

Embedding a hosted audio file to Qualtrics Survey Tool

First, upload the audio file to the Classes*v2 Resources tool and capture the URL:

Uploading Audio File

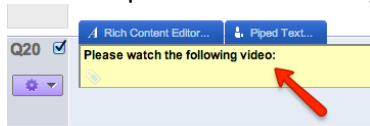
- 1) In your Classes*v2 site, from the left-hand menu bar, click **Resources**.
- 2) Click on the **Add** drop-down menu next to the folder you wish to upload your audio file to, and then click **Upload Files**.
- 3) Click **Choose File** and select the file you wish to upload.
- 4) Select a copyright status and then click **Upload Files Now**.
- 5) Click the **Actions** drop-down menu next to the Audio file you have just uploaded and then click **Edit Details**.
- 6) Under "Availability and Access" select **This file is publicly viewable**.
- 7) On the bottom of the page click **Update**.

Next, capture the audio file URL

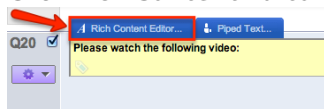
- 1) Click on the **Actions** drop-down menu next to your Audio File.
- 2) Click **Edit Details**.
- 3) You will find the Audio File URL near the bottom of the page, next to "Web address (URL)".

Then, add embedded audio to your survey using a URL:

1. Click the question text where you want to insert the file.



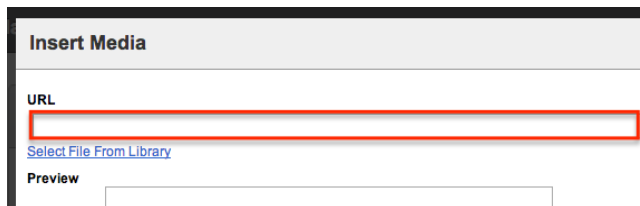
2. Click **Rich Content Editor**.



3. Click the **Film Strip** icon.



4. Insert the URL you discovered in V2.




5. When the file appears the way you would like, click **Insert**.

Insert Media

URL

[Select File From Library](#)

Preview



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Insert