

## Guide for Updating VIUTube Links and Embedded Files in VIULearn

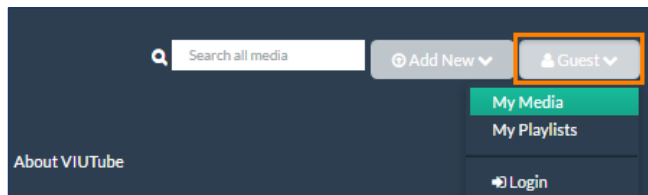
VIUTube has moved to UBC! This more means some exciting new options for your videos, but it also means you need to update all of the links to and embed codes for images, videos, and audio files hosted on VIUTube.

There are no functional changes to VIULearn or VIUTube. The process for adding VIUTube files to VIULearn is exactly the same. Only the location of your files is different.

This guide is meant as a refresher and will walk you through finding your new links and replacing inks and embedded files in VIULearn. If you need additional support or if you have any questions, please contact the Centre for Innovation and Excellence in Learning at [learnsupport@viu.ca](mailto:learnsupport@viu.ca)

### Finding the Link or Embed Code for Your Video

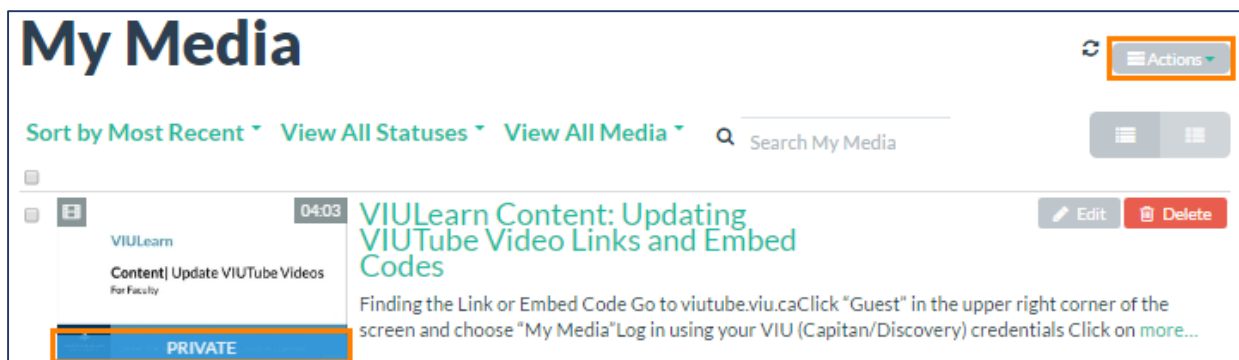
1. Go to [viuvideos.viu.ca](http://viuvideos.viu.ca)
2. Click Guest in the upper right corner of the screen and choose **My Media**



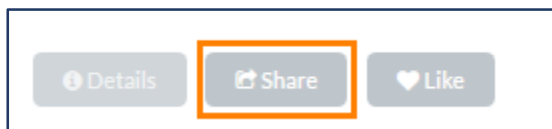
3. Log in using your VIU computer credentials
4. Click on the video you want to link to from My Media

**NOTE:** Videos may be set to **private** in your My Media. If you wish to share a video by URL alone (rather than embedding the video) you must change its status to **unlisted**.

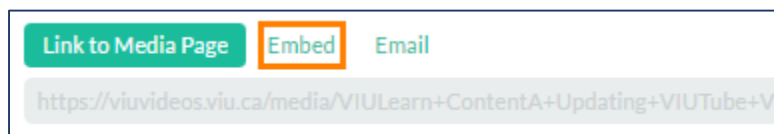
1. Check the box beside the file(s) you want to share under My Media
2. Click the grey **Actions** button and choose **Publish**
3. Select **Unlisted** and click **Save**



5. Scroll down and click **Share**



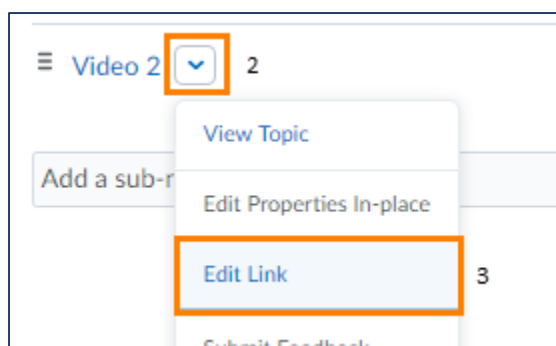
6. Choose either **Link to Media Page** or **Embed**



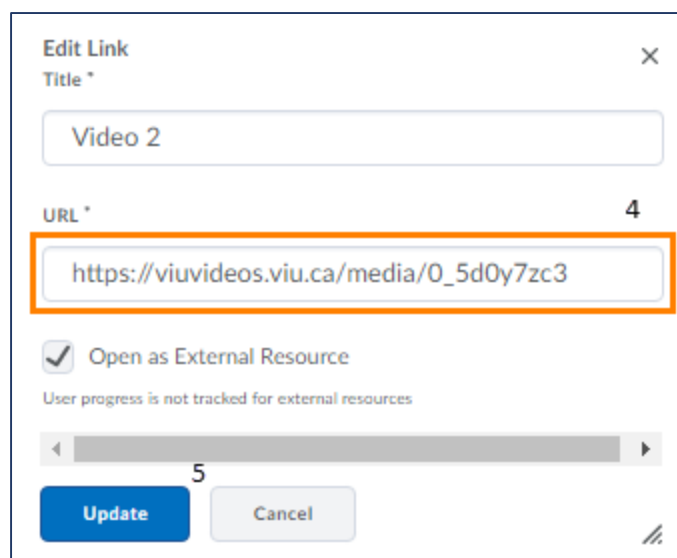
7. Copy the link or embed code using CTRL + C (Command + C on a Mac)

## Replacing a VIUTube Link in Your VIULearn Course Content

1. Click small arrow to the right of the page you want to edit



2. Choose **Edit Link**
3. Remove the URL and Paste the new URL
4. Click "Update"



## Replacing an Embedded Video in Your VIULearn Course Content

1. Click the small arrow to the right of the page you want to edit and choose **Edit Video**
2. Copy the video title into Notepad (or any other program which accepts text)
3. Delete the content from the Web Video or Audio box (this will also delete the title)

**Update Video or Audio** [X]

Web Video or Audio | Upload

/content/enforced/65401-Fully\_Online\_Faculty\_Training\_CIEL\_02/Video%201.html

Paste the new embed code in this box

Preview

What video sites can be embedded?

Title \*

Video 1

When you paste the new embed code, the title box will disappear. You will need to re-enter your title after updating the embed code.

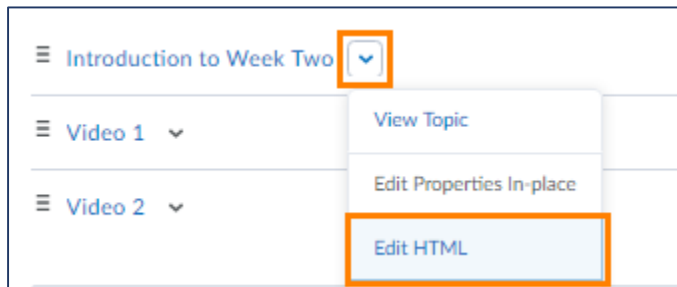
Notify students that the content has changed

Update | Cancel

4. Copy the VIUTube embed code and paste the new Embed code into the Web Video or Audio box
5. Copy and paste the title back into the Title box
6. Leave “Notify students that the content has changed” unchecked
7. Click **Update**

## Replacing a VIUTube Link in a VIULearn File

1. Click the small arrow to the right of the page you want to edit
2. Choose **Edit HTML**



3. Click on your link so the cursor is within the link text
4. Click the **Quicklink** button

A screenshot of the 'Edit HTML File' interface. The title 'Edit HTML File' is at the top left. Below it is a text input field containing 'Introduction to Week Two' and a 'Browse for a Template' button. A rich text editor toolbar is visible, with the 'Quicklink' icon (a chain link) highlighted with an orange box. The main content area shows a video player. The video player has a subtitle that reads: 'Cu pro dicat omnes option, reque putent qloriatu duo. am purto prima an par.' Below the subtitle, the text 'Click here to watch this video on VIUTube' is highlighted with an orange box. The video player also shows the VIULearn logo, the text 'Content| Update VIUTube Videos For Faculty', and the Vancouver Island University logo.

5. Remove URL and Paste new URL

Insert Quicklink

HTML Properties

URL \*

https://viuvideos.viu.ca/media/VIULearn+ContentA

Title \*

Click here to watch this video on VIUTube

Target \*

Whole Window  Same Frame  New Window

Update

6. Click Update

7. Once you have updated all links and embedded media in the file, click **Update**

Subtitle

Click here to watch this video on VIUTube

/content/enforced/65401-Fully\_Online\_Faculty\_Training\_CIEL\_02/ Change Path

Notify students that the content has changed

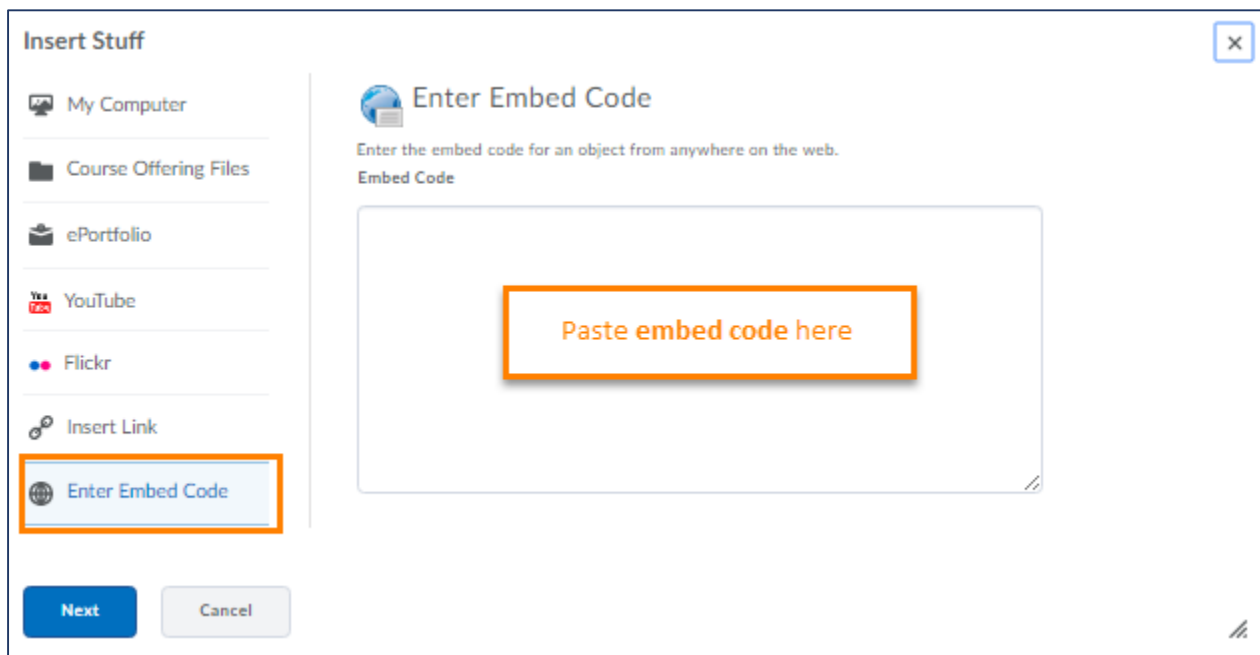
Update Revert to draft Cancel

## Replacing an Embedded Video in a VIULearn File

1. Click the small arrow to the right of the page you want to edit
2. Choose **Edit Video**
3. Delete the embedded media
4. Click the **Insert Stuff** button



5. Click **Enter Embed Code**



6. Paste the updated embed code
7. Click **Next**
8. Click **Insert**
9. Once you have updated all links and embedded media in the file, click **Update**