

If you organize your D2L content in a website-like format using HTML files or the D2L description area, linking to Kaltura videos often requires use of Manage Files, which is the behind-the-scenes storage area in D2L. These instructions assume your video has already been uploaded to Kaltura.

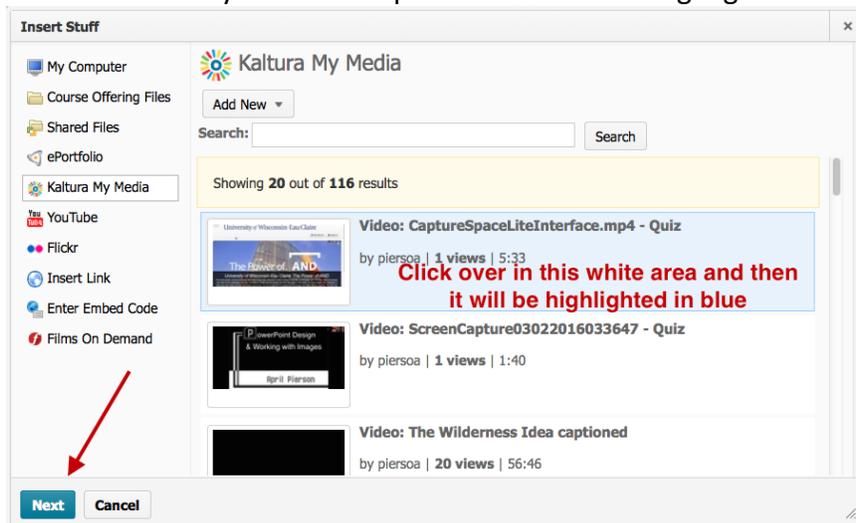
1. Login to D2L and access your course.
2. Click the **Edit Course** tab on the right side of the navigation bar.



3. Select **Manage Files**, which is the last link under *Site Resources*.
TIP: If you use *Manage Files* often, you can change your navigation bar in D2L to include it.
4. Click **New Folder**, enter a meaningful name (e.g., Kaltura Videos), and click **Save**.
5. Click the name of folder to enter it.
6. Click **New File**. An HTML box appears.
7. Enter a descriptive name in applicable field
8. Click **Insert Stuff** button.



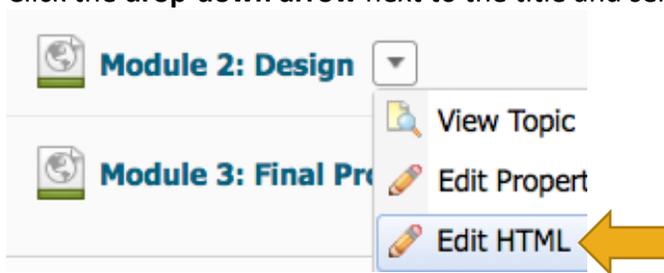
9. Select **Kaltura My Media** from the list on the left in the *Insert Stuff* panel.
10. Select the video you wish to upload to D2L so it is highlighted in blue and click **Next**.



TIP: If you click the picture of the video to select it, you can preview the video in a new window.

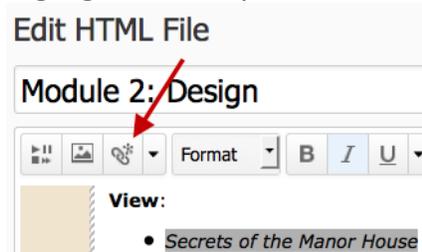
11. Click **Insert**, enter any text you wish in the HTML box, and select **Create**.

12. Click the **Content** tab and locate the HTML file in which you would like to link the video.
13. Click the **drop-down arrow** next to the title and select **Edit HTML** OR click into the *Description* area.

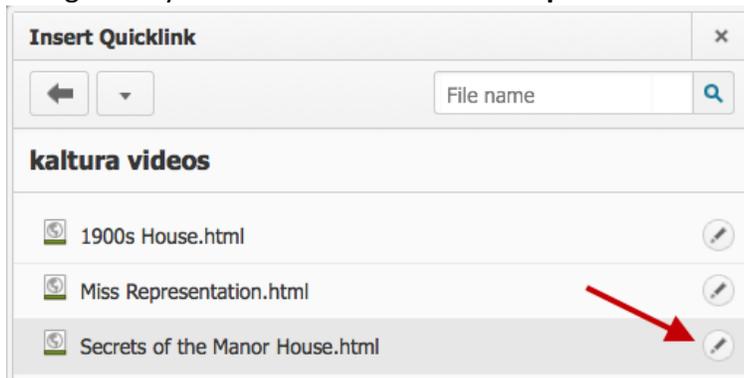


TIP: This process is problematic in Internet Explorer. Use a different browser such as Firefox or Chrome.

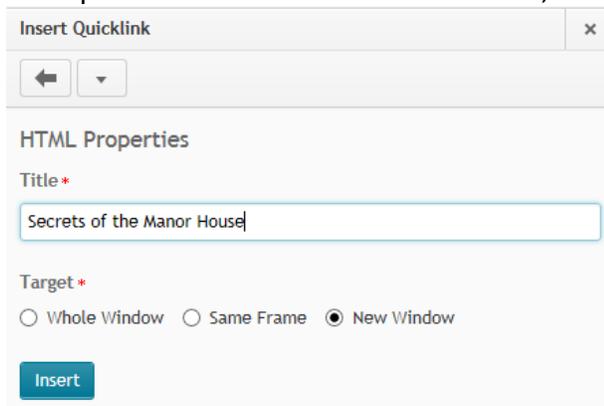
14. Highlight the text you would like to link and select the **Quicklink** icon in the HTML editor.



15. Select **Course File**.
16. Navigate to your video file and click the **Options icon** on the right side.



17. Backspace over the .html in the *Title* field, select the **New Window** button, and click **Insert**.



NOTE: The *New Window* option is important so students do not lose their place in your course.

18. Click **Update** to save your changes.