Vanderbilt University
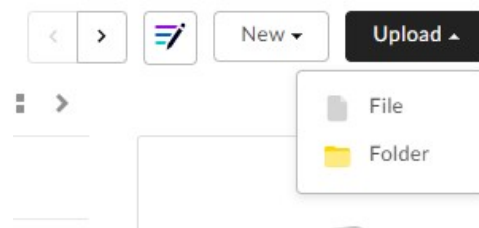## Center for Teaching

Brightspace SUPPORT @CFT

Add a video or other file from Vanderbilt Box into Content

Vanderbilt Box is the campus storage solution that you can easily connect with your Brightspace course. Whether you have a video or audio file, or a collaborative document, you can link it to your Brightspace course to give students easy access in just a few steps.

1. Upload the file to Box
2. Enable a shared link
3. Give students access to the file by
    1. Providing a *shared link* to the file
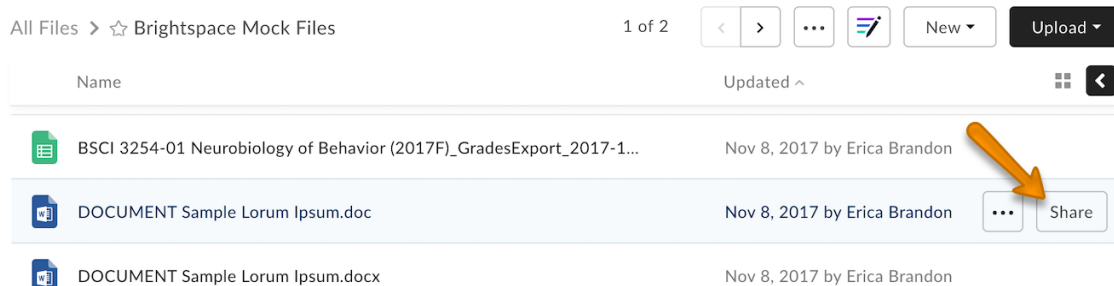   2. Embedding the media to *display* in Brightspace

Upload the file to Box

1. Go to vanderbilt.box.com and log-in with your VUNetID and password.
2. Upload your file to Box by clicking on the Upload button in the upper right of your screen.
3. Wait for your file to completely upload.

Enable a shared link

By default, your file is only accessible by you. If you want others to view, edit, or download this file you will need to make it "shareable".

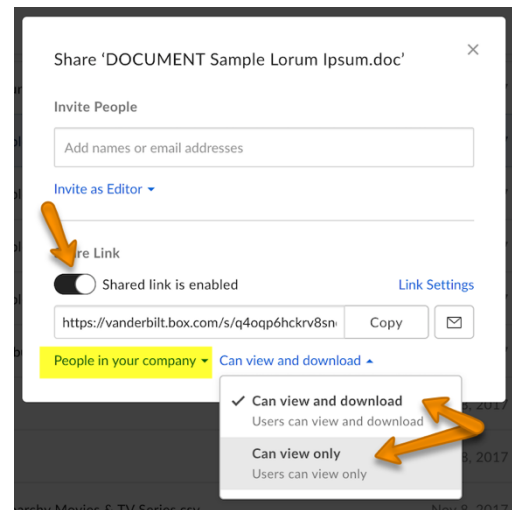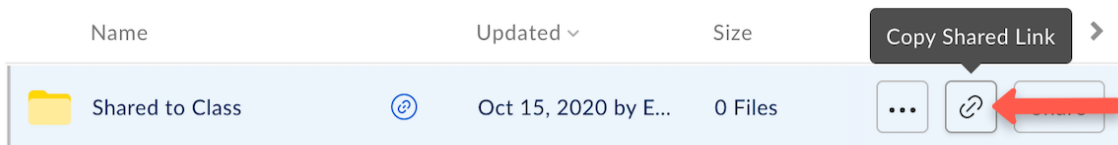1. For your file, click on the **Share** button.

2. A window will open with share options. Click on **Enable Shared Link** to see options. Select **People in your company** and decide if you want users to **View and download** or **View only**. When you are finished, close the window.

Share 'DOCUMENT Sample Lorum Ipsum.doc'

Invite People

Add names or email addresses

Invite as Editor ▾

re Link

Shared link is enabled   Link Settings

https://vanderbilt.box.com/s/q4oqp6hckrv8sn   Copy   ✉

People in your company ▾   Can view and download ▴

✓ Can view and download
Users can view and download

Can view only
Users can view only
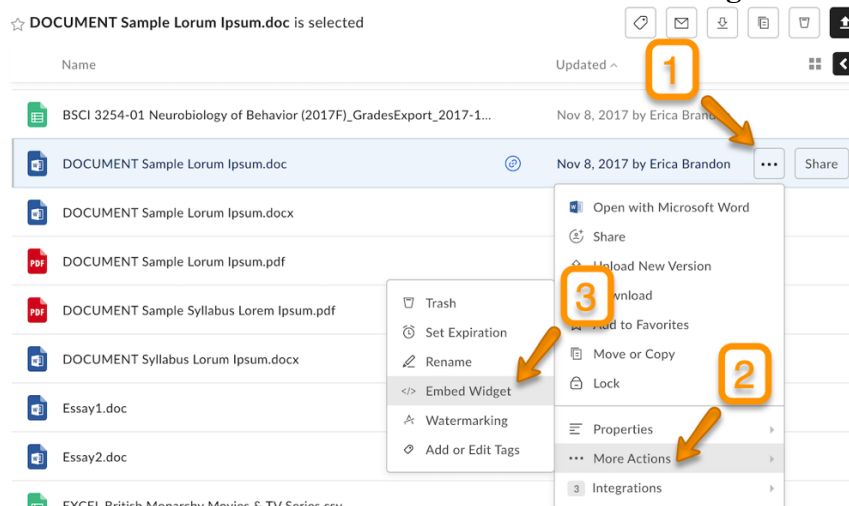
Provide a shared link to the file

1. For your file, click on the **Copy Shared Link** button for that file. It will automatically copy the link to your clipboard for pasting. By default, your file is only available to those who have the link. If you would like to change the shared link settings, you can click on the **Share** button.

Name	Updated ⌄	Size	Copy Shared Link ❯
📁 Shared to Class 🔗	Oct 15, 2020 by E...	0 Files	... 🔗

2. Paste the link in your Brightspace content, an email, an announcement, or any other tool you may use. Anyone who clicks the link will have access the Box file.

Embed the media to display in Brightspace content

1. For your file, click on the three dots next to the Share button to get the **More Options** menu. Select **More Actions** and then select **Embed Widget**.
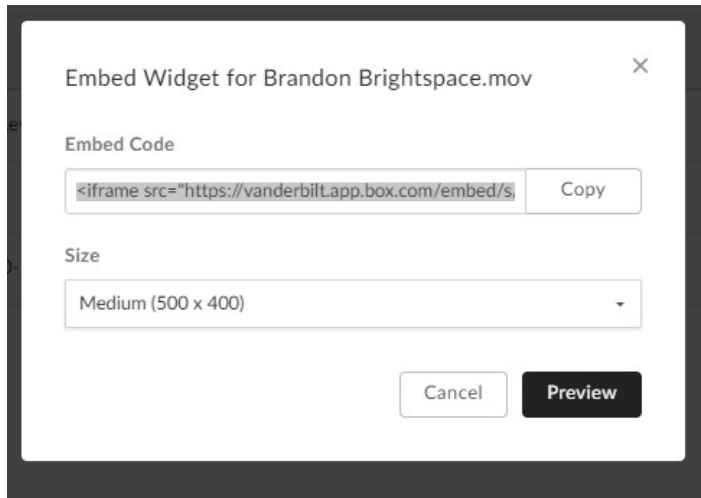
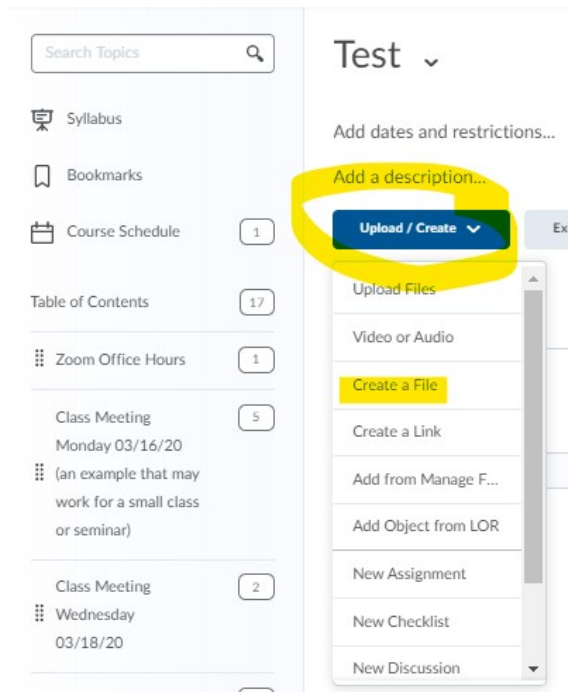☆ DOCUMENT Sample Lorum Ipsum.doc is selected

Name	Updated ⌃
BSCI 3254-01 Neurobiology of Behavior (2017F)_GradesExport_2017-1...	Nov 8, 2017 by Erica Bran
DOCUMENT Sample Lorum Ipsum.doc	Nov 8, 2017 by Erica Brandon ... Share
DOCUMENT Sample Lorum Ipsum.docx	
DOCUMENT Sample Lorum Ipsum.pdf	
DOCUMENT Sample Syllabus Lorem Ipsum.pdf	
DOCUMENT Syllabus Lorum Ipsum.docx	
Essay1.doc	
Essay2.doc	

🗑 Trash
⏱ Set Expiration
✎ Rename
</> Embed Widget
✦ Watermarking
🏷 Add or Edit Tags

▪ Open with Microsoft Word
ⓢ Share
⬆ Upload New Version
⬇ ...wnload
☆ ...d to Favorites
▭ Move or Copy
🔒 Lock
≡ Properties ▸
... More Actions ▸
Integrations ▸

2. Click **Copy** next to the Embed Code. This will copy the code to your computer's clipboard. If you are working with a video file, it will give you options on what size you would like the player to be. In this situation, make your size selection before you copy the embed code.

3. Open a new tab or window and go to your Brightspace course.
4. In the desired module or submodule, click **Upload/Create** and then select **Create a File.**
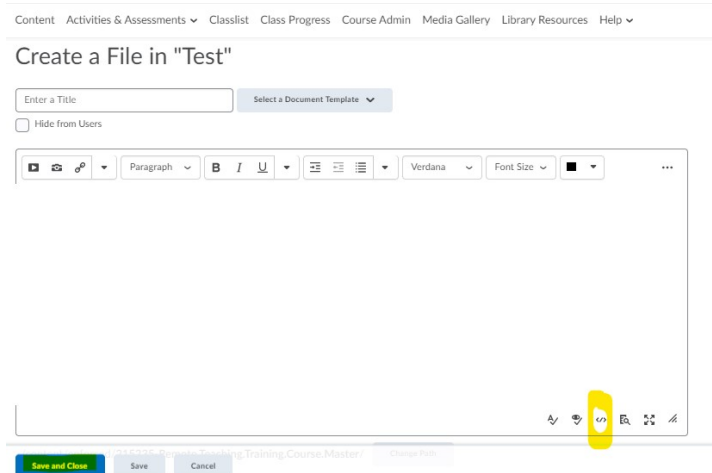
Updated Fall 2020

5. In the File screen, click the small symbol **</>** in the bottom corner that allows you to add HTML code to the text box.

6. This opens a window with HTML code already in it. Delete everything there, and paste in the embed code that you copied from Box.
7. **Save** and close that window.
8. **Save and close** your module's edit screen.