**CTL ePortfolio Faculty Training: How to Embed a YouTube Video**

**Step 1:**
Go to the “Group” that you created in your Epsilen ePortfolio and click on “Forum;” go ahead and type in a new “Discussion Title” for your forum. Immediately below “Discussion Title” you will see two rows of menu of applications; if you slowly move the cursor over the small icons a small dialog box will appear with a brief title and/or description of the application. In order to embed a YouTube video you are going to have to click on the icon entitled “YouTube.”

![Image of Epsilen interface showing how to add a YouTube video to a forum discussion](image)

**Step 2:**
When you click on the “YouTube” icon the “Embed a YouTube video” dialog box will appear;
Step 3:

Now, momentarily minimize Epsilen and open a new Web browser and go to www.YouTube.com; once there search for material that you are interested in by using keywords. In the example shown in the faculty seminar a search was conducted for “Rubrics.”
Step 4:

Once you’ve identified a YouTube video that you would like to embed, you then need to click on its “Share” button in order to reveal the “Embed” button.
Step 5:

As soon as you click on the “Share” button you will see the URL link which you can post in Epsilen and which will link users to the video on YouTube. However, if you would like to “Embed” the video instead, you are going to have to click on the “Embed” button
Step 6:

As soon as you click on the “Embed” button; you will see the embed code both displayed and highlighted; at this point all the you have to do is **copy the code** >> if you are using a MAC computer the keyboard shortcut to copy is “Command –C”; if you are using a PC the keyboard shortcut is “Ctrl-C”; more specifically this means that you hold down the “Command” or “Ctrl” key and then press the “C” key.
**Step 7a:**

After you copy the embed code from YouTube you return to Epsilen and paste the code in the yellow space of the “Embed a YouTube video” dialog box; if you are using a MAC computer the keyboard shortcut to copy is “Command –V”; if you are using a PC the keyboard shortcut is “Ctrl-V”; more specifically this means that you hold down the “Command” or “Ctrl” key and then press the “V” key.

![Epsilen Screen](image)

**Step 7b:**

After you paste the code be sure to click on the “Insert” button.
**Step 8:**

After embedding the code and clicking on the “Insert” button of the “Embed a YouTube video” dialog box a grayed out box with the Adobe Flash symbol will appear; at this point click on the “Save” button in order to complete the embed process.
**Step 9:**

After you click the “Save” button in Step 8 above you will be taken back to the Group Forum Discussions main page; at this point just click on the title of the Group that you embedded the YouTube video and you will then see what other group members will see when they click on the forum [please refer to the following screenshots below]. Please note not only can you embed YouTube videos in Epsilen Group Forums, you can also do so in Epsilen Group Wikis.