

# 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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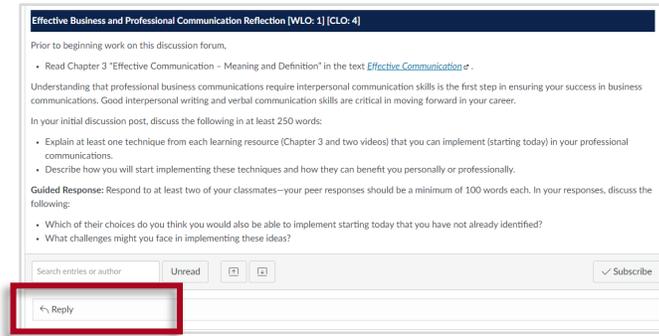
## Section 1: How to Record and Post Your Video Using the Canvas Video Tool

Using the Canvas video tool, you can record and post a video file right within the classroom.

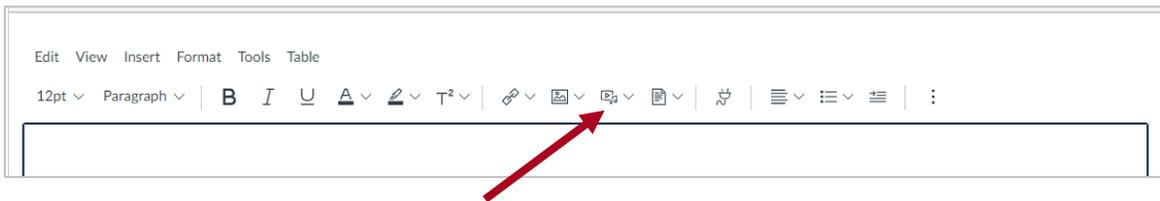
This section will familiarize you with the tool and how to use it effectively.

### GETTING STARTED

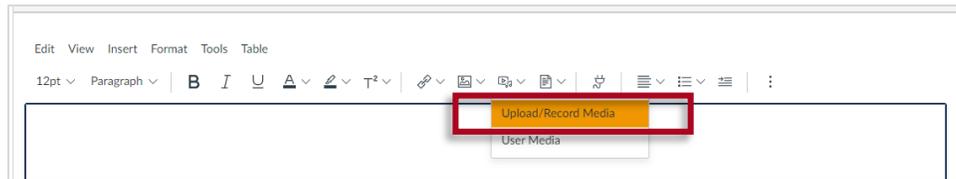
1. When creating a video submission for a discussion, you will see a “Reply” link just below the discussion forum prompt, or, if replying to an instructor or student post, there will be a “Reply” link at the bottom of the post. Click on the “Reply” link.



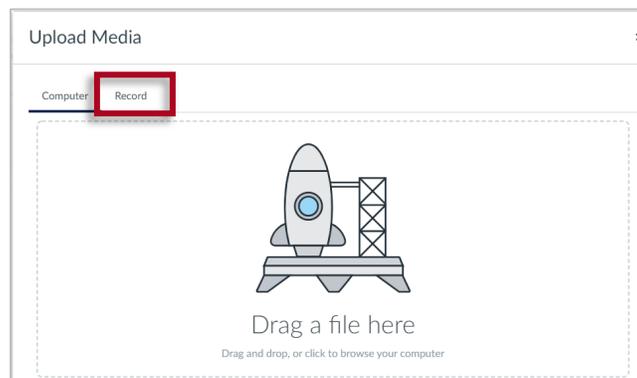
2. Once you have clicked on the “Reply” link, you will open the response screen. Click on the “Record/Upload Media” (the play icon with a music note beside it) button.



3. Select “Upload/Record Media.”



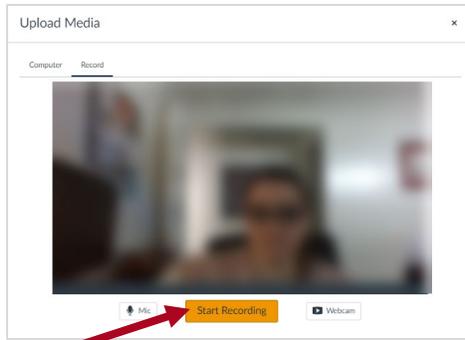
4. Click on the “Record” tab.



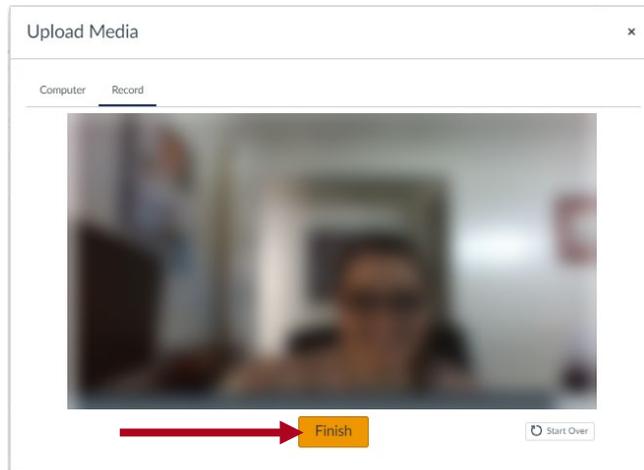
**Note:** You may need to click on “Allow” to enable camera and microphone access.



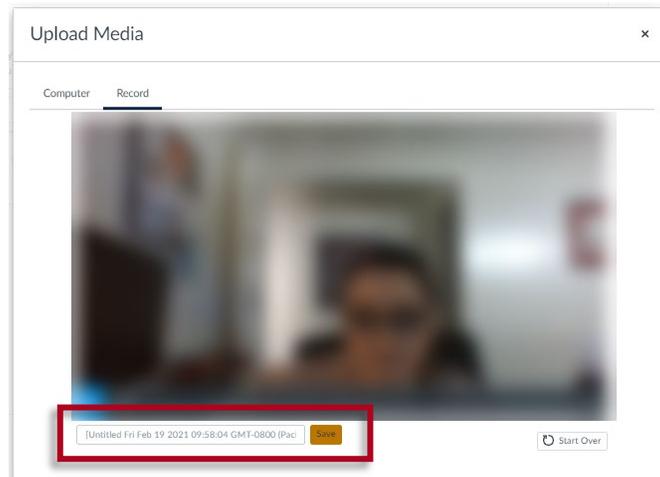
5. Adjust your Mic and Webcam settings and once you are ready, click on “Start Recording.”



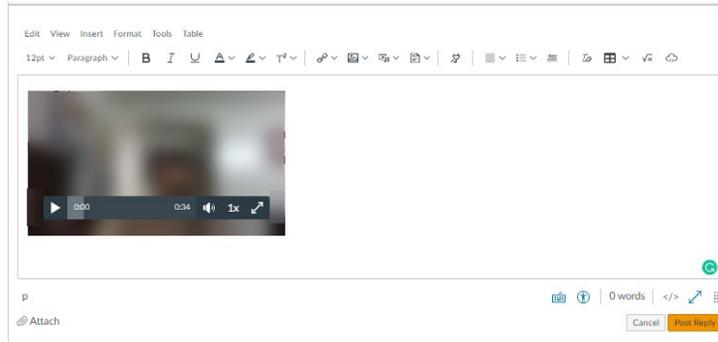
6. Once you are finished recording, click on “Finish.”



7. Give your video a title and click on “Save.”

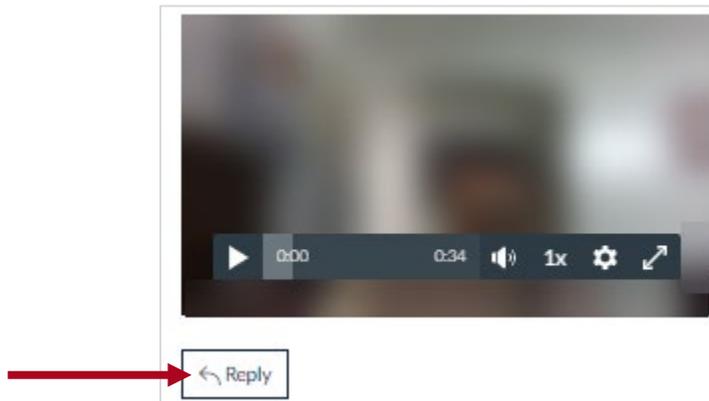


8. You will be returned to the text field with your video embedded into your post. Once your post is ready, click on “Post Reply.”

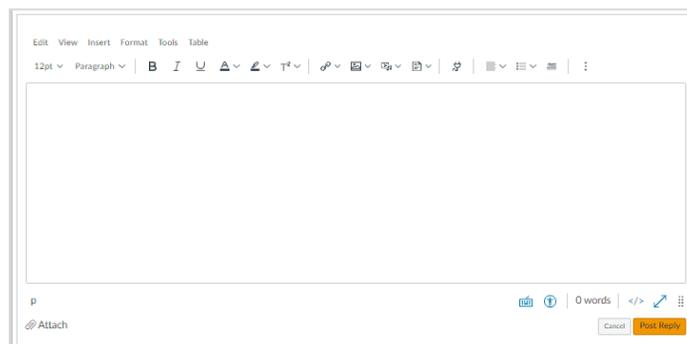


## Instructions for the VIEWERS to POST A RESPONSE to the Submitted Video

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.

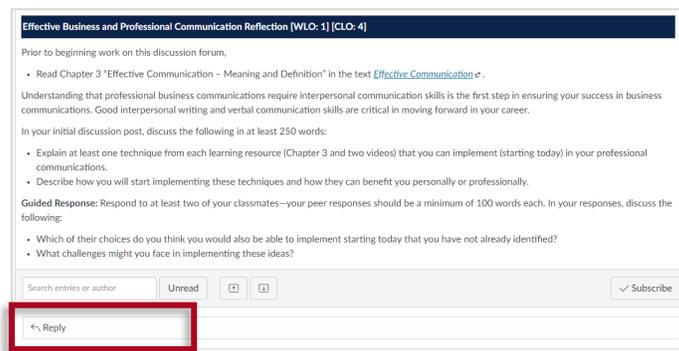


## Section 2: How to Upload a Pre-Recorded Video into the Classroom

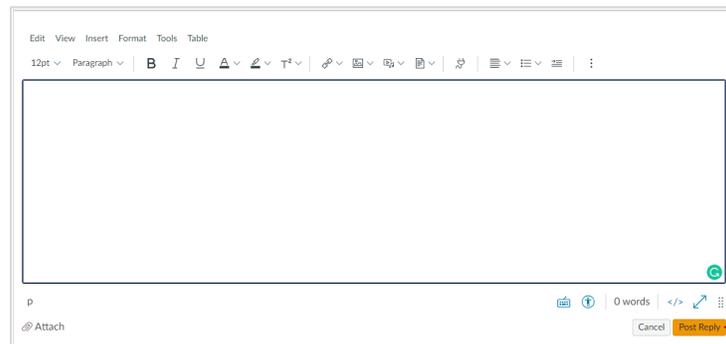
Using [Screencast-o-matic](#), [Zoom](#), or other video recording tools, you may have a video file that you need to submit as part of an assignment into the classroom. This section will familiarize you with uploading the video files into the classroom.

### GETTING STARTED

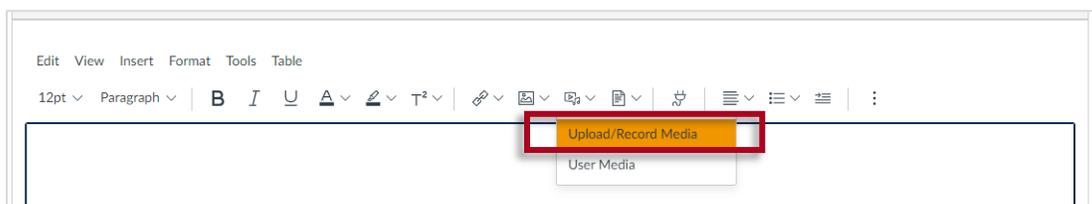
1. Uploading a pre-recorded video into the classroom, begins with similar steps to creating a video submission for a discussion in the classroom. You will see a “Reply” link just below the discussion prompt, or, if replying to an instructor or student post, there will be a “Reply” link at the bottom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



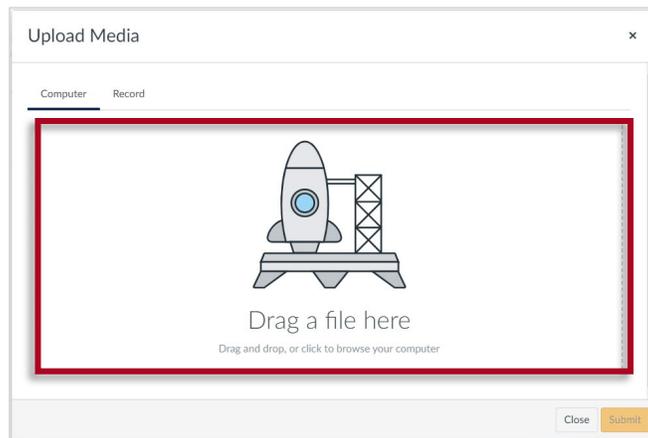
2. Once you have clicked on the “Reply” link, you will open the response screen. Click on the “Record/Upload Media” (the play icon with a music note) button.



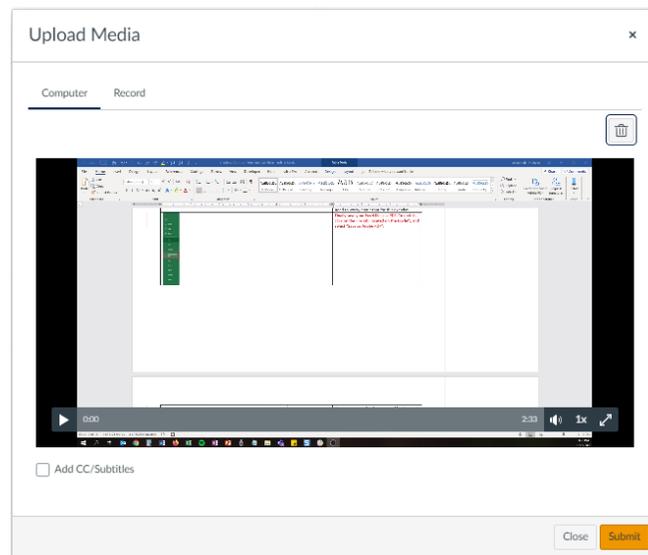
3. Select “Upload/Record Media.”



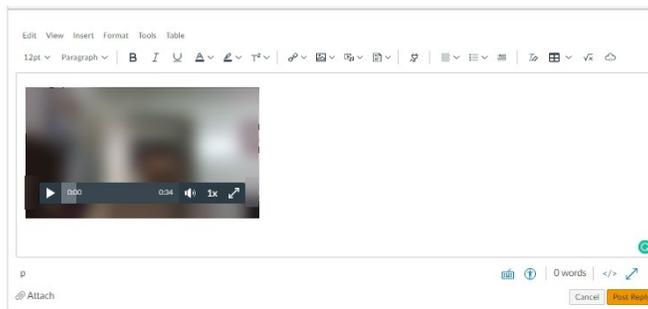
4. Within the “Computer” tab, drag and drop or click to browse your computer for your video file.



5. Then click on “Submit.”



6. You will be returned to the text field with your video embedded into your post. Once your post is ready, click on “Post Reply.”



**Note:** If you uploaded a large video file, it might take a few minutes for the video to process.

## Need Additional Help?

If you need additional help recording or uploading your video, reach out to your instructor or Tech Support:

