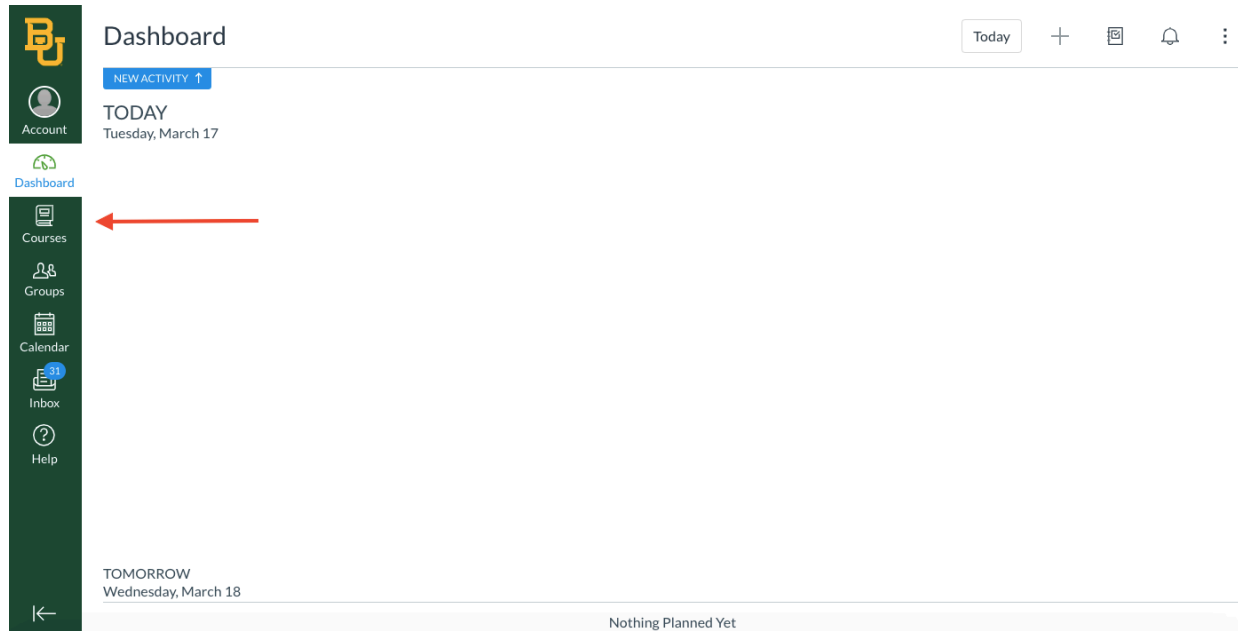
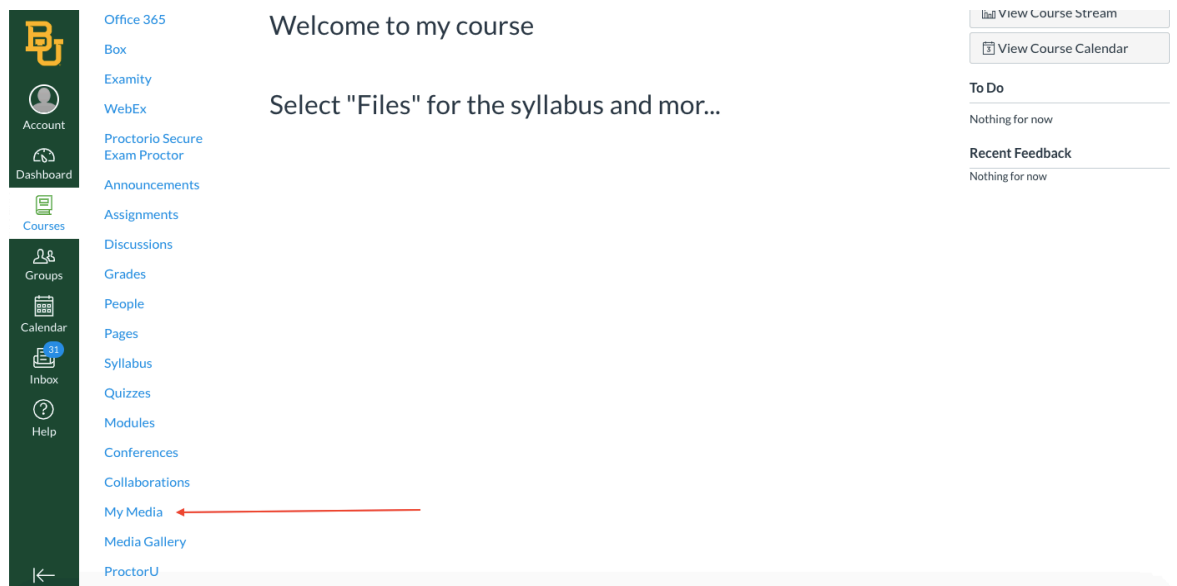


Student Posting a Video to Canvas

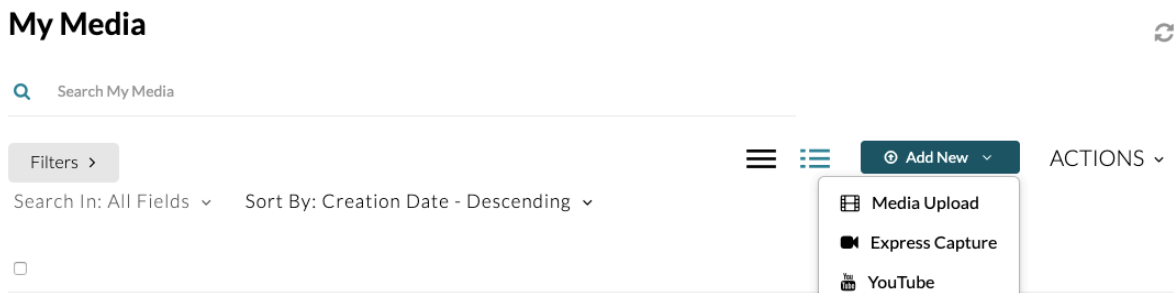
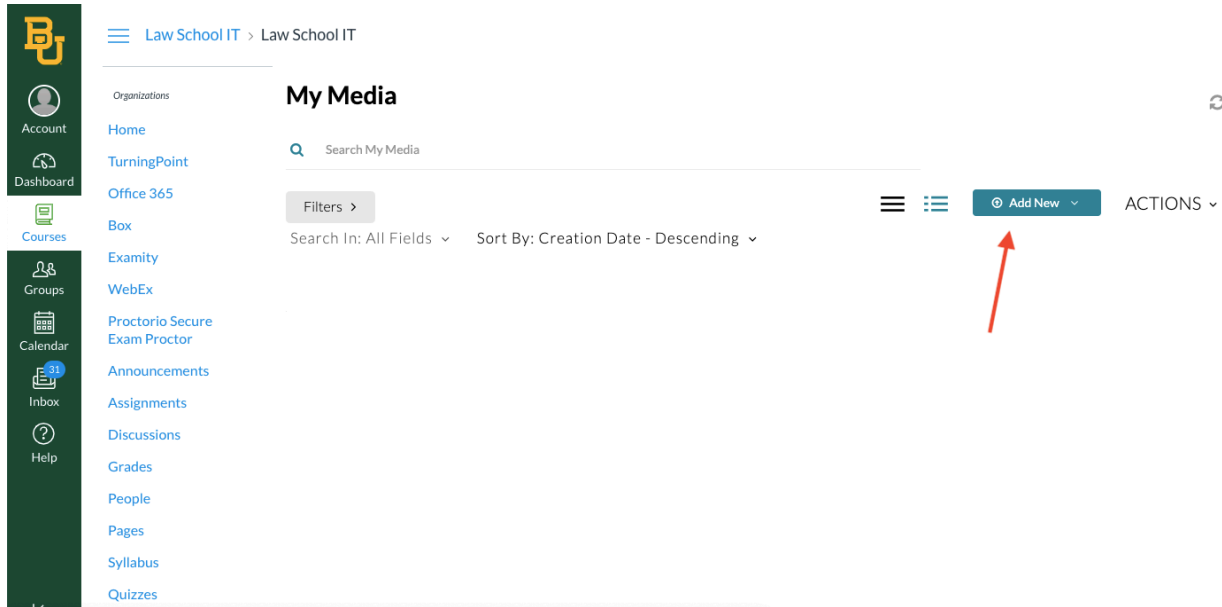
1. First, log into Canvas with your Bear ID. You will see your Dashboard, with tabs on the left-hand side. Click the “Courses” tab, and scroll down to the class you want to upload a video to. Click that class.



2. Second, scroll down the page until you see the “My Media” tab on the left-hand side. Click “My Media.”

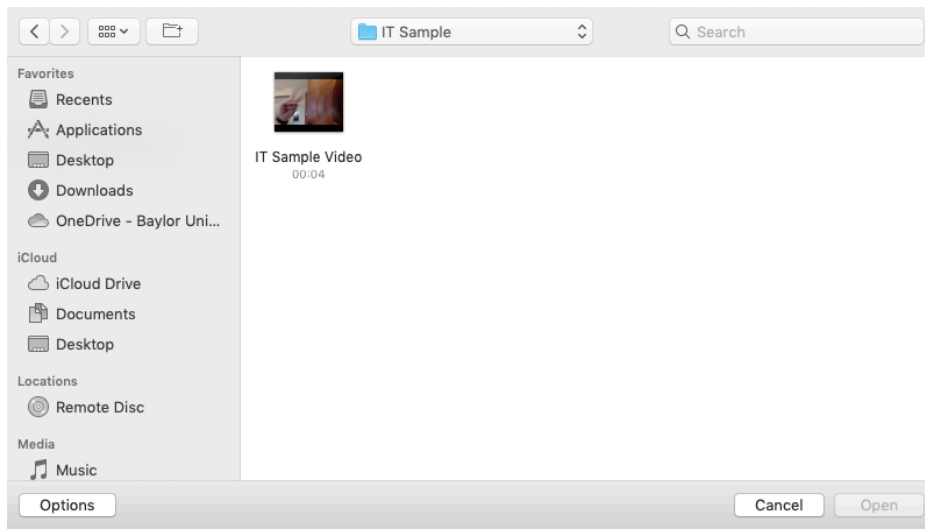
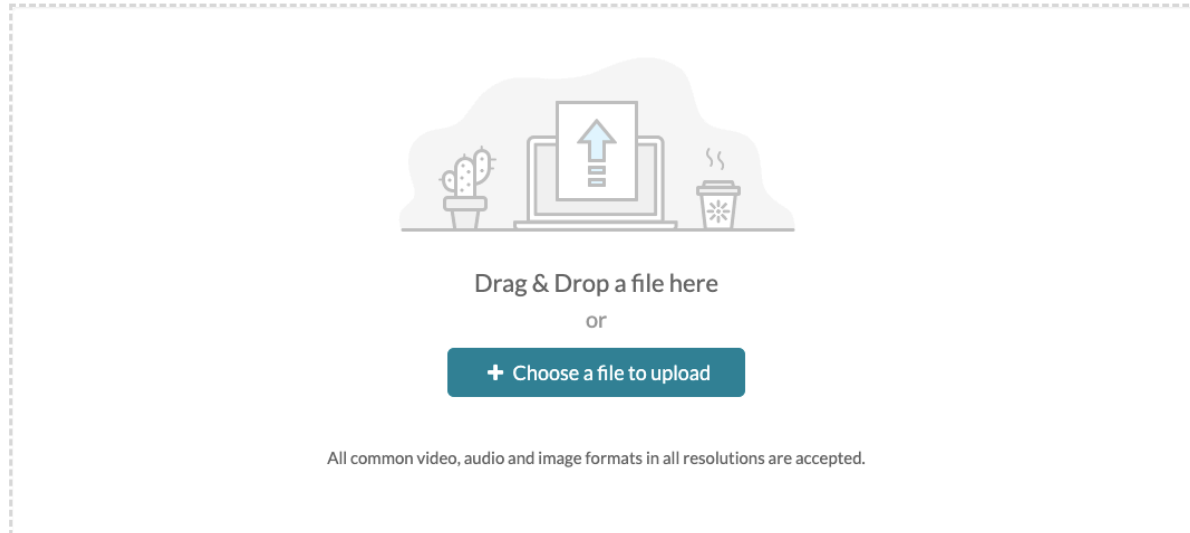


3. You will see the “My Media” homepage, with a button that says “Add New.” You have two options. **To upload a video already saved to your computer, hit the “Add New” button and select “Media Upload.”**



4. You will see a screen that says “Choose a file to upload.” Click and select your file.

Upload Media



+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.

5. A blue bar will show your upload status. Please note that bigger videos may take a long time to upload (potentially several hours). Once your video has uploaded, you will see “Upload Completed!”

IT Sample Video.mov

100% of 2524KB

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Tags: Tags are content descriptors

6. Scroll to the bottom and click “Save.” You will get notifications saying “Your changes have been saved.”

Your changes have been saved.

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Tags: Tags are content descriptors

7. Enter a description of your video, and scroll down to the selections for “Private” and “Published.” Click “Published.” Click the check box for the correct course.

Co-Editors and Co-Publishers: [+ Add Collaborator](#)

Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

Media successfully set to Private ×

Private - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations

8. You may also select a time period for your video to be available. Click “Specific Time Frame,” and enter your time period. Click **Save** at the bottom.

Publishing Schedule: Always **Specific Time Frame**
 (The time range in which this media will be visible to users in published channels/categories)

Start Time:

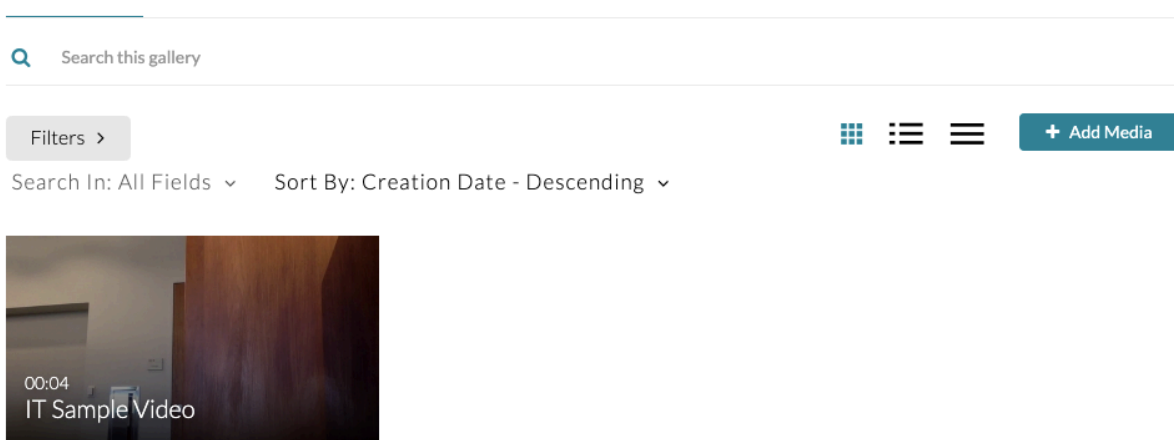
End Time:

- 2017-2018 Title IX Online Course for Graduate Students
- 2018-2019 Title IX Online Course for Graduate Students
- 2019-2020 Title IX Online Course for Graduate Students
- 202010 LAW 9211 01 - Nonprofit Organizations
- 202010 LAW 9226 01 - Supreme Court Seminar
- 202010 LAW 9243 01 - Comparative Systems of Justice
- 202010 LAW 9248 01 - Elder Law
- 202010 LAW 9279 01 - Separation of Church & State
- 202010 LAW 9287 01 - Administrative Law: Texas
- 202010 LAW 9383 01 - Conflict of Laws
- Law Library Circulation Desk
- Law School IT
- Practice Court Advocacy Fall 2019-20

9. After that, click “Media Gallery” on the side bar. Your video should appear, and you will know that it posted correctly.

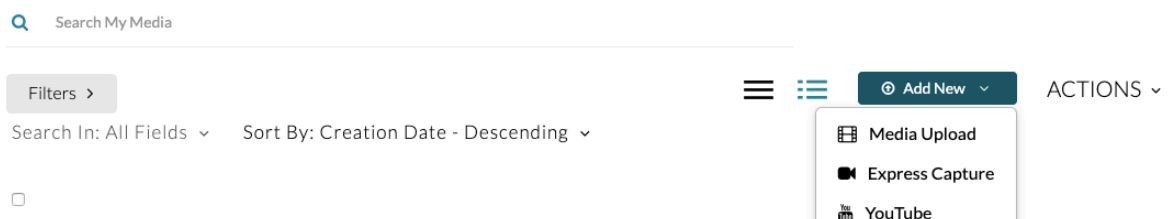


Media Gallery



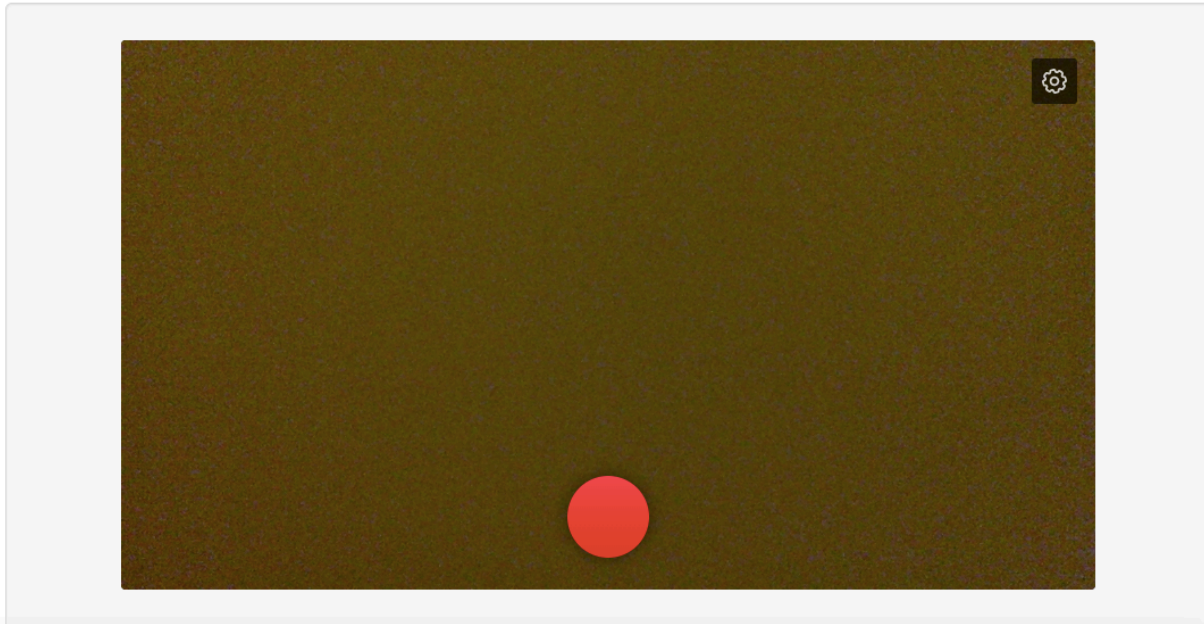
10. Second option: **to record a video using Canvas**, follow steps 1 and 2. Hit the “Add New” button and select “Express Capture.”
NOTE: This option requires Google Chrome rather than Safari or Firefox etc.

My Media



11. Press the red button to record. A countdown will appear, and then a count forward as the program records. Press the numbers to stop recording.

Record Media



12. To submit your recording, press “Use This.” If you don’t like your recording, press “Record Again.” Now follow steps 5 through 9 above.

Record Again

Download a Copy

Use This