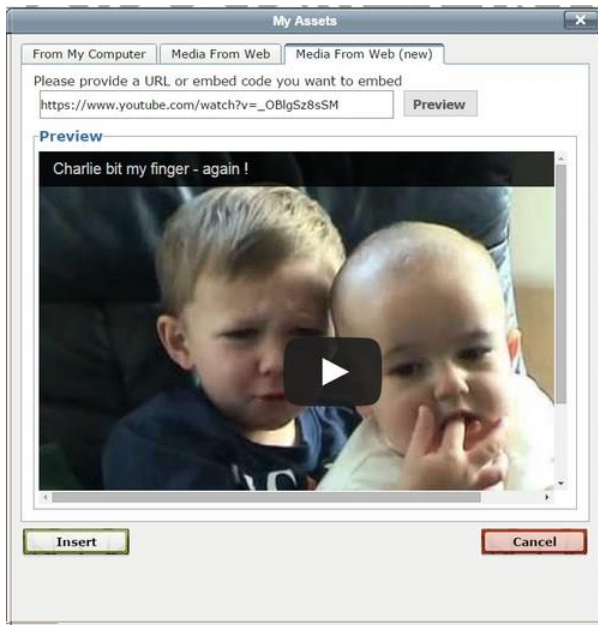
A "My Assets" window will pop up. Click on the "Media From Web (new)" tab on the top.



Step Four

Find the media you want to put in your ePortfolio (in this case, a YouTube video) and go to it. Once you are there, copy the URL to the video.





Step Five

Paste the URL you copied from YouTube into the empty text box and click "Preview." Once the video appears in the preview area, click "insert."



Step Six

In the Rich Text module, your embedded media might seem missing at first. If you click the "view text" tab on the top of the module, you'll see your media in your module.



Here's "Charlie Bit My Finger."



Step Seven

And there it is!