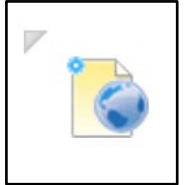# STEPS: How to Add a Google Document to your Brightspace Course in the Content Area

Instructions to embed a Google Doc to Brightspace via Course Builder environment:

1. Create a HTML page (no template required) in Course Builder in the location/unit/module (file folder you want). In other words, drag the icon that has a yellow page with a globe on it to the location you want your embedded Google doc (you can always move it to another spot if not sure)

2. TITLE the HTML page with the appropriate title (possibly the same name as the Google Document) as this is what is seen in the left menu and what makes the most sense to students.

3. Copy that title to be the File name title in the second row called xxxx.html

4. Save this html file to the unit or file folder location in your course files by clicking on **CHOOSE DESTINATION** and clicking on the file folder (unit/module) where you want this html page to be saved. Choose **SELECT A PATH** in the pop-up window.

5.

Select a Path

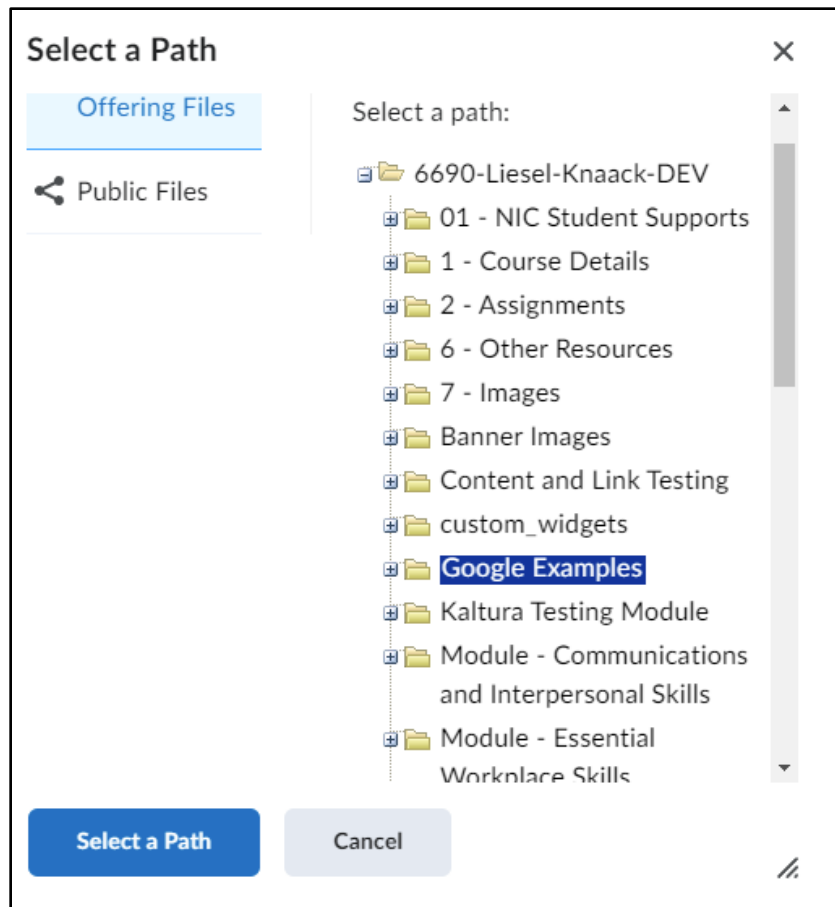Offering Files

Public Files

Select a path:

- 6690-Liesel-Knaack-DEV
  - 01 - NIC Student Supports
  - 1 - Course Details
  - 2 - Assignments
  - 6 - Other Resources
  - 7 - Images
  - Banner Images
  - Content and Link Testing
  - custom_widgets
  - **Google Examples**
  - Kaltura Testing Module
  - Module - Communications and Interpersonal Skills
  - Module - Essential Workplace Skills

Select a Path   Cancel

6. Choose **CREATE** to make the page

7. Open a new window in your browser and locate your Google document

8. In Google File go to **FILE > SHARE> PUBLISH TO WEB.**

Share

Email

Download

Share with others
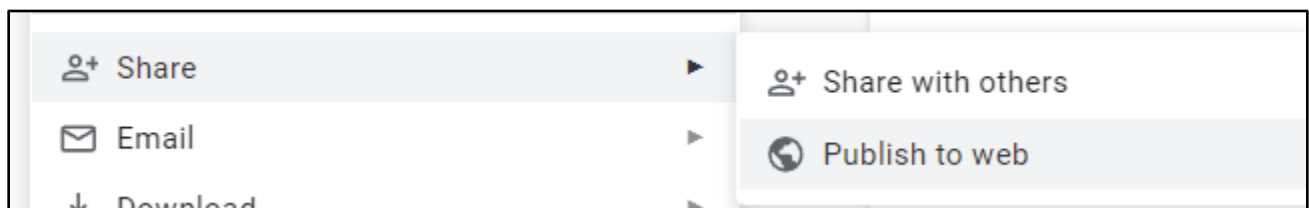
Publish to web

9. A window will then appear called Publish to the Web. Make sure you have the **blue checkmark** that indicates it will update (automatically republish when changes are made). See example below:

Publish to the web

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. Learn more

Link | **Embed**

<iframe src="https://docs.google.com/document/d/e/2PACX-1vRQa0Qoro-WgPfUs9xdUJoj62AplP13z0PEuMcuZk5TSDKtBsm3BujMLe43ij-YfcT1k1IAT4HS-plv/pub?embedded=true"></iframe>

Published

▾ Published content & settings

Stop publishing

☑ Automatically republish when changes are made
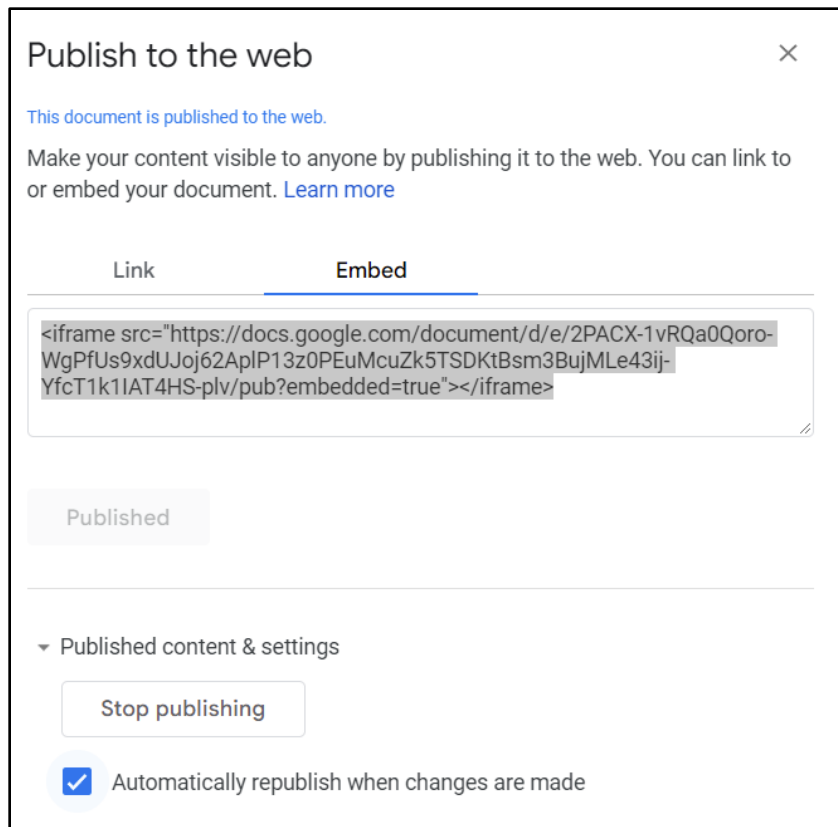
10. Click on the **Embed** code tab in the window and copy the entire code (PC: CTRL + C) that might look like this: <iframe src="https://docs.google.com/document/d/e/2PACX-1vRQa0Qoro-WgPfUs9xdUJoj62AplP13z0PEuMcuZk5TSDKtBsm3BujMLe43ij-YfcT1k1IAT4HS-plv/pub?embedded=true"></iframe>

11. Toggle back to Brightspace into your Course Builder area.

12. Click on the HTML page you just created (ensure orange line around it) and then click on **EDIT FILE** in the far right side with the paper/pencil icon. A new window will come up. Extend the corner of the window to stretch it to be a bit larger for working in.
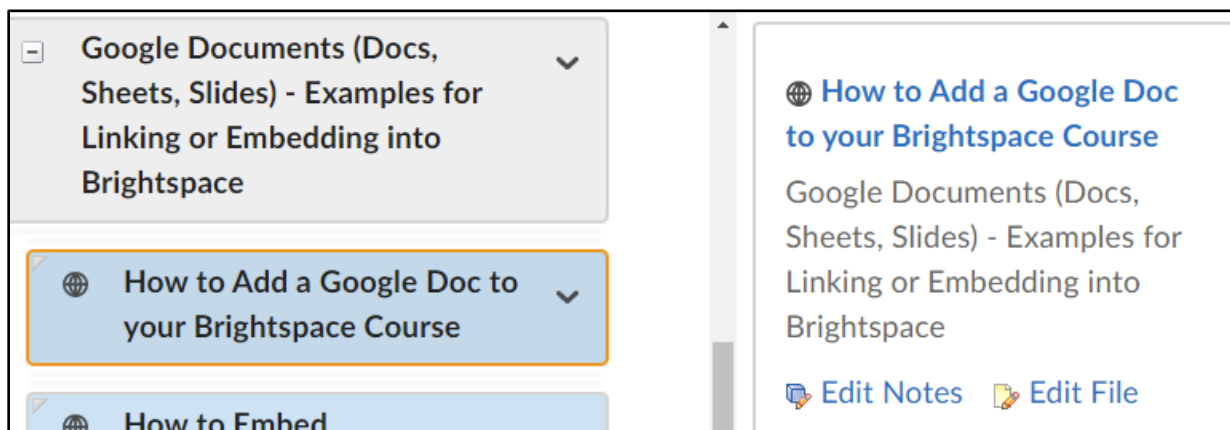
13. Put your cursor at the top of the page and click on the icon titled **INSERT STUFF** (with the play/pause/stop start icons).
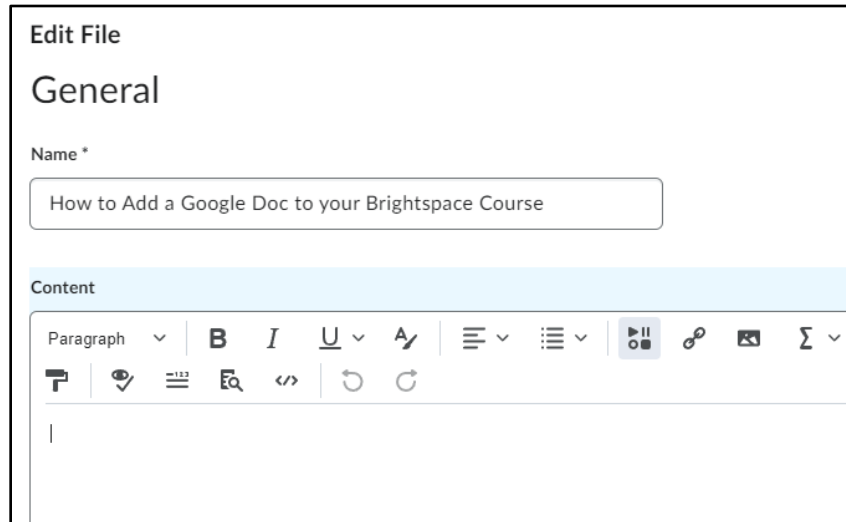
14. Scroll Down the Insert Stuff choices > **ENTER EMBED CODE**
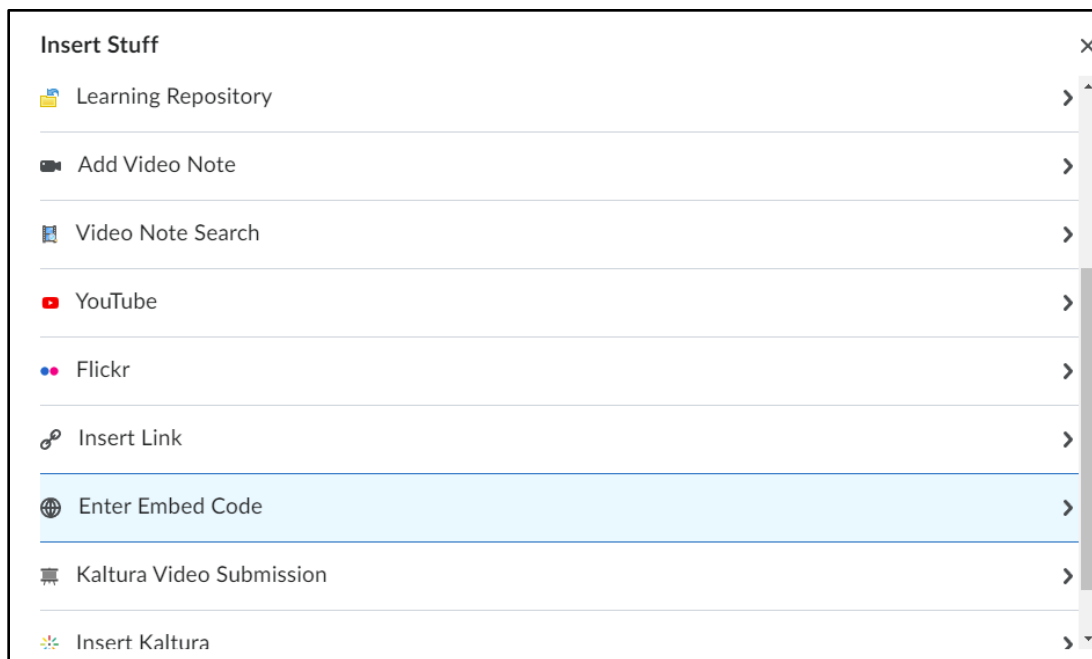
15. A new window will come up called "**Insert Stuff > Enter Embed Code**". Paste the embed code in the Embed Code space.

16. Choose **NEXT** button and you'll be presented with a preview of the page. The Google Doc will look like a tiny window. Click **BACK** button to go back. We need to add additional code to make the document fill the full screen.

17. **Before you hit NEXT button type this code** (or copy and paste it) after the words iframe and before the src : **width="100%" height="1200"** with a space between 'iframe' and 'width' and a space after 1200px" and 'src'
    a. COPY THIS: **width="100%" height="1200"**

18. So now the code looks like this: <iframe width="100%" height="1200" src="https://docs.google.com/document/d/e/2PACX-1vRQa0Qoro-WgPfUs9xdUJoj62AplP13z0PEuMcuZk5TSDKtBsm3BujMLe43ij-YfcT1k1IAT4HS-plv/pub?embedded=true"></iframe>

Insert Stuff   ✕

Enter Embed Code

Enter the embed code for an object from anywhere on the web.

Embed Code

```
<iframe width="100%" height="1200" src="https://docs.google.com/document/d/e/2PACX-1vRQa0Qoro-
WgPfUs9xdUJoj62AplP13z0PEuMcuZk5TSDKtBsm3BujMLe43ij-YfcT1k1IAT4HS-plv/pub?embedded=true"></iframe>
```

[Next]   [Back]   [Cancel]

19. Click **NEXT** > (you'll see a preview of it) and then click **INSERT**

20. **SAVE**

21. VOILA! You have embedded a Google Doc. Go to Content to see what it looks like for student