CANVAS VIDEO SUBMISSION INSTRUCTIONS

Introduction

This guide is intended to familiarize students with the native Canvas video tool and how to use it effectively. Using the tool, you can record and post a video file right within the classroom. Additionally, this guide will familiarize you with how to upload a pre-recorded video into the classroom.

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GETTING STARTED 5

Section One: How to Record and Post Your Video Using the Native Canvas Video Tool

Using the Canvas video tool, you can record and post a video file right within the classroom. This section will familiarize you with the tool and how to use it effectively.

GETTING STARTED

1. When creating a video submission for an assignment or discussion, you will see a “Reply” link just below the assignment/discussion prompt, or, if replying to an instructor or student post, there will be a “Reply” link at the bottom of the post. Click on the “Reply” link.

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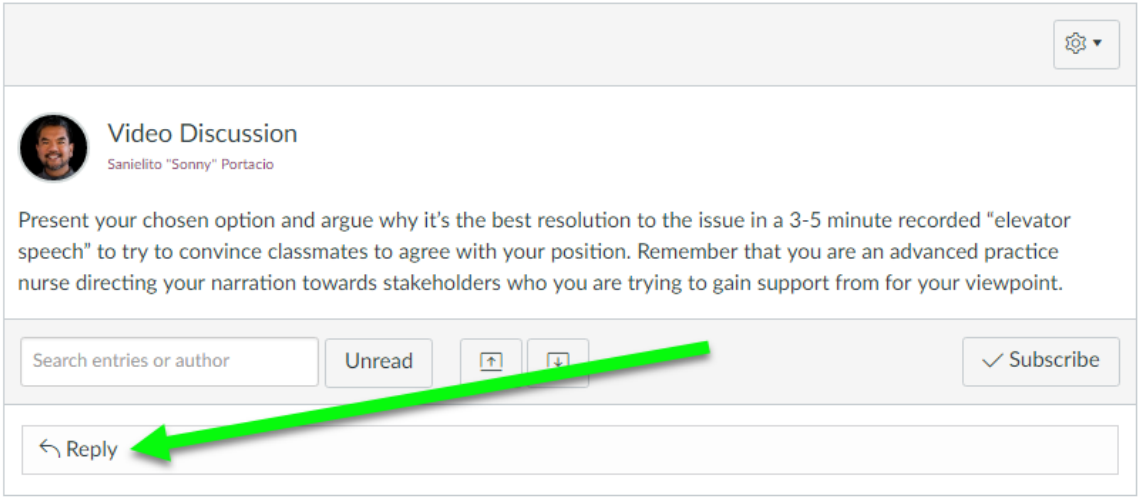
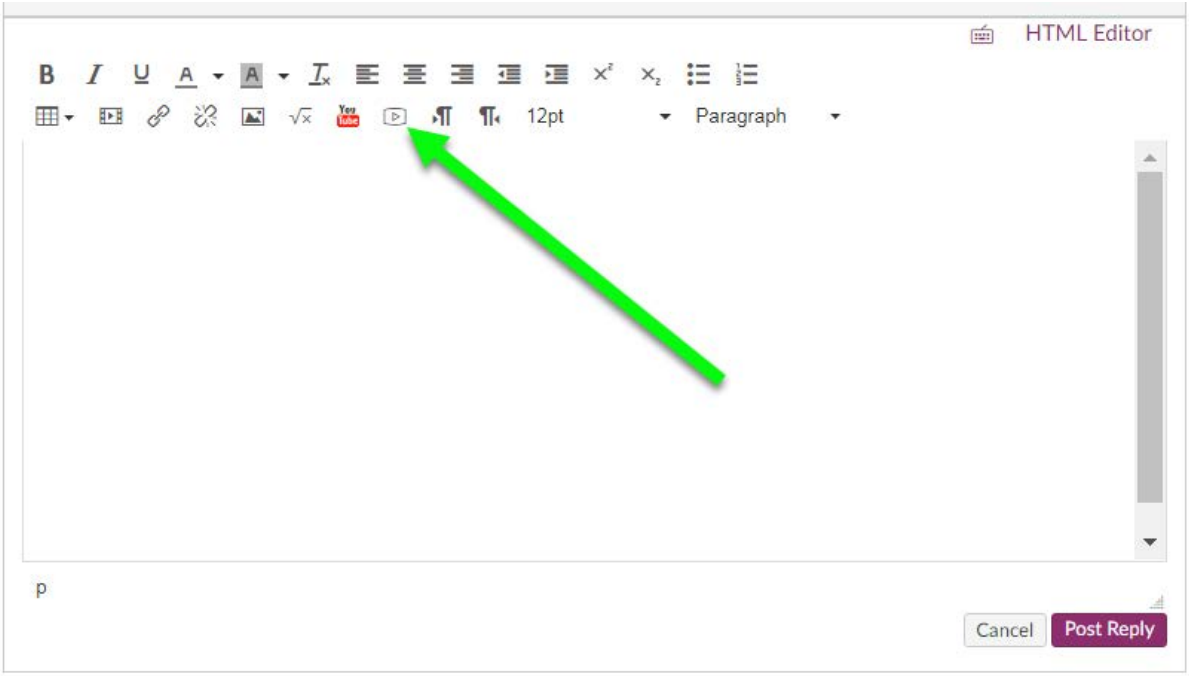
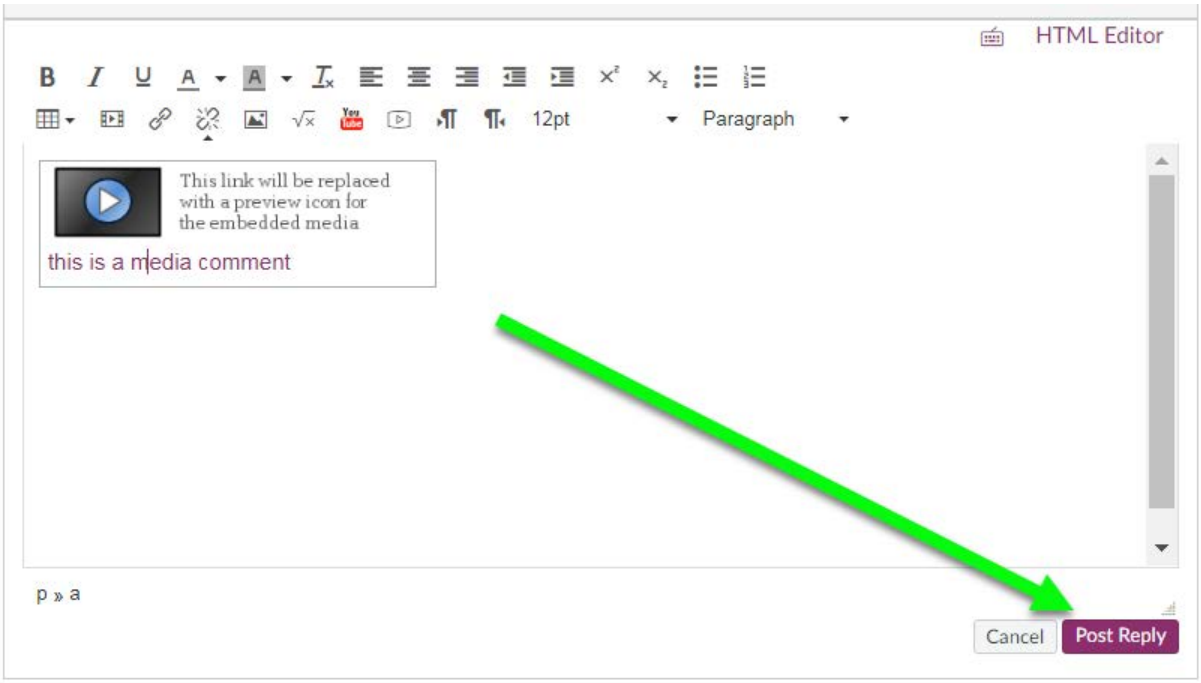


2. Once you have clicked on the "Reply" link, you will open the response screen. Click on the "Play" (triangle in a rectangle) video button.



3. On the next screen click “Allow” to enable camera and microphone access.

4. Once you are finished recording, you will be returned to the text field in order to post your submission. Click on “Post Reply”.



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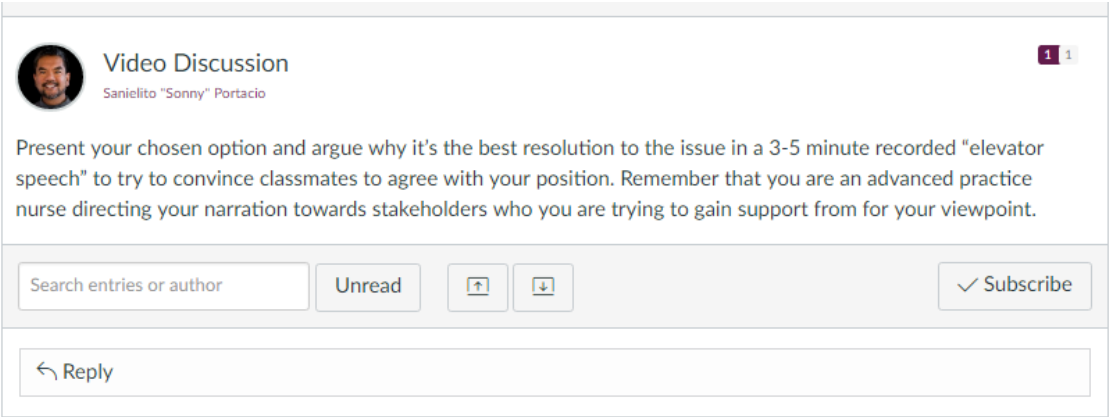
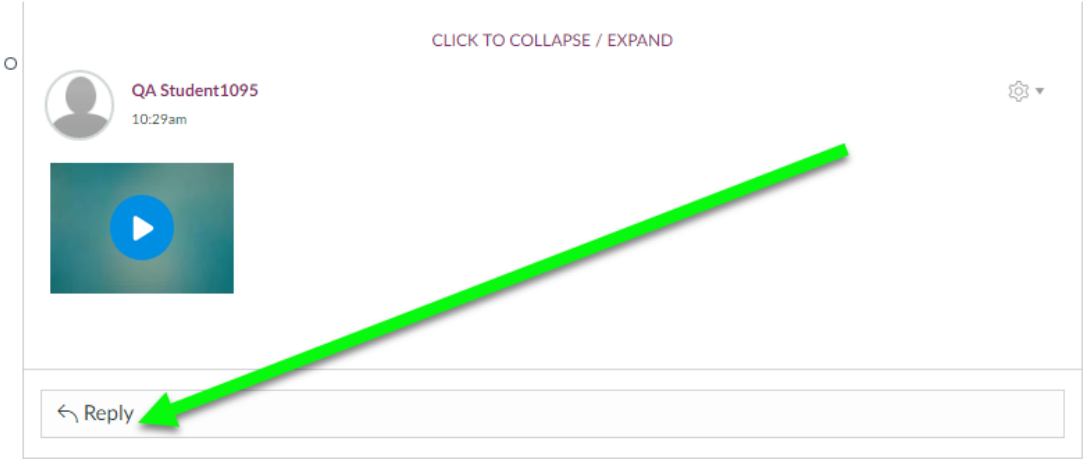
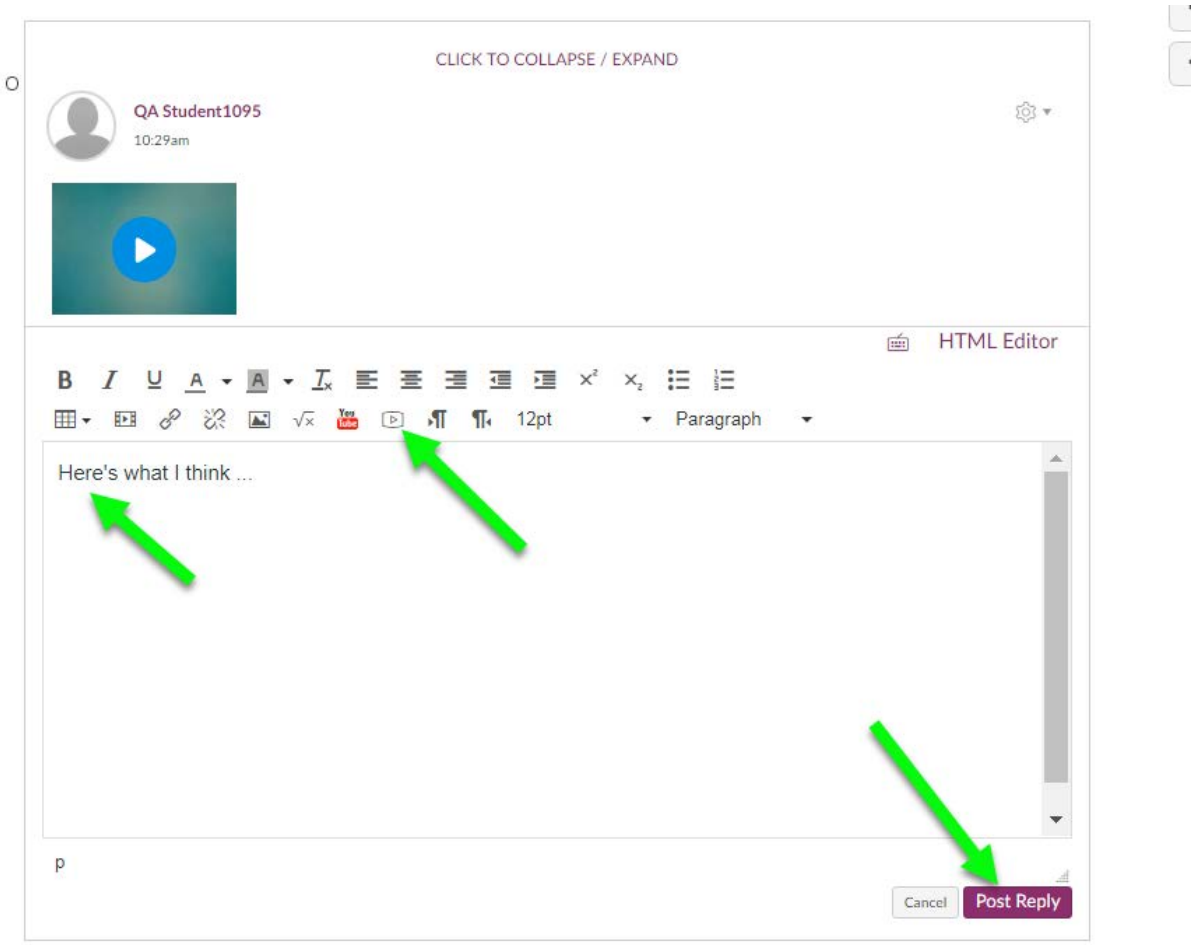
Instructions for the VIEWERS to POST A RESPONSE to the submitted video

1. After viewing a submitted video, you can respond by text or by recording your own video. Begin by watching the submitted video and then click “Reply” to respond.





2. You can respond by text, or by recording your own video. Once finished, click the “Post Reply” button to submit.



Section Two: How to Upload a Pre-Recorded Video into the Classroom

Using Screencast-o-matic or other video recording tools, you may have a video file that you need to submit as part of an assignment into the classroom. This section will familiarize you with uploading the video files into the classroom.

GETTING STARTED

1. Uploading a pre-recorded video into the classroom, begins with similar steps to creating a video submission for an assignment or discussion in the classroom. You will see a “Reply” link just below the assignment/discussion prompt, or, if replying to an instructor or student post, there will be a “Reply” link at the bottom of the post. Click on the “Reply” link.

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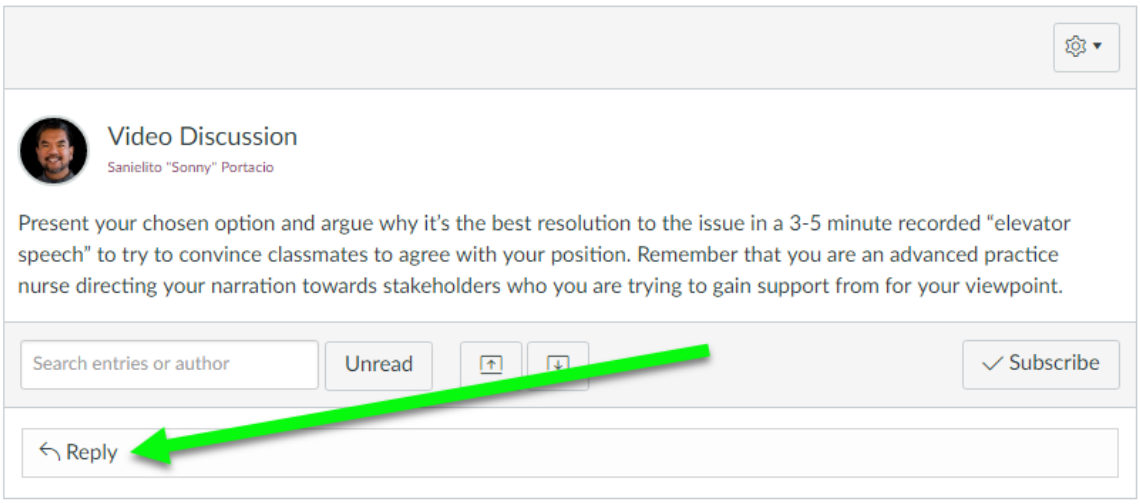
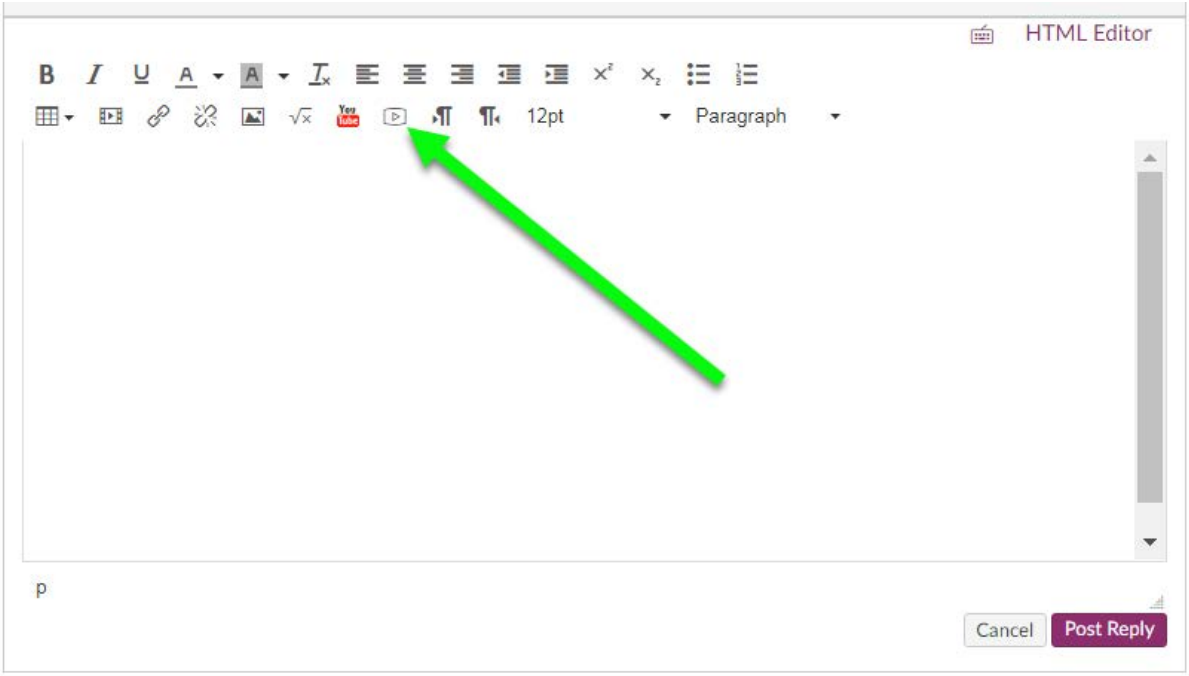
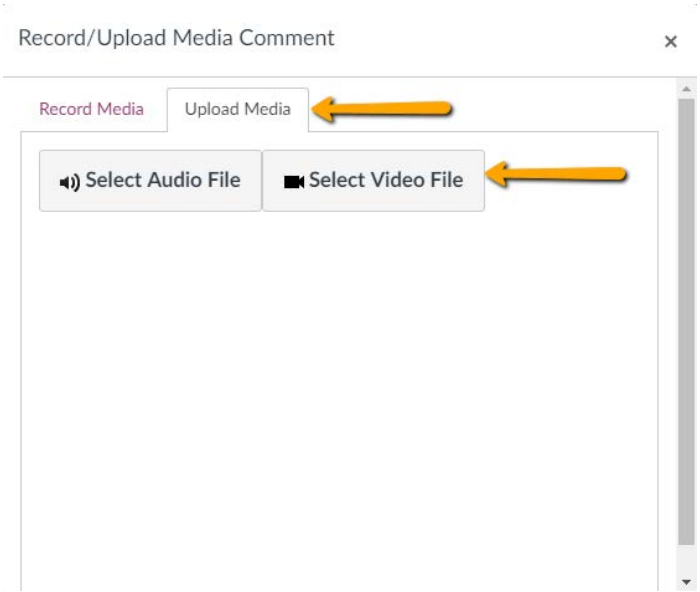
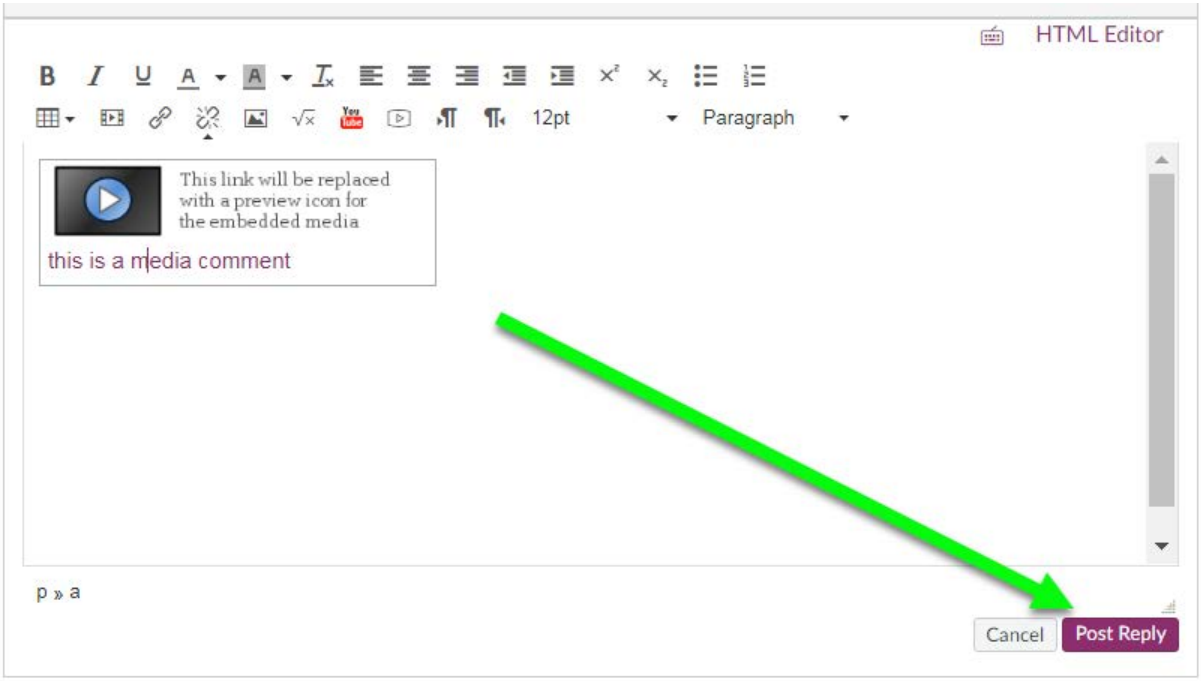


2. On the next screen click on the "Play" (triangle in a rectangle) video button.



3. Choose the “Upload Media” tab and press the “Select Video File” button to browser your computer for the video file saved to your computer.



A loading bar will progress indicating that the video is uploading as well as the title of the video file and the file size. Once the upload is complete, you will be returned to the text field to post your submission.