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Upload & Share  
Video Using Google  
Drive 

Submit a Video Link  
in Chalk & Wire 

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TECHNOLOGY LEARNING CENTER

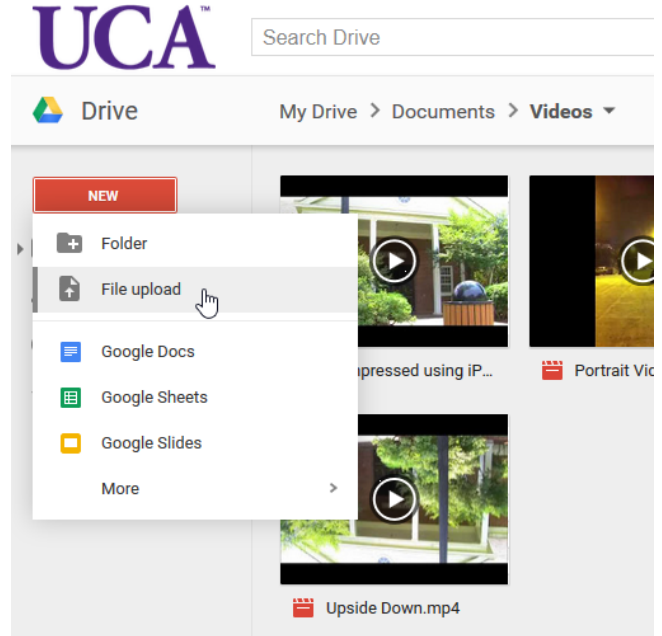


Login to your UCA Google Drive account:

<http://gmail.cub.uca.edu/>

Click the **NEW** button & choose **File upload** from the menu. Browse your computer for the correct video file.

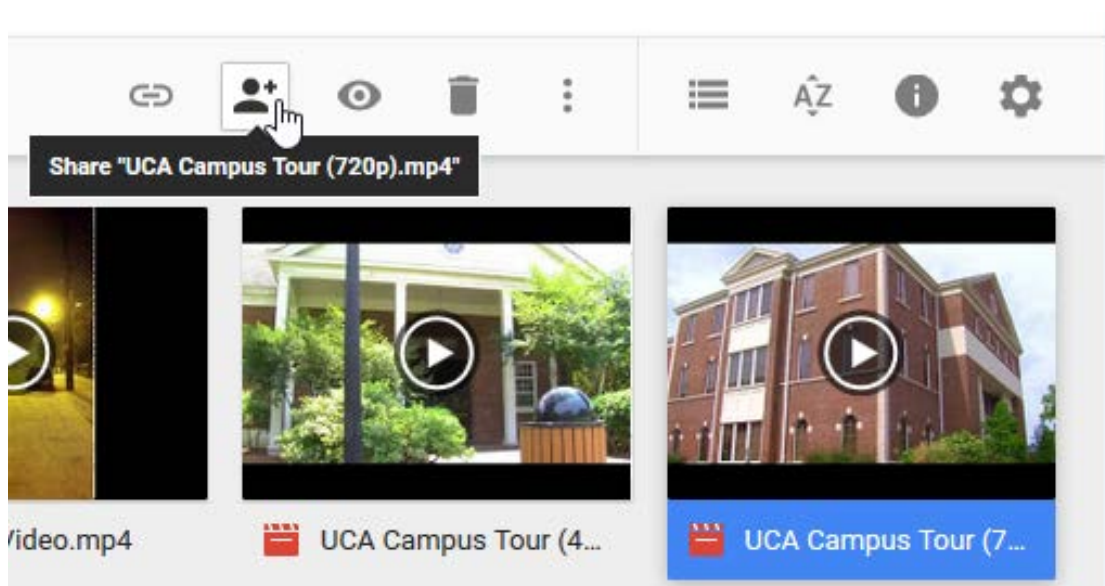
**Please note:** You can also complete this step from a mobile device. Download the free Google Drive app on your iPad or Android tablet.



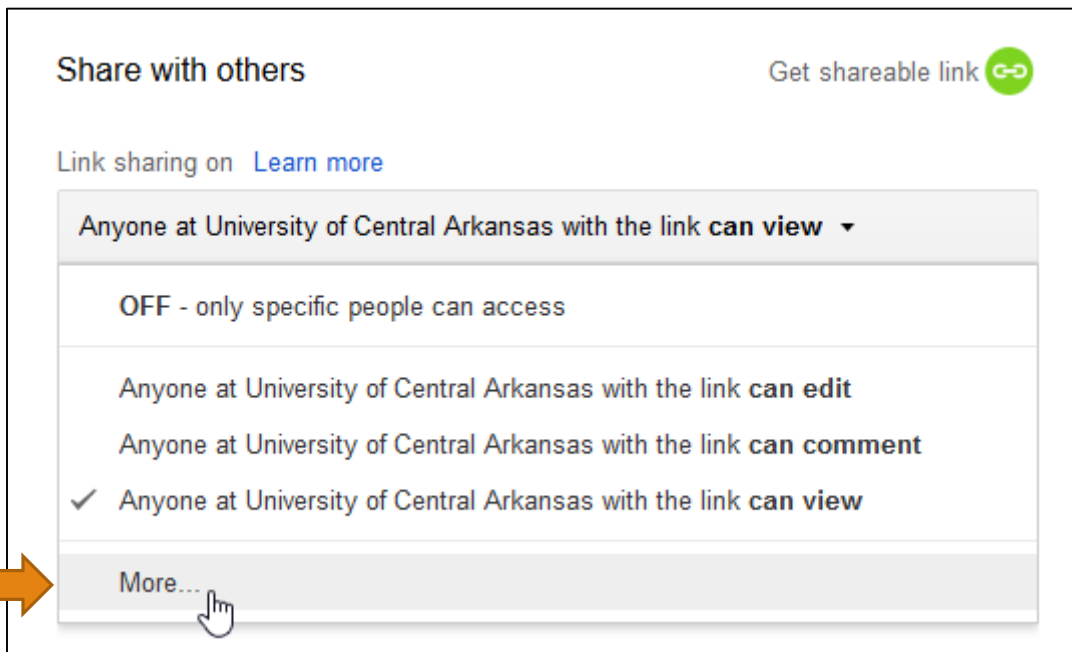
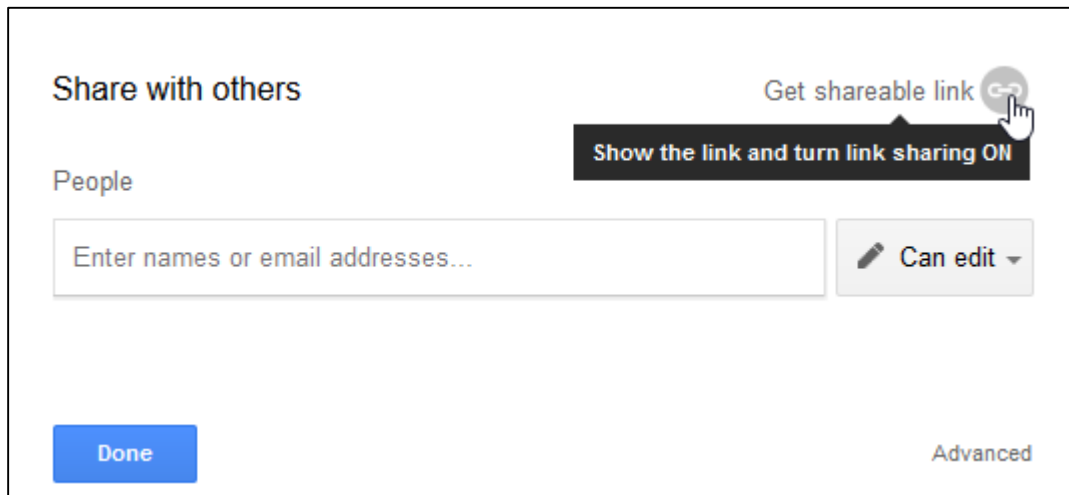
**Use a PC or Mac for this step.**

Select your file (the title will be highlighted in blue).

Click the **Share** icon as seen below.



Click the **Get shareable link** icon (as seen below).








The link should change from gray to green.

Click the “Anyone at UCA with the link can view” text and choose **More...** from the drop down menu.

## Link sharing

Select the bubble for the 2<sup>nd</sup> item. →

-  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **On - University of Central Arkansas**  
Anyone at University of Central Arkansas can find and access.
-  **On - Anyone at University of Central Arkansas with the link**  
Anyone at University of Central Arkansas who has the link can access.
-  **Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▾

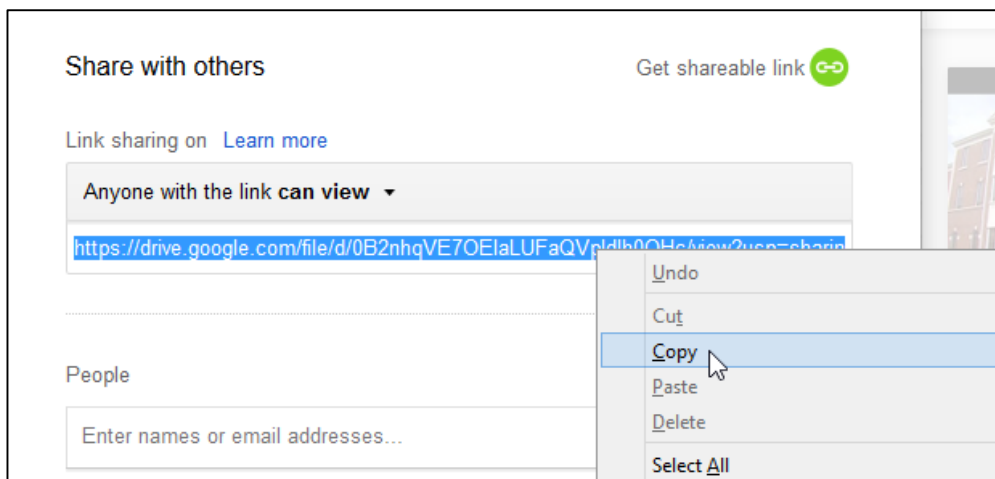
Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Click the **Save** button. →



[Learn more about link sharing](#)

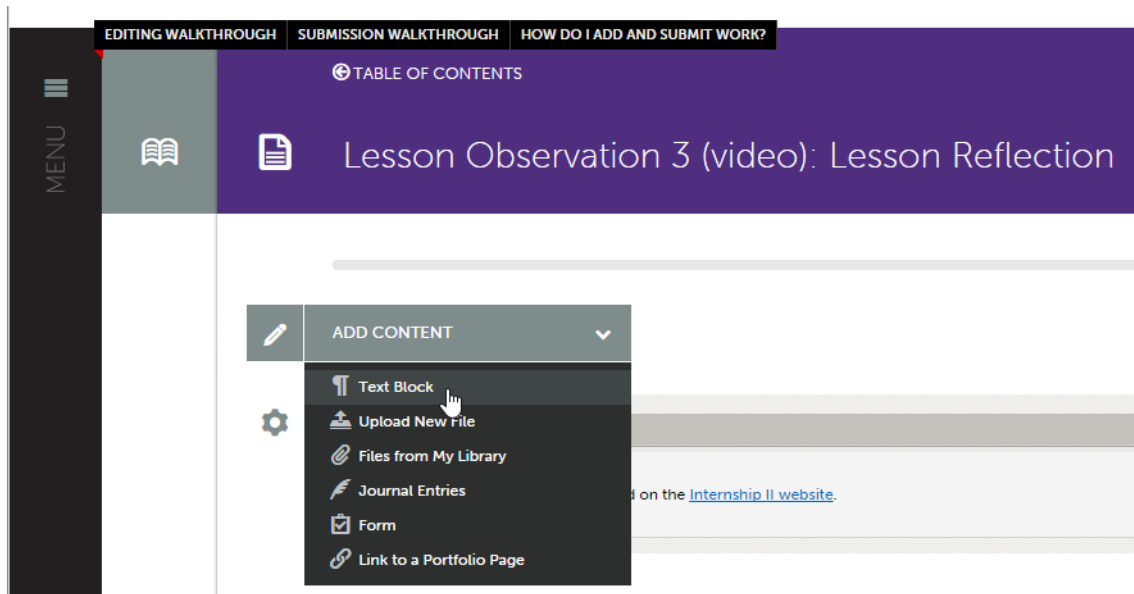
Right click the URL ([https://drive.google.com/.....](https://drive.google.com/...)).  
Select **Copy** from the pop-up menu.



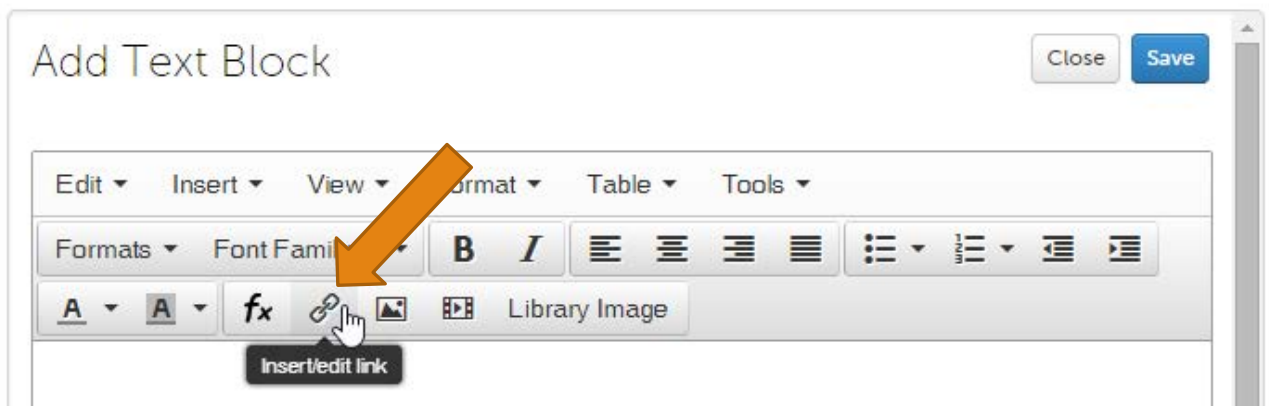
Navigate to your Chalk and Wire portfolio. Be sure you are on the correct page of your portfolio before continuing.

Click the **Add Content** button.

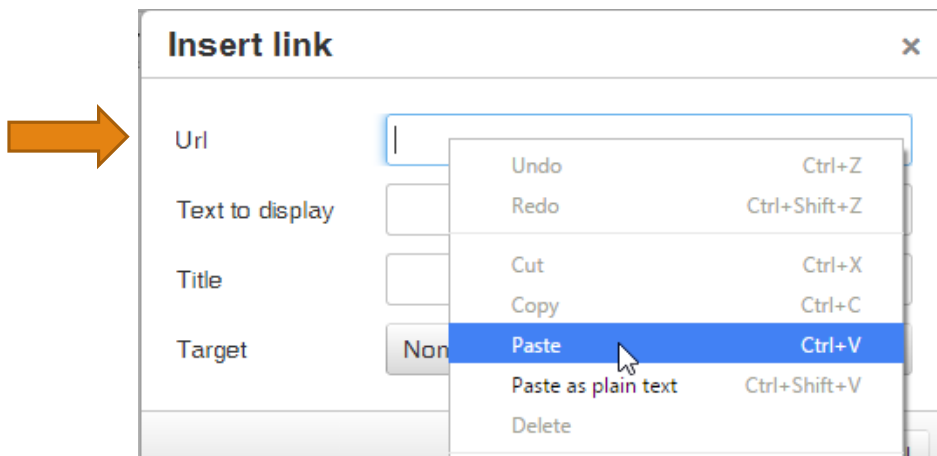
Select **Text Block** from the drop down menu.



Click the **link icon** (next to fx) as seen below.

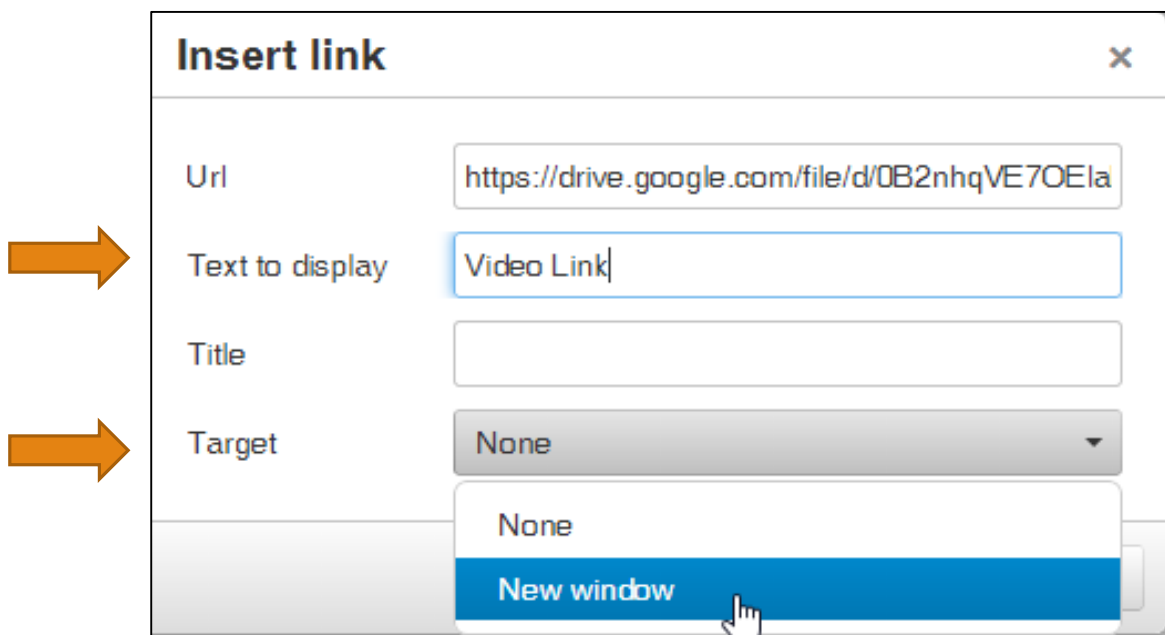


Right click in the “Url” textbox and select **Paste** from the pop-up menu.



Add some text to the textbox next to “Text to display” (this can be the name of your video file or text such as “Video Link”).

Choose **New Window** from the **Target** drop down menu.



Click the **Ok** button to close the Insert Link window.

**Insert link** [X]

Url:

Text to display:

Title:

Target:

**Ok** Cancel

You should see your text appear in blue in the textbox. (If it does not appear, try inserting the link again.)

Click **Save**, then **Close**.

Add Text Block [Close] **Save**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ Font Family ▾ **B** *I* [List icons]

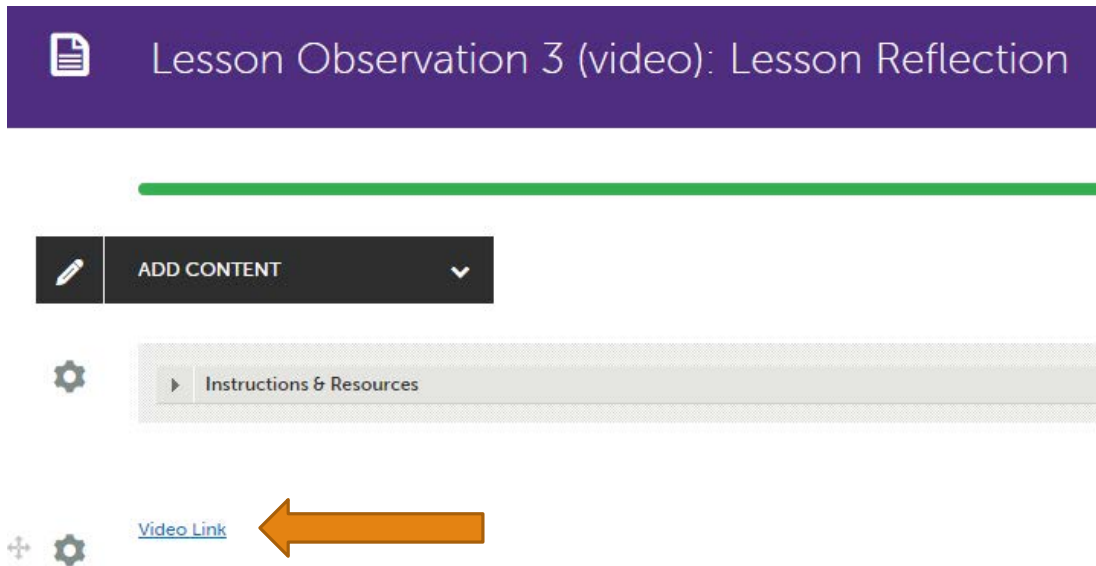
**A** ▾ **A** ▾ *fx* [Link icon] [Image icon] Library Image

Video Link

You should see your text to display here.

p » a Words: 2

You can now test the link to your video by clicking the link that appears on the page of your portfolio. The link will appear below the “Instructions & Resources” section (as seen below).



Finally, click the **SUBMIT button** to submit the assignment to your instructor/supervisor.

For additional assistance, call the Technology Learning Center (TLC) Help Desk at 501-450-3400 or send an email to [tlc@uca.edu](mailto:tlc@uca.edu).

TLC Hours  
Monday – Friday 8:00 AM – 4:30 PM

