

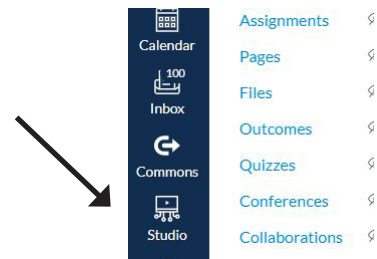


# Canvas STUDIO for Instructors

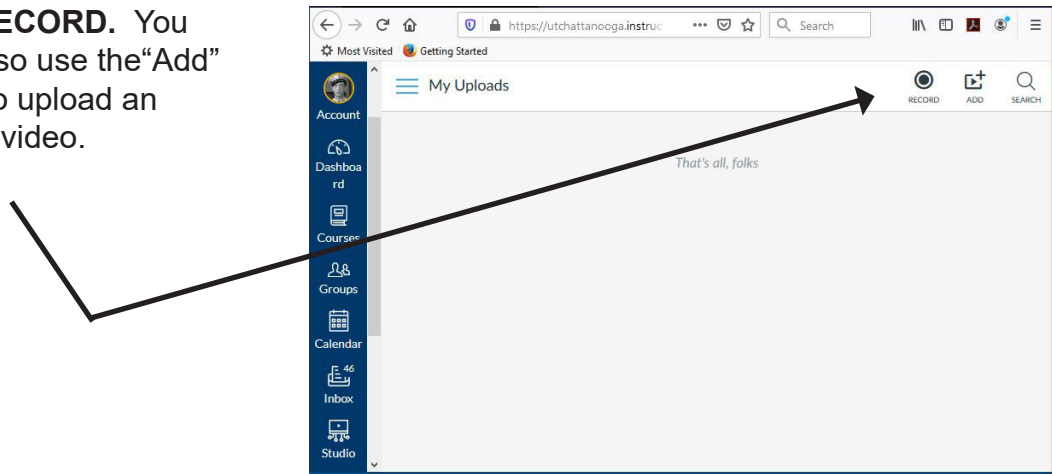
Studio is a built-in tool for recording and distributing video in a Canvas course. You can record your webcam, your screen, or both. For example, you can make a “welcome” video for a class which begins with the webcam as you introduce yourself, then switch to screen capture to go over the course or syllabus.

Studio can also import pre-existing videos. Editing of videos is possible but only before you upload a video to Studio. Once uploaded, you can then embed the video into a Canvas page, discussion, announcement--anywhere you have a text box. Later, you can use Studio’s “Insights” tab to see who viewed the video, and for how long.

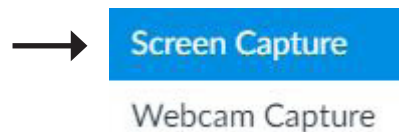
**1** Click **STUDIO** in the main Canvas menu on the left. You can also add “Studio” to your course menu, which is helpful since it displays only the videos you’re using for that specific course.



**2** Click **RECORD**. You could also use the “Add” button to upload an existing video.



**3** Choose **SCREEN CAPTURE**, which will allow you to capture both your webcam video and your computer screen, or switch back and forth as desired.



## Questions?

E-mail [Rodger-Ling@utc.edu](mailto:Rodger-Ling@utc.edu). This (and other) handouts are available at [www.utc.edu/nursing/help](http://www.utc.edu/nursing/help).



4

On left, check settings for what will be captured:

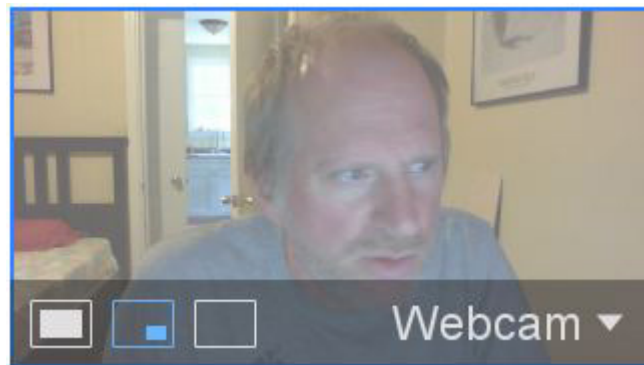


- ← Just the screen, just the webcam, or both?
- ← Set size to "Fullscreen"
- ← Speak and check that your microphone is working.
- ← If you need to capture computer audio (for example, from a YouTube video) be sure computer audio is enabled.

5

At right, set your webcam to fullscreen, small in corner, or OFF by clicking the appropriate box in the preview window.

You can change the webcam display during the video by clicking these boxes. For example, begin with fullscreen webcam, then switch to small as you display your syllabus.



- ↑ Fullscreen
- ↑ small in corner
- ↑ OFF

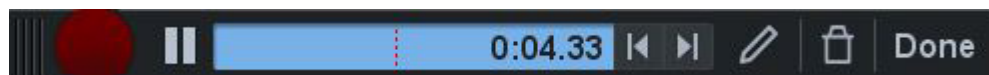
6

Click the red RECORD button at lower left to get a countdown and begin recording.



To pause or stop, click the STOP icon.

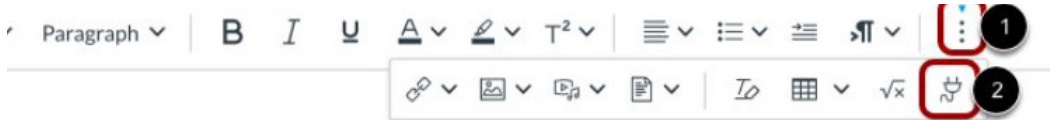
Click DONE when you are finished recording. You'll be asked to give your video a name.



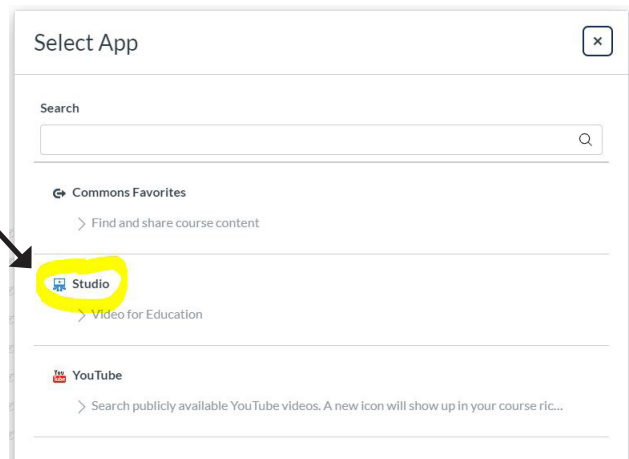
# Adding Your Video into a Course

Recording and uploading your video puts it into your “Studio Repository.” You still need to add (embed) the video into a content area of your course. Faculty can add the recording in Studio to almost any area of Canvas, including announcements, assignments, discussions, pages--anywhere there is a text box with the toolbar.

**1** Click the APPS “electric plug” button at the far right of the toolbar (you may have to click the three vertical dots to show more items).

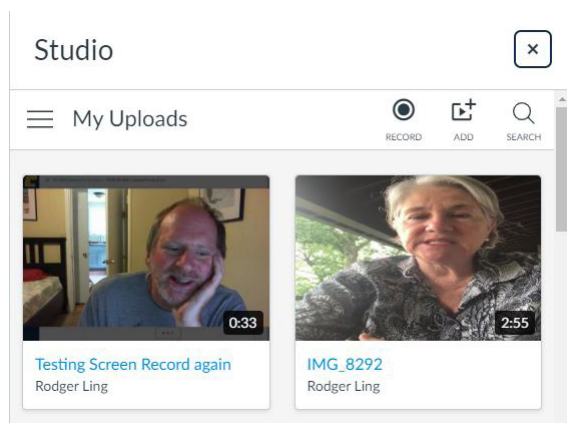


**2** Click the word “Studio” (even if it doesn’t appear to be a link). Ignore items below the word “studio” and click the word itself.



**3** **SELECT** your Studio video

Note: If the video you need is in a different course, click the three lines “hamburger” icon at the top left to search elsewhere.



**4** Choose whether to allow comments and downloads, then click **EMBED**.

Be sure to **SAVE** and remember to **PUBLISH** the item if you don’t do so immediately.

# Adding Captions, Tracking Views

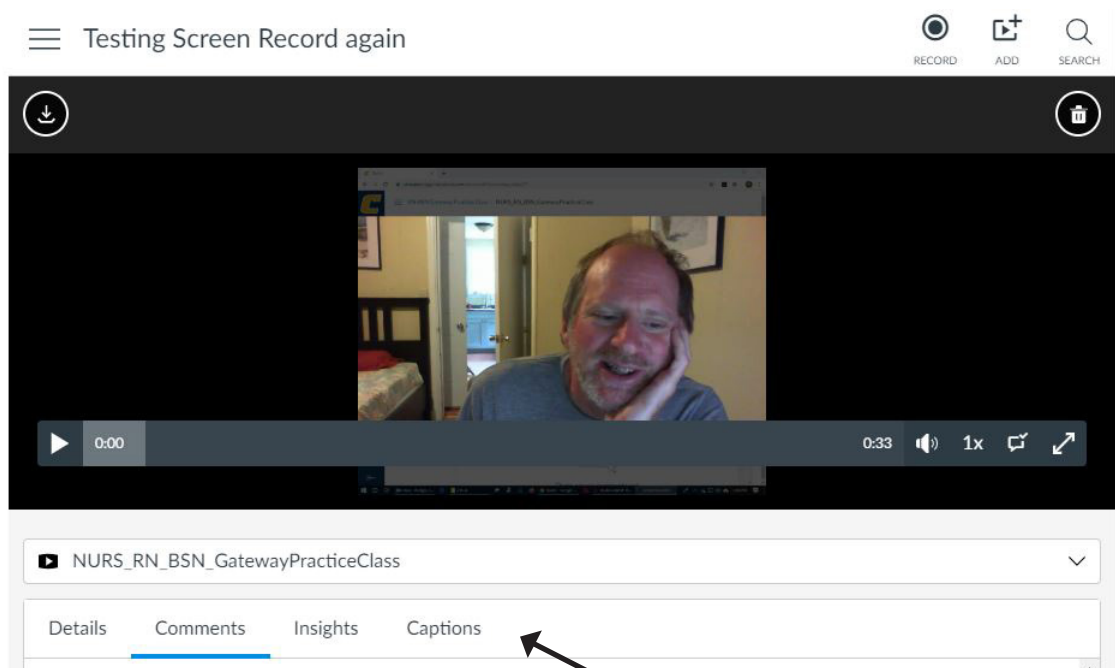
You can add automated captions (not 100% accurate but still useful). You can see who in your course has viewed the recording and how much of it was played.

1

Go into **STUDIO** from the main or course menu, **NOT** from the actual course item (page, discussion, etc.)

2

Click **VIEW** on the video and you'll see a screen tabbed items below.



↑  
**DETAILS** allows you to edit the name of the recording

↑  
**INSIGHTS** shows you who has viewed the video

↑  
**CAPTIONS** allows you to request captioning. You must then review and publish the captions.