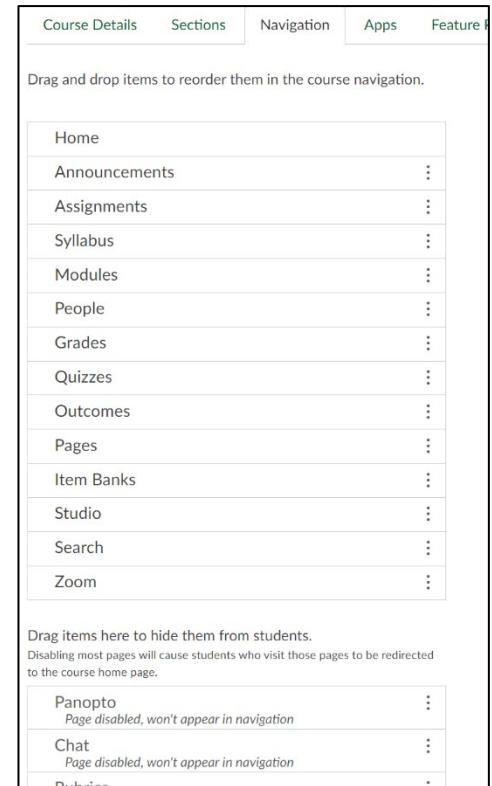


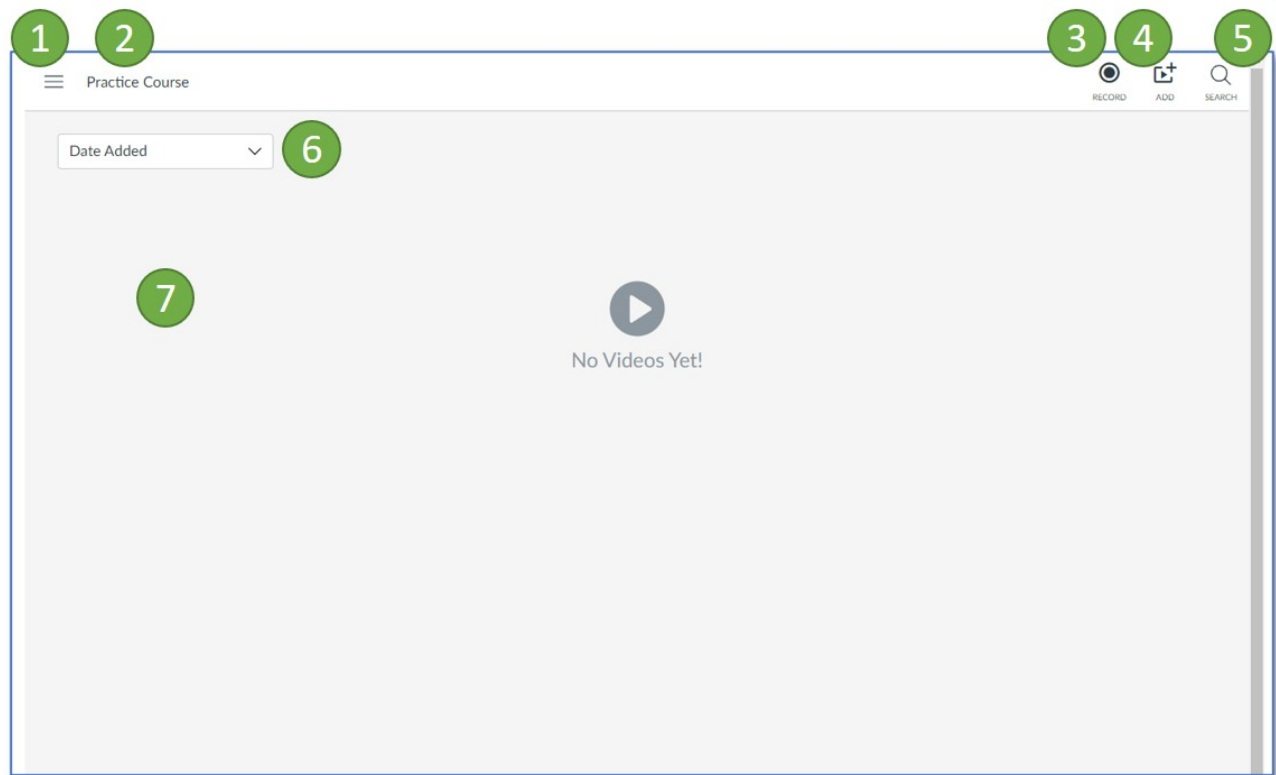
## Add Studio to Navigation Menu

- ☐ If you do not have the 'Studio' option on your left navigation menu,
  - Click **Settings** on the left navigation menu.
    - Click **Navigation** on the tabs across the top.
- ☐ This screen will allow you to show or hide menu items. The top section displays the menu items that are currently being viewed on the left navigation menu. The bottom displays the hidden items. Find the 'Studio' option.
- ☐ Two ways to move or enable items.
- ☐ Select the three dots to the right of item and click 'Enable' or
- ☐ Click & drag item to top section.
  - Click 'Save' at bottom.
- ☐ The 'Studio' option should now appear on the left menu.



## Canvas Studio

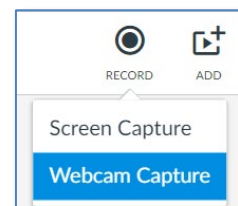
- ❑ In the left navigation menu, select '**Studio**'.

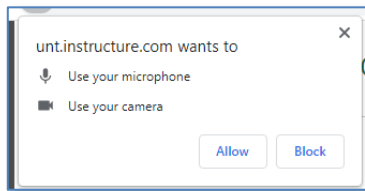


Item	Description
1. Hamburger button	This button gives additional options
2. Course Title	Displays the course name you are working in.
3. Record button	The Record button provides two ways to record; webcam capture or screen capture.
4. Add button	The Add button allows you to upload video files.
5. Search button	Allows you to search for a specific video.
6. Date added	Allows you to display the videos by the date added or in alphabetical order by the name.
7. File display	This area will display videos you have linked in this course.

## Recording a Video using Webcam

- ❑ In the upper right corner, select '**Record > Webcam Capture.**'

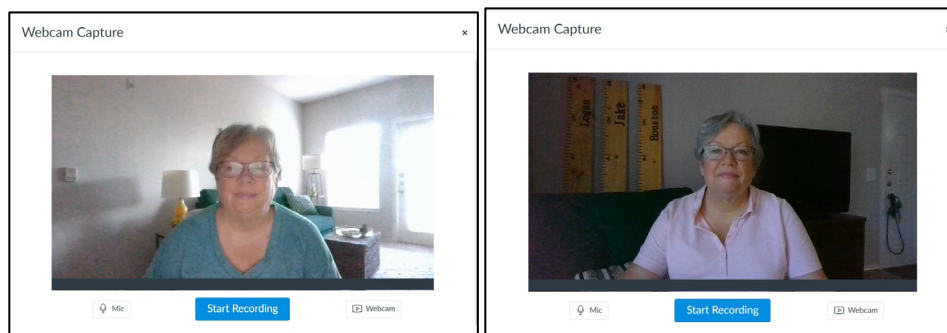
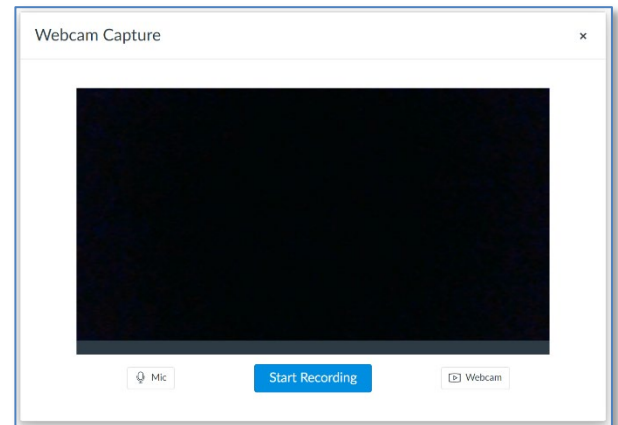




Somewhere on your screen, a dialog box may appear that states “unt.instructure.com wants to use your microphone and your camera”. Select ‘**Allow**’.

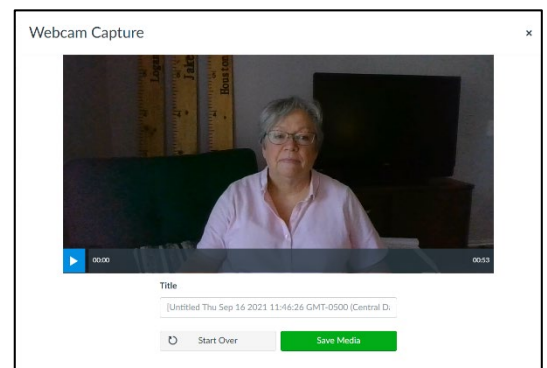
The Webcam Capture dialog box opens. There are three buttons across the bottom. Two buttons are for the Mic and Webcam and will give you options for selecting the devices you will use. It will select a default. The third larger button is the ‘Start Recording’ button. When you select the ‘**Start Recording**’ button, it will count down 3 – 2 – 1 before it begins.

There is also a ‘preview’ box. **Before** you start recording, use this box to review yourself and your surroundings because this is what viewers will see. Perhaps you need a different color shirt or if you appear shadowy, you may need to add lighting in front of you or set-up in front of a window to make use of the natural lighting.

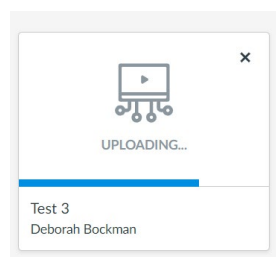


**Before** you start recording, you should have your script ready in case you need them while recording. Remember to practice multiple times before you begin. The more you practice, the higher the chance of getting through the recording without having to start over. Also think about the length of your videos. Perhaps do 3 twenty-minute videos vs a one-hour video. How you break it up will depend on your topic. You will know how to break your topic up into manageable videos.

When you are through recording, select the ‘Finish’ button. You can view the video and decide whether to ‘Start Over’ or ‘Save video’. Enter an appropriate name for the video and save.

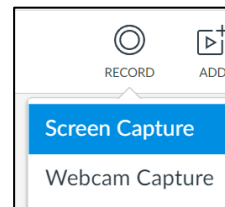


You can see it saving/uploading in Canvas Studio.

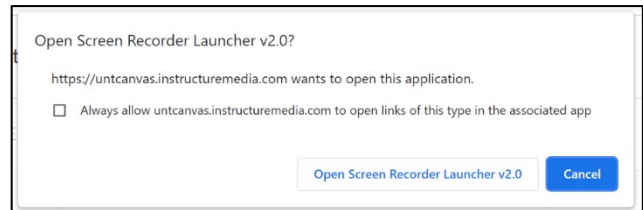


## Recording a Video using Screen Capture

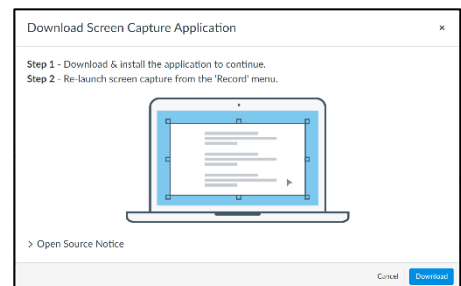
- ☐ In the upper right corner, select 'Record > Screen Capture.'



When you select the Screen Capture, a 'Open Screen Recorder Launcher' dialog box will open. When you select the 'Open Screen Recorder Launcher' button . . .



it may also display a 'Download Screen Capture Application' dialog box. **Ignore** this dialog box if you know you have downloaded this application. This box will go away.



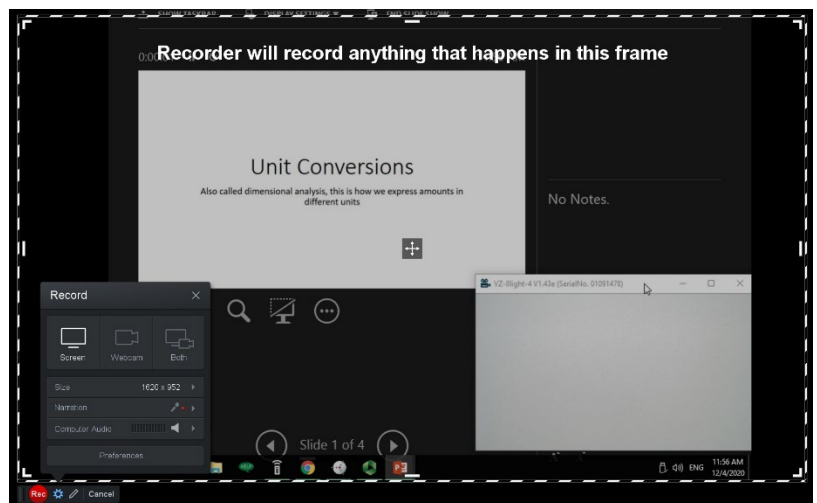
Another dialog box opens. It is a dashed line rectangle.

Click, hold & drag to display what you want to record. You can also change the size by clicking & dragging the edges.

A small menu is in the lower left corner of the dialog box. This is where you will set criteria.

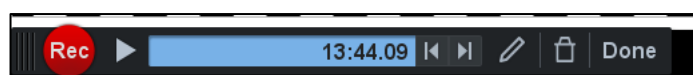
- ☐ What do you want to do?
  - Record the screen,
  - record using the webcam or
  - both.
- ☐ Other questions.
  - What Size, (recommend leaving at the default)
  - Are you using Narration?
  - Are you recording computer audio?

When you select the 'Record' button, the app will count down 3 – 2 – 1 - GO. Then it will begin recording.



When you are finished recording, select the 'Pause' button. This will stop the recording and give you several options. You can 'Trash' & start over or 'Done'.

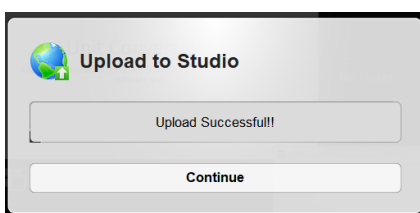
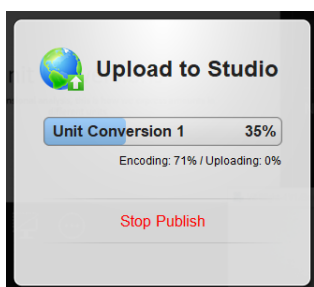
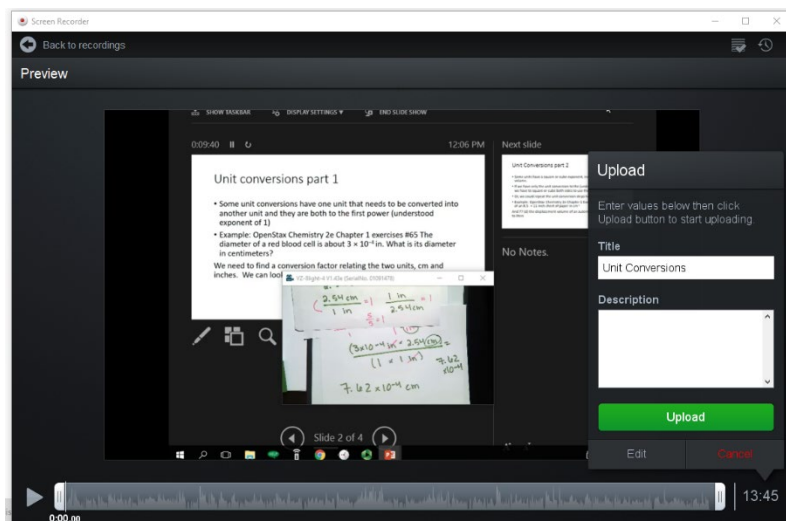
We will select 'Done'.



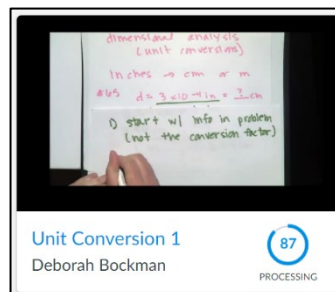
Another dialog box will open and display the beginning of the recording and two text fields to complete.

Enter a Recording name in the first text box and a description of the video in the second box, then select 'Upload'.

A progression bar will appear and let you know when the upload is complete.



The recording is being loaded into the Studio Library.



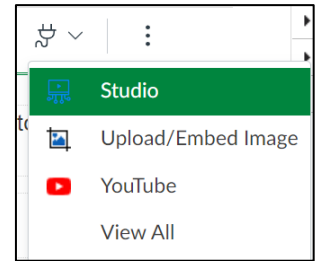
## Embed or Link Video

There are two ways you can display the video. You can embed the video onto the page or place a link to the video. A link will open the video onto a new tab when selected.

### Embed the Video

Go to the page you want to place a video and select 'Edit'.

Place the insertion point where you want the video, then select the 'Plug' icon on the toolbar, then select 'Studio'.

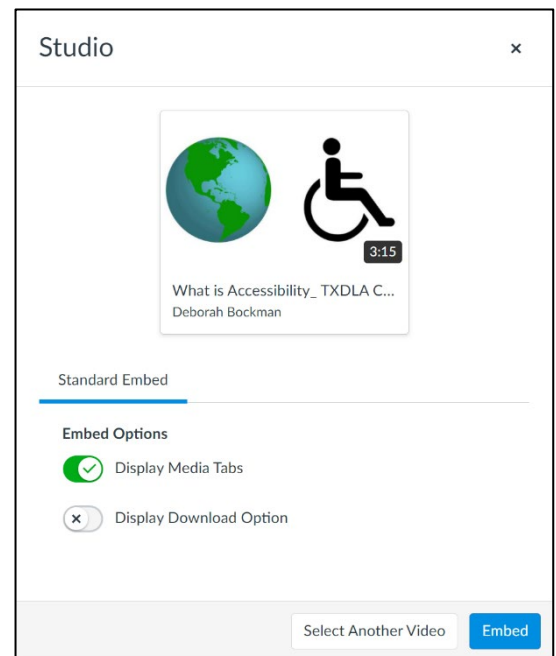


Your studio library displays all your videos.

Select the desired video. Once selected, there are a couple of embed options.

- Display Media Tabs – this will allow students to make comments below the video.
- Display Download Option – this will allow students to download the video.

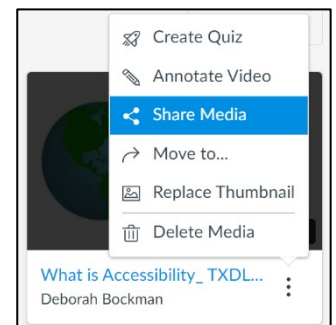
Select 'Embed'.



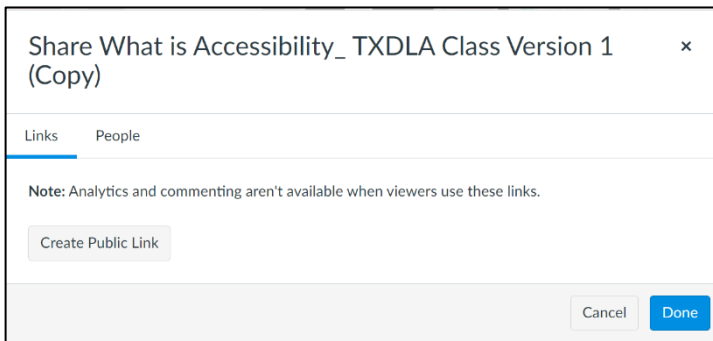
### Link the Video

If you plan to link a video, you need to start in Canvas Studio library and copy the 'Share Media' link for the video.

Go to library and find the desired video. Select the three dots in lower right corner, then select 'Share Media'. A new dialog box opens.



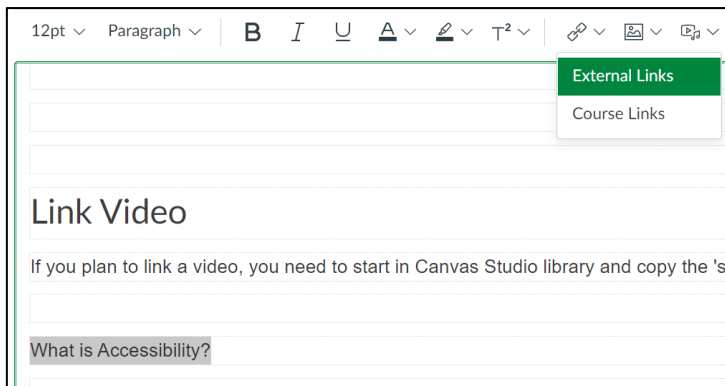
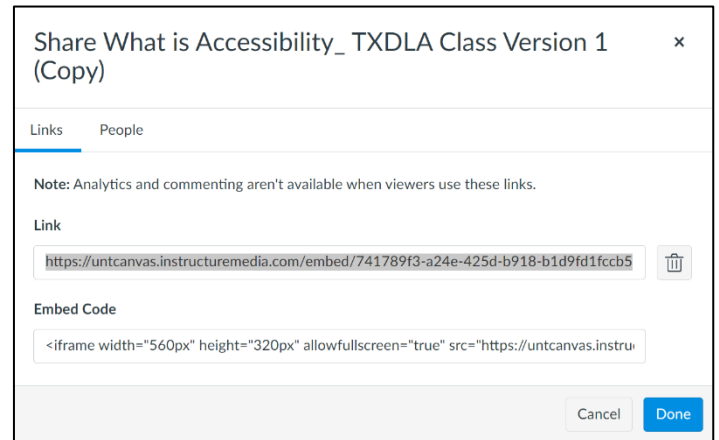
On the dialog box, select 'Create Public Link'.



The dialog box expands and has options for Link and Embed Code.

We want the link, so we would select and copy.

Go to the page where you want the link and edit the page.



Select the text you want to embed the link into.

Click the Link drop-down button on the toolbar, then select 'External Links'.

Paste the url and select 'Done'.

The text is now a link.

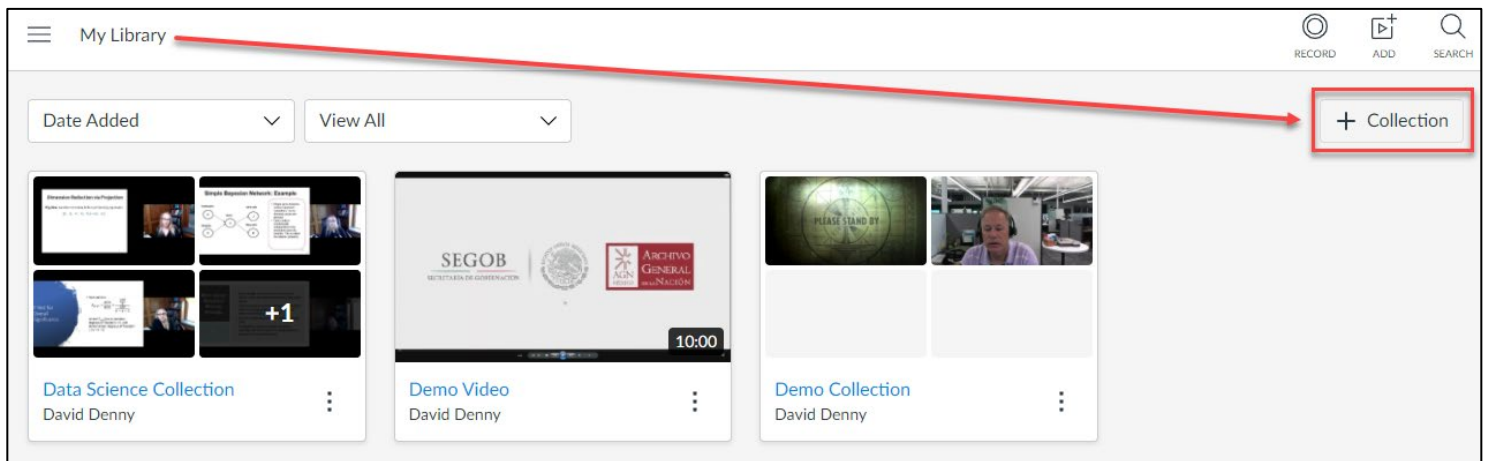


## Managing your Video Collections

**Collections** in Canvas Studio allow you to organize your media library. Once created, you can share specific collections and media with other users.

### Create a Collection

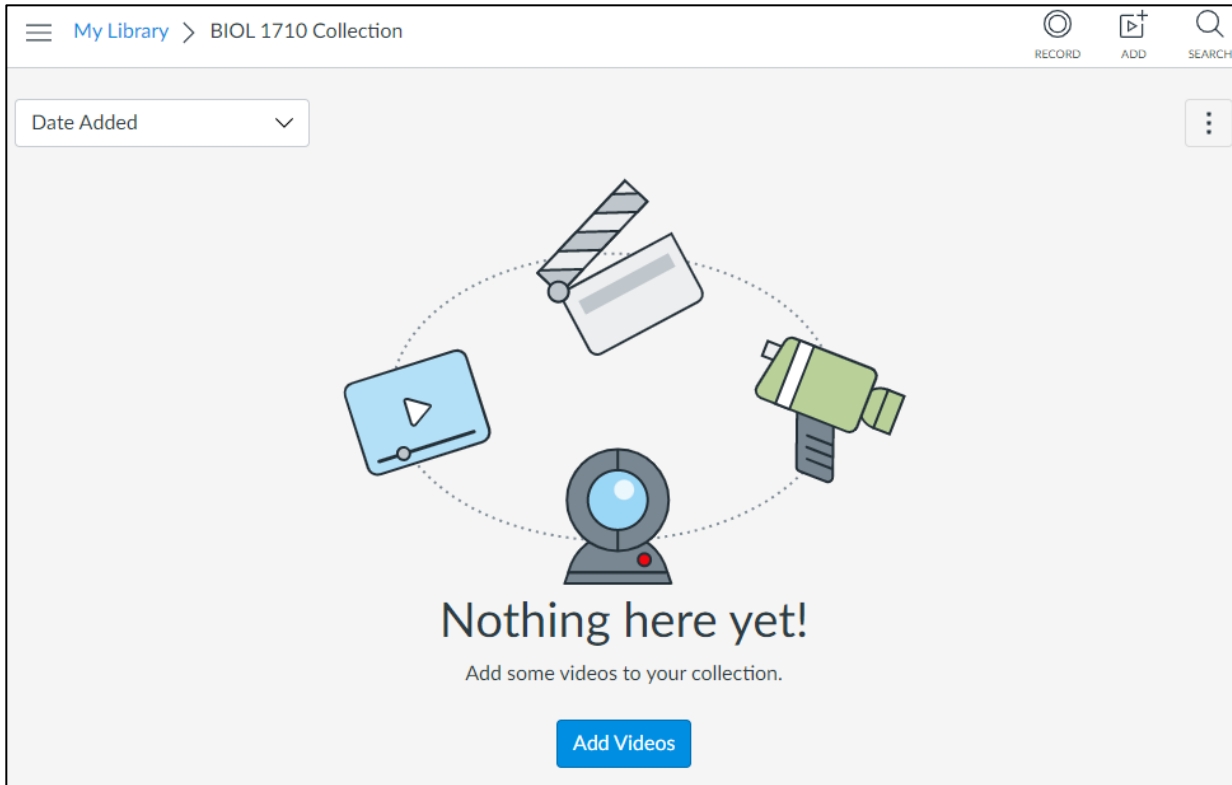
Navigate to **Studio >> My Library** page (from any course) and click on the **+ Collection** button.



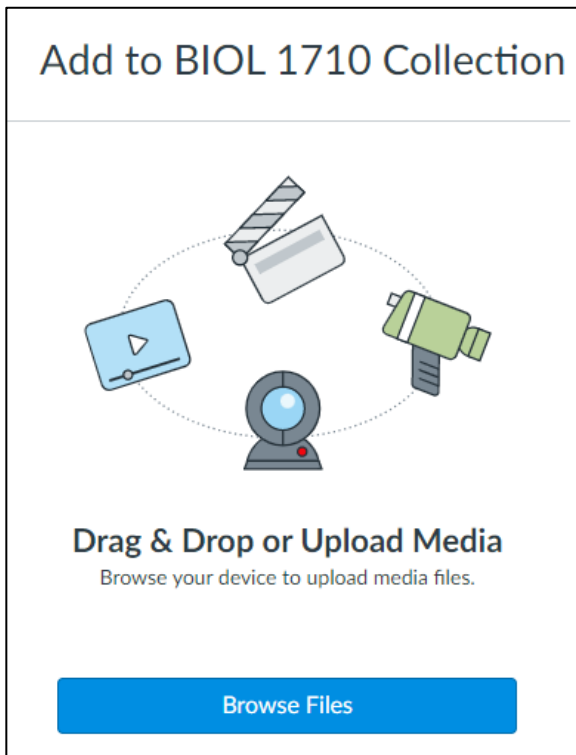
Name the collection and click on **Create**.

A screenshot of the 'New Collection' dialog box. The dialog has a title bar with the text 'New Collection' and a close button (X). Below the title bar is a label 'Collection Name' and a text input field containing the text 'BIOL 1710 Collection'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Create'.

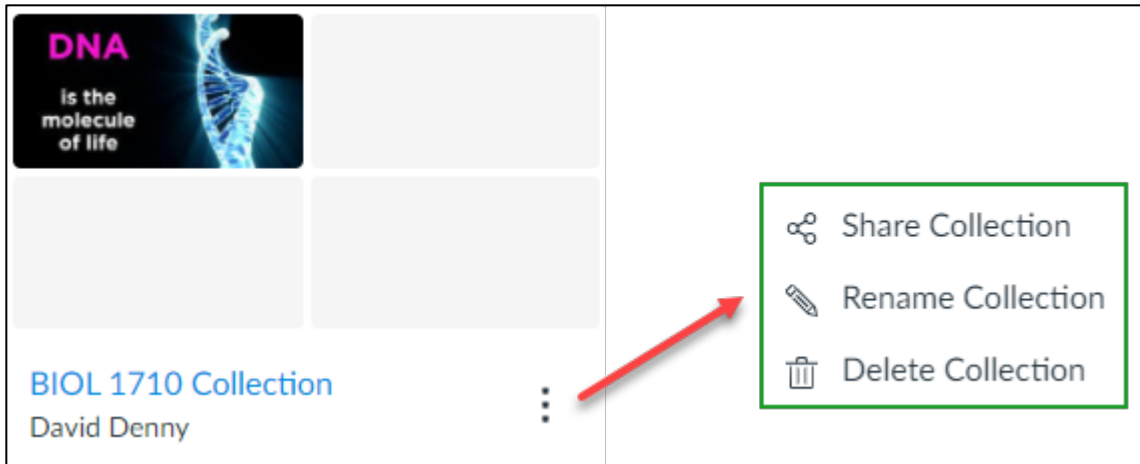
To add media to the collection, click the **Add Videos** button.



Now, you can Drag & Drop media files or browse your computer to upload media.



Now we have a new Collection with one video (so far). Select the menu to view the Collection options. Here you can Share, Rename or Delete the Collection.

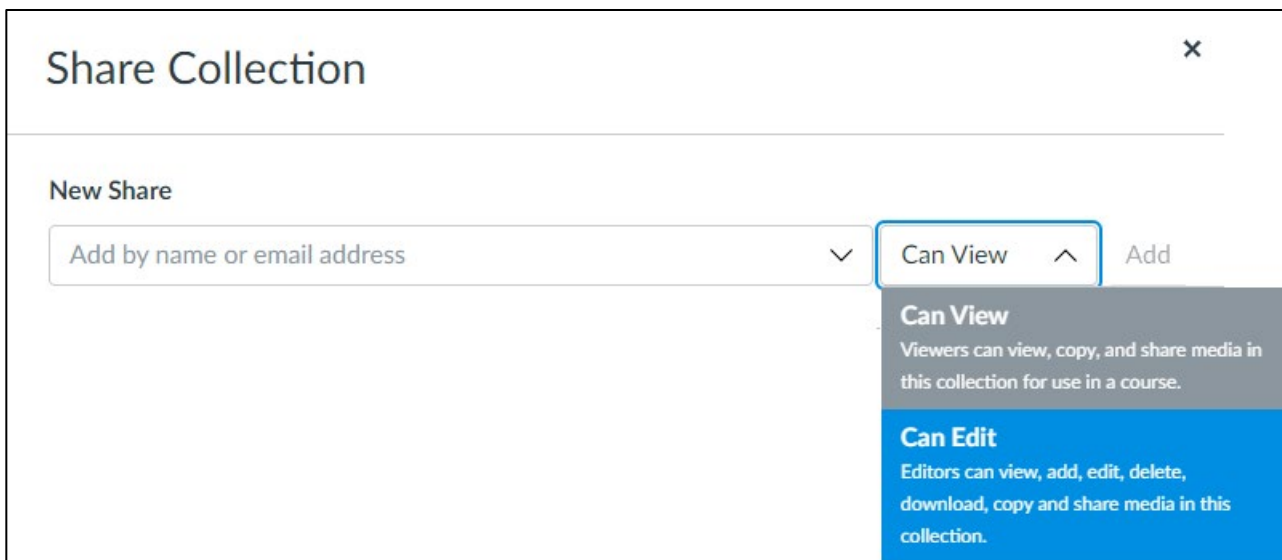


## Share a Collection

It is not required to share your collections, but if you wish to share you just have to enter their name or email address into the search bar.

**NOTE:** *You can't share a collection with a user who has not authenticated with Canvas Studio.*

Then choose from the dropdown box whether you want to allow **View** only or also **Edit** the videos in the Collection.



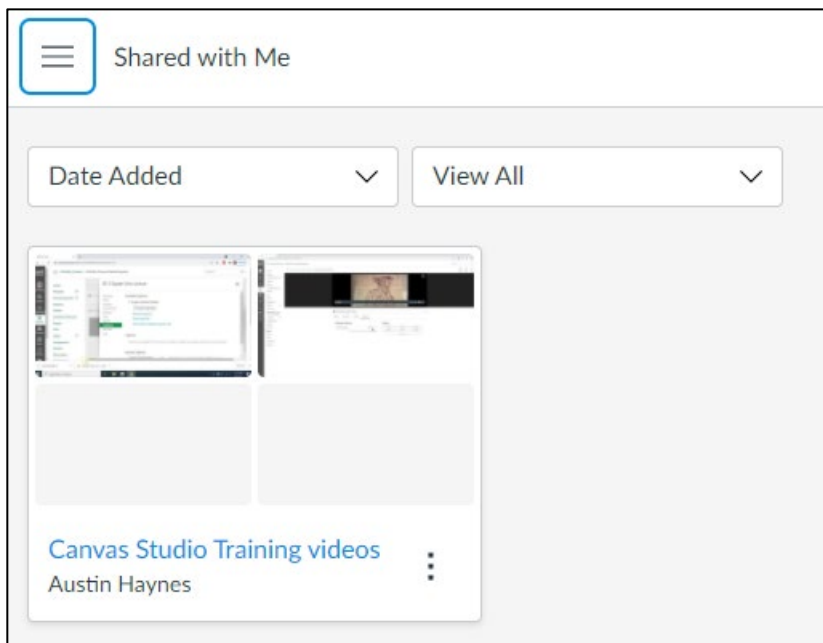
**NOTE:** *The Edit option should be used with caution. Giving another user the ability to edit your collections means they have the ability to edit or even delete your collection without your knowledge or permission.*

## View Shared Content

To view content that has been shared with you, navigate to the Shared with Me page from the Studio menu.



Here you will see all Collections and media shared to you.



For a more comprehensive guide, or further information, please visit the following Canvas pages:

- ☐ [How do I create a collection in Canvas Studio?](#)
- ☐ [How do I share a collection in Canvas Studio?](#)
- ☐ [How do I view a collection in Canvas Studio?](#)