Student Instructions
How to submit a Video Link to an Assignment Folder in D2L

Log in to MediaSpace:

Go to https://mediaspace.minnstate.edu and enter your StarID and StarID password.

Upload a video file to MediaSpace:

1. In the upper right corner of the page, select the **'Add New'** drop-down list, and choose **'Media Upload'**
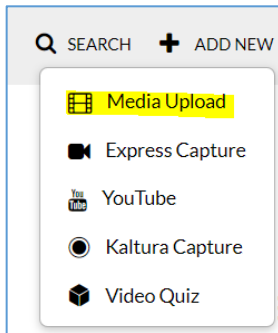

2. Click the '**+ Choose a file to upload**' button to search your computer or device for your media file; select the file; then click '**Open**' button to begin uploading the file.
3. As the file uploads you may begin adding details to the file. These include:
   a) Name: ***this is the only required field***
   b) Description:
   c) Tags:
4. When finished adding details, click **'Save.'**
   NOTE: you may **not** be able to view media yet. You may see *'This media is still being converted. An e-mail notification will be sent.'* This is **normal.** Media will continue to process even if you navigate away
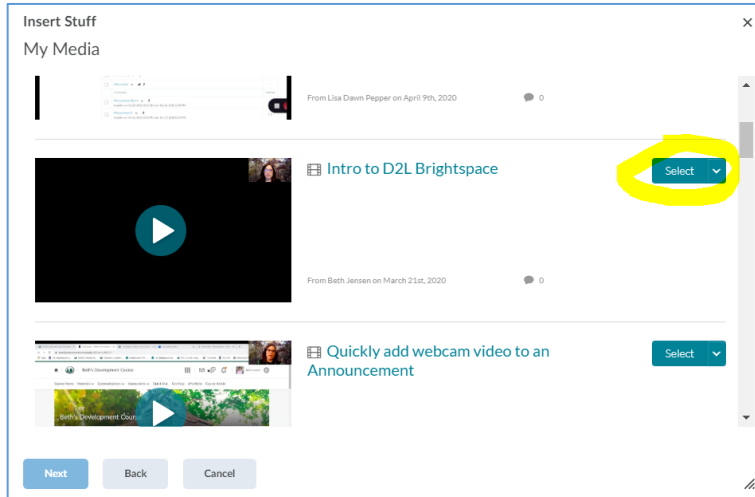
Submit the video to an Assignment Folder

1. Enter your course in D2L
2. Click the **Assessments** menu, then click **Assignments**
3. Click the appropriate Assignment folder
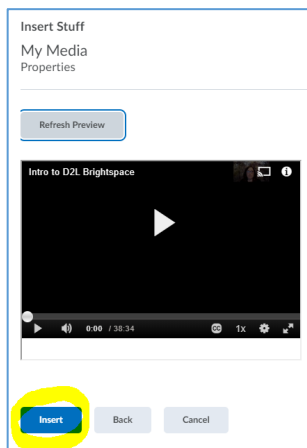4. Click the **Insert Stuff** button
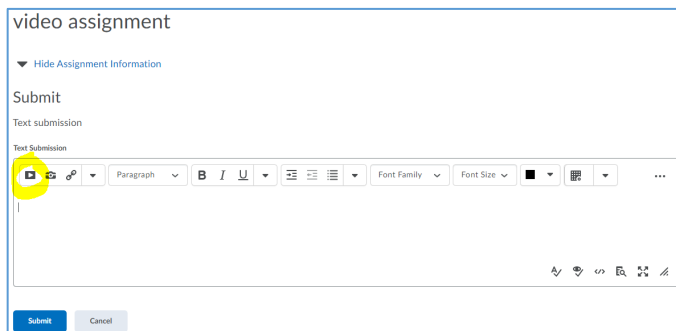
5. Click **My Media**
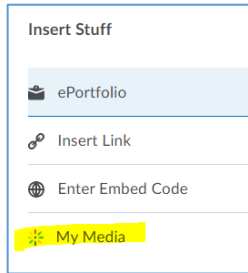
6. Click the **Select** button for the video you want to submit

7. Click **Insert**

8. Click **Submit**
9. Click **Done**