From your course home page, select **Course Materials** from the course navigation bar and choose

**Content.**

Navigate to the module you want to add your video to, and select the **New** button and choose **Create a**

**File**.

You will be re-directed to a new page. Title your page in the space labled **Enter a Title**.

Open your Prezi in a new window or tab. Open the Prezi you want to embed. Click on **Embed**.

Click on the embed code box and use “Ctrl” and “A” on your keyboard to select the code. Then click on

“Ctrl” and “C” on your keyboard to copy the code.

Once that is done, go back to the window where you have VIULearn open.

Find the button that has a play and pause icon on it. (You may need to click on the button with the

elipsis (…) on it to find the button.) It is called **Insert Stuff** and looks like this: On left-hand side of the box that appears, choose **Enter Embed Code**.

Click into the box and choose “Ctrl” and “V” on your keyboard to paste the code into the box.

Click on the blue **Next** button. You may be prompted with a security warning. If you are, choose to allow the content.

Click the blue **Insert** button. Depending on your security settings, you may or may not see your Prezi appear.

It is suggested that you type a statement on the page like: “If the Prezi does not load correctly, please check your internet browser's security settings.” so if the students have browser issues they are not faced with a blank page. You may also consider adding a link to your Prezi.

Once you are done, click on **Publish** to save your page and make it live to students.