

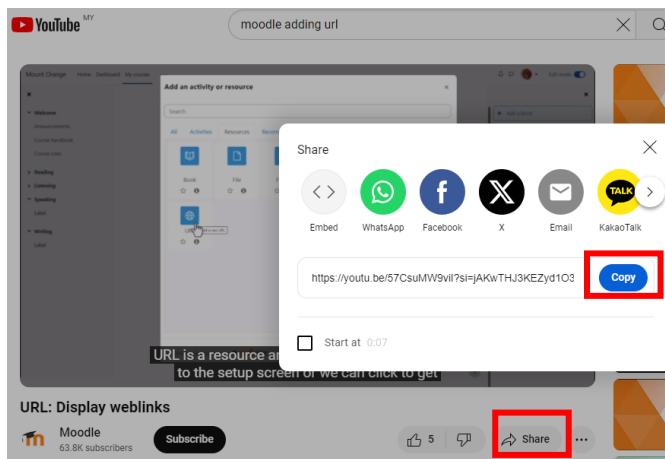


Add an URL or video file link in Moodle Page

Lecturer can create and share links to websites, such as Microsoft Teams, or video file link in Moodle. **Note:** Students may need to log in with their campus email and password to view the Teams recording.

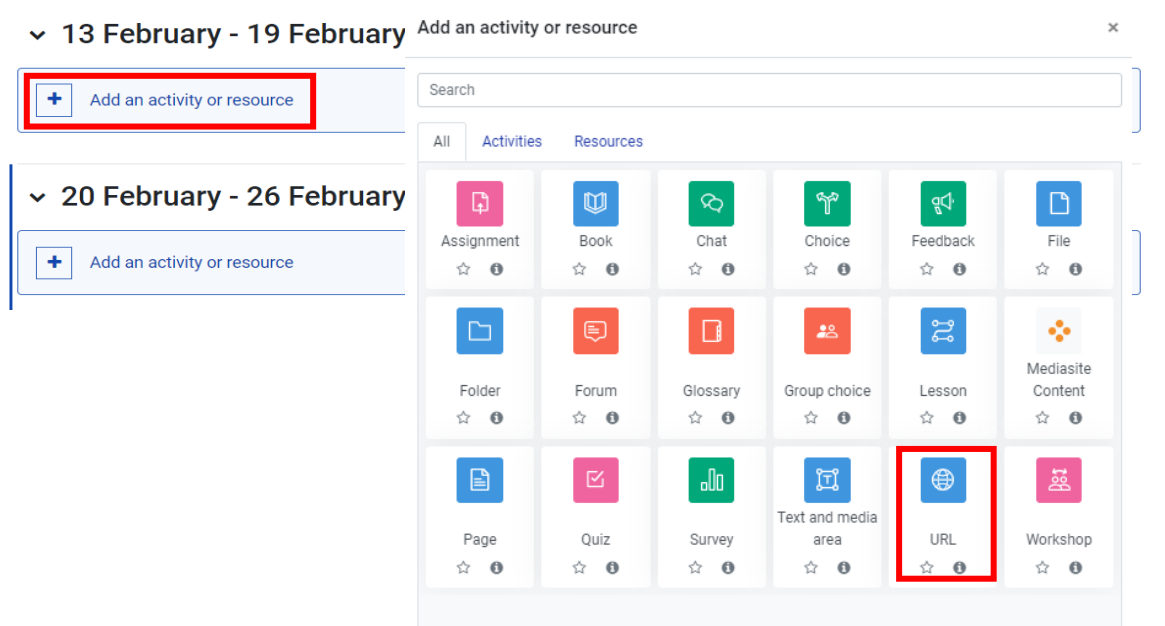
1. Get YouTube file link from YouTube

- Go to the YouTube file that you want to share.
- Click on the **Share** link under the video and click **Copy** on the link.
- Login to Moodle and share the course link in your Moodle course page. Proceed to Part 2 steps below.



2. Share recording file (example from YouTube, Microsoft Teams) at Moodle

- Click **Add an activity or resource** and select **URL**.





b. Enter **URL Name**, **External URL** and **URL Description**.

🌐 Adding a new URL to 19 March - 25 March?

Expand all

▼ General

Name



Enter URL Name

External URL



Enter URL Link e.g from Ms Teams

Choose a link...

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I ...

Enter URL Description

P

0 words

☐ Display description on course page ?

c. Change the **Display** to **New Window** so the video will play in new window.

▼ Appearance

Display



New window

d. Click **Save** and return to course.

> Appearance

> URL variables

> Common module settings

> Restrict access

> Activity completion

> Tags

☐ Send content change notification ?

Save and return to course

Save and display

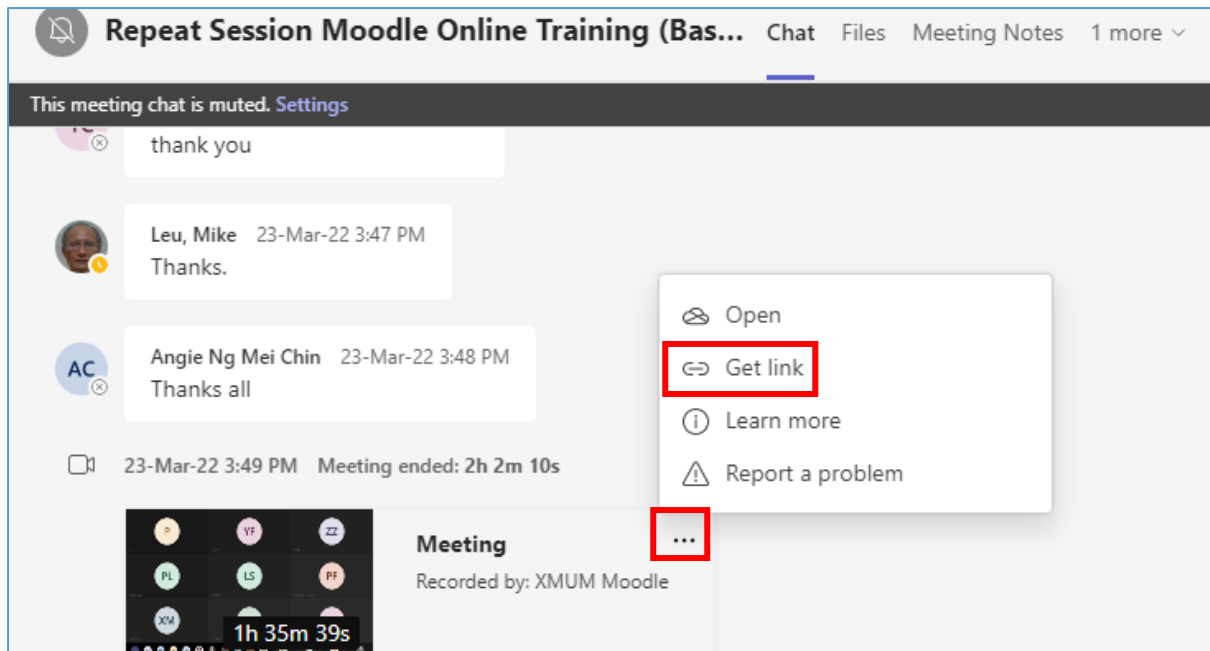
Cancel

Required




3. How to Get link from MS Teams recording file (Teams meeting chat)

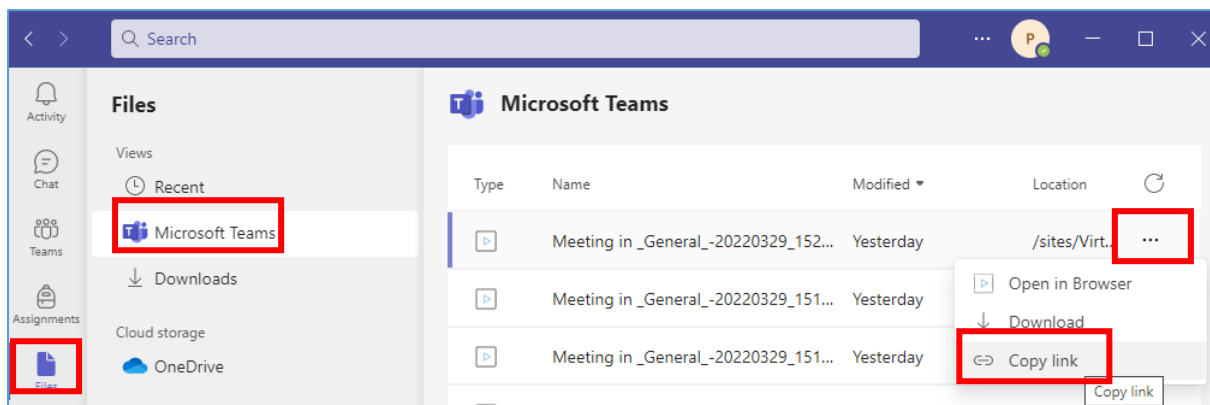
- a. In chat history, find the meeting recording and select  and choose **Get link**.



- b. Copy the link, login to Moodle and share the file link in Moodle course page. Proceed to Part 2 steps above.

4. How to Get Link from Ms Teams recording file (Ms Teams Files)

- a. a. Lecturer can go to **Files** and select **Microsoft Teams** option for meeting recordings. Click  and choose **Copy Link** for the recording file sharing.





- b. Select **People in your organization with the link** option. You can also **Block download** to prevent other users from downloading the file themselves. Click on **Apply** button.

Link settings
Meeting in _G...ecording.mp4

Who would you like this link to work for?
[Learn more](#)

☒ Anyone with the link ⓘ

☒ **People in your organization with the link**

☐ People with existing access

☐ Specific people

Other settings

☐ Allow editing

☒ **Block download**

- c. Click on **Copy** button. This will copy your video file sharing link accordingly.

Link to 'Meeting in...ording.mp4'
copied

<https://xmueducn.sharepoint.co>

Only people in your organization with the link
can view-only ⓘ >

- d. Login to Moodle and share the course link in your Moodle course page. Proceed to Part 2 steps above.

Note:

Lecturers can download a copy of the live class recording to their computer for backup purposes if needed. New recordings will automatically expire 30 days after recording completed. The recording files are not saved permanently in Microsoft Cloud, as storage and retention depend on Microsoft's policies and allowances, which may change over time.