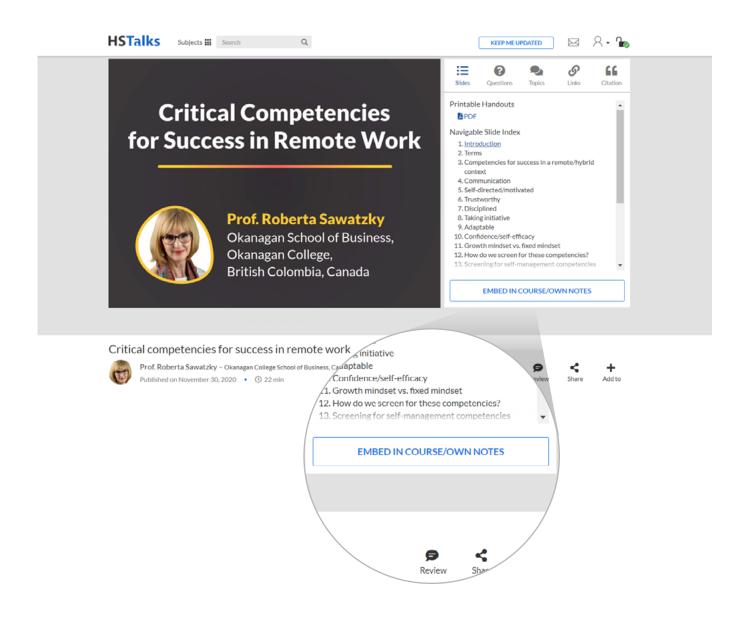


# VIDEO LECTURES & CASE STUDIES BY LEADING WORLD EXPERTS

## **Instruction Manual**

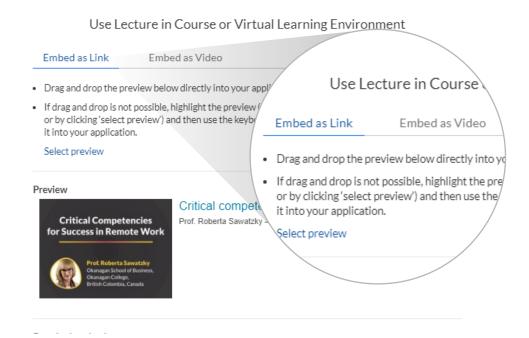
### How to Embed an HSTalks Lecture

To embed a lecture, including an interview or case study in your application of choice (PowerPoint, Word, Moodle, Blackboard, etc.) click on the 'Embed in Course/Own Notes' button when playing the video.



The pop-up below is presented. You now have two options:

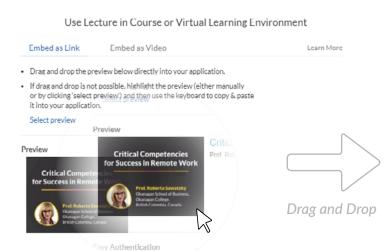
- Embed as a link
- Embed as video

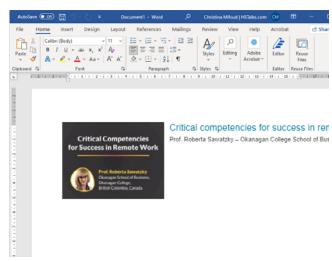


#### **EMBED AS LINK**

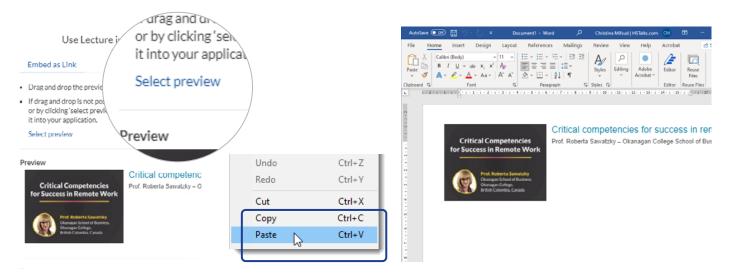
Use this option to create a thumbnail that serves as a link to the video on the HSTalks website. There are two ways to embed a lecture as a link:

- A. Drag and Drop: 'dragging and dropping' the thumbnail from the 'preview' is the simpler way.
  - 1. Hover with the mouse over the thumbnail.
  - 2. Press and hold down the left button of the mouse.
  - 3. Move the mouse cursor to the location where you wish to 'drop' the lecture (e.g. in PowerPoint, Email, Word, Moodle or other VLE etc.).
  - 4. Release the button to embed the lecture.





- **B.** Copy and Paste: another way to embed a lecture as a link is to copy the thumbnail from the pre view and paste it into your application of choice.
  - 1. Manually select the preview or click the 'select preview' button on the embed page.
  - 2. Press Ctrl+C to copy the preview to your clipboard.
  - 3. Open your application of choice and click the place where you wish to embed the lecture.
  - 4. Press Ctrl+V to paste (embed) the lecture



#### **ADVANCED OPTIONS**

There are several advanced options when embedding the lecture as a link:



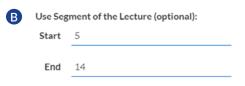
- **1 Easy Authentication:** When enabled, viewers will be automatically recognized as member of the institution. *Note:* to use this option you need to be logged to a personal account.
- **2** Thumbnail Size: Select thumbnail size or select 'none' to have only text.
- **3 Lecture Information:** Select which information to include or untick all boxes to have only a thumbnail.
- Define a segment of the lecture:

This can be done in two ways:

- A Enter start and end times to create a defined time segment.
- **B** Enter start and end slides to create a segment defined by the inclusion of slides.

The segment will be created automatically based on the inserted instructions. The preview will still show a thumbnail of the cover slide.

A	Use Segment of the Lecture (optional):				
	Start	2:34			
	End	13:45			



#### **EMBED AS VIDEO**

To embed direct access to the video within the application of your choice, without a link to the HSTalks website, choose this option.



- 1. Click on the box with the HTML code. It will be selected automatically.
- 2. Press Ctrl+C to copy the HTML code to your clipboard.
- 3. Open your application of choice and insert the HTML code in the appropriate location. This step varies greatly among applications and their different versions and editions; please review the technical help page of the application into which you wish to embed the video.

Below are links to technical help pages of common applications:

#### Moodle:

https://docs.moodle.org/310/en/Video

#### **Blackboard:**

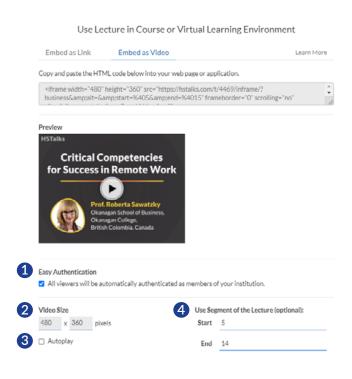
https://help.blackboard.com/Learn/Instructor/Course\_Content/Create\_Content/Create\_Course\_Materials/Add\_Files\_Images\_Audio\_and\_Video

#### Microsoft PowerPoint:

Only supports embedding videos from YouTube, and does not permit embedding of videos from other sources.

#### **ADVANCED OPTIONS**

There are several advanced options when embedding the lecture as video:



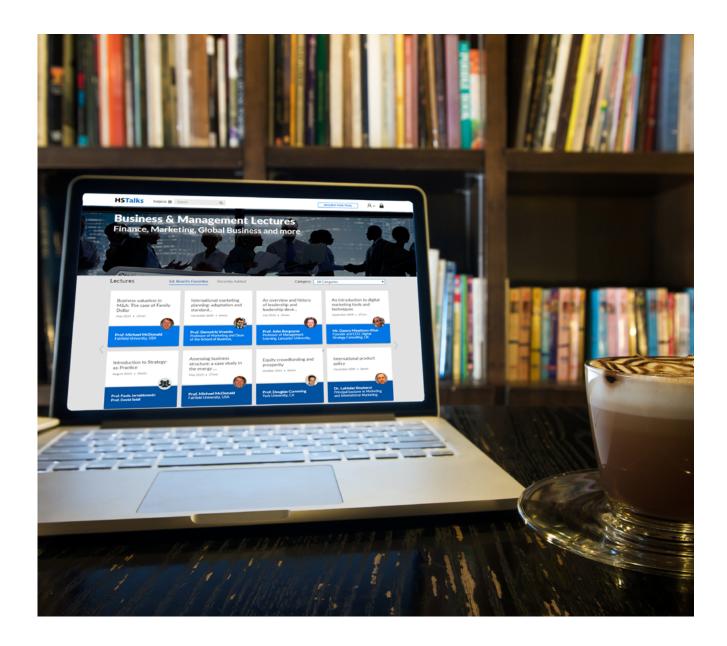
- **1 Easy Authentication:** When enabled, viewers will be automatically recognized as member of the institution. Note: to use this option you need to be logged to a personal account.
- **Video Size:** It is possible to adjust the size of the embedded video manually.

(4:3 aspect ratio will be kept automatically), although it is recommended to keep the default size (480x360).

- **3 Autoplay:** It is possible to set the video to be played automatically. Certain browsers/devices will disable this option.
- **4 Define a segment of the lecture:** This can be done in two ways:
  - A Enter start and end times to create a defined time segment.
  - B Enter start and end slides to create a segment defined by the inclusion of slides.

The segment will be created automatically based on the inserted instructions.

A	Use Segment of the Lecture (optional):		В	Use Segment of the Lecture (optional):	
	Start	2:34		Start	5
	End	13:45		End	14



## **HSTalks**

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