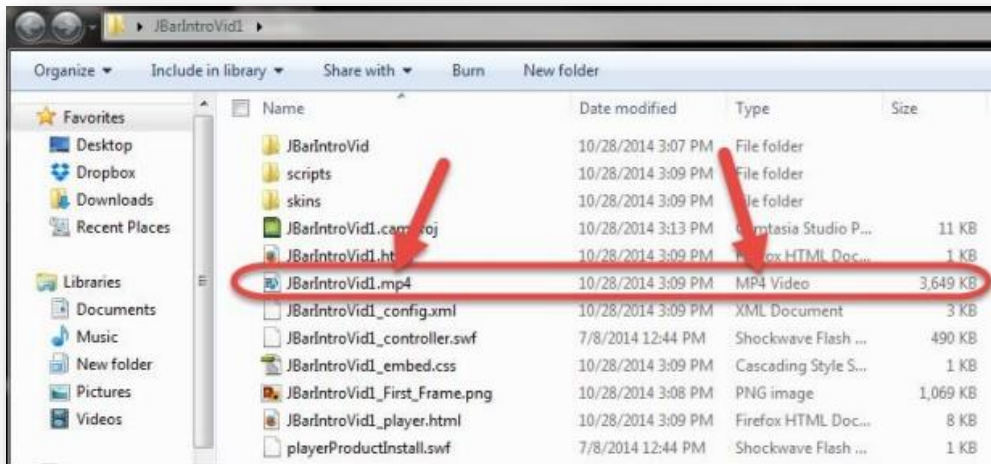


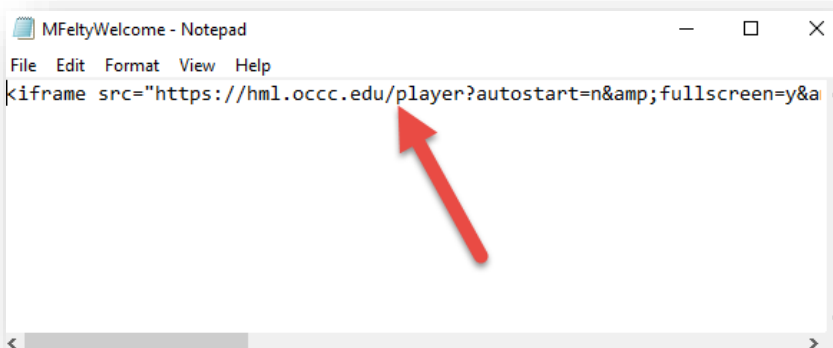
Adding Your Welcome Video to Moodle

Once you have created your video, navigate to the folder you saved it to in the production step.

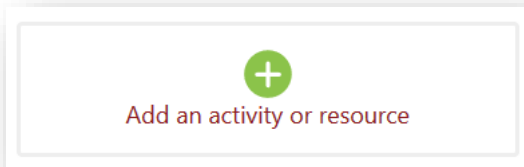


Email this file to clt@occc.edu. If the file is too large to email, you may need to deliver it to the CLT on a Flash drive.

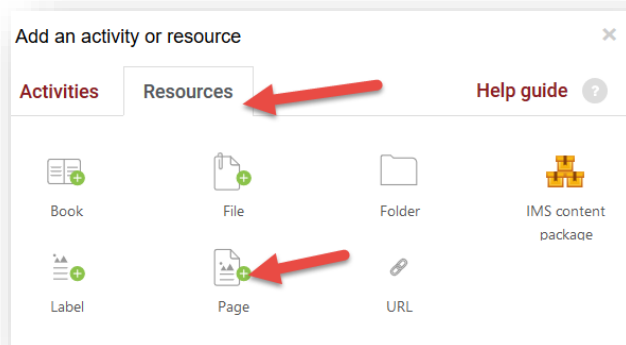
Once the CLT adds the file to the streaming server, you will receive an email containing a .txt file. Open this file and copy all of the code it contains.



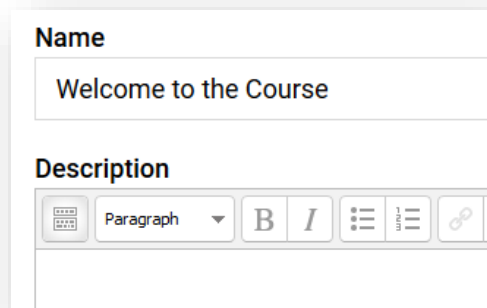
After copying this text, navigate to the course in which you wish to embed the video. In the topic where you'd like the video to be added, select **Add an activity or resource** at the bottom of the page.



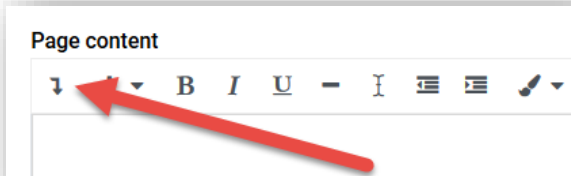
Select the **Resources** tab, then **Page**.



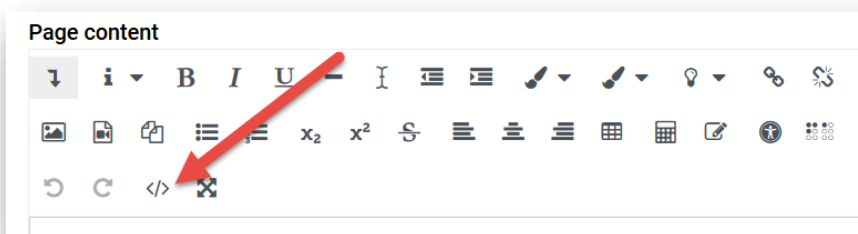
Enter a **Name** for the page. The description is not required, but you can enter one if desired.

A form for creating a new page. It has a "Name" section with a text input field containing "Welcome to the Course". Below that is a "Description" section with a rich text editor. The editor includes a "Paragraph" dropdown menu, bold (B) and italic (I) buttons, bulleted and numbered list buttons, and a link button.

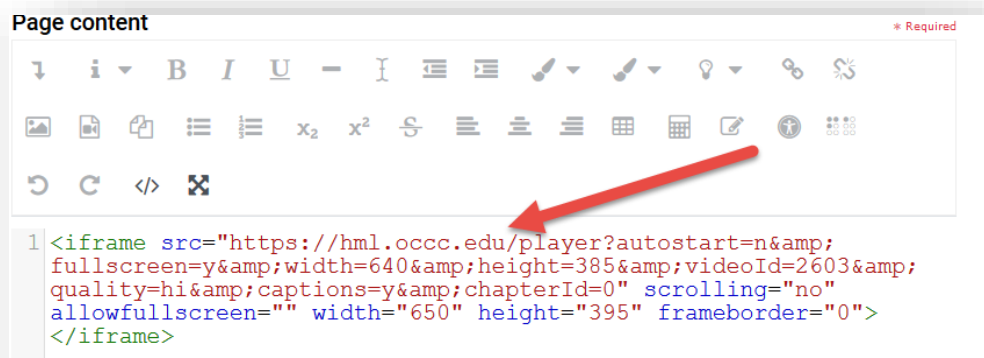
In the **Page content** field, click the icon in the upper left corner to expand the text editor options so that three rows of icons are displayed.



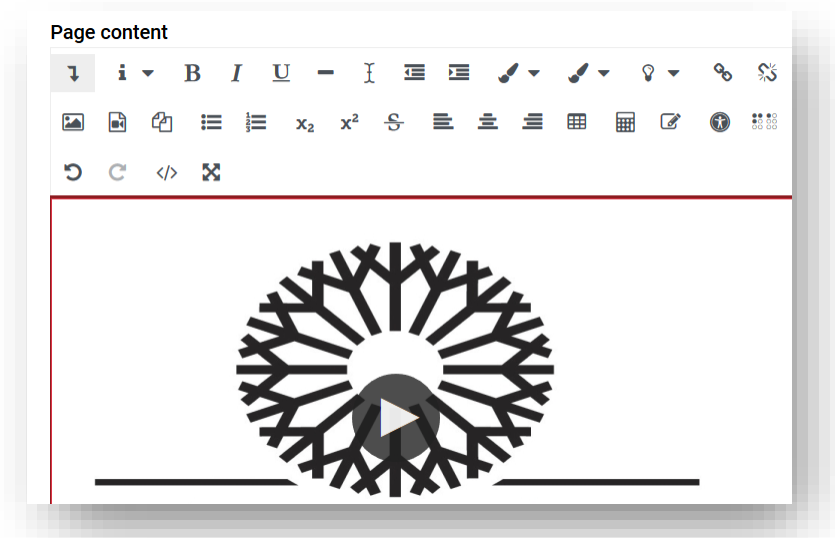
On the third row of icons, locate and select the Edit HTML icon, indicated by two angle brackets.



In the field below, delete any existing text or code and paste the embed code from the .txt file sent to you by the CLT.



Click the Edit HTML icon again. This should display the video player in the Page content field.



You can select the play button here to preview the video. Don't worry about the size or location of the video in this menu, it will display correctly in your course once you've saved this page.

If the correct video plays, select **Save and return to course** at the bottom of the page to complete the process.

If the video does not play, if the wrong video plays, or if you need other assistance please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.