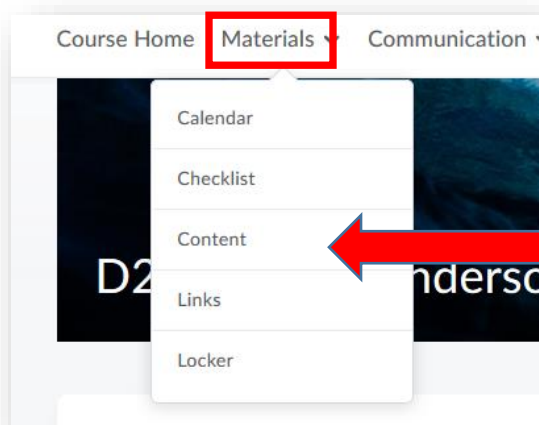




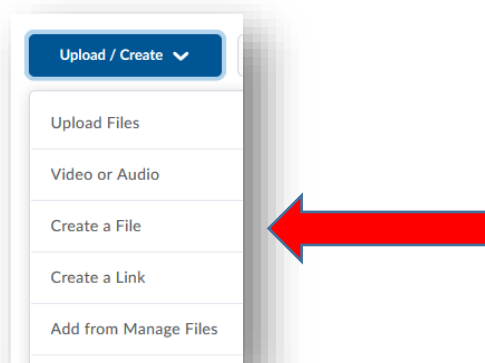
## Inserting a File and a Playlist into a D2L Site

This explains how to upload a file and a playlist of videos in to a course within D2L Brightspace

- From the D2L course Navigation Bar, click the **“Materials”** tab and then choose **“Content”**:



- Click the **“Upload / Create”** button then scroll down and click **“Create a File”**:



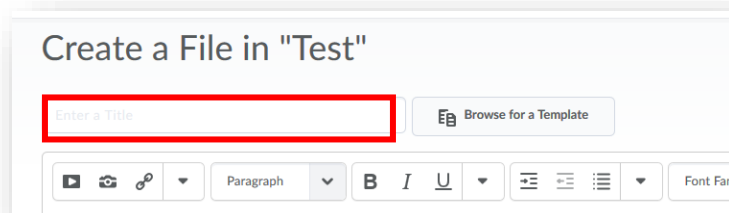
Inserting a file into a D2L Site

V2.0 03/26/20

For further assistance: [Create a JIRA ticket](#)



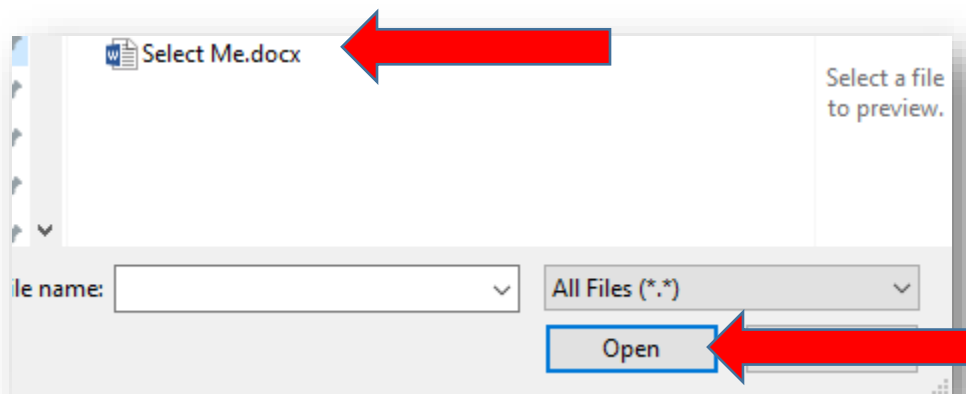
- Enter a name for the file:



- Click the **“Enter Stuff”** icon located on the toolbar:

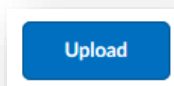


- Browse to the file in which you want to insert
- Click the **“Open”** button:





- Click the **“Upload”** button in the insert stuff dialog box:



- You can add **“Link Text”** (This is a good idea so the student understands what the file is):

**Insert Stuff**  
My Computer  
Properties

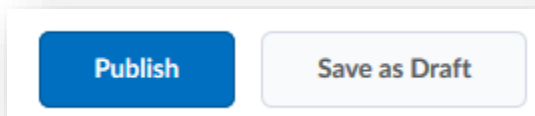
Source  
/content/2018/3660330-D2L\_Training\_Anderson\_Dowden/Select Me.docx

Link Text  
Select Me

- Click the **“Insert”** button:



- You can either click **“Save as Draft”** or **“Publish”**:



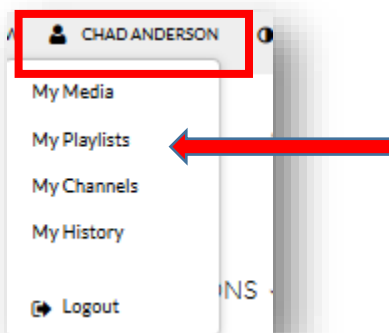


Note: “Publish” means the public will be able to see the file.

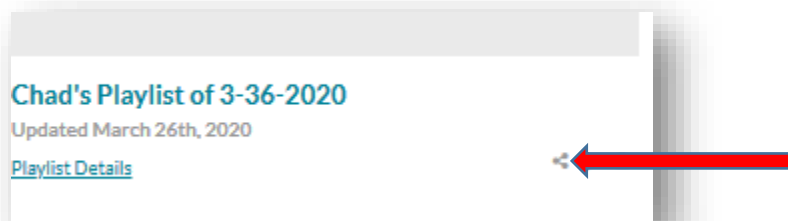
“Save as Draft” means that you’ll be to save it and publish the file at a later date.

### To Insert a Playlist of videos from Mediaspace

- From your Mediaspace account, click your name and then click **“My Playlists”**:

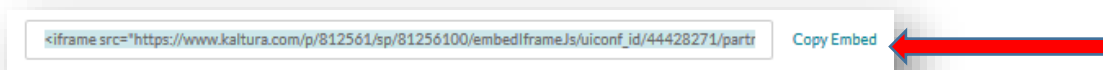


- Click the **“Share & Embed”** icon of the playlist:





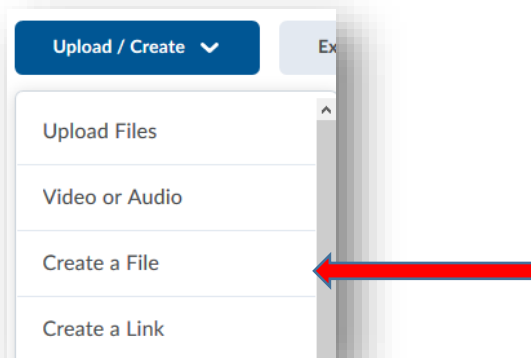
- Click the **“Copy Embed”** link to copy the embed code of the playlist so the text is selected:



- Click the **“Done”** button:



- From your D2L course site, click the module in you which want the playlist embedded
- Click the **“Upload / Create”** button and choose **“Create a File”**:



- Enter a **“Title”**:





- Click the **“HTML Source Editor”** icon in the bottom right portion of the screen:



- In the **“HTML Source Editor”** dialog box, delete the text that is there and then paste the embed code that you copied:

```
flashvars[sideBarContainer.plugin]=true&flashvars[sideBarContainer.position]=left&
flashvars[sideBarContainer.clickToClose]=true&flashvars[chapters.plugin]=true&flashvars[chapters.layout]=vertical&
flashvars[chapters.thumbnailRotator]=false&flashvars[streamSelector.plugin]=true&
flashvars[EmbedPlayer.SpinnerTarget]=videoHolder&flashvars[dualScreen.plugin]=true&flashvars[hotspots.plugin]=true&
flashvars[playlistAPI.playlistUrl]=https://mediaspace.minnstate.edu/playlist/details/[playlistAPI.kpl0Id]" width="400"
height="620" allowfullscreen webkitallowfullscreen mozAllowFullScreen allow="autoplay *; fullscreen *; encrypted-
media *" sandbox="allow-forms allow-same-origin allow-scripts allow-top-navigation allow-pointer-lock allow-popups
allow-modals allow-orientation-lock allow-popups-to-escape-sandbox allow-presentation allow-top-navigation-by-user-
activation" frameborder="0" title="Kaltura Player"></iframe>
```

- Click the **“Save”** button:



- Click the **“Save and Close”** button:

