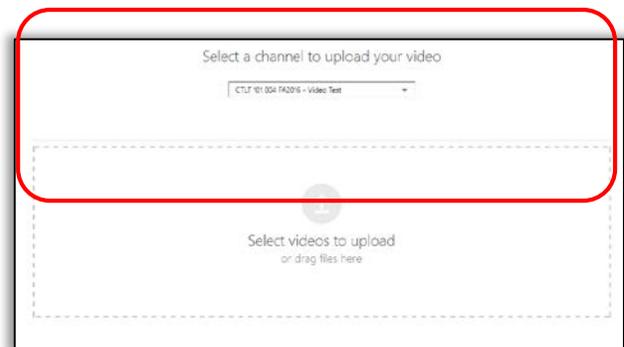




Uploading Video to Office 365 and integrating it into ReggieNet Courses

Uploading Video Files to Office 365

1. Open an internet browser and navigate to office365.illinoisstate.edu
2. Login using your campus email and current password
3. Select the **Video** icon from the **Use the online apps** listed on the home page of Office 365
4. Click on **Channel** in the toolbar
5. Select the desired course channel from the drop down menu, and then Click on **Upload** in the toolbar
6. Click on the upload field labeled **Select videos to upload**, browse to select the video to upload from your computer and click **Open**, or drag and drop the video file from your computer to the upload field
7. As the video uploads to Office 365, the option for adding a video title and description will be provided
8. Once the video is uploaded, click **Go to video** on the left to view the video.

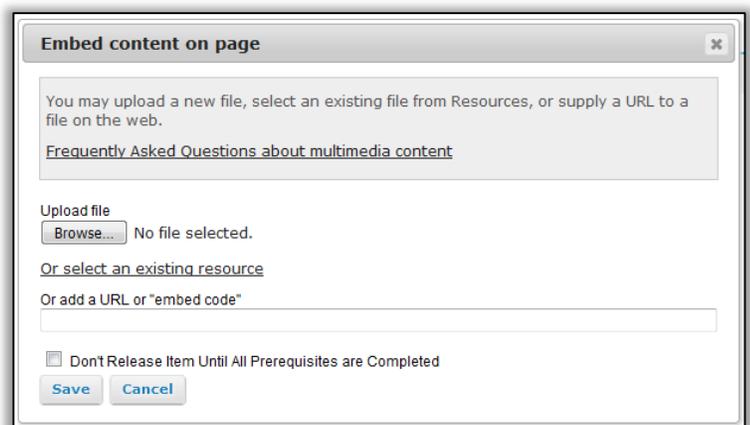


Integrating Office 365 Video into ReggieNet Courses

You can integrate Office 365 Video into your ReggieNet course site in two ways: 1) embedding video content and 2) adding a link to video content.

Embedding Videos in the Lessons Tool

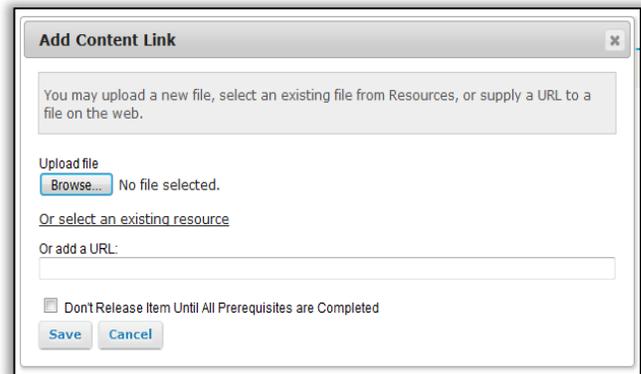
1. In Office 365 video, open the channel that the video is located in and select the video that will be embedded
2. Scroll down below the appropriate video and select **</> Embed**
3. In the Embed pop-up window, copy the embed code. **Note: The entire embed code is not completely visible in the address bar so be sure you copy the entire code**
4. In ReggieNet, open the lesson tool that you would like to embed the video in



5. In the Lesson tool, click **Add Content** menu and select **Embed content on page**.
6. In the pop-up window, paste the embed code in the box under the text **Or add a URL or 'embed code**.
7. Click **Save** to embed the video on the Lesson page

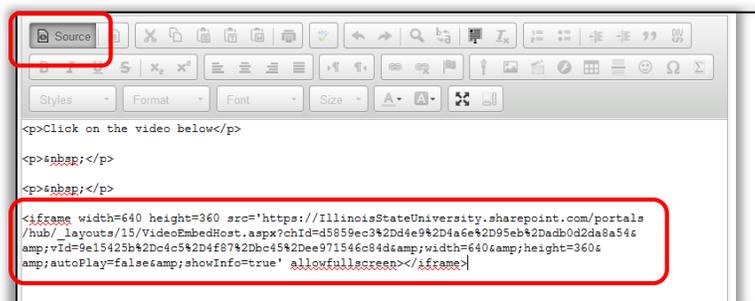
Linking Videos in the Lessons Tool

1. In Office 365 Video, open the course channel that the video is located in and select the video that will be linked
2. Copy the link address that is located in the address bar of the browser
3. In ReggieNet, open the lesson tool that you would like to link the video to
4. In the lesson tool, click the **Add Content** menu and click on **Add Content Link**.
5. In the pop-up window, paste the link address in the box under **Or add a URL**
6. Click **Save** to add the link to the Lesson page



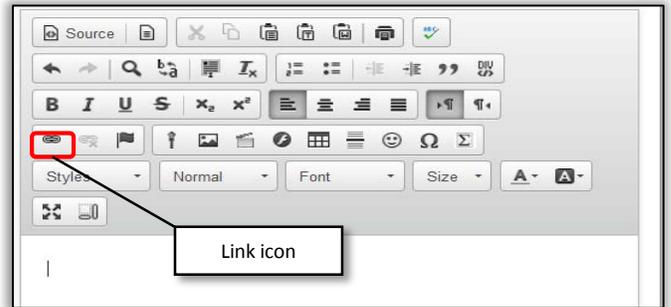
Embedding Videos in the Announcement, Assignment, Tests and Quizzes tool

1. In Office 365 Video, open the course channel that the video is located in and select the video that will be embedded.
2. Scroll down below the appropriate video and select **</> Embed**
3. In the pop-up window, copy the embed code. **Note: The entire embed code is not completely visible so be sure you copy the entire code**
4. In your ReggieNet course site, open the tool that you would like to link to the Office 365 video
5. Open the Rich Text Editor and click on **Source** in the top left corner. **Note: This will display the HTML code for the text box**
6. Place the cursor in the text box where you would like the video to be embedded and paste the embed code at that position. **Note: An image frame will appear in the text box where the video will be embedded**
7. Click **“Source”** and save your changes to embed the video



Linking Videos in the Announcement, Assignment, Tests and Quizzes tool

1. In Office 365 Video, open the course channel that the video is located in and select the video that will be linked
2. Copy the link address that is located in the address bar of the browser
3. In your ReggieNet course site, open the tool that you would like to link to the video
4. Open the Rich Text Editor and type in a title and/or description for the video you are linking. Highlight the title and/or description
5. Click the link icon to open the Link pop-up window
6. In the box labeled **URL**, paste the video address and then click **OK**.



Student Access and Accommodation Services

Student Access and Accommodation Services will contact faculty who have a student(s) that is identified as needing closed captioned videos as an accommodation for the course. Student Access and Accommodation Services has the capability of adding closed captioning to videos that faculty wish to use and will closely work with and assist faculty in the process.