

SIMPLE INSTRUCTIONS FOR USING STUDIO IN CANVAS

Post existing videos, record your screen with audio, record your camera with audio, or both.

March 2020

1. STUDIO FOLDERS (Global or Course)

Studio is available to all Canvas users. By default, it is found in the Canvas Global menu. All videos using Studio appear here, in the order they are created.



To organize videos for a specific course, add Studio to the course menu and record/upload from there. These videos will then be organized in that course, but will also appear in the Global Studio folder for use in other courses.

To Add Studio to a course

- Log in to Canvas
- Navigate to your Canvas course
- Click on Settings > Navigation
 - Drag Studio from the bottom menu to the top menu
 - Scroll to the bottom of the page and click Save
- You can also drag and drop non-copyrighted videos into your Studio folder.
- Look for the Studio button in the Global Course menu:

2. UPLOAD AND POST AN EXISTING VIDEO TO YOUR COURSE

- Click the ADD button (top right corner on Studio screen):
- Browse for your video or drag & drop it into the window
- Your video will upload and process



*There is an option to add YouTube videos, but it is better to link to those directly.

3. SET UP FOR RECORDING: FIRST TIME USERS OR NEW COMPUTER

- Click Record > Screen Capture (top right corner on Studio screen):
- You will be prompted to download and install the recorder tool.
 - You should not need administrative rights to do this!
- Once installed, refresh the Studio page
- You should only have to install this once
- You will need at least a microphone. Cameras are optional.



4. START RECORDING

- Click Record > Screen Capture (top right corner on Studio screen):
- The record window will pop up, and the area to be recorded will have a dotted line around it.



- Change the recording area if needed by clicking on the Size menu or drag the corner of the dotted line to resize.

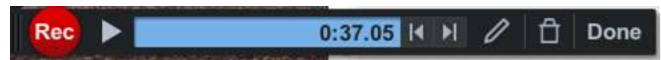
NOTE: Recording Controls appear below the recording area and in the bottom left of the screen. Make sure to leave room at the bottom or this menu will not be visible.

- Select to record both camera and screen, or just the camera.


NOTE: If you choose both camera and screen, the camera video records in the bottom right corner – see screenshot. Adjust your other visuals so they do not block this area.



- When ready, click Rec (bottom left)
- Begin after the 3 second countdown
- When finished, click the pause button (this may be difficult to see in the bottom left, as it is very small and somewhat transparent.)
- If finished, select Done:
- Give the video a title and click Upload (or Redo if you want to start over. Your first recording will be gone if you do this.)



6. SHARE VIDEO TO ANY CONTENT PAGE

- 1) Click on the appropriate content area
- 2) Click Edit
- 3) Click the Studio icon
- 4) Select Studio
- 5) Select the desired video from list
 - Click the icon:  to search for specific course videos
- 6) RECOMMENDED: Disable 'Allow Comments'
- 7) OPTIONAL: Enable 'Display Download Option'
- 8) Click Embed
- 9) Click 'Save' (saves as draft), or 'Save and Publish' (students can view).



More information can be found at:

<https://community.canvaslms.com/docs/DOC-14585-50736858114>