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

Log in to MediaSpace:

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

Upload a video file to MediaSpace:

 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

video assignment						
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Submit Cancel						

5. Click My Media



6. Click the Select button for the video you want to submit

Insert Stuff		×
My Media		
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	Intro to D2L Brightspace	
	From Beth Jensen on March 21st, 2020 🗭 0	
	Quickly add webcam video to an Announcement	¥
Next Back Cancel		1.

7. Click Insert



- 8. Click Submit
- 9. Click Done