Studio Guide

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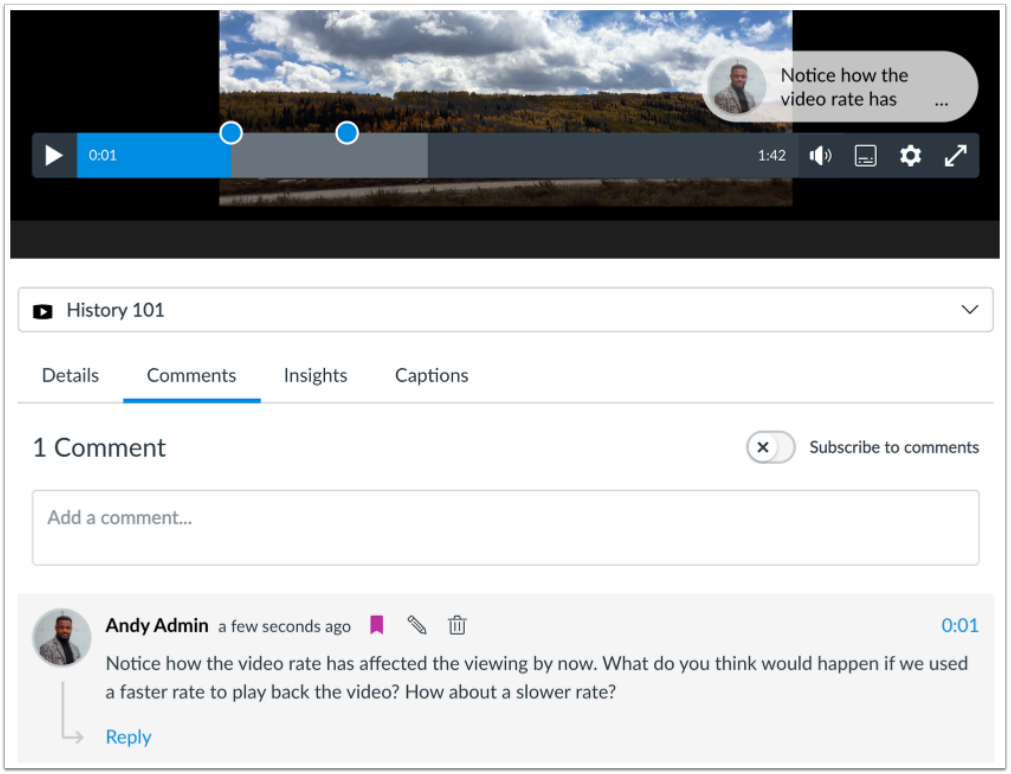
Studio Basics

What is Canvas Studio?

Canvas Studio is a communication tool that allows instructors and students to actively collaborate through video and audio media. Learn more about Studio on the Instructure website.

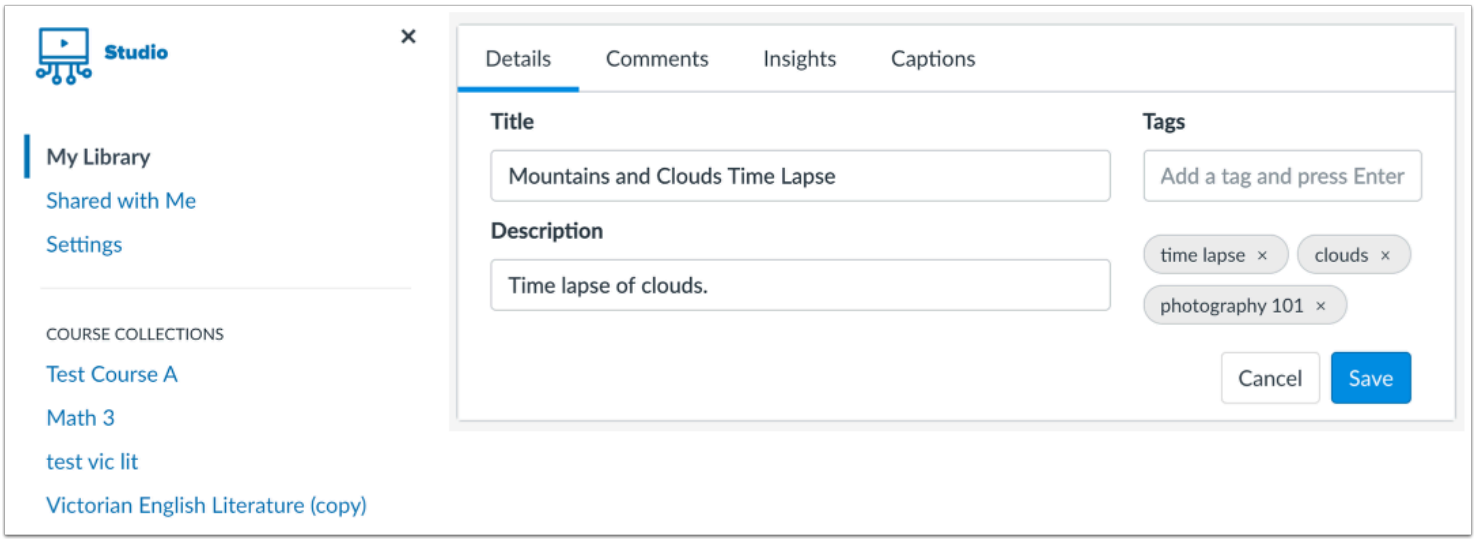
Student and Instructor Engagement



Studio's interface lets students and instructors engage with media content by commenting directly on the media timeline. Students can learn from each other's insights as well as from the instructor's direction and feedback.

Comments are noted with the posting time and date, along with the aligned time in the media. Comments can also be shown as inline comments in the timeline while viewing the media. Users can also post replies to comments as well, which can supplement the comments and are not part of the timeline display.

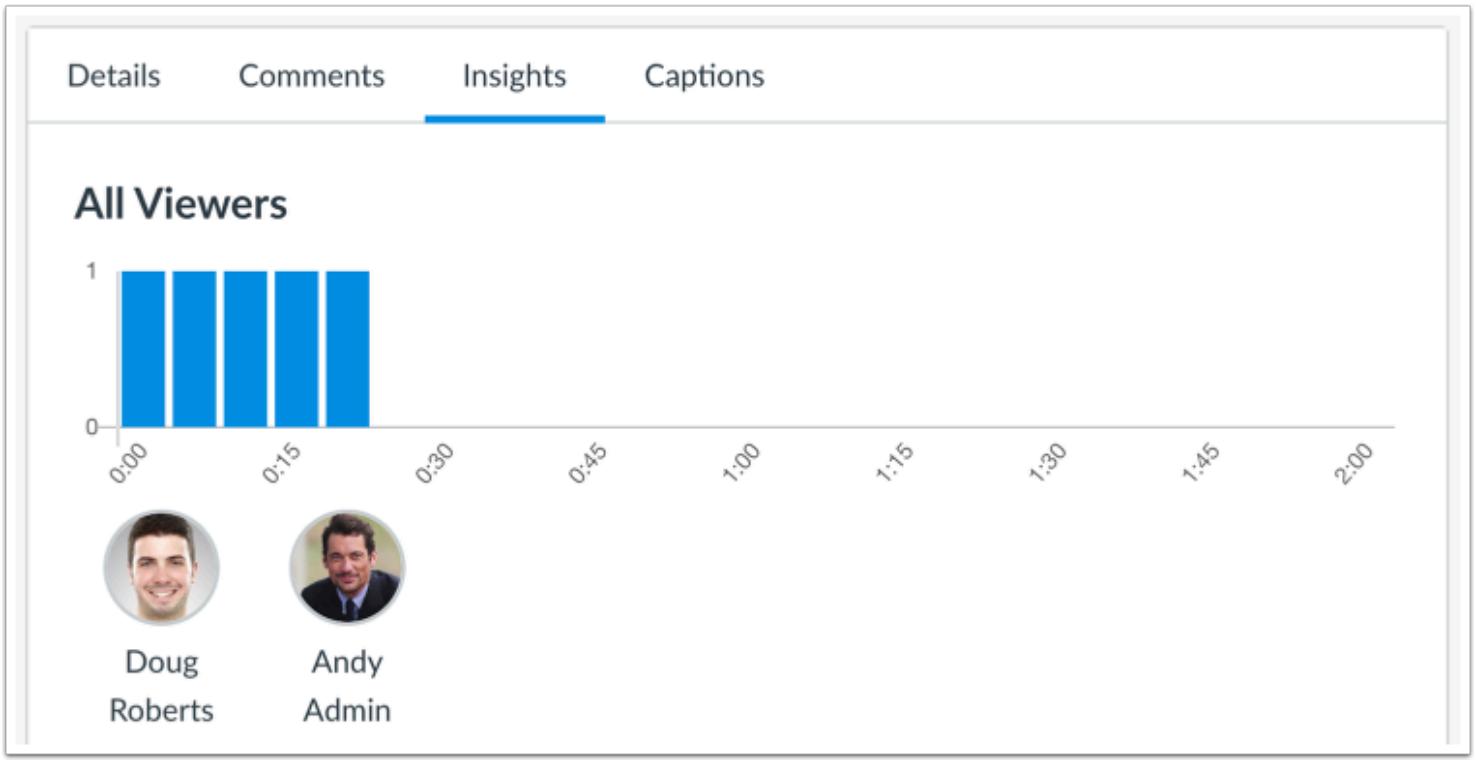
Asset Management



In a Studio account, Studio's asset management automatically organizes media to help users find content easily.

For instructors, any media added to a course is created as a separate collection so they can tag media for better organization and searchability.

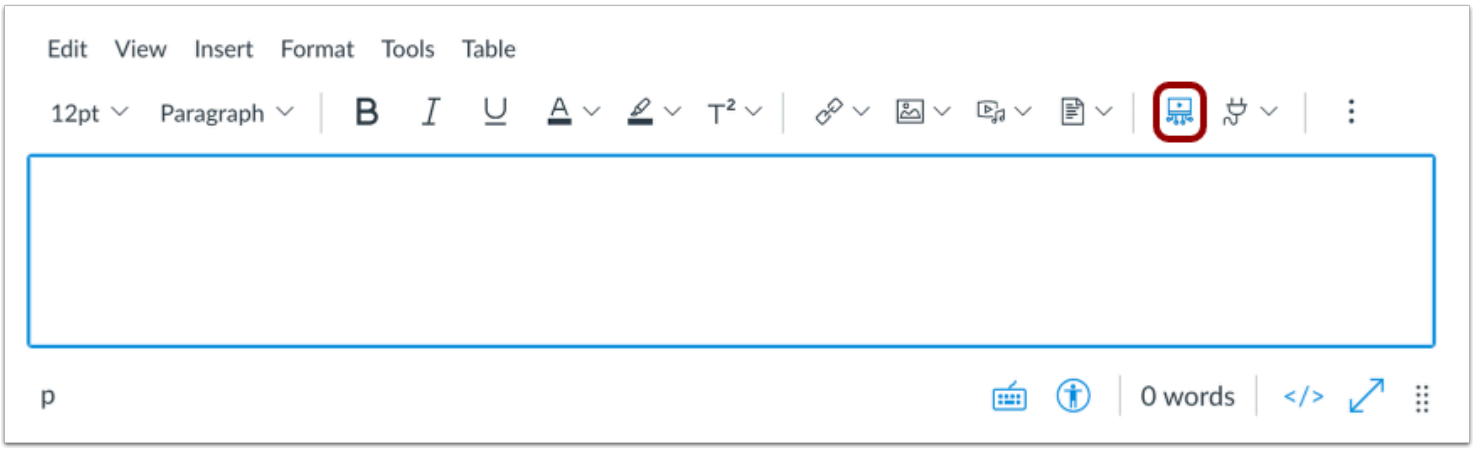
Analytics



Media owners can also view media engagement through user analytics. Unlike other media sites, Studio analyzes views on a per-user basis.

Studio's analytics allow instructors and administrators to quickly and easily analyze the media students are viewing, how long they are viewing, and when they stop viewing. This information allows instructors to optimize media to communicate critical information more effectively and monitor student behavior.

Canvas Integration



Studio integrates with Canvas for a seamless learning experience. Instructors can embed Studio media in a Canvas course through the Rich Content Editor, which is available in multiple feature areas including Assignments, Discussions, and Pages.

How do I access Canvas Studio?

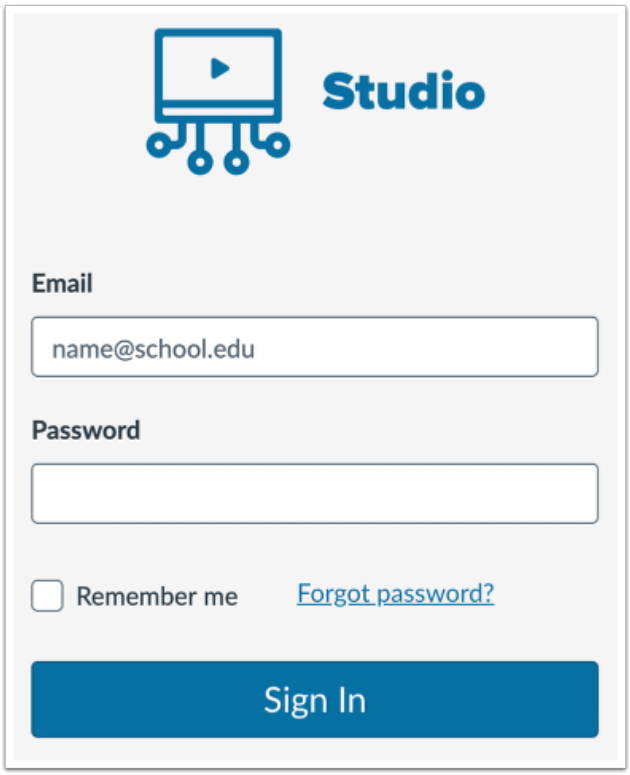
You may be able to access Canvas Studio using a standalone Canvas Studio site, or your institution may have configured the Canvas Studio integration for Canvas LMS.

You can use a Studio account to view, share, and comment on any uploaded video or audio media file.

Access Overview

- Users can upload and manage media files at any time
- Users who upload media are considered to be the media owner
- Media owners can manage all media settings and functionality including setting user details and viewing analytics
- Media owners can manage comments in their media
- Media owners can share media with other users and grant viewing or editing access
- Media always allow and display comments
- Media include a link and embed code to use in public sites (comments are never displayed)

Studio Site



If your institution uses a Canvas Studio site, you can access Canvas Studio from your institution's Studio site URL.

Additionally, a separate login site is provided for admins at institutions that use Studio with Canvas LMS. This site is separate from Canvas and is hosted in a separate URL. However, all other content in the Studio site is the same as in a Studio account.

Accessing this site requires an email invitation to create a user password. Any user who receives an email invitation can access the Studio site.

Access Overview

- Users must log in to a separate URL
- Users have the same access as standard Studio accounts
- Users with Studio admin roles can manage users

Note: If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Canvas

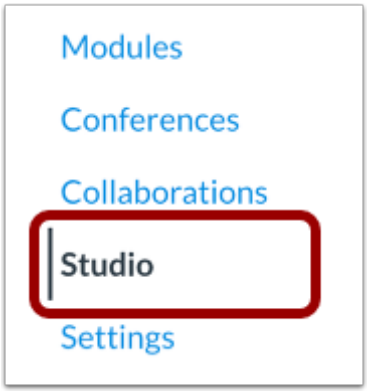
When integrated with Canvas LMS, Studio may be accessed from the Global Navigation menu, from the Course Navigation menu (for instructors), and as an external tool in the Rich Content Editor. The Canvas Studio integration allows for the seamless integration of media interaction in teaching and learning.

Canvas Global Navigation Menu

When Studio is enabled for all users at an instititution, the Global Navigation Menu displays a **Studio** link. You can access your Studio account from anywhere in Canvas.

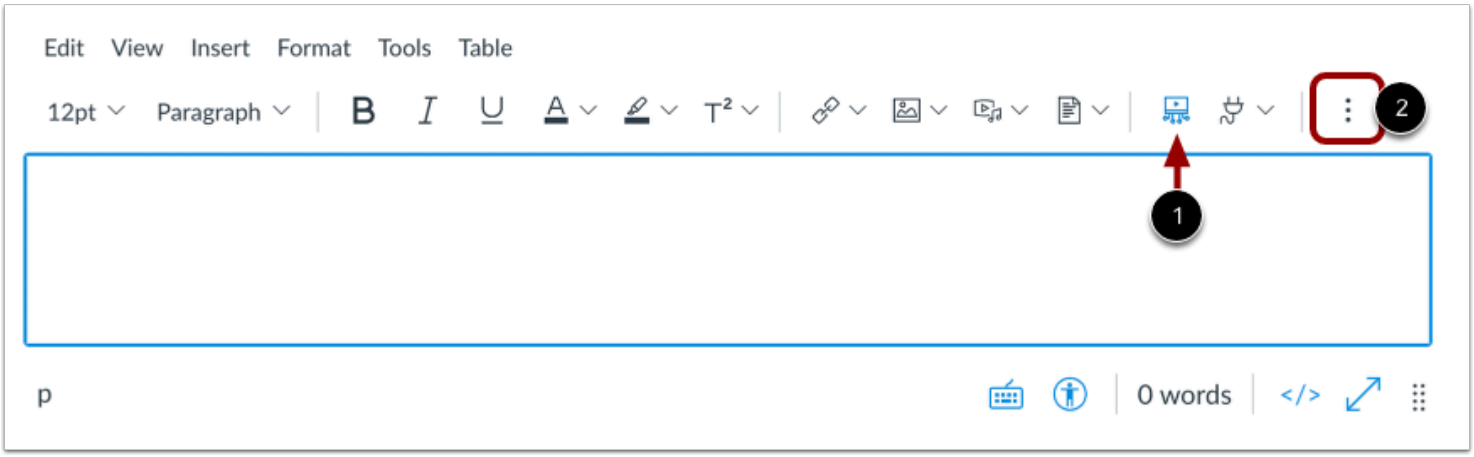
Note: If the Global Navigation Menu does not display a Studio link, you may still have access to Studio through the Rich Content Editor.

Course Navigation Link



Instructors can view and access their Canvas Studio account from the Course Navigation Studio link.

Rich Content Editor



Multiple Canvas features use the Rich Content Editor, including Assignments, Discussions, and Pages.

Even if you do not have direct access to Studio through the Global Navigation menu, you may be able to access Studio through the Rich Content Editor. However, access through the Rich Content Editor includes modified functionality and gives more control to the course instructor.

To open Studio, click the **Studio** icon [1]. If the icon does not display directly in the toolbar, you may need to click the **Options** icon [2].

Access Overview

- Users can only access their Studio account when using the Rich Content Editor, including media uploads
- Students who upload a media file in either a course or a group are not considered to be the video owner; a copy of the media is made for the course instructor to manage
- Media can be embedded with or without comments
- After media is embedded, instructors can manage all media settings and functionality for course media including setting user details and viewing analytics
- Instructors can manage comments in all course media
- Existing comments in embedded media are not included in course copies.

How do I use Canvas Studio?

A Canvas Studio account allows you to manage all your Studio media at any time. You can view, share, and comment on any uploaded video or audio media file.

When Studio is integrated with Canvas, users with instructor roles can also embed media within their courses.

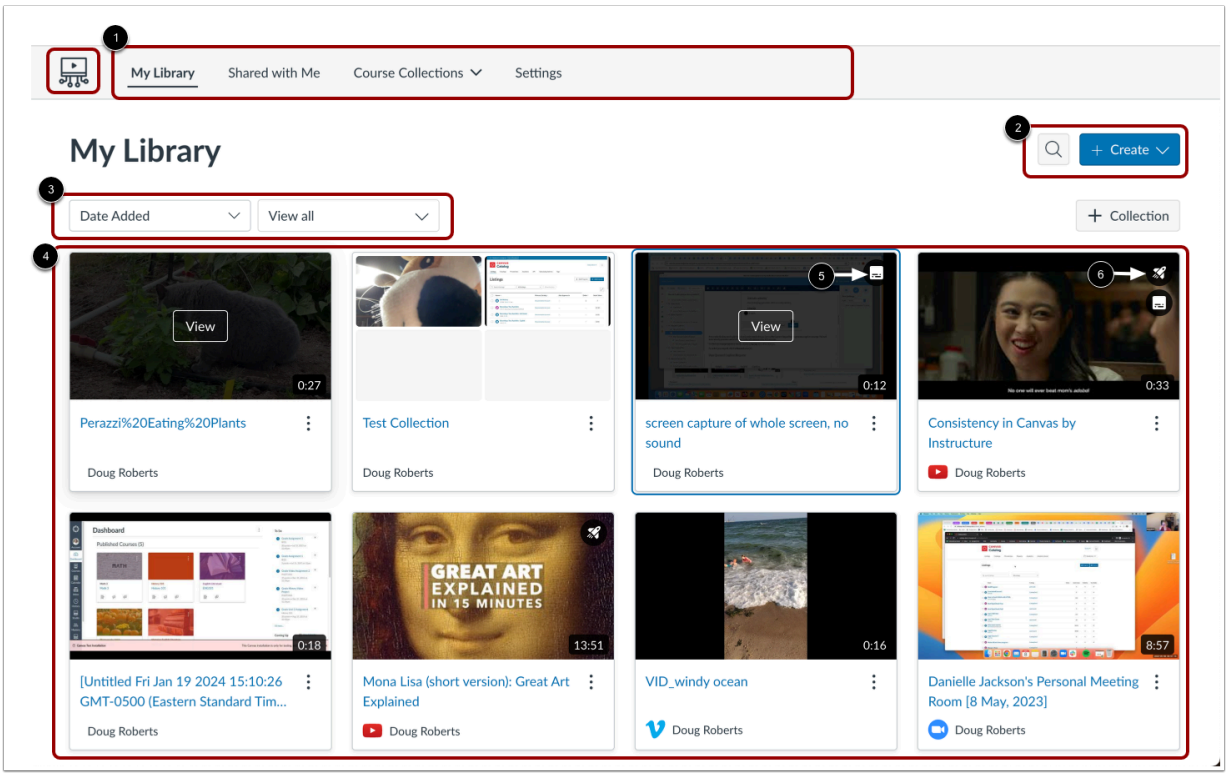
Media editing and management features are also available. For example, you can edit media, view insight analytics, and add captioning.

Most commonly, Studio accounts are integrated with Canvas and can be accessed through your institution's Global Navigation Menu. However, Studio can also be accessed through a separate Studio site (most commonly for admins). Learn more about accessing Canvas Studio.

Notes:

- If your Canvas Global Navigation Menu does not include a link to Studio, and your institution did not provide you with an email to log into the Studio site, you can always access Studio through the Rich Content Editor Studio icon, though full functionality is limited. If you are an instructor, you can also access Studio through the Course Navigation Menu.
- The Canvas Studio Media Player supports keyboard shortcuts. View the Studio Media Player Keyboard Shortcuts document.

View Canvas Studio

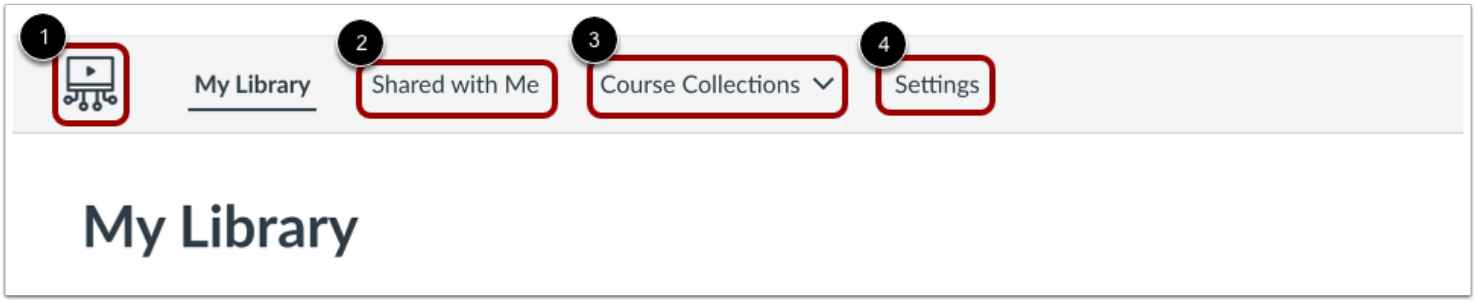


In Canvas Studio, the My Library page displays a Navigation Toolbar [1], Search and Create buttons [2], and filtering options [3].

All media and media collections in your library display in preview tiles [4]. By default, the most recently uploaded media displays first.

Media that includes captioning displays a Caption icon [5], and media that includes a video quiz displays a Quiz icon [6].

View Studio Navigation Toolbar



To return to the My Library page from any other page, click the **Home** icon [1].

To view all media that has been shared with you, click the **Shared with Me** tab [2].

To view all of your course collections, click the **Course Collections** drop-down menu [3].

To view your Groups, Conferences, and Integrations, and manage your personal captioning settings, click the **Settings** tab [4].

Note: The Studio Navigation Toolbar displays at the top of every page.

Search and Sort Media

Your media library displays all of your media and media collections with the most recently added or displayed first.

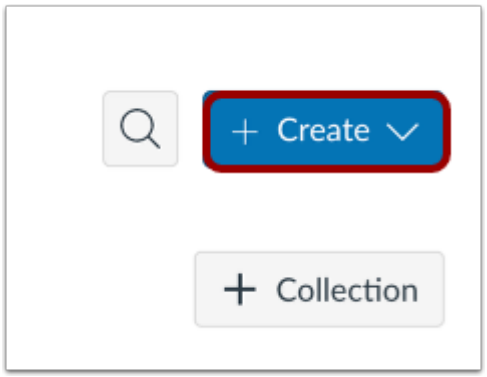
To sort the files by name, click the **Sort by** drop-down menu [1].

To filter by collection, individual file, or captioning status, click the **Filter by** drop-down menu [2].

To search for a media item, click the **Search icon** [3].

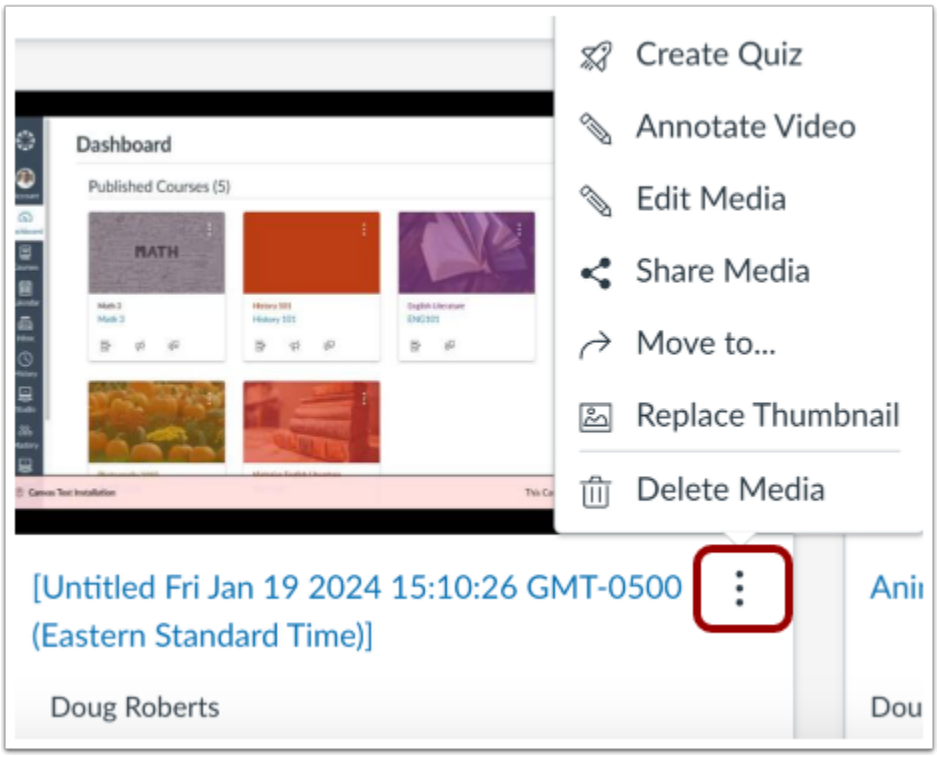
To create a new collection in the media library, click the **Add Collection** button [4]. Learn more about collections.

Add Media



To add media using screen capture, a webcam, or a file upload, click the **Create** button.

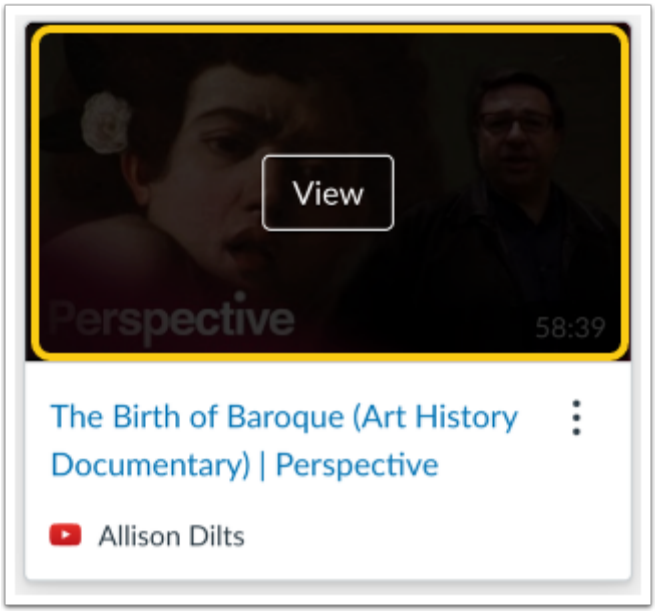
Edit Media



To view media editing options, click the **Options** icon.

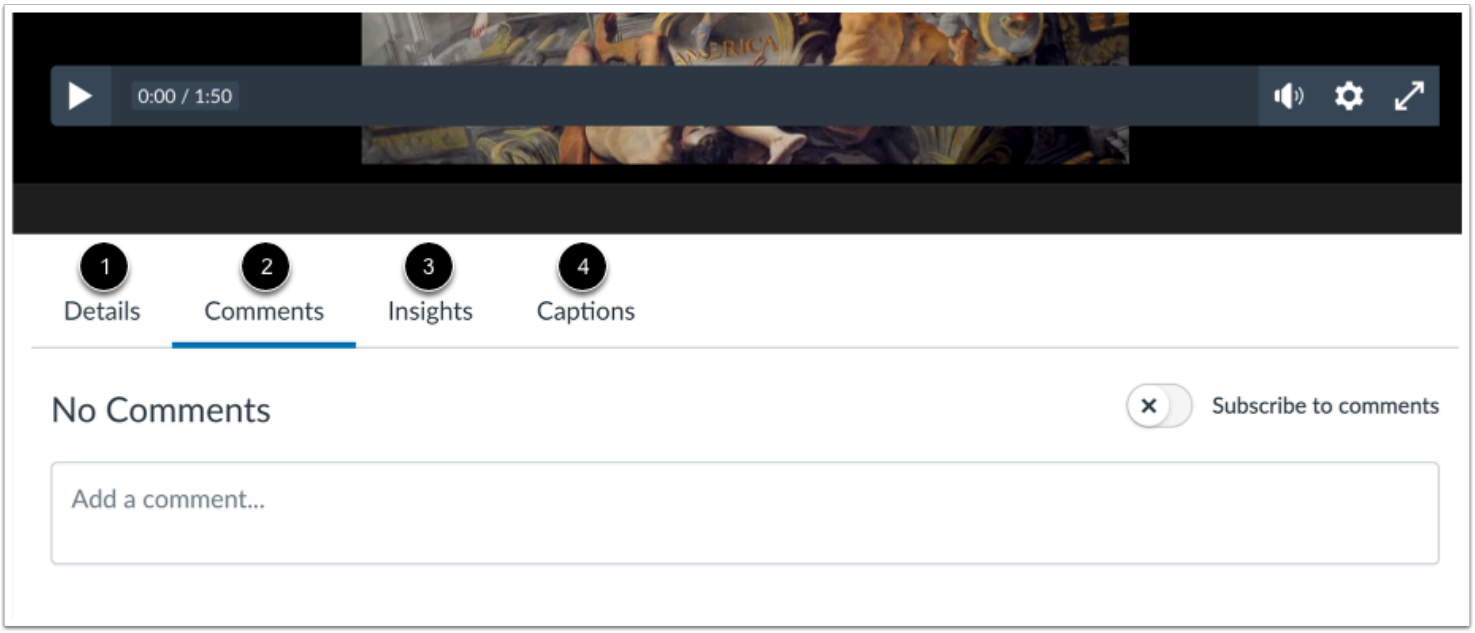
Learn more about creating video quizzes, annotating a video, editing media, sharing media with users or through a public link, moving media, replacing thumbnails, and deleting Studio media.

View Media



To view the media, click the media thumbnail.

Manage Media



Media tabs give you access to media details [1], comments [2], viewership insights [3], and the ability to create, upload, or request automatic captions [4].

How do I log in to an institution's Canvas Studio site?

If you receive an email welcoming you to Canvas Studio, you need to verify your account by setting up a password. This password is used to access a specific Studio site separate from Canvas. When you accept the account invitation, the login page displays the URL you should use to manage and access Studio.

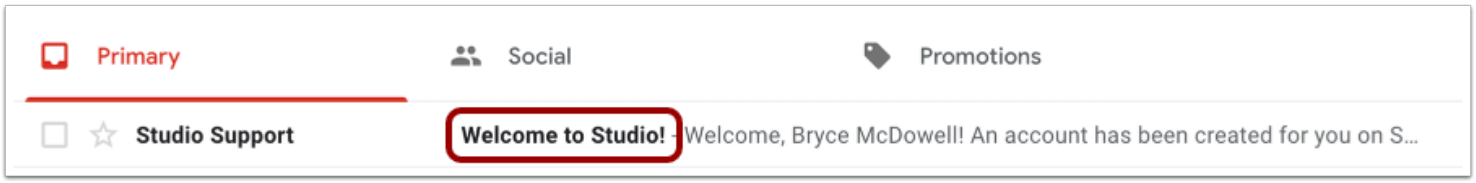
Most commonly, email invitations are only sent to users who are invited to Studio as admins. You can manage your Studio admin settings in Canvas.

The password you create for your Studio site currently does not sync with your Canvas login, so for best results, create the same password for Studio that you use for Canvas. If you choose a different password, you can reset your password in your Studio site at any time using the password reset link.

If your institution enables Canvas authentication, you can log into your Studio site using your Canvas credentials.

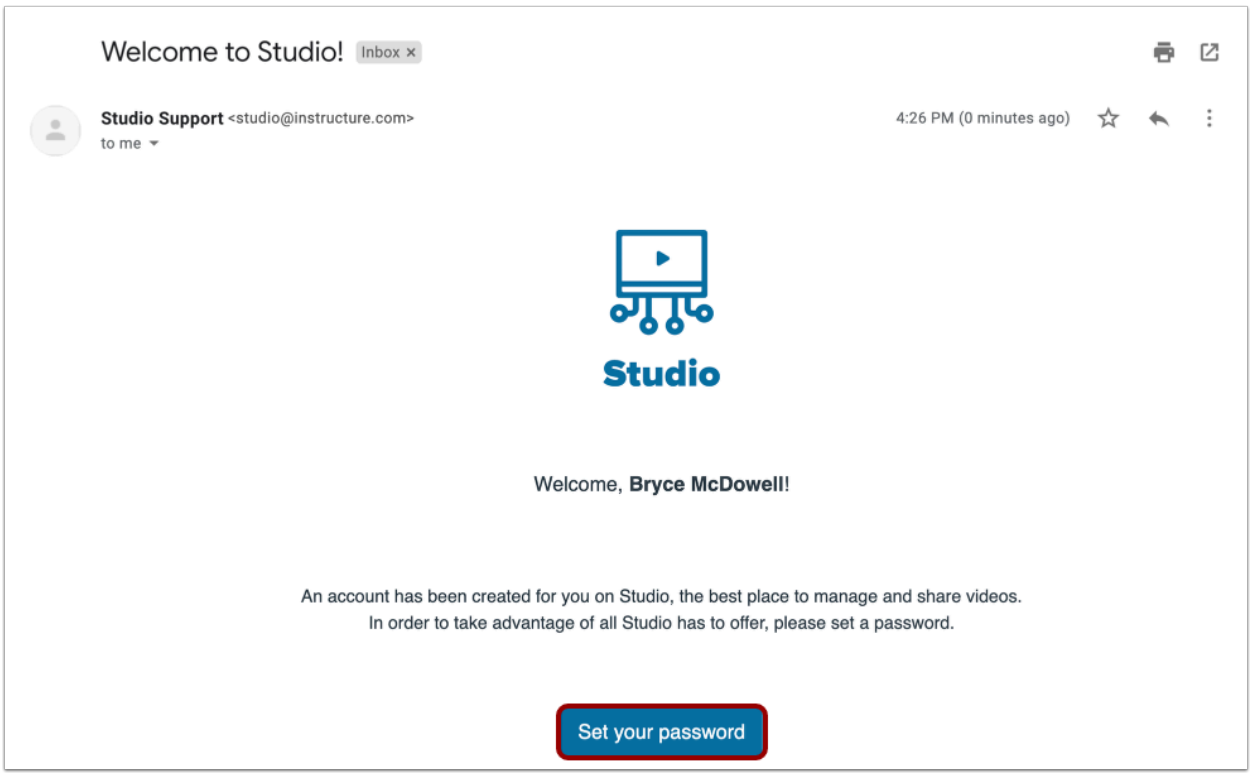
Except for the Studio site user menu, Studio sites display the same content as found in an Studio account.

Open Email



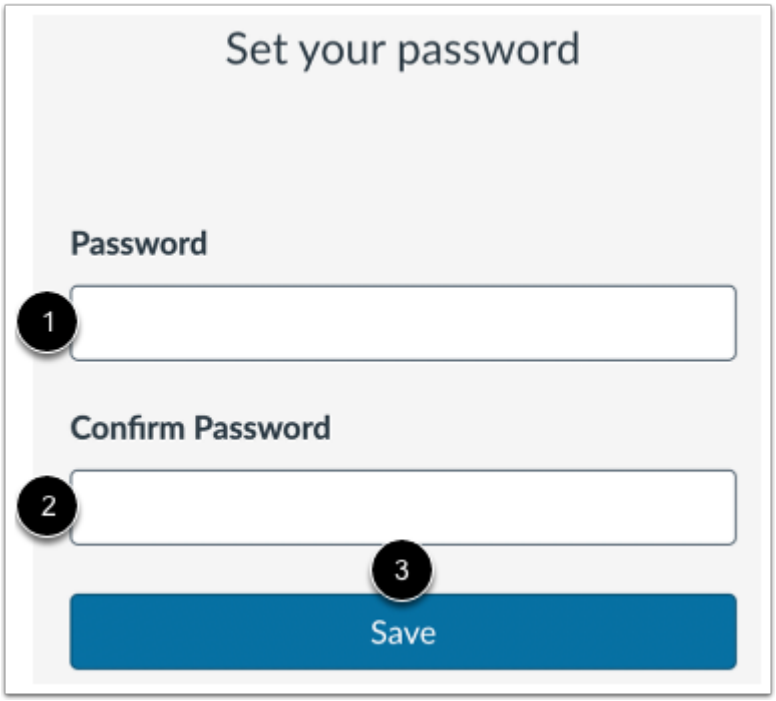
In your email inbox, open the welcome email. The subject line is *Welcome to Studio!*

Set Password



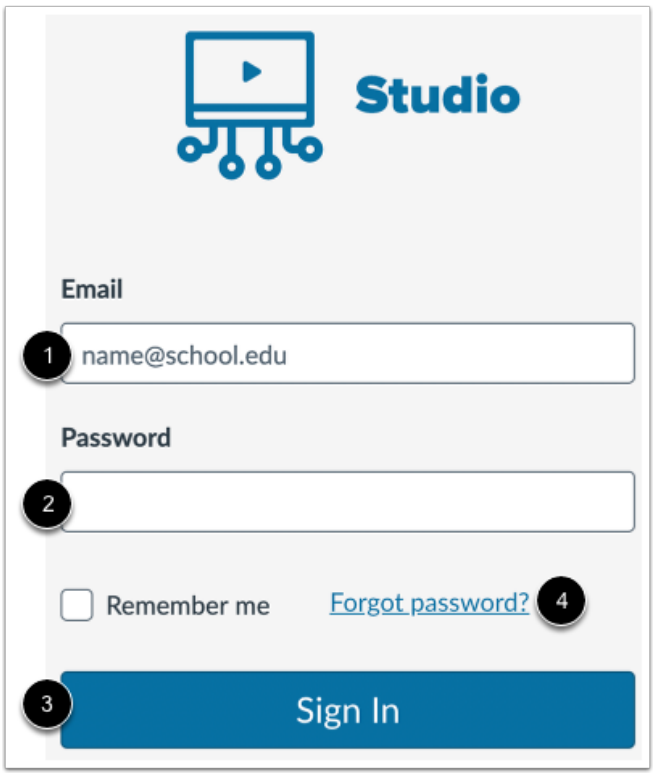
Click the **Set your password** link.

Create and Confirm Password



Enter a password for your account In the **Password** field [1]. Re-enter the same password in the **Confirm Password** field [2]. Click the **Save** button [3].

Log in to Studio



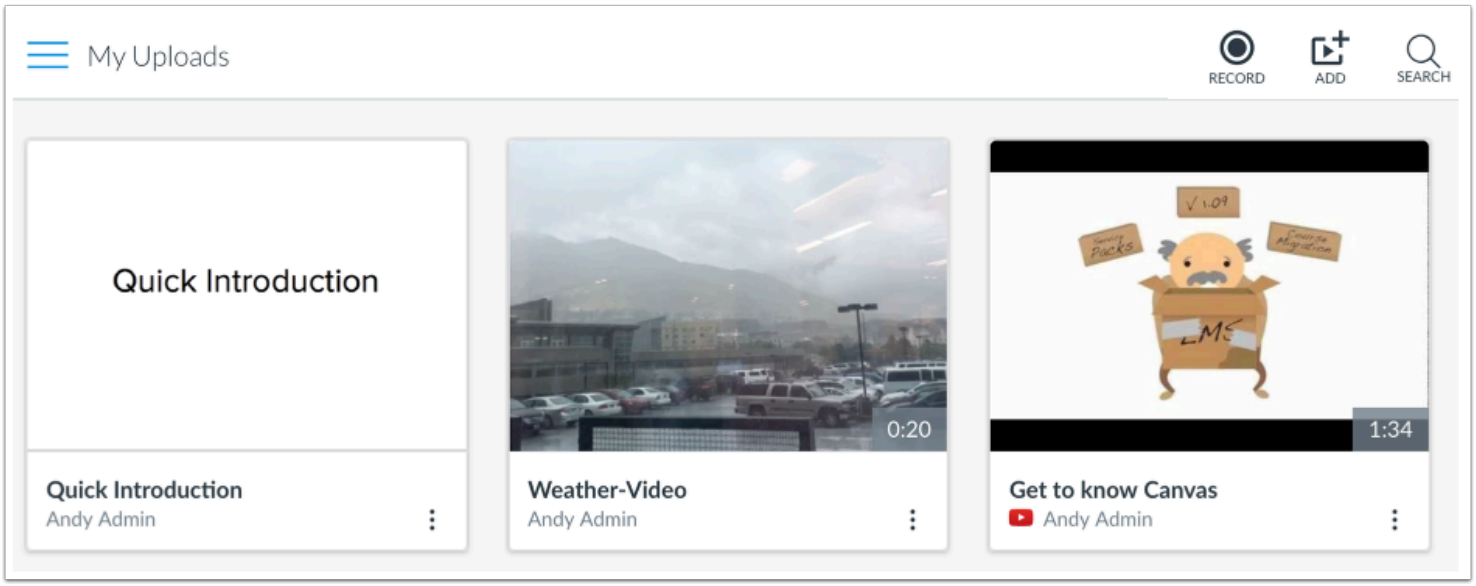
The password page refreshes and displays the login page for your Studio admin management site. You may want to bookmark this URL.

In the login page, enter your email address [1] and password [2]. Click the **Sign In** button [3]. If you forgot your password, click the **Forgot password?** link [4].

Notes:

- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

View Studio

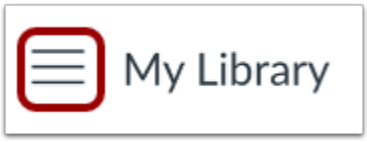


View your account in your Studio site.

How do I log out of a Canvas Studio site?

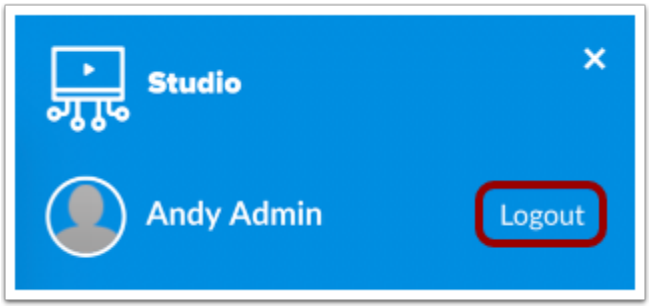
When you are finished in your Canvas Studio site, you can log out of your account.

Open Navigation Menu



Click the **Navigation Menu** icon.

Log Out



Click the **Log Out** button.

What file formats does Canvas Studio support?

Canvas Studio supports video and audio playback and can upload specific media files up to 10 GB.

Supported Video Formats

Studio supports H.264 video playback.

Studio will accept the following video files for playback:

- flv – Flash Video
- asf – Windows Media
- qt – Apple QuickTime
- mov – Apple QuickTime
- mpg – Digital Video Format
- mpeg – Digital Video Format
- avi – Digital Video Format
- m4v – Digital Video Format
- wmv – Windows Media
- mp4 – Digital Video Format
- 3gp – Multimedia Mobile Format

Why did my video upload fail?

There are a few common things that cause uploaded videos to fail processing:

1. Your Quicktime file has external references. Quicktime allows you to edit videos, including adding pieces of separate video files. Unfortunately, saving from Quicktime merely references pieces of separate videos, which means that they're not included in the file that's uploaded.
2. Your video file contains a portion of either audio or video that is not supported.
3. Your video file is corrupt or its format is unidentifiable and doesn't match the file extension.

Supported Audio Formats

Studio will accept the following audio files for playback:

- mp3 – Digital Audio Format
- wma – Windows Media Audio
- wav – Waveform Audio File Format

Supported External Video Formats

Studio will accept videos from the following streaming platforms for playback:

- YouTube
- Vimeo

Note: Admins can restrict users from adding media via YouTube or Vimeo.

What are the computer specifications for Canvas Studio?

This is a list of basic computer system requirements to use Canvas Studio. It is always recommended to use the most up-to-date versions and better connections. Studio will still run with the minimum specifications, but you may experience slower loading times.

Screen Size

Studio is best viewed at a minimum resolution of 800x600.

Operating Systems

- Windows 8.1 and newer
- Mac OSX 10.6 and newer
- Linux - Chrome OS
- Chromebook - Chrome OS

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Internet Speed

- Along with compatibility and web standards, Studio has been carefully crafted to accommodate low bandwidth environments
- Minimum of 512kbps

Screen Readers

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Firefox; we currently do not support the Edge browser for accessibility)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Studio in Chrome

Learn more about supported accessibility in Studio.

Supported Browsers

Studio supports Canvas browsers.

Languages

The Studio user interface inherits the browser's set language.

Studio on Mobile Devices

The Studio interface is optimized for desktop displays and is not officially supported on mobile browsers.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari
- Chrome
- Photon Flash Player (supports Flash)

Android

- Internet
- Firefox
- Chrome

Note: Android default browser varies per mobile device.

Canvas Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

How do I install the Screencast-o-Matic screen capture application?

The Screencast-o-Matic screen capture application can be downloaded and installed on both Microsoft Windows and Mac computers.

As an IT admin, you can install the screen capture application for Studio on common-use computers. You also have the option to silently install the screen capture application on users' computers within your organization.

Note: Screencast-o-Matic is required to record screen captures using Safari or Firefox browsers. It can also be used with Chrome or Edge browsers, but for those users, the Canvas Studio Capture option is recommended.

Download Installer for Windows

To download the screen capture application for Windows, open the following URL: https://files.instructuremedia.com/som/install/InstallScreenRecorderLauncher-2.20.3-JRE14-au.exe.

Once the installer is downloaded, run it with the /S install option to silently install the package to the computers.

Notes:

- The version number of the downloaded installer may change. Confirm the version number in the download before running the silent install command.
- This installer requires admin privileges. A version that doesn't require admin privileges is available from Studio while accessing the Screen Capture option.
- Silent install is compatible with device management software such as Intune or Airwatch. Installs are updated automatically, so maintenance of upgrades will be minimal. No other configuration options are required during install as further options are set up and synchronized automatically once a user launches the application.

Download for Mac

To download the screen capture application for Mac, open the following url: https://tw.instructuremedia.com/som_download/mac?version=somjre14.

To install the application, open the downloaded **dmg file** and start the "**Screen Recorder Launcher Setup**" from the Finder window.

Note: This installer works with both admin and non-admin privileges.

FAQ: What happens to a user's Canvas Studio media after they leave my institution?

Do admins have access to a user's Canvas Studio media if the user leaves the institution?

Yes, admins can access a user's Canvas Studio media at the course level. An admin can also export Canvas Studio media.

Admins can also ask the faculty member or student leaving the institution to group their media in a collection and share the collection with the admin.

Does a user's Canvas Studio media stay at the course level?

Yes, the user's media is associated with their user role. If a course-level user uploads or adds media to their library in Canvas Studio, their media is also accessible at the course level.

If a user has left my institution, can their videos be imported and exported to future courses?

Yes, you can make a course copy of their course and the existing embedded videos will be preserved. If the existing embedded videos are not preserved in the course copy, contact Canvas Support for help.

Copied courses can also be exported and used for import.

Studio Media Management

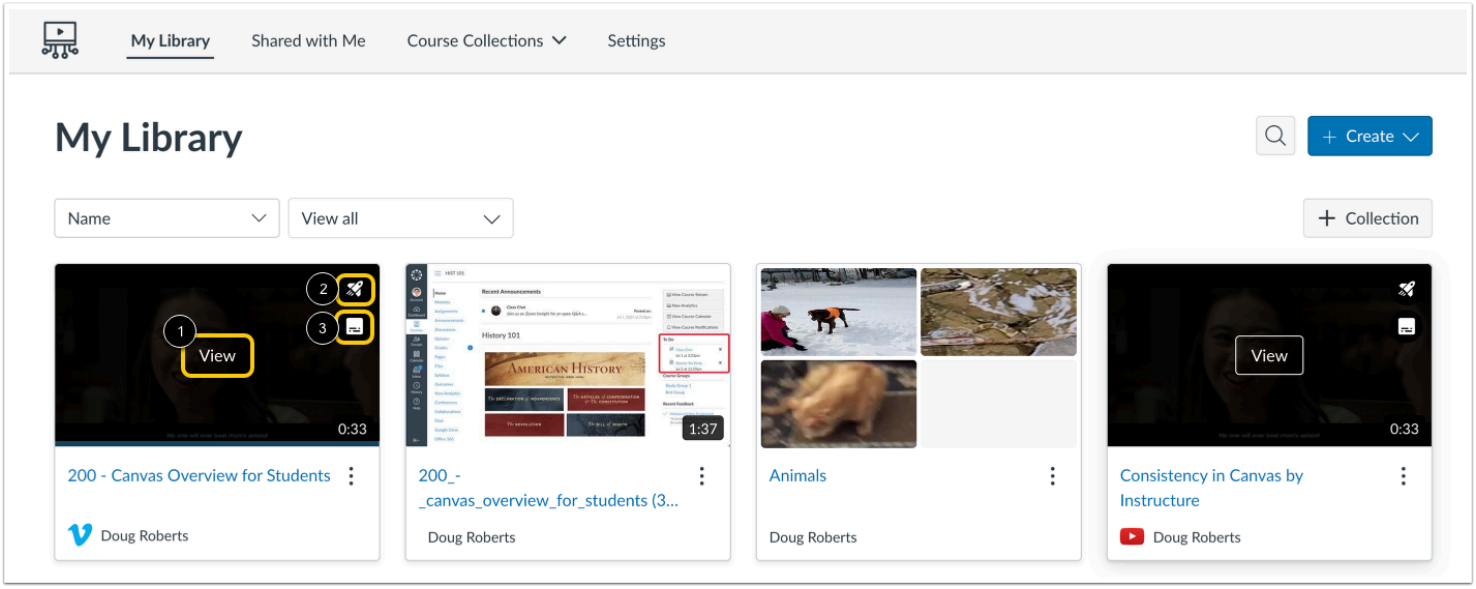
How do I play a media file in Canvas Studio?

In Canvas Studio, the media player includes a variety of options you can use to manage your viewing experience.

If your institution uses the Canvas Studio LTI in Canvas LMS, Studio media may be embedded as part of a Canvas course page or group content via the Rich Content Editor. Embedded media in Canvas may or may not include the comments feature.

Note: The Canvas Studio Media Player supports keyboard shortcuts. View the Studio Media Player Keyboard Shortcuts document.

Open Media



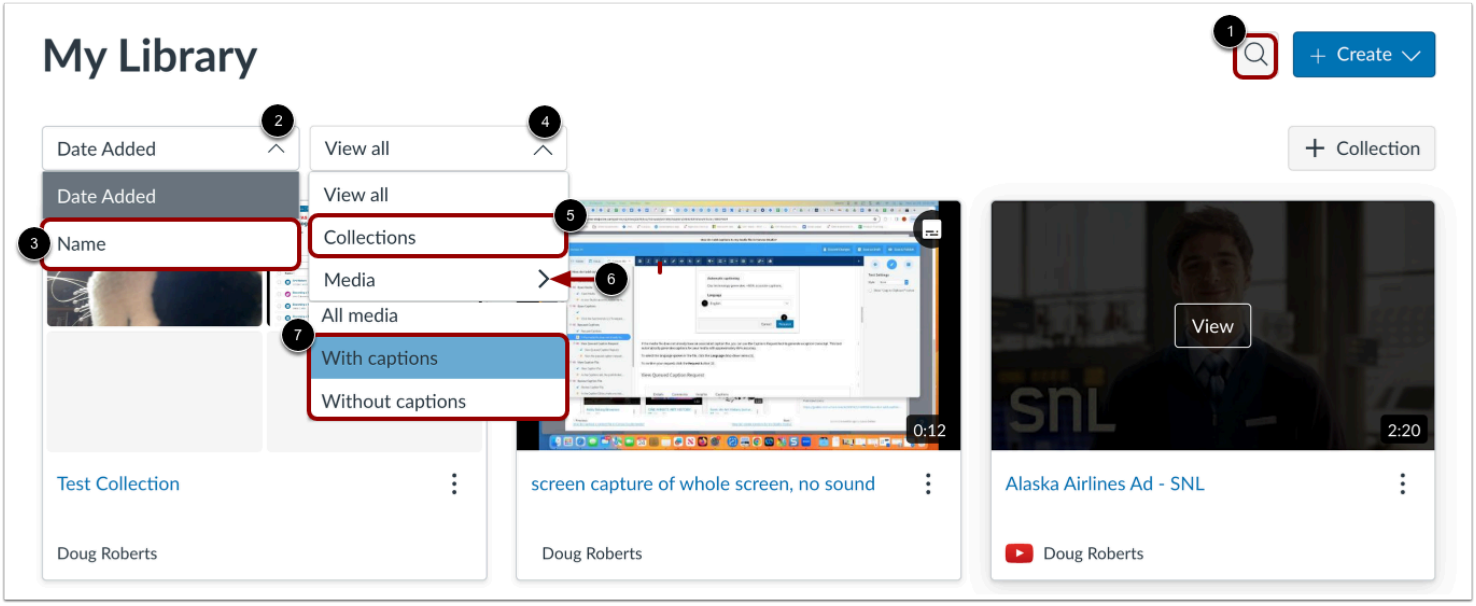
In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To open a media file, hover the cursor over the preview tile and click the **View** link [1].

Media that includes a video quiz displays the Quiz icon [2].

Media that includes captioning displays a Caption icon [3].

Search and Filter Library

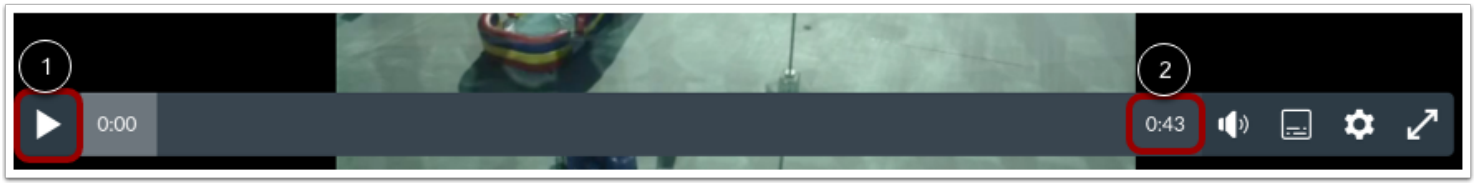


To search for a specific media item, click the **Search** icon [1].

By default, most recently added media displays first. To display media in alphabetic order by name, click the **Sort By** drop-down menu [2]. Then, click the **Name** link [3].

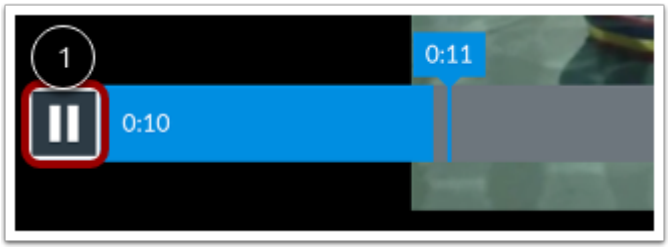
By default, all media in the library displays. To view only media collections, click the **Filter By** drop-down menu [4]. Then, click the **Collections** link [5]. To view media by caption status, click the **Media** drop-down menu [6]. Then, click a caption status option [7].

Play Media



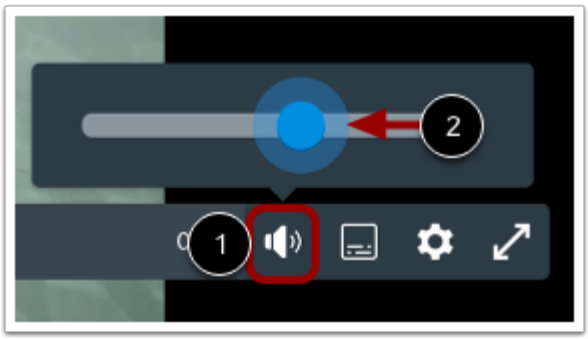
To play the video or audio file, click the **Play** button [1]. View the total length of the media in the timeline [2].

View Timeline



To pause the media as it plays, click the **Pause** button [1]. As the media plays, the numbers will change to indicate the elapsed time in the media.

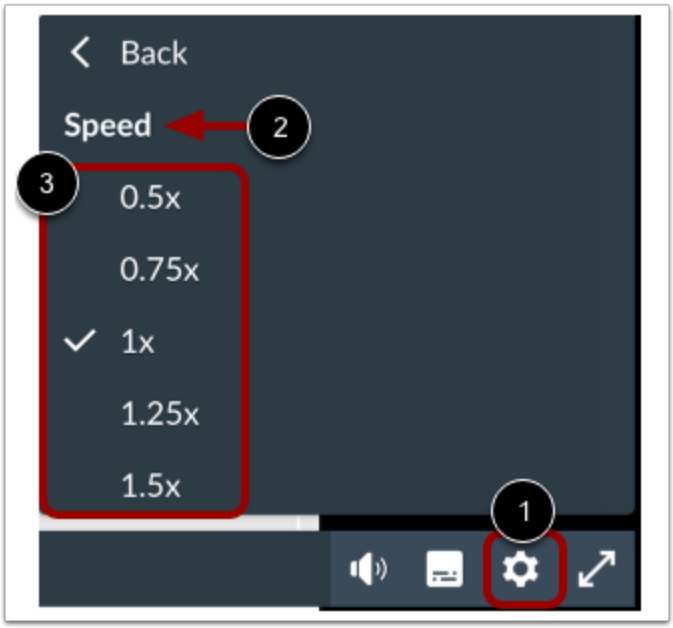
Set Volume



To set the playback volume for the media, click the **Volume** button [1] then click and drag the volume indicator [2]. To decrease the volume, move the indicator to the left. To increate the volume, move the indicator to the right.

Note: Playback volume is based on the current volume set for your computer. You may also have to adjust the volume for your computer output.

Set Playback Speed



To set the playback speed of the media, click the **Media Settings** icon [1], then select the **Speed** option [2]. By default, the media plays at the set original speed (1x). You can slow the media playback (0.5x or 0.75x) or increase the playback speed (1.25x, 1.5x, or 2x). To manage the playback speed, select an option [3].

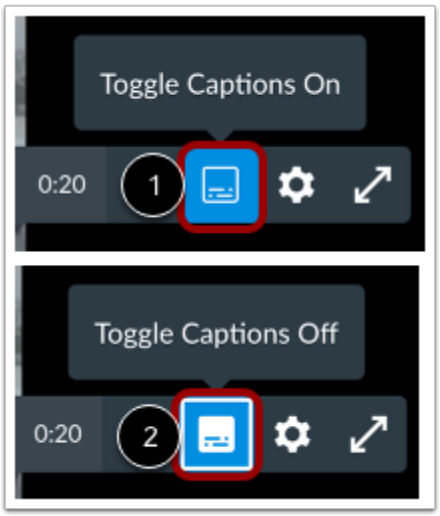
Note: You cannot change the playback speed for media uploaded from YouTube and Vimeo.

View Full Screen

To view the video in full screen, click the **Full Screen** icon.

Note: Not all media uploads include a full screen option.

Toggle Captions

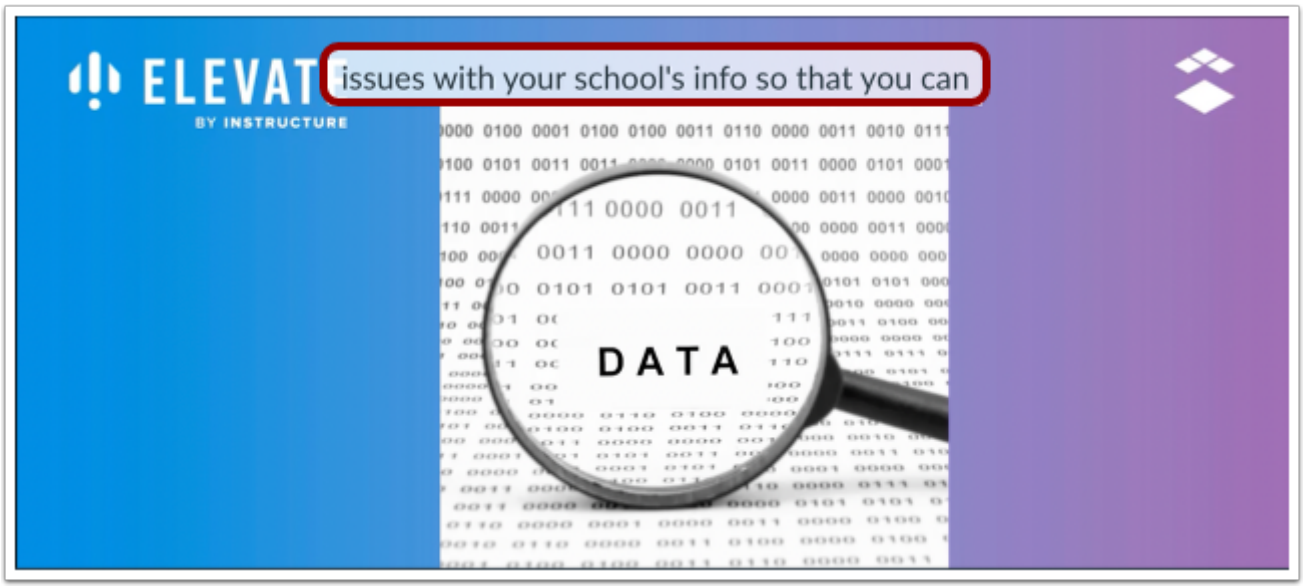


If the media file includes a caption transcript, you can turn captions on and off from the media player.

To enable captions for the media, click the **Toggle Captions On** icon [1].

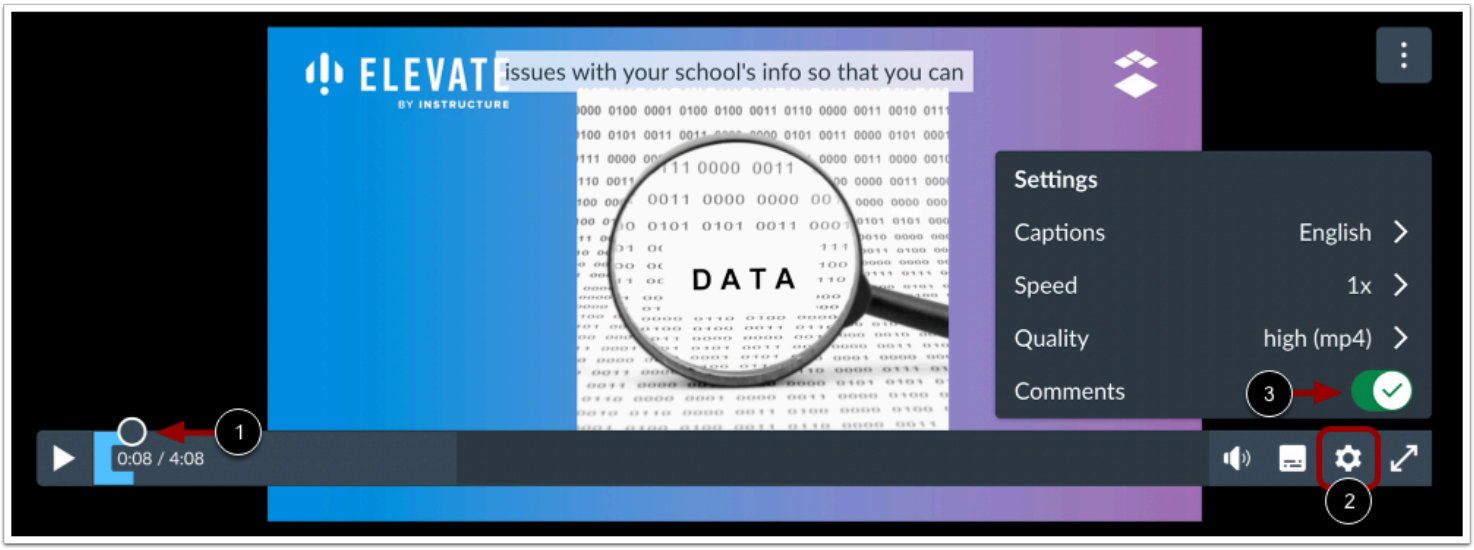
To turn off captions, click the **Toggle Captions Off** icon [2].

View Captions



When closed captioning is enabled, you can view the text as the video plays. The media player also includes a variety of options you can use to customize your caption viewing experience.

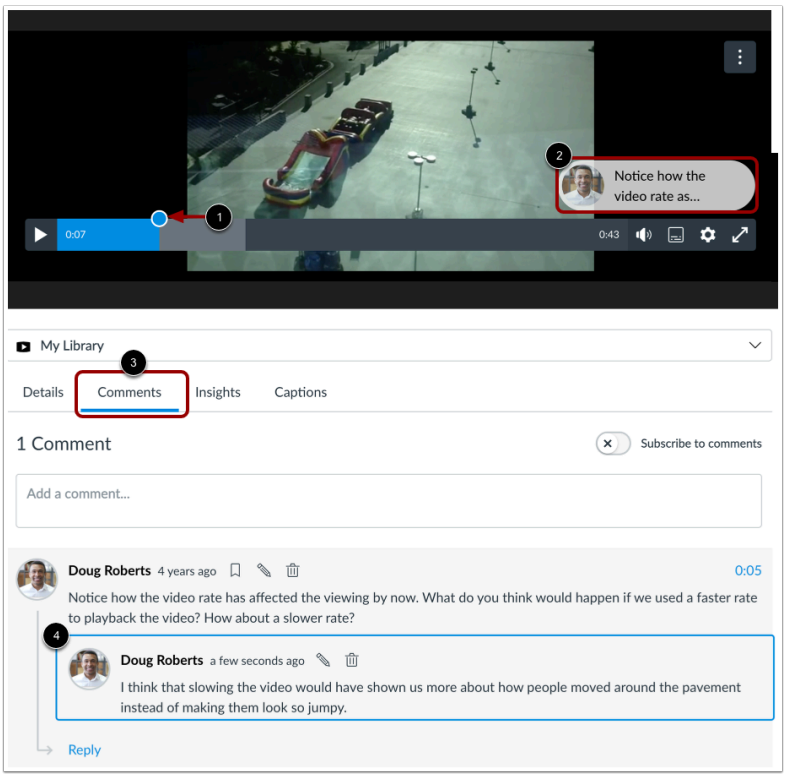
View Comments



If your media includes inline comments [1], they will display by default. To manage displayed inline comments in your media, click the **Media Settings** icon [2] and click the **Comments** toggle [3].

Note: You can only turn inline comments to display all or to display none. You cannot manage individual inline comment display settings.

View Comment Timeline



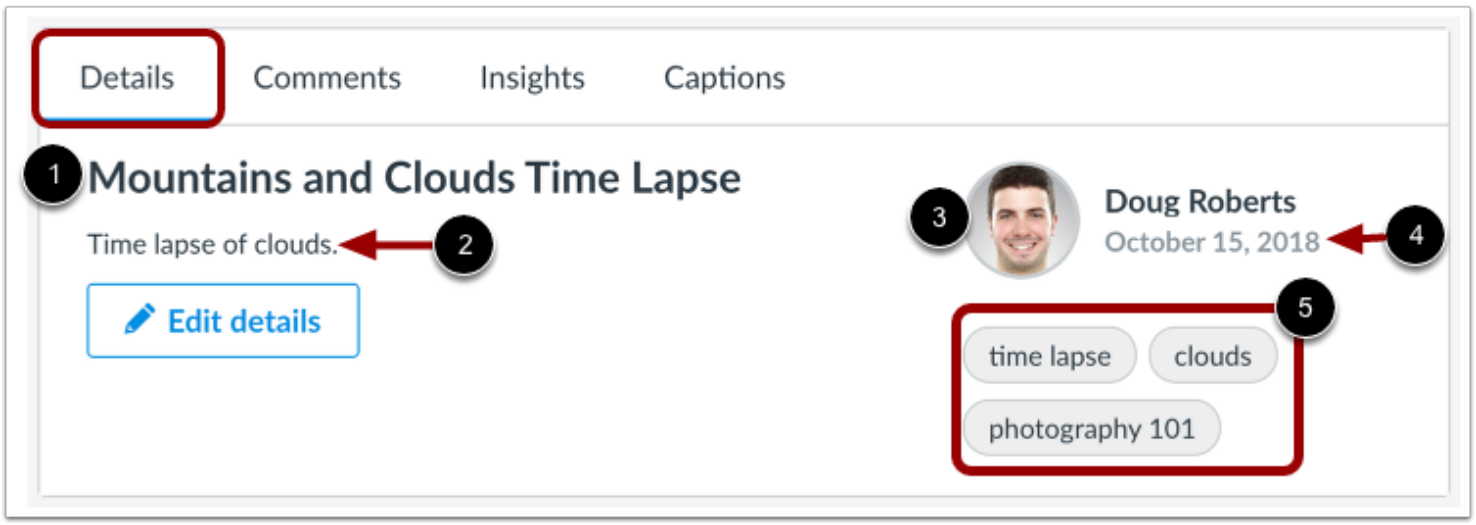
When inline comments are turned on, timeline dots indicate comments added by a user [1]. A comment preview also displays in the media player [2].

You can view comments directly in the **Comments** tab [3]. Comments are arranged chronologically by time and are highlighted as they appear in the media timeline.

Comments can also include replies from other users [4]. Studio displays the first five replies. However, if a comment includes more than five replies, you can load additional replies.

Note: If there are more than 100 comments in a video or audio file, the inline comments option is automatically turned off. However, comments still display in the Comments tab.

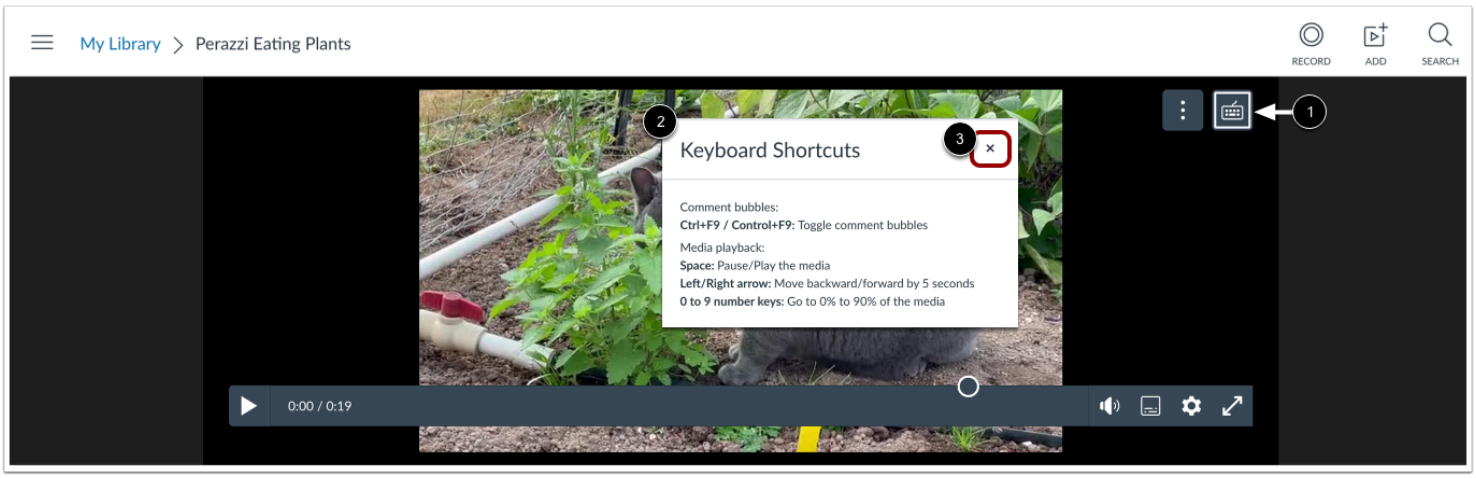
View Media Details



If your media includes comments, you can also view the details of the video or audio file. The **Details** tab shows the name of the video [1], the description [2], the profile picture (if supported) and name of the user who uploaded the media [3], the date the media was uploaded [4], and any tags associated with the media [5].

Note: If you uploaded the media, you can also view the **Edit Details** button, which allows you to edit the details of the media.

View Keyboard Shortcuts



You can navigate through the Studio media viewer with your keyboard by pressing the **Tab** key consecutively. This is an accessibility feature for keyboard-only users.

Press the **Tab** key to cycle through the onscreen navigation items until the Keyboard Shortcuts icon displays in the Studio media viewer [1]. Then, press the **Enter** or **Return** key.

The Keyboard Shortcuts window displays common keyboard shortcuts you can use in the Studio media viewer [2].

To close the Keyboard Shortcuts window, click the **Close** button [3].

How do I upload media files in my Canvas Studio account?

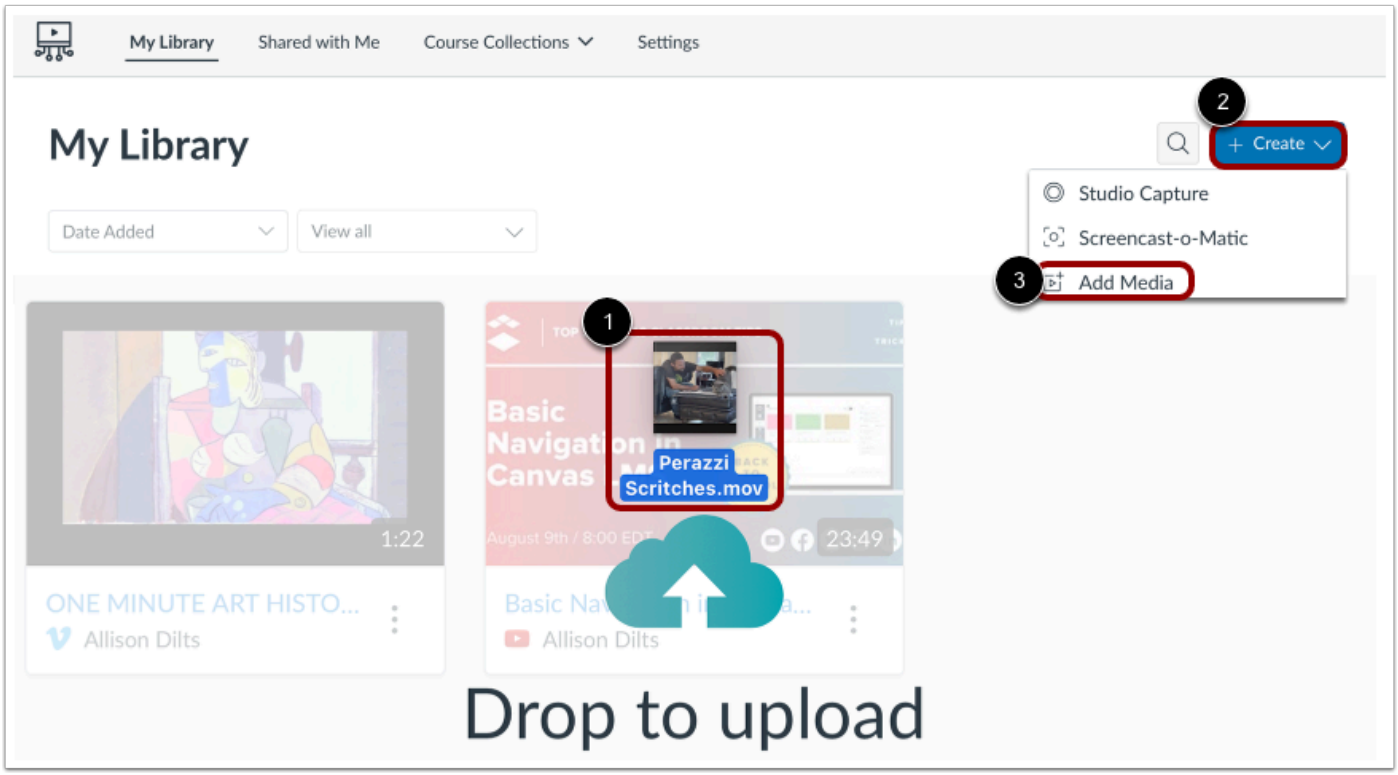
In Canvas Studio, you can upload media files from your device by dragging and dropping a file into the My Library page or using the Add Media link. Studio supports uploading individual media files, and you can upload an individual media file or multiple individual files at once. The maximum file size for a media file upload is 10 GB. Learn more about supported file formats.

Once the media file is uploaded in Studio, you can add annotations, share access, and manage the media using the media tabs.

Studio also supports adding videos from YouTube and Vimeo via URL.

Note: Admins can restrict users from uploading media from a device. Learn more about managing permissions in Canvas Studio.

Upload Media Files



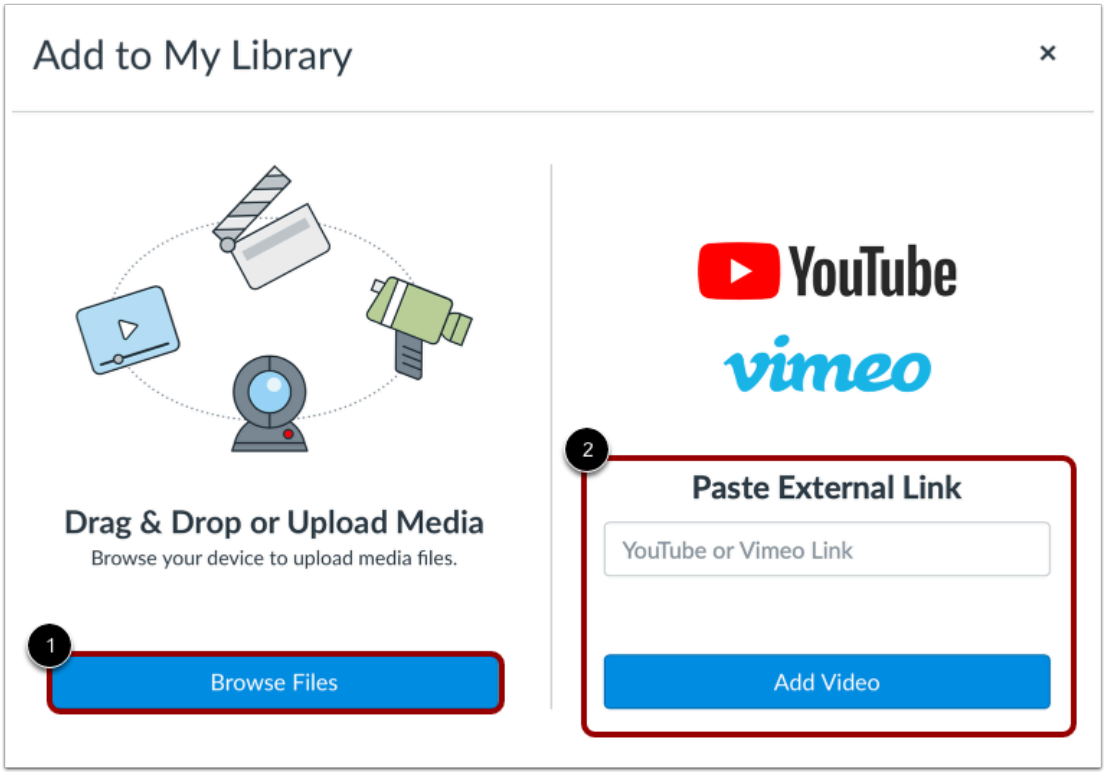
To add a media file to any page in Studio, you can drag and drop files from your computer [1].

To browse your computer for a media file, click the **Create** drop-down menu [2]. Then click the **Add Media** link [3].

Notes:

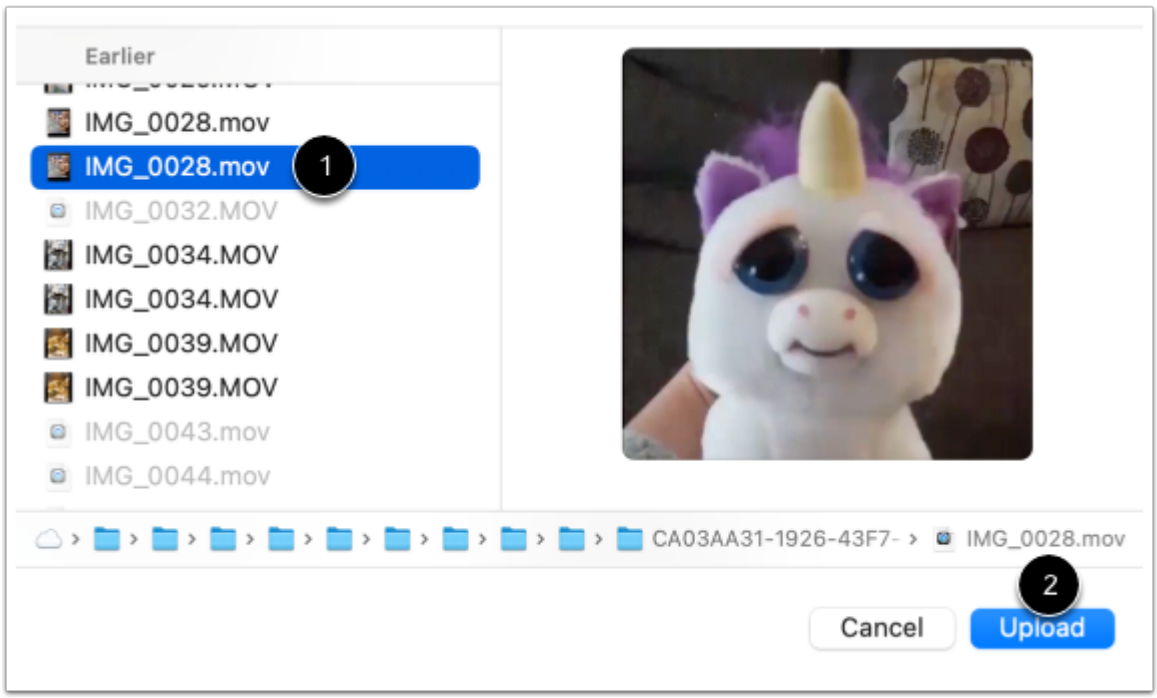
- You can upload multiple media files at once. However, Studio cannot upload compressed (ZIP) files. The maximum file size for a media file upload is 10 GB. Learn more about supported file formats.
- Admins can restrict users from uploading media from a device. Learn more about managing permissions in Canvas Studio.

Browse Files



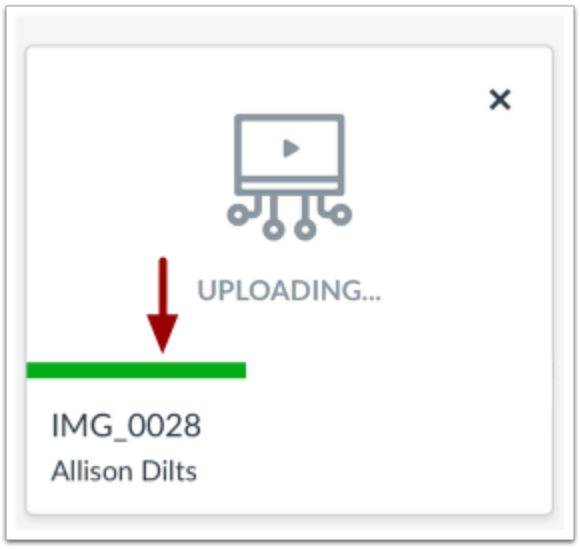
In the Add to My Library window, click the **Browse Files** button [1]. You may also be able to add media via YouTube or Vimeo URL [2].

Upload File



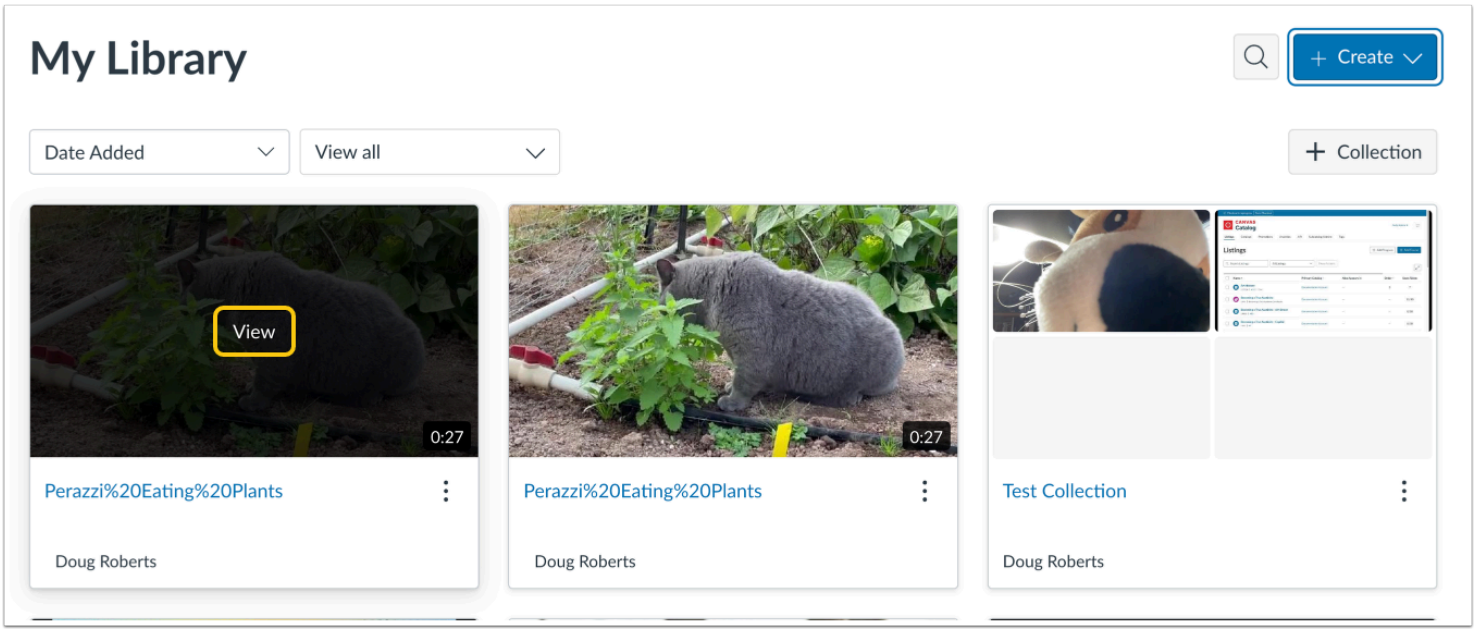
Select the media file you want to upload [1]. Then click the **Upload** button [2].

View Upload Progress



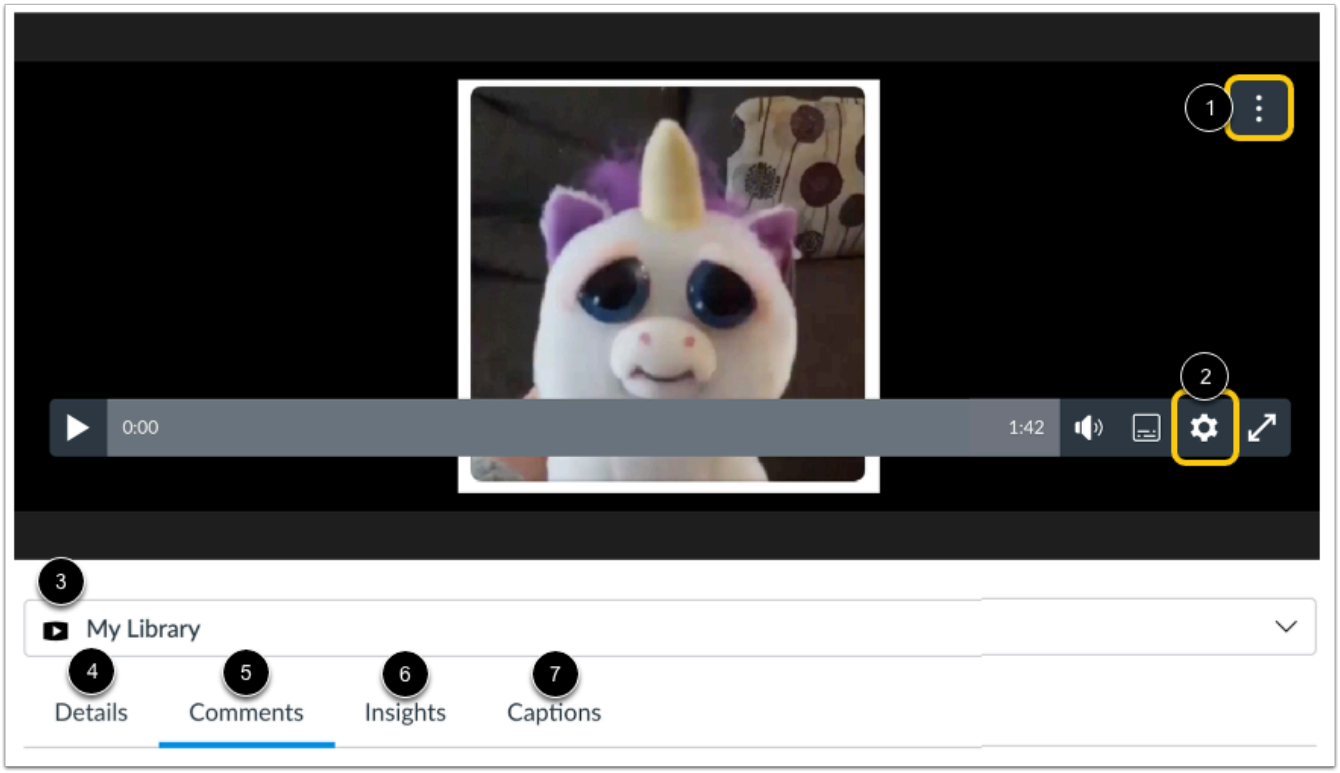
View the progress of your media upload.

View Uploaded Media



To view the media in your My Library page, over over the preview tile, and click the View link.

Manage Media



To share the media, download the media, download a transcript of the media, or delete the media click the **More Options** menu [1].

You can manage the media playback speed and turn commenting on and off from the **Media Settings** menu [2].

To view the media in a library or course, click the **Media Location** drop-down menu [3]. If the media is added in a course, you can view course-specific media details.

You can also edit media details [4], view comments [5], review user insights and analytics [6], and add captions [7].

Note: To download a transcript of the media, the captioning option must be enabled by the owner of the media.

How do I add media from YouTube and Vimeo in my Studio account?

If allowed by your institution, you can add media from YouTube and Vimeo in your Studio account. Once the YouTube or Vimeo video is added in Studio, you can add annotations, share access, and manage the media using the media tabs.

Currently, Studio does not support subtitles/closed captioning transcripts provided on media added from YouTube or Vimeo. To add captions to these media (if the copyright allows), you can upload caption files in Studio. You can also create captions from scratch.

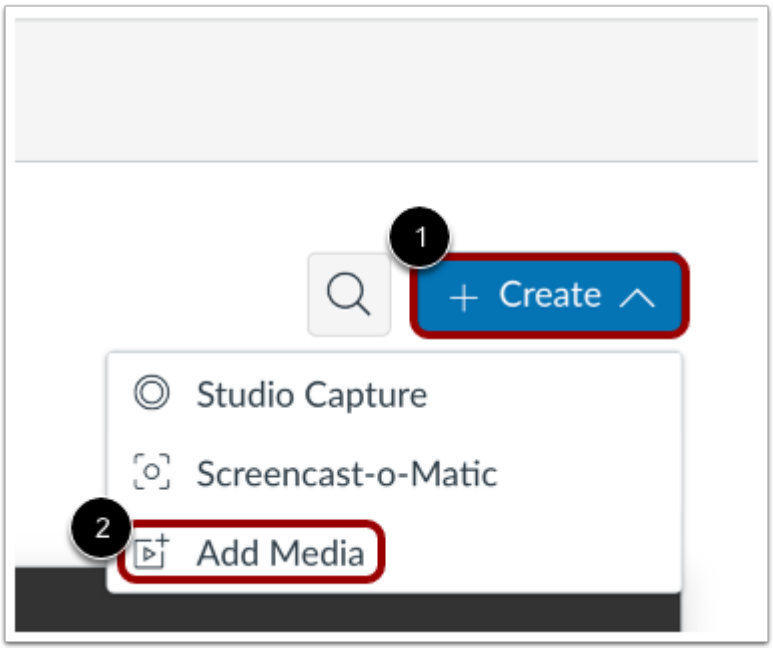
If a YouTube or Vimeo video's privacy settings change to restrict public access, the Studio player displays a notice. Contact the video owner and request an update to the video share settings.

Studio also supports uploading media files to your Studio account.

Notes:

- Vimeo videos with an Unlisted privacy setting cannot be added to Studio.
- Admins can restrict users from adding media via YouTube or Vimeo. Learn more about managing permissions in Canvas Studio.
- When a YouTube video is added in Canvas Studio, it is still ultimately loaded from YouTube. If your institution blocks direct navigations to YouTube but allows YouTube embeds, Canvas Studio videos added from YouTube will play.
- Currently, Studio does not support the replacement of the video thumbnail for media added from YouTube or Vimeo.

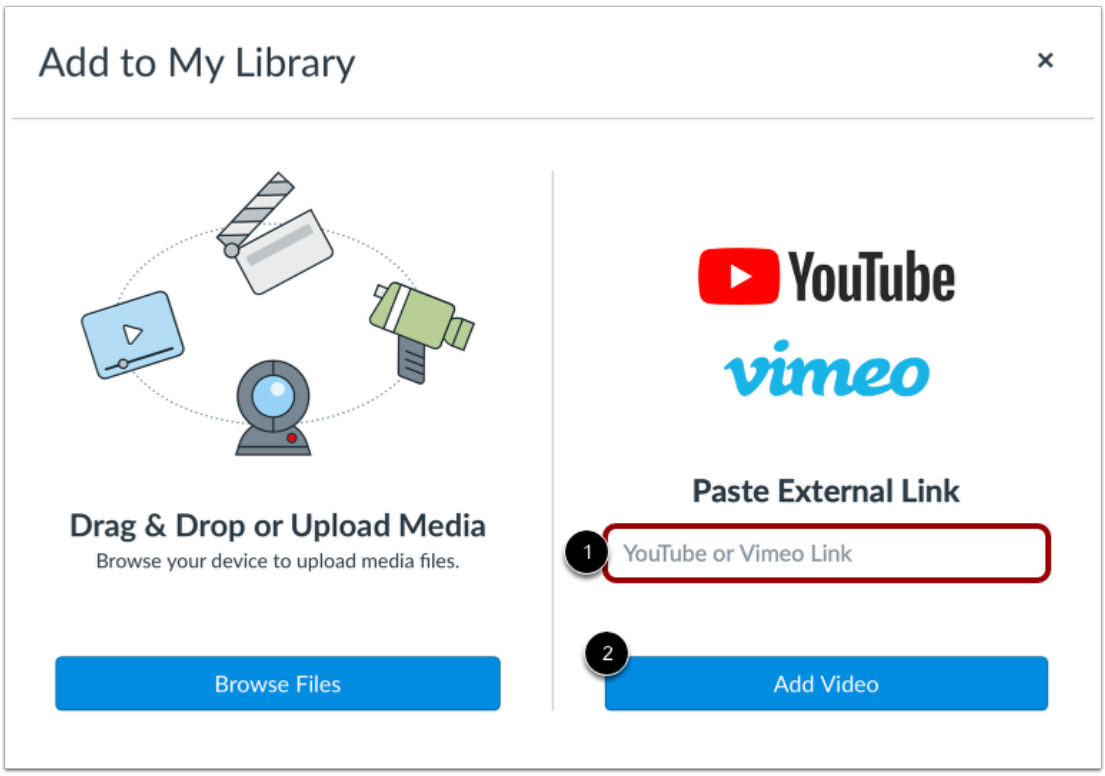
Add Media



In the My Library page, click the **Create** drop-down menu [1]. Then, click the **Add Media** link [2].

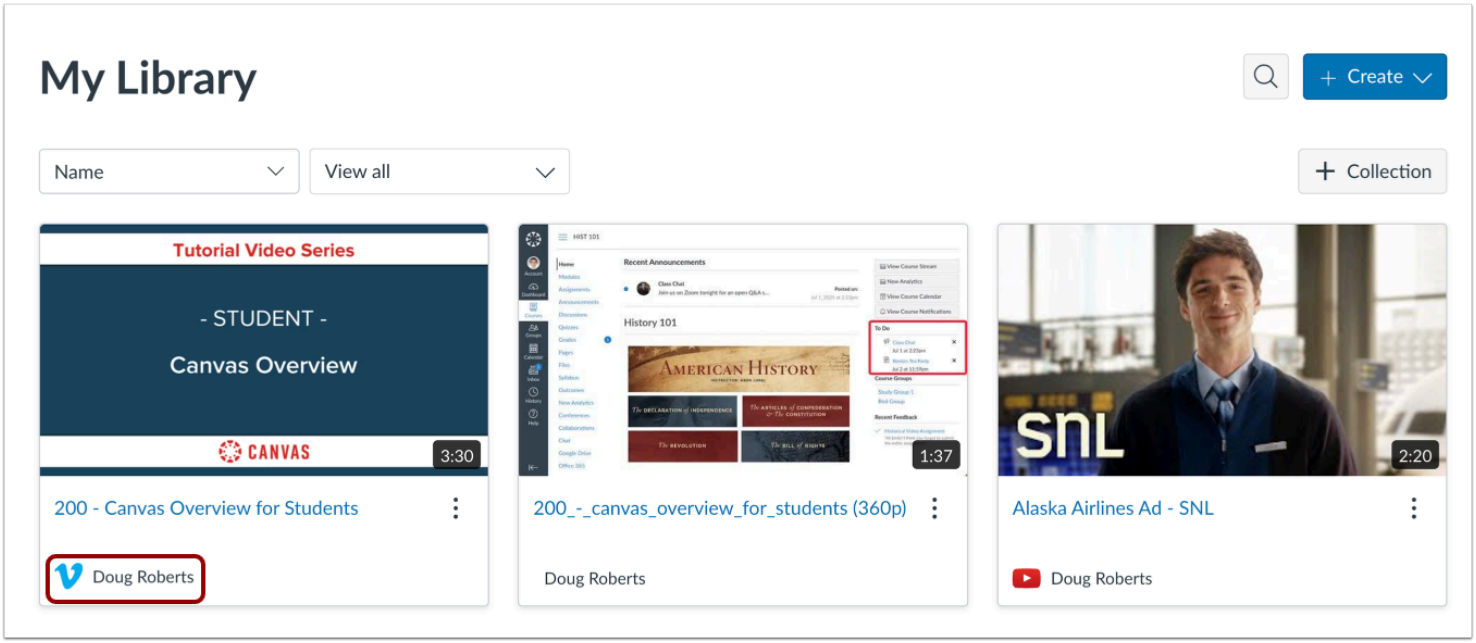
Note: Admins can restrict users from uploading media from a device. Learn more about managing permissions in Canvas Studio.

Add Media URL



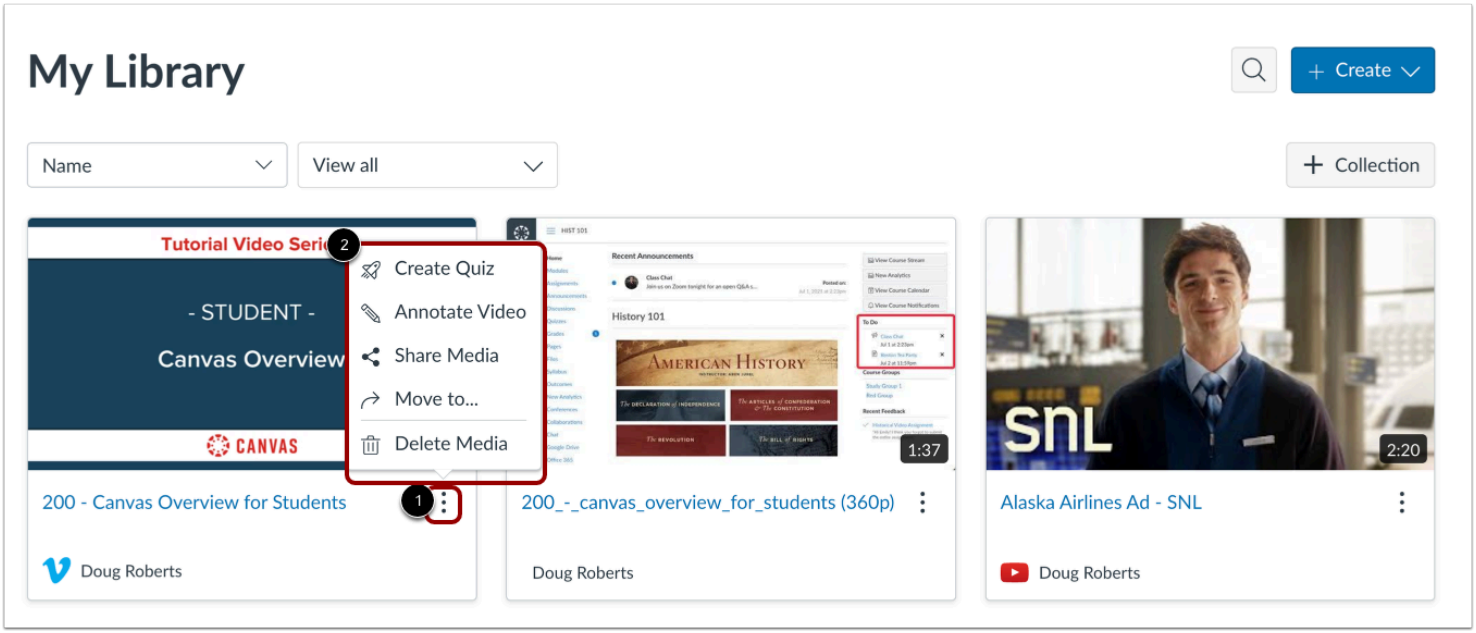
Enter the video URL in the **Youtube or Vimeo Link** field [1]. Then click the **Add Video** button [2].

View Added Media



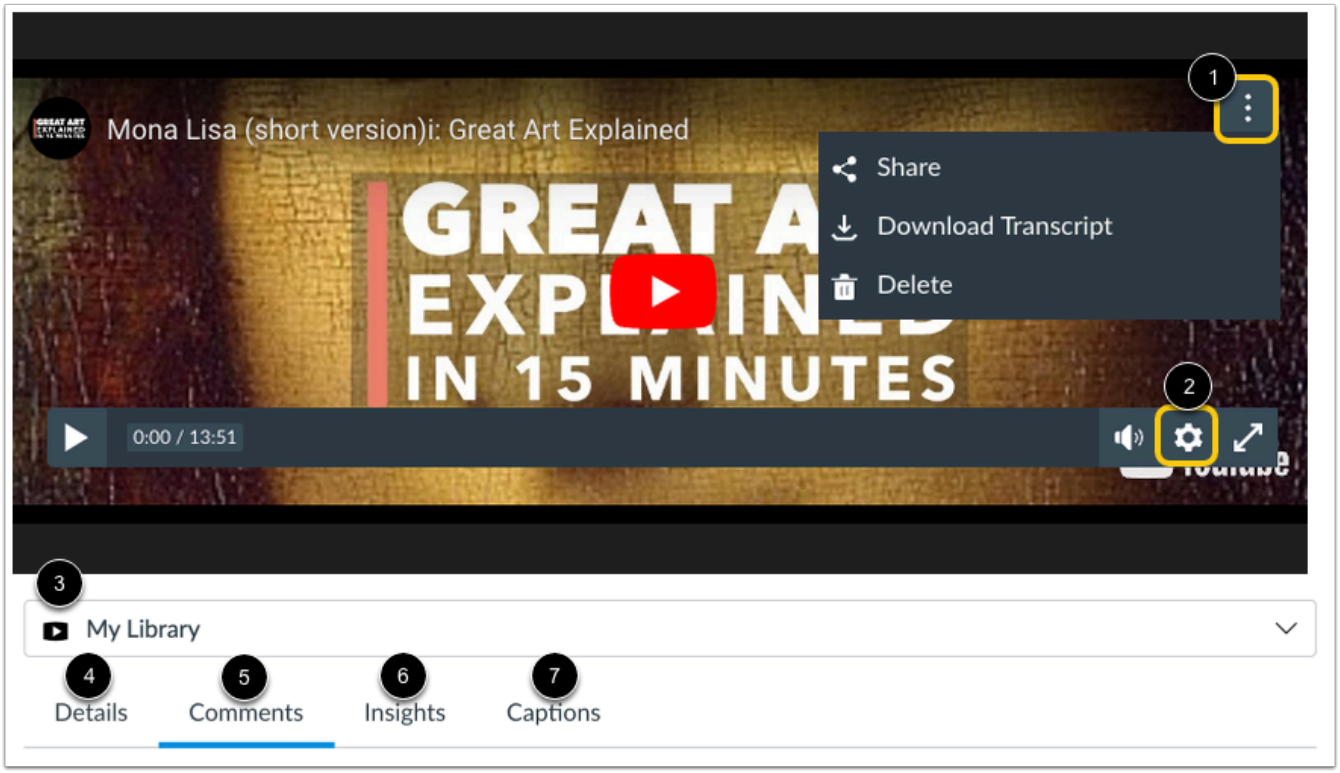
Media added via external sources (Vimeo or YouTube) displays the source's logo and the name of the user who uploaded the media.

Edit Media



To edit the media, click the **More Options** icon [1]. In the More Options window [2], you can create a video quiz, add annotations, share the media to users or through a link, move the media to a collection, or delete the media.

Manage Media



When you view the media, you can share the media, delete the media, or download a transcript of any captions from the **More Options** menu [1].

To manage media playback speed and turn commenting on and off, click the **Media Settings** icon [2].

To view the media in a library or course, click the **Media Location** drop-down menu [3]. If the media is added in a course, you can view course-specific media details.

You can also edit media details [4], view comments [5], review user insights and analytics [6], and add captions from scratch or upload a caption file [7].

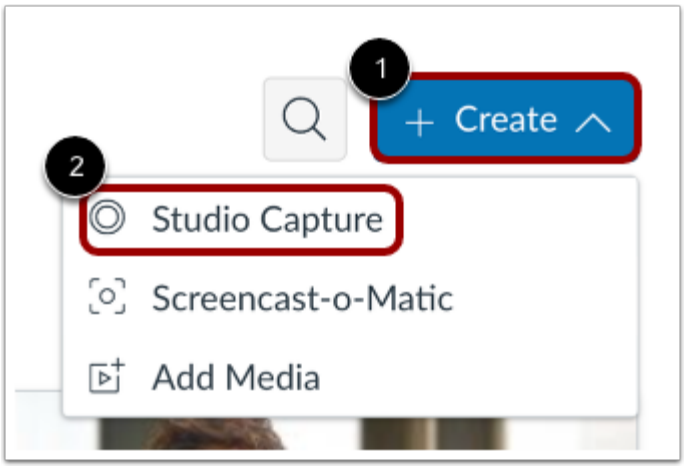
How do I record a webcam video in Canvas Studio using a Chrome or Edge browser?

Canvas Studio Capture for Chrome and Edge browsers is an integrated screen capture option currently available to Canvas customers using Google Chrome or Microsoft Edge browsers. In addition to recording screen capture video, Canvas Studio capture can be used to record video with a webcam.

Canvas Studio Capture for Chrome and Edge browsers has expanded recovery features to save partial recordings that are interrupted by a browser crash or power outage, and to continue recording using your computer memory in the event of a loss of connectivity. Learn more about Canvas Studio Capture recovery features.

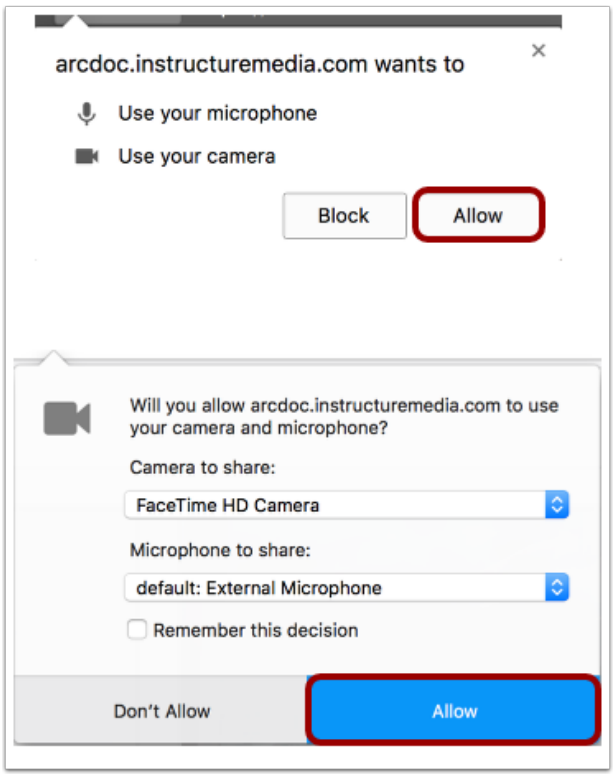
Note: This lesson is for users with Chrome or Edge browsers only. Learn more about recording Canvas Studio video using a webcam with Safari or Firefox browsers.

Open Studio Capture



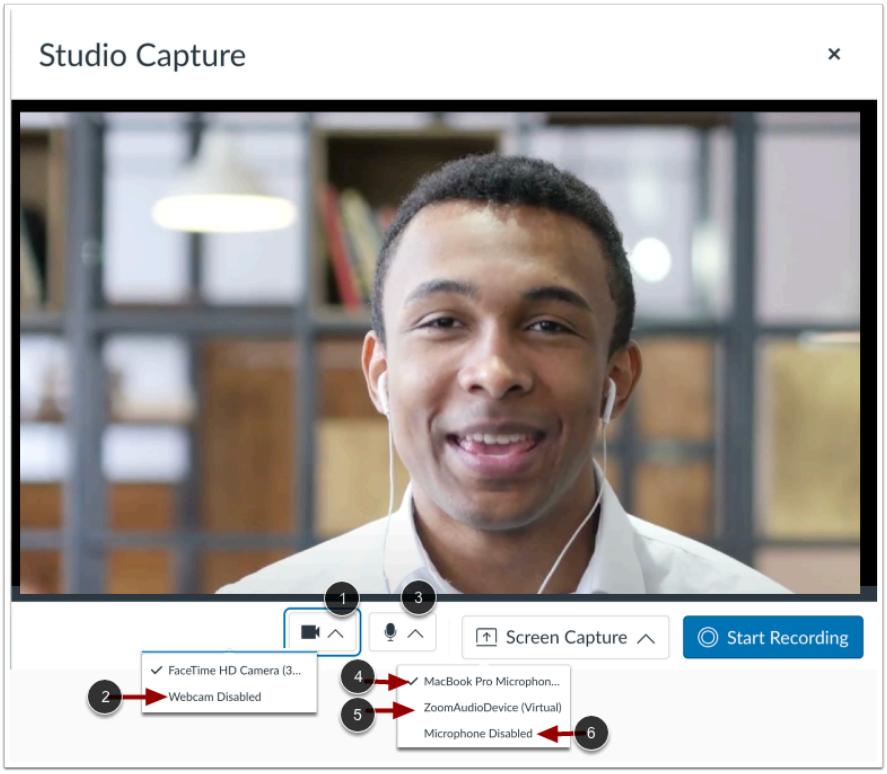
In your Google Chrome or Microsoft Edge browser window, click the **Create** drop-down menu [1]. Then, click the **Studio Capture** link [2].

Allow Access



To give access to your computer's microphone and camera, click the **Allow** button.

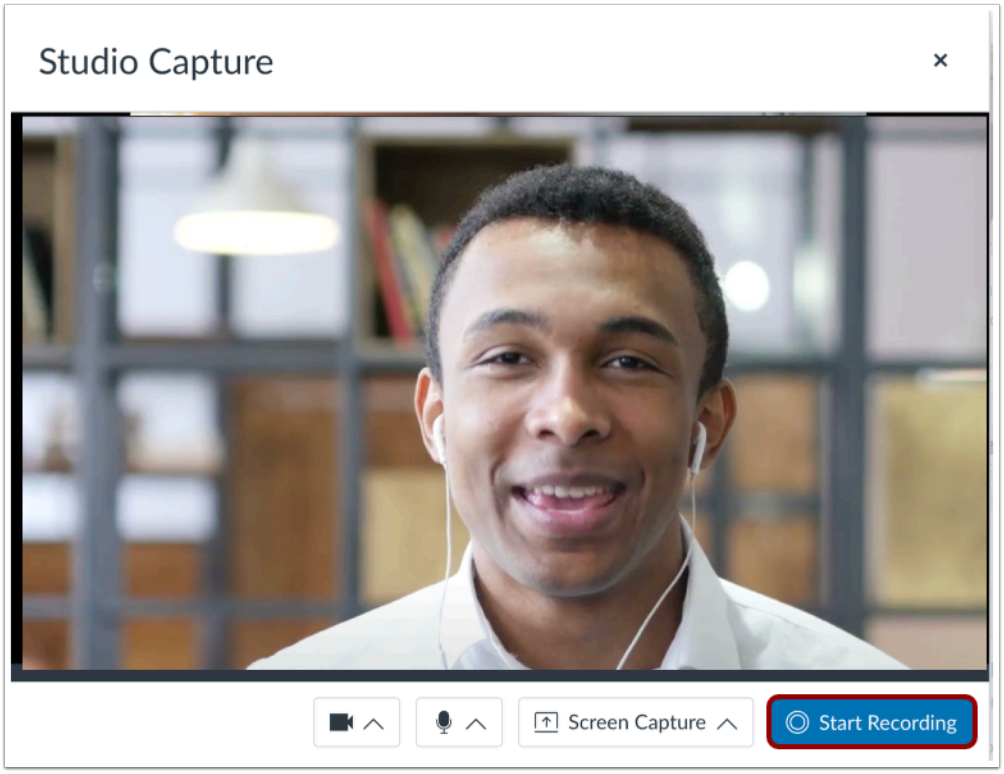
Set Recording Options



To select a camera, click the **Camera** drop-down menu [1]. To record audio only, click the **Webcam Disabled** option [2].

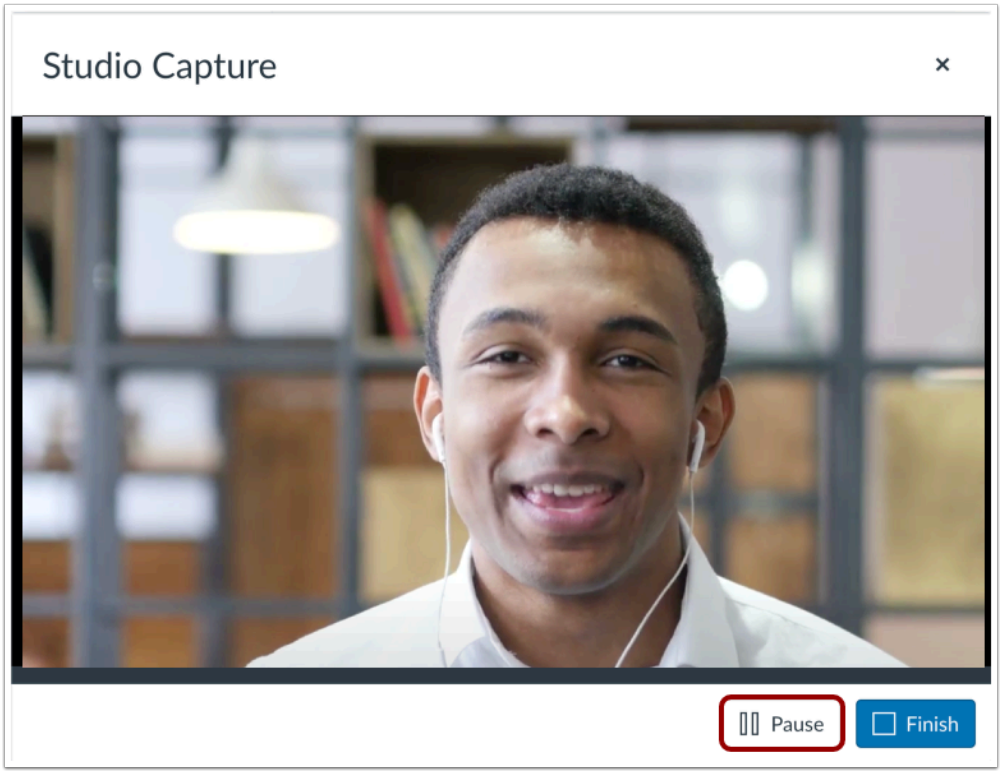
To select a microphone, click the **Microphone** drop-down menu [3]. To record using your computer's microphone, click the **(Computer Name) Microphone** link [4]. To record using Zoom audio, click the **ZoomAudioDevice (Virtual)** link [4]. To record video without sound, click the **Microphone Disabled** link [6].

Begin Recording



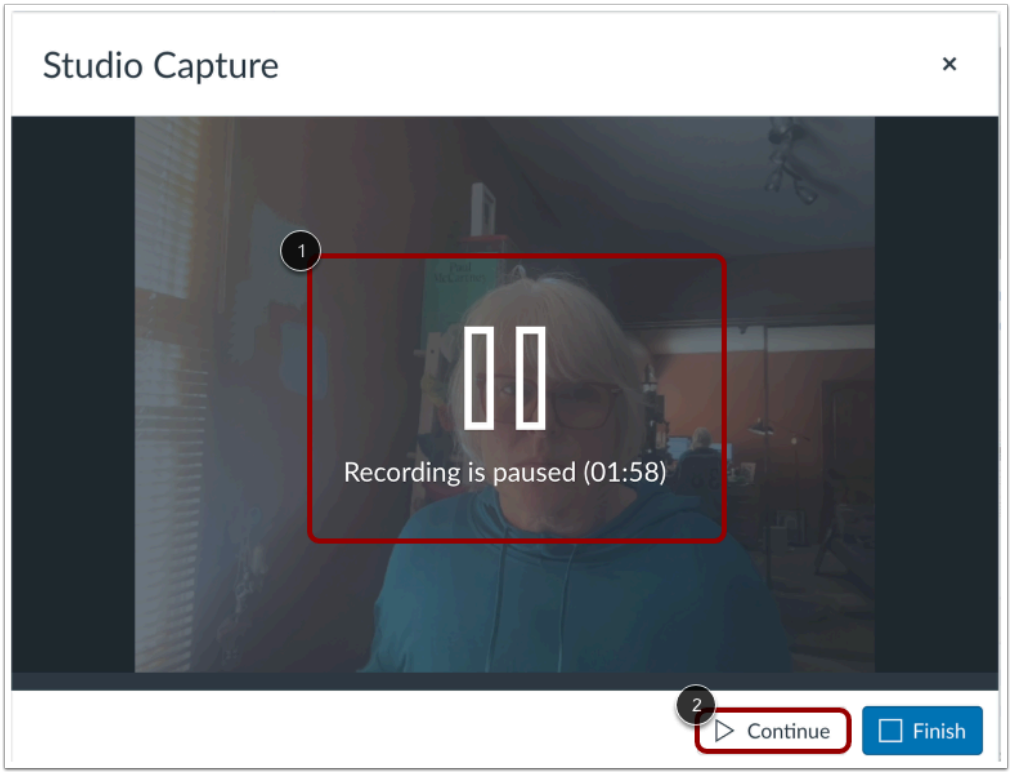
Click the **Start Recording** button.

Pause Recording



Click the **Pause** button.

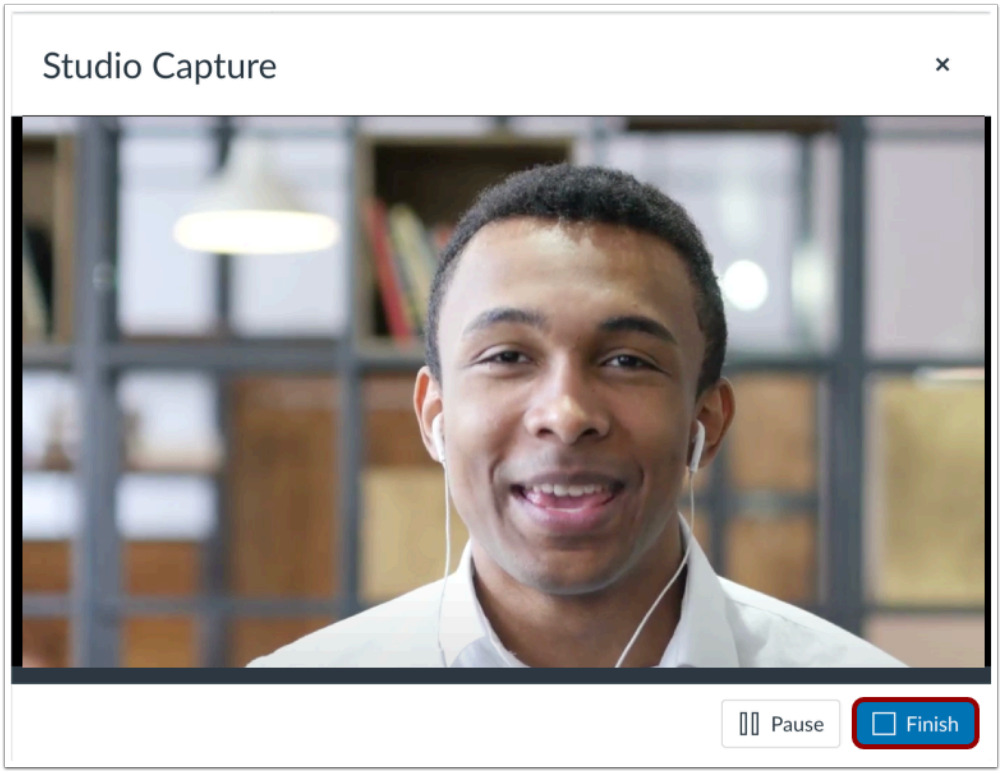
Continue Recording



The recording paused message displays [1].

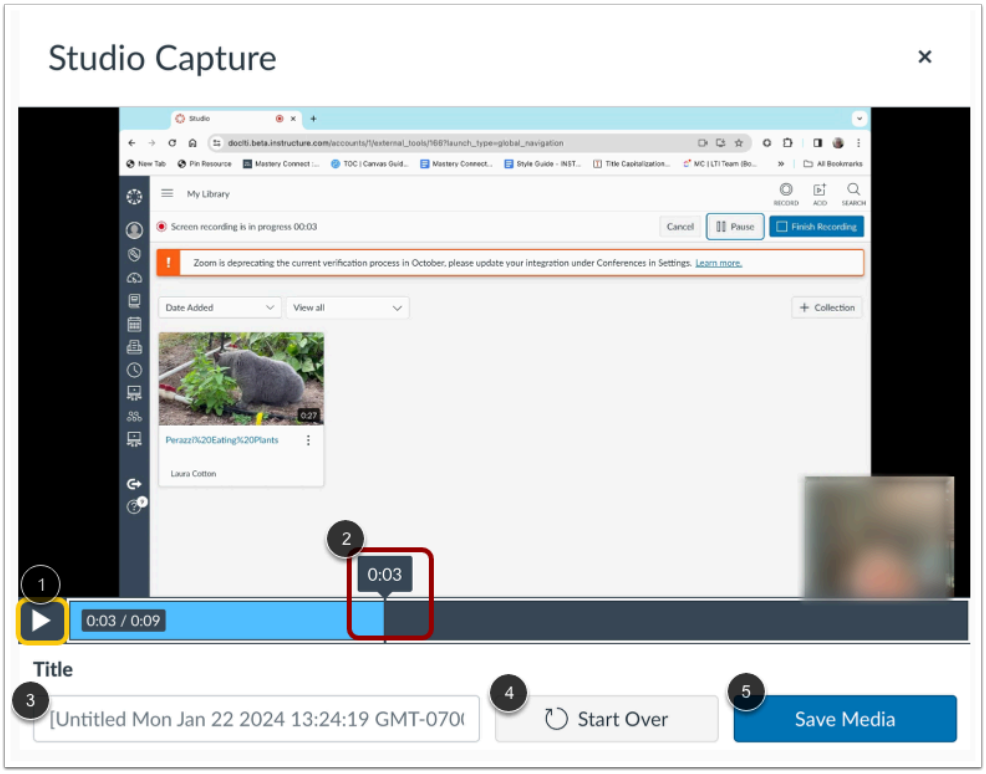
To continue recording, click the **Continue** button[2].

End Recording



Click the **Finish** button.

Preview and Save



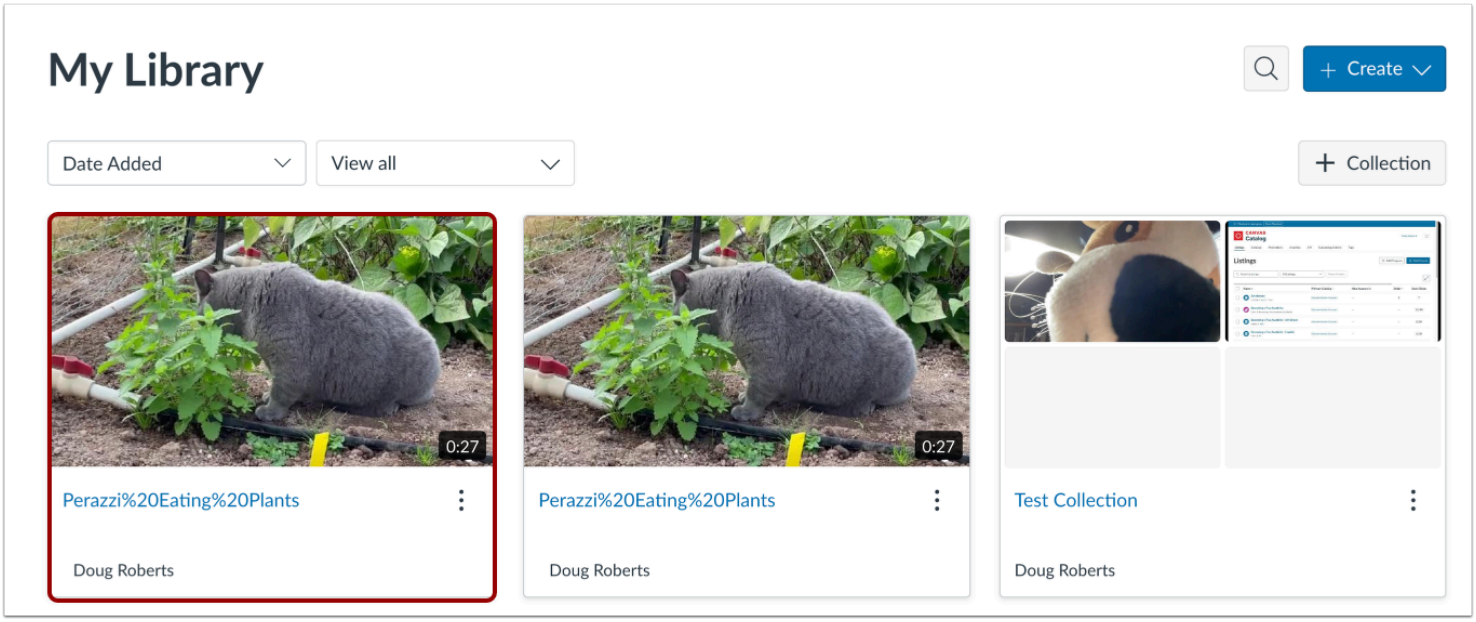
To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover your cursor over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

View in Media Library



The saved recording displays in your media library.

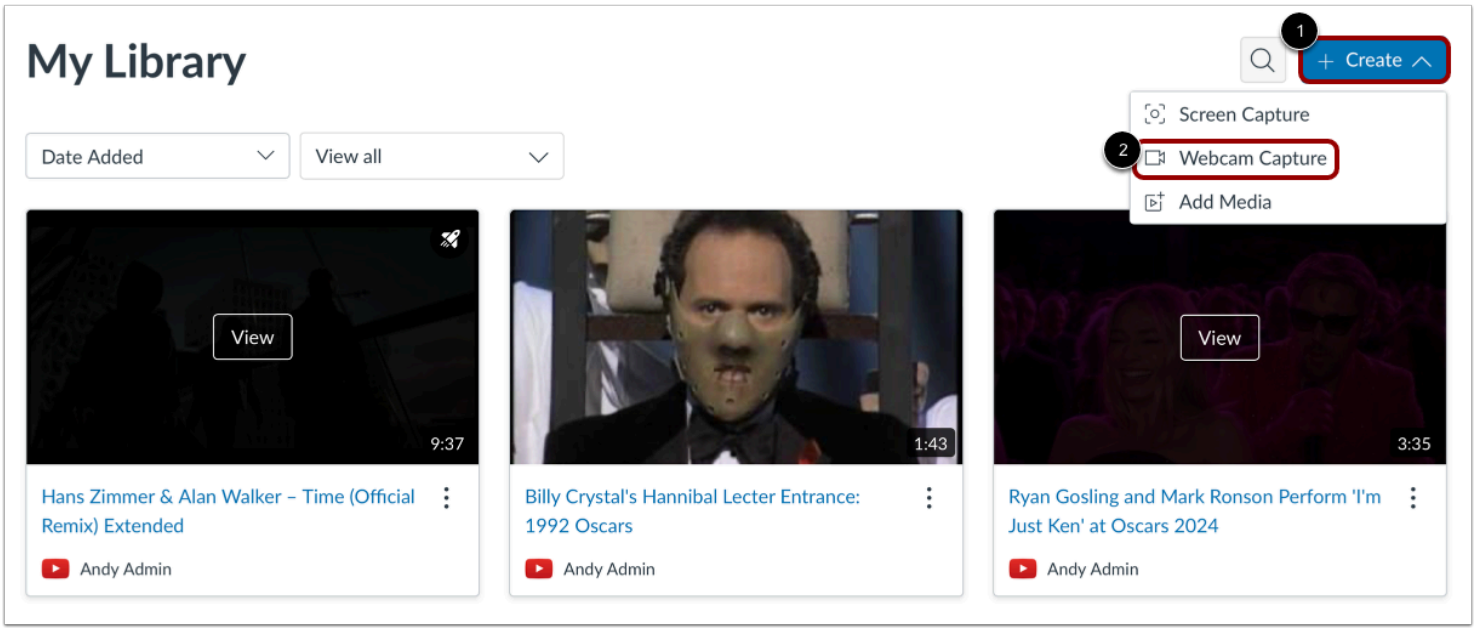
How do I record a webcam video in Canvas Studio with a Safari or Firefox browser?

You can record a video in Canvas Studio with your webcam using a Safari or Firefox browser. Videos can be recorded from any page in your account. You can record media of any length, but recordings of under 5 minutes duration are recommended due to browser resource limitations.

Notes:

- You may need to allow the browser to access your camera and microphone.
- Studio webcam capture creates a webM video.
- For more information about how screen readers work with recording a video in Studio, please visit Accessibility within Studio.
- If you are using an iOS or iPad iOS device, you cannot record a video directly in Canvas Studio using a webcam. Instead, you can record the video using your device's webcam application and upload the video as a media file.
- If you are using a Chrome or Edge browser learn about recording a webcam video using Chrome or Edge.

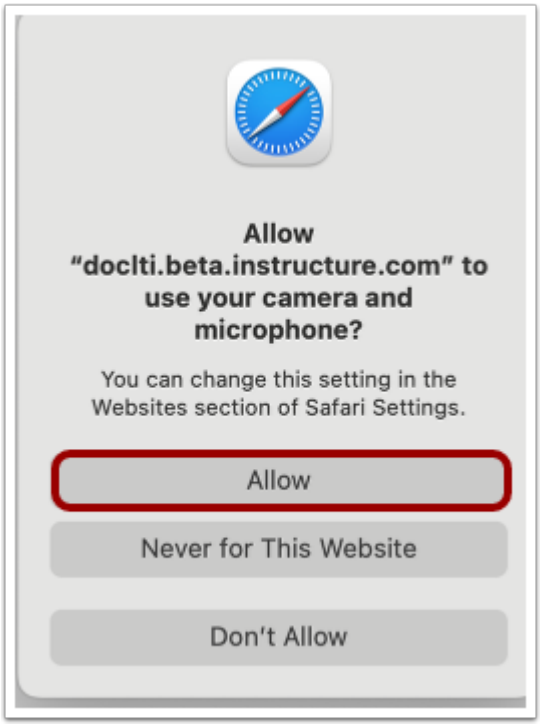
Open Webcam Capture



Click the **Create** drop-down menu [1], then click the **Webcam Capture** link [2].

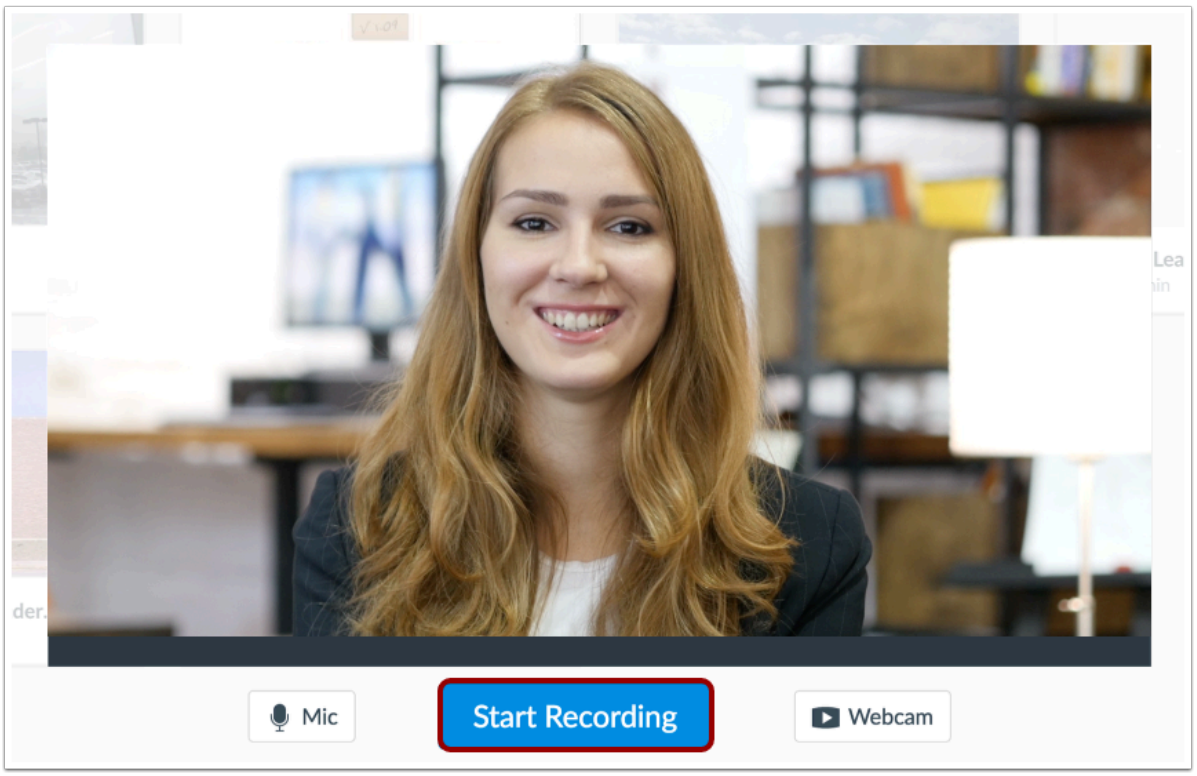
Note: If you are using an iOS device, the Webcam Capture link is unavailable. You can, however, record the video using your device's webcam application and upload the video as a media file.

Allow Access



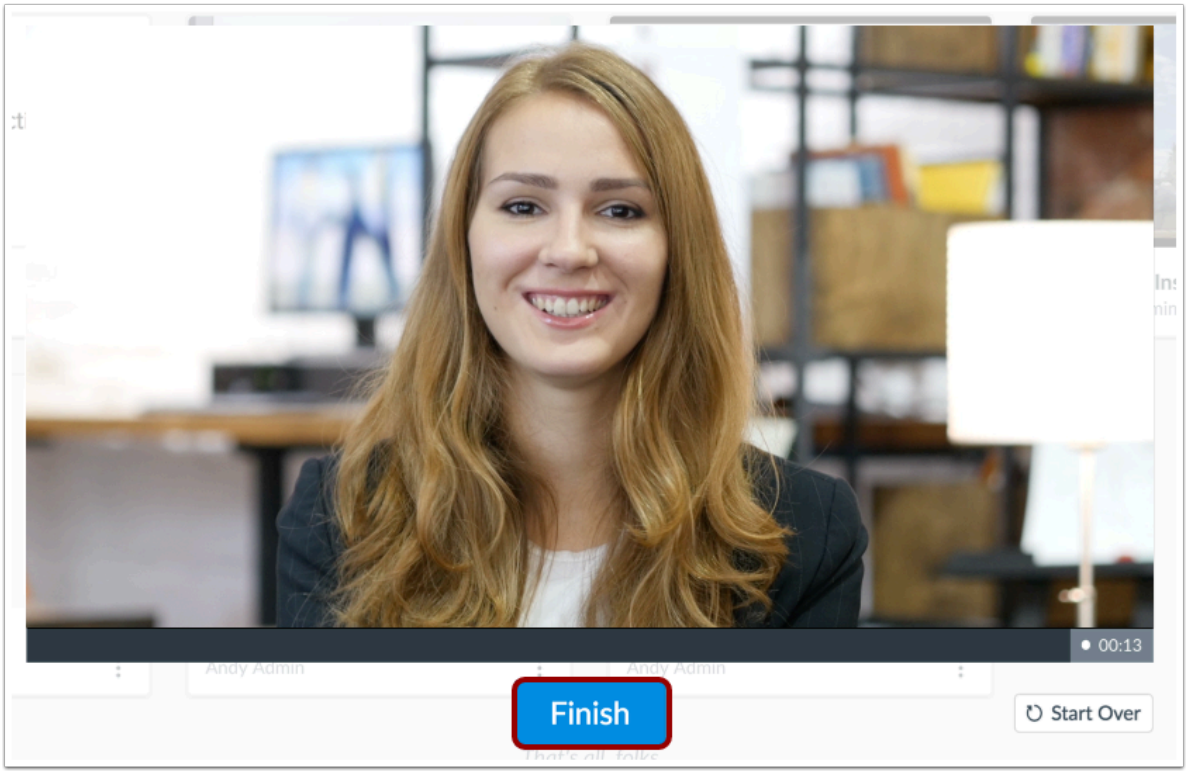
To give access to your computer's microphone and camera, click the **Allow** button.

Start Recording



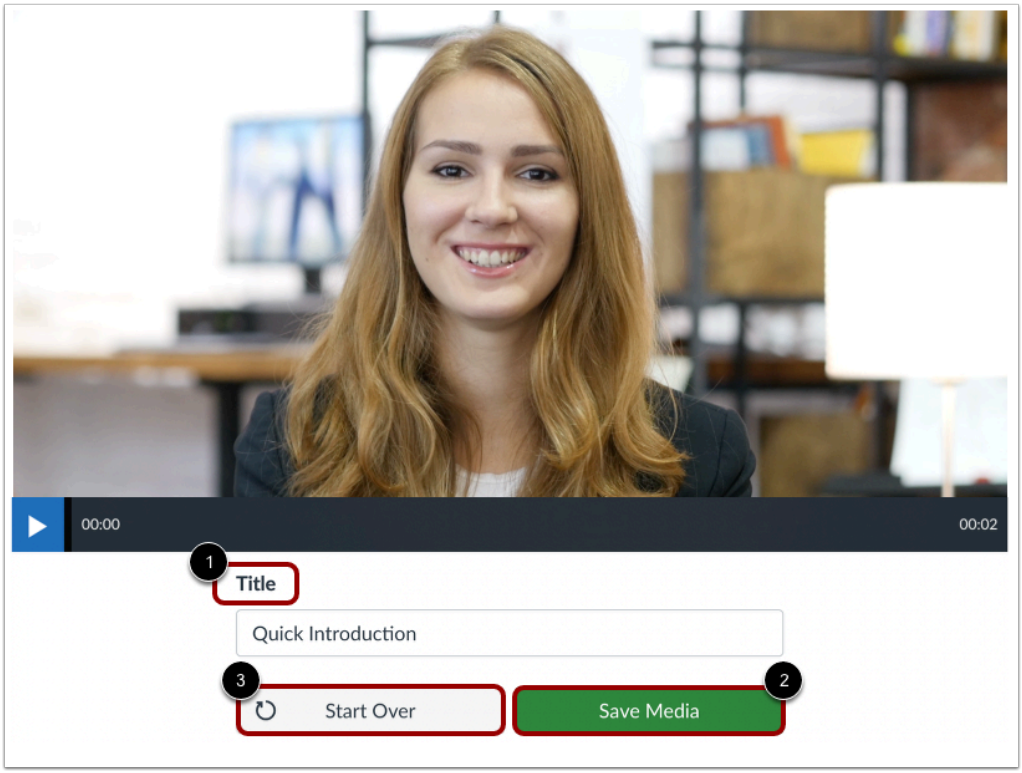
Click the **Start Recording** button.

Finish Recording



When your video recording is done, click the **Finish** button.

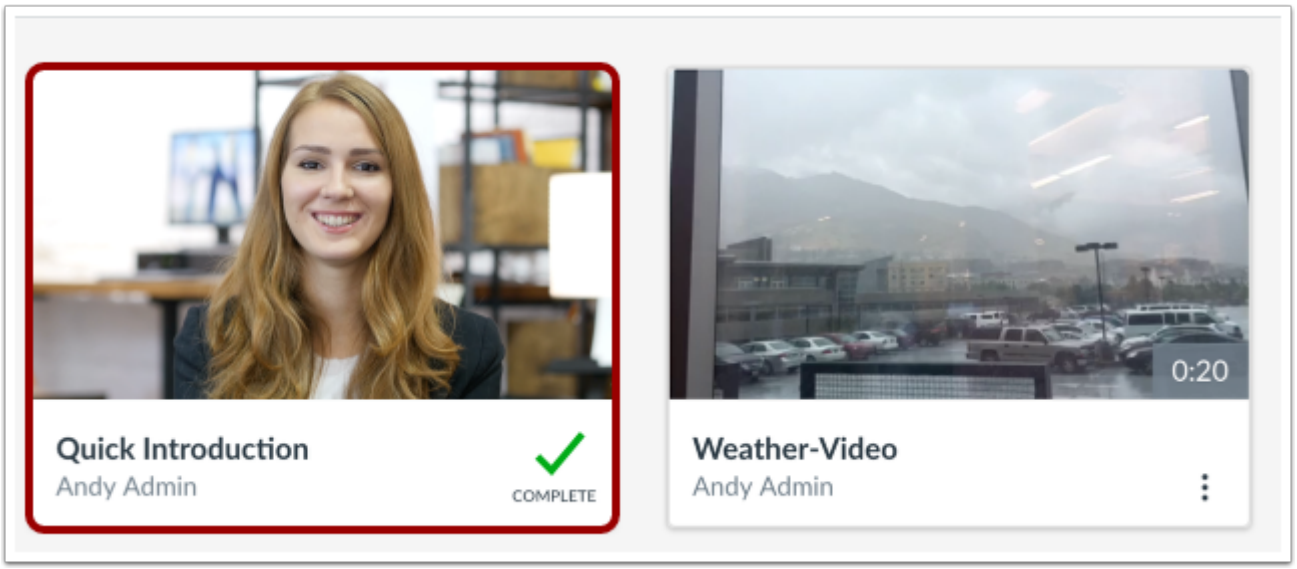
Save Recording



View the recording. Enter a title in the **Title** field [1] and click the **Save Media** button [2].

To re-record your video, click the **Start Over** button [3].

View Recording



In the My Library page, view your video recording. Once the recording is processed, you can manage all controls and settings.

How do I record a screen capture video in Canvas Studio with a Chrome or Edge browser?

Canvas Studio Capture for Chrome and Edge browsers is an integrated screen capture option currently available to Canvas customers using Google Chrome or Microsoft Edge browsers.

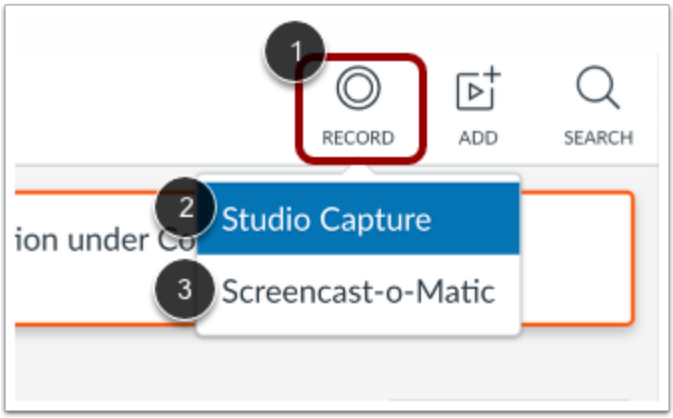
Canvas Studio Capture for Chrome and Edge browsers integrates with your existing webcam and eliminates the need to download a separate screen capture product. It is currently supported on Chrome and Edge browsers only.

Canvas Studio Capture for Chrome and Edge browsers has expanded recovery features to save partial recordings that are interrupted by a browser crash or power outage, and to continue recording in the event of a loss of connectivity. Learn more about Canvas Studio Capture recovery features.

Notes:

- Studio Capture is optimized for Full-HD recordings, with a maximum resolution of 1920 x 1080 pixels. It performs best when your screen matches or is below this resolution. If your screen has a higher resolution, you may experience performance issues during recording or a decrease in video quality.
- Screencast-o-Matic remains available as a third-party screen capture recording option for users with Chrome or Edge browsers.
- Learn more about recording screen capture video using Screencast-o-Matic with Safari or Firefox browsers.

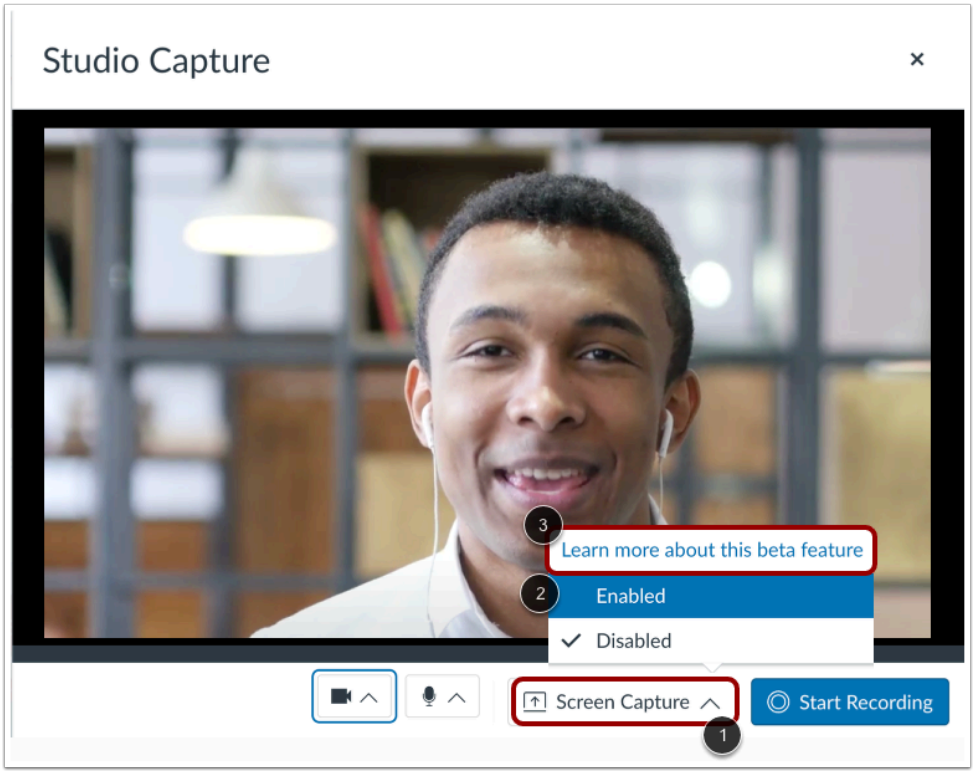
Open Studio Capture



Click the **Record** button [1]. Then, click the **Studio Capture** link [2].

Note: To use Screencast-o-Matic to record your screen capture, click the **Screencast-o-Matic** link [3] and follow the product instructions.

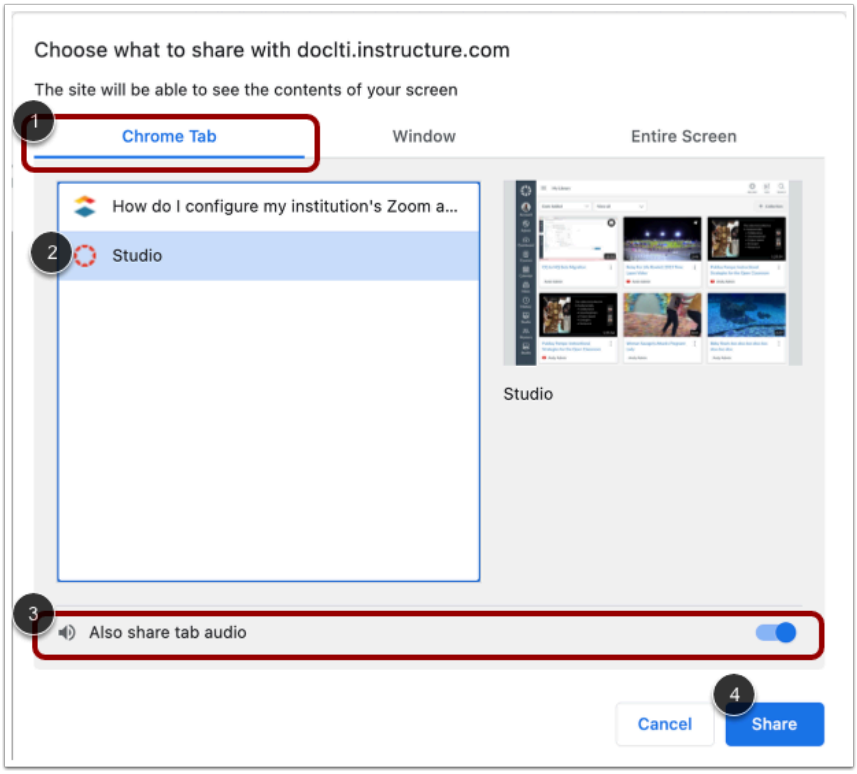
Open Canvas Studio Capture



Click the **Screen Capture** drop-down menu [1]. By default, Screen Capture is disabled. To enable Screen Capture, click the **Enabled** link [2].

To learn more about Screen Capture for Chrome or Edge browsers, click the **Learn more about this beta feature** link [3].

Share Browser Tab



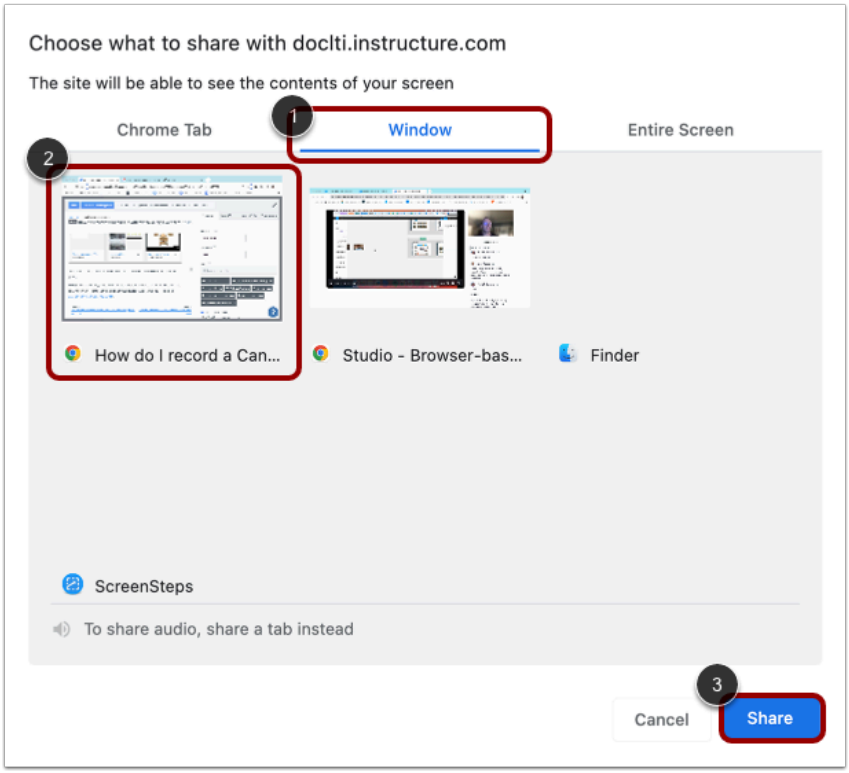
To screen share the contents of a tab on your browser, click the **[Chrome] Tab** option [1]. Then, select a tab name from the list [2].

To share tab audio, click the **Also share tab audio** toggle on [3].

To begin screen sharing, click the **Share** button [4].

Note: The Share button starts screen sharing only; it does not begin recording.

Share Window

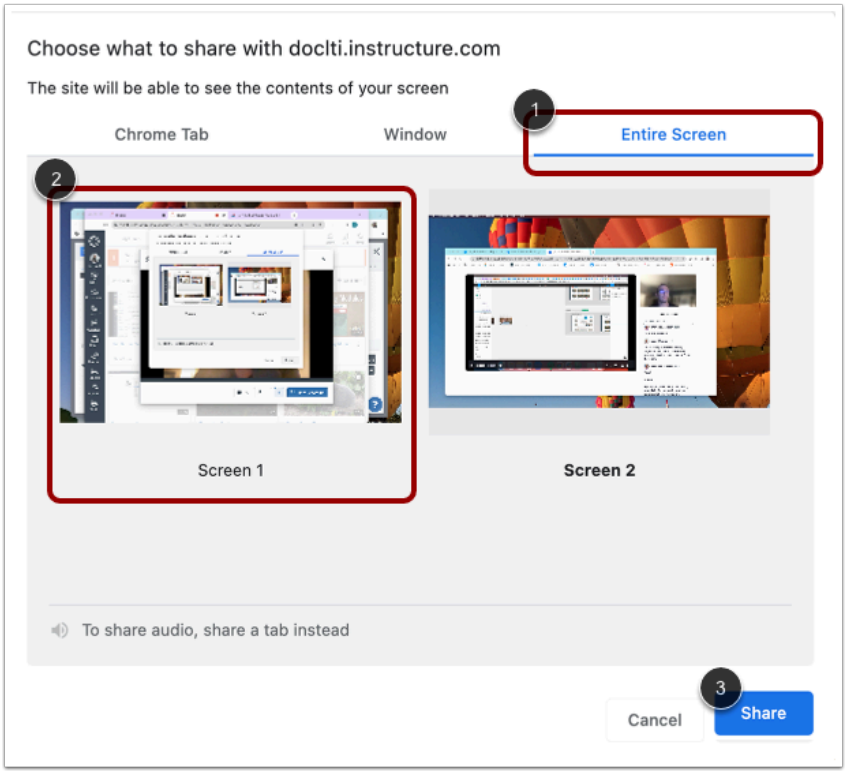


To share an entire browser window on your computer, click the **Window** tab [1]. Then, click the **Window Preview** tile [2].

To begin screen sharing, click the **Share** button [3].

Note: The Share button starts screen sharing only; it does not begin recording.

Share Entire Screen



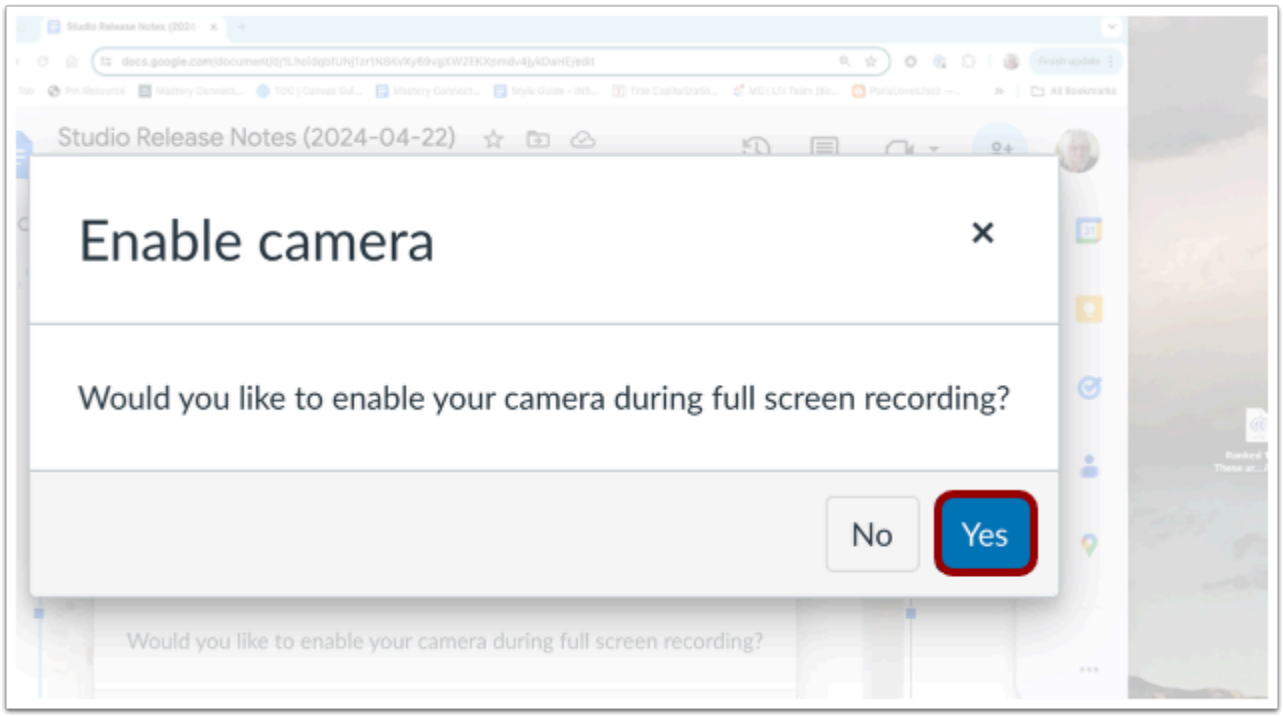
To share your entire computer screen, click the **Entire Screen** tab [1]. If you have more than one active screen, click the preview tile for the screen you want to share [2].

To begin screen sharing, click the **Share** button [3].

Notes:

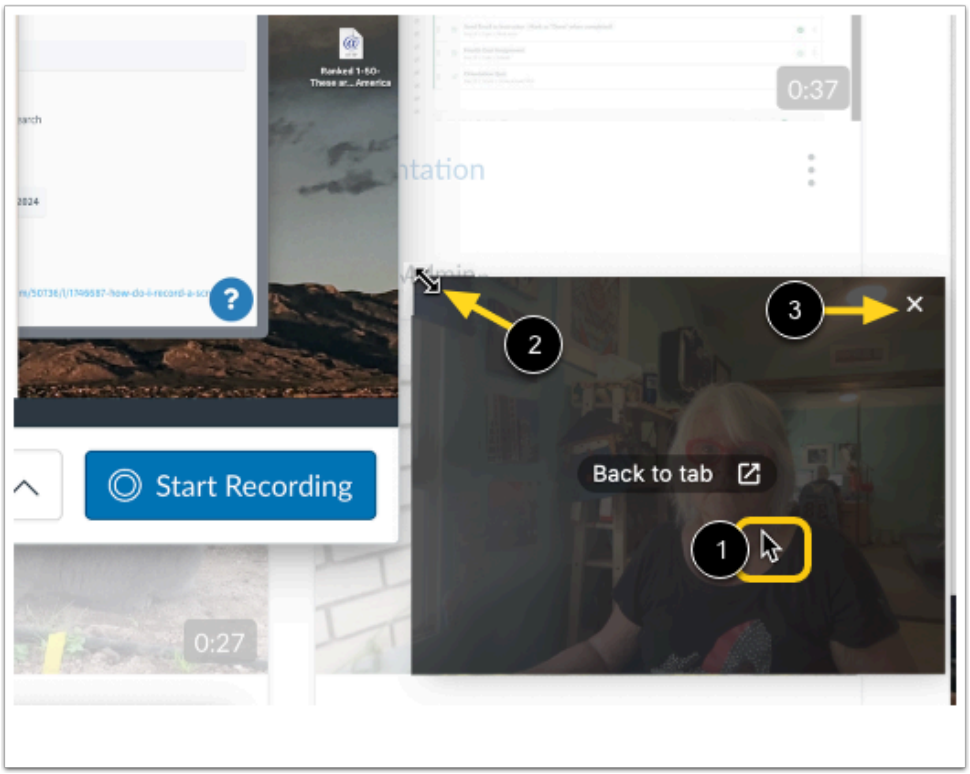
- The Share button starts screen sharing only; it does not begin recording.
- If you receive an error message when trying to initiate entire screen sharing, check to make sure that your browser has been enabled for screen recording in your computer settings.

Enable Picture-in-Picture



If you select the Entire Screen tab, you can enable your webcam during recording to create a picture-in picture display.

After you click the Share button, the Enable Camera window displays. To enable your camera and open the picture-in-picture display, click the **Yes** button [1].

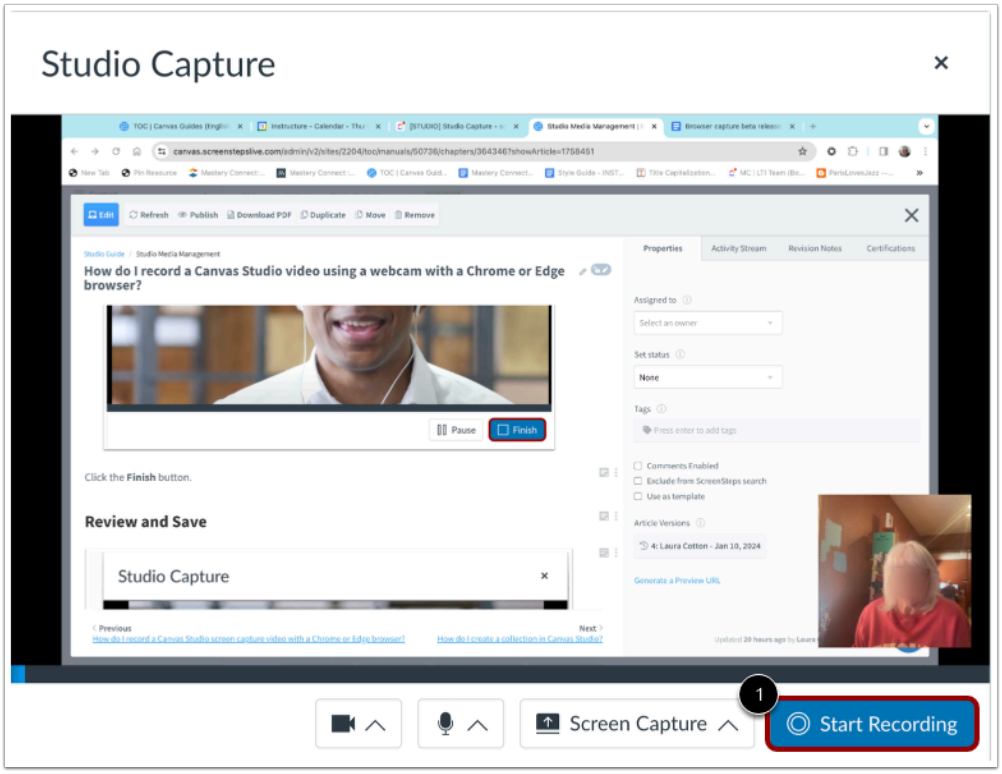


The picture-in-picture window displays a live view from your webcam. To move the picture-in-picture window, click your cursor on the window, then drag the window to a new location [1].

To resize the window, click the cursor on a corner of the window to display the **Resize** icon [2]. Then, drag the corner to resize the image.

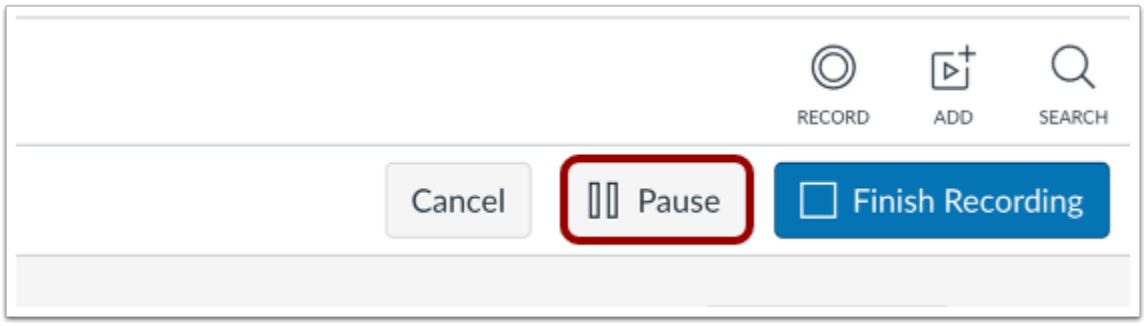
To close the picture-in-picture window, click the **Close** icon [3].

Begin Recording



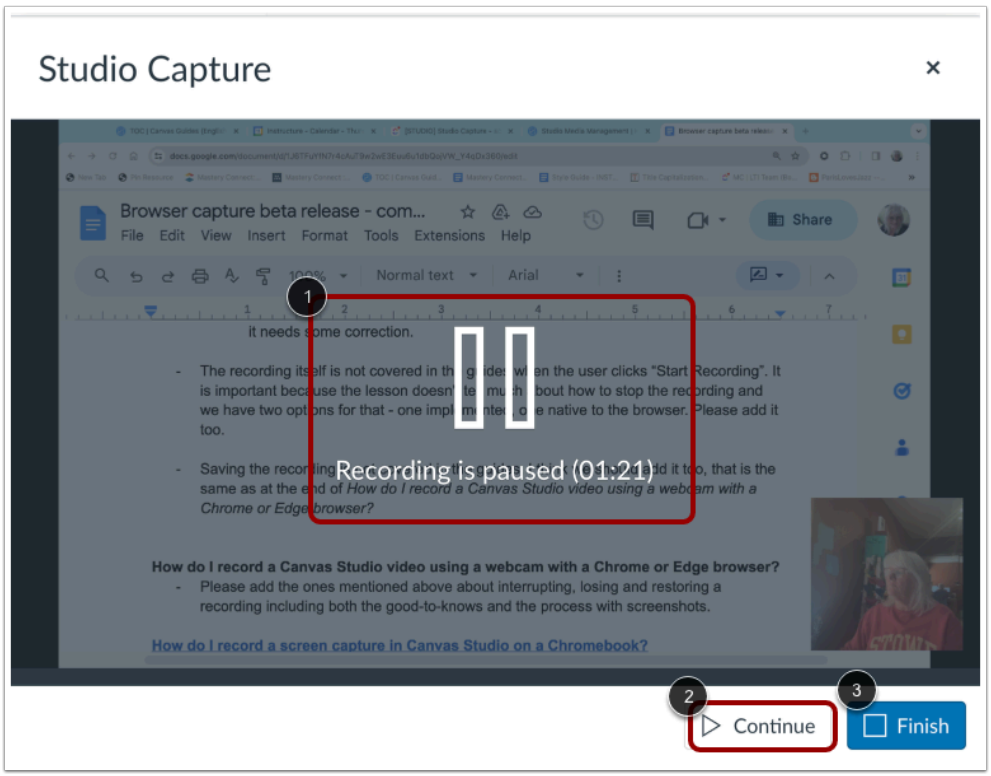
Click the **Start Recording** button.

Pause Recording



To pause recording, click the **Pause** button. This pauses both your screen recording and your webcam recording.

Resume or End Paused Recording

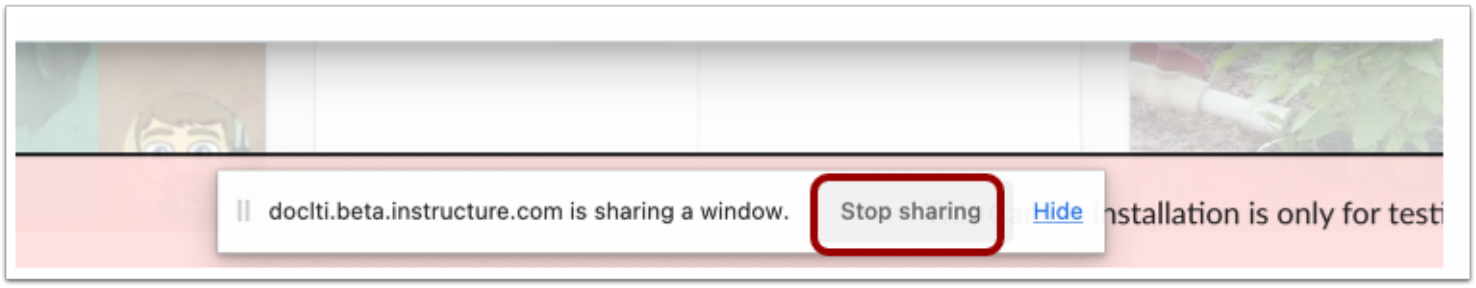


The recording paused message and timestamp displays [1].

To resume recording, click the **Continue** button [2].

To end the paused recording, click the **Finish** button [3].

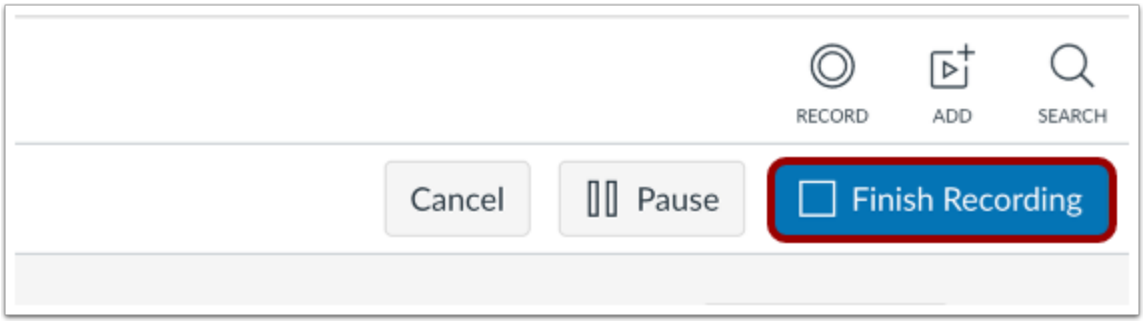
Stop Sharing



To stop screen sharing, click the **Stop sharing** button.

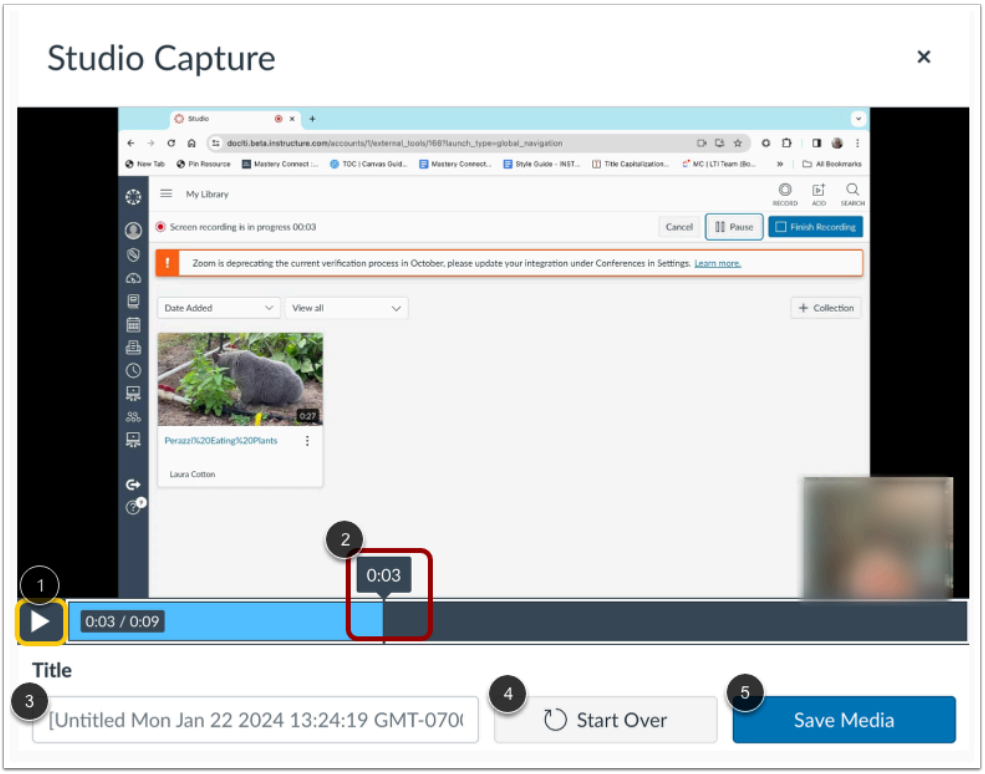
Note: When a recording is in progress, clicking the Stop sharing button ends the recording.

End Recording



Alternatively, to end a recording that is in progress, click the **Finish Recording** button.

Preview and Save



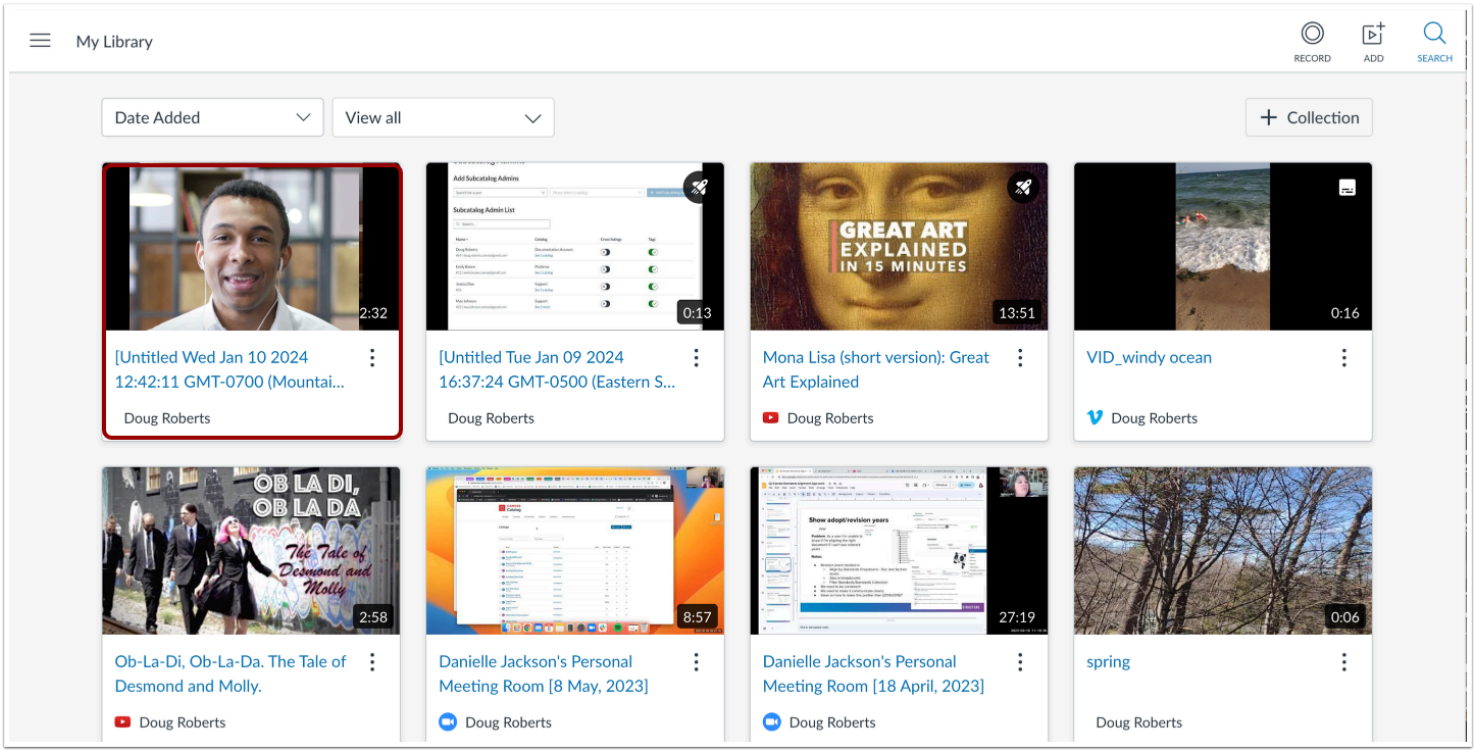
To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover your cursor over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

View Recording in Media Library



The saved recording displays in your media library.

How do I record a screen capture video in Canvas Studio with a Safari or Firefox browser?

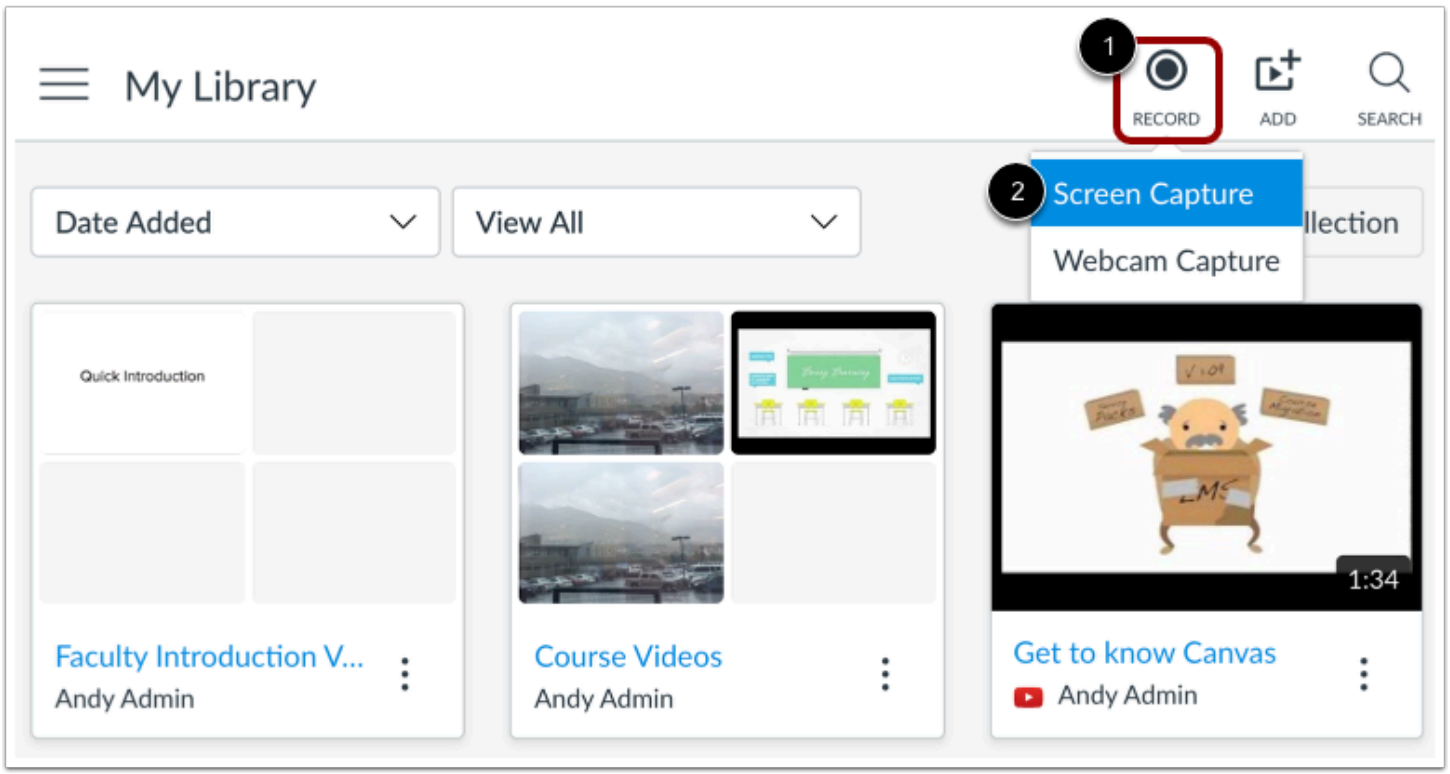
In Canvas Studio you can record a screen capture using a Safari or Firefox browser. Screen captures can be created from any page in your account. You can use the screen capture tool to record media for any length of time, depending on your computer's memory.

Learn how to record Canvas Studio screen capture video with a Chrome or Edge browser.

Notes:

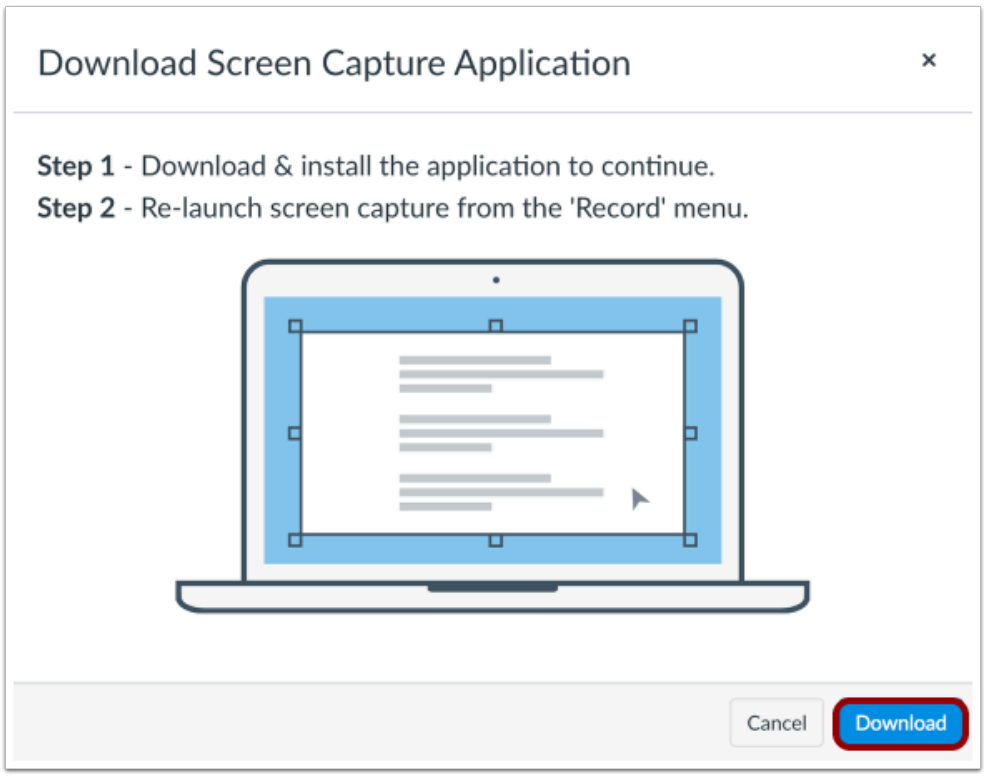
- The third party screen capture application supported in Canvas is Screencast-o-Matic (also known as ScreenPal).
- For more information about the screen capture application functionality, visit the Screencast-o-Matic tutorial videos.
- For more information about how screen readers work with screen capture video, please visit Accessibility within Studio.
- If you are using a Mac computer, adjust the Security and Privacy settings in your Mac's System Preferences to allow screen recording, and update your Mac OS (operating system) to version 10.13 or newer.
- As an admin, you may be able to install the screen capture application for Microsoft Windows common-use computers.
- If you are using a Chromebook, learn about recording a screen capture video on Chromebook.

Open Screen Capture



Click the **Record** button [1]. Then, click the **Screen Capture** link [2].

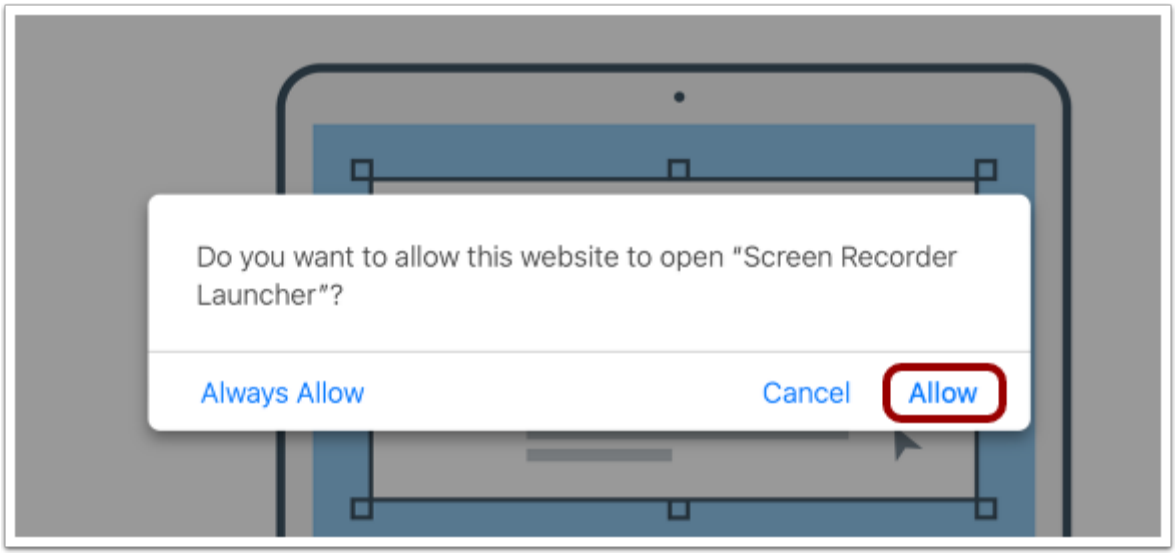
Download and Install Screen Capture Application



To record the screen,download and install the screen capture application. To download the application, click the **Download** button.

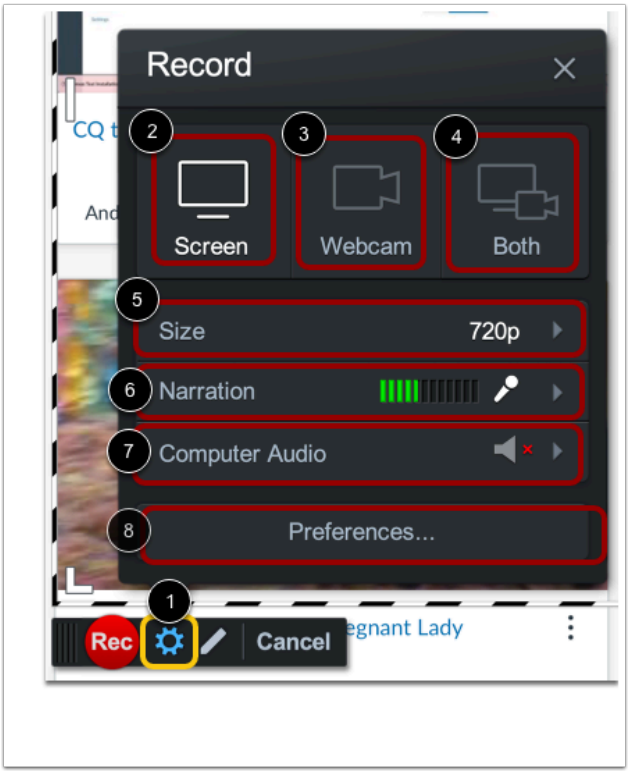
Note: If you have downloaded a different version of the screen capture application, uninstall the previous version and download the most recent version from Studio.

Allow Screen Recorder Launcher



To launch the screen recorder, click the **Allow** link.

View Capture Settings



To manage screen capture settings, click the **Settings** icon [1].

By default, the record screen option is selected [2]. To record using a webcam, click the **Webcam** option [3]. To record using screen capture and your webcam, click the **Both** option [4].

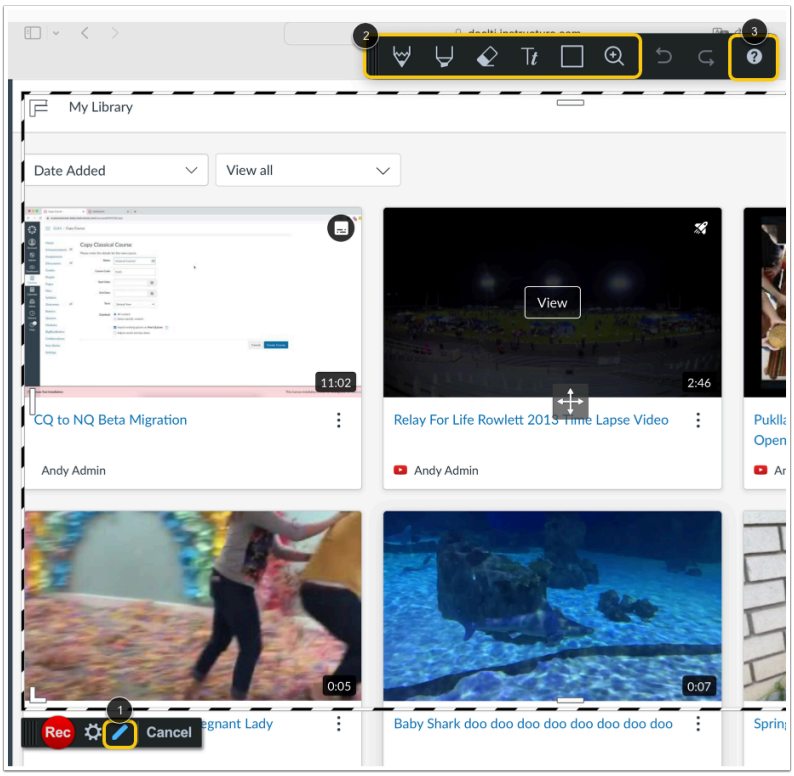
You can set a custom size for the recorded image, or you can record in Fullscreen. To chose the recorded image size, click the **Size** button [5].

By default, your default microphone setting is used to record audio. To change the microphone, click the **Narration** button [6].

By default, computer audio is turned off. To enable recording of system sounds, click the **Computer Audio** button [7].

To manage additional recording preferences, including keyboard controls, hotkeys, and cursor settings, click the **Preferences** button [8].

Manage Draw and Zoom Controls

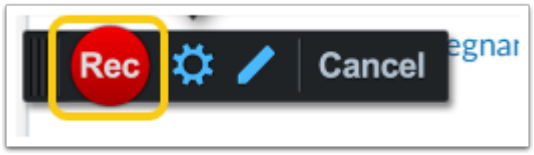


To open the draw and zoom toolbar, click the **Draw** icon [1].

To use drawing and zoom tools, use the icons in the toolbar [2].

For more information about drawing and zoom tools, and a list of keyboard shortcuts, click the **Information** icon [3].

Record Capture



Click the **Record** button.

Pause Recording

Click the **Pause** button.

Preview and Manage Recording

To preview the screen capture, click the **Play** button [1].

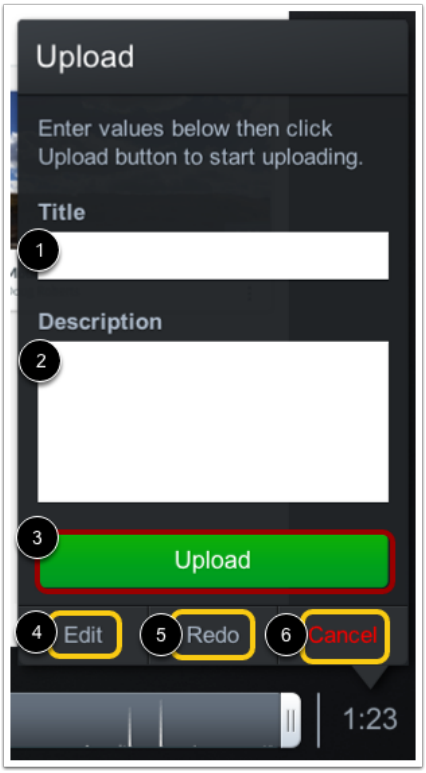
The timestamp displays [2]. To move forward and backward through the video, click the **forward** and **back** buttons [3].

To resume the recording, click the **Record** button [4].

To upload the screen capture, click the **Done** button [5].

To delete the screen capture and start over, click the **Delete** button [6].

Upload Screen Capture



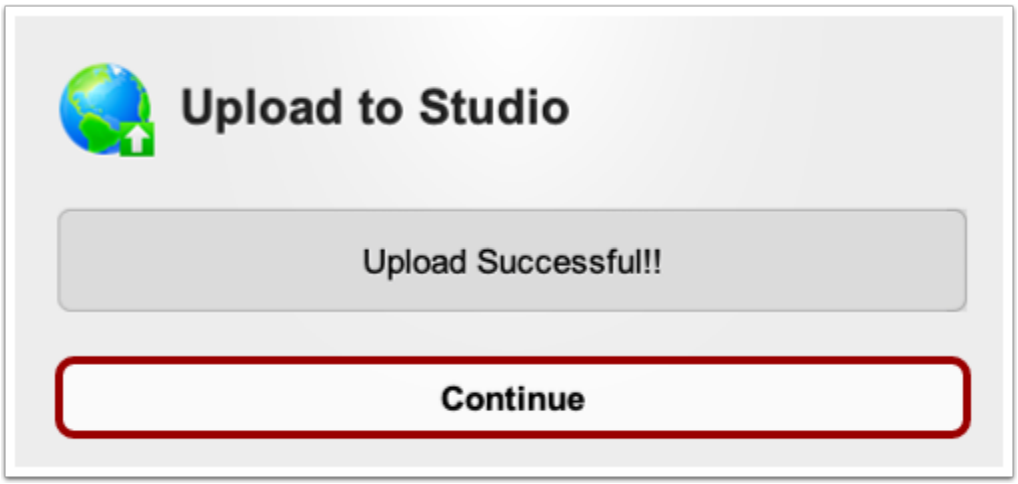
Enter a name for the capture in the **Title** field [1], and a short description of the capture in the **Description** field [2]. Then, click the **Upload** button [3].

To edit the capture click the **Edit** link [4].

To delete the file and begin a new capture, click the **Redo** link [5].

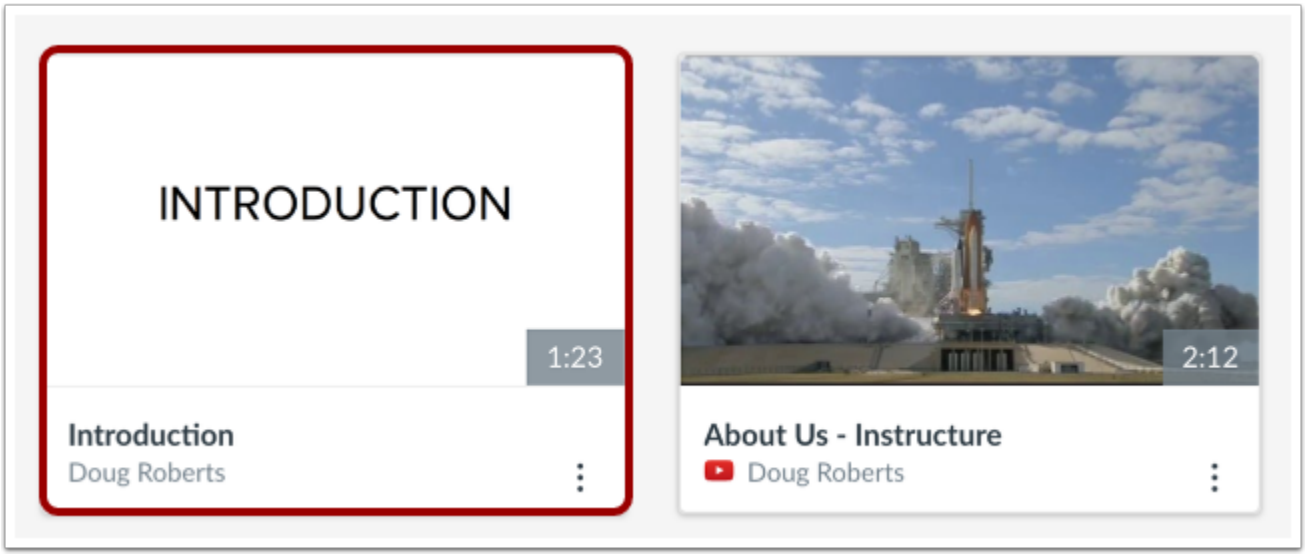
To cancel the capture, click the **Cancel** button [6].

Return to Uploads



Click the **Continue** button.

View Screen Capture



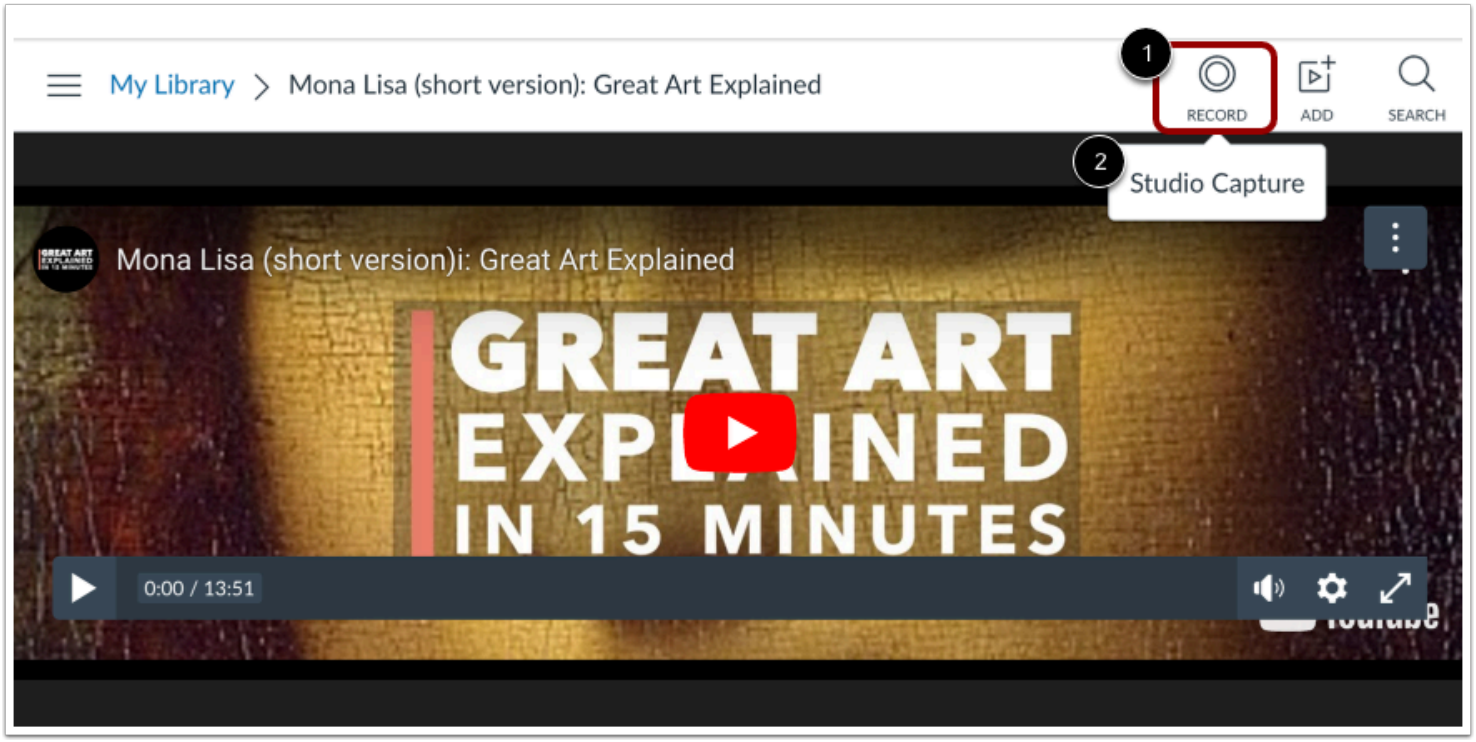
In the My Library page, the screen capture displays. When processing is complete, you can manage all controls and settings.

How do I record a screen capture in Canvas Studio on a Chromebook?

You can record a screen capture video in Canvas Studio on your Chromebook. Screen captures can be created from any page in your Canvas Studio account. You can use the screen capture tool to record media for any length of time, depending on your computer's memory.

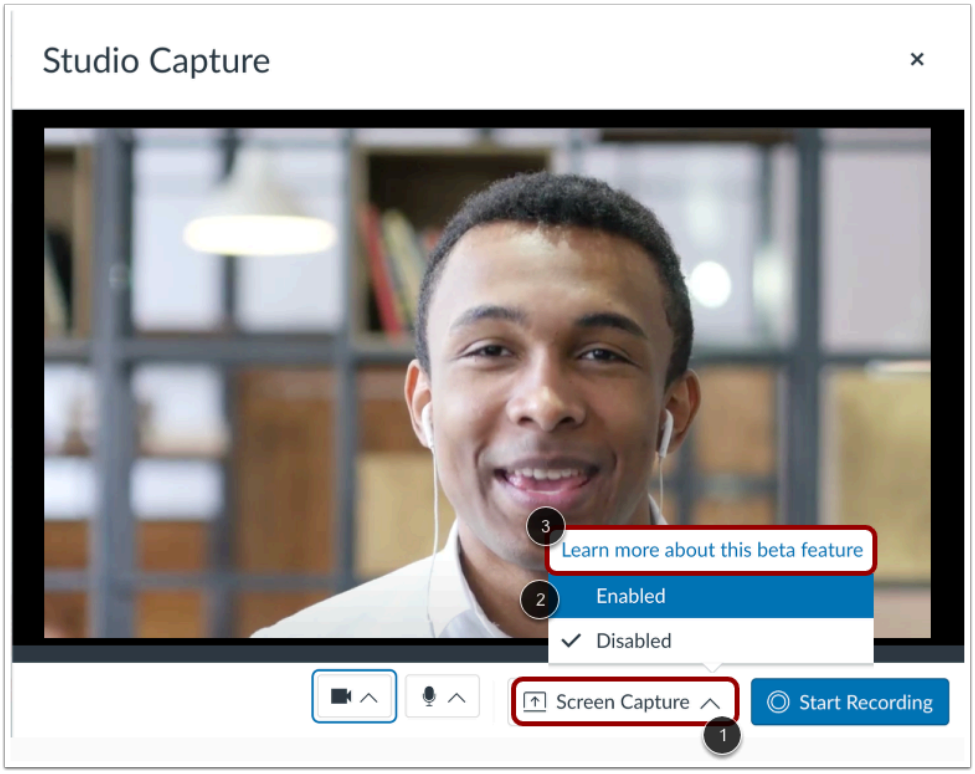
Note: Learn more about how screen readers work with screen capture video.

Open Screen Capture Tool



Click the **Record** icon [1]. Then, click the **Studio Capture** link [2].

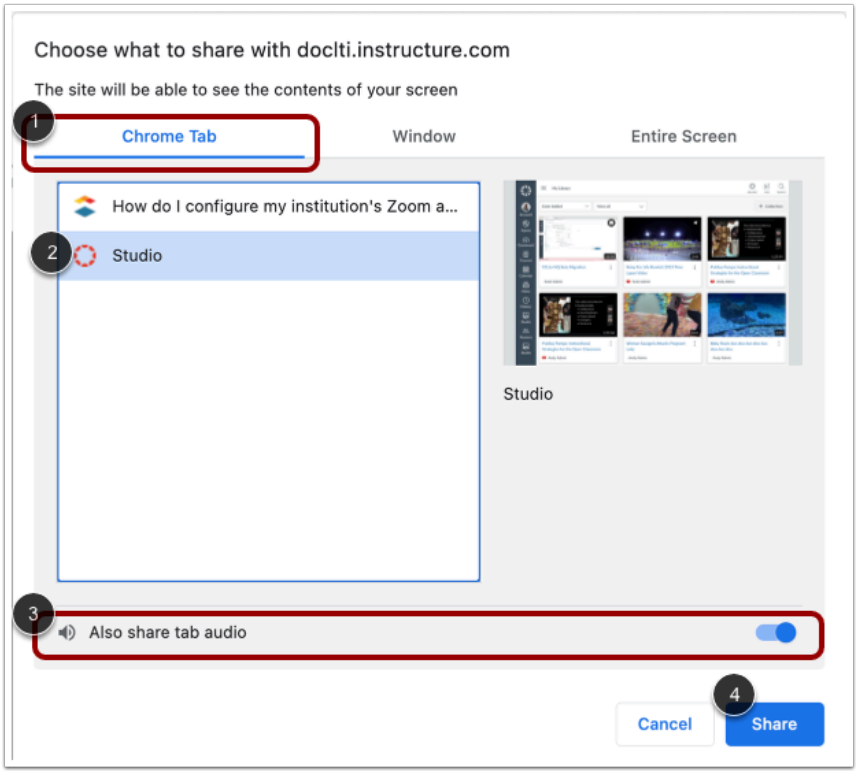
Enable Canvas Studio Capture



Click the **Screen Capture** drop-down menu [1]. By default, Screen Capture is disabled. To enable Screen Capture, click the **Enabled** link [2].

To learn more about Screen Capture for Chrome or Edge browsers, click the **Learn more about this beta feature** link [3].

Share Chrome Tab

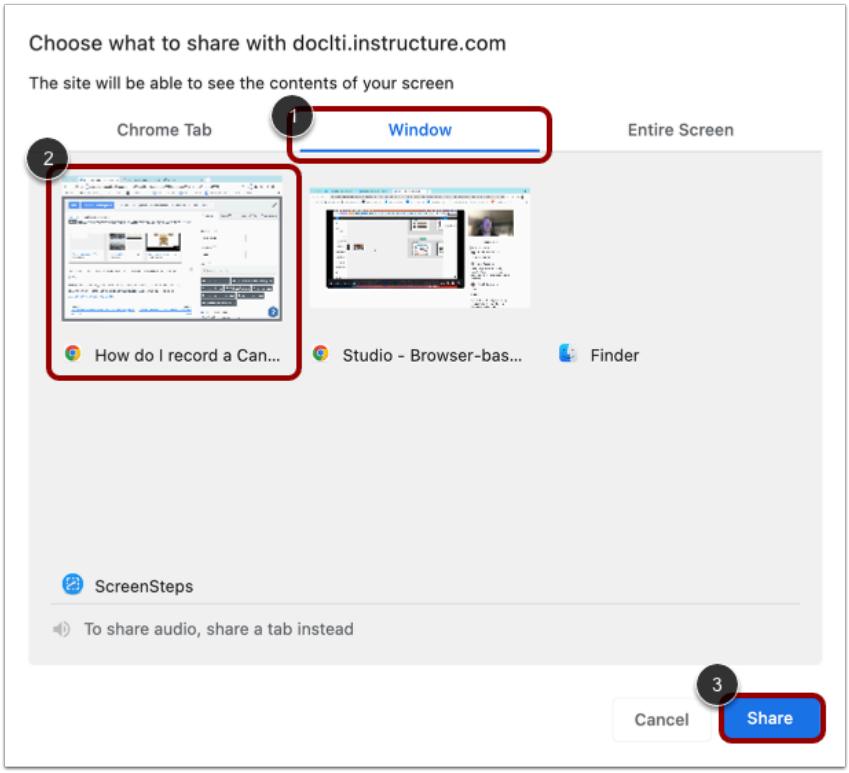


To screen share the contents of a Chrome tab on your browser, click the **Chrome Tab** option [1]. Then, select a tab name from the list [2].

To share tab audio, click the **Also share tab audio** toggle [3].

To begin screen sharing, click the **Share** button [4].

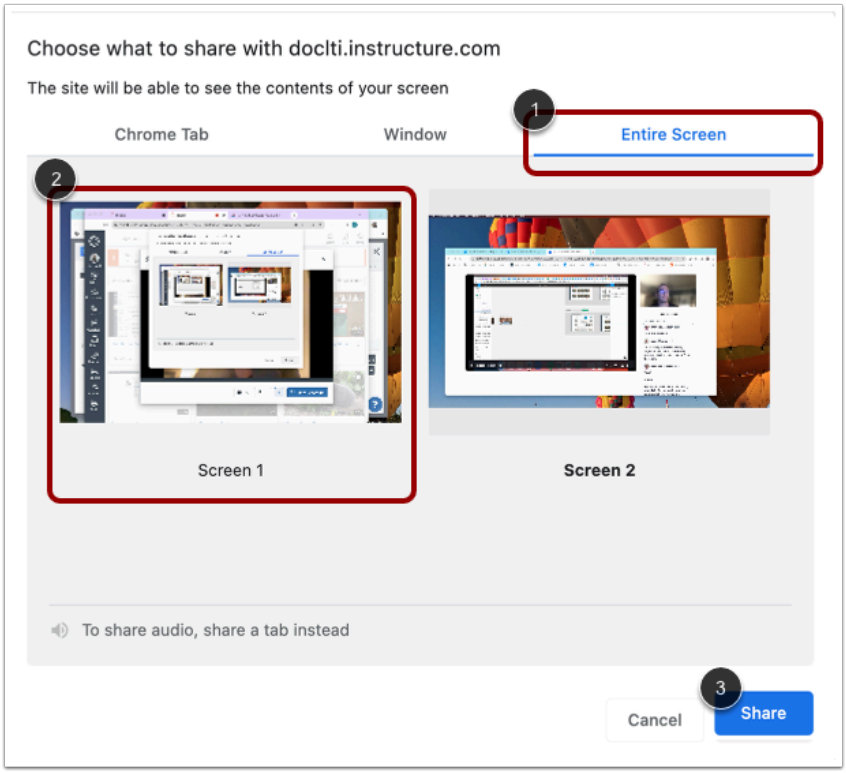
Share Window



To share an entire window on your computer, click the **Window** tab [1]. Then, click the **Window Preview** tile [2].

To begin screen sharing, click the **Share** button [3].

Share Entire Screen

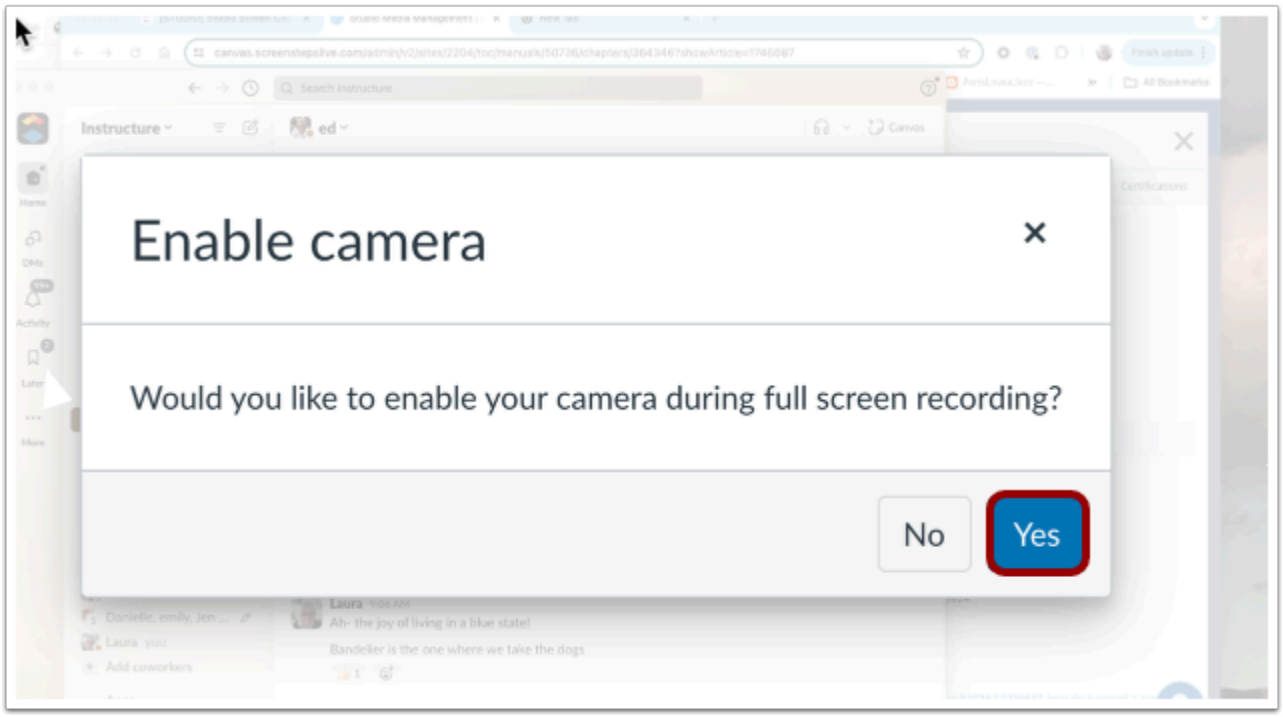


To share your entire computer screen, click the **Entire Screen** tab [1]. If more than one screen is active, click the preview tile for the screen you want to share [2].

To begin screen sharing, click the **Share** button [3].

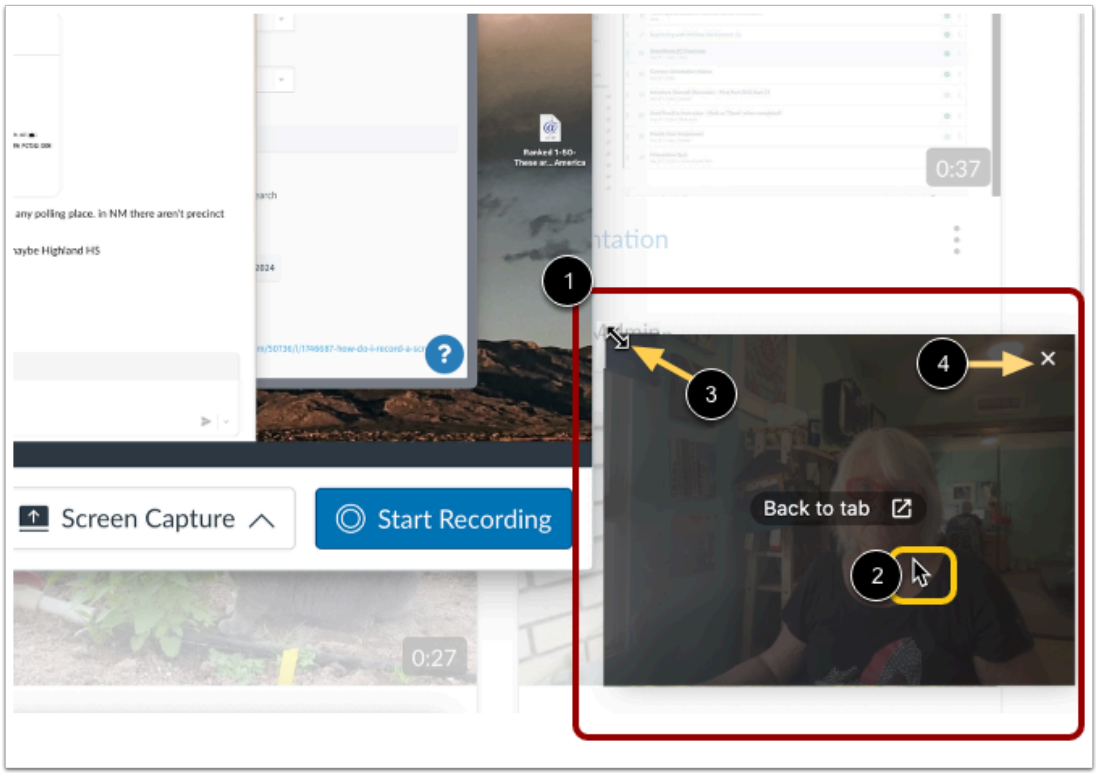
Note: If you receive an error message when trying to initiate entire screen sharing, check to make sure that Chrome has been enabled for screen recording in your computer settings.

Enable Picture-in-Picture



If you select the Entire Screen tab, you can enable your webcam during recording to create a picture-in picture display.

After you click the Share button, the Enable Camera window displays. To enable your camera and open the picture-in-picture display, click the **Yes** button [1].

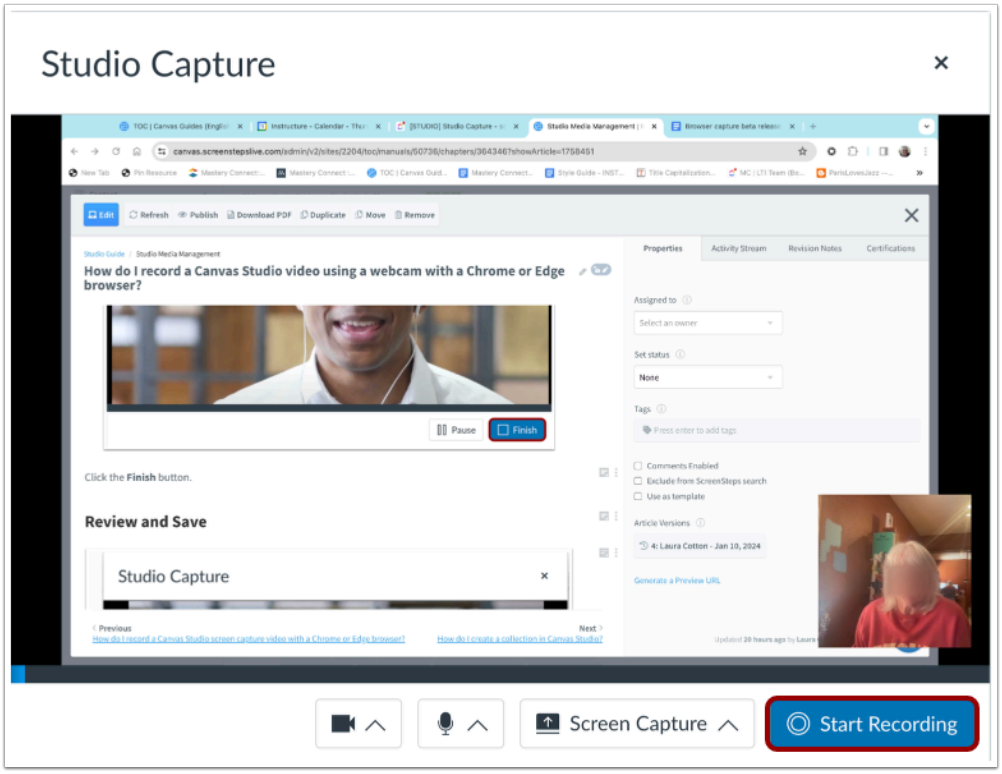


The picture-in-picture window displays a live view from your webcam [1]. To move the picture-in-picture window, click your cursor on the window, then drag the window to a new location [2].

To resize the window, click the cursor on a corner of the window to display the **Resize** icon [3]. Then, drag the corner to resize the image.

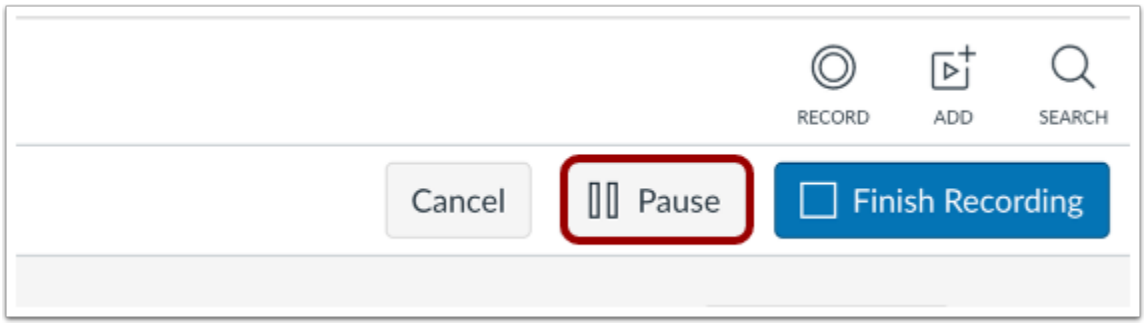
To close the picture-in-picture window, click the **Close** icon [4].

Begin Recording



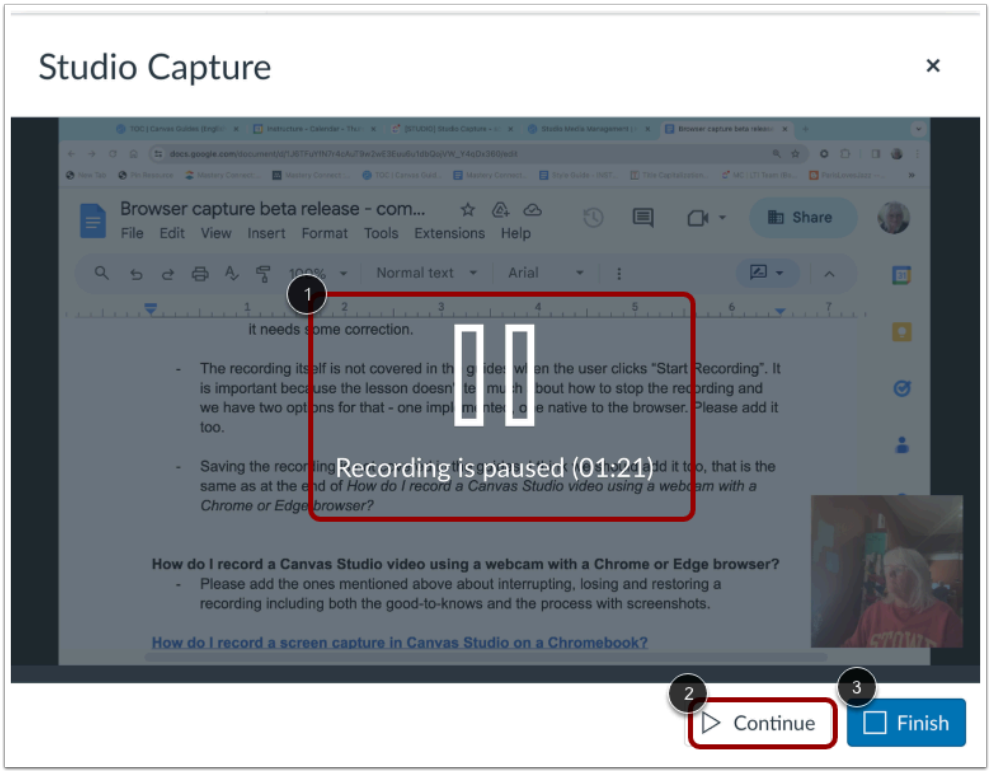
Click the **Start Recording** button.

Pause Recording



To pause your recording, click the **Pause** button. This pauses both your screen recording and your webcam recording.

Resume or End Paused Recording

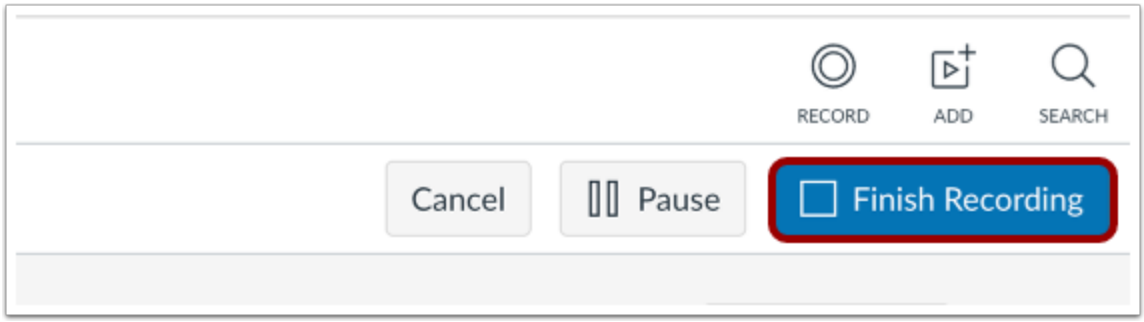


The recording paused message and timestamp displays [1].

To resume recording, click the **Continue** button [2].

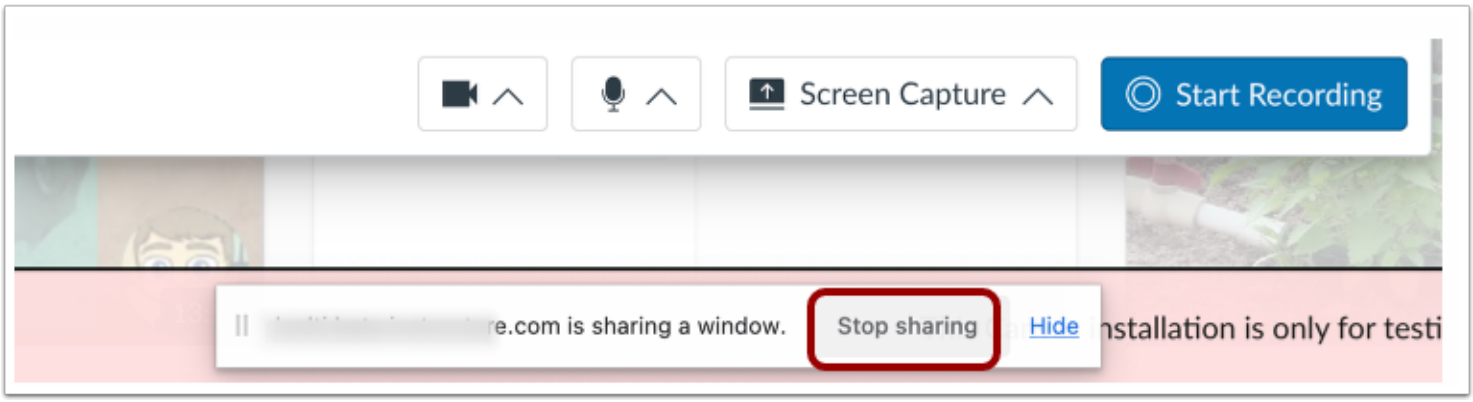
To end the paused recording, click the **Finish** button [3].

End Recording



To end a recording that is in progress, click the **Finish Recording** button.

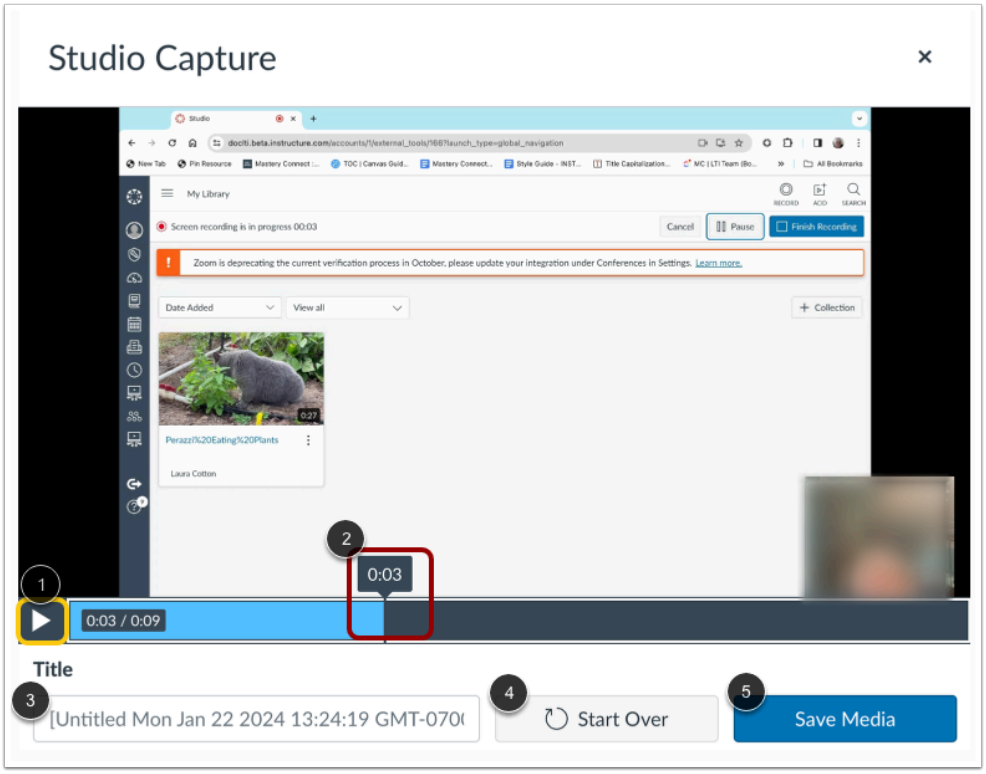
Stop Screen Sharing



To stop screen sharing, click the **Stop sharing** button.

Note: When a recording is in progress, clicking the Stop sharing button ends the recording.

Preview and Save



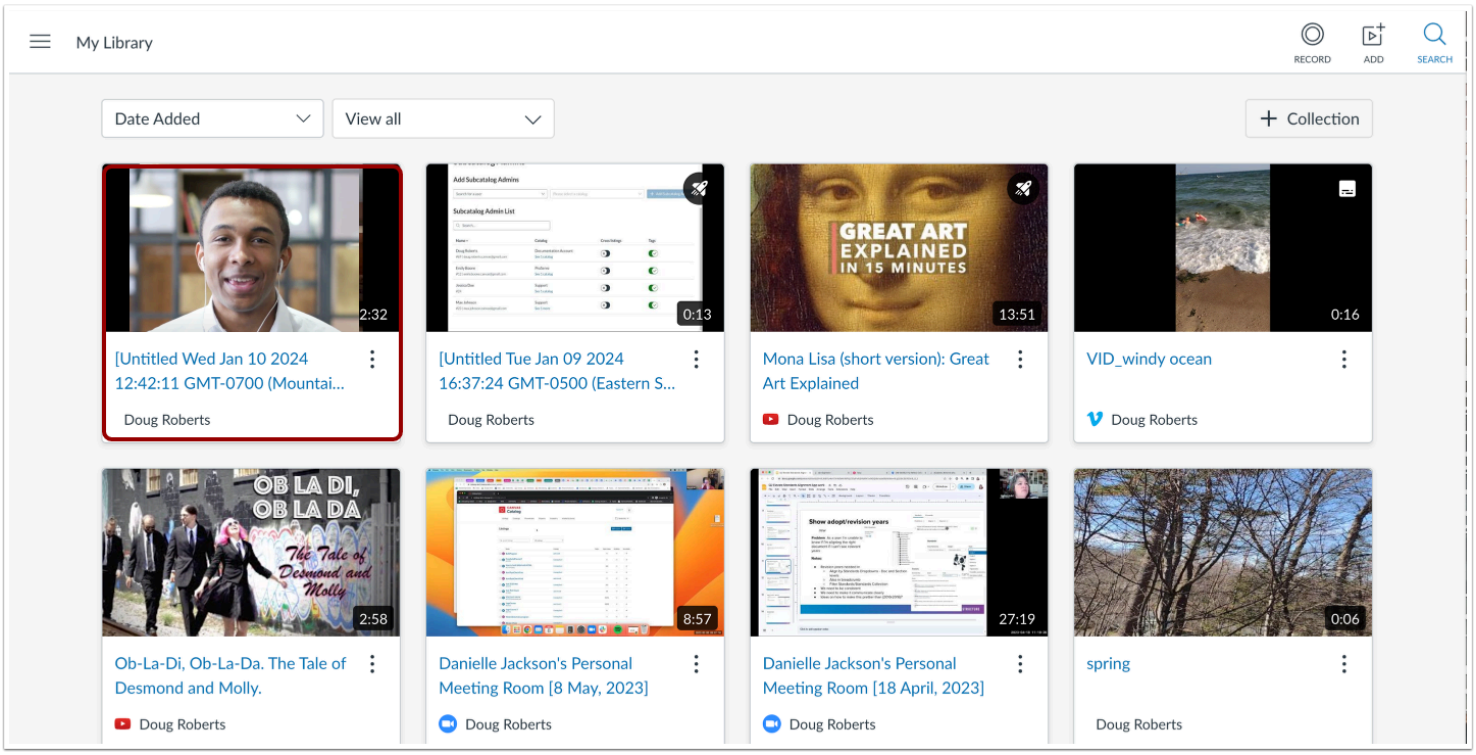
To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover your cursor over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

View in Media Library



The saved recording displays in your media library.

How do I recover an interrupted recording in Canvas Studio Capture for Chrome and Edge browsers?

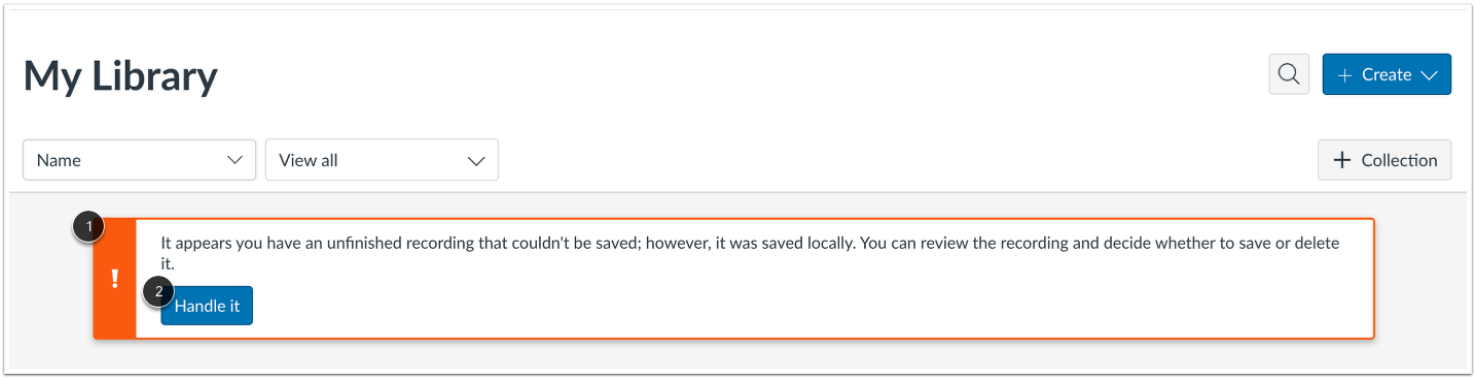
Canvas Studio Capture is an integrated screen capture option currently available for Google Chrome or Microsoft Edge browsers. Canvas Studio Capture for Chrome and Edge browsers has expanded recovery features that allow you to continue recording if connectivity is lost and to save partial recordings interrupted by a browser crash or loss of power during recording.

In the event of a power loss, or if your browser crashes during recording, a draft of your unfinished recording is saved in your browser and Canvas Studio prompts you to delete the unfinished media or save it to your Studio library the next time you open Studio.

If connectivity is lost during recording, Canvas Studio Capture continues to record without interruption using the computer's memory. If connectivity is not restored when the recording is complete, a draft is saved in your browser and Canvas Studio prompts you to delete or save the media to your library the next time you open Studio.

Note: The prompt to restore video displays only when you are logged in to the same Studio user account on the same device where the recording was made.

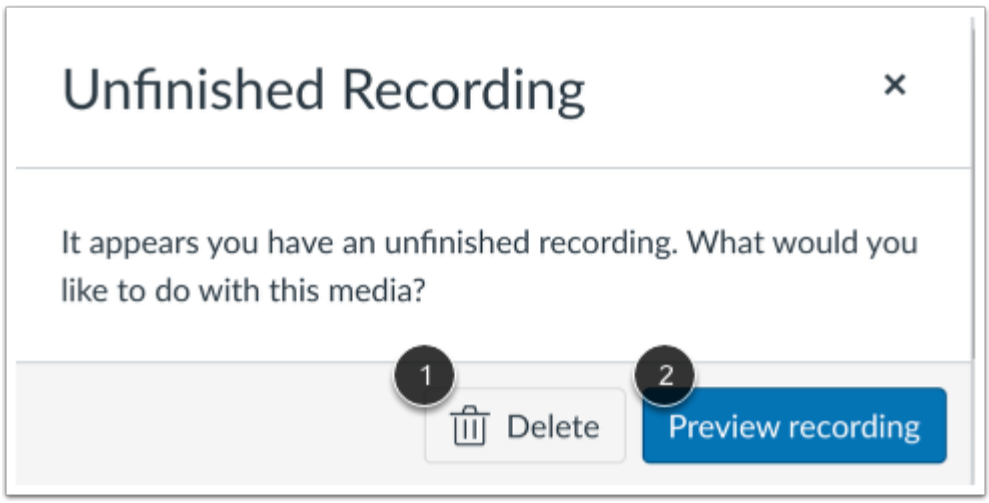
View Unfinished Recording Message



If you experience a browser crash or loss of power while recording a video, the unfinished recording notification displays when your browser is restored [1].

To manage the unfinished recording, click the **Handle it** button [2].

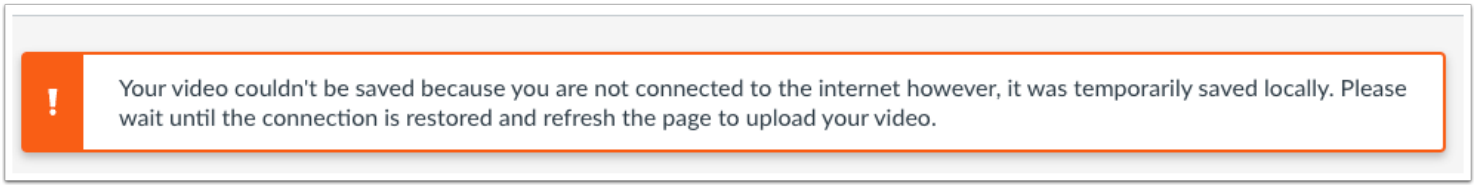
Manage Unfinished Recording



To delete the unfinished recording, click the **Delete** button [1].

To preview the unfinished recording, click the **Preview recording** button [2].

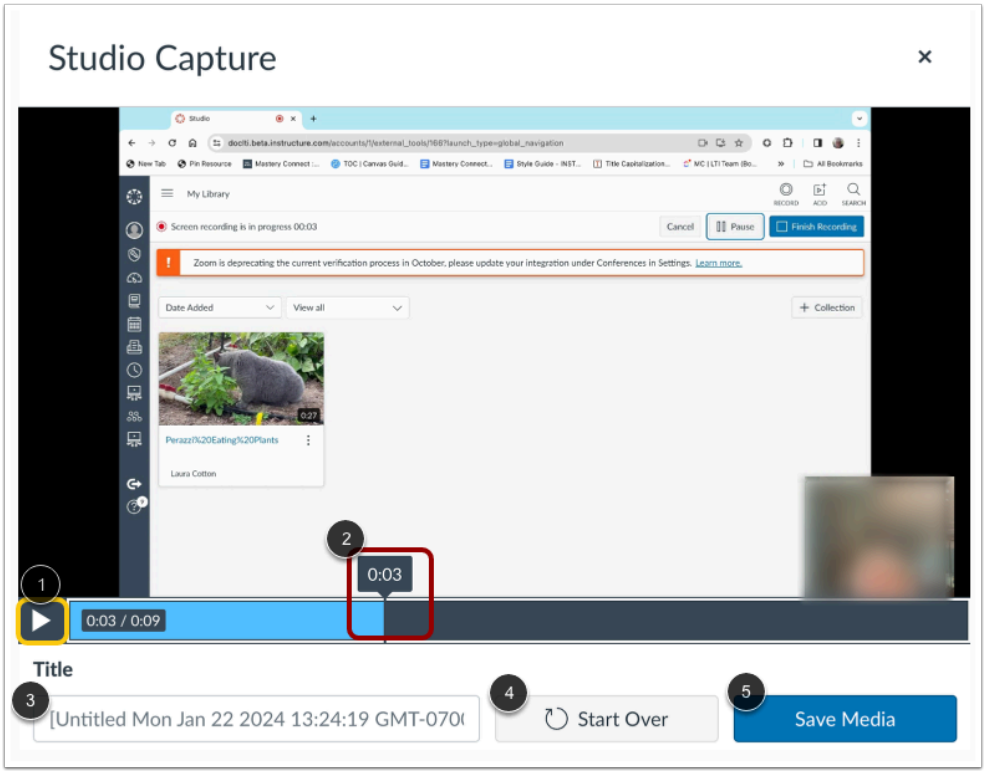
View Upload Video Message



If connectivity is lost during recording, Canvas Studio continues to record without interruption using your computer's memory. If connectivity has not been restored when you end the recording, the Upload Video message displays.

When the connection is restored, refresh the page, then preview and save or delete the recording.

Preview and Save



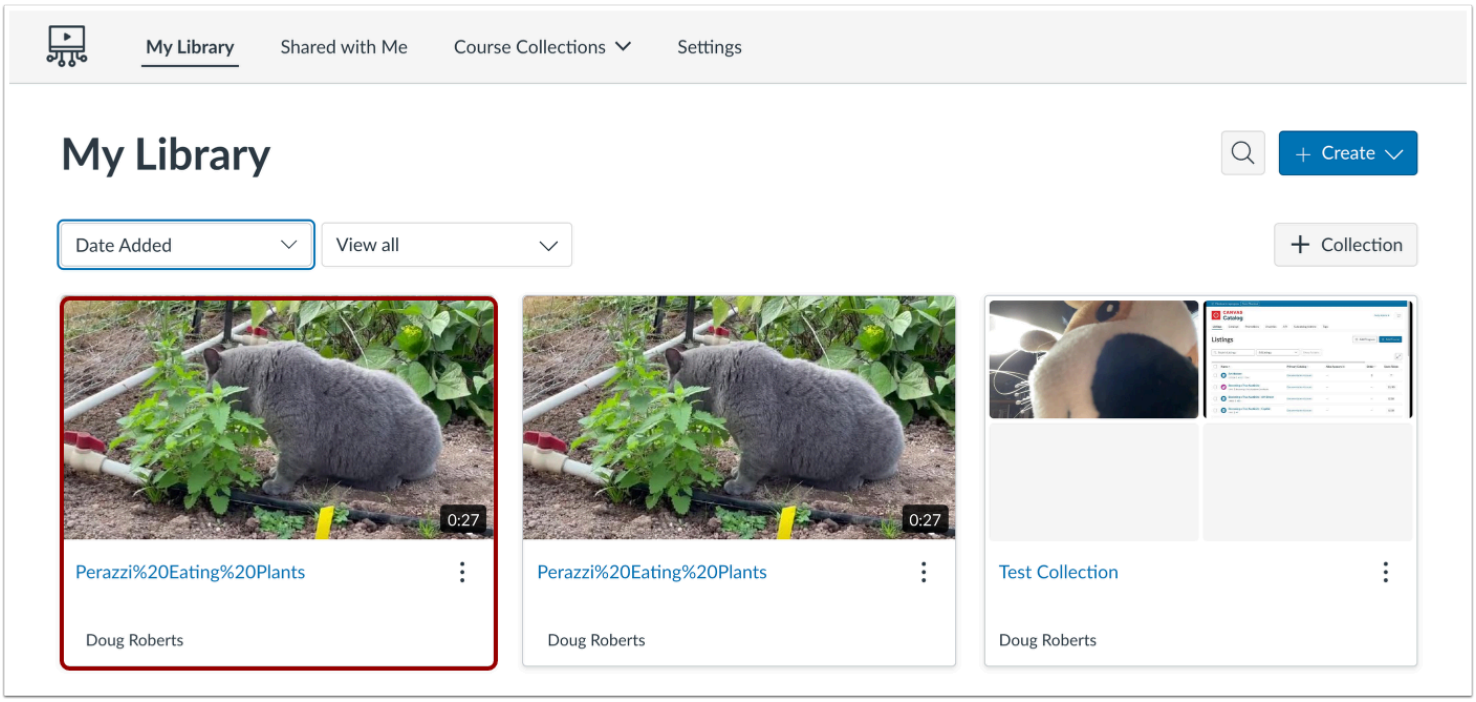
To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

View Recording in Media Library



The recording displays in your media library.

How do I embed Canvas Studio media in a Canvas course using a Chrome or Edge Browser?

In Canvas, users can embed media from Canvas Studio in any feature area with the Rich Content Editor, including Assignments, Discussions, and Pages. Media is embedded using the Studio LTI tool. You can select existing media and also upload new media through the Studio LTI tool.

When embedding media in Canvas, you can chose to hide or display media tabs. Media tabs give you access to media details, comments, insights, and captions. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface. Regardless of comments, embedded media views are always included in analytics.

If needed, you can embed YouTube or Vimeo videos at a particular timestamp. Additionally, when embedding media in Canvas, the download option is disabled by default for media you own, but you can choose to enable the download option.

Embedding Media in Assignments and Discussions

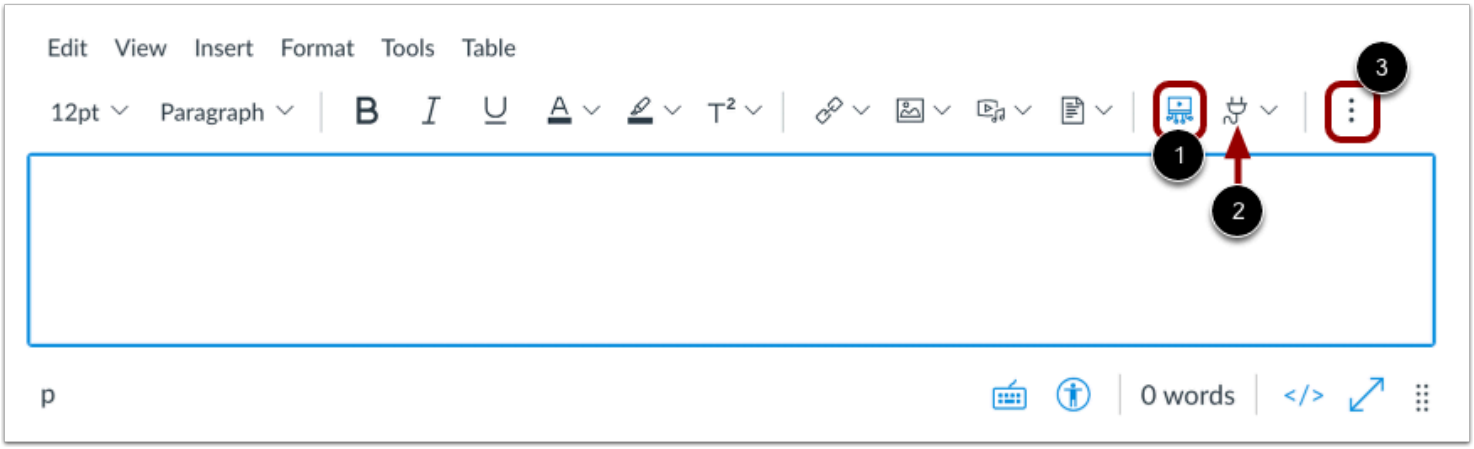
If you are an instructor and embedding media in an assignment or a discussion, you may consider disabling comments. For graded assignments, inline comments are not a replacement for submissions and never display in SpeedGrader. For instance, when embedding media in a graded discussion, students could post inline comments, but to receive a grade, they would also have to post a reply to the graded discussion. The discussion reply would display in SpeedGrader for grading. However, comments could be enabled when embedding media in a No Submission or Not Graded assignment.

Embedding Media as a Student

If you are a student, you can embed Canvas Studio media in a discussion reply, a text entry assignment, or a file upload assignment. Media you embed into a Canvas course or group is created as a new copy owned by your instructor. When embedding media, you will not be able to edit any details, so you may want to confirm the name of your media before it is uploaded. Otherwise, you can contact your instructor to modify the details of your media.

Note: This lesson describes the process for embedding Studio media using a Chrome or Edge browser only. Learn more about embedding media using a Safari or Firefox browser.

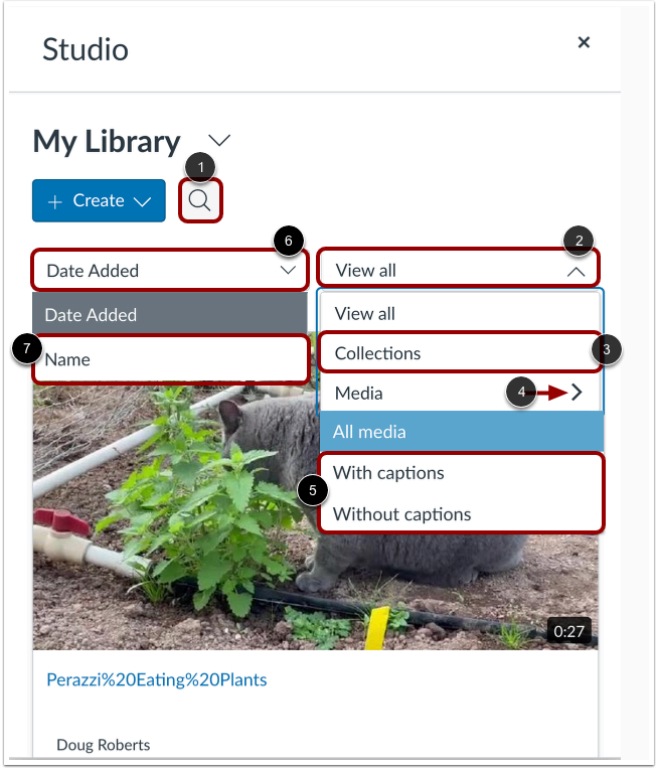
Open Studio in Rich Content Editor



Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1]. Alternatively, you can click the **App** icon [2].

Note: If the Studio icon does not display in the toolbar, click the **Options** icon [3].

Locate Media



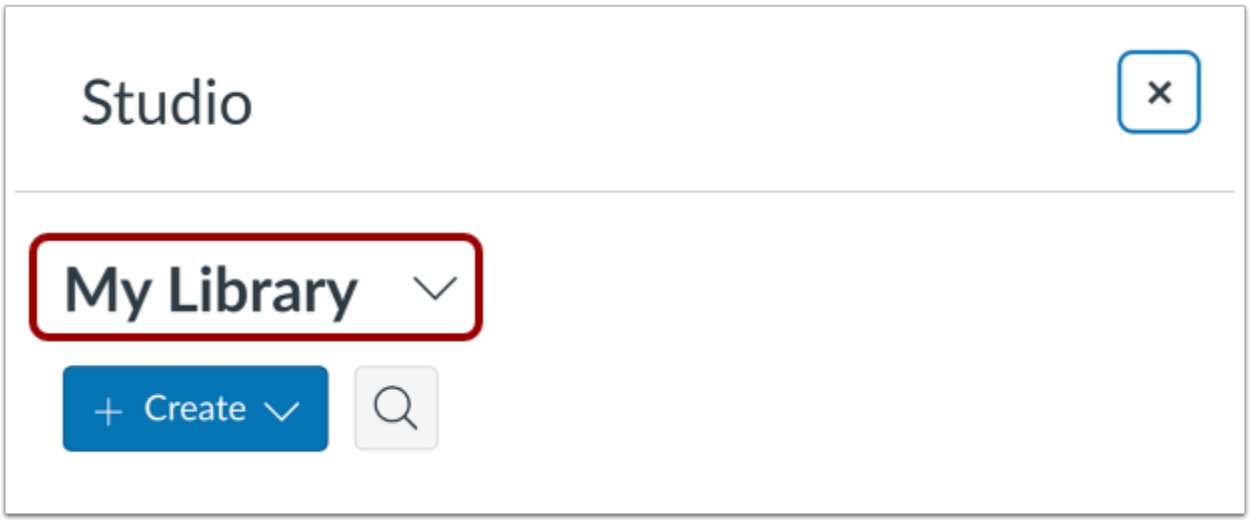
To search for a video or audio file, click the **Search** icon [1].

To view media preview tiles, scroll down through the list. By default, the most recently added media displays first.

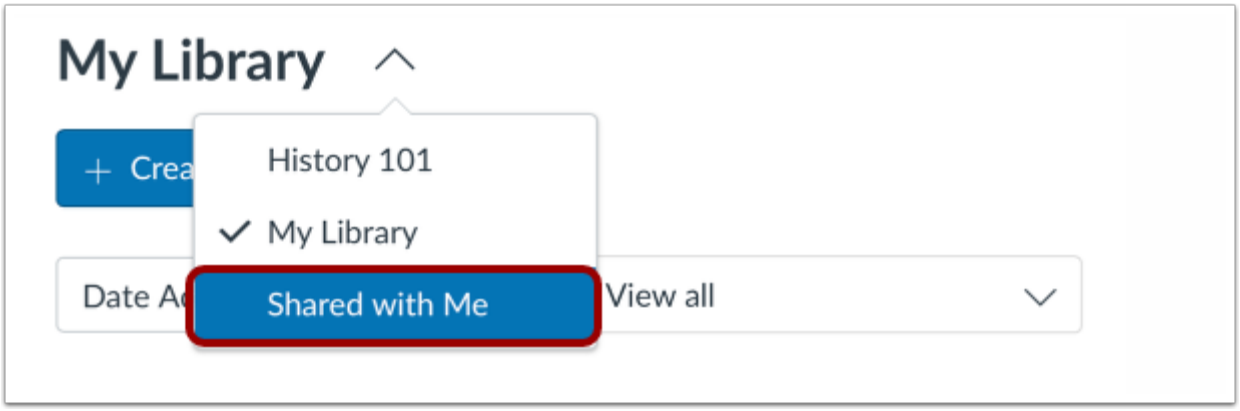
To view only media collections, click the **Filter by** drop-down menu [2]. Then, click the **Collections** link [3]. To view media by caption status, click the **Media** drop-down menu [4]. Then, click a caption status option [5].

To sort media by name, click the **Date Added** drop-down menu [6], and click the **Name** link [7].

Locate Shared Media

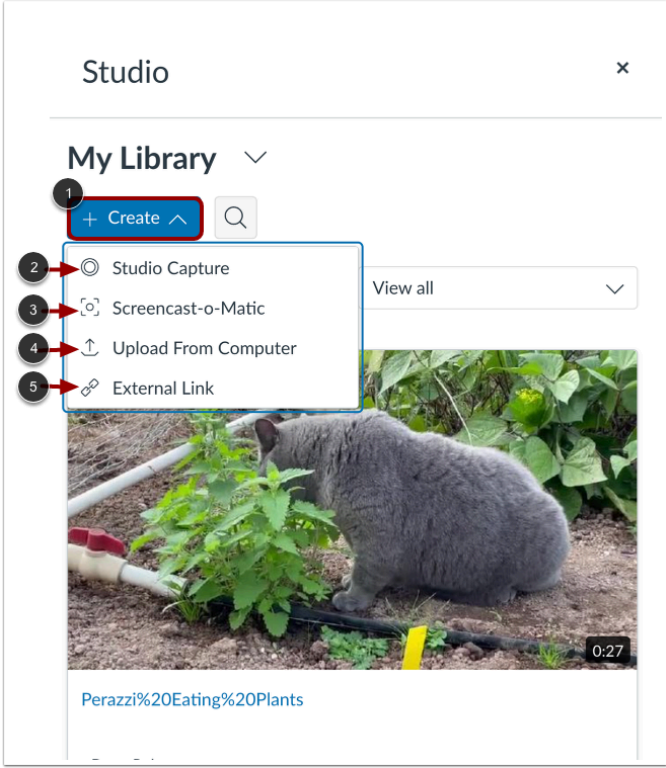


To embed media shared by another user, click the **My Library** drop-down menu.



In the My Library window, click the **Shared with Me** link.

Upload New Media



To upload new media, click the **Create** drop-down menu [1].

To record a webcam recording or screen capture using the Studio Screen Capture option, click the **Studio Capture** link [2].

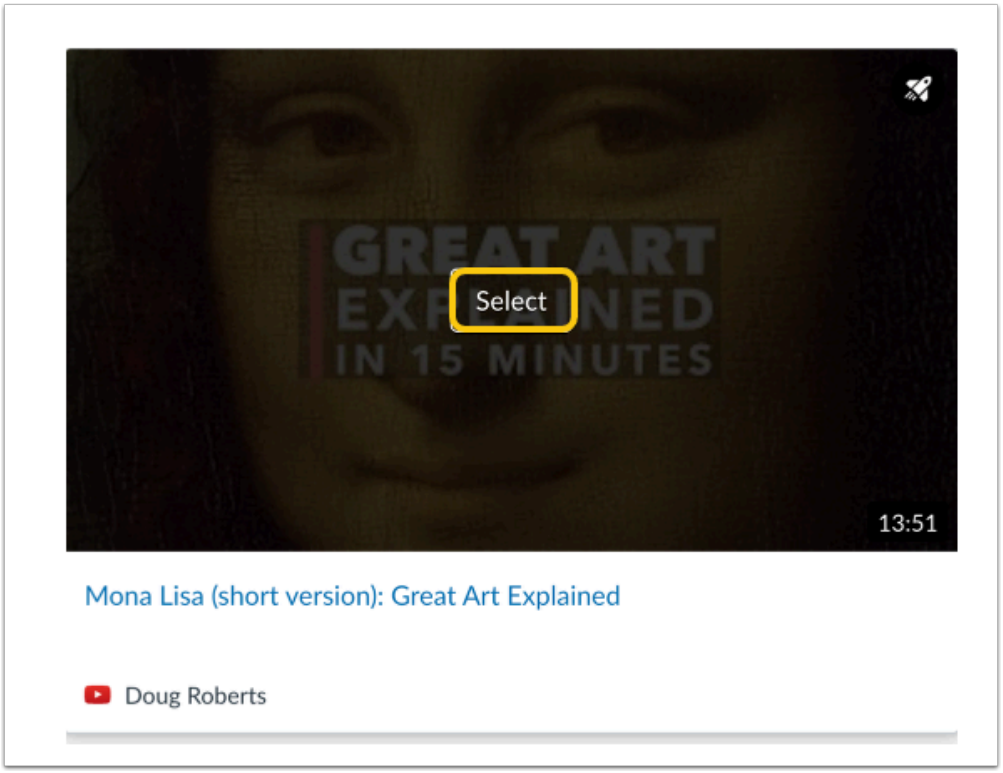
Alternatively, to use Screencast-o-Matic to record a screen capture, click the **Screencast-o-Matic** link [3].

To add a media file from your computer, select the **Upload from Computer** option [4].

To add media file using an external link, select the **External Link** option [5].

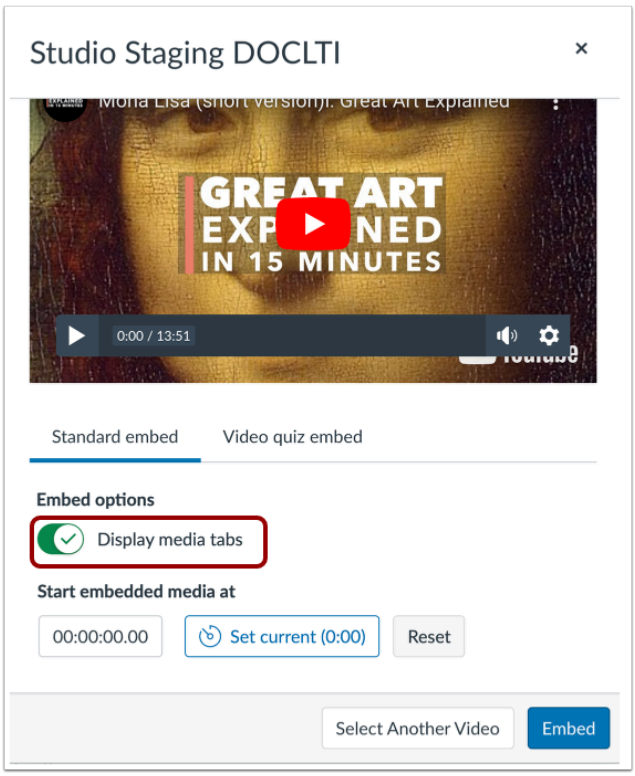
Note: Only users with Chrome or Edge browsers can embed screen captures and webcam videos using the Canvas Studio Capture feature. Learn more about embedding video in a Canvas course using a Safari or Firefox browser.

Select Media



Hover over the media you want to select and click the **Select** button.

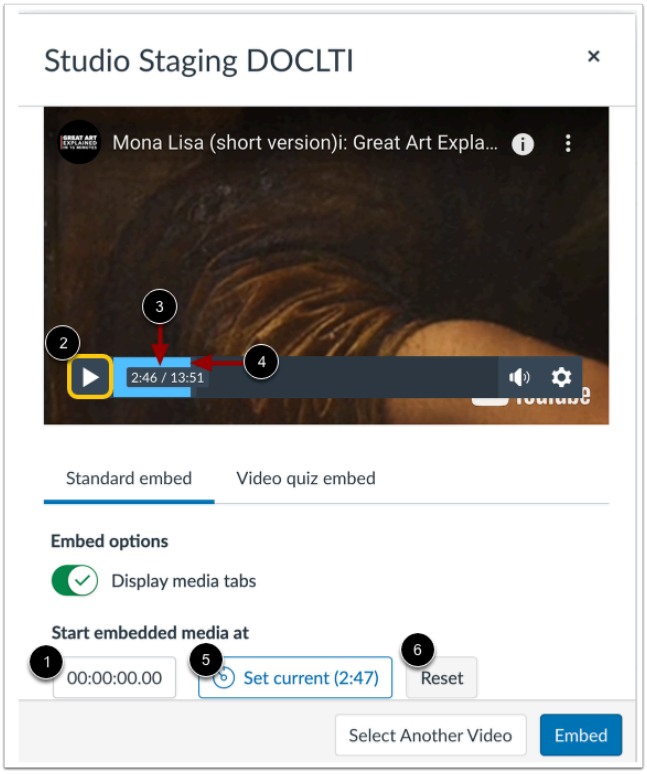
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Set Start Time for Media



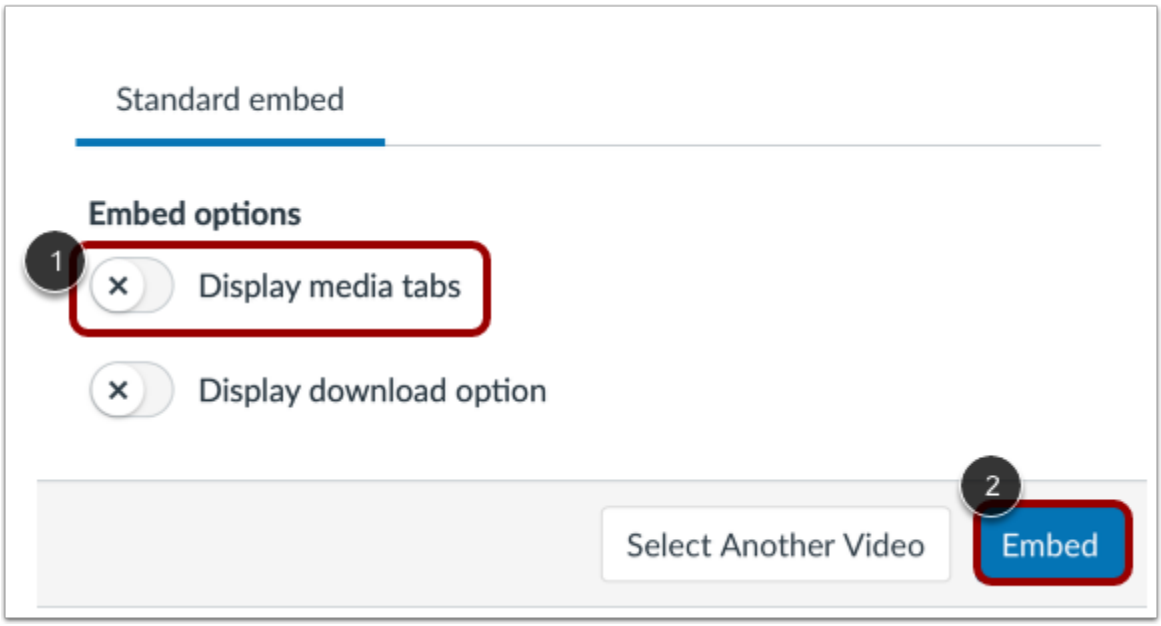
When embedding media from Vimeo or YouTube, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

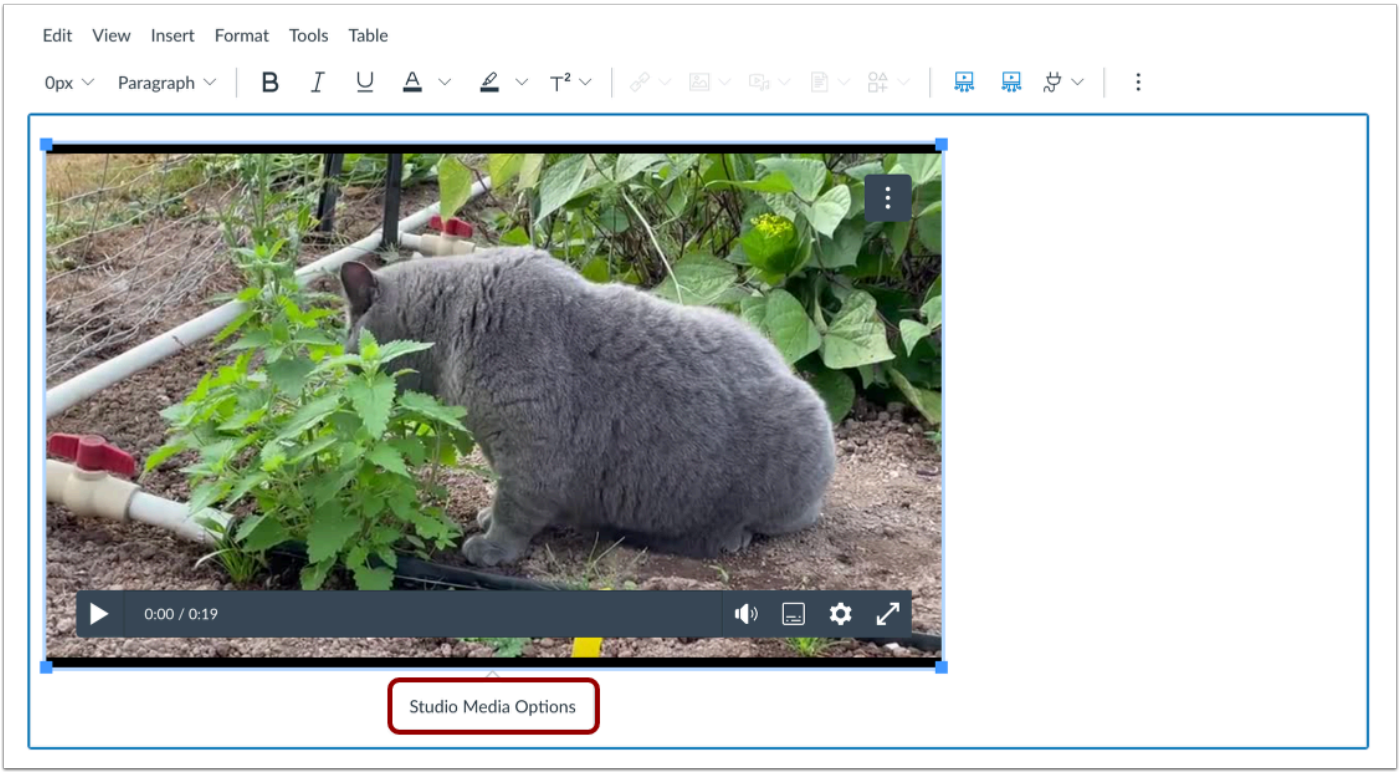
Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

Resize Embedded Media

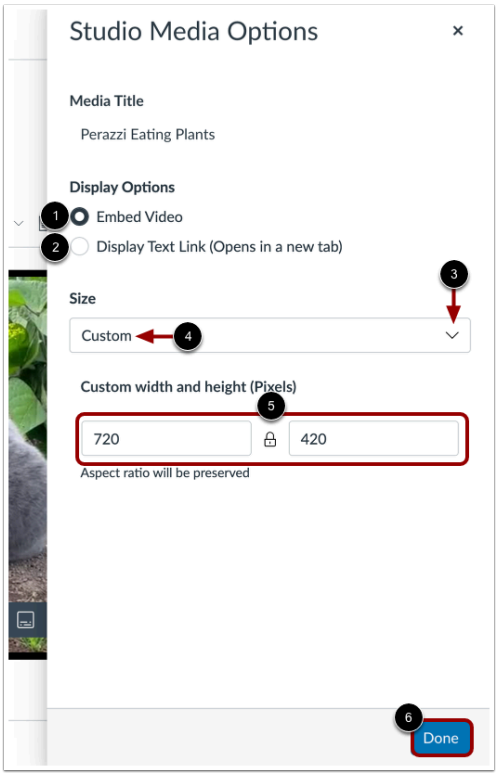


To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

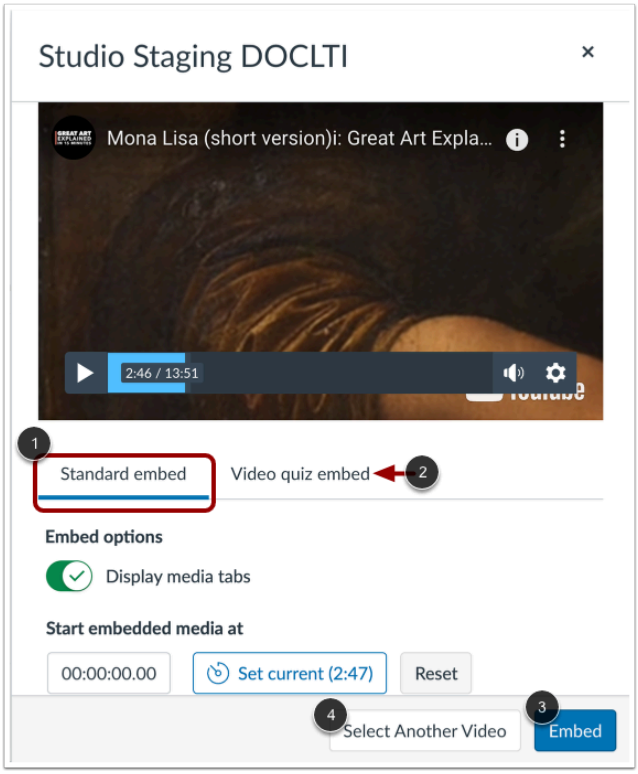
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field automatically updates to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

Embed Media



To embed standard media, click the **Standard embed** link [1].

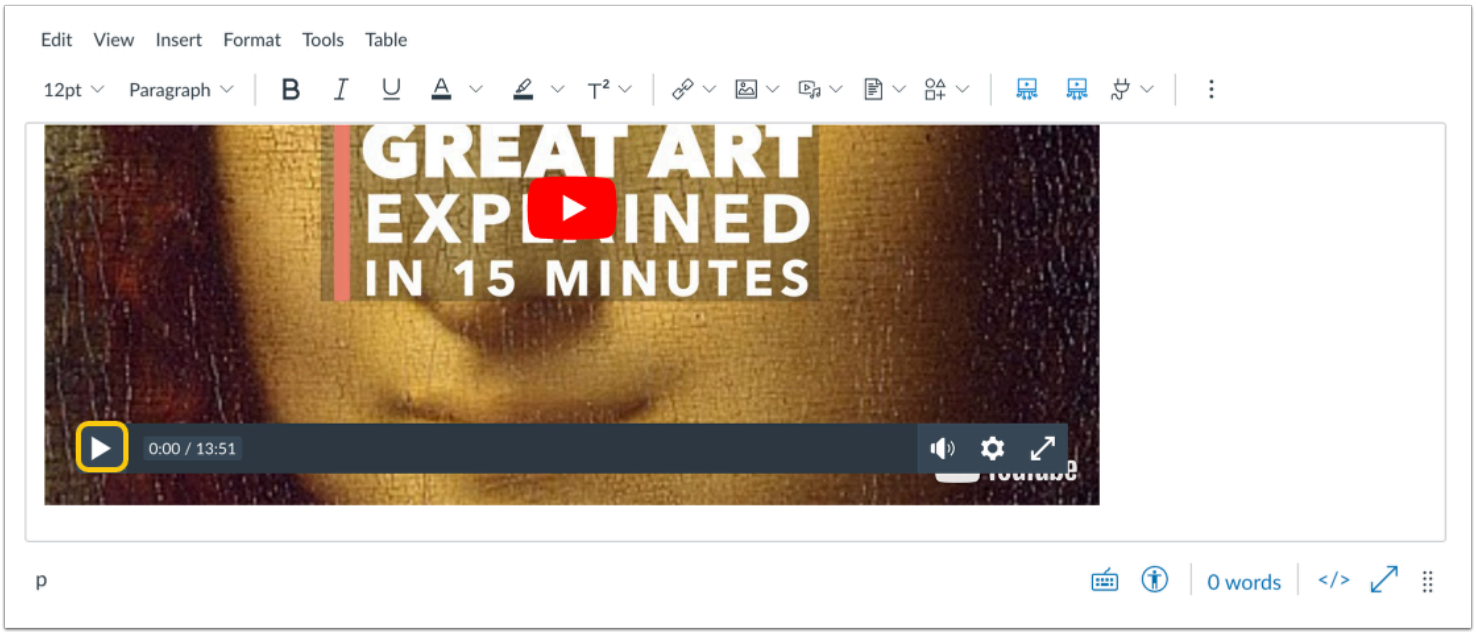
If the media includes a video quiz, to embed the media with the video quiz, click the **Video quiz embed** link [2].

To embed the media, click the **Embed** button [3].

To cancel and select different media, click the **Select Another Video** button [4].

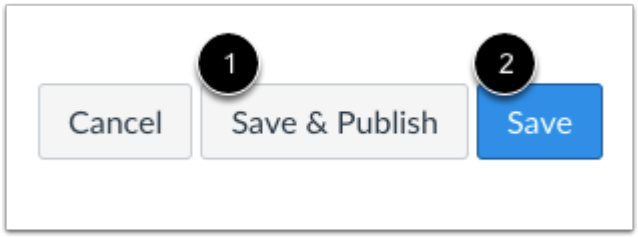
Note: If the selected media does not include a video quiz, the Video quiz embed link does not display.

Manage Media



To preview your embedded video in the Rich Content Editor field, click the **Play** button.

Save Changes



To publish the Canvas course content that contains the embedded media, click the **Save & Publish** button [1]. To save the media as a draft, click the **Play** button [2].

How do I embed Canvas Studio media in a Canvas course using a Safari or Firefox Browser?

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If needed, you can embed YouTube or Vimeo videos at a particular timestamp. Additionally, when embedding media in Canvas, the download option is disabled by default for media you own, but you can choose to enable the download option.

Embedding Media in Assignments and Discussions

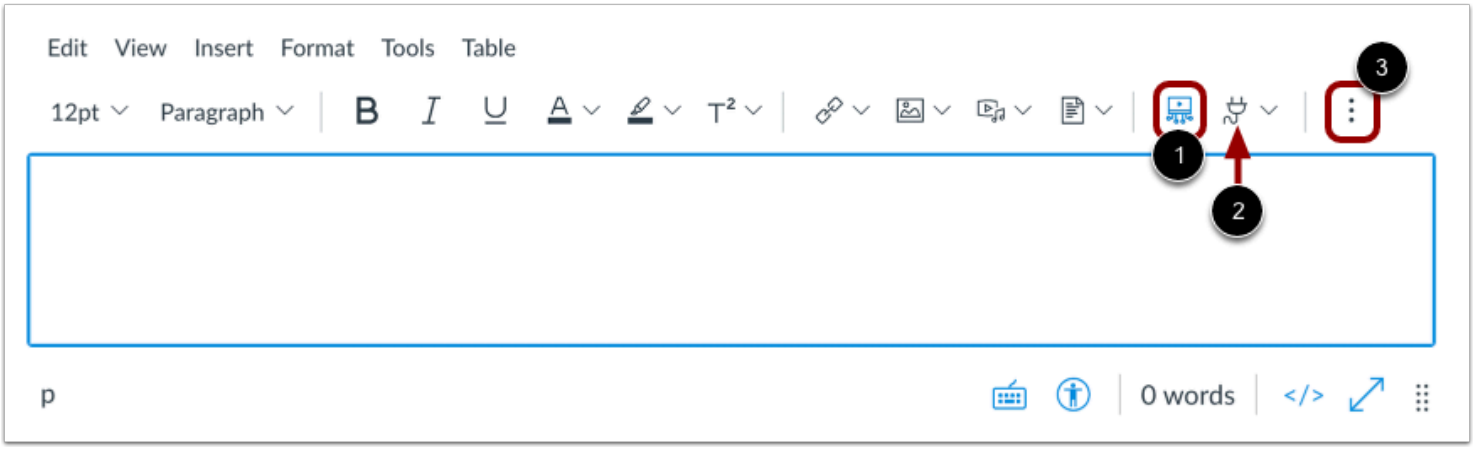
If you are an instructor and embedding media in an assignment or a discussion, you may consider disabling comments. For graded assignments, inline comments are not a replacement for submissions and never display in SpeedGrader. For instance, when embedding media in a graded discussion, students could post inline comments, but to receive a grade, they would also have to post a reply to the graded discussion. The discussion reply would display in SpeedGrader for grading. However, comments could be enabled when embedding media in a No Submission or Not Graded assignment.

Embedding Media as a Student

If you are a student, you can embed Canvas Studio media in a discussion reply, a text entry assignment, or a file upload assignment. Media you embed into a Canvas course or group is created as a new copy owned by your instructor. When embedding media, you will not be able to edit any details, so you may want to confirm the name of your media before it is uploaded. Otherwise, you can contact your instructor to modify the details of your media.

Note: This lesson describes the process for embedding media using a Safari or Firefox browser only. Learn more about embedding media using a Chrome or Edge browser.

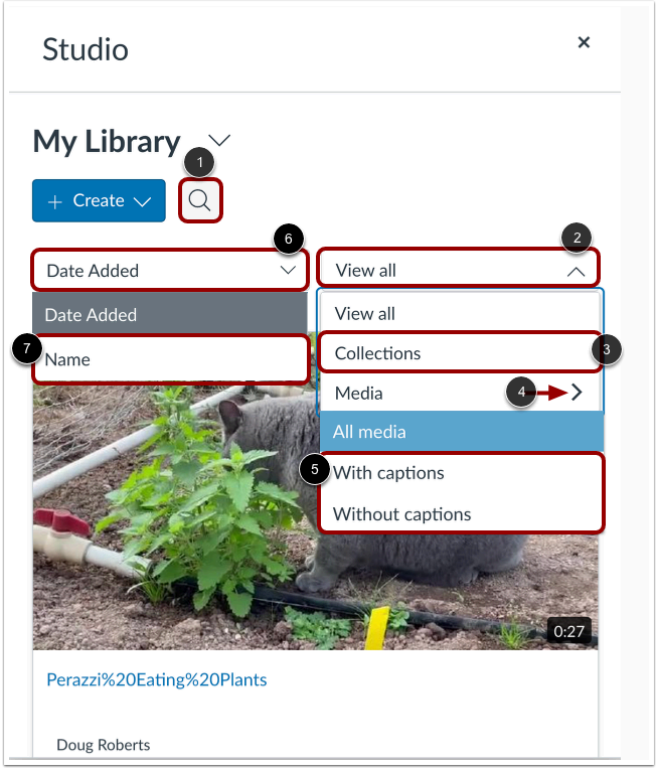
Open Studio in Rich Content Editor



Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1]. Alternatively, you can click the **App** icon [2].

Note: If the Studio icon does not display in the toolbar, click the **Options** icon [3].

Locate Media



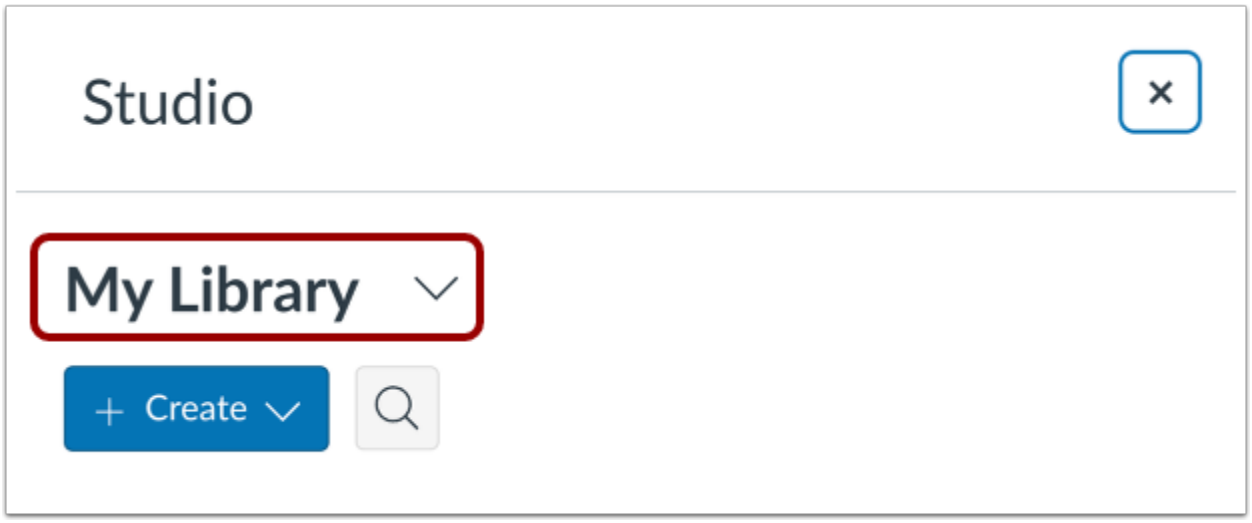
To search for a video or audio file, click the **Search** icon [1].

To view media preview tiles, scroll down through the list. By default, the most recently added media displays first.

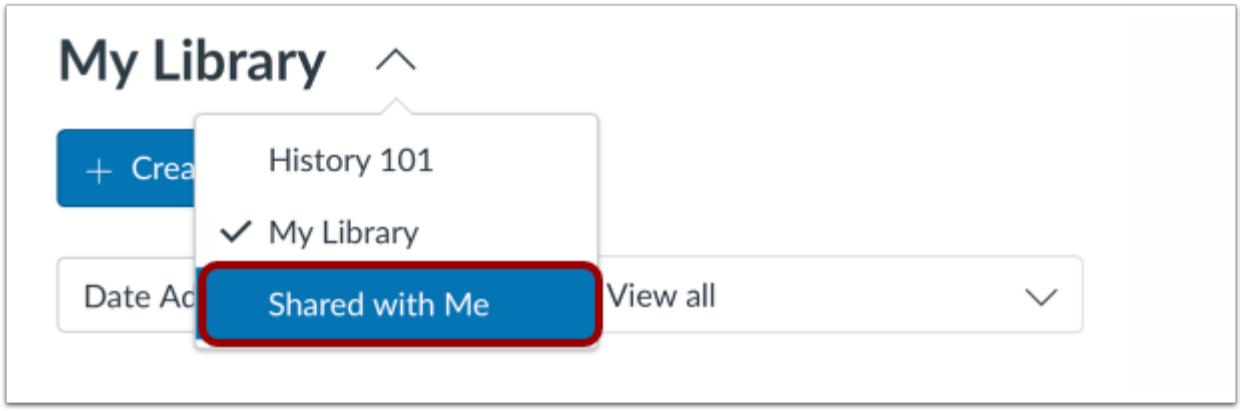
To view only media collections, click the **Sort By** drop-down menu [2]. Then, click the **Collections** link [3]. To view media by caption status, click the **Media** drop-down menu [4]. Then, click a caption status option [5].

To sort media by name, click the **Date Added** drop-down menu [6], and click the **Name** link [7].

Locate Shared Media

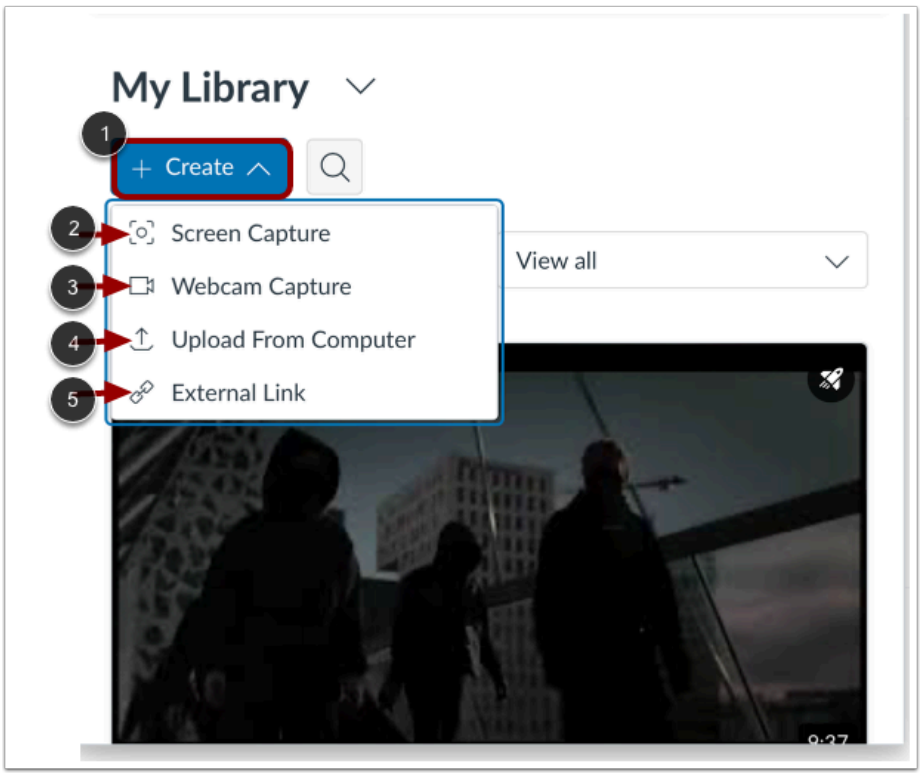


To embed media shared by another user, click the **My Library** drop-down menu.



In the My Library window, click the **Shared with Me** link.

Upload New Media



To upload new media, click the **Create** drop-down menu [1].

To record a screen capture, click the **Screen Capture** link [2].

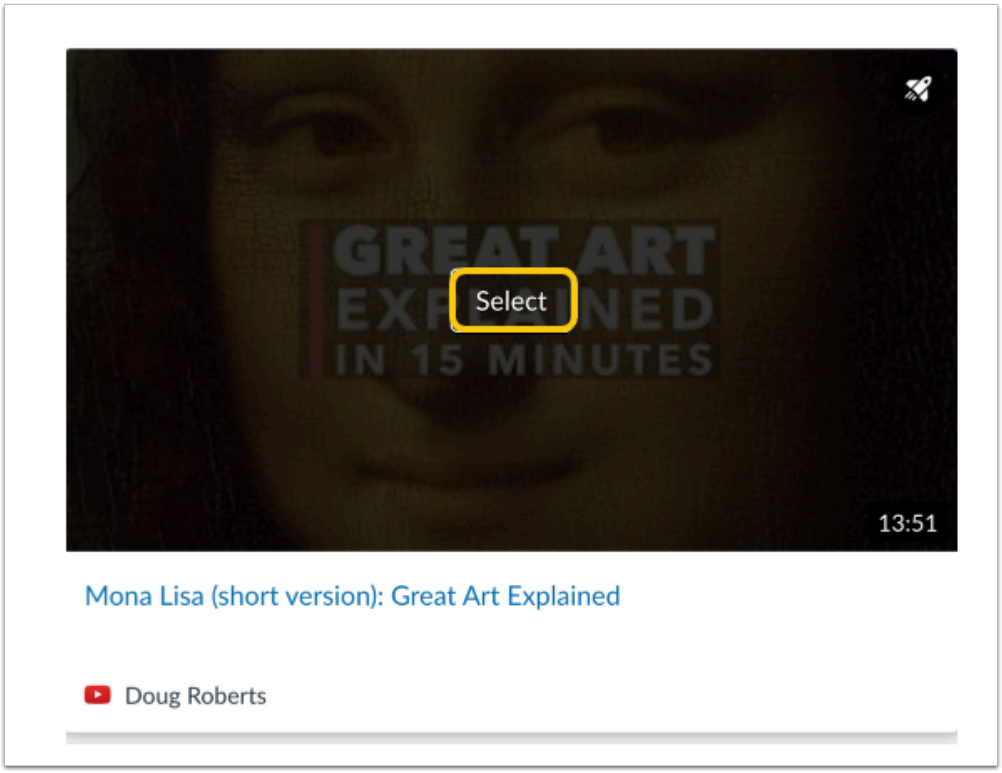
To record using a webcam, click the **Webcam Capture** link [3].

To add a media file from your computer, select the **Upload from Computer** option [4].

To add media file using an external link, select the **External Link** option [5].

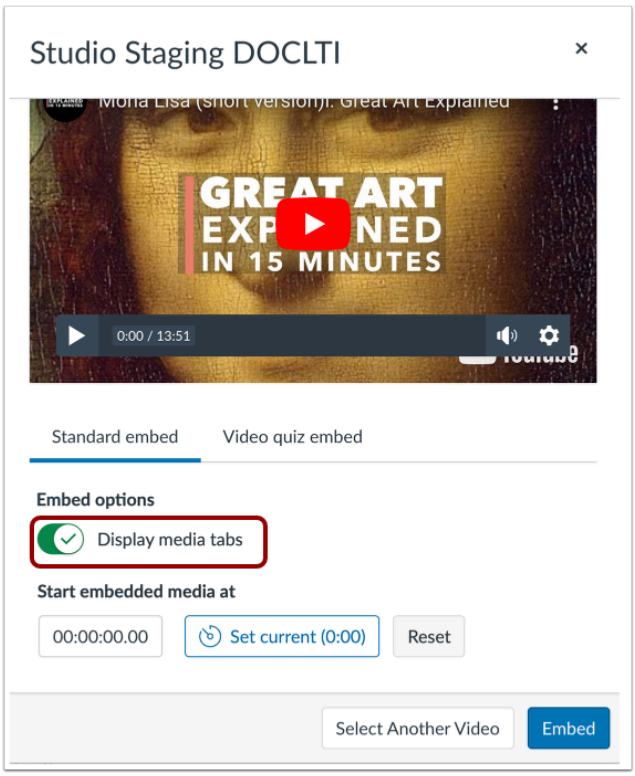
Note: Learn how to upload and embed new media using a Chrome or Edge browser.

Select Media



Hover over the media you want to select and click the **Select** button.

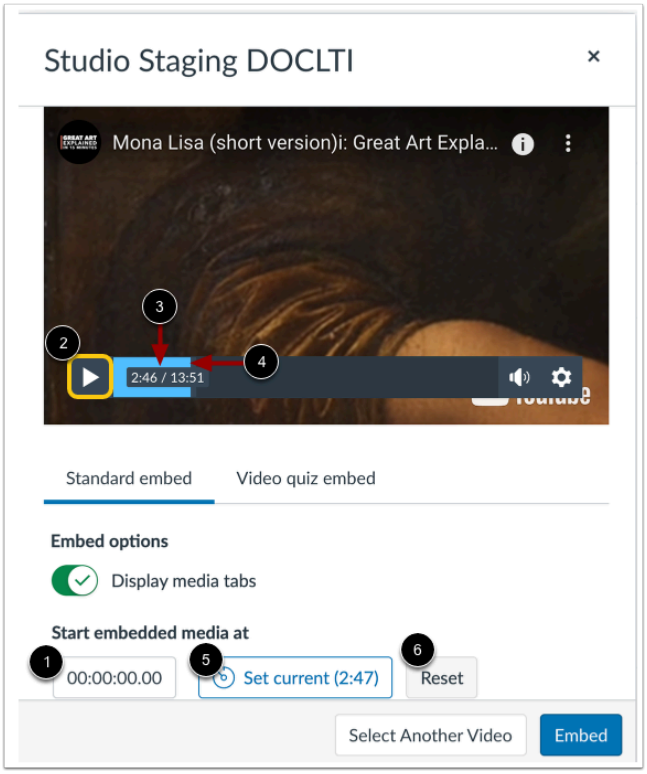
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Set Start Time for Media



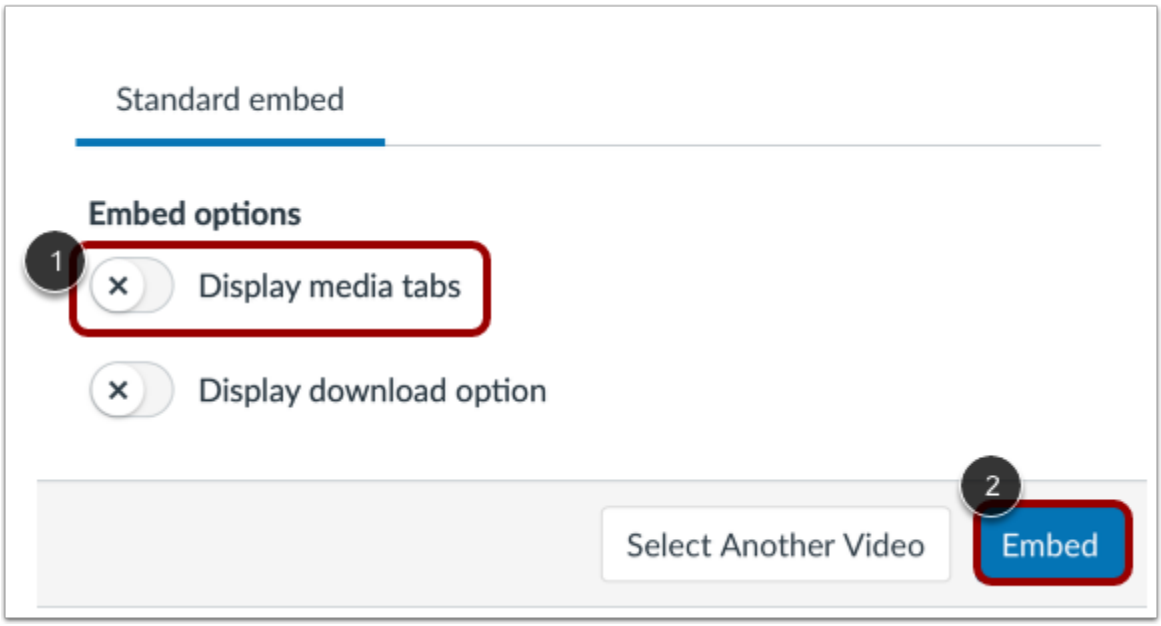
When embedding media from Vimeo or YouTube, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

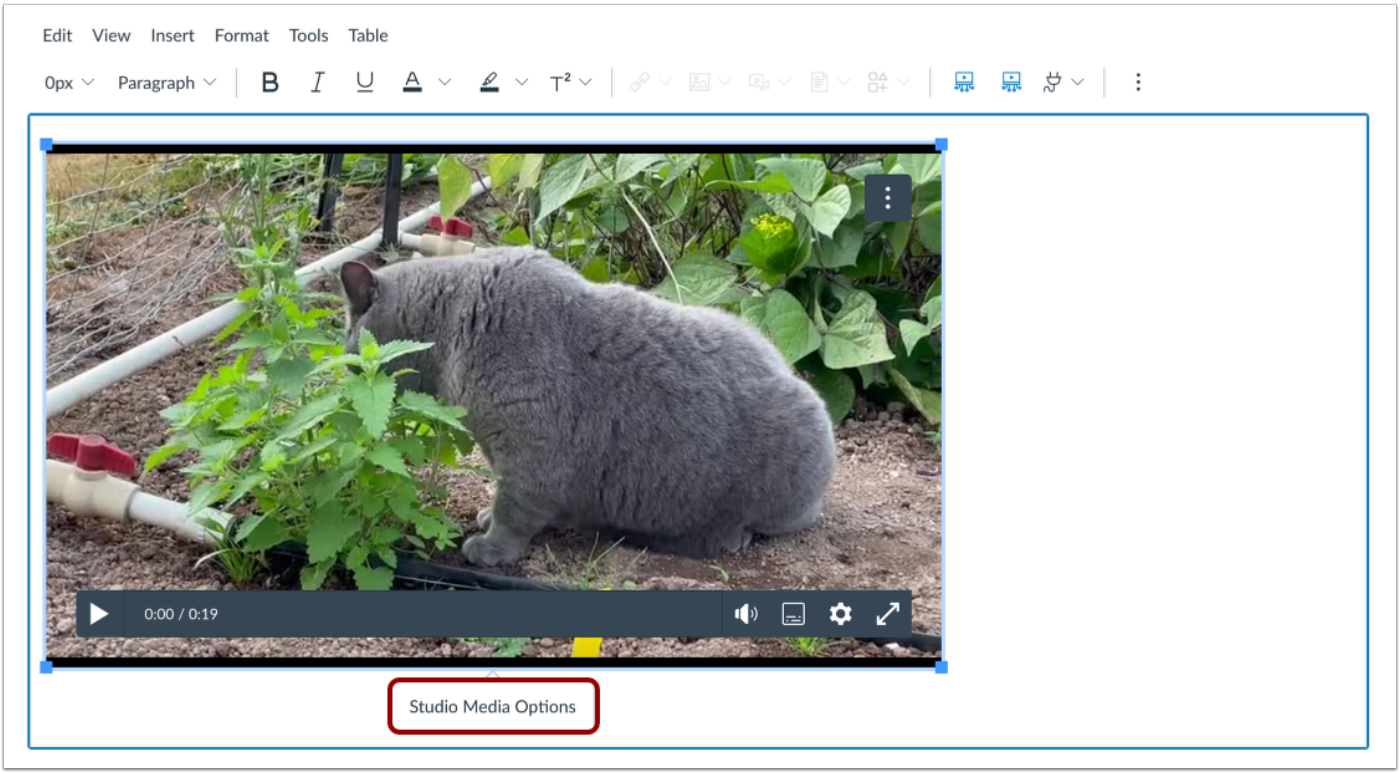
Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

Resize Embedded Media

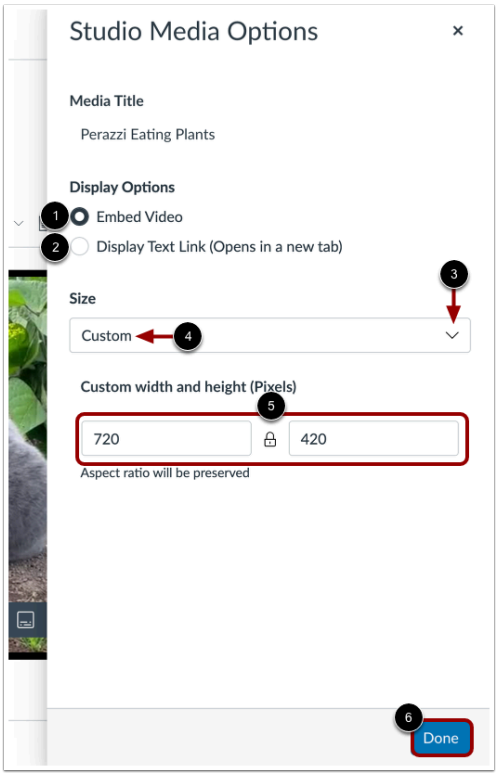


To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

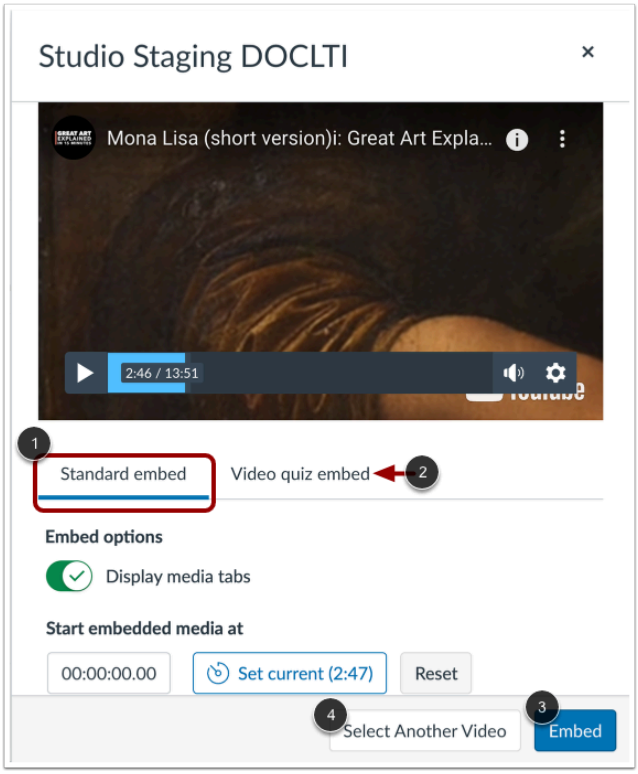
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

Embed Media



To embed standard media, click the **Standard embed** link [1].

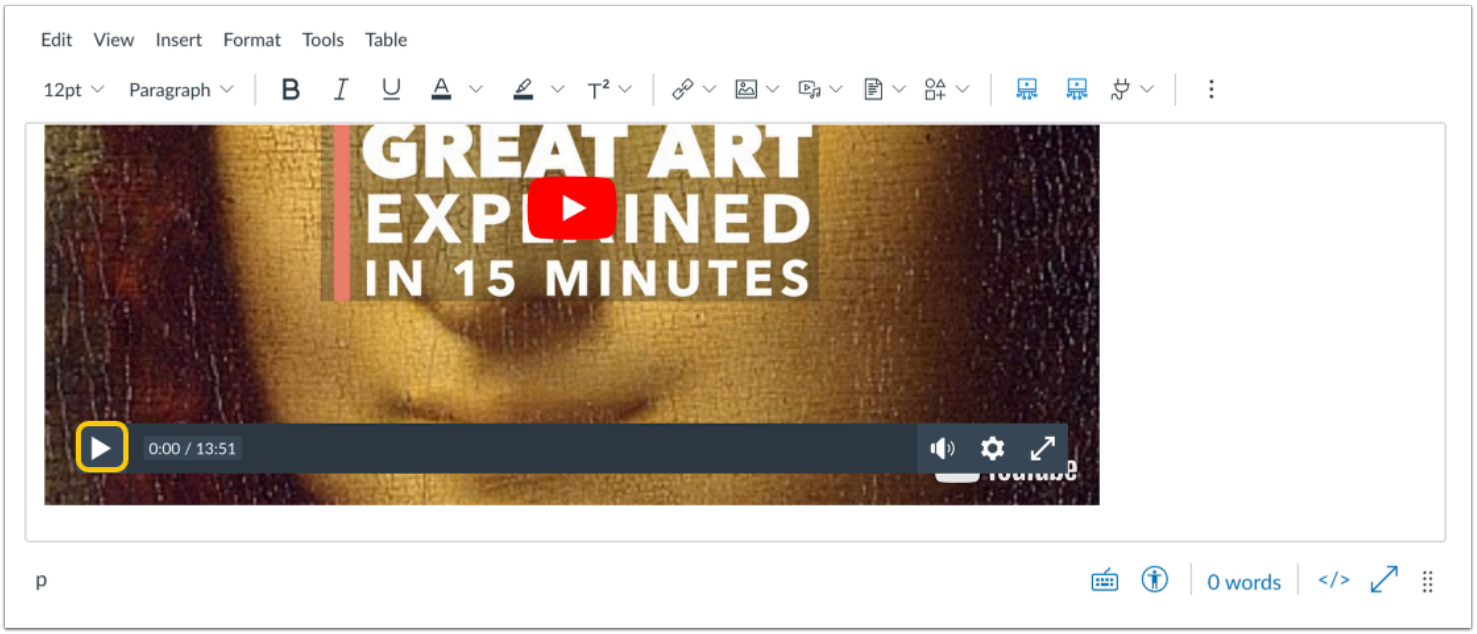
If the media includes a video quiz, to embed the media with the video quiz, click the **Video quiz embed** link [2].

To embed the media, click the **Embed** button [3].

To cancel and select different media, click the **Select Another Video** button [4].

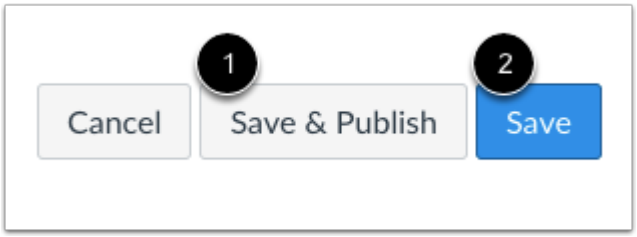
Note: If the selected media does not include a video quiz, the Video quiz embed link does not display.

Manage Media



To preview your embedded video in the Rich Content Editor field, click the **Play** button.

Save Changes



To publish the Canvas course content that contains the embedded media, click the **Save & Publish** button [1]. To save the media as a draft, click the **Save** button [2].

How do I use Canvas Studio through the Rich Content Editor in Canvas?

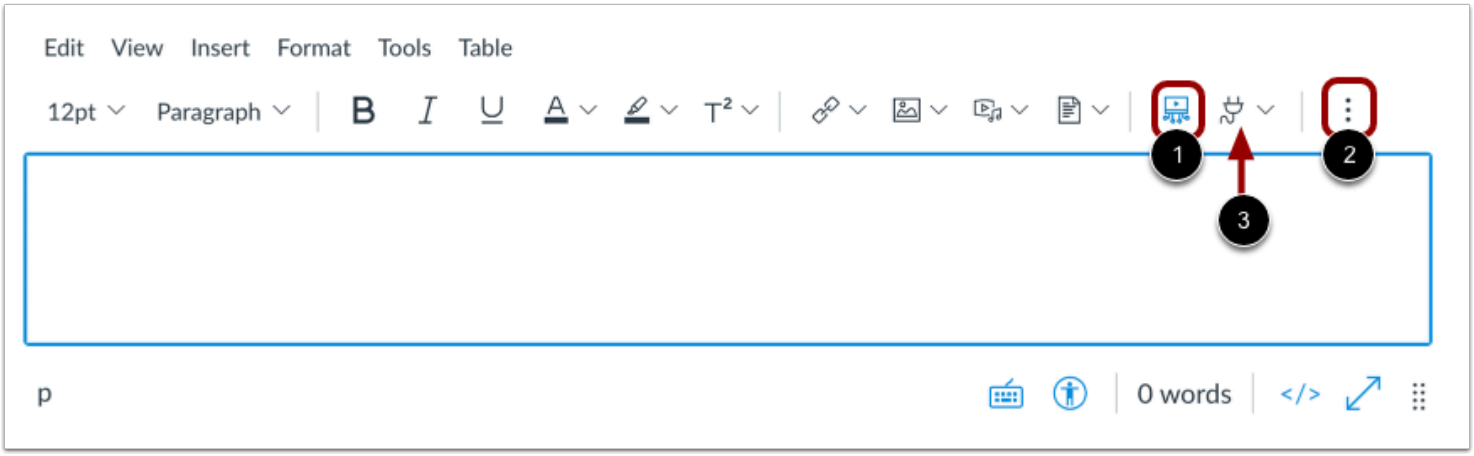
Canvas Studio can be used as a standalone product, but its strength lies in its integration power. Studio integrates with Canvas and allows instructors to seamlessly integrate media interaction into the classroom.

When Studio is integrated with Canvas, all Studio users can use Studio as an external tool through the the Rich Content Editor. The Rich Content Editor is part of multiple features in Canvas including Assignments, Discussions, and Pages. For students, the Rich Content Editor is also available in course groups and in Text Entry assignment submissions.

By default, embedded media files allow comments to be added, though comments can be removed based on user preference. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

Note: Depending on your user role, not all Studio functionality may be available through the Rich Content Editor. If your Global Navigation Menu includes a link to Studio, you can manage videos at any time directly through a Studio account. Instructors can also access Studio through the Course Navigation Menu.

View Studio Icon in Rich Content Editor



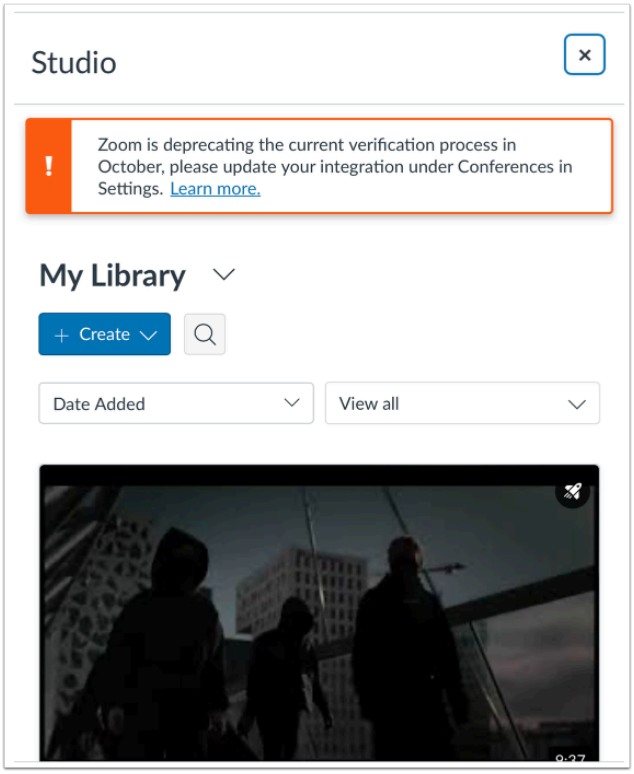
As an external tool, Studio can be accessed through the Studio icon in the Rich Content Editor [1]. The icon is used when embedding media into the Rich Content Editor.

Instructors can also add Studio media assignments with the Studio integration. Instructors can grade submissions in SpeedGrader just like any other Canvas assignment.

Notes:

- To view the Studio icon, you may need to click the **Options** icon [2].
- You can also access the Studio tool from the **App** icon [3].

View Media Library

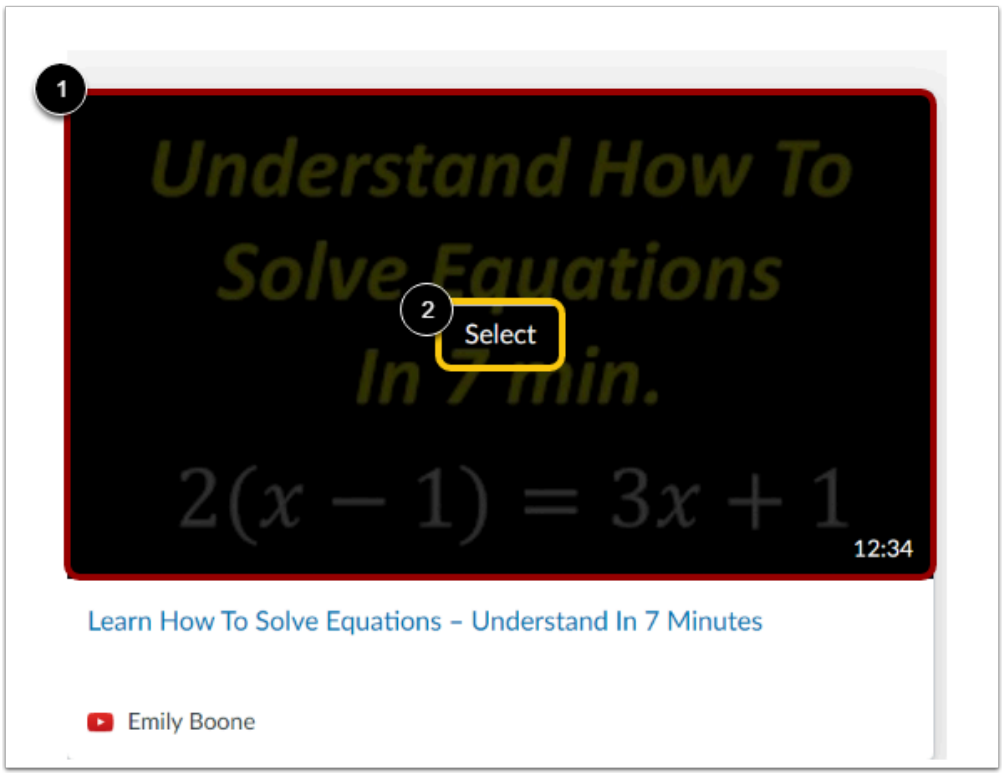


When embedding a video or audio file, any user can search for and view existing media and upload new media.

Users with instructor roles can also view uploads for individual courses.

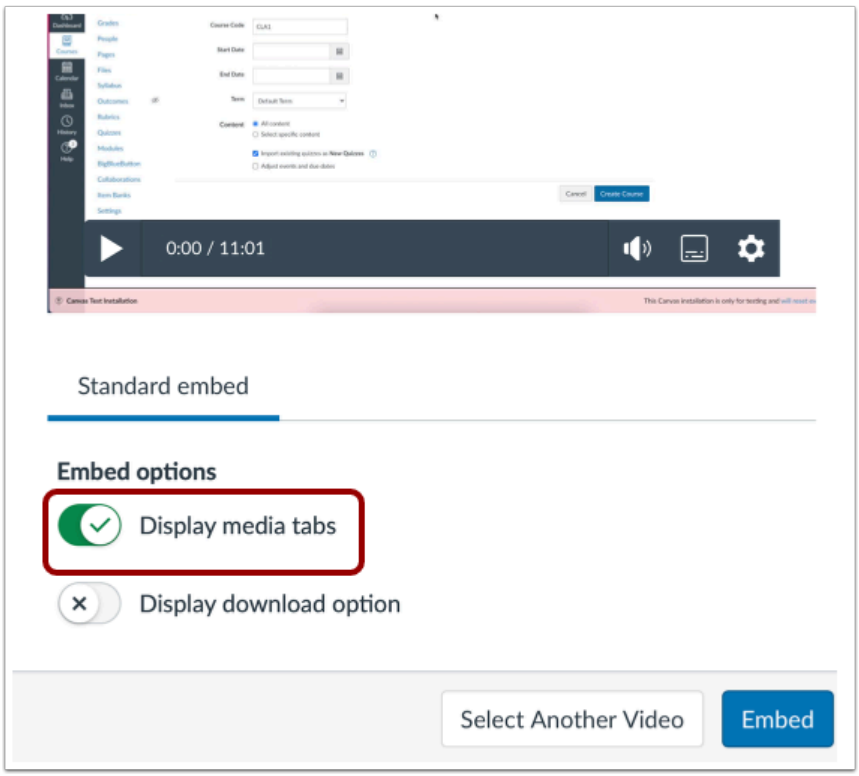
When submitting a video or audio file for an assignment, students can submit Studio media through the Rich Content Editor as a Text Entry submission, or they can access their Studio media directly as a File Upload submission.

Select Media



Hover over the media you want to select [1]. Then, click the **Select** button [2].

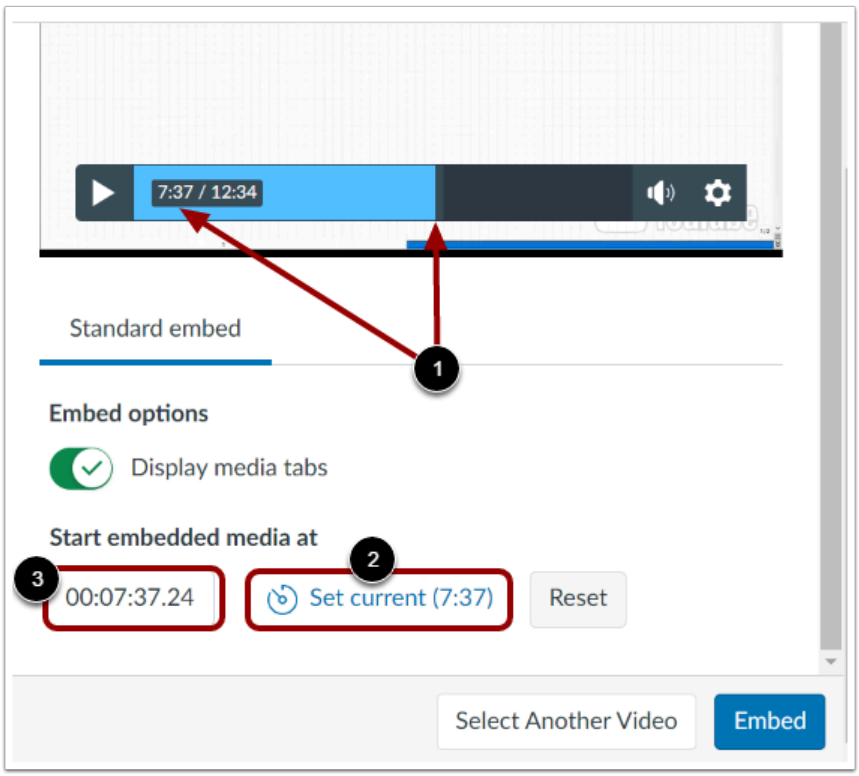
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle button.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Embed at Timestamp

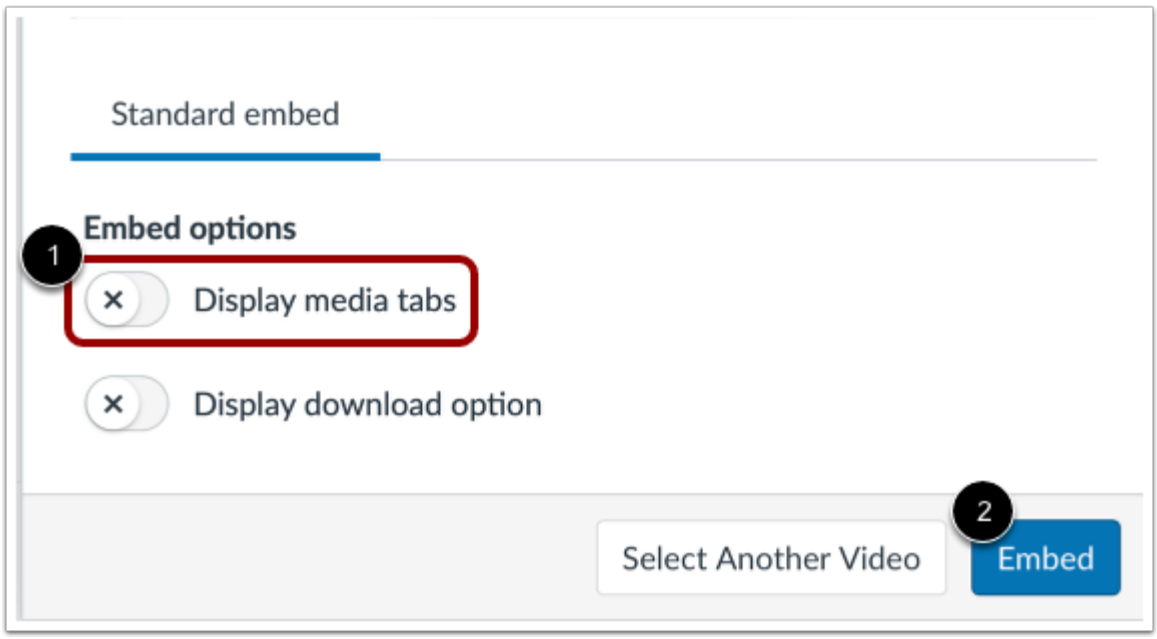


If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

To embed media at a timestamp, click or play the video to the desired time [2]. Then, click the **Set current** button [3]. The time displayed on the Set current button displays in the **Timestamp** field [3]. Alternatively, enter a time directly into the Timestamp field.

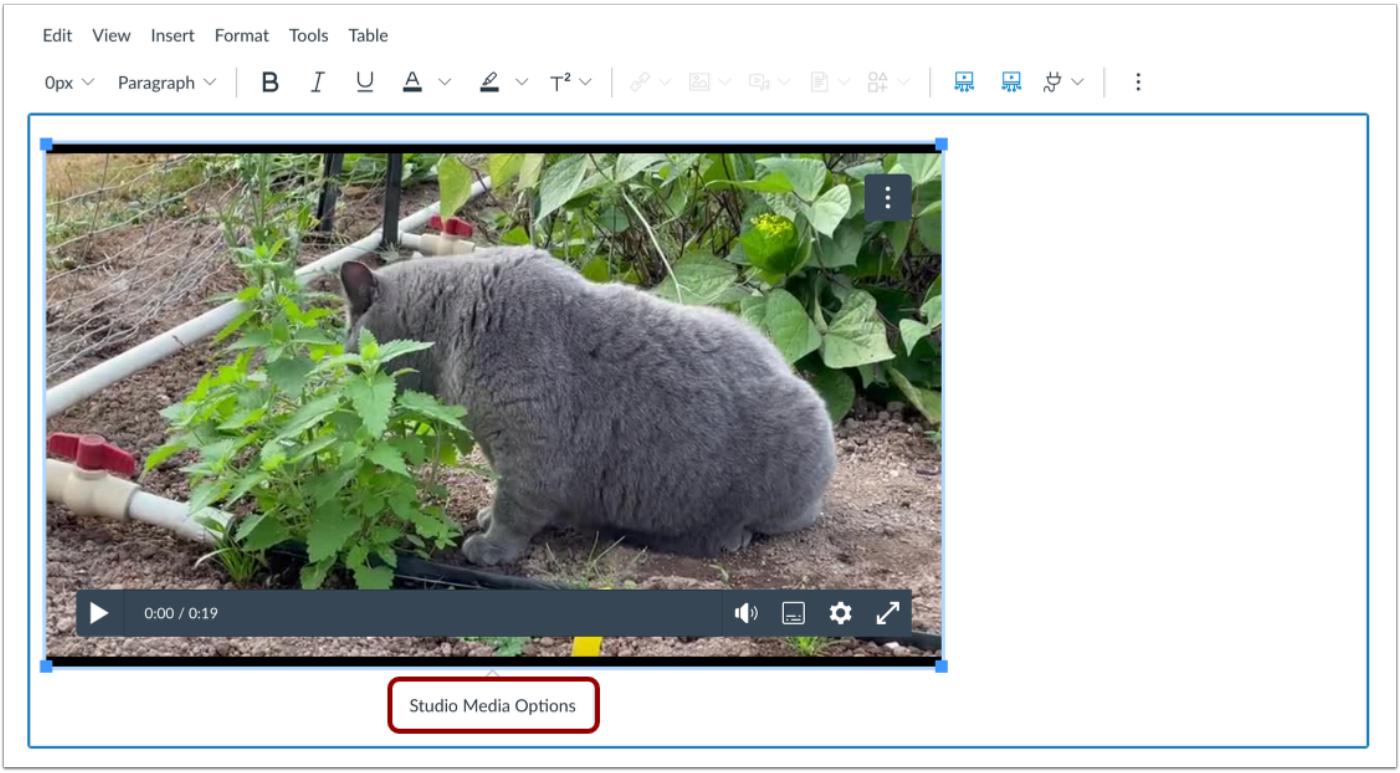
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

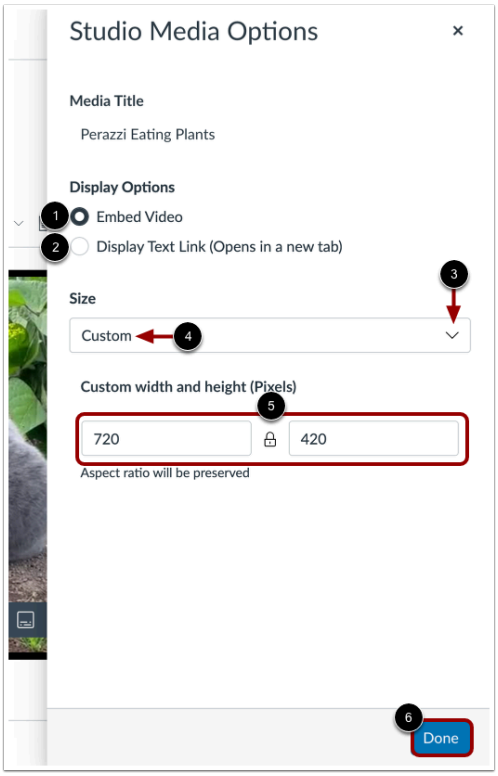


To resize embedded media, click to disable the **Display media tabs** toggle [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

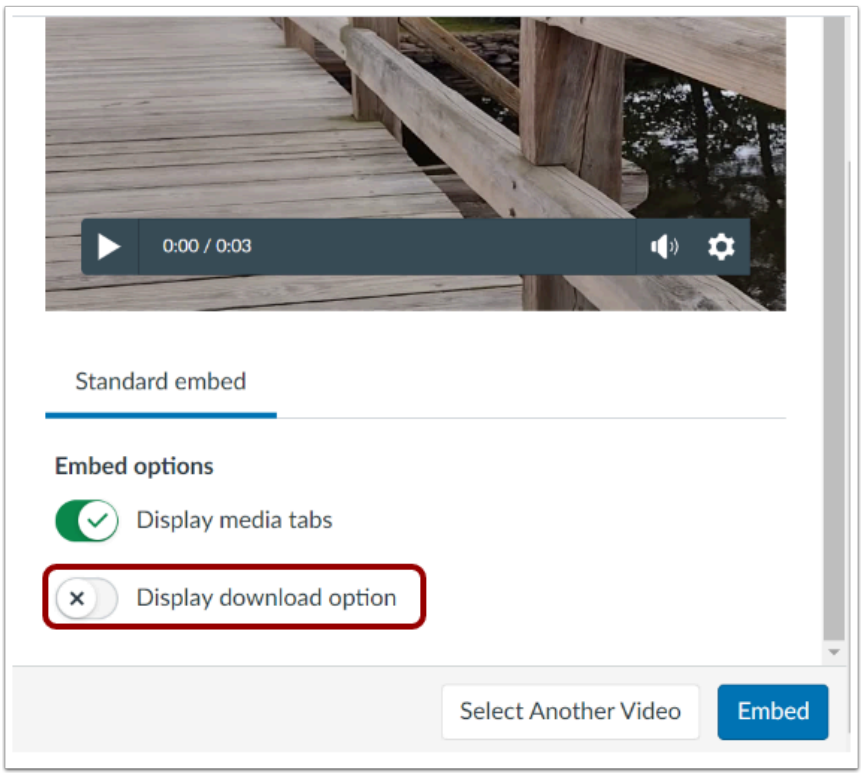
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

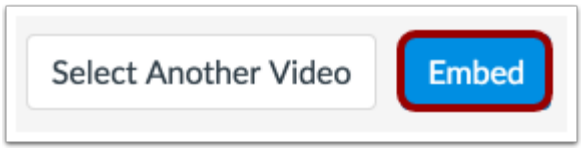
Enable or Disable Download Option



If you are embedding your own media, you can allow the media to be downloaded. To display the download option in the embedded media file, click the **Display Download Option** toggle button. By default, this option is turned off.

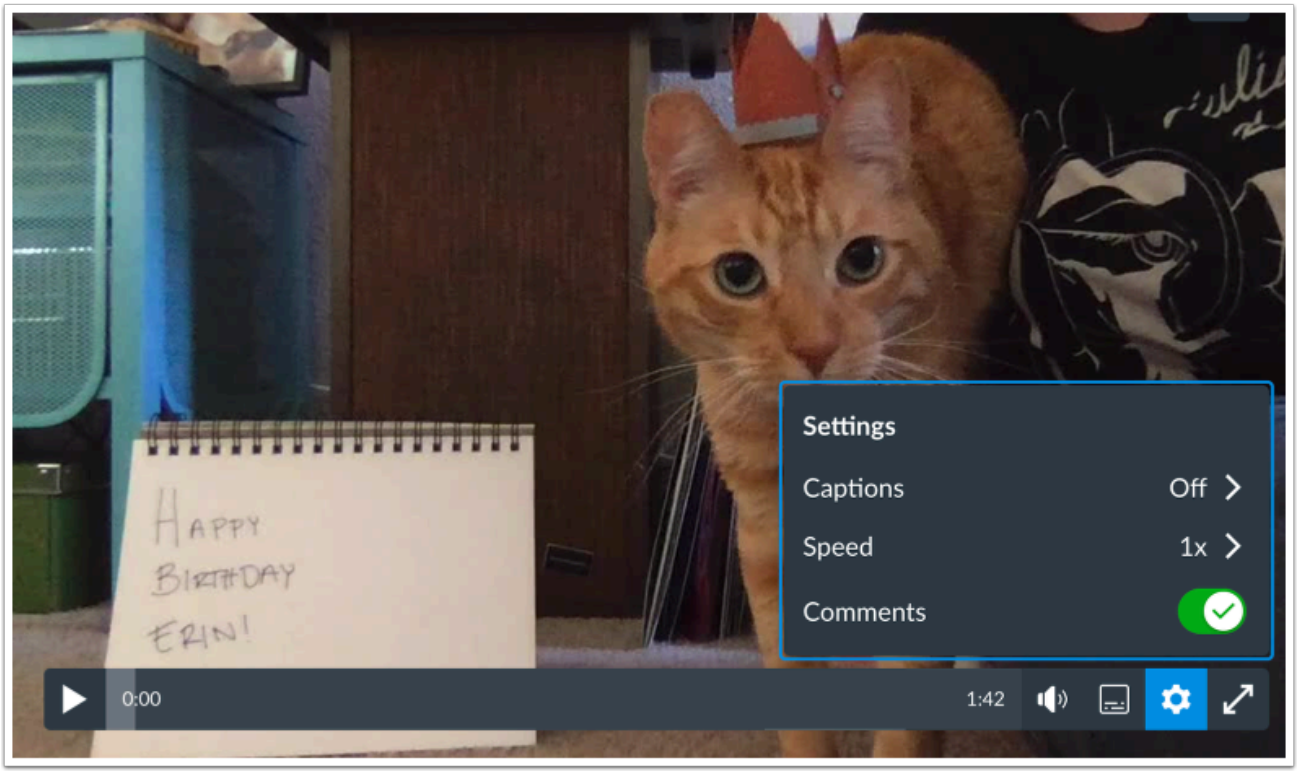
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



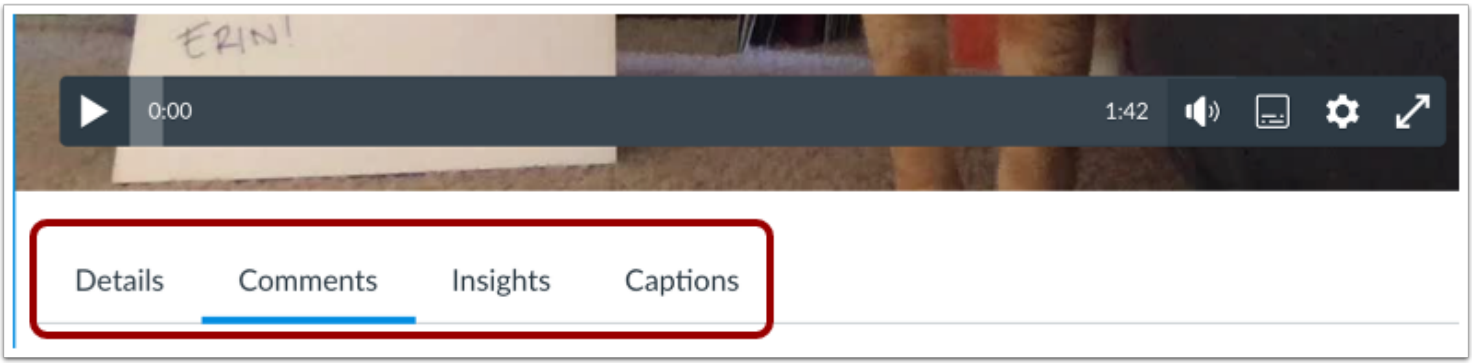
Click the **Embed** button.

View Media



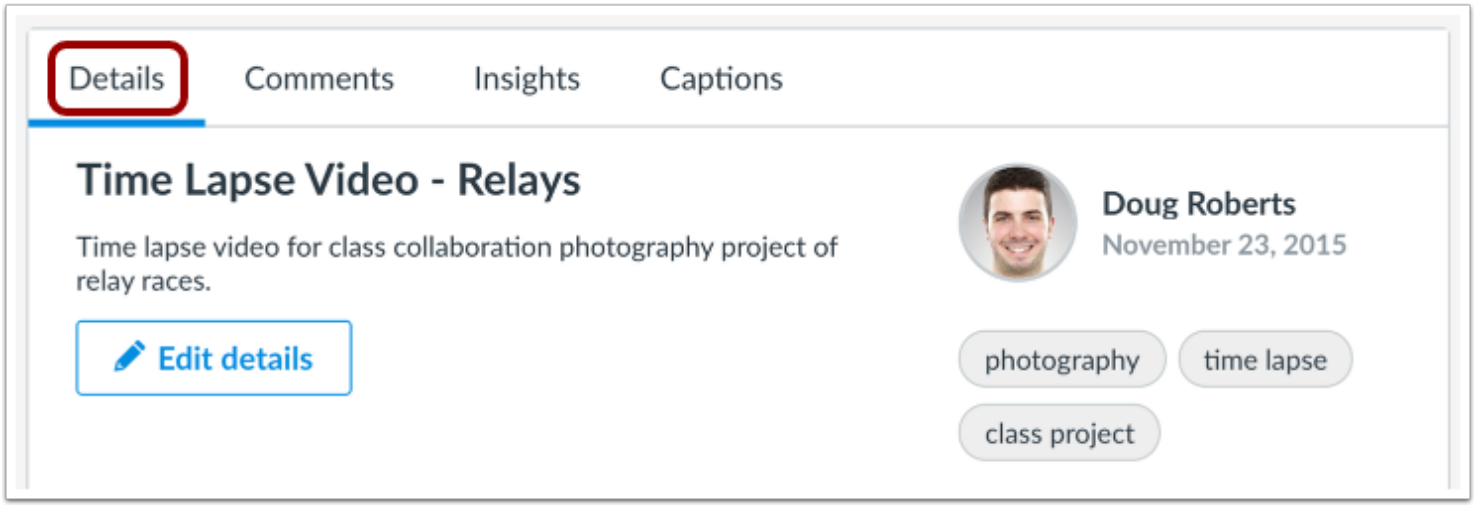
When viewing embedded media in the Rich Content Editor, users can customize their experience using the **Settings** menu playback controls.

View Comment-Enabled Media Options



Video and audio files in the Rich Content Editor may or may not include comments. When comments are enabled, the video or audio file also includes additional details available based on a user's role.

View Media Details

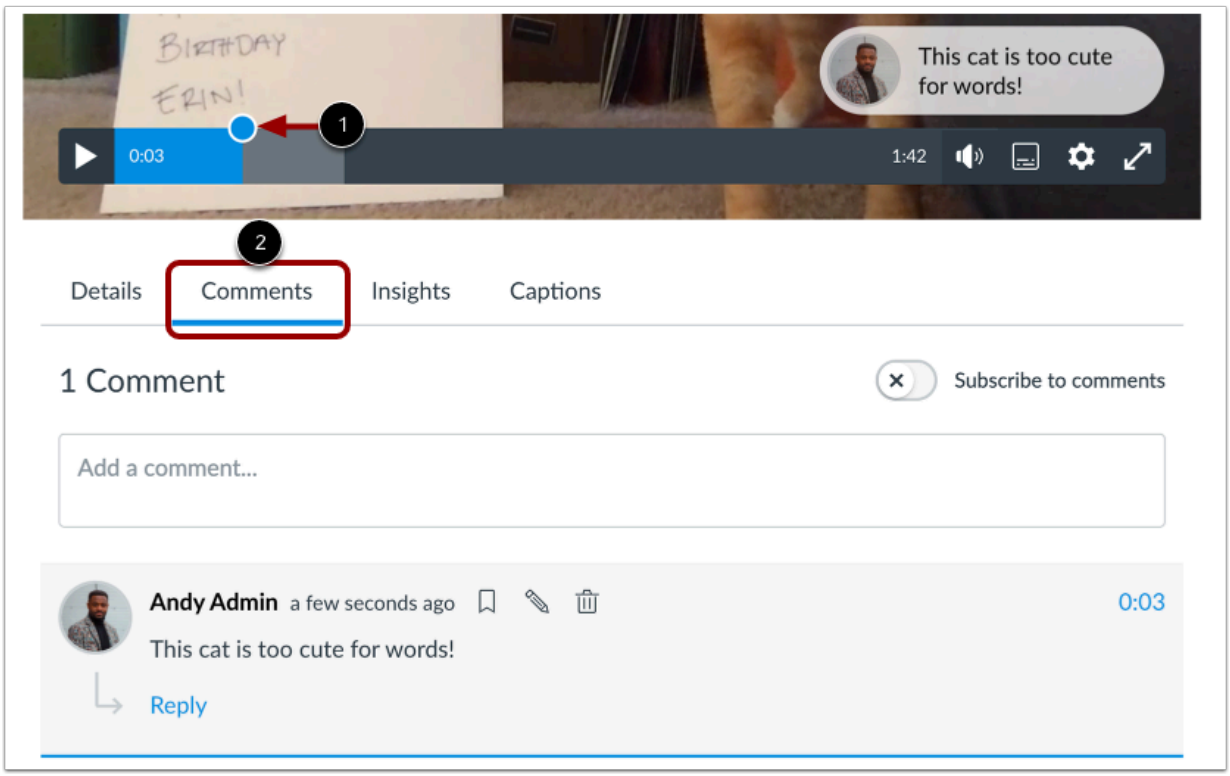


Video and audio files with comments show the details of the file, which include the title, description, and tags, if any. These identifiers help users search for video or audio files when embedding in Canvas.

When media is added through the Rich Content Editor, the title of the media is created using the name of the uploaded file.

Users with instructor roles can edit details to add a description and tags to media. They can also edit the title, if needed.

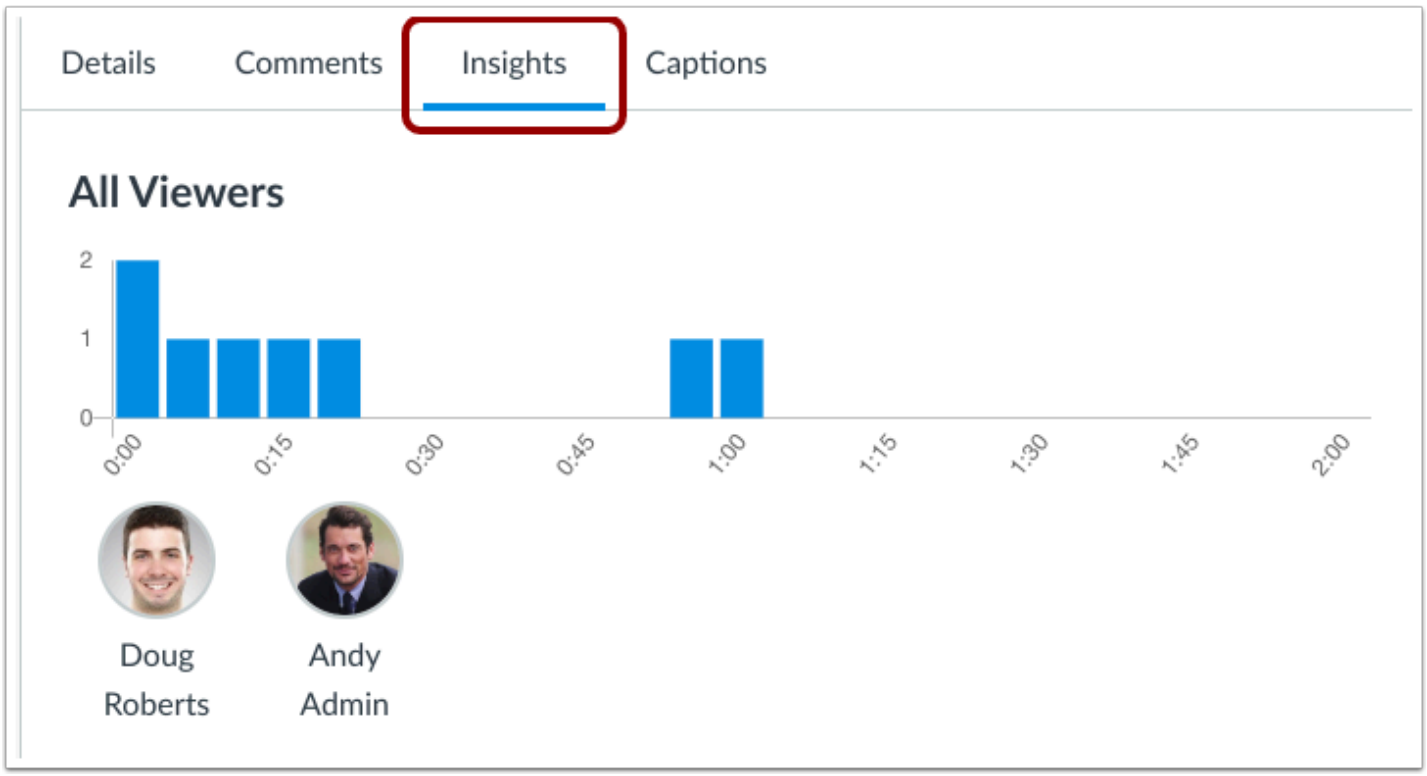
View Comments



When comments are enabled, the dots in the timeline indicate comments [1], which can be viewed directly in the **Comments** tab [2]. Comments are arranged chronologically by time and are highlighted as they appear in the timeline. Comments can also include replies from other users.

Any user can add comments. Users with instructor roles can manage all comments for media in the course and remove comments if necessary.

View Analytics



Users with instructor roles can view analytics for each video or audio file on a per-user basis. Analytics on the **Insights** tab can help instructors see if a user viewed the entire media file or skipped segments. This feature specifically helps instructors see if students sufficiently viewed the content in preparation for an assignment or discussion.

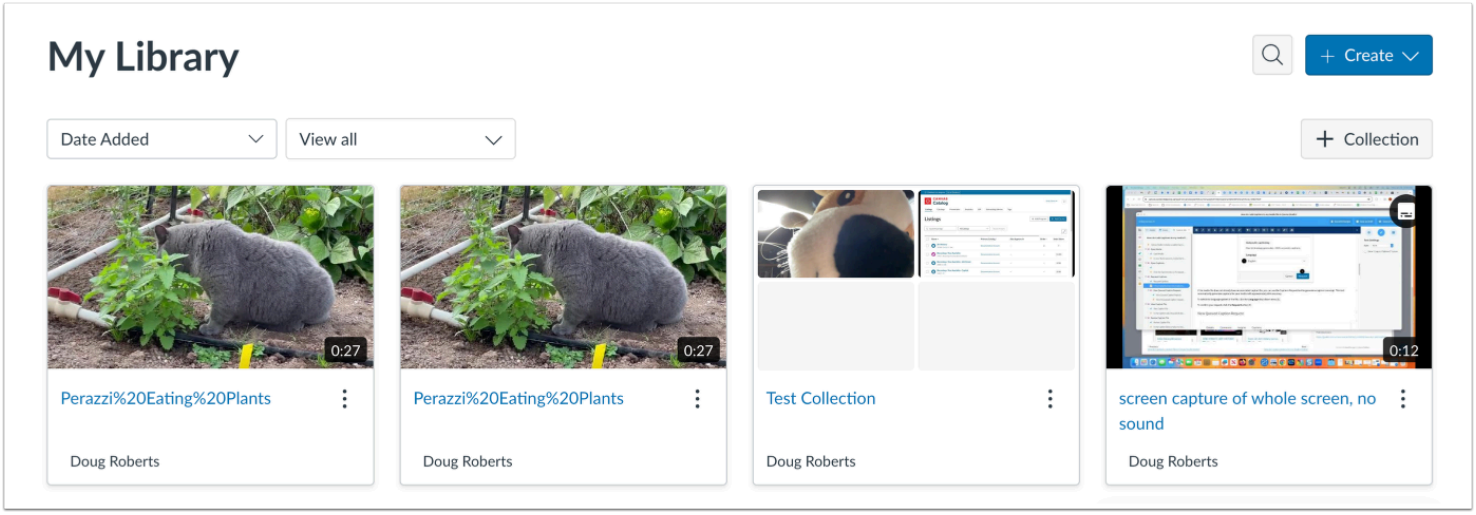
How do I replace a Canvas Studio video thumbnail?

You can replace Canvas Studio video thumbnails.

Notes:

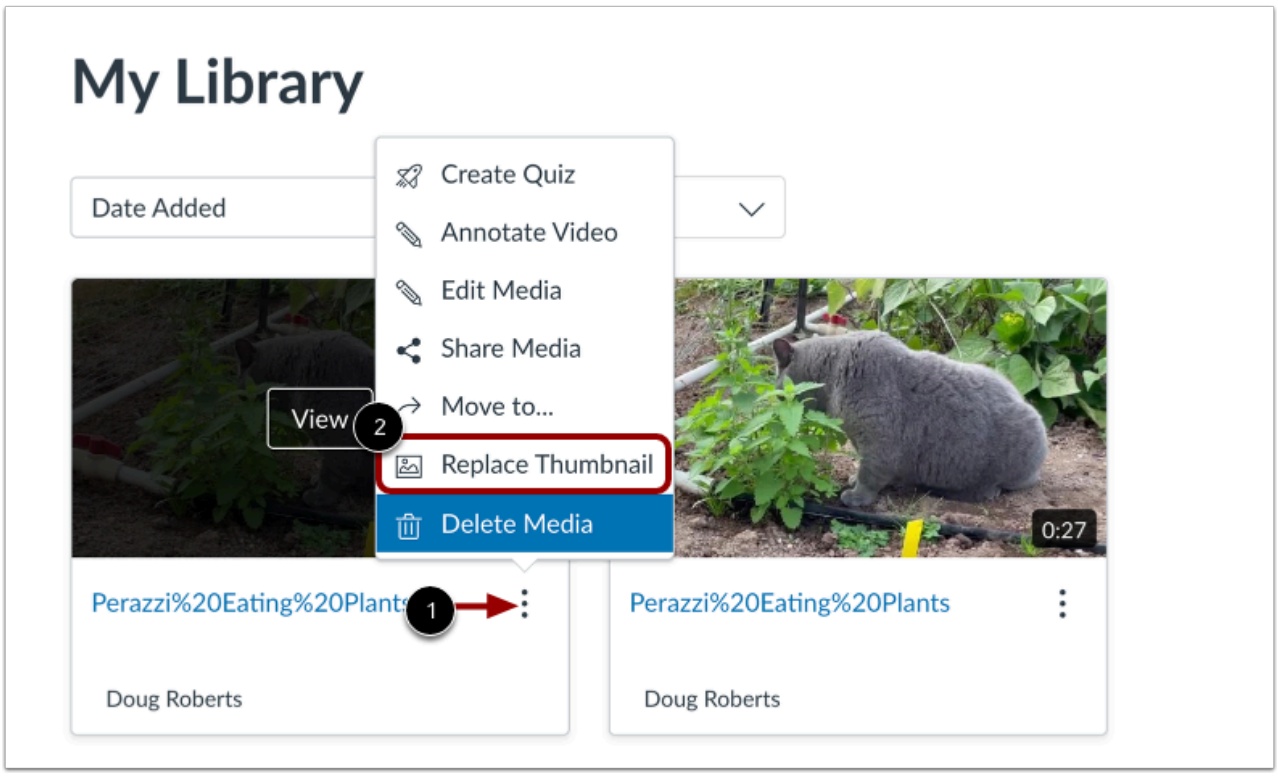
- You can add custom thumbnails to any of your own uploaded Studio content.
- Dimensions for thumbnail images should be approximately 1000 pixels wide x 512 pixels high. For best results, please retain the aspect ratio for the image to scale properly.

View Uploads



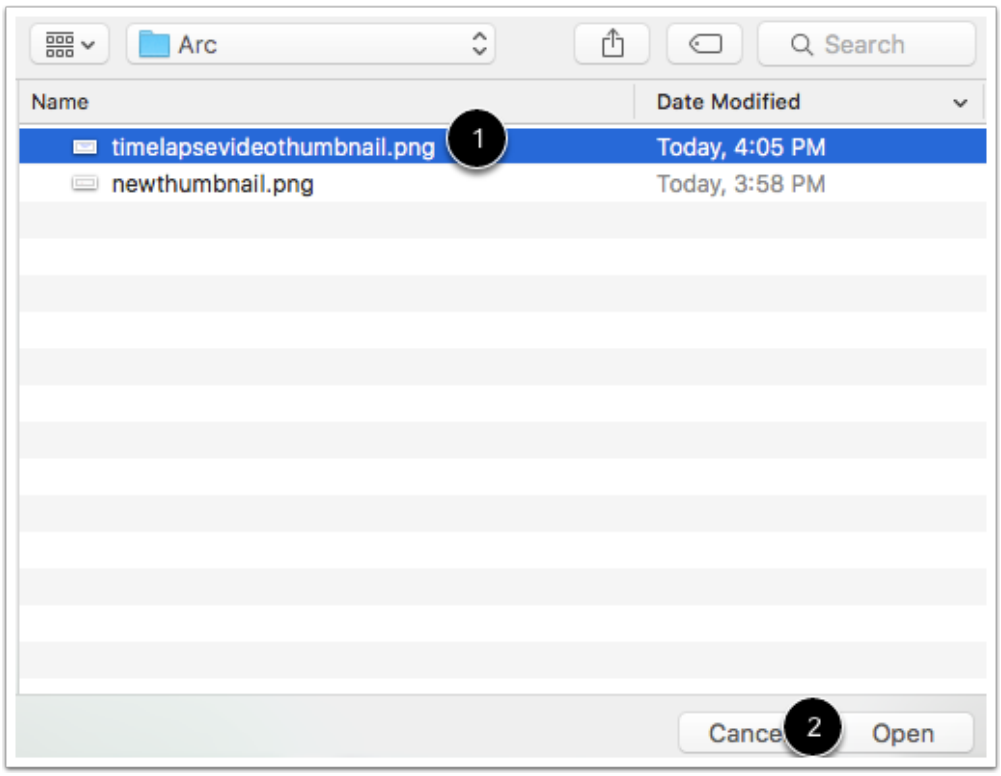
In Studio, the My Library page opens by default.

Replace Thumbnail



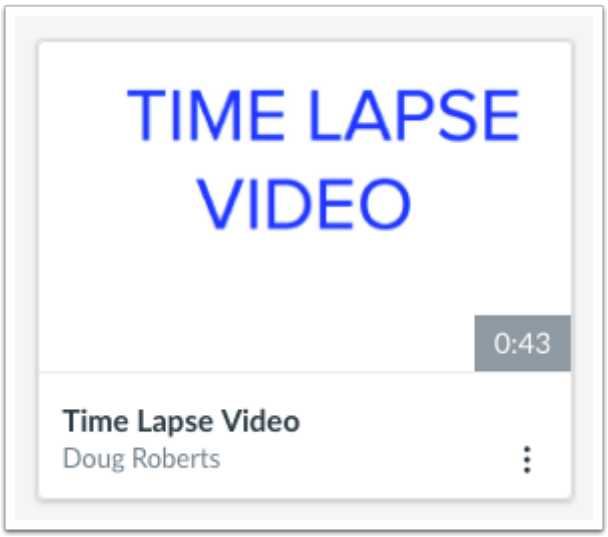
Locate the video. Then click the **Options** icon [1] and click the **Replace Thumbnail** link [2].

Open File



Locate the file on your computer [1] and click the **Choose** or **Open** button [2].

View Thumbnail



View the new thumbnail.

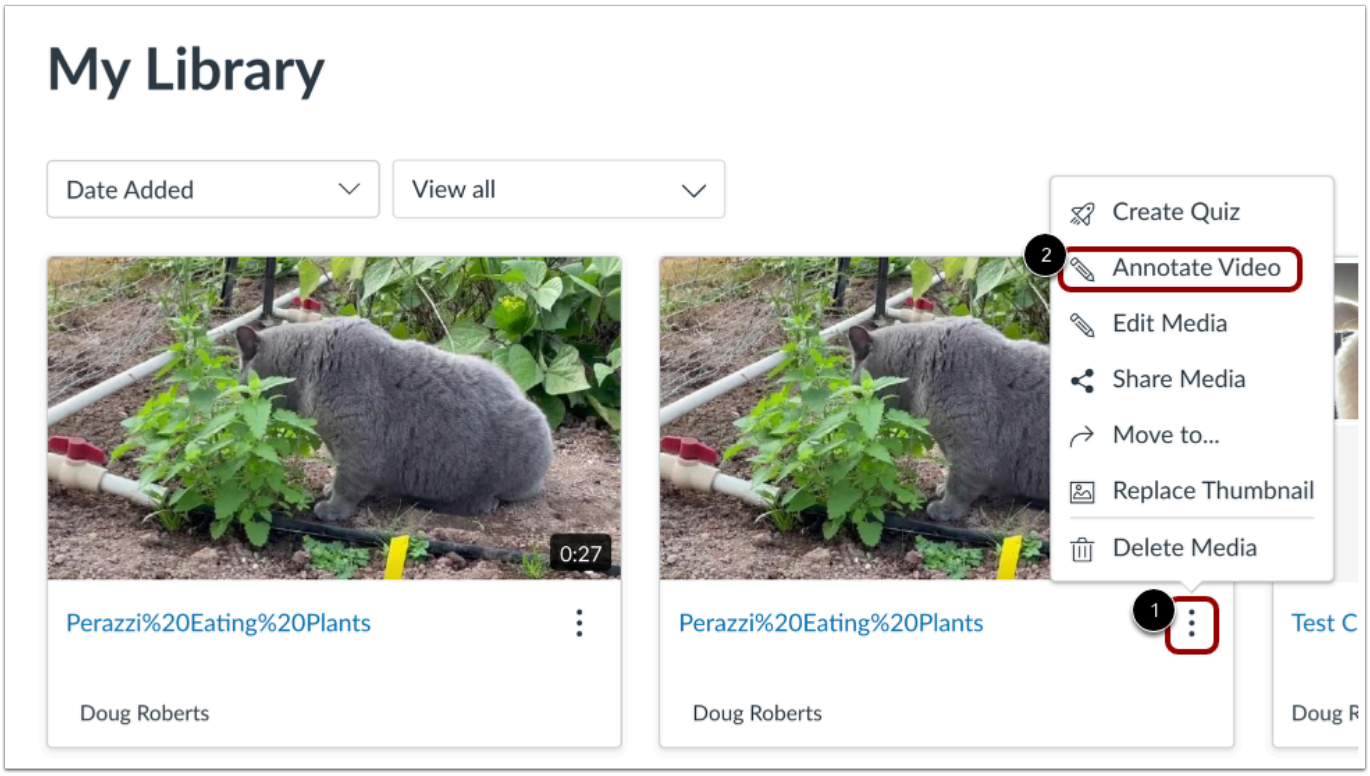
How do I add annotations to my media in Canvas Studio?

You can add annotations to your media in Canvas Studio. Annotations include a headline and text, and you can also add links and hyperlinks. When viewers play the annotated media, the media pauses and annotations display. You can also edit and delete annotations.

Notes:

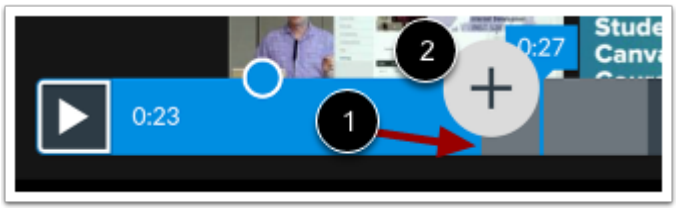
- After logging into Canvas Studio through Canvas Global Navigation, you can add annotations to your uploaded media. Annotations cannot be added to your media anywhere else in the Canvas interface.
- You can only add annotations to your own uploaded media. However, you can add time-stamped comments to media that is shared with you.

Open Media Annotation Tool



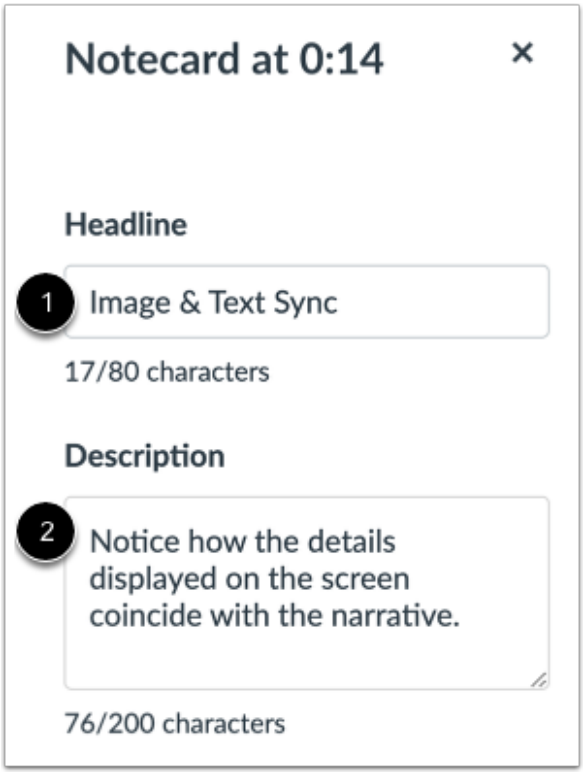
On the My Library page, locate the media you want to annotate. Click the **Options** icon [1] and select the **Annotate Video** option [2].

Add Annotation in Media



In the media timeline, pause the media where you want to add an annotation [1]. Click the **Add** icon [2].

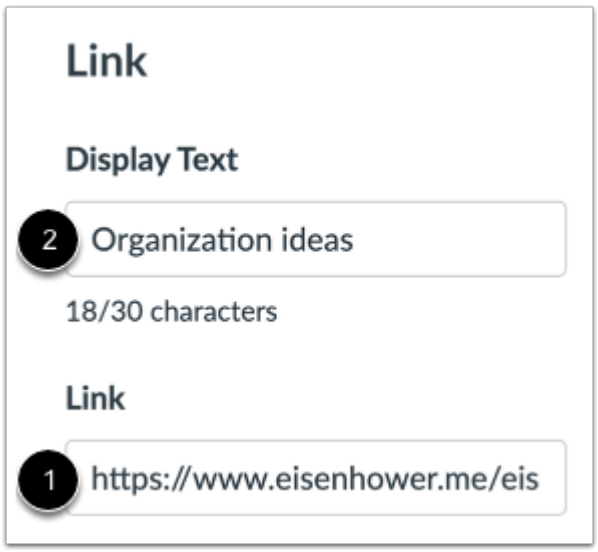
Enter Notecard Details



Add a headline in the **Headline** field [1]. You can enter up to eighty characters in the headline field.

Add description text in the **Description** field [2]. You can enter up to two hundred characters in the description field.

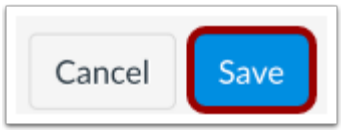
Add Link to Notecard



You can add links to your annotation. Enter a link in the **Link** field [1].

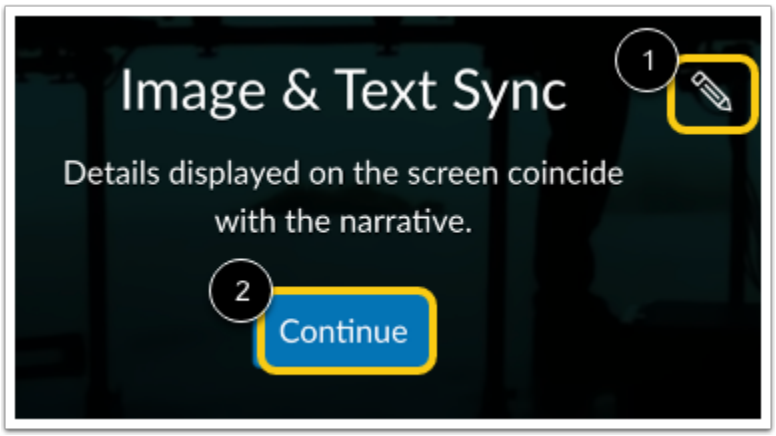
To create a hyperlink, enter text in the **Display Text** field [2]. You can enter up to thirty characters in the display text field.

Save Annotation



Click the **Save** button.

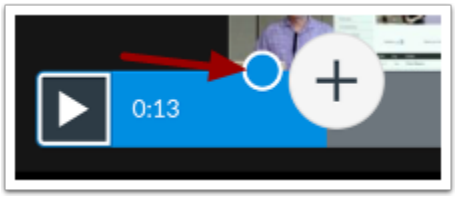
View Annotation



View the annotation.

To edit the annotation, click the **Edit** icon [1]. To dismiss the annotation, click the **Continue** button [2].

View Annotation in Media



Annotations display in your media timeline. To view and edit the annotation, click the **Annotation** icon.

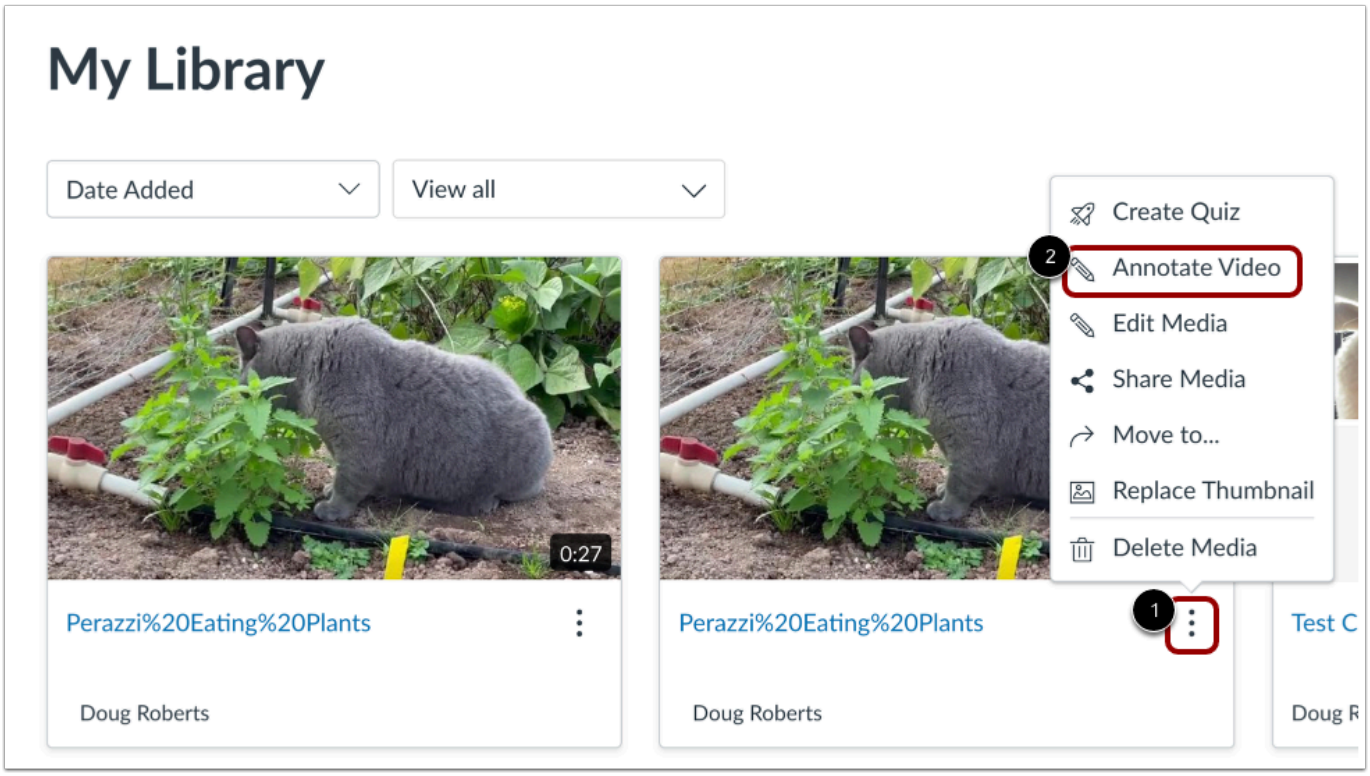
How do I view and manage annotations in my media in Canvas Studio?

If you have added annotations to your media in Canvas Studio, you can view, edit, and delete annotations. Annotations include a headline and text, and you can also add links and hyperlinks. When viewers play the annotated media, the media pauses and annotations display.

Notes:

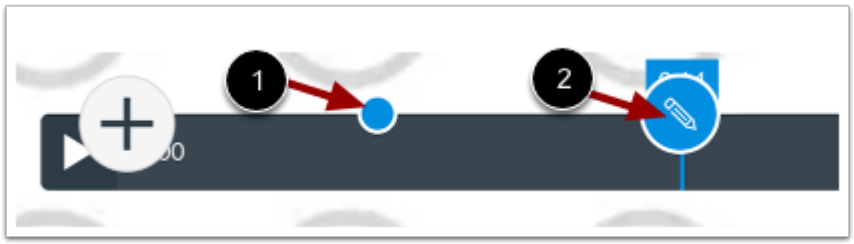
- After logging into Canvas Studio through Canvas Global Navigation, you can add annotations to your uploaded media. Annotations cannot be added to your media anywhere else in the Canvas interface.
- You can only add annotations to your own uploaded media. However, you can add time-stamped comments to media that is shared with you.

Open Media Annotation Tool



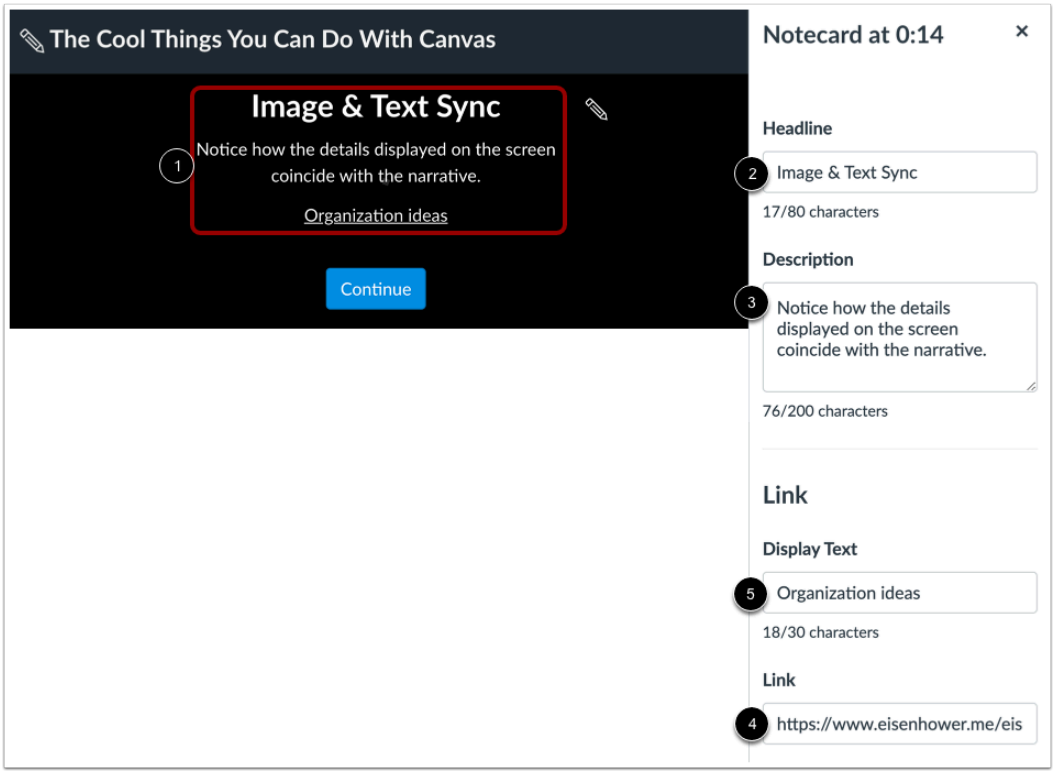
On the My Library page, locate the media you want to annotate. Click the **Options** icon [1] and select the **Annotate Video** option [2].

View Annotation in Media



In the media timeline you can view your annotations [1]. Locate and hover over the annotation you want to Edit, then click the **Edit** icon [2].

Edit Annotation

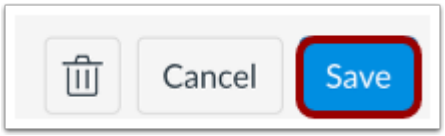


The annotation displays in the media [1].

Use the annotation sidebar to edit the annotation. You can edit the headline [2], description [3], link [4], and display text [5].

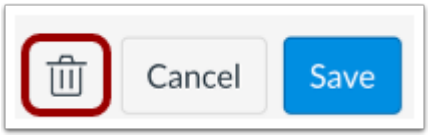
Note: Character limits display below each field.

Save Edits



Click the **Save** button.

Delete Annotation



Click the **Delete** button.

How do I use the Canvas Studio media editor?

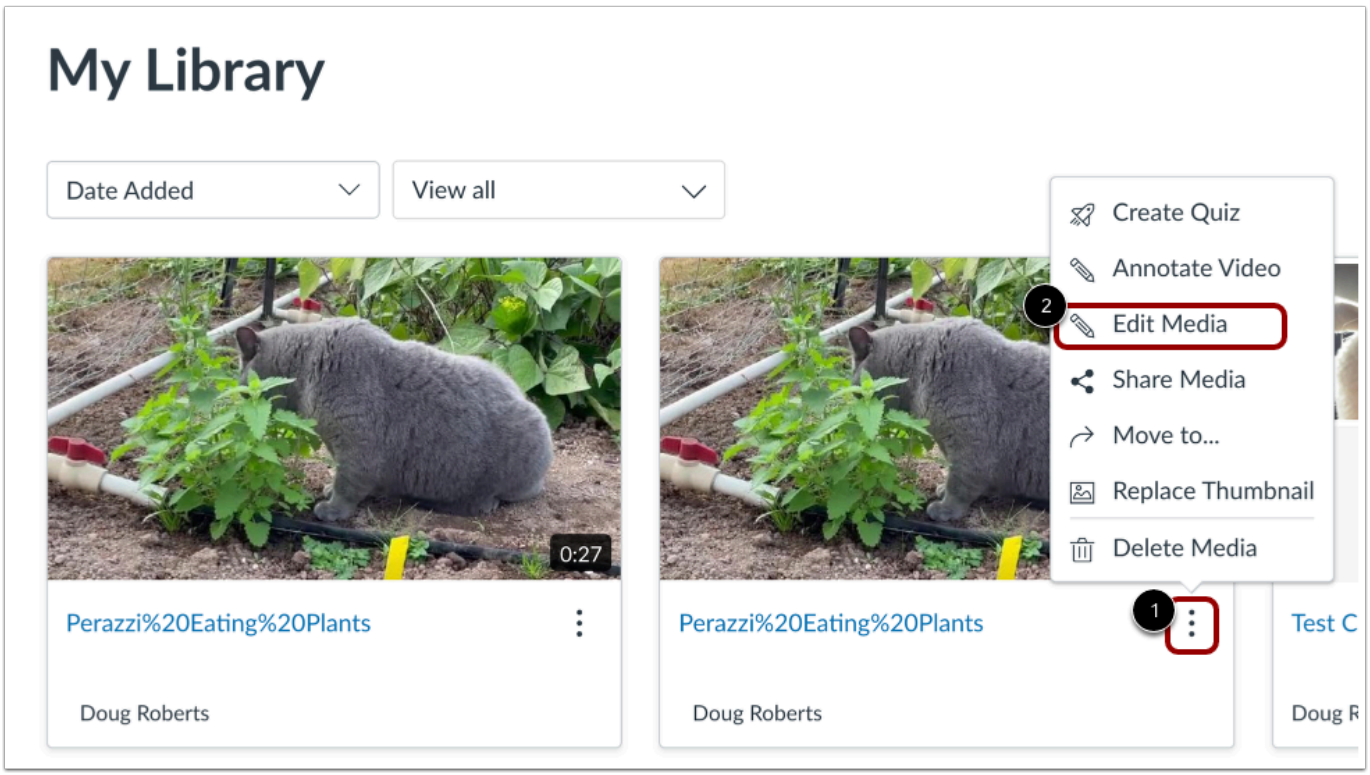
After uploading a file to your media library, you can use the Studio media editor to make changes to your file.

After making changes your media file, you can replace your original file with the edited version or you can save the edited version as a new file.

Notes:

- You can only edit media you access through your Studio media library.
- You cannot edit a media file in a course that is embedded within that course.
- In order to update and show the edited version of a media file that is already embedded in a course, you must manually update the embedded course location.
- You can only edit media files you have uploaded and stored in Studio.
- You cannot edit Youtube or Vimeo imported videos in Studio.
- If you edit a media file that has captions, the captions are edited along with the video as closely as possible. After making any edits, check the file and captions for alignment.
- The Canvas Studio Media Player supports keyboard shortcuts. View the Studio Media Player Keyboard Shortcuts document.

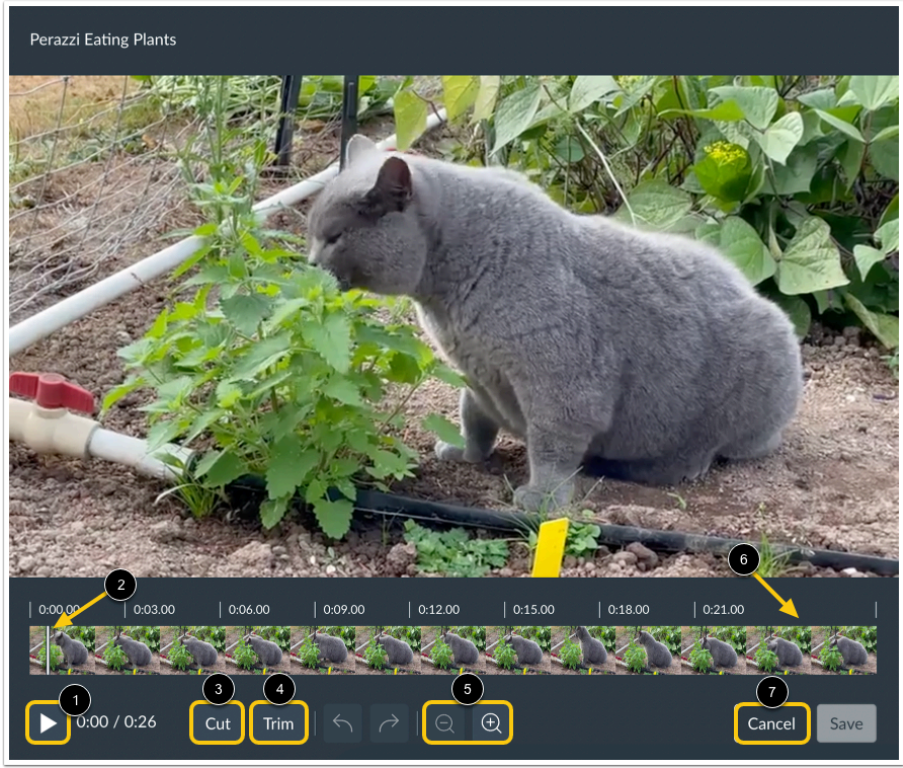
Open Media Editor



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Edit Media** link [2].

Note: To edit media that has been shared with you, you must copy the media to your library.

View Media Editor Options



Click the **Play** button to watch your media [1].

The media playhead displays at the beginning of the media timeline and moves from left to right as the media plays [2].

To cut and remove sections of your media file, click the **Cut** button [3].

To trim material from the beginning or end of your video file, click the **Trim** button [4].

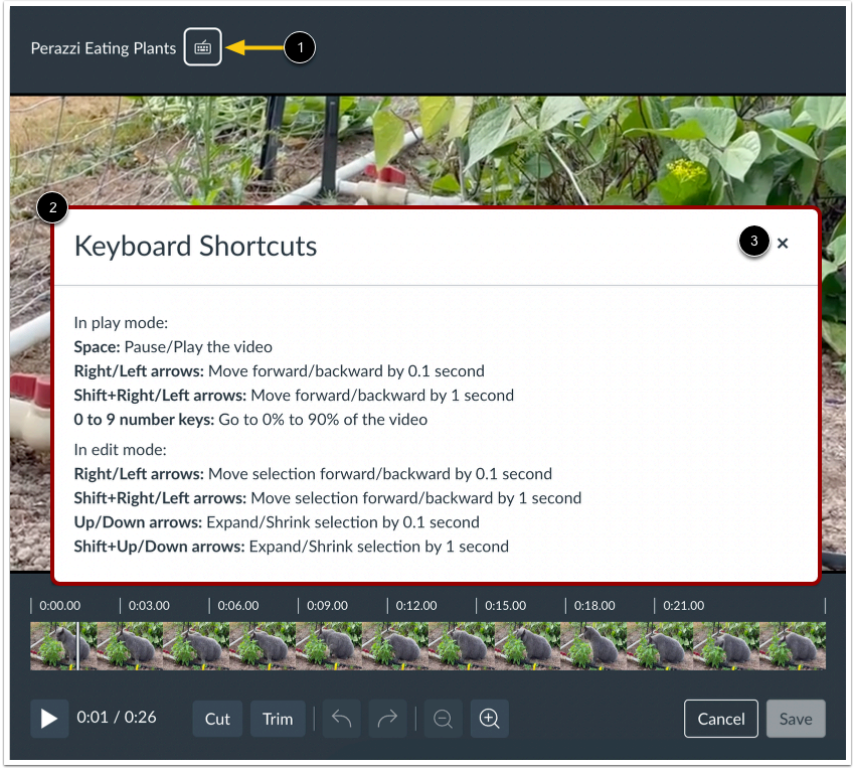
To zoom in or out of the media timeline, click the **Zoom** buttons [5].

If you uploaded a video file, you can view a preview of your video frames that display in the media timeline [6].

To exit the Studio media editor, click the **Cancel** button [7].

Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Keyboard Shortcuts



You can navigate through the Studio media editor with your keyboard by pressing the **Tab** key consecutively. This is an accessibility feature for keyboard-only users.

After cycling through a few onscreen navigation items by pressing the **Tab** key, the Keyboard Shortcuts icon displays to the right of the media title in the Studio media editor [1].

When the Keyboard Shortcuts icon displays, press the **Enter** or **Return** key.

The Keyboard Shortcuts window displays, which shows common keyboard shortcuts you can use in the Studio media editor [2].

To close the Keyboard Shortcuts window, click the **Close** button [3].

How do I cut sections of a media file in Canvas Studio?

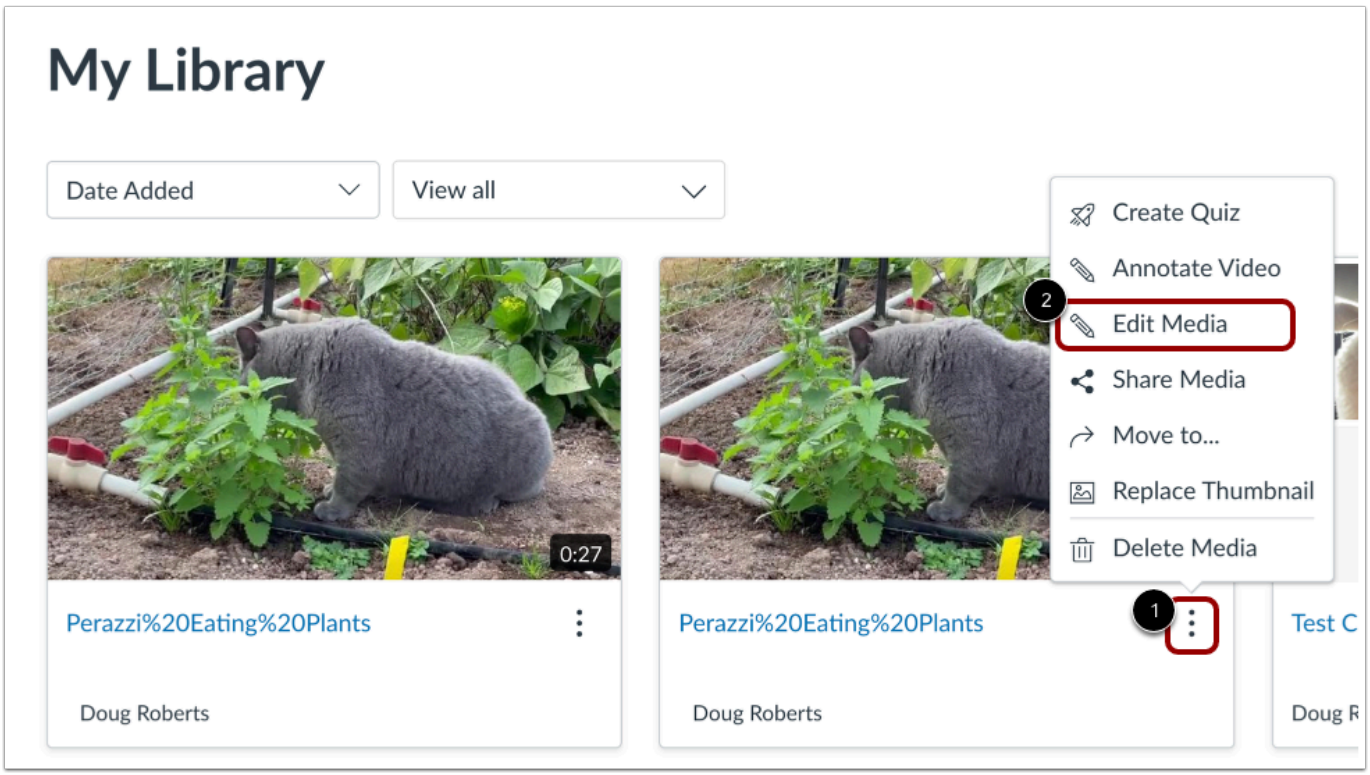
After uploading a media file to your media library, you can use the Studio media editor to cut and remove unwanted sections of your media file.

After cutting your media file, you can replace your original file with the edited version or you can save the edited version as a new file.

Notes:

- You can only edit media you access through your Studio media library.
- You cannot edit a media file in a course that is embedded within that course.
- In order to update and show the edited version of a media file that is already embedded in a course, you must manually update the embedded course location.
- You can only edit media files you have uploaded and stored in Studio.
- You cannot edit Youtube or Vimeo imported videos in Studio.
- If you cut a media file that has captions, the captions are cut along with the video as closely as possible. After making any cuts, check the file and captions for alignment.

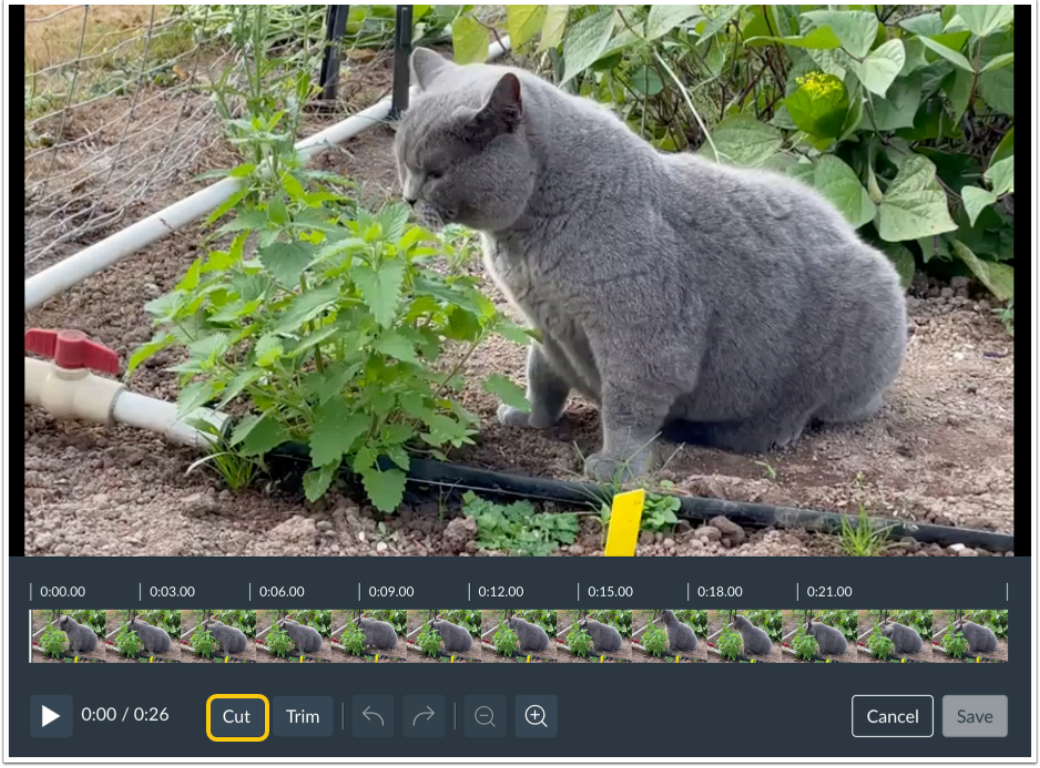
Open Media Editor



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Edit Media** link [2].

Note: To edit media that has been shared with you, you must copy the media to your library.

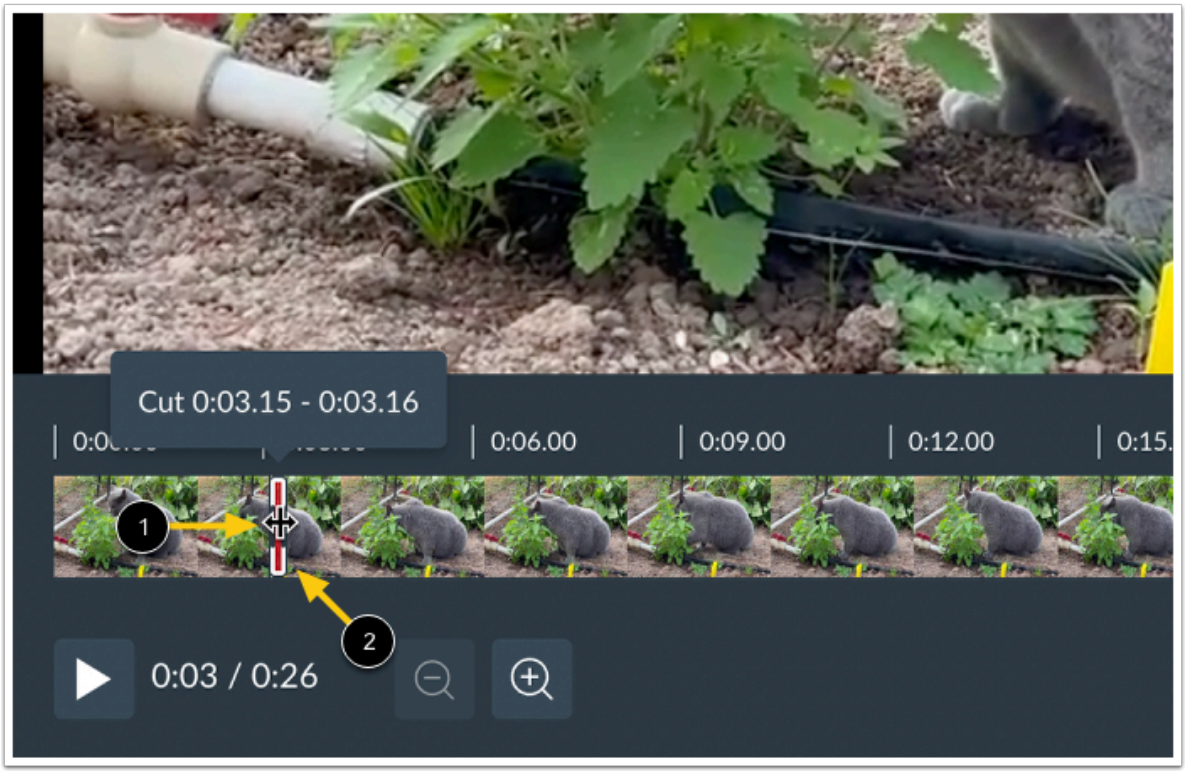
Open Cut Mode



To select a section of the media to remove, click the **Cut** button.

Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Selection Slider



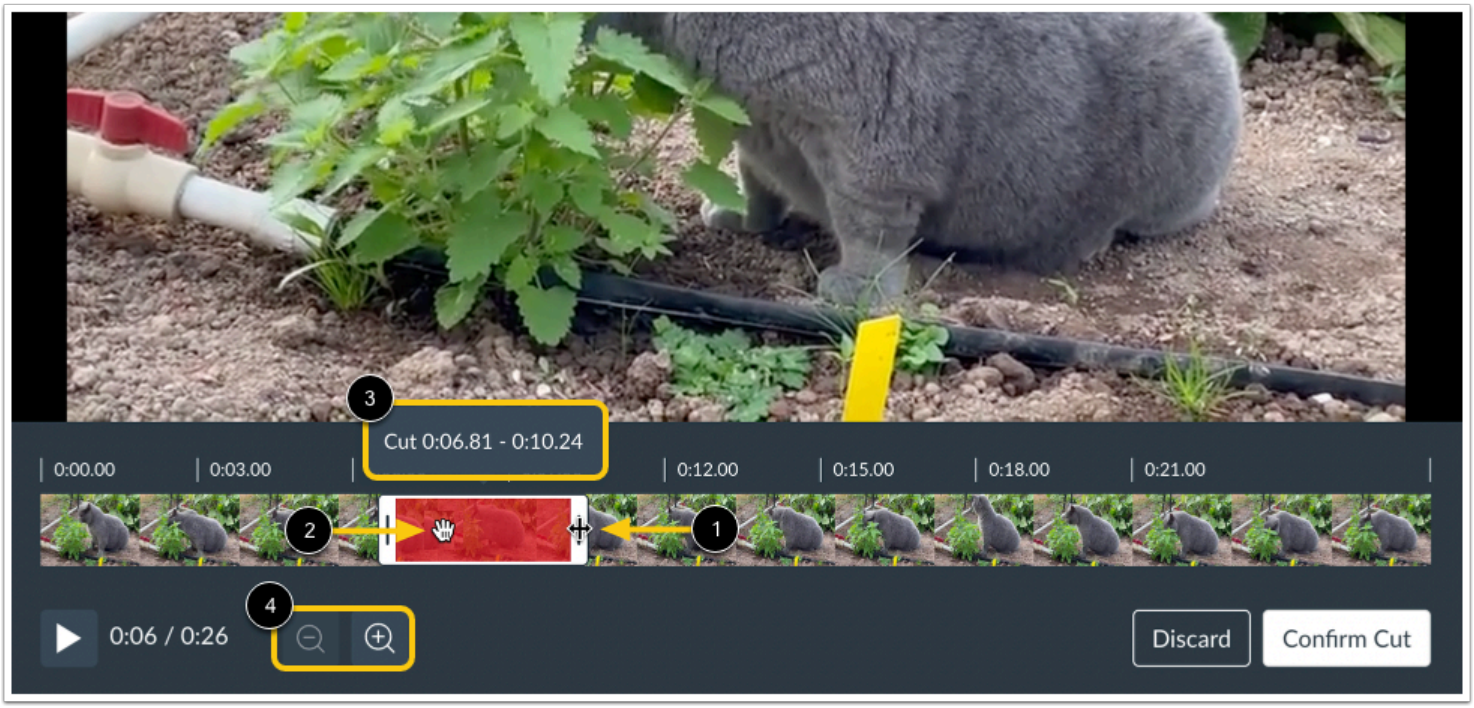
Hover your cursor over the selection slider to view the double-headed arrow cursor [1].

The selection slider displays on the media timeline at the last location the playhead paused [2].

Notes:

- If you did not play your media file before clicking the Cut button, the selection slider will be at the beginning of your media timeline.

Drag and Resize Selection Slider



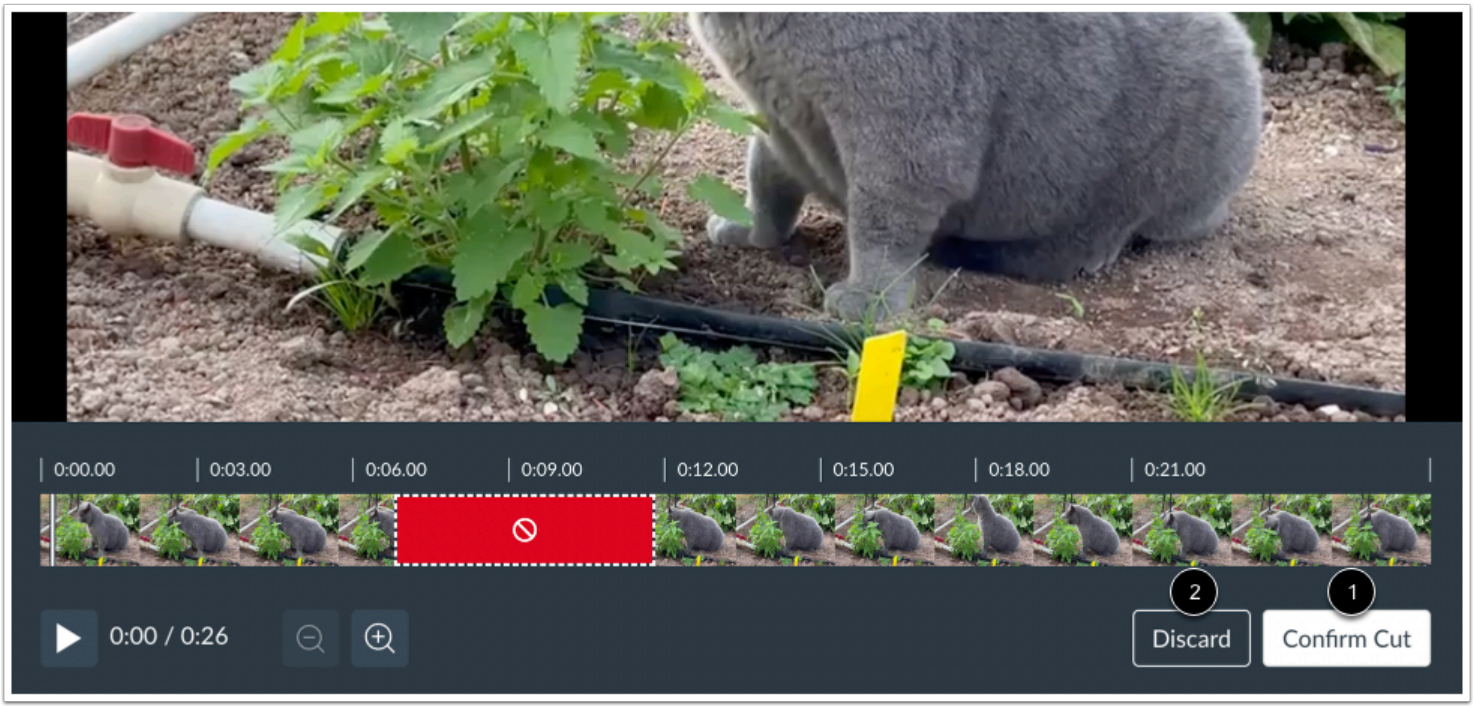
Next, click and drag the double-headed arrow cursor to widen or narrow the selection slider [1]. The selected portion of the timeline is red and shaded.

You can move your planned cut area by clicking and dragging the selection slider to a different part of the timeline [2].

As you adjust the selection slider, the timestamp of the planned cut area displays above it [3].

Note: To zoom in or out of the timeline in order to create a more precise cut, click the **Zoom** buttons [4].

Confirm or Discard Cut

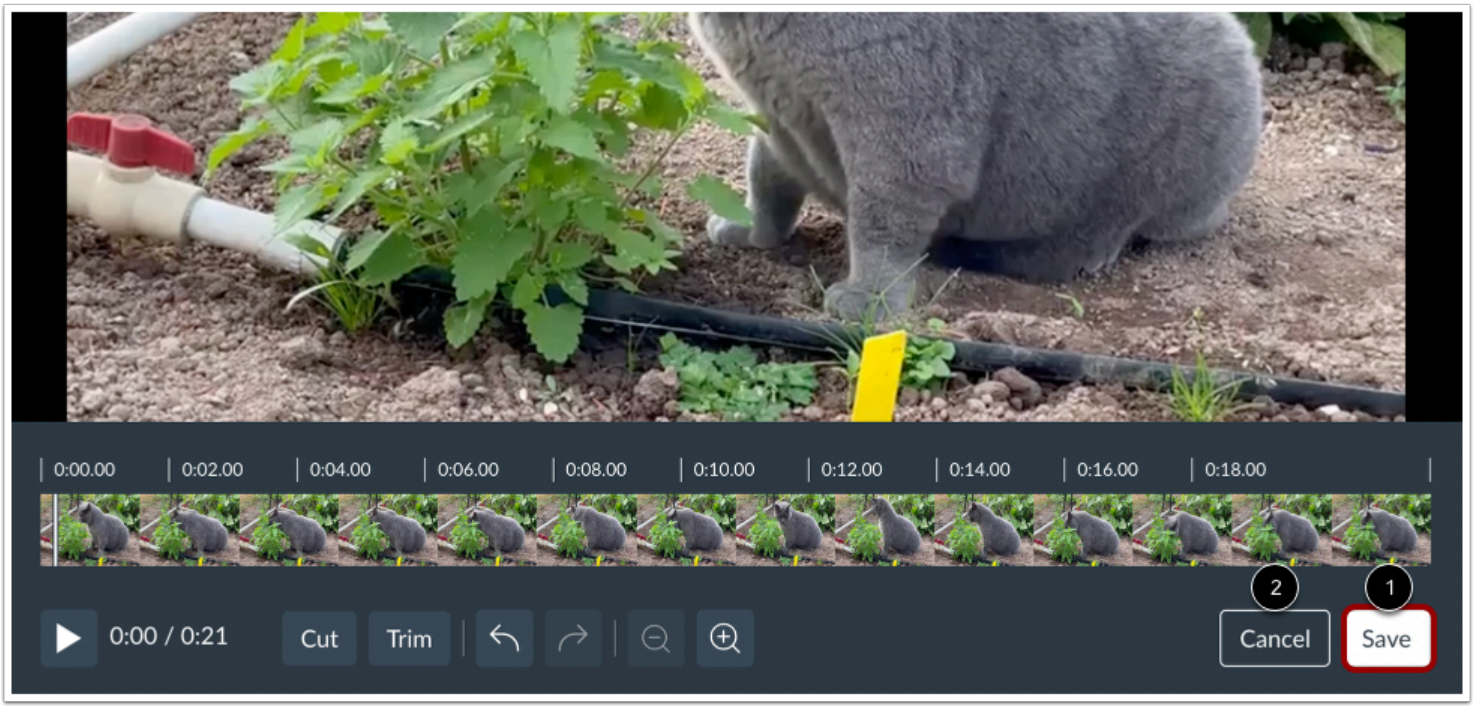


To cut the media, click the **Confirm Cut** button [1].

Alternatively, to undo the selection and start over, click the **Discard** button [2].

Note: If you confirm the cut, you can still undo the cut by not saving the media file.

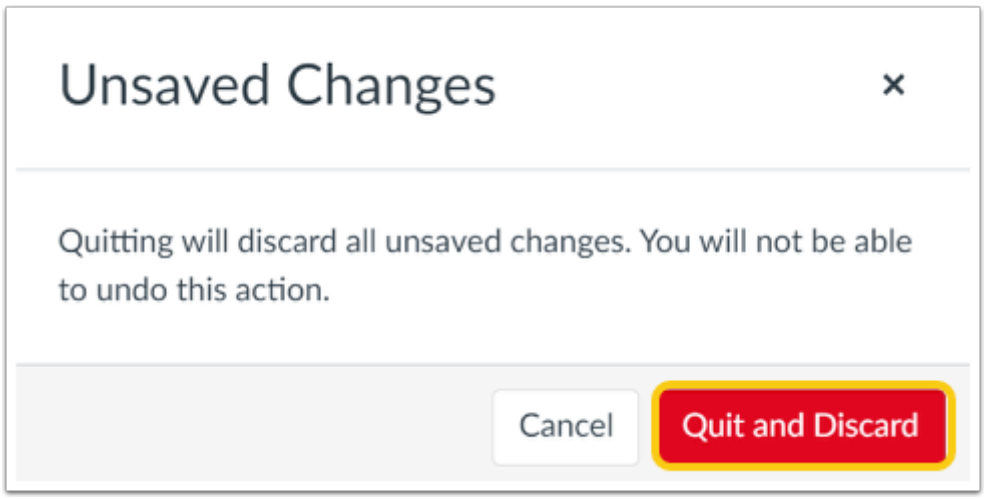
Save or Discard Cut Media File



To save the cut media file either as a copy or to replace the original, click the **Save** button [1].

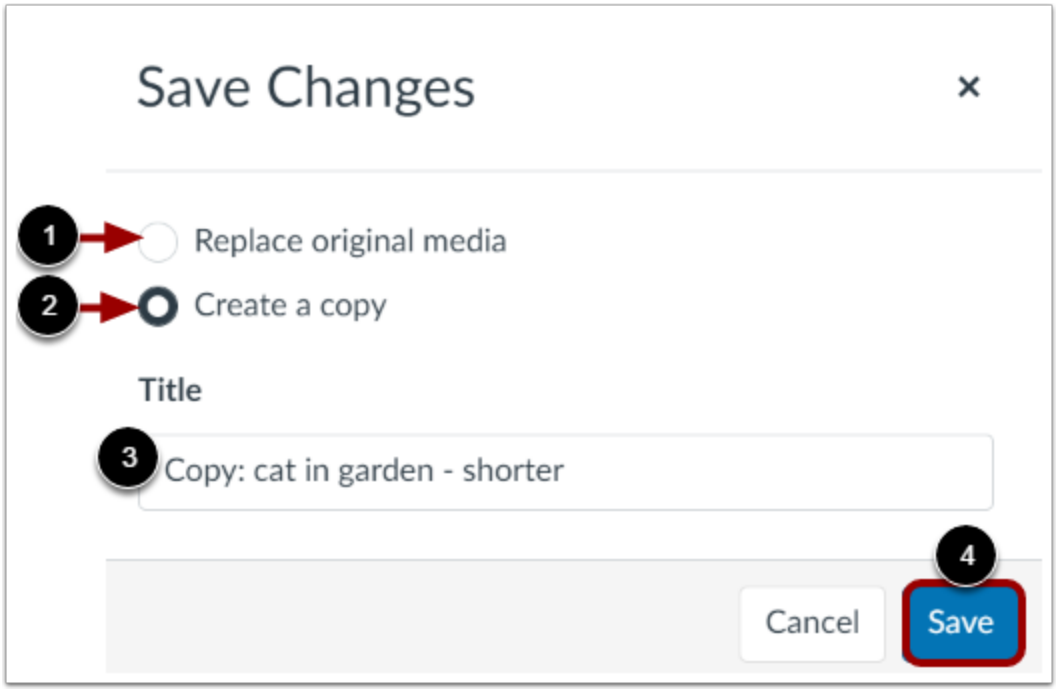
Alternatively, you can undo the cut by clicking the **Cancel** button [2].

Confirm Discard



To discard all edits and return to the media library, click the **Quit and Discard** button.

Save Changes



In the Save Changes window, you can replace the original media file or create a copy.

To replace the original media file with the edited media, click the **Replace original media** radio button [1].

To create an edited copy of the original media, click the **Create a copy** radio button [2]. By default, the title of the trimmed copy is *Copy: [original title]*. To edit the title for the copy, enter a new title in the **Title** field [3].

To save changes and return to the My Library page, click the **Save** button [4].

Note: If you create a copy of a media file you have shared with other users or groups, the copy is not automatically shared.

How do I trim a media file in Canvas Studio?

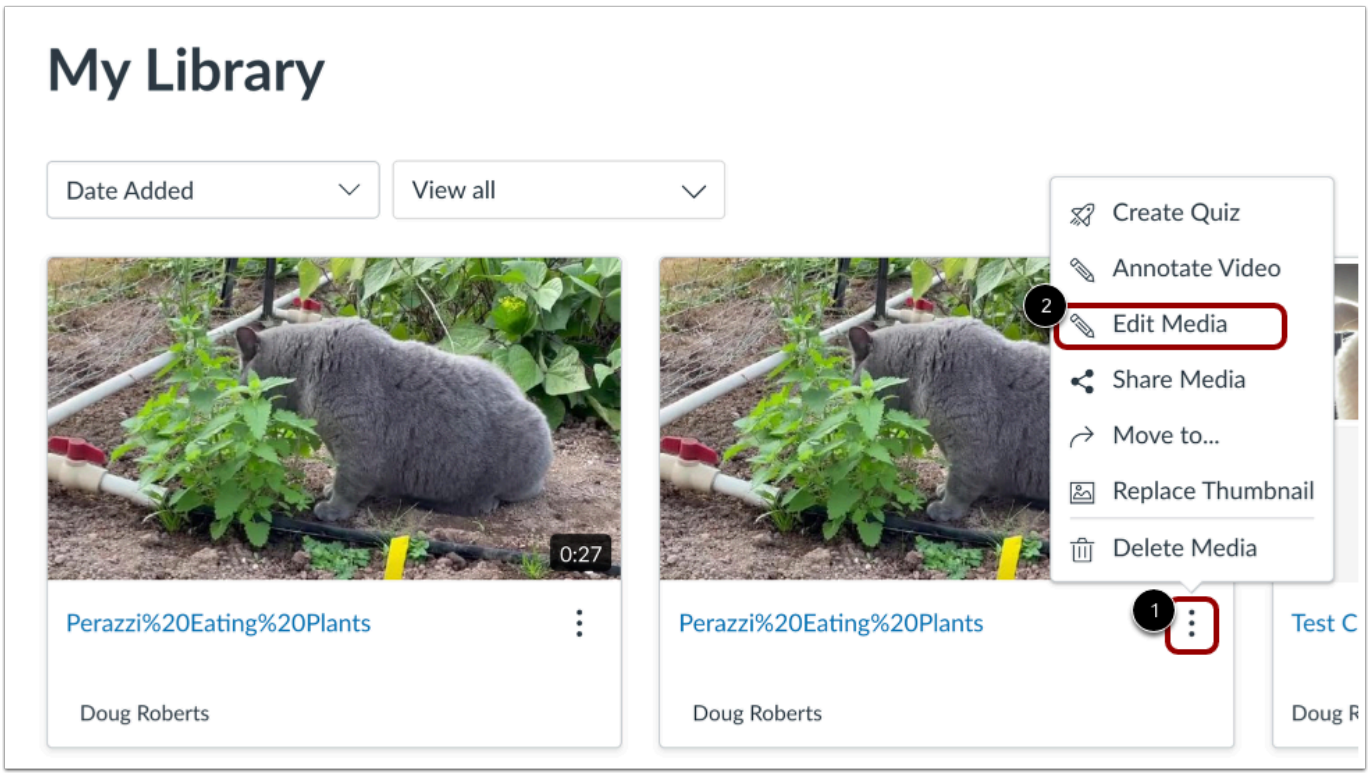
You can trim a Studio media file by selecting and removing material from the file at the beginning, end, or both.

After trimming your media, you can replace your original file with the trimmed version or you can save the trimmed media as a new file.

Notes:

- You can only edit media you access through the My Library page.
- You cannot edit embedded course media from its location in the course.
- If you edit a media file that is already embedded in a course, you can update it to the edited version by removing and re-embedding the file in the course location.
- You can only edit media you have uploaded to Studio.
- You cannot edit imported Youtube and Vimeo videos.
- If you trim a media file that has captions, the captions are trimmed along with the video as closely as possible. After trimming, check the file and captions for alignment.

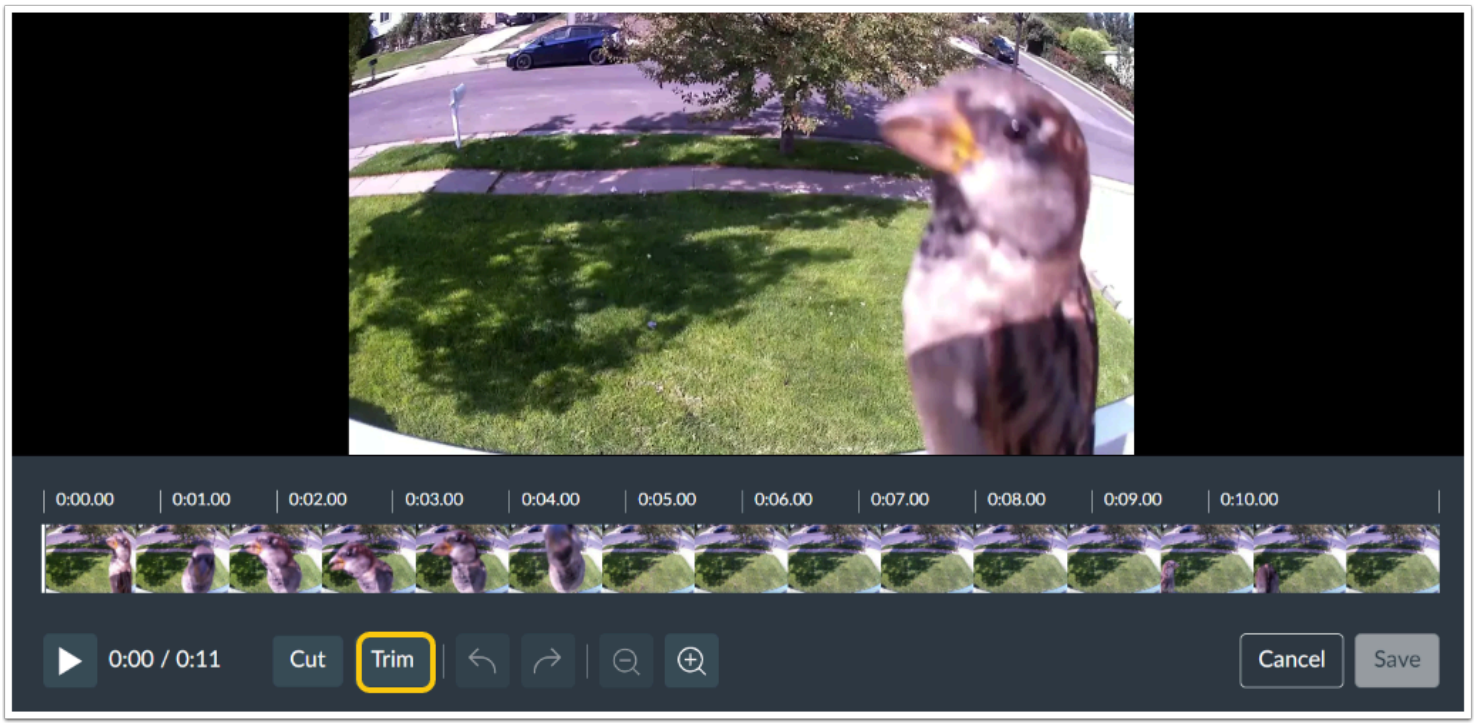
Open Media Editor



In the My Library page, locate the media and click the **Options** icon [1]. Then click the **Edit Media** link [2].

Note: To edit media that has been shared with you, you must copy the media to your library.

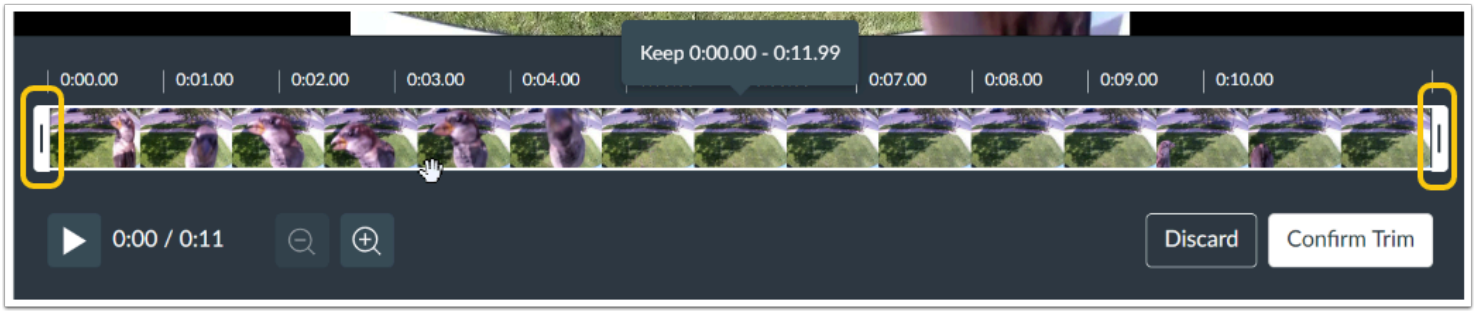
Open Trim Mode



To trim the beginning or the end of the media, click the **Trim** button.

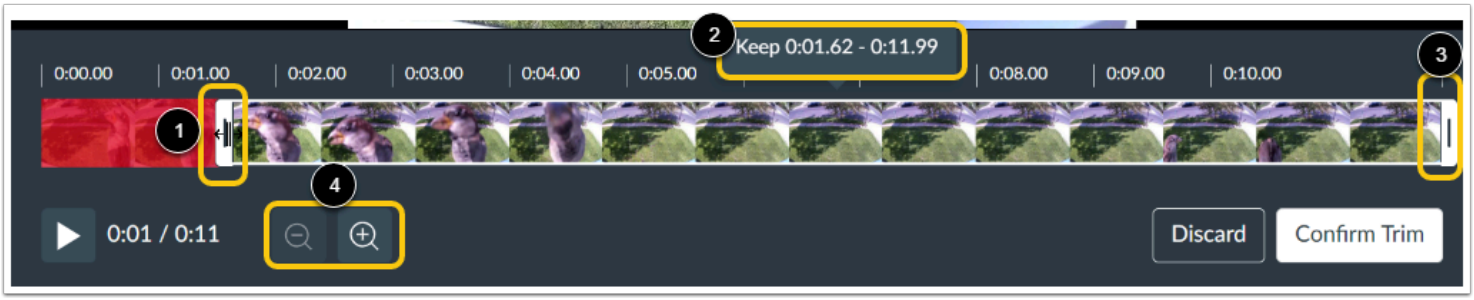
Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Selection Sliders



Selection sliders display at the beginning and at the end of the media timeline.

Drag Selection Sliders



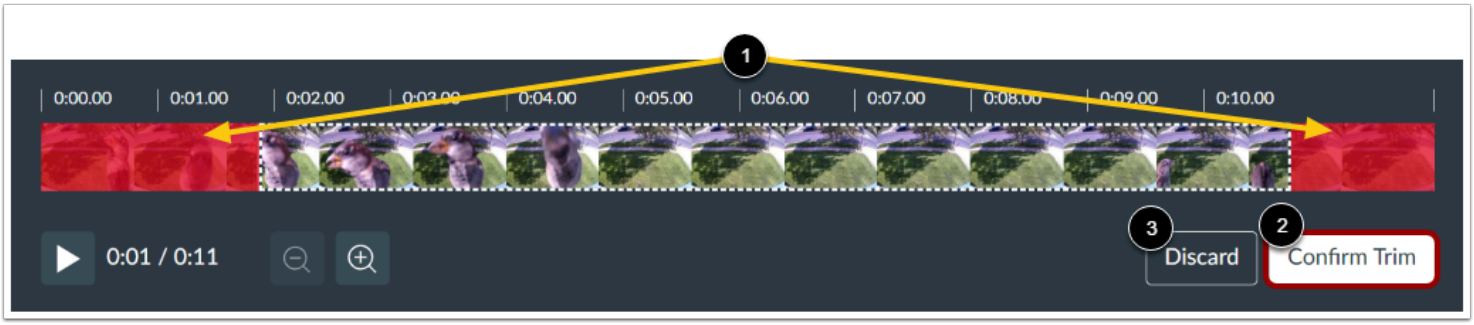
To select part of the media to remove at the beginning, click the left selection slider and drag to a location on the timeline [1]. The portion of the timeline selected for trimming becomes red and shaded.

As you drag the selection slider, Studio displays beginning and ending timestamps for the media selection you are keeping [2].

Repeat the selection process at the end of the timeline using the right selection slider [3].

Note: To zoom in or out on the timeline, click the **Zoom** buttons [4].

Confirm or Discard Trim

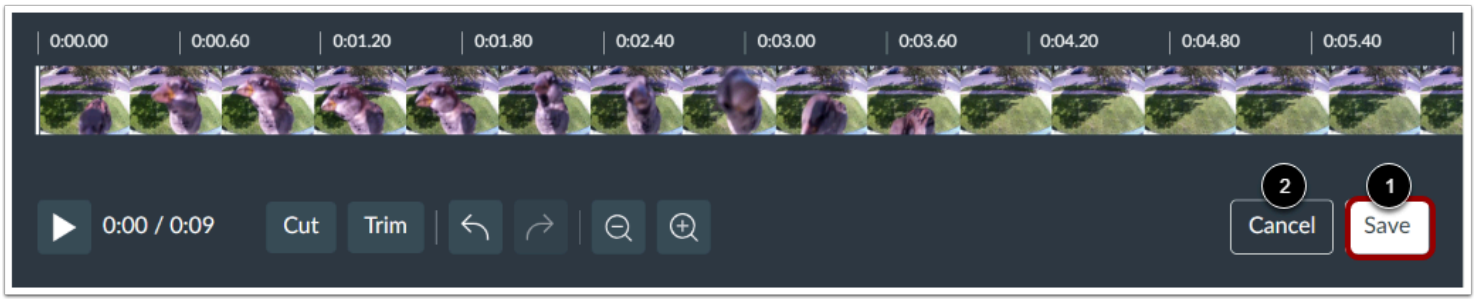


View the selections that will be removed from the timeline [1].

To trim the media and end trim mode, click the **Confirm Trim** button [2].

To discard the trim selections and end trim mode, click the **Discard** button [3].

Save or Discard Trimmed Media

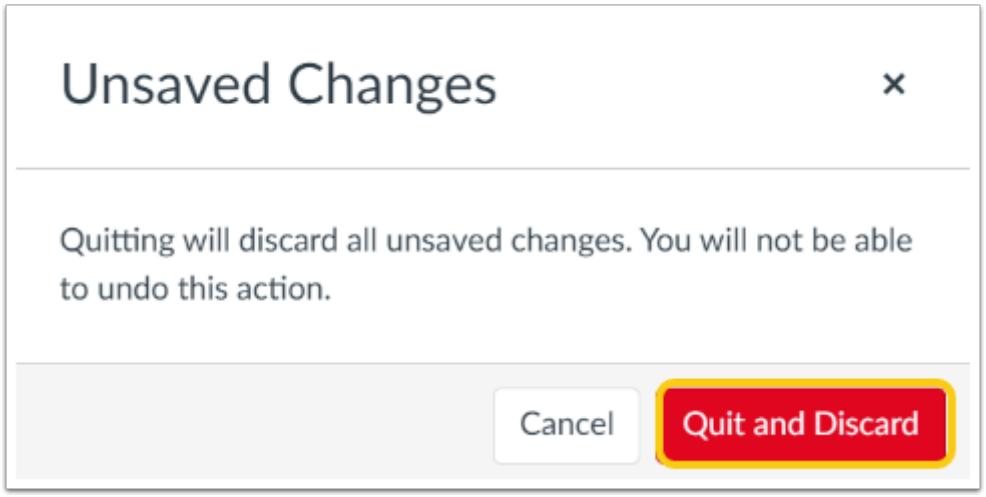


You can continue editing the media, save, or discard.

To save the media either as a copy or to replace the original, click the **Save** button [1].

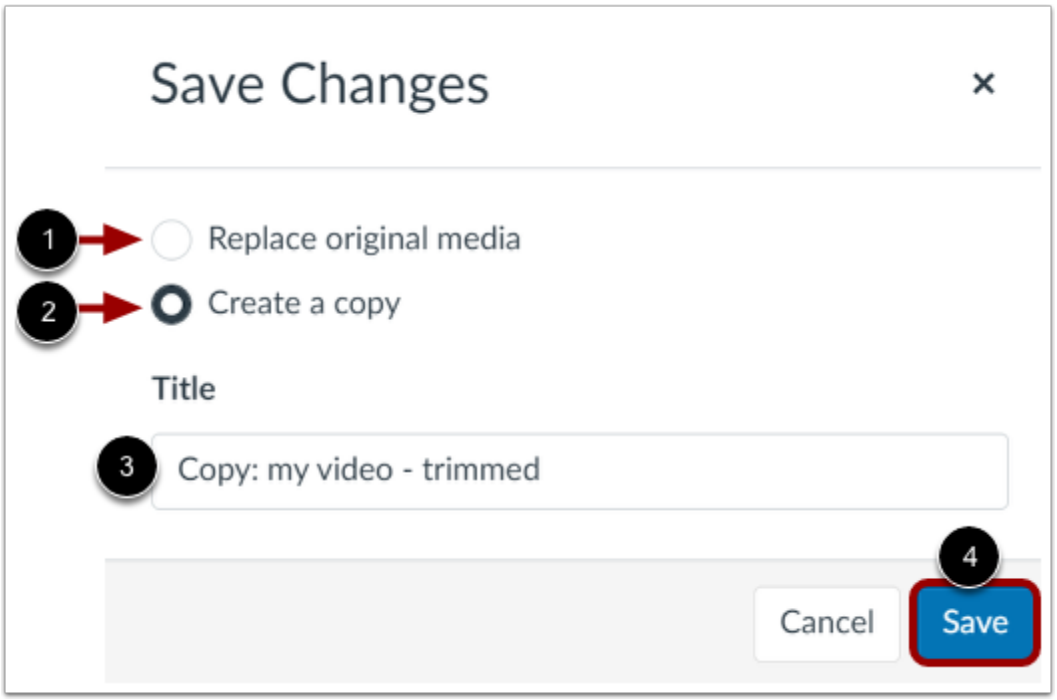
To discard all edits and return to the media library, click the **Cancel** button [2].

Confirm Discard



To discard all edits and return to the media library, click the **Quit and Discard** button.

Save Changes



In the Save Changes window, you can replace the original media file or create a copy.

To replace the original media file with the edited media, click the **Replace original media** radio button [1].

To create an edited copy of the original media, click the **Create a copy** radio button [2]. By default, the title of the trimmed copy is *Copy: [original title]*. To edit the title for the copy, enter a new title in the **Title** field [3].

To save changes and return to the My Library page, click the **Save** button [4].

Note: If you create a copy of a media file you have shared with other users or groups, the copy is not automatically shared.

How do I share media with a user in Canvas Studio?

You can share your Studio media files with individual users and with your Studio groups. When you share your media, you can choose to allow others to view or edit the media. Shared media displays in the Shared with Me page. You can change or remove sharing permissions for media at any time.

If you allow a user to view a media file, they can view the media, access the embed code and public sharing link, and share the media with others.

If you allow a user to edit a media file, they have most permissions allowed as if they originally uploaded the media file, including deleting the media, editing the media details (title, description, tags), adding comments, downloading, copying, sharing the media, and viewing analytic insights. However, users to whom you share the media can only cut or trim the media content if they first copy the media to their library.

This lesson shows you how to share media directly from the My Library page. However, you can also share media when viewing a video.

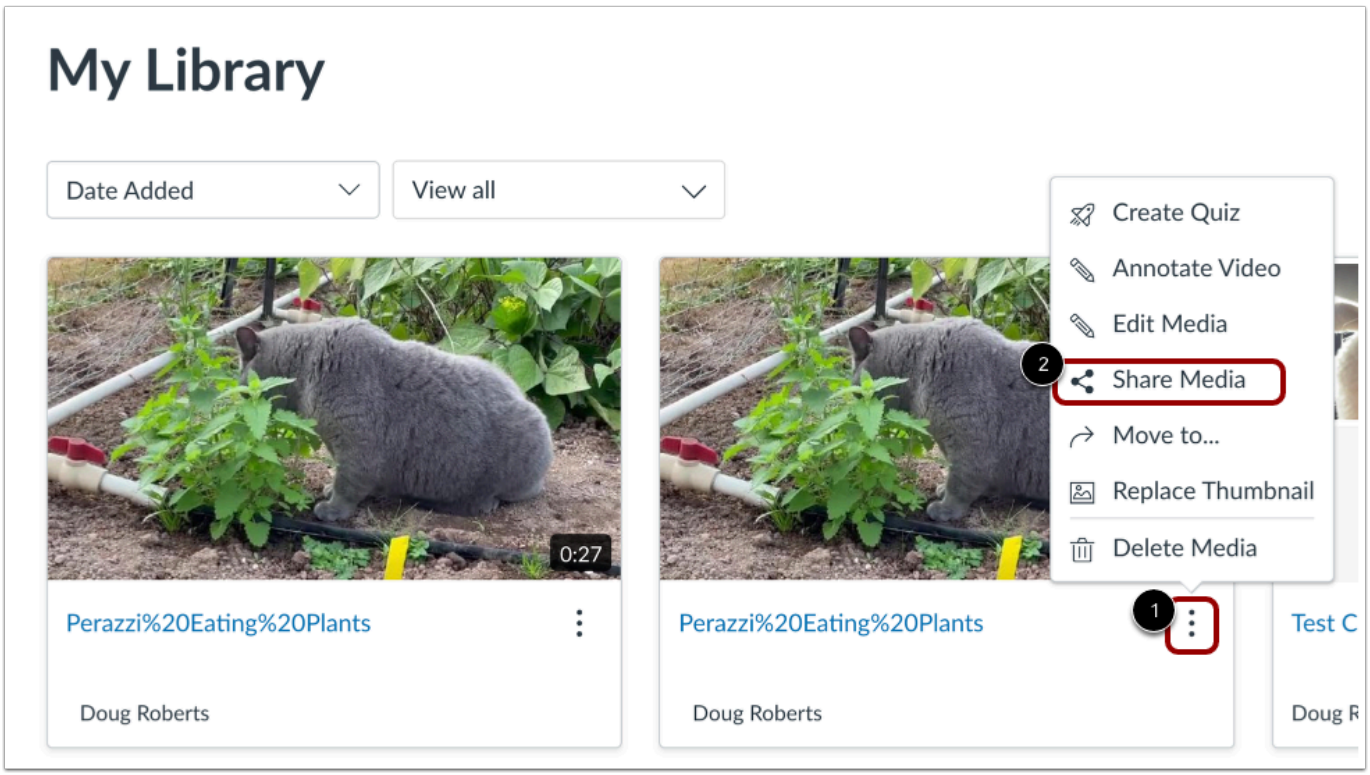
Canvas Studio Media Sharing Rules:

- Students can share media with Canvas Studio groups they are members of, all instructors, TAs, instructional designers, and admins at their institution. They can also share media with any verified Canvas Studio user enrolled in their same course(s).
- Instructors, TAs, and instructional designers can share media with Canvas Studio groups they are members of, all other instructors, TAs, instructional designers, and admins at their institution. They can also share media with verified Canvas Studio users enrolled in their courses.
- Admins can share Canvas Studio media with Canvas Studio groups they are members of and all users at the institution.

Notes:

- You can only share media with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an admin to create a Canvas Studio group. You can also share a video or audio file to multiple individuals at one time.
- Any quizzes added to a video are not included when the video is shared.
- Studio content cannot be shared to or imported from Commons.

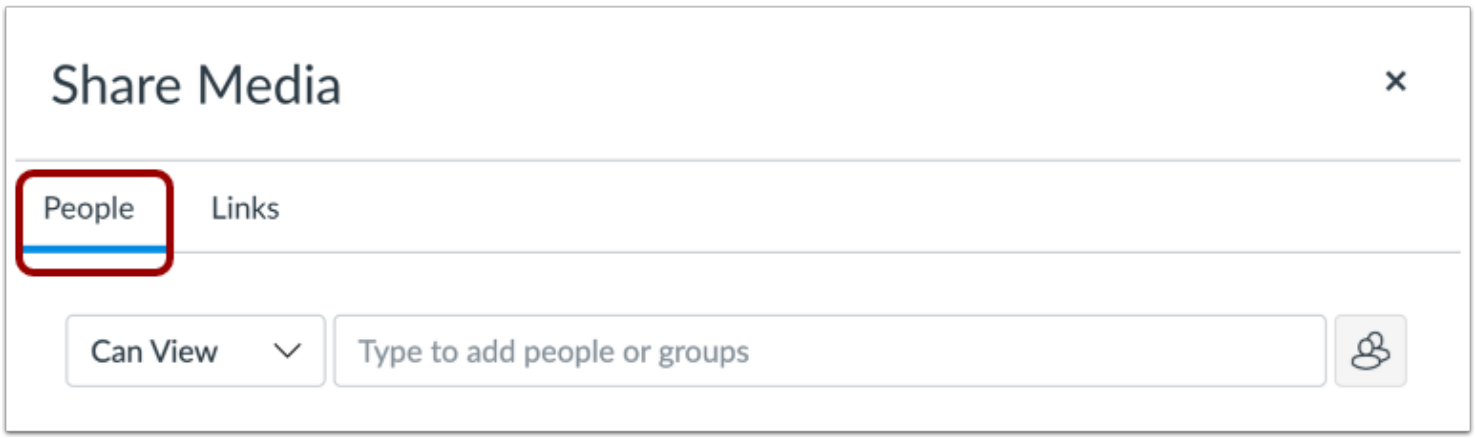
Open Share Media



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Share Media** link [2].

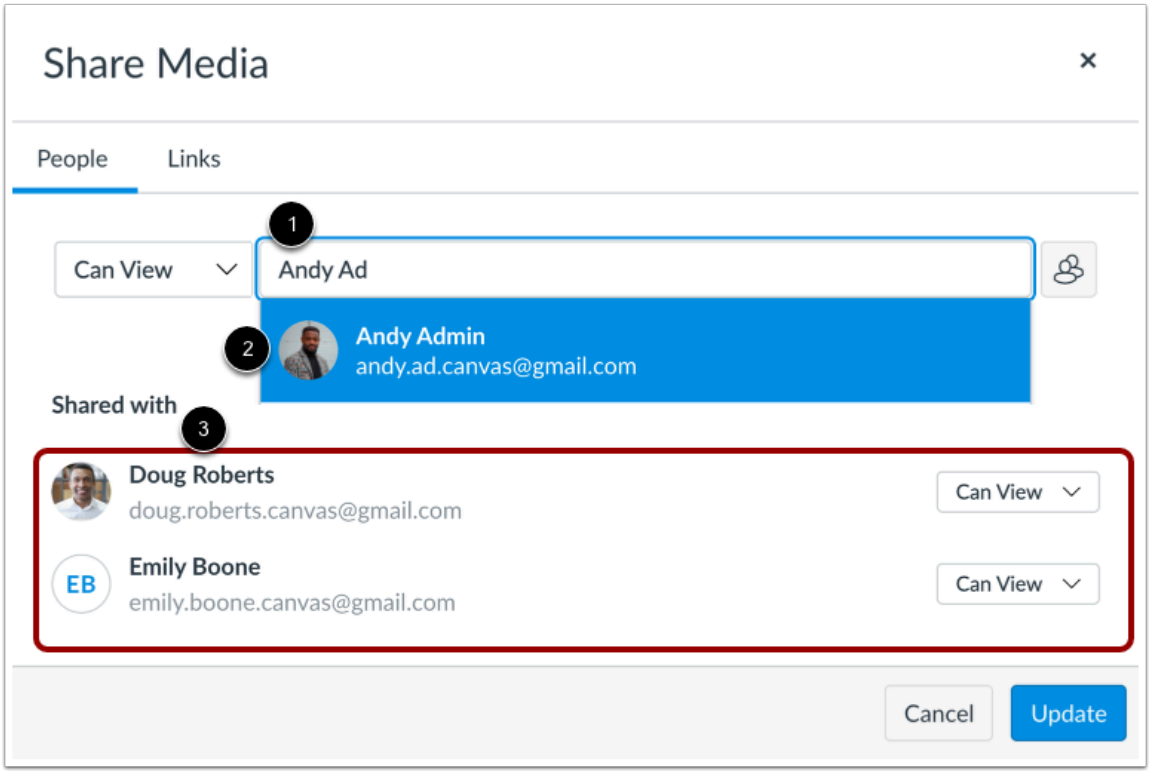
Note: You can also share media from the Studio Media Player Options menu.

Share Media



The Share Media page displays the **People** tab.

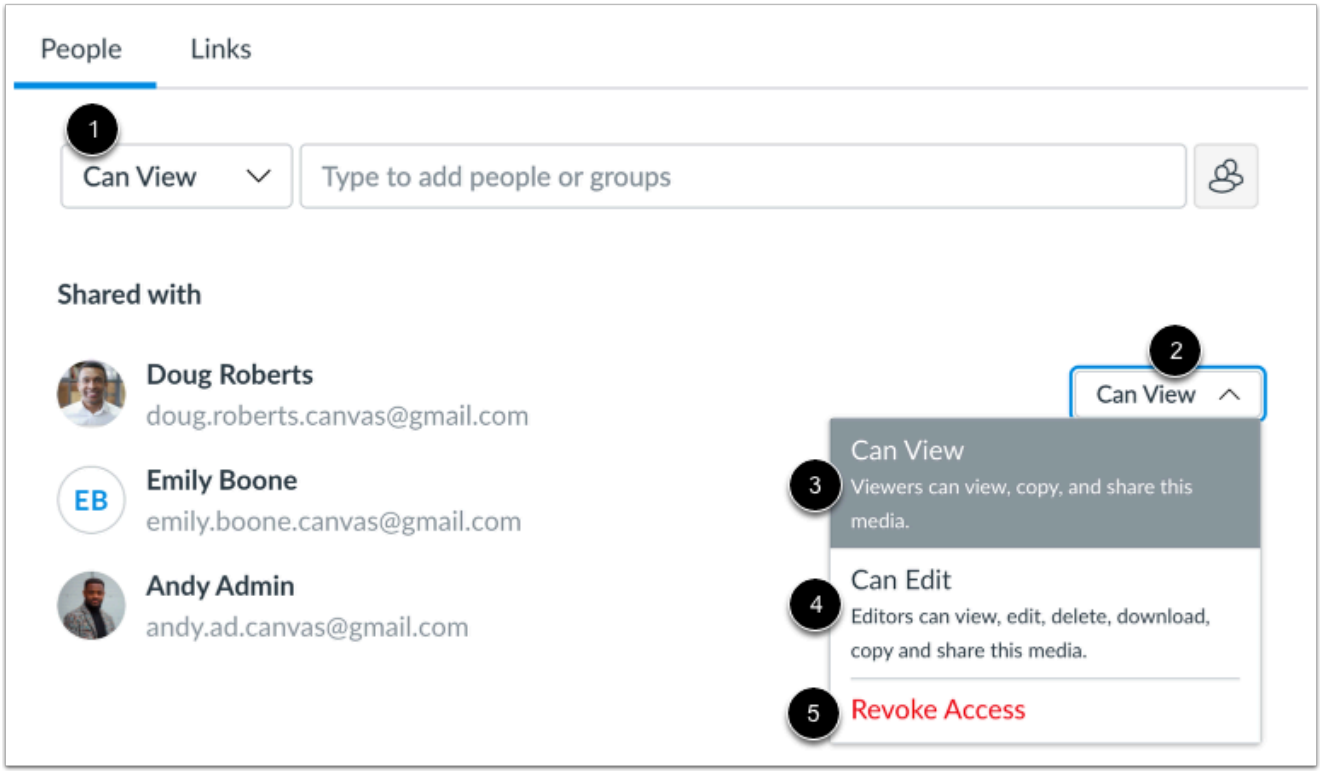
Add People



To share the media, enter user's name or email in the **Type to add people or groups** field [1], then click the user's name [2]. You can repeat this process to add as many users as necessary. You can also share media with your Studio groups.

Added users display in the **Shared with** section [3].

Manage Media Access



By default, Studio allows others to view your shared media. However, you can allow others to edit your shared media.

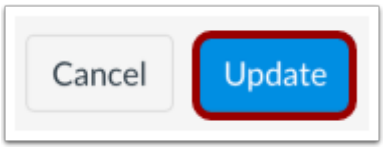
To manage shared access when sharing your media, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

To allow another user to view, copy, and share the media, select the **Can View** option [3].

To allow another user to view, edit media details (title, description, tags), add comments, delete, download, copy, and share the media, select the **Can Edit** option [4].

To remove a user's shared access, click the **Revoke Access** option [5].

Update Shared Media



To share the media with the selected users, click the **Update** button.

How do I share media with a group in Canvas Studio?

You can share your Studio media files with individual users and with your Studio groups. When you share your media, you can choose to allow others to view or edit the media. Shared media displays in the Shared with Me page. You can change or remove sharing permissions for media at any time.

If you allow a group to view a media file, they can view the media, access the embed code and public sharing link, and share the media with others.

If you allow a group to edit a media file, they have most permissions allowed as if they originally uploaded the media file, including deleting the media, editing media details (title, description, tags), adding comments, downloading, copying, sharing the media, and viewing analytic insights. However, users to whom you share the media can only cut or trim the media content if they first copy the media to their library.

This lesson shows you how to share media directly from the My Library page. However, you can also share media when viewing a video.

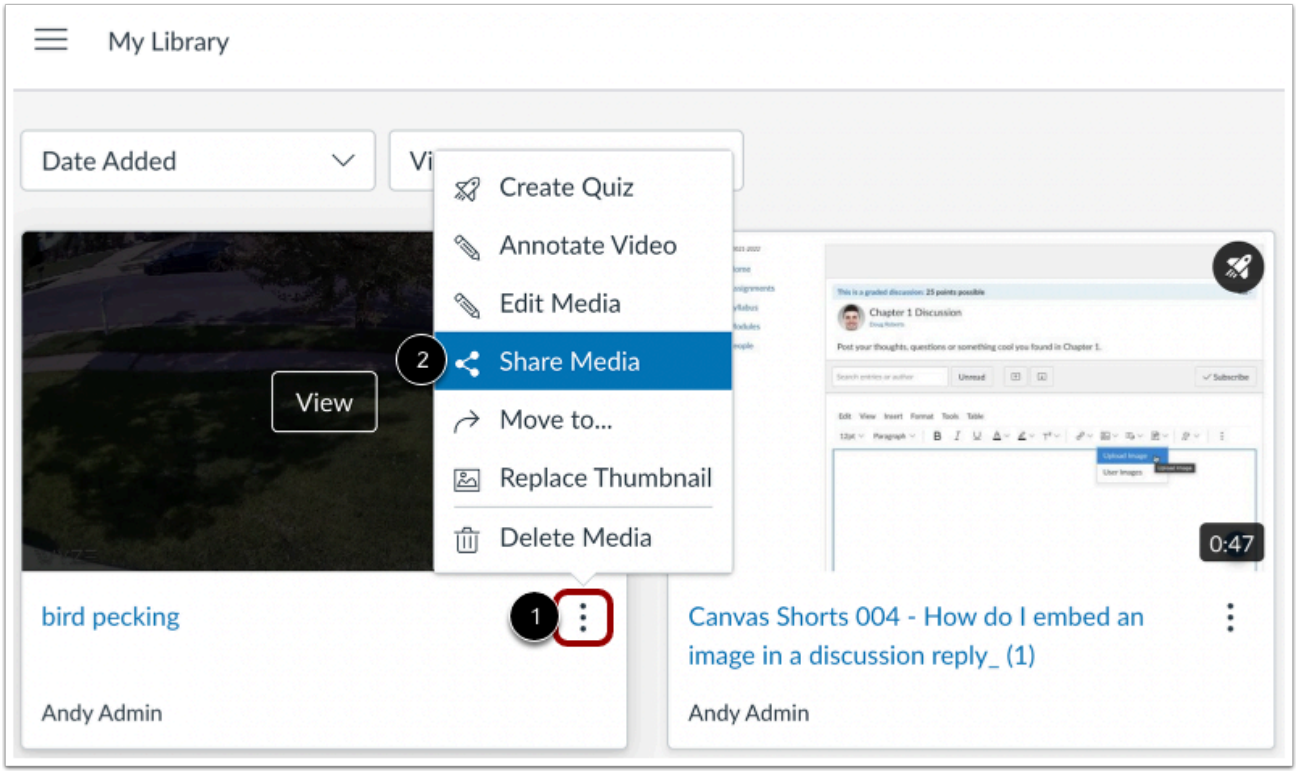
Canvas Studio Media Sharing Rules:

- Students can share media with Canvas Studio groups they are members of, all instructors, TAs, instructional designers, and admins at their institution. They can also share media with any verified Canvas Studio user enrolled in their same course(s).
- Instructors, TAs, and instructional designers can share media with Canvas Studio groups they are members of, all other instructors, TAs, instructional designers, and admins at their institution. They can also share media with verified Canvas Studio users enrolled in their courses.
- Admins can share Canvas Studio media with Canvas Studio groups they are members of and all users at the institution.

Notes:

- You can only share media with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an admin to create a Canvas Studio group. You can also share a video or audio file to multiple individuals at one time.
- Any quizzes added to a video are not included when the video is shared.
- Studio content cannot be shared to or imported from Commons.

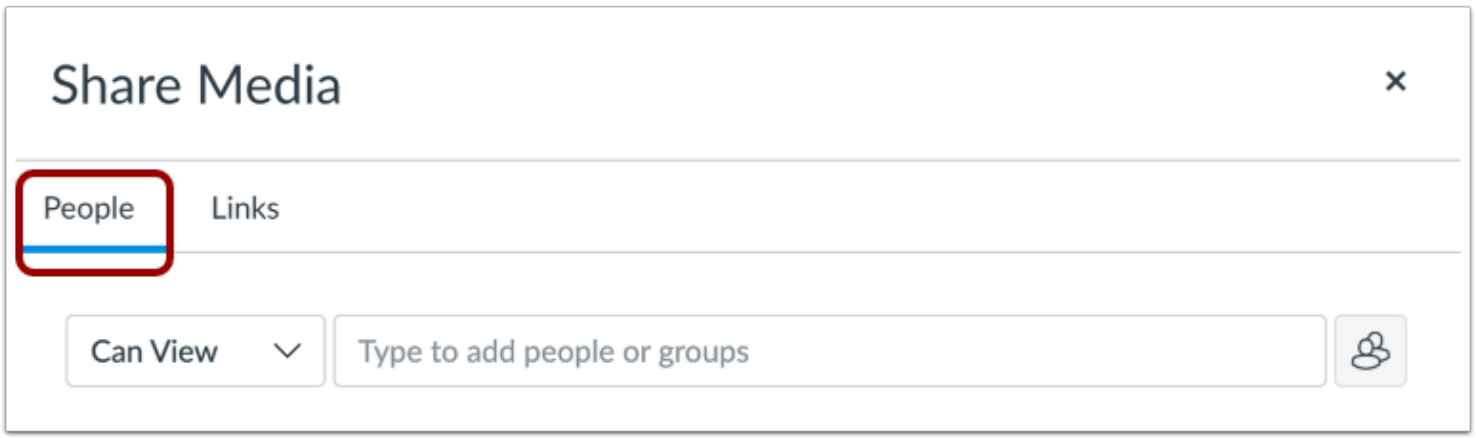
Open Share Media



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Share Media** link [2].

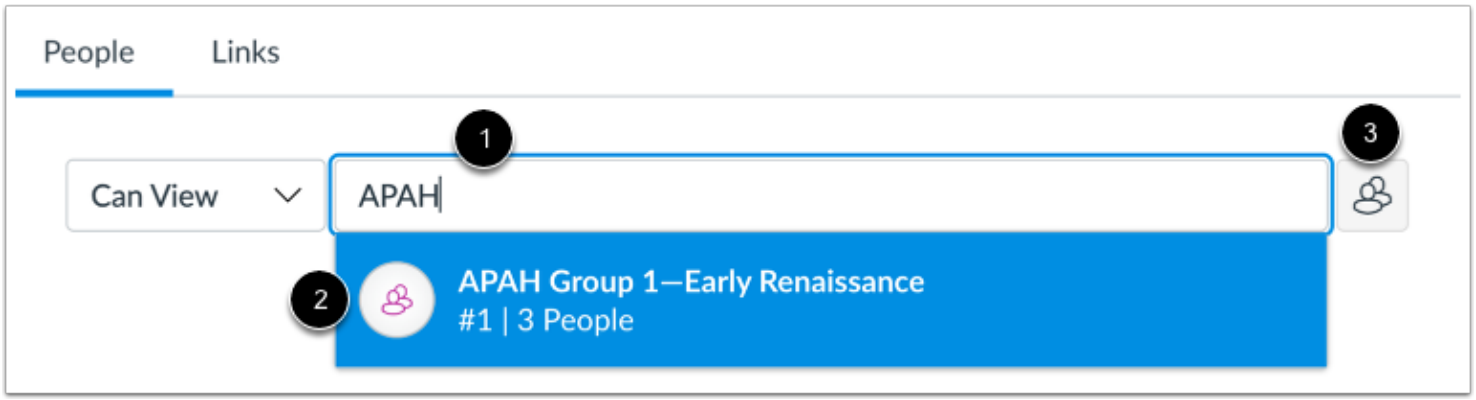
Note: You can also share media from the Studio Media Player Options menu.

Share Media



The Share Media page displays the **People** tab.

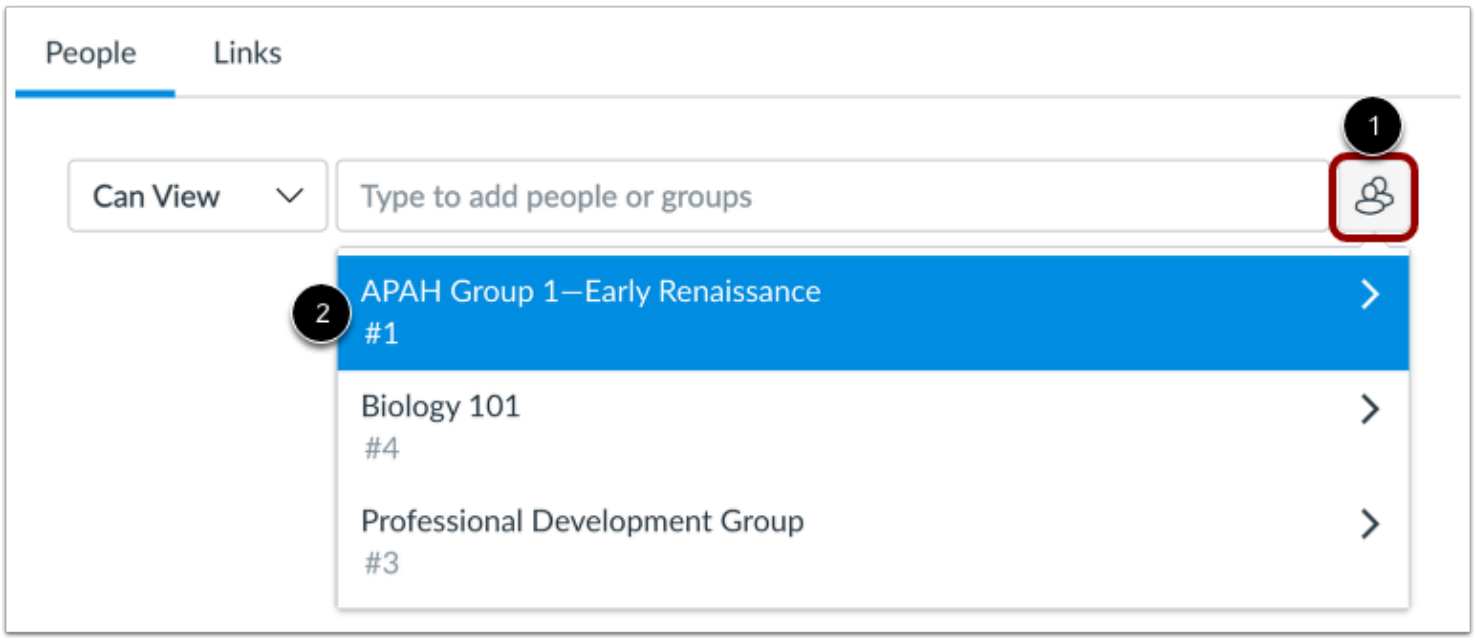
Add Groups



To share the media with a group, enter the group name or ID number in the **Type to add people or groups** field [1]. Then select the group name [2].

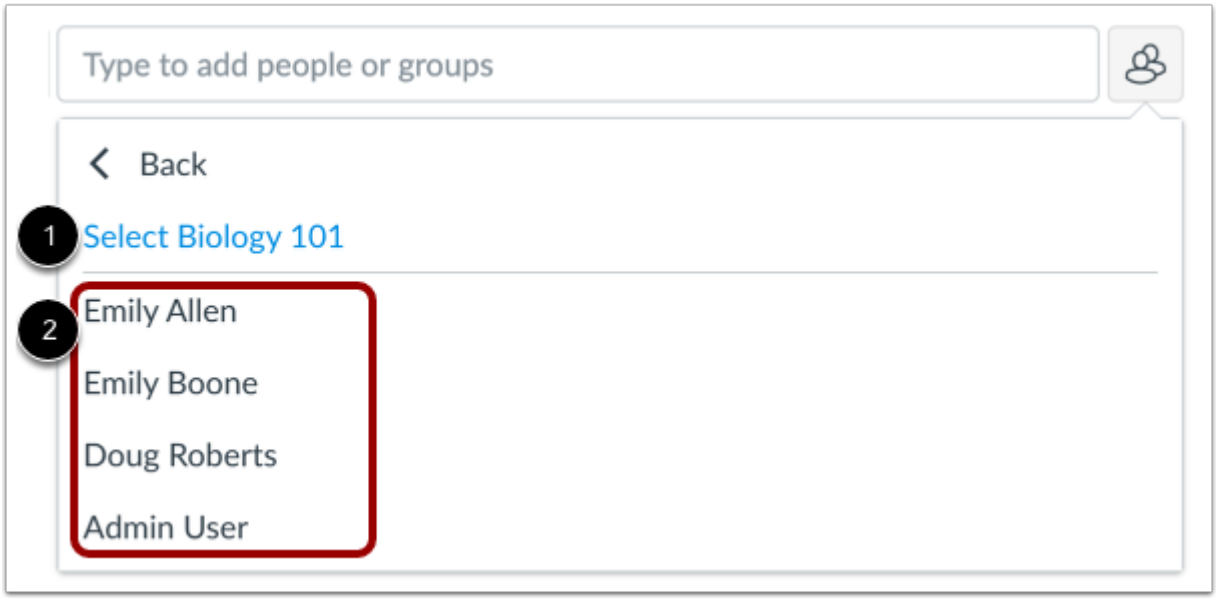
Alternatively, you can add groups or specific group members from the **Groups** icon [3].

View Group Members



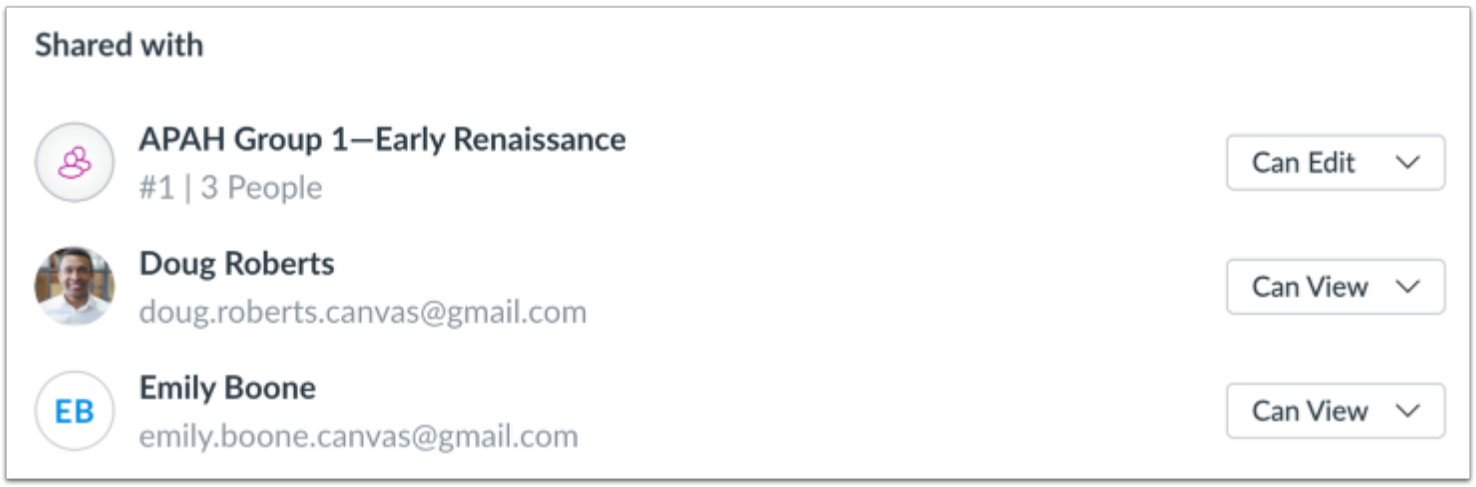
To add individual members from one of your groups, click the **Groups** icon [1]. Then click a group name link [2].

Select Group Members



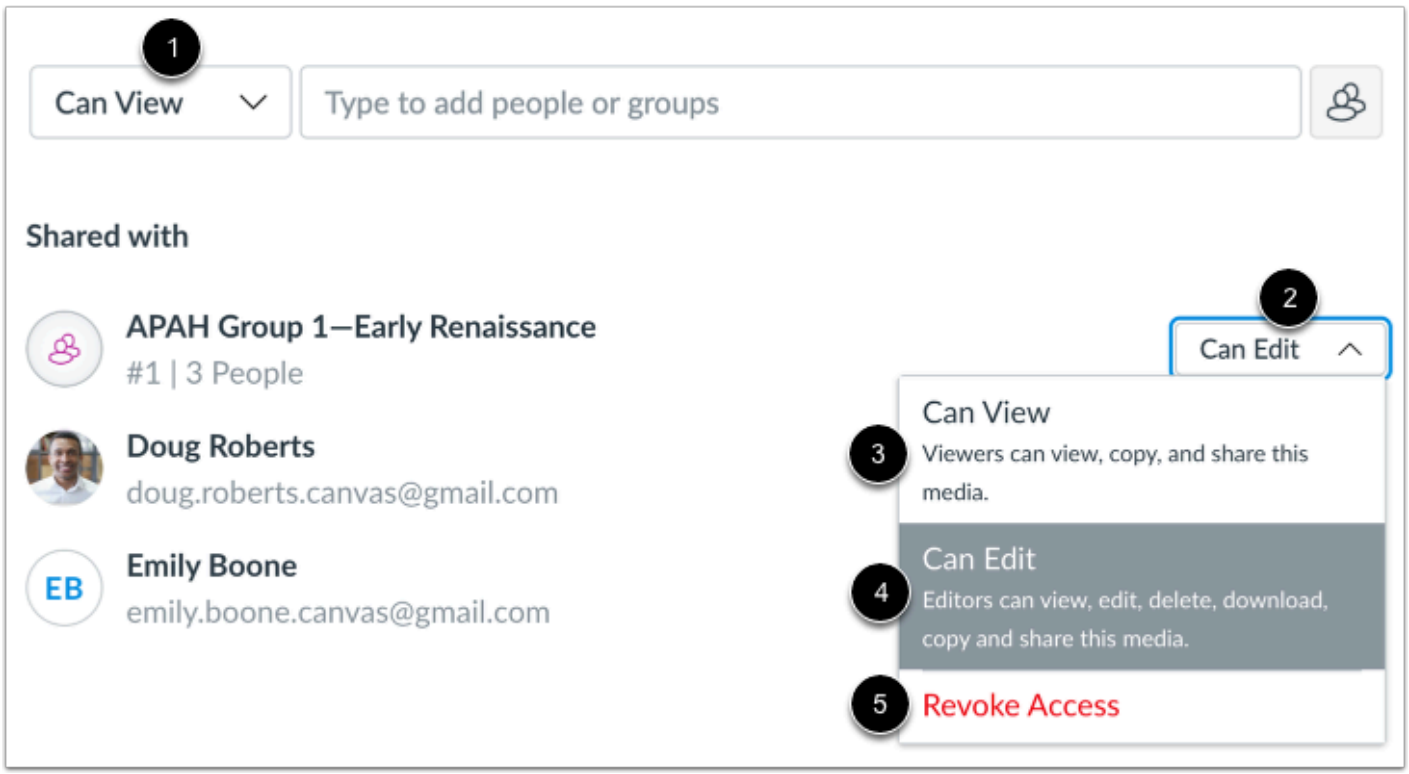
In the group list, you can share with the group [1], or you can click a user name to share with individual users in the group [2].

View Shared List



View the added groups and individuals in the **Shared with** list.

Manage Media Access



By default, Studio allows others to view your shared media. However, you can allow others to edit your shared media.

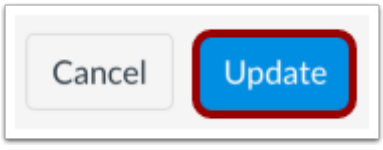
To manage shared access when sharing your media, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

To allow another user to view, copy, and share the media, select the **Can View** option [3].

To allow another user to view, edit media details (title, description, tags), add comments, delete, download, copy, and share the media, select the **Can Edit** option [4].

To remove a user's shared access, click the **Revoke Access** option [5].

Update Shared Media



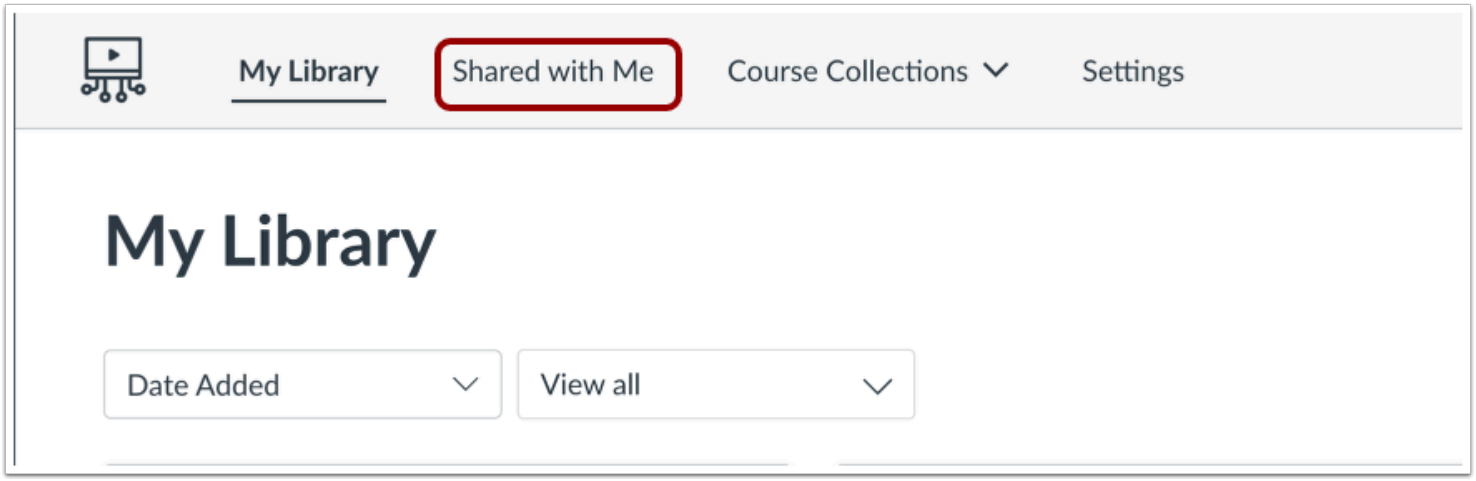
To share the media with the selected users, click the **Update** button.

How do I view and manage media files shared with me and others in Canvas Studio?

You can view media shared with you in your Shared with Me library. If media is shared with you, you can view the list of groups and individuals with whom the media is also shared, share the media, or manage your shared access, including removing your own access. If you added the media to Studio, or if you can edit a media file that is shared with you, you can also manage shared access for all others with whom the file is shared.

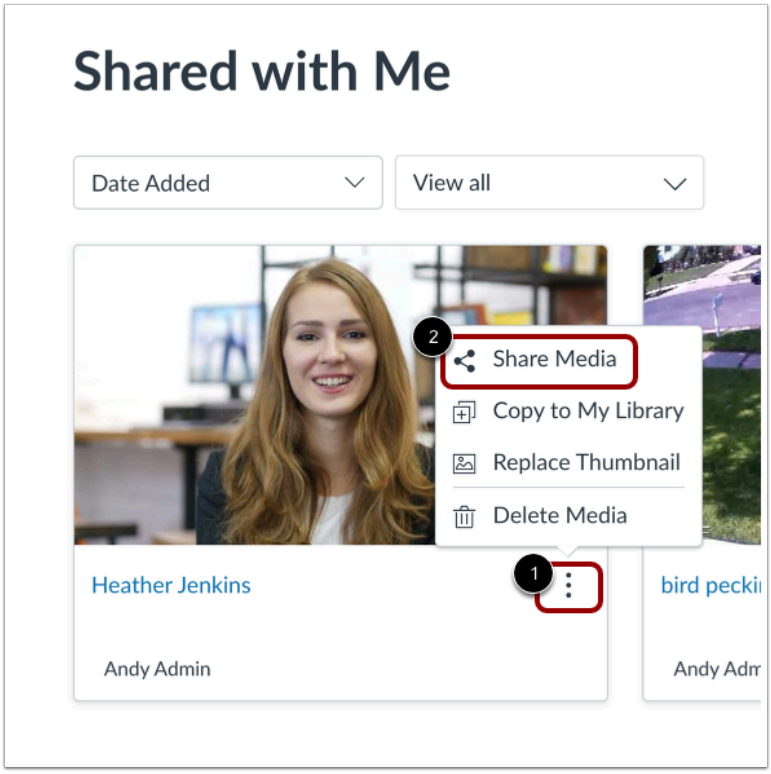
If media is shared with you, you can also create a copy of it in your own library.

Open Shared With Me



In the Global Navigation Menu, click the **Shared with Me** tab.

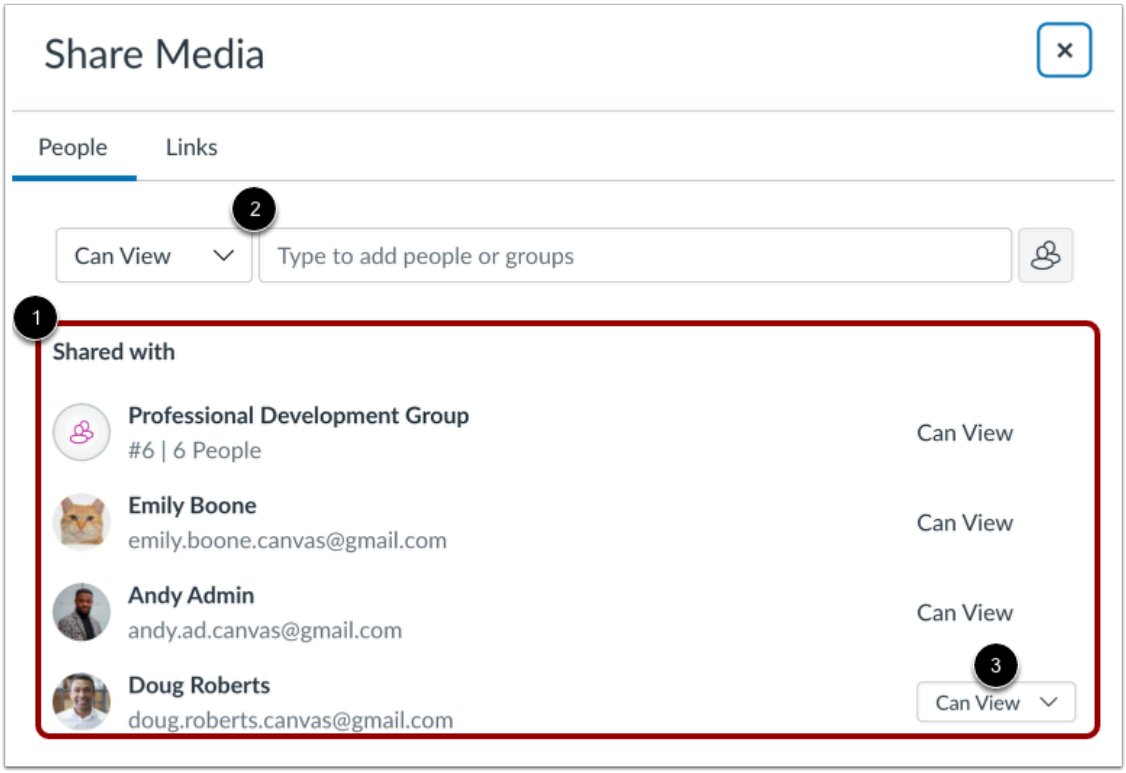
Open Share Media



On the Shared with Me page, locate the media and click the **Options** icon [1]. Then click the **Share Media** link [2].

Note: You can also share media from your library and in the Studio Media Player Options menu.

View Shared With List

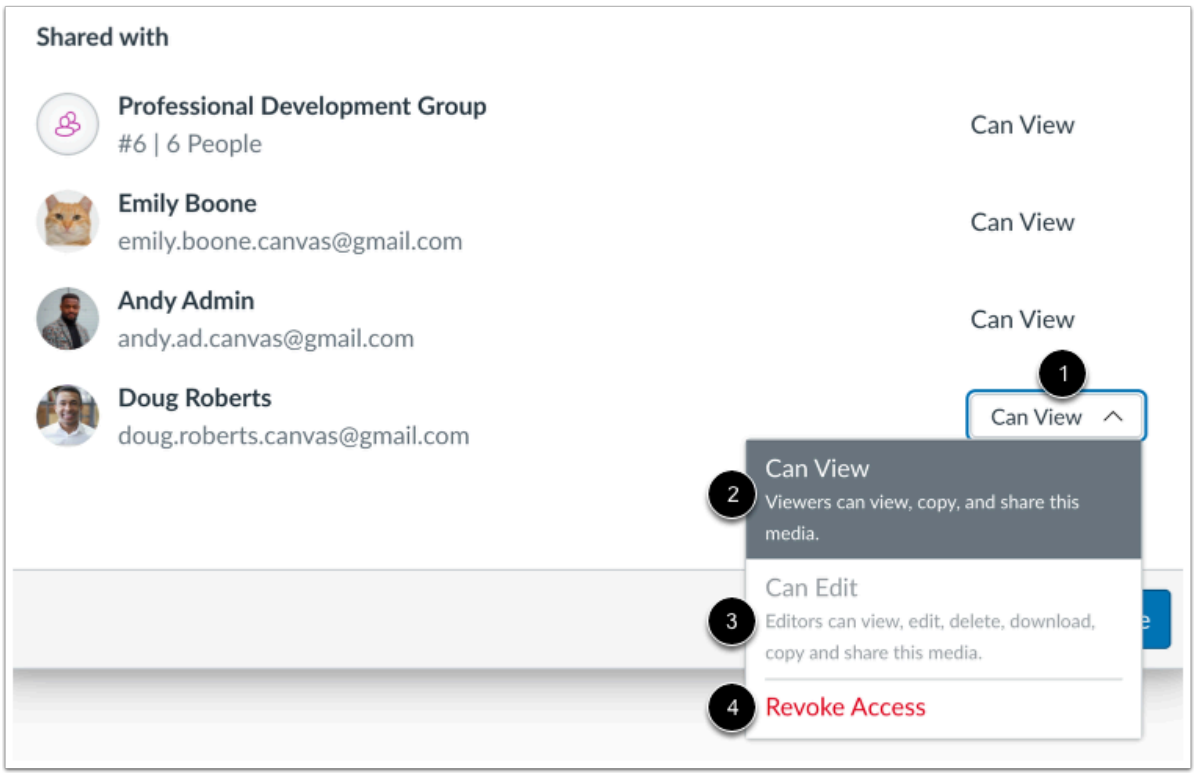


View the groups and individuals with whom the media is shared in the **Shared with** list [1].

You can also share the media with other users and groups [2].

Note: If the media is shared to you with **Can View** access only [3], you can share the media with other users and groups. However, you can only share it with Can View access.

Manage Media Access

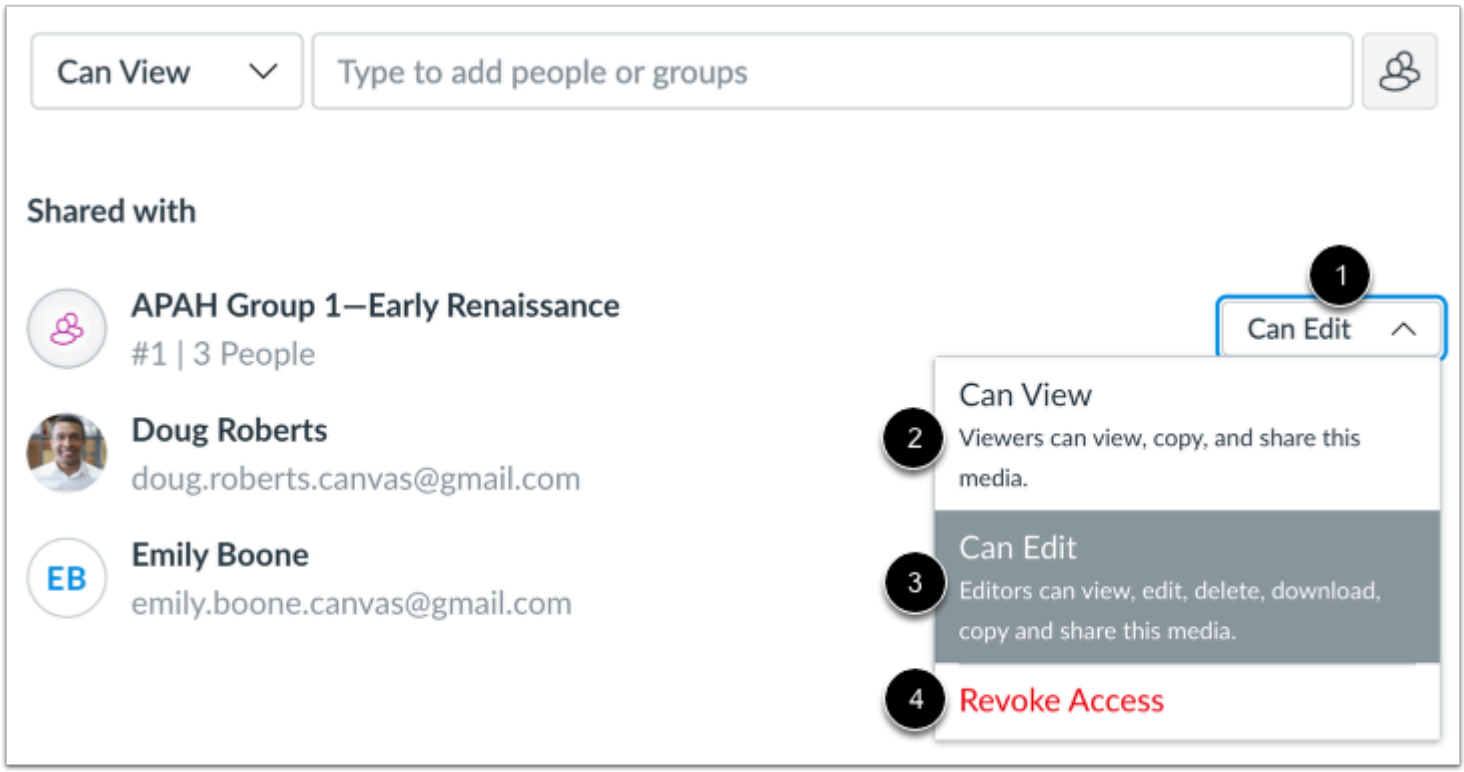


To manage your own access to the media, click the **Sharing Access** drop-down menu [1].

If the file was shared to you with Can View access [2], you cannot select the the **Can Edit** option [3].

To remove your shared access, click the **Revoke Access** option [4].

Manage Others' Media Access



If you added the media to Studio or if it is shared to you with edit access, you can manage others' shared access.

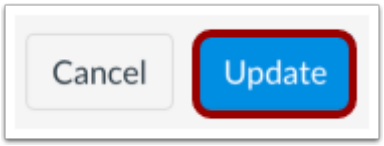
In the Shared with section, locate the user or group in the list. Then click the **Sharing Access** drop-down menu [1].

To allow another user to view, copy, and share the media, select the **Can View** option [2].

To allow another user to view, edit, delete, download, copy, and share the media, select the **Can Edit** option [3].

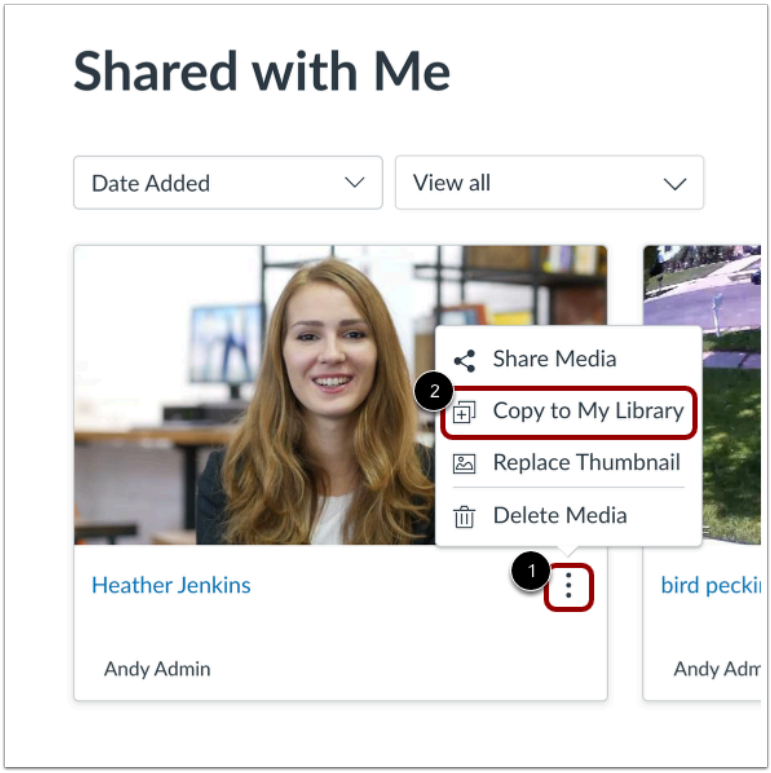
To remove a user's shared access, click the **Revoke Access** option [4].

Update Shared Media



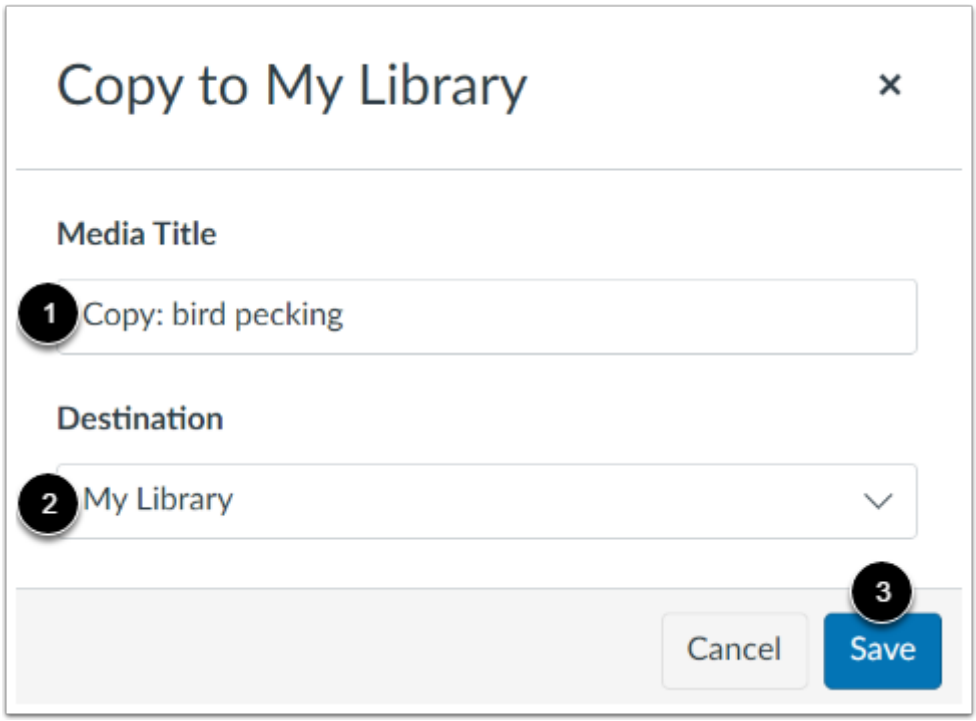
Click the **Update** button.

Create Copy



On the Shared with Me page, you can copy media to your own library. Click the **Options** icon [1], then click the **Copy to My Library** link [2].

Save Copy



Enter a title for the media in the **Media Title** field [1].

To specify a location for the copy, click the **Destination** drop-down menu, and select the **My Library** or a course location option [2].

To save the copy, click the **Save** button [3].

How do I get a public link or embed code for media in Canvas Studio?

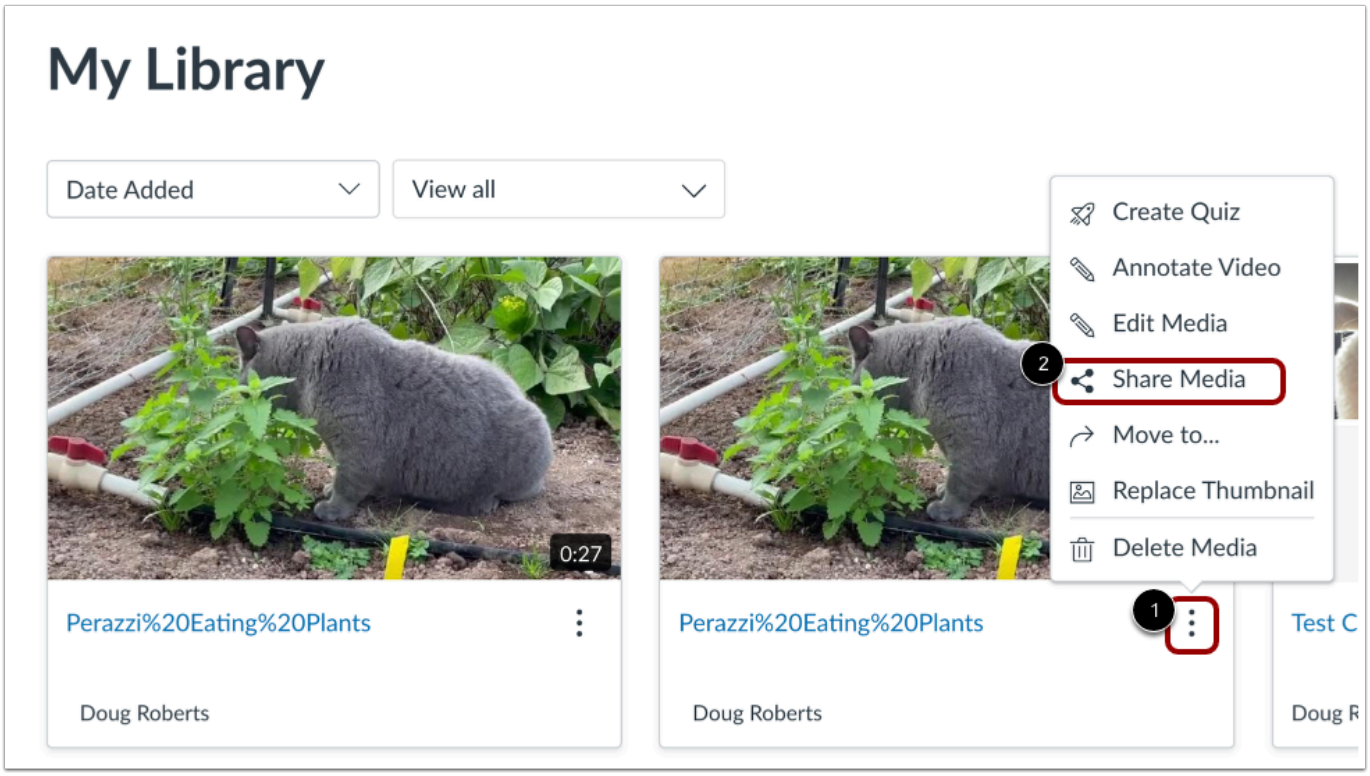
You can create a public link and an embed code for your media, allowing you to show your Studio media in public websites. You can also disable the public link and embed code in order to remove access to the media file.

This lesson shows you how to get a link or embed code directly from the My Uploads page. However, you can view the link and code when viewing media.

Notes:

- Analytics and commenting are not available for media viewed via a shared link.
- Viewing public links and embed codes is an account permission. If you are not able to view the Links tab, your institution has restricted this feature to all users except Canvas Studio admins.
- If you want to include comments when embedding media, you need to embed through the Studio LTI tool. Learn how to embed media in Canvas.

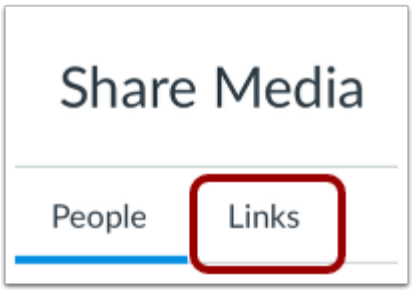
Share Media



In the My Library page, locate the media, click the **Options** icon [1] and then click the **Share Media** link [2].

Note: You can also share media from the Studio Media Player Options menu.

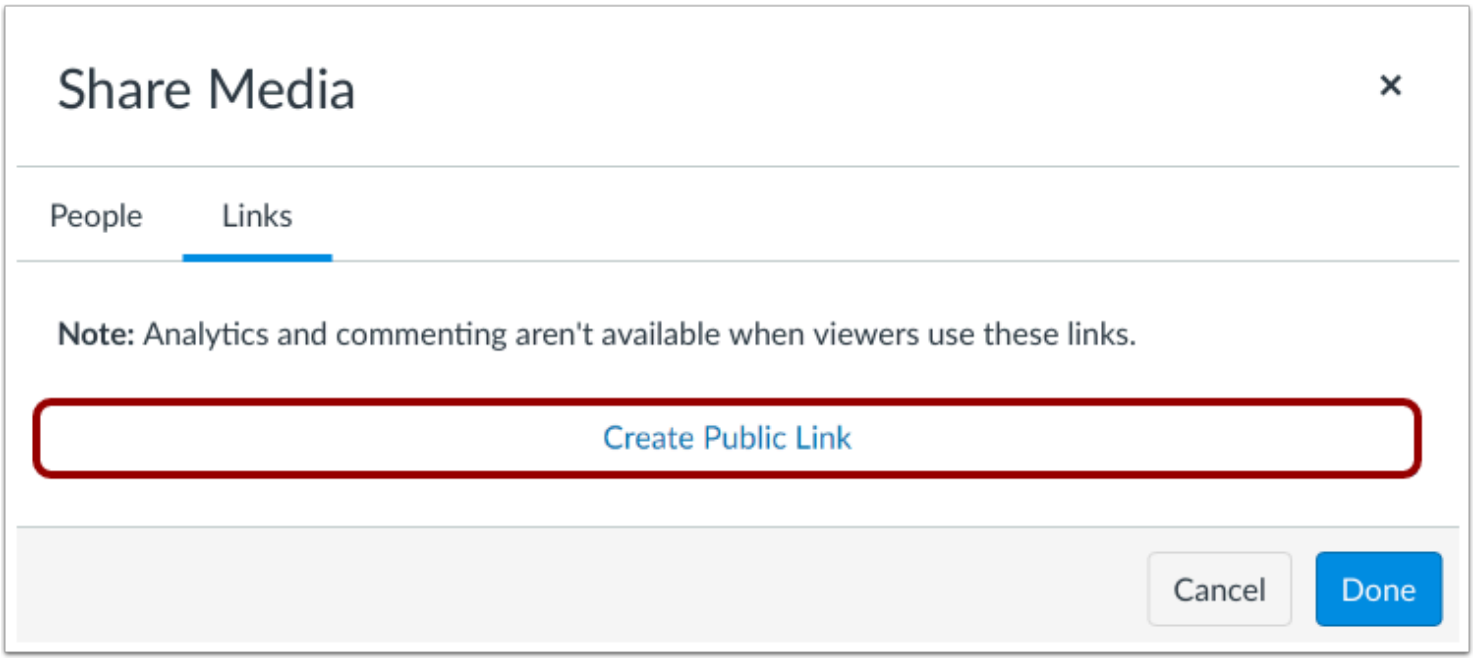
Open Links



In the Share Media modal, click the **Links** tab.

Note: If you are not able to view the Links tab, your institution has restricted this feature to all users except Canvas Studio admins.

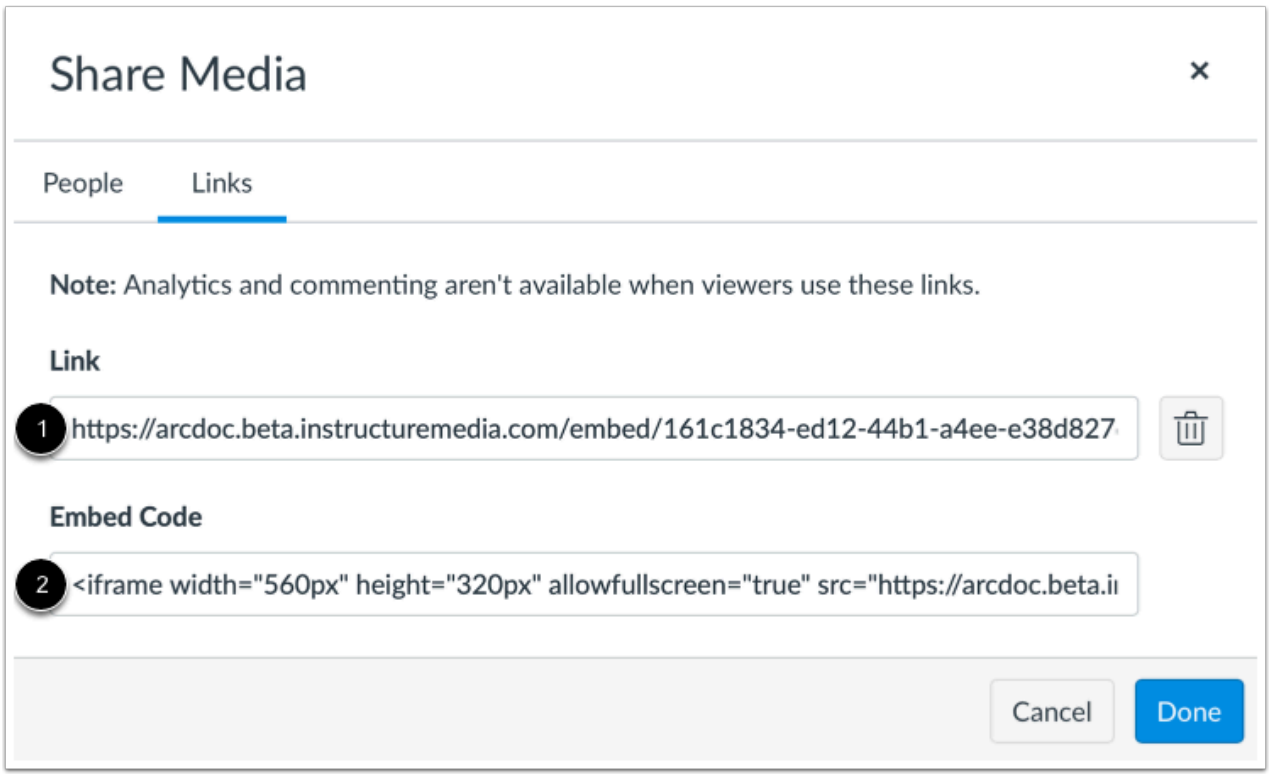
Create Public Link



Click the **Create Public Link** button.

Note: If you have previously created a public link for the media, the Create Public Link button does not display.

View Links

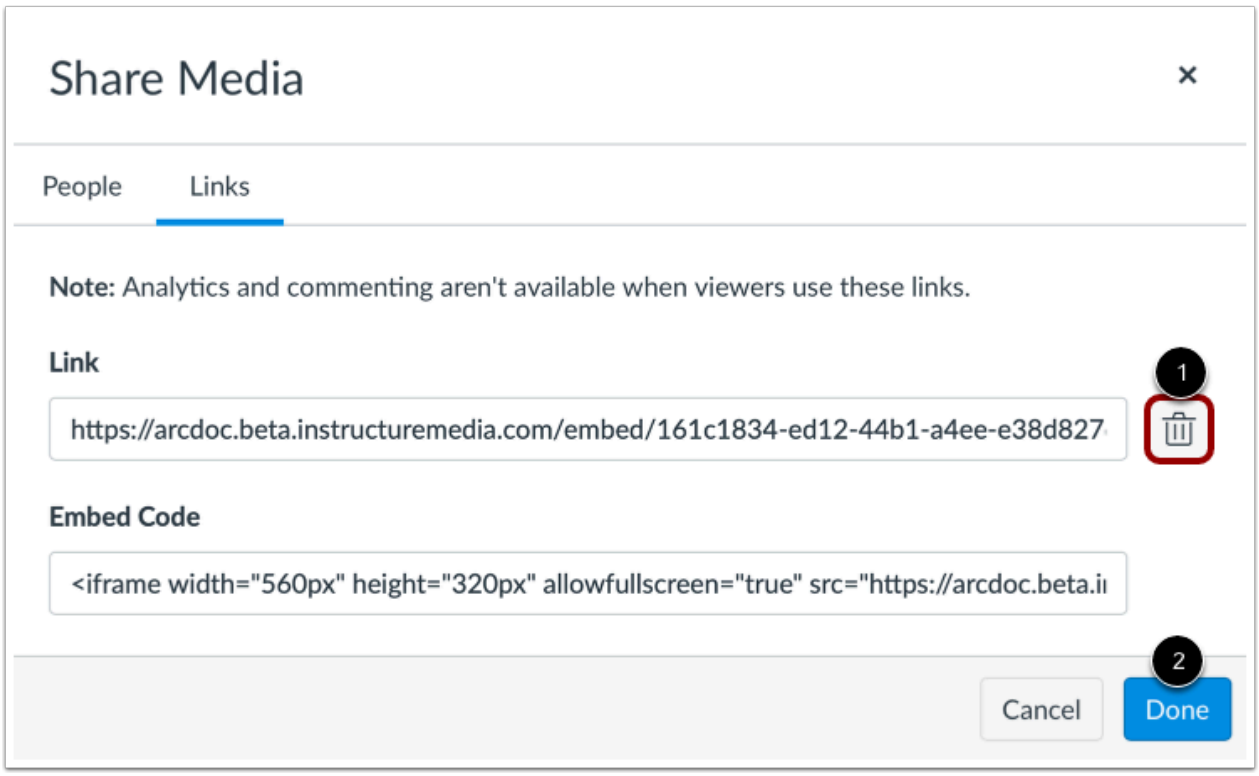


View the generated public link and embed code.

To share a public link, copy the public link in the **Public Link** field [1].

To use an embed code, copy the embed code in the **Embed Code** field [2].

Remove Public Link



To remove and disable a public link, click the **Delete** icon [1], then click the **Done** button [2].

How do I delete media in Canvas Studio?

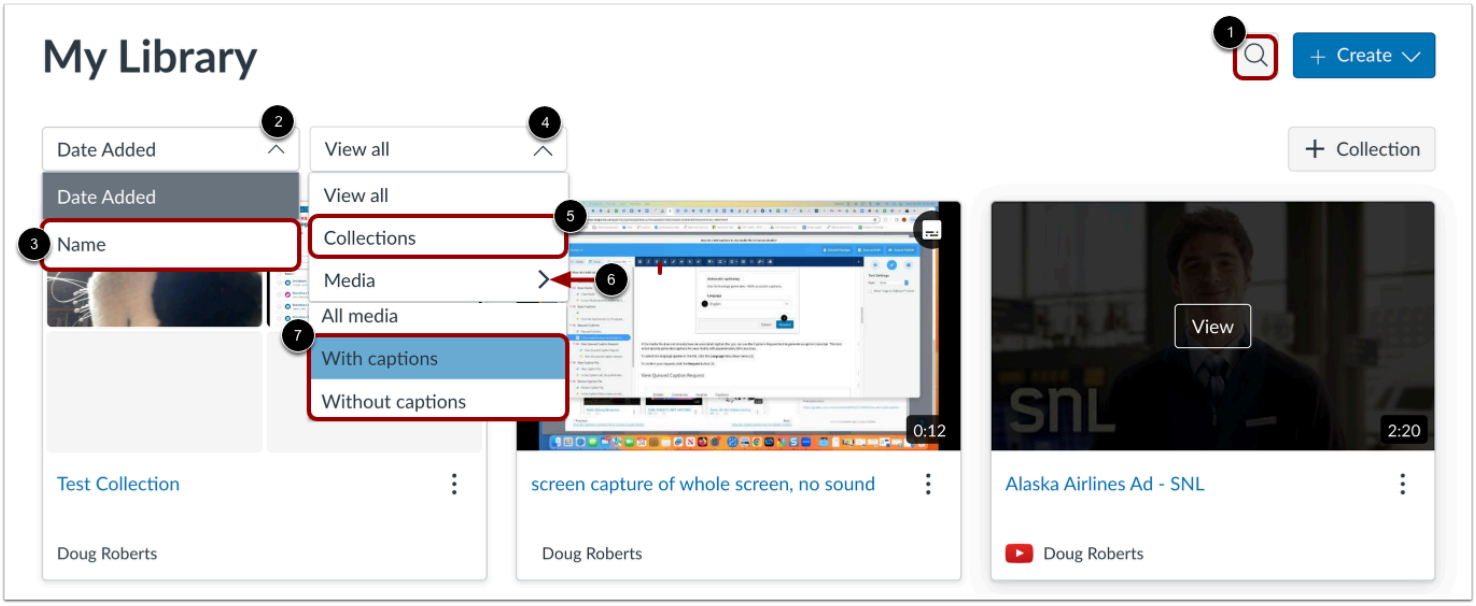
If necessary, you can delete a video or audio file from Canvas Studio.

Deleting a video or audio file also removes all comments.

Notes:

- If you delete media embedded in a course from the My Library page, the media remains embedded in the course. To remove the media embedded in a course, delete the media from the course collection.
- If you delete media from a course collection, the media is only deleted from the course where you are deleting the media. The media still exists in all other courses where the media is embedded.

Locate Media



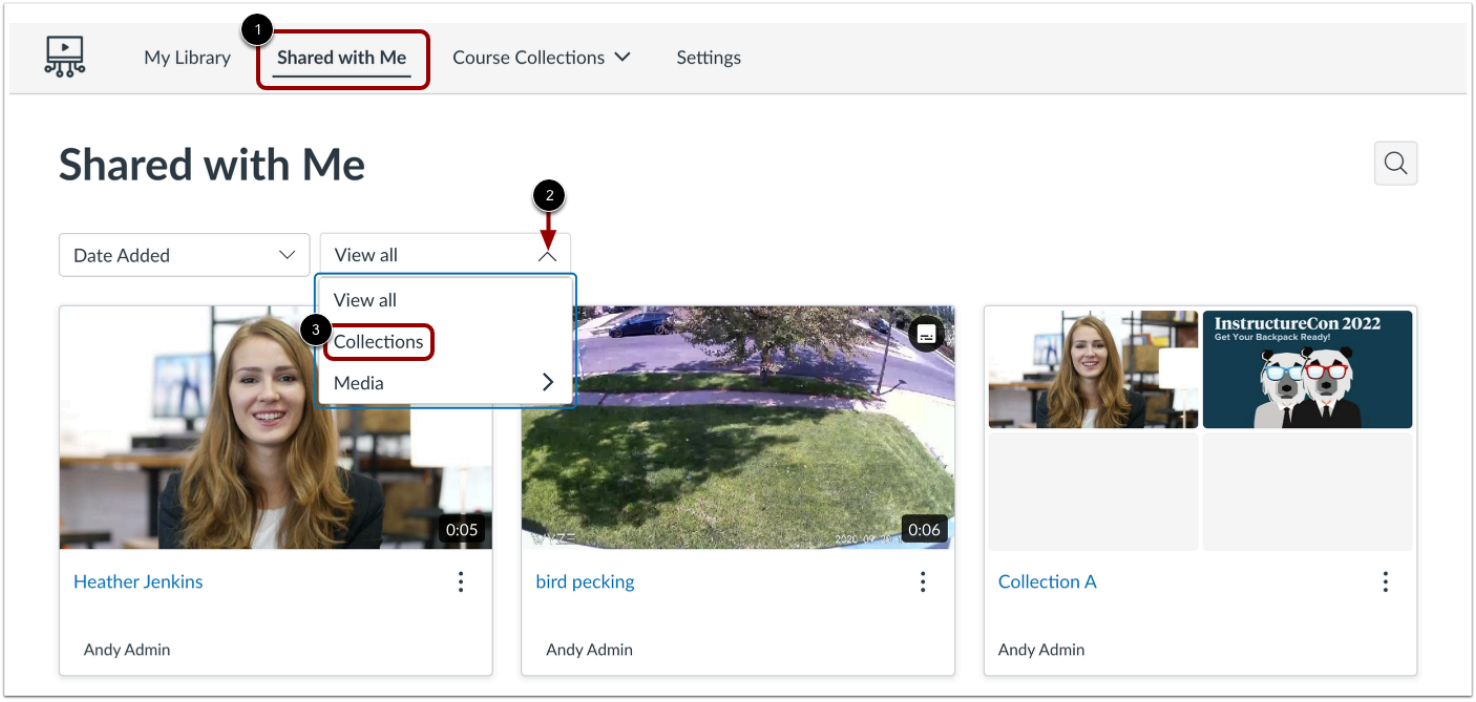
Access Canvas Studio and locate the media you want to delete.

To search for a specific media item, click the **Search** icon [1].

By default, most recently added media displays first. To display media in alphabetic order by name, click the **Sort By** drop-down menu [2]. Then, click the **Name** link [3].

By default, all media in the library displays. To view only media collections, click the **View all** drop-down menu [4]. Then, click the **Collections** link [5]. To view media by caption status, click the **Media** drop-down menu [6]. Then, click a caption status option [7].

Locate Shared or Embedded Media



In the Navigation Menu, to view media shared with you, click the **Shared with Me** link [1].

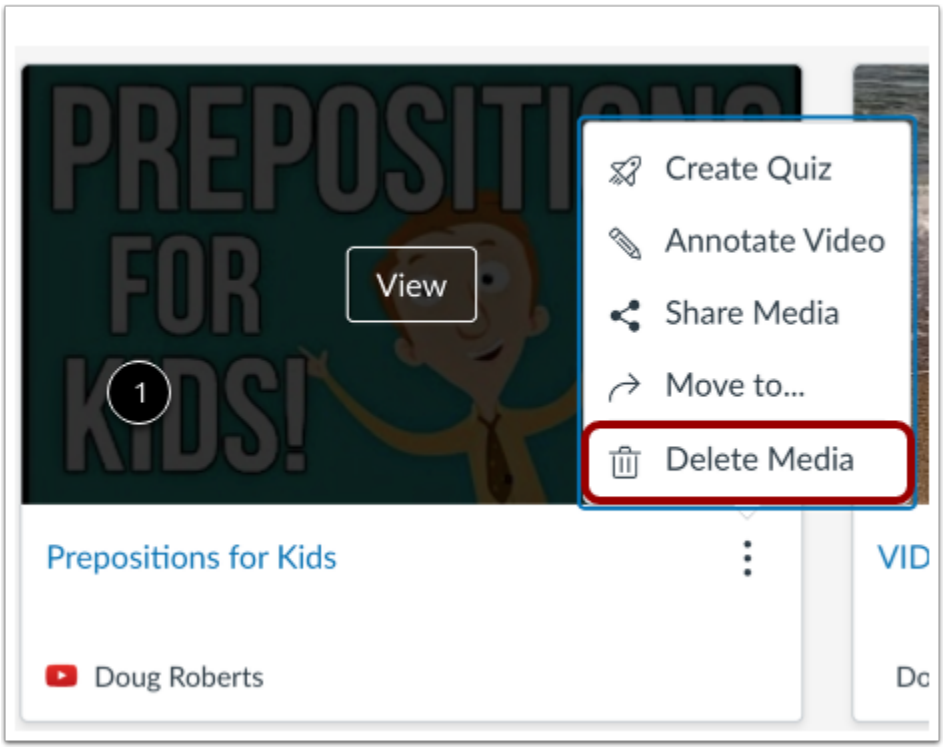
To view media embedded in courses, click the **View all** drop-down menu [2], and click the **Collections** link [3].

Note: You can only delete shared media if you have edit access to the media.

Open More Options

Click the **More** icon.

Delete Media



Select the **Delete Media** option.

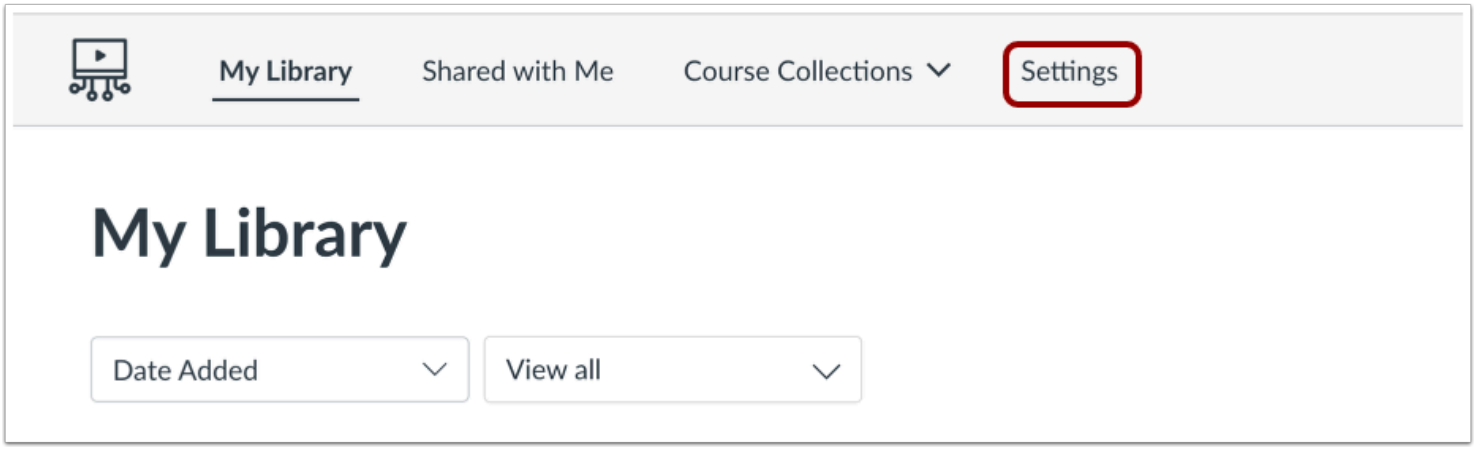
Confirm Delete

Click the **Delete** button.

How do I authorize Zoom as a conferencing tool in Canvas Studio?

Canvas Studio supports an integration with Zoom that allows Zoom to automatically upload recorded meetings into Studio. If this integration has been configured by your Studio account admin, you can authorize the Studio Zoom integration in your Studio Settings.

Open Studio Settings

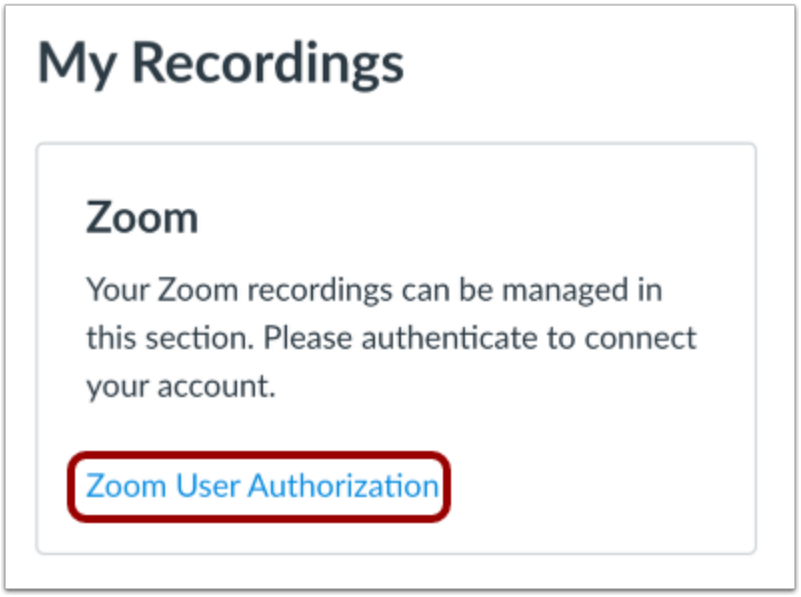


In the Global Navigation menu, click the **Settings** tab.

Open Conferences

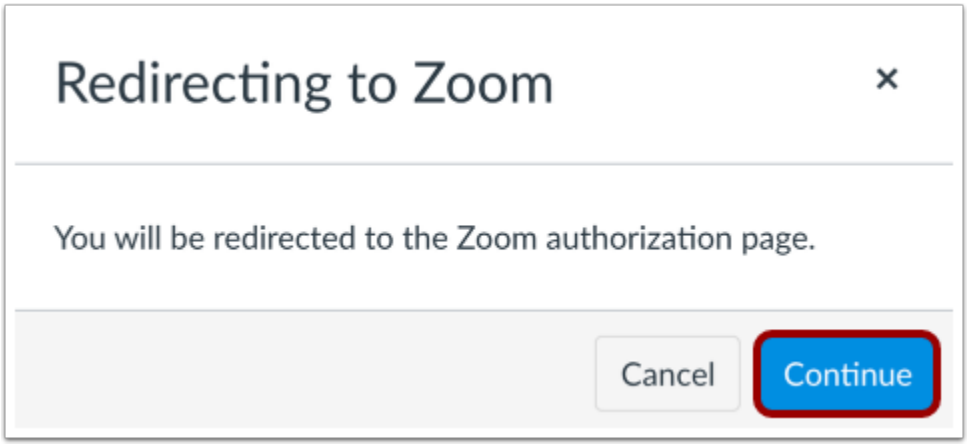
Click the **Conferences** tab.

Authorize Zoom



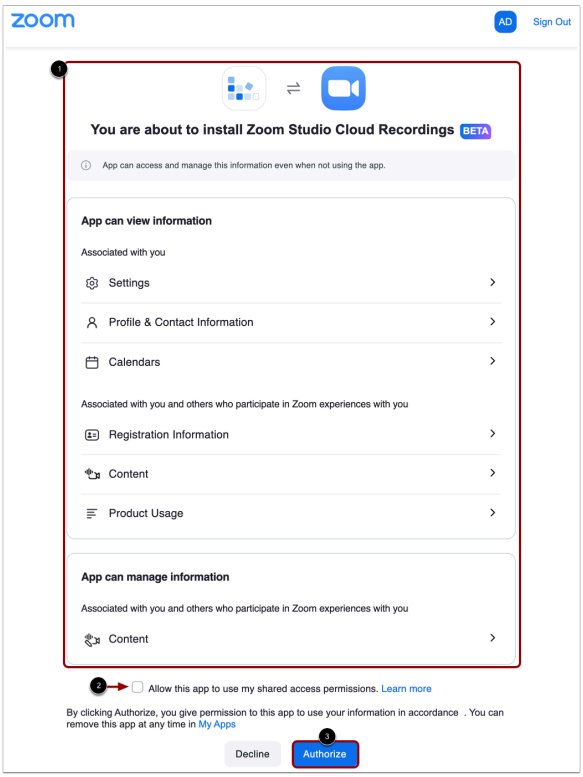
Click the **Zoom User Authorization** link.

Continue to Zoom



Click the **Continue** button.

Authorize Zoom App



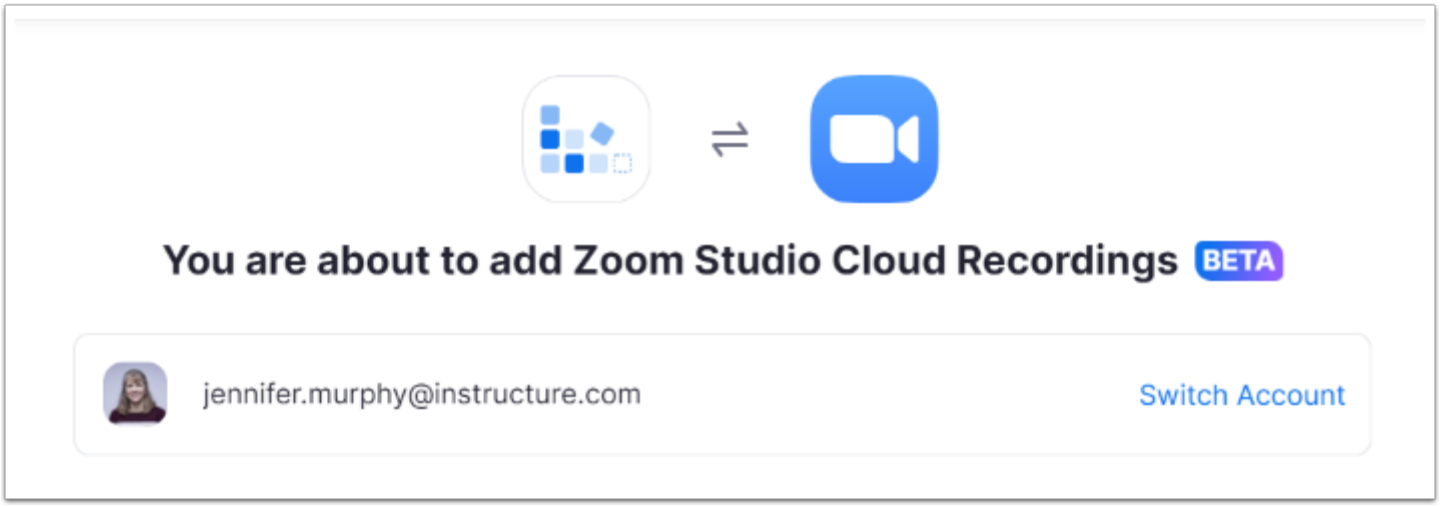
In Zoom, view the Zoom app information [1]. To allow the app to use your shared access permissions, click the **Allow this app to use my shared access permissions** checkbox [2]. Learn more about shared access permissions in Zoom.

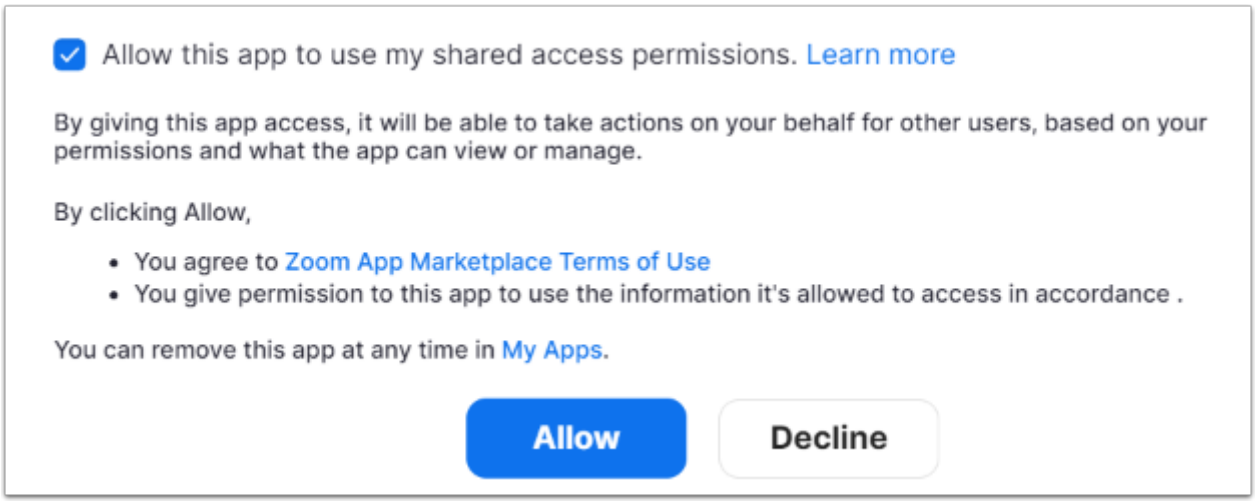
Click the **Authorize** button [3].

View Authorized Zoom Integration

View the authorized Zoom integration in your account [1]. Learn more about managing your Zoom app recordings in Studio.

To disconnect Zoom from your Canvas Studio account, click the **Deauthorize Zoom** button [2].




Allow this app to use my shared access permissions. Learn more
By giving this app access, it will be able to take actions on your behalf for other users, based on your permissions and what the app can view or manage.
By clicking Allow,
You agree to Zoom App Marketplace Terms of Use
You give permission to this app to use the information it's allowed to access in accordance .
You can remove this app at any time in My Apps.
Allow
Decline

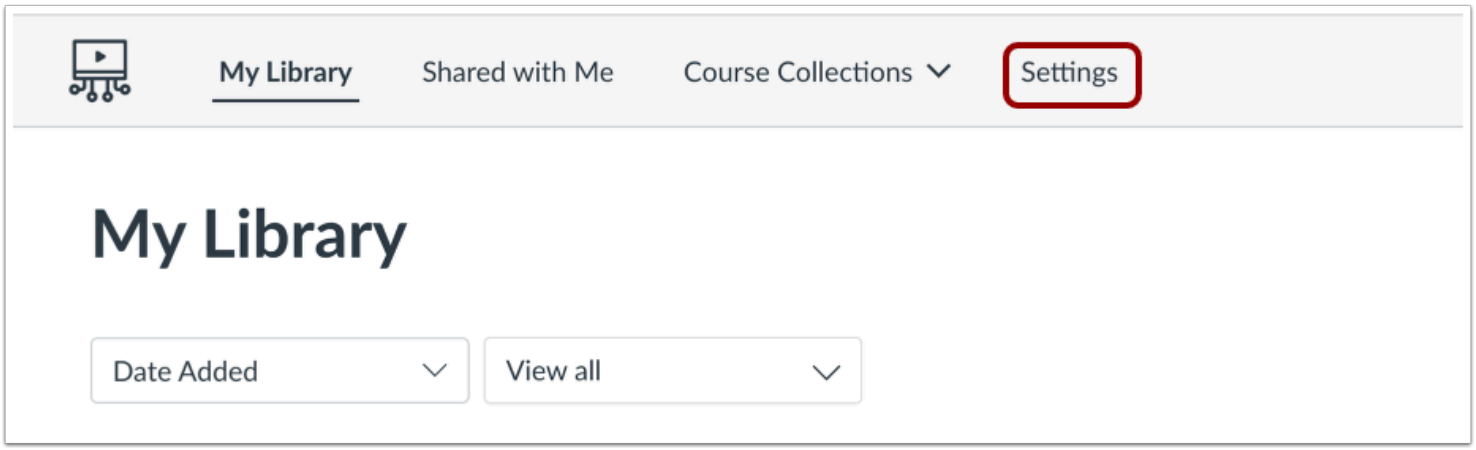
How do I manage my Zoom recording upload options in Canvas Studio?

When Zoom is configured and authorized in your Studio account, you can manage your recording upload options. You can turn the automatic Zoom upload option off and on. You can also specify the location where your uploads display in Studio. Once a recording uploads to Studio, you can designate the video for automatic deletion in your Zoom cloud account.

Notes:

- Zoom captions and transcripts do not automatically save in Canvas Studio along with the Zoom recordings. However, you can manually download captions and transcripts from Zoom and upload them to Studio, or you can request captions in Canvas Studio.
- Zoom thumbnails are not used by Canvas Studio. However, you can replace the default thumbnail for the Zoom recording.

Open Studio Settings

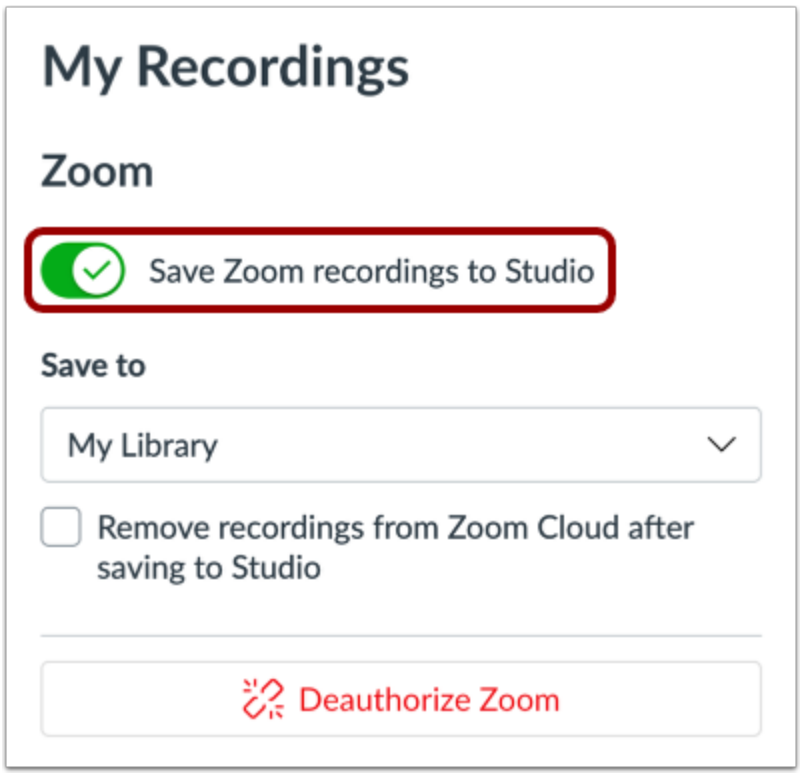


In the Global Navigation menu, click the **Settings** tab.

Open Conferences

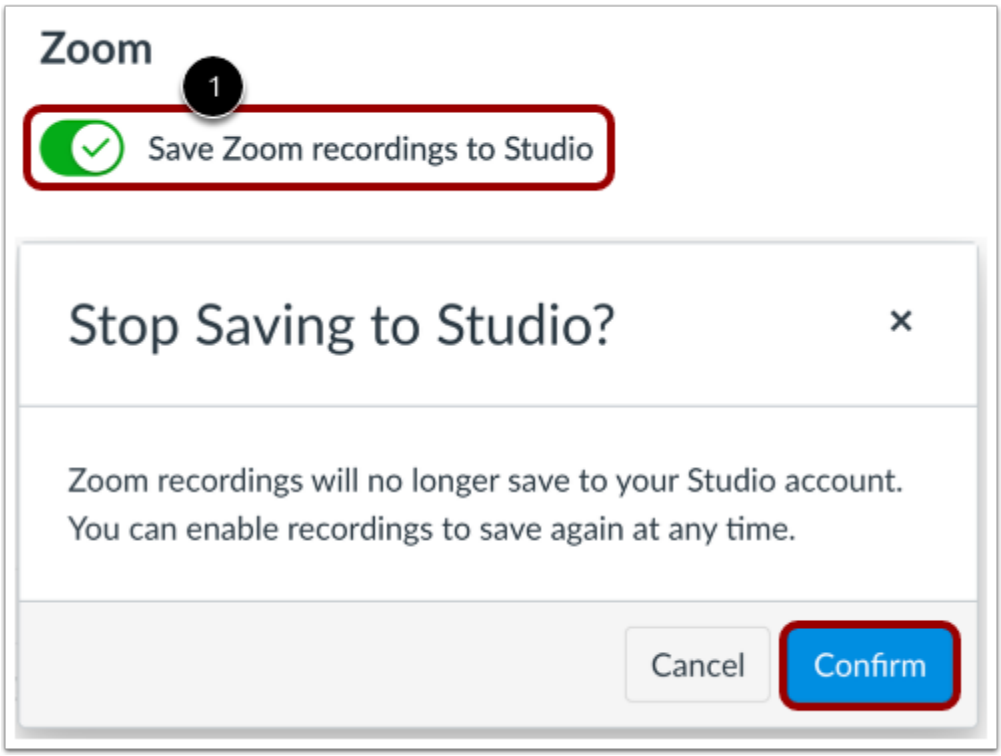
Click the **Conferences** tab.

Manage Automatic Zoom Uploads



By default, all Zoom recordings are automatically uploaded to your Canvas Studio account, and the **Save Zoom recordings to Studio** toggle is turned ON.

Turn Off Automatic Uploads

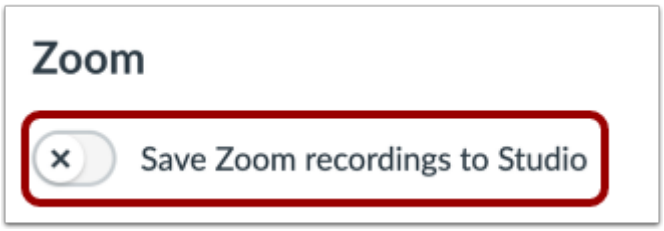


To turn off automatic uploads, click the **Save Zoom recordings to Studio** toggle [1].

Then, click the **Confirm** button [2].

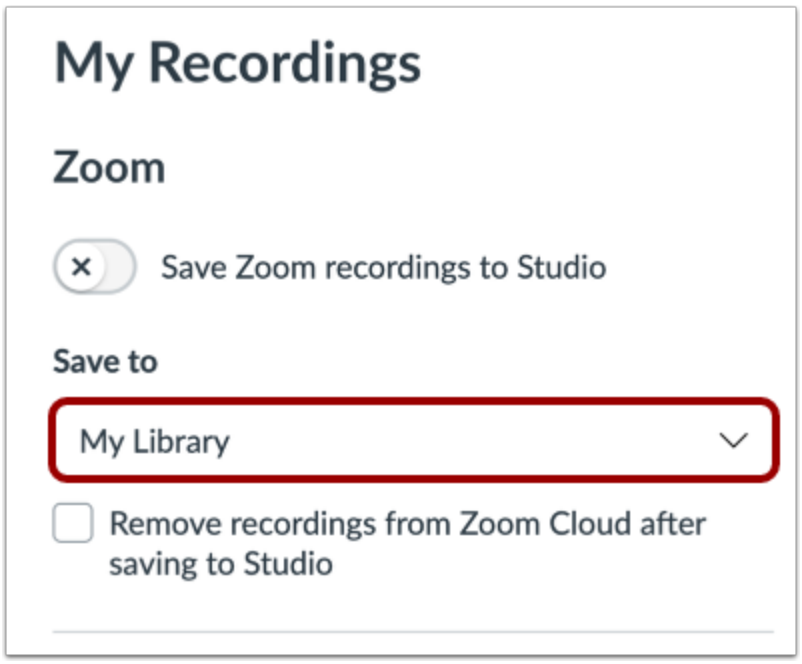
Note: Before Zoom recordings can upload to your Studio account, you must turn on the automatic upload option again.

Turn On Automatic Uploads



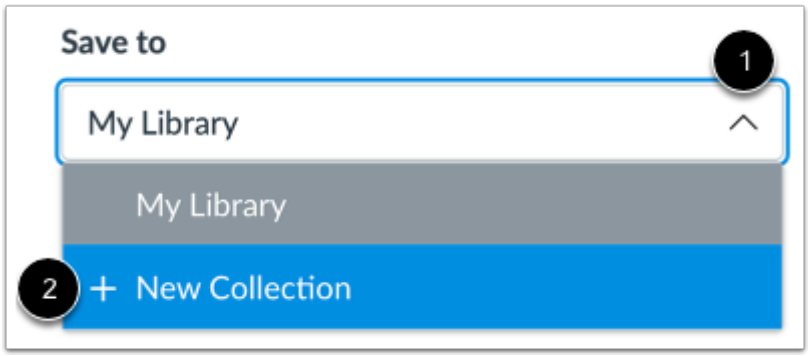
To turn on automatic uploads, click the **Save Zoom recordings to Studio** toggle.

Manage Uploads Location



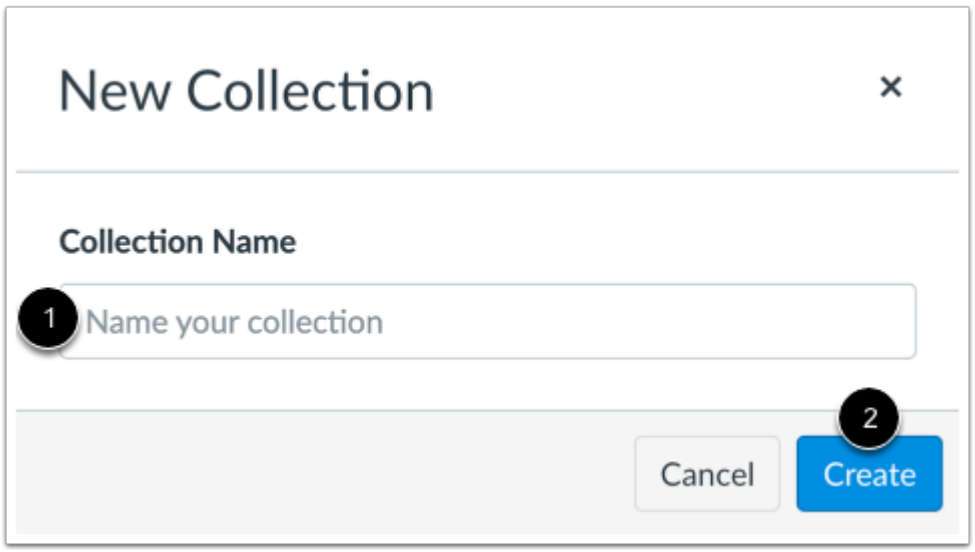
By default, all Zoom recordings display in your My Library page.

Select Collection for Zoom Uploads



To specify a collection for your Zoom recordings, click the **Save to** drop-down menu [1]. You can select an option from your collections list, or you can select the **Add New Collection** option [2].

Create New Collection



Enter a name for the collection in the **Collection Name** field [1]. Then click the **Create** button [2].

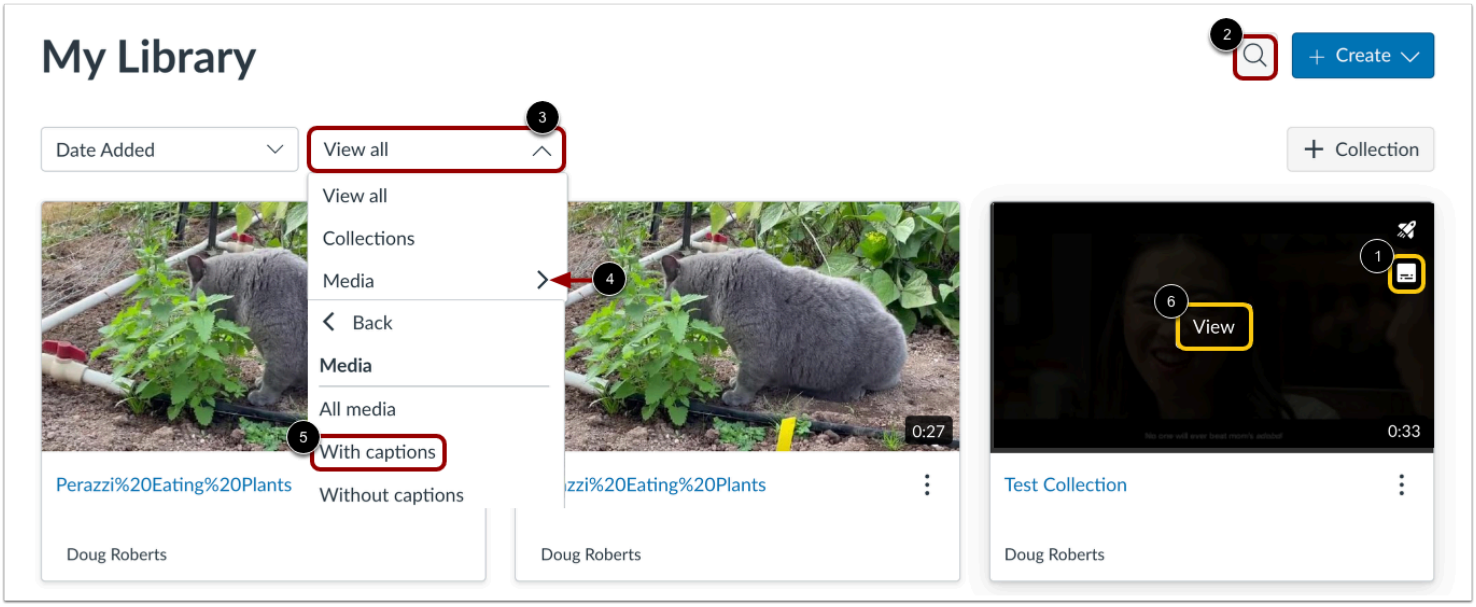
Manage Zoom Cloud Recordings

By default, all Zoom recordings are retained in your Zoom Cloud account. However, once your Zoom recordings upload to Studio, you can designate videos in your Zoom Cloud account for automatic deletion. To set Zoom to automatically delete recordings after uploading to Studio, click the **Remove recordings from Zoom Cloud after saving to Studio** checkbox.

How do I change the caption settings in a Canvas Studio media file?

In Canvas Studio, some videos may contain closed captioning. If so, you can enable captions in the video options menu. Once enabled, there is a selection of caption settings to customize your viewing experience.

Open Media



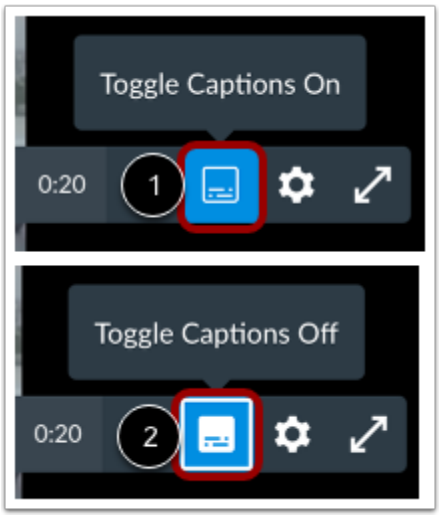
In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first. Media that includes captioning displays a Caption icon [1].

To search for a specific media item, click the **Search** icon [2].

To view only media that includes captions, click the **View all** drop-down menu [3]. Then, click the **Media** drop-down menu [4] and select the **With captions** option [5].

To open a media file, hover the cursor over the preview tile and click the **View** link [6].

View Captions

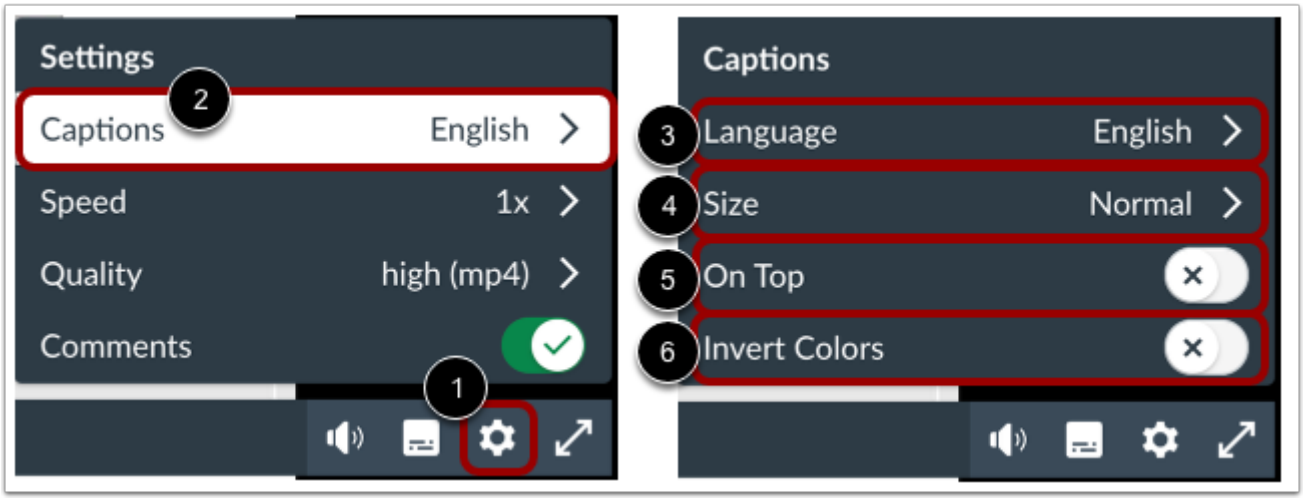


If the media file includes a caption transcript, you can turn captions on and off from the media player.

To enable captions for the media, click the **Toggle Captions On** icon [1].

To turn off captions, click the **Toggle Captions Off** icon [2].

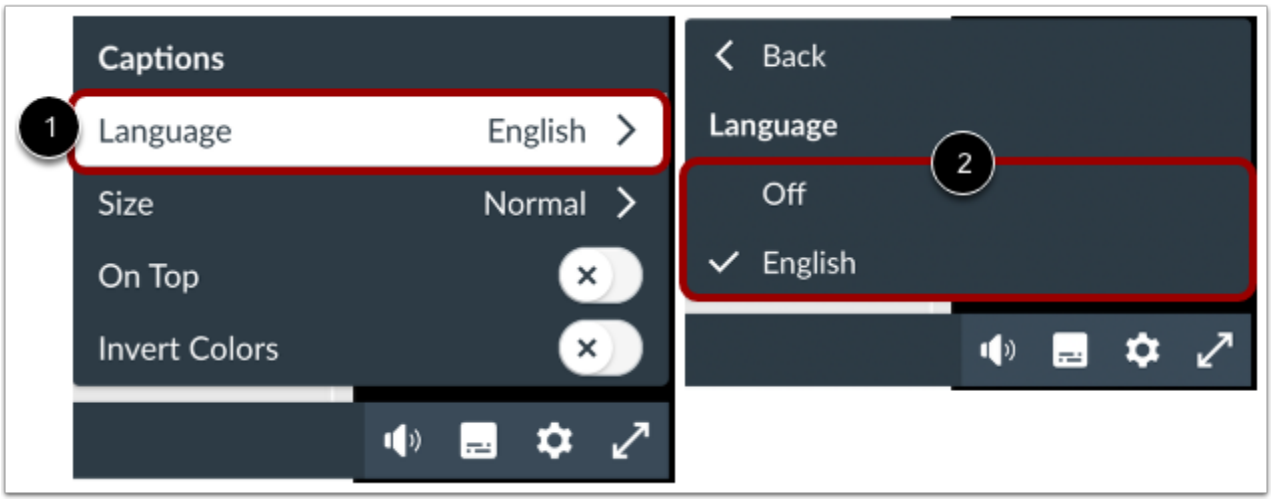
View Caption Settings



To change the caption settings, click on the **Settings** icon [1], then select the **Captions** link [2].

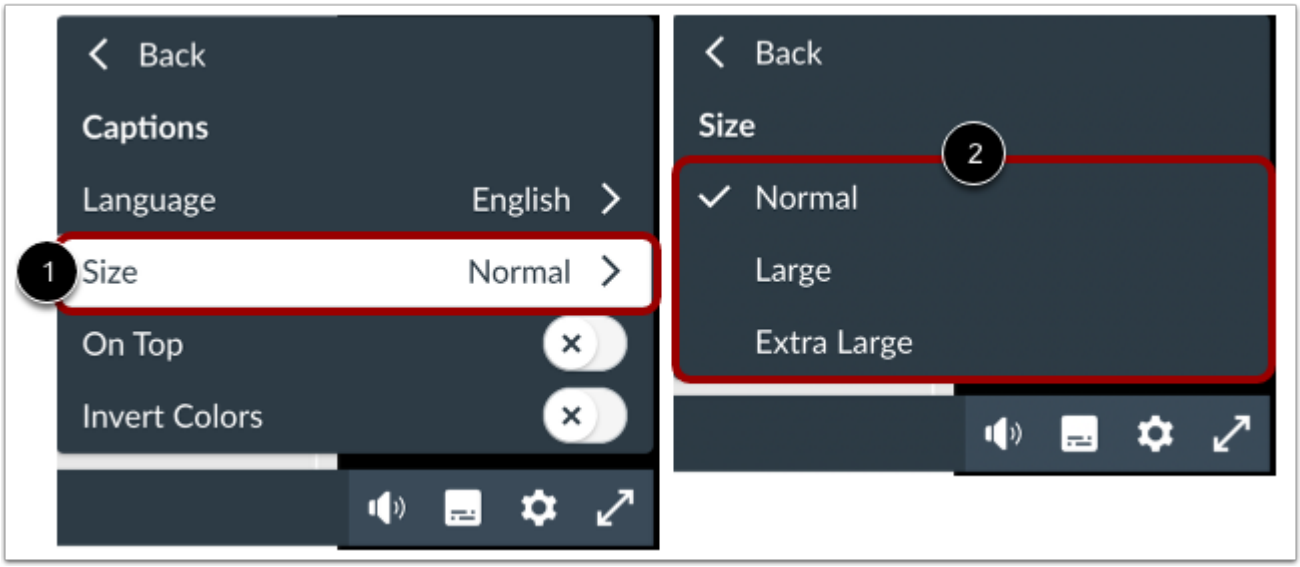
The available captions options include: language [3], size [4], caption placement [5], inverted caption color [6].

Change Language Settings



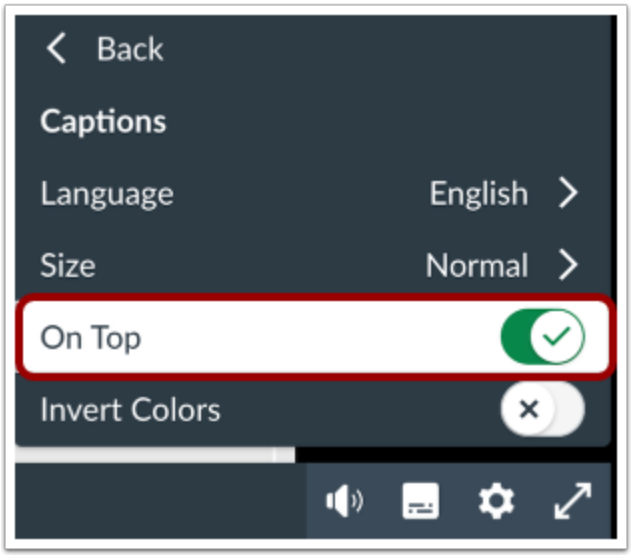
To change the caption language settings, select **Language** [1] , then select an available language option [2].

Change Size Settings



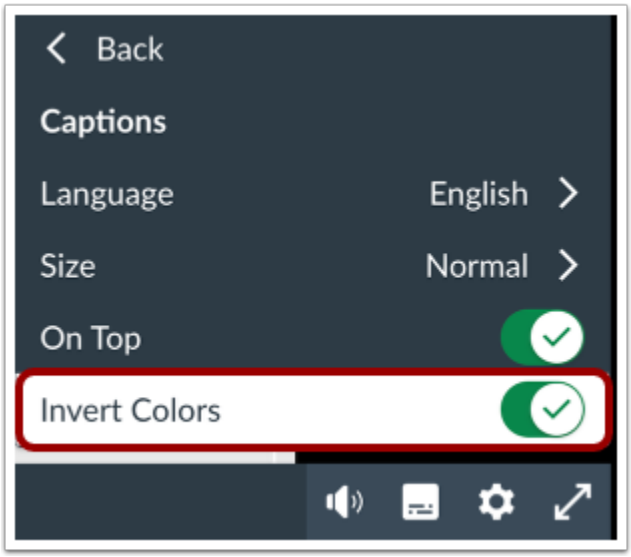
To change the caption size settings, select **Size** [1], then select an available size option [2].

Caption Placement Settings



To change the caption placement settings, click the **On Top** toggle button. When this setting is turned on, captions display at the top of the media player window. When this setting is turned off, captions display at the bottom of the media player window.

Invert Caption Color



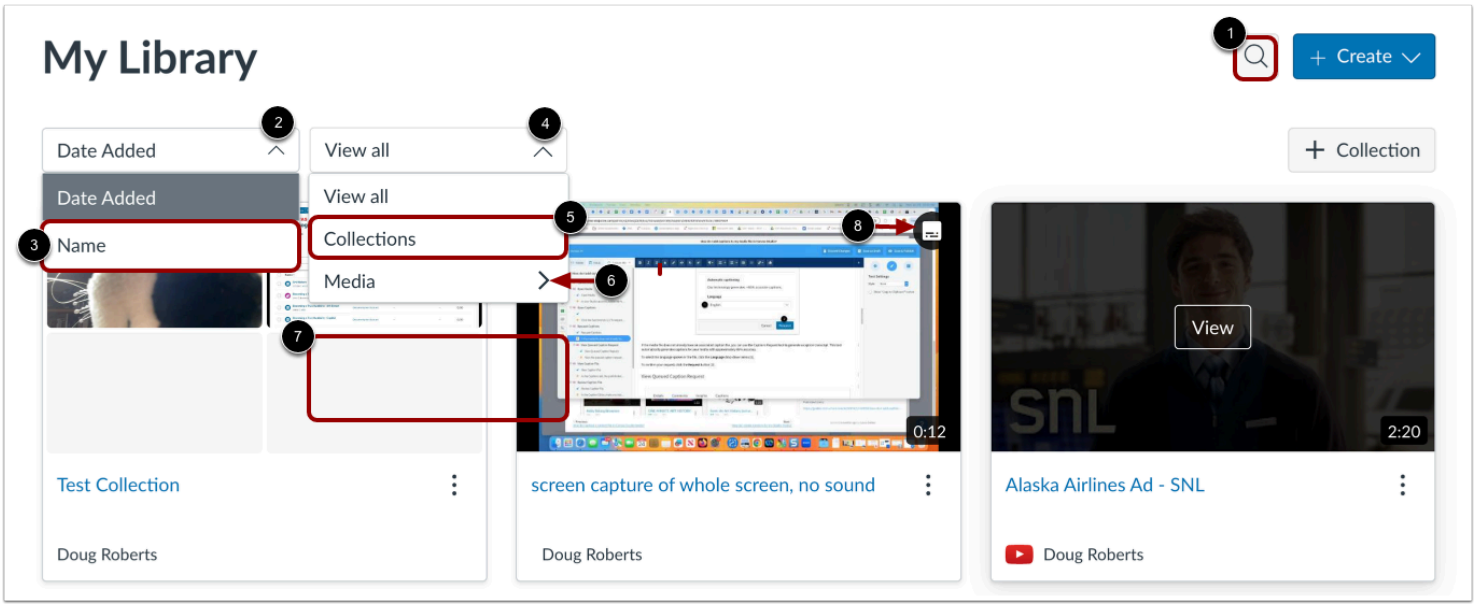
To invert the caption color, click the **Invert Colors** toggle button. When this setting is turned on, captions display as dark text on a light background. When this setting is turned off, captions display as light text on a dark background.

How do I download media files or media transcript files in Canvas Studio?

In Canvas Studio, you can download a media file. If the media includes captioning, you can download a separate transcript file.

Note: You can not download media files from YouTube or Vimeo.

Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles for all media with the most recently added media displayed first.

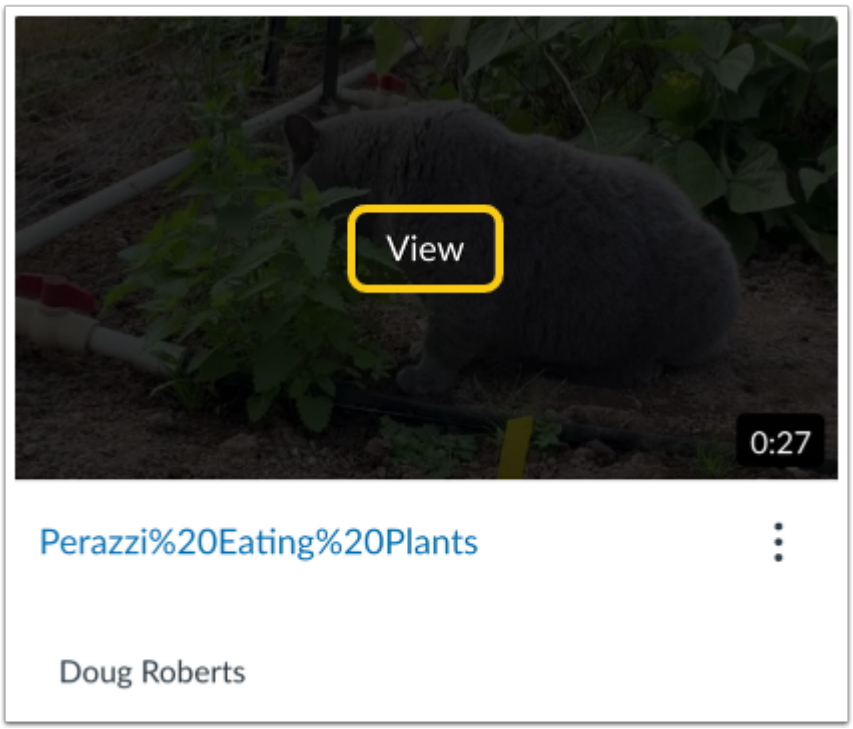
To search for a specific media item, click the **Search** icon [1].

To display media in alphabetic order by name, click the **Sort By** drop-down menu [2]. Then, click the **Name** link [3].

To view only media collections, click the **Filter By** drop-down menu [4]. Then, click the **Collections** link [5]. To view media by caption status, click the **Media** drop-down menu [6]. Then, click a caption status option [7].

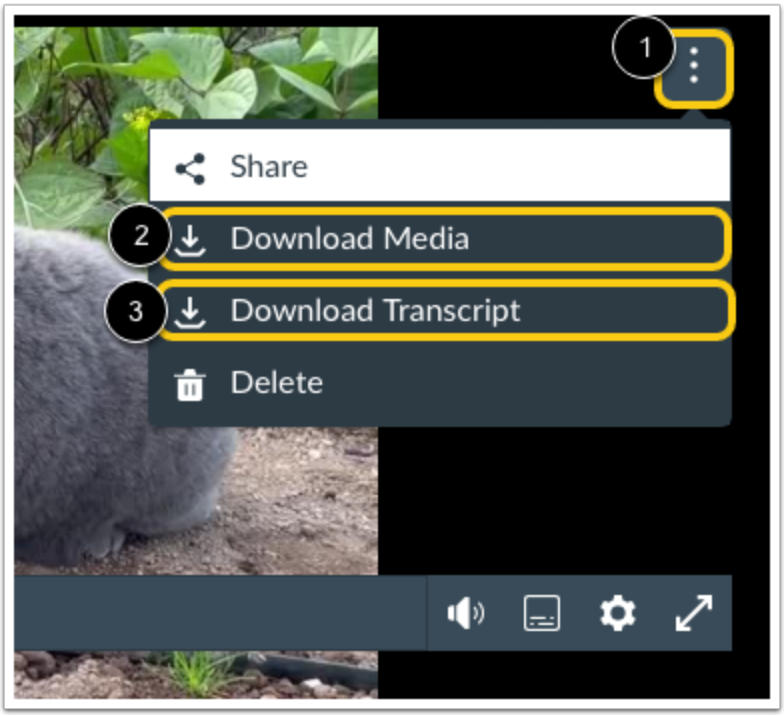
Note: Media that includes captioning displays a Caption icon [8].

Open Media



Hover over the media and click the **View** link.

Download Media or Transcript File



Click the **More Options** icon [1].

To download the media file, click the **Download Media** link [2].

To download the media transcript file, click the **Download Transcript** link [3].

Notes:

- If the Download Media link does not appear in the list, the media is copyright protected and can not be downloaded.
- If the Download Transcript link does not appear, the media does not include captioning.

Studio Collections

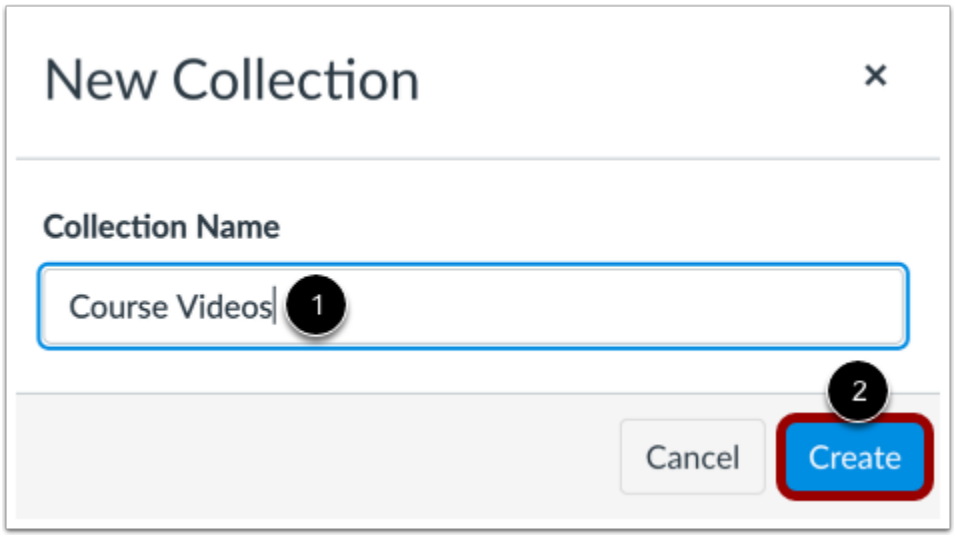
How do I create a collection in Canvas Studio?

You can create collections in your Canvas Studio library. Creating a collection allows you to organize your media library and share specific collections and media with other users.

Add Collection

Click the **Add Collection** button.

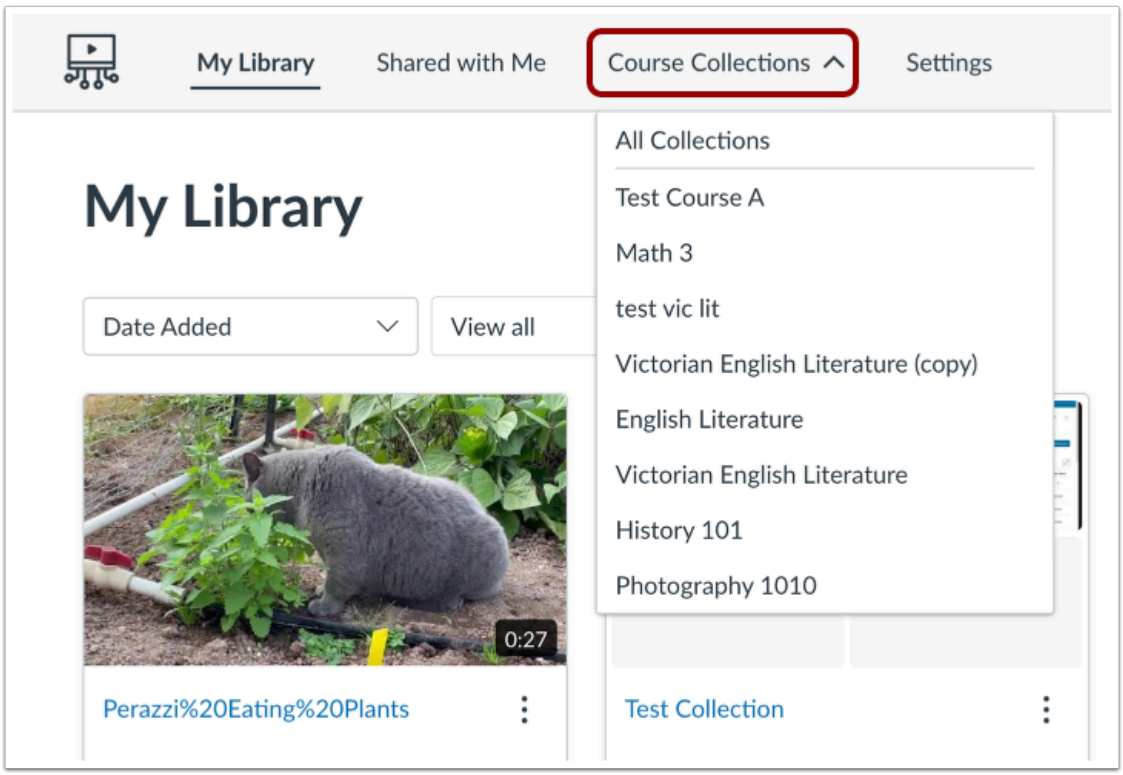
Enter Collection Name



Enter a name for the collection [1].

To create the collection, click the **Create** button [2].

View Created Collections



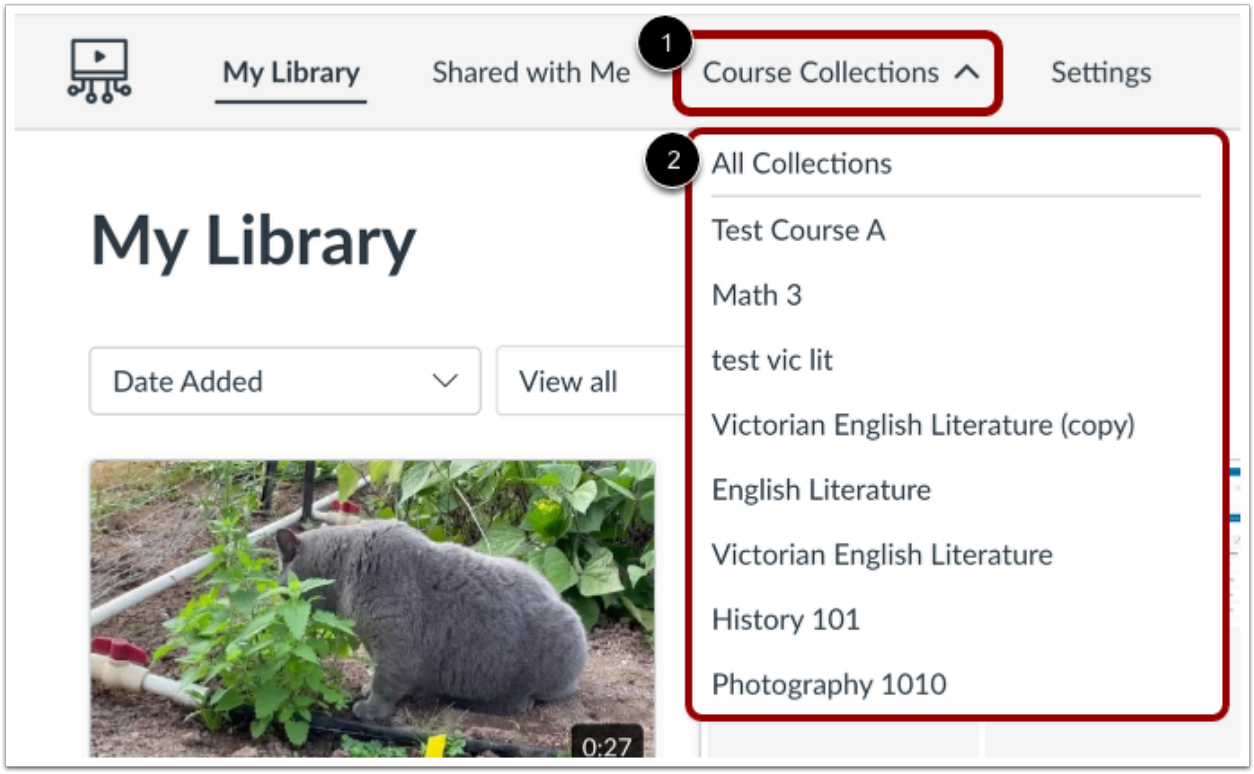
To view the created collection, click the **Course Collections** drop-down menu.

Learn about adding media to a collection.

How do I view and manage a collection in Canvas Studio?

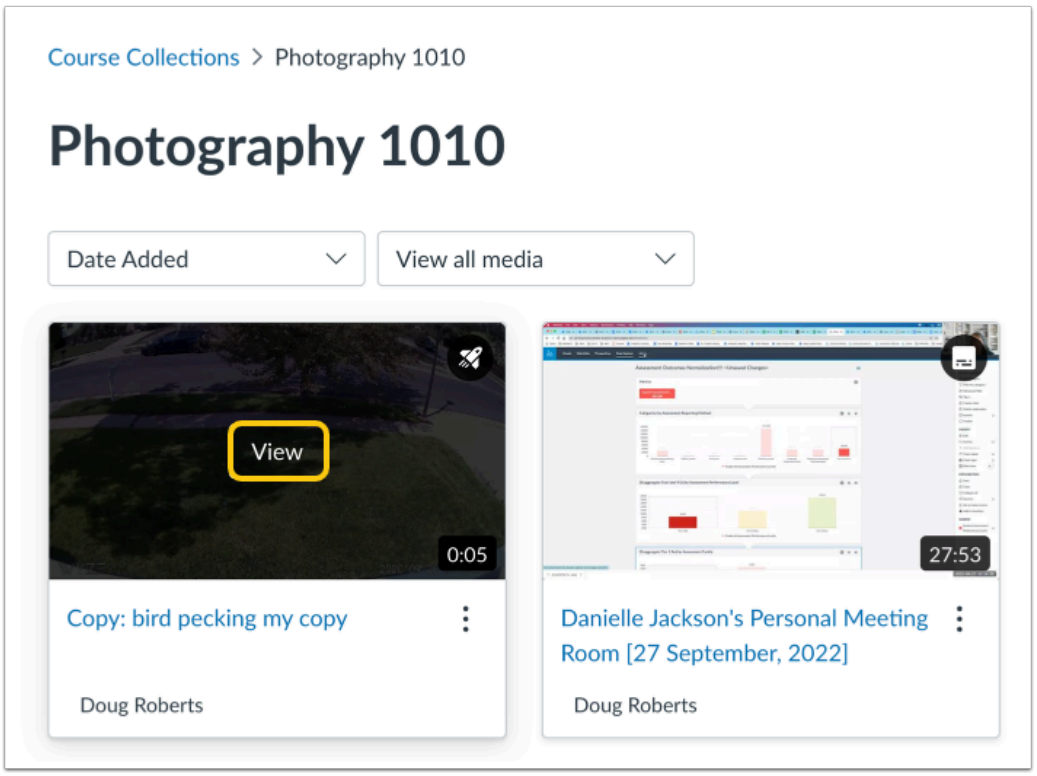
You can view collections created by you and collections shared with you in your Canvas Studio library. Depending on who created the collection and media in the collection, you will see different options to manage collections and content.

Locate Collection



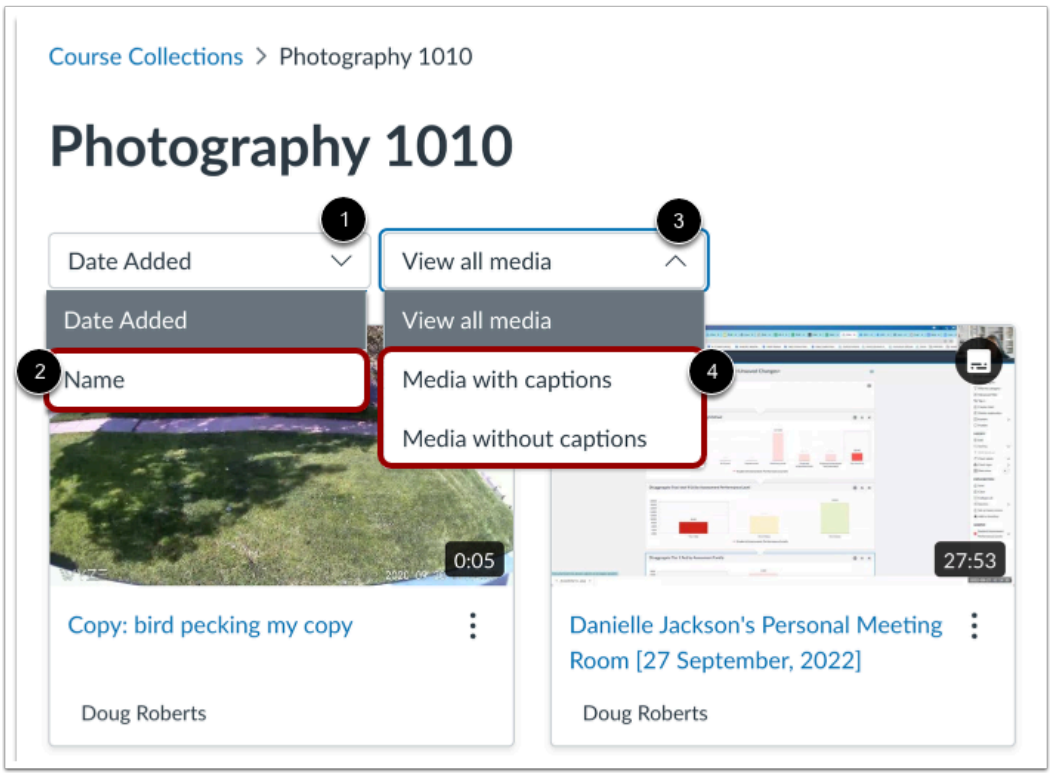
In the Studio Navigation Menu, click the **Course Collections** drop-down menu [1]. Then, click the name of the collection you want to view [2].

Open Collection



Hover over the collection and click the click the **View** button.

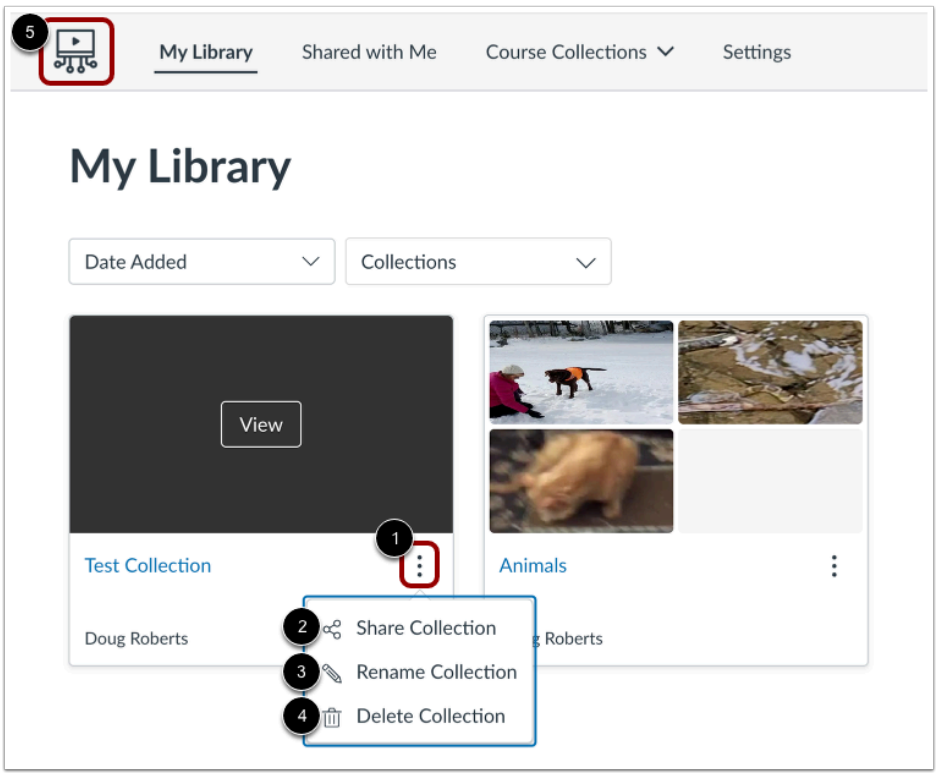
Filter Media



In the Course Collections page, collections display in the order in which they were added. To sort the collection by name, click the **Sort By** drop-down menu [1], and click the **Name** link [2].

To filter collections by captioning status, click the **Filter** drop-down menu [3], and select a captioning status [4].

Manage Collections



Collection options can be managed from the My Library page.

Click the **Options** menu [1].

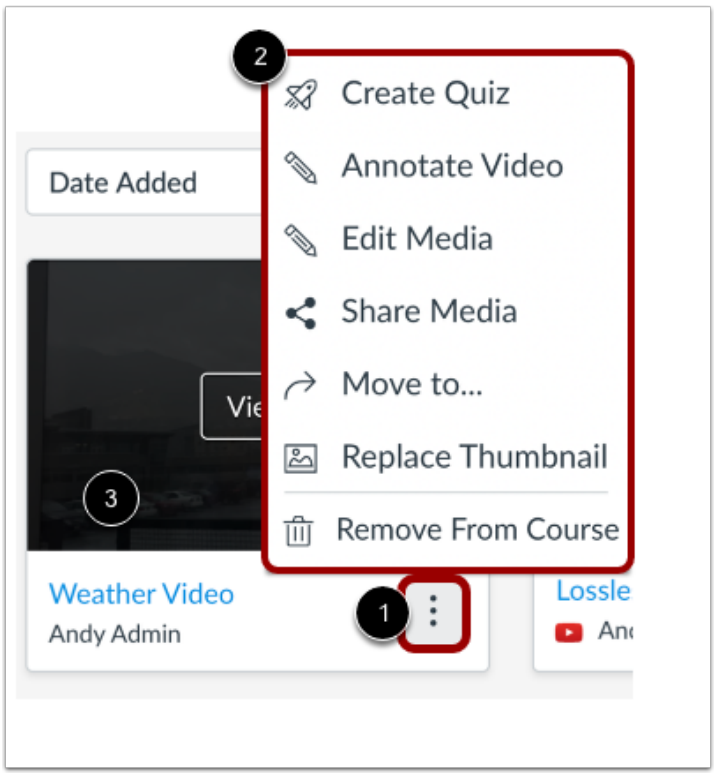
To share the collection, click the **Share Collection** link [2].

To rename the collection, click the **Rename Collection** link [3].

To delete the collection, click the **Delete Collection** link [4].

Note: To return to the My Library page from any other page, click the **Home** icon [5].

Manage Media Options



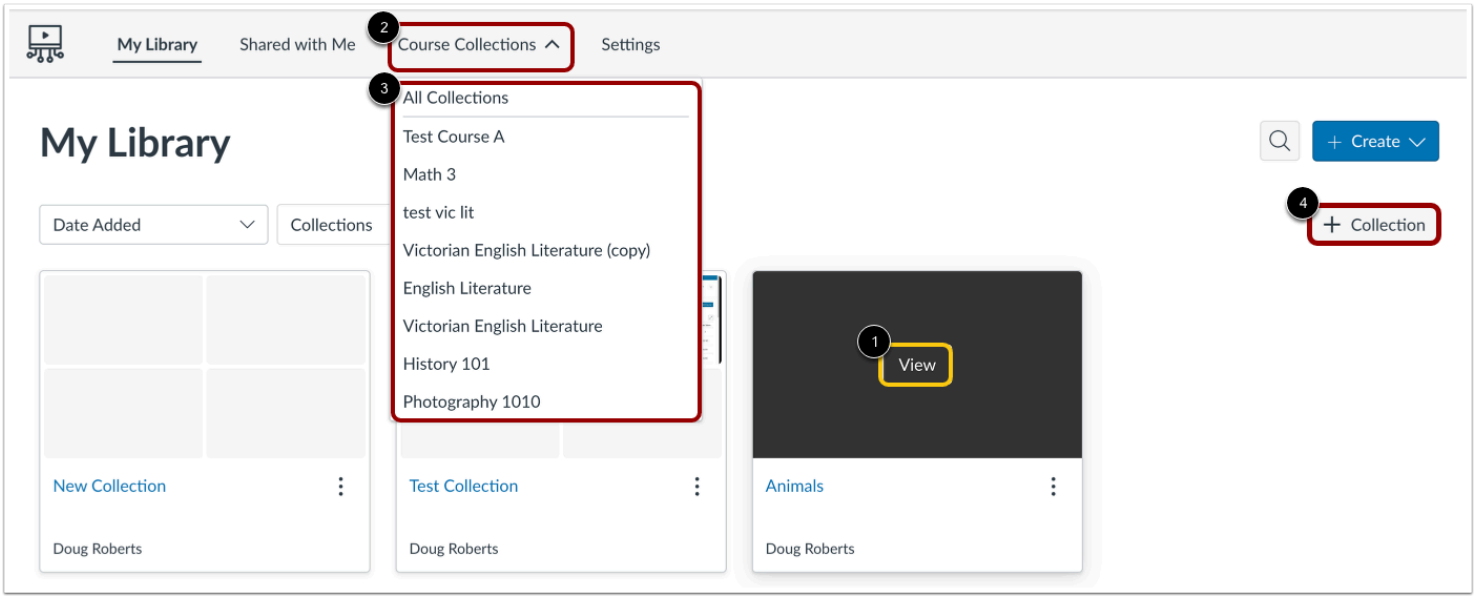
To manage options for individual media items in the collection, click the media's **Options** menu [1]. To select the action you want to perform, click the action name link [2].

Note: Options displayed may vary based on the media contents.

How do I add media to a collection in Canvas Studio?

You can add media to collections in your library in Canvas Studio. You can record a screen or webcam capture to add to the collection, upload file(s) from your computer, or paste a YouTube URL.

Open Collection

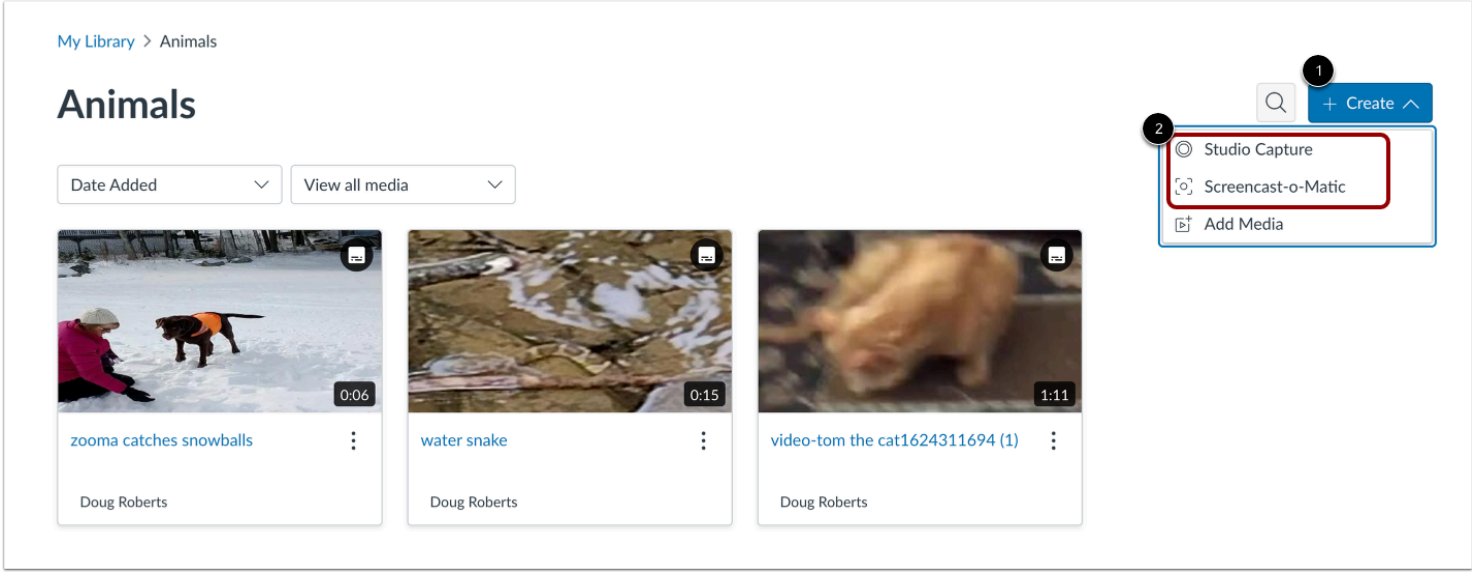


In the Studio library, hover over the collection preview tile and click the **View** button [1].

Alternatively, in the Studio Navigation menu, click the **Course Collections** drop-down menu [2], and click a collection name link [3].

To create a new collection, click the **Add Collection** button [4].

Add Recorded Media



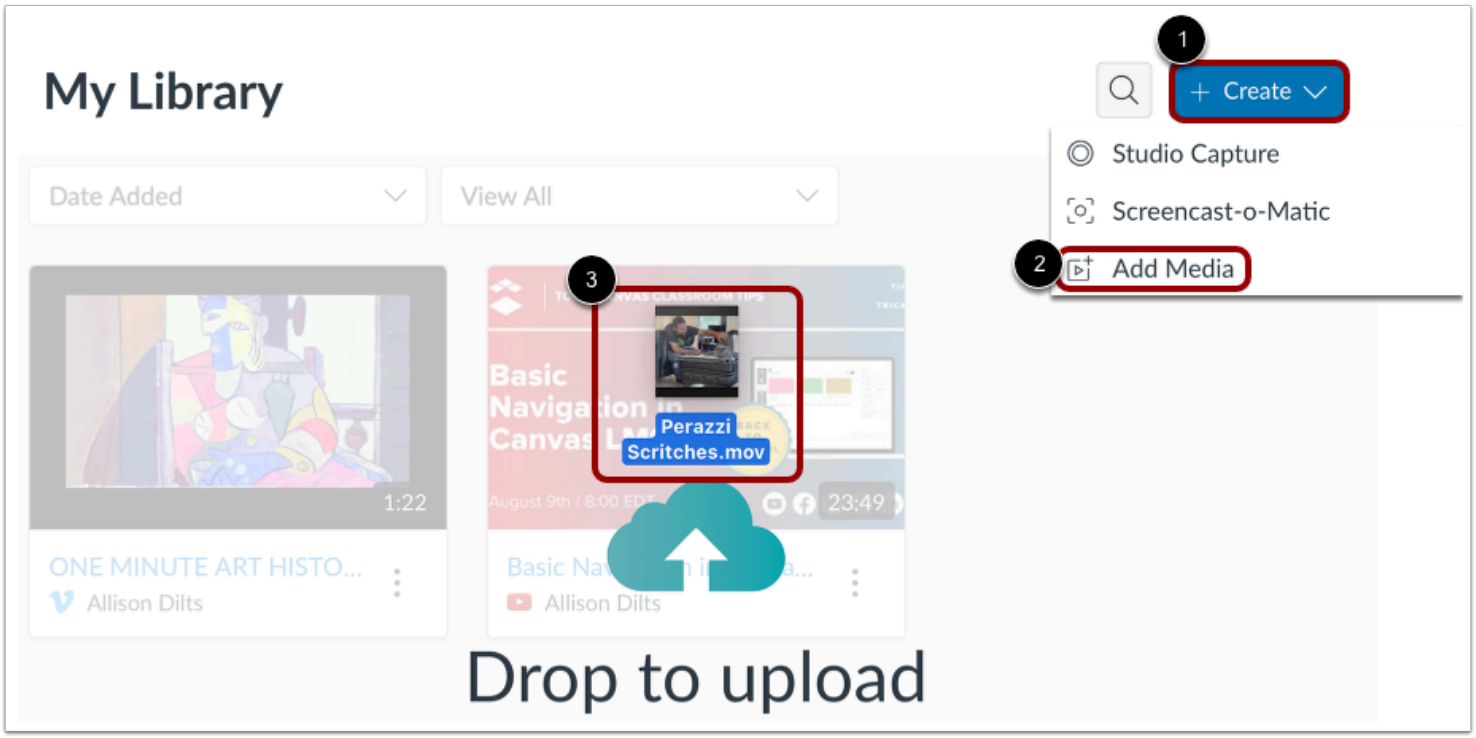
To record media and add it to a collection, click the **Create** button [1]. Then to add a webcam video or screen capture, click the appropriate link [2].

Note: Webcam recording and screen capture options are different for Chrome or Edge and Safari or Firefox browsers.

Learn more about adding webcam video and screen capture using a Chrome or Edge browser.

Learn more about adding webcam video and screen capture using a Safari or Firefox browser.

Upload Media Files



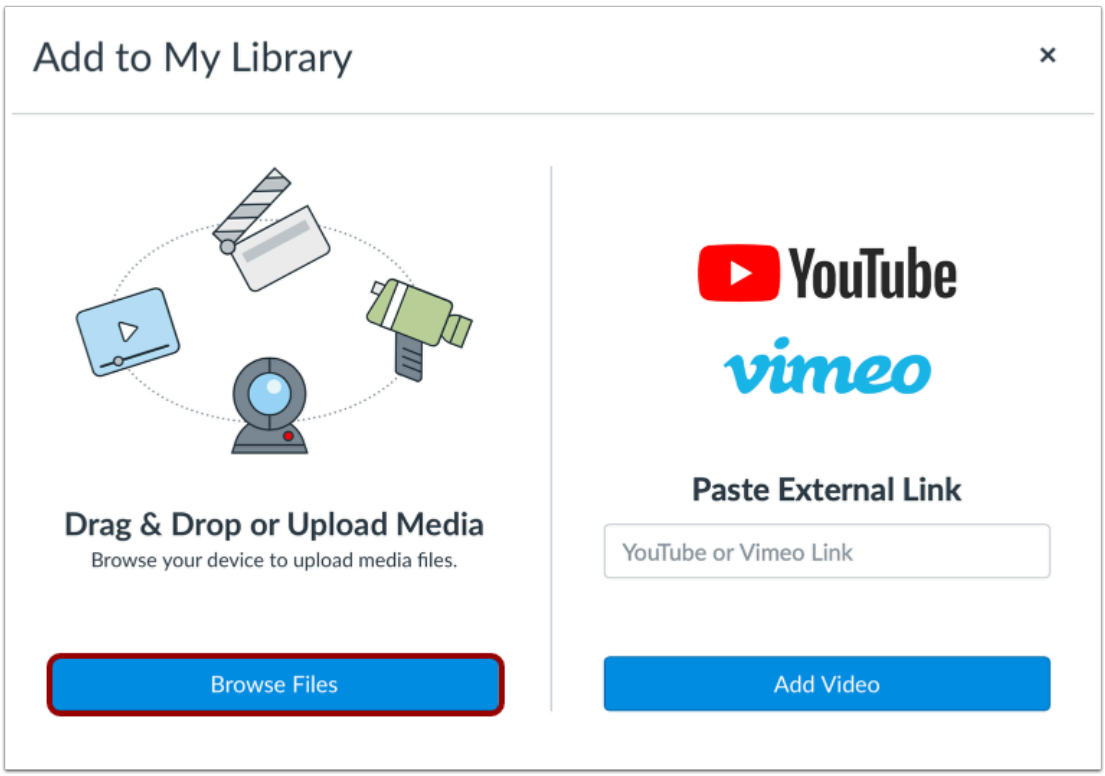
You can add media files from any page in Studio. To upload a media file, click the **Create** button [1]. Then, click the **Add Media** link [2].

Alternatively, you can drag and drop files into Studio [3].

Notes:

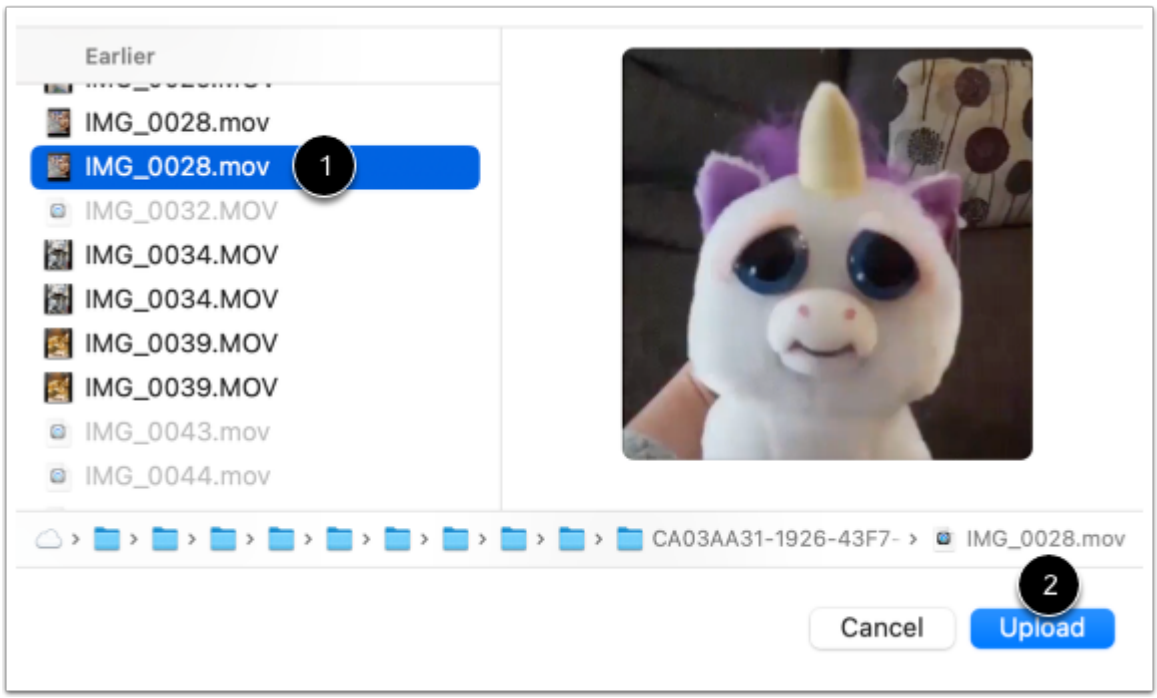
- You can upload multiple media files at once. However, Studio cannot upload compressed (ZIP) files. The maximum file size for a media file upload is 10 GB. Learn more about supported file formats.
- Admins can restrict users from uploading media from a device. Learn more about managing permissions in Canvas Studio.

Browse Media Files



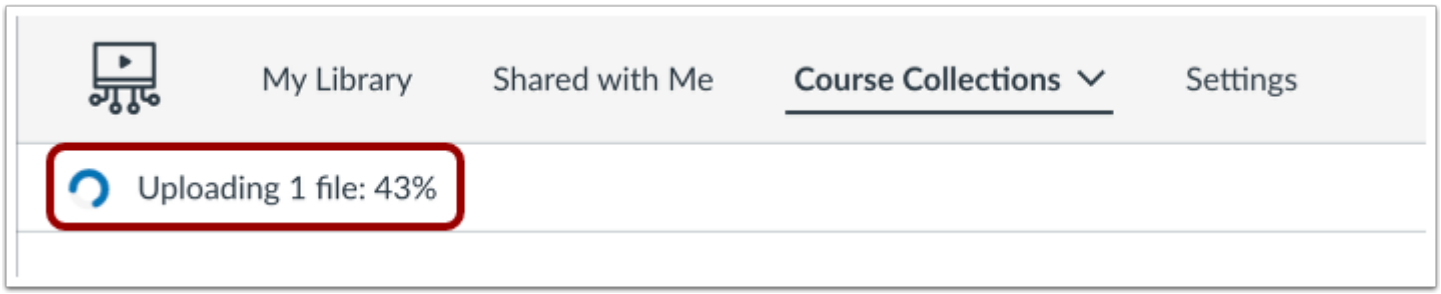
To add a media file from your computer, click the **Browse Files** button.

Upload File



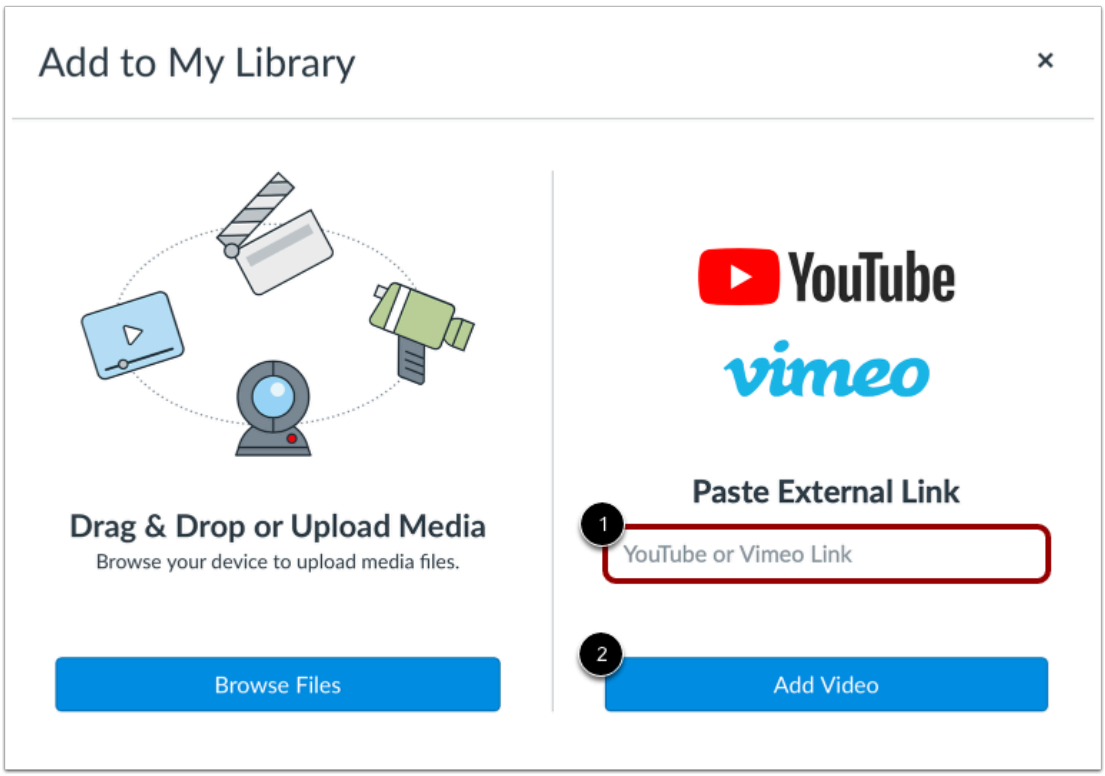
Select the media file you want to upload [1]. Then click the **Upload** button [2].

View Upload Progress



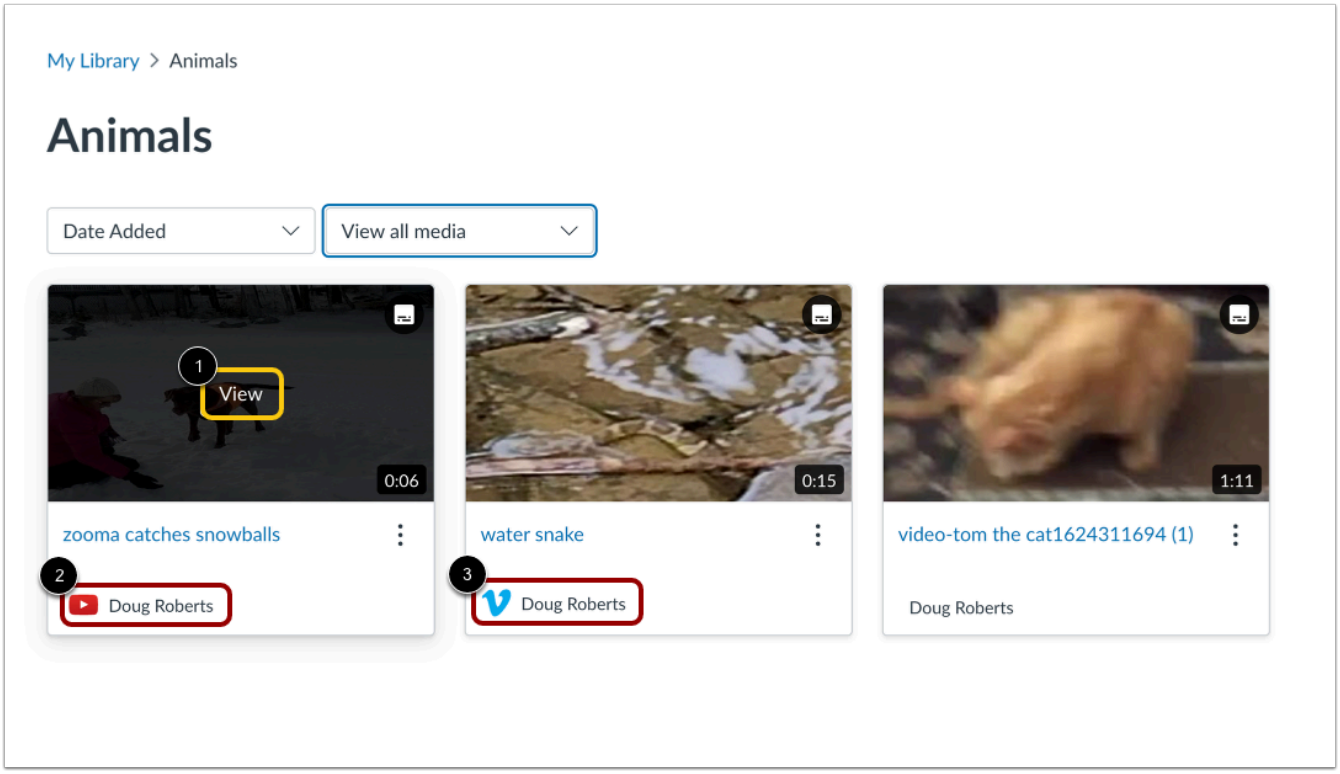
View the progress of your media upload.

Add Media URL



To add a YouTube or Vimeo URL enter a URL in the **Paste External Link** text field [1]. Then, click the **Add Video** button [2].

View Added Media



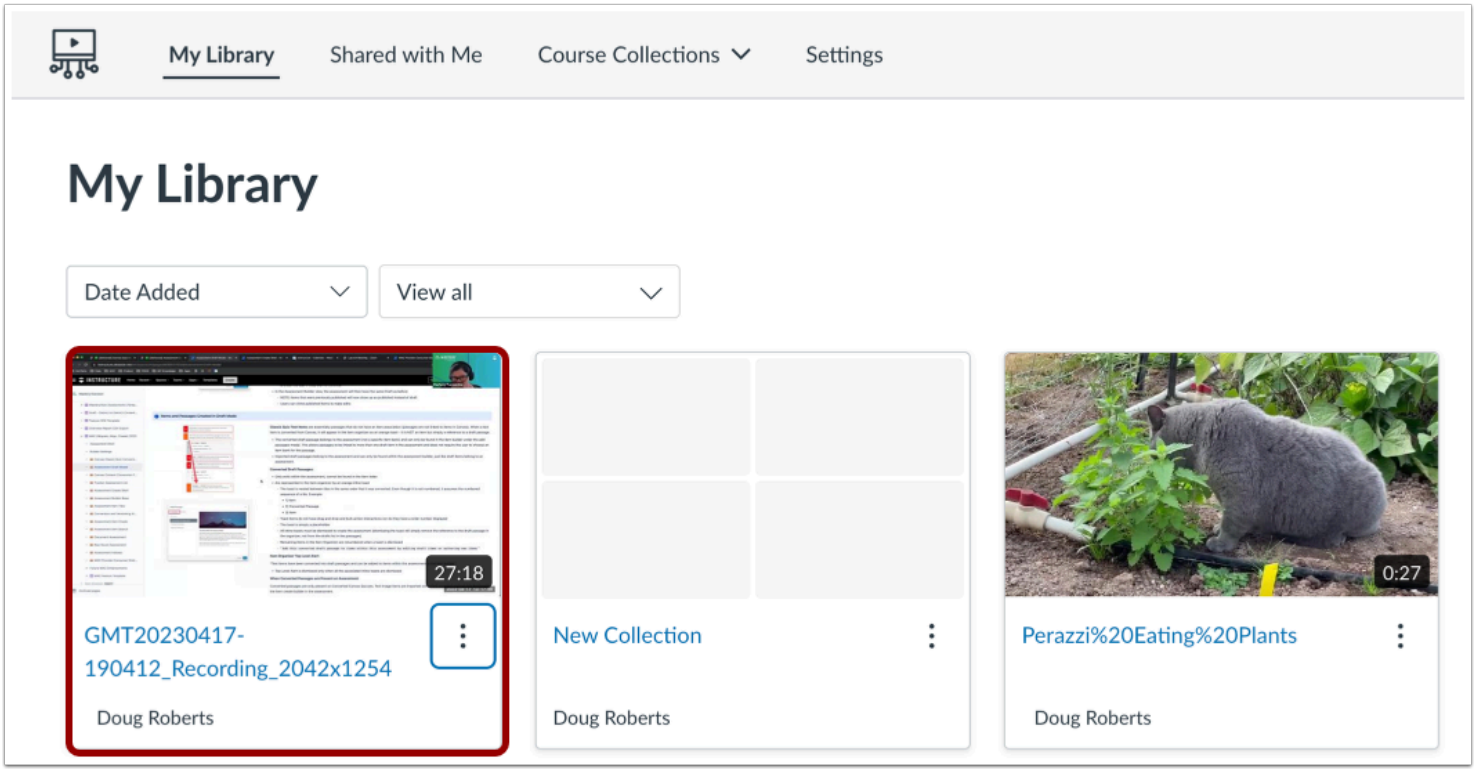
To view a video in the collection, hover the cursor over the media and click the **View** button [1].

Media uploaded from YouTube displays a YouTube icon [2], and media uploaded from Vimeo displays a Vimeo icon [3].

How do I move media to a collection in Canvas Studio?

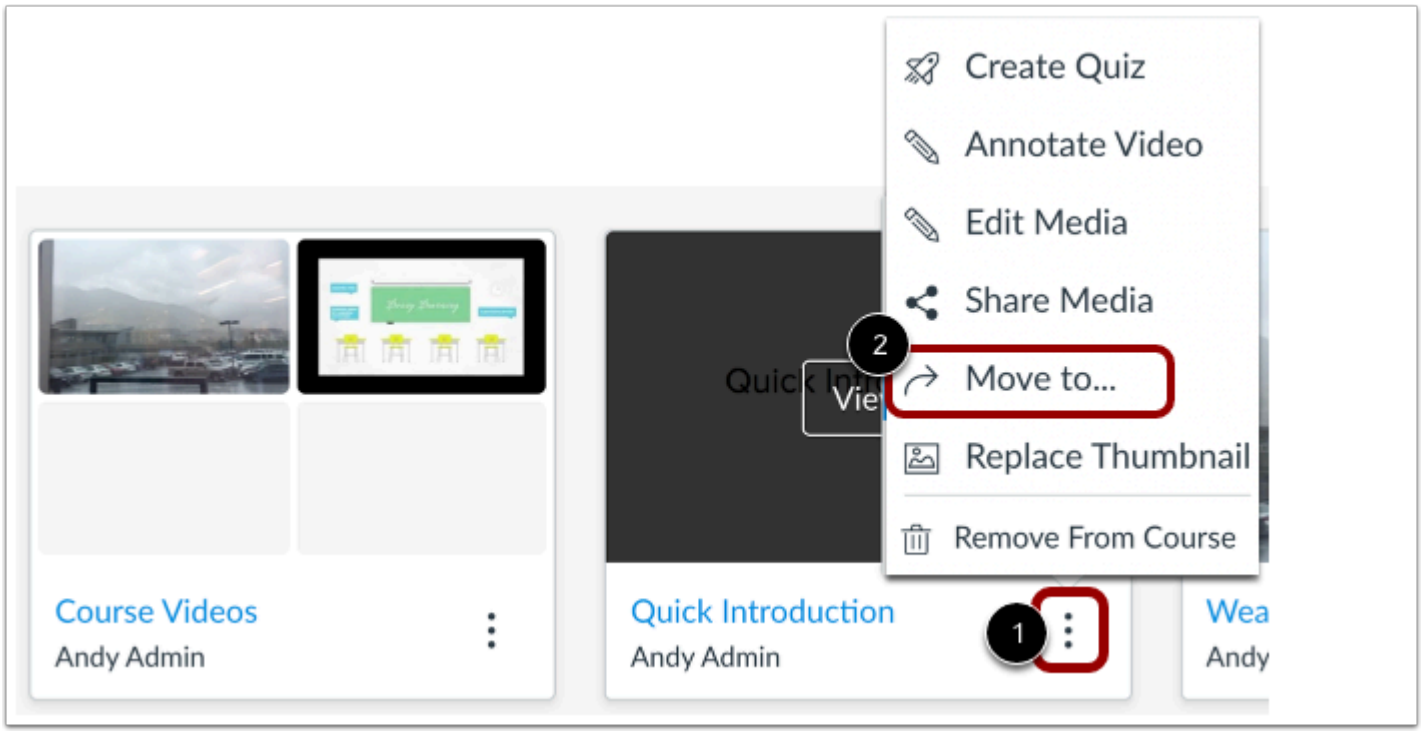
You can move media already uploaded to your library into a collection. When moving media, you can select a previously created collection as the destination or you can create a new collection. Additionally, you can move media out of a collection at any time.

Locate Media



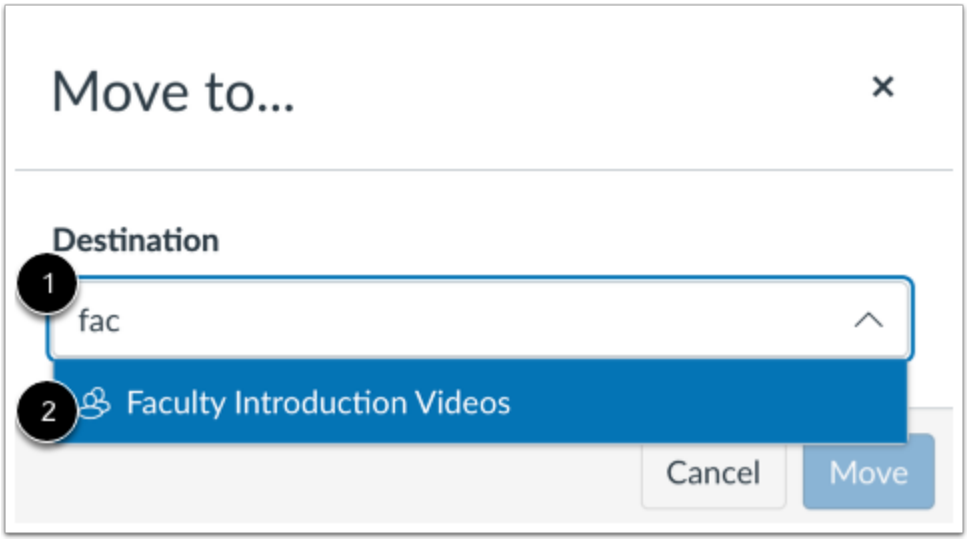
In your Studio library, locate the media you want to move.

Move Media



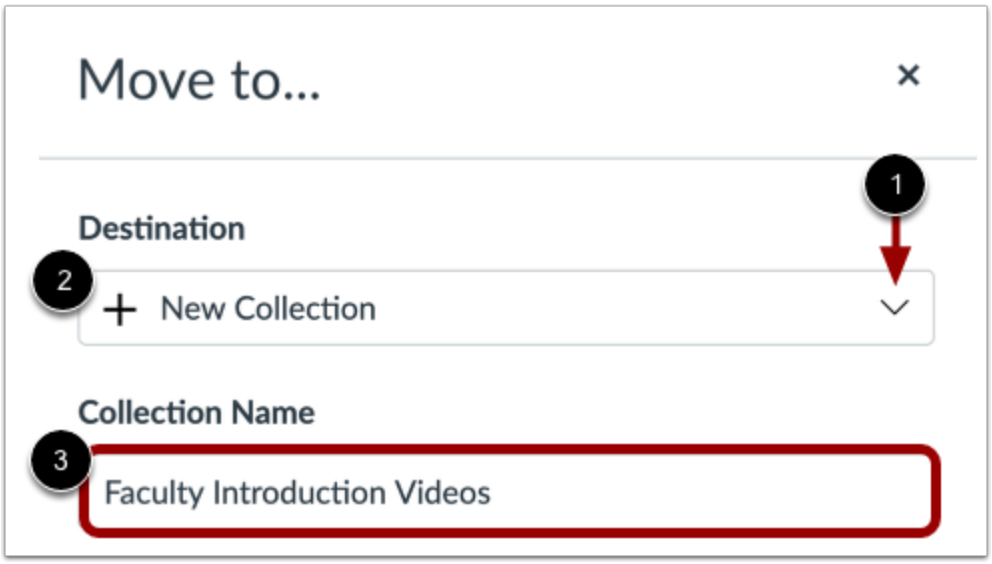
Click the media's **Options** menu [1] and click the **Move to...** link [2].

Select Destination



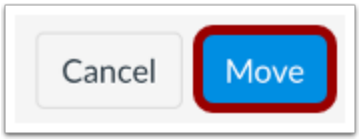
To move the media to a specific collection, enter part of the collection name in the **Destination** field [1]. Then, click the collection name [2].

Create New Collection



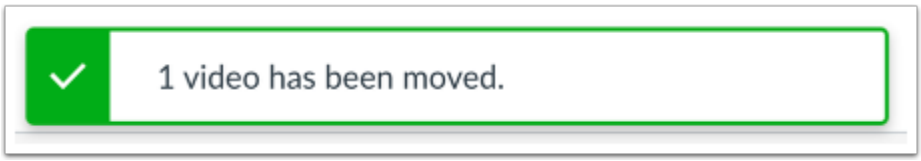
To create a new collection, click the **Destination** drop-down menu [1]. Then, select the **New Collection** option [2]. In the **Collection Name** field, enter a name for the new collection.

Move Media



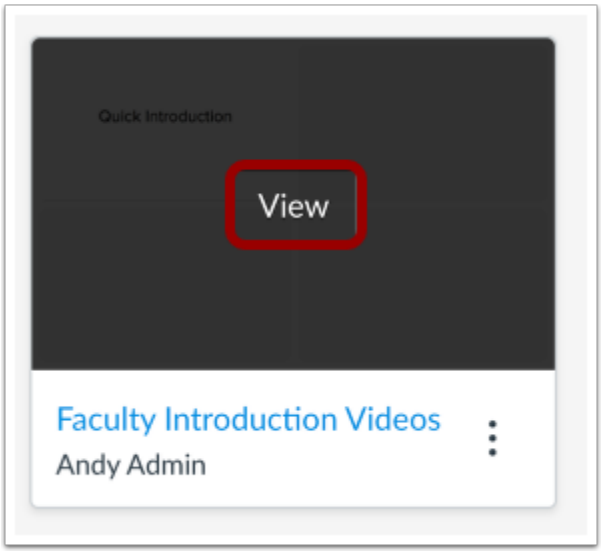
When you have selected a destination for the media, click the **Move** button.

View Success Message



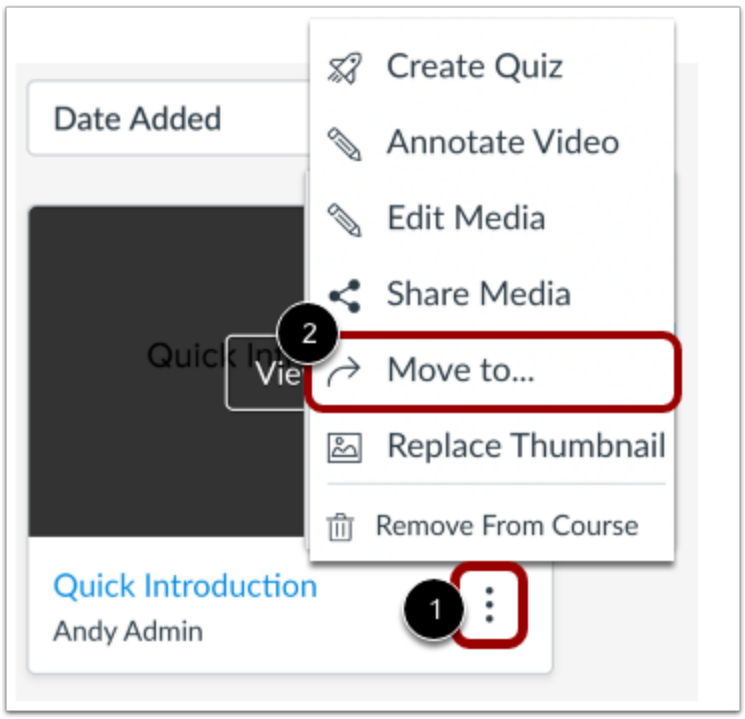
Studio will display a message confirming the media has been moved.

Open Collection



To view the media, locate the collection where the media is housed and click the **View** button.

Remove Media from Collection



You can move the media to a different collection or back to your Studio library. Click the media's **Options** menu [1], then click the **Move to...** link [2], and select a new location for the media.

How do I share a collection in Canvas Studio?

You can share your media collection with others users and allow them view or edit rights. You can also share media collections with any of your Canvas Studio groups. Shared collections display in the Shared with Me page. You can change or remove sharing permissions for a collection at any time.

If you allow a user to view media in a collection, they can view the media, access the embed code and public sharing link, and share the media with others.

If you allow a user to edit media in a collection, they have all permissions allowed as if they originally uploaded the media, including deleting the media, editing details and options, downloading, copying, sharing the media, and viewing analytic insights.

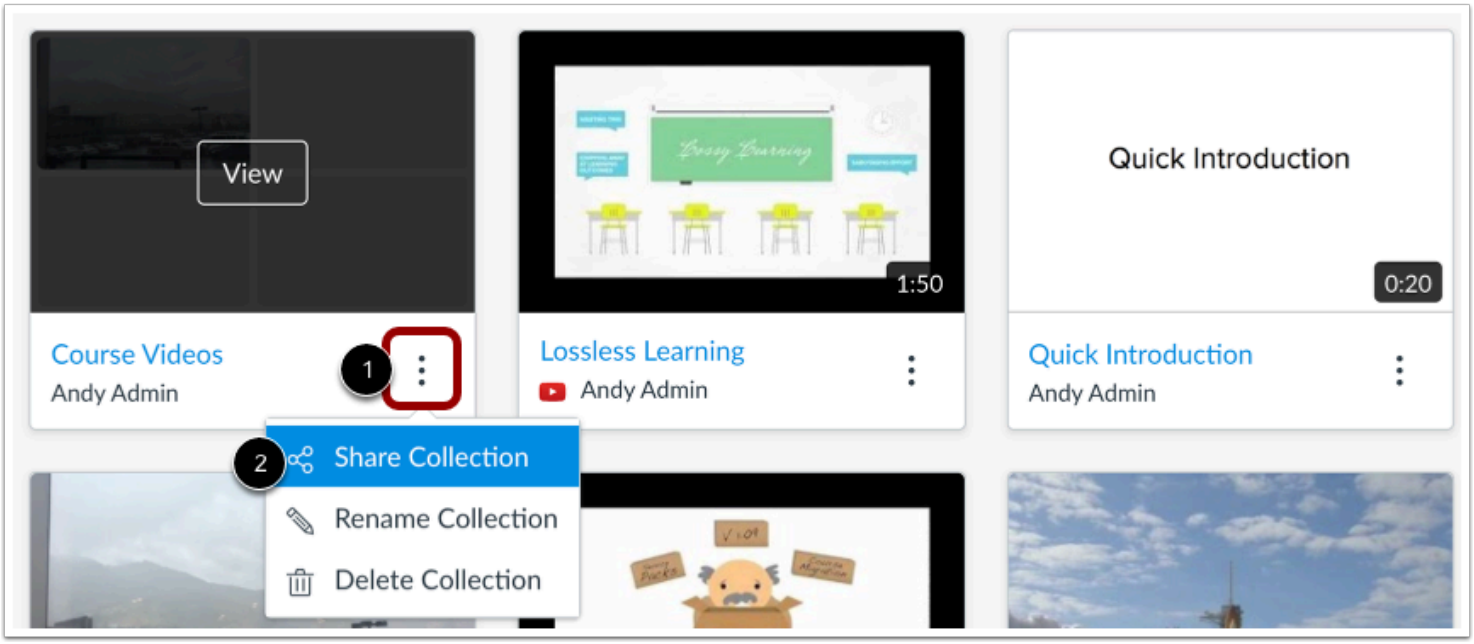
Canvas Studio Media Sharing Rules:

- Students can share media with Canvas Studio groups where they are members, all instructors, TAs, instructional designers, and admins at their institution. They can also share media with any verified Canvas Studio user enrolled in their same course(s).
- Instructors, TAs, and instructional designers can share media with Canvas Studio groups where they are members, all other instructors, TAs, instructional designers, and admins at their institution. They can also share media with verified Canvas Studio users enrolled in their courses.
- Admins can share Canvas Studio media with Canvas Studio groups where they are members and with all users at the institution.

Notes:

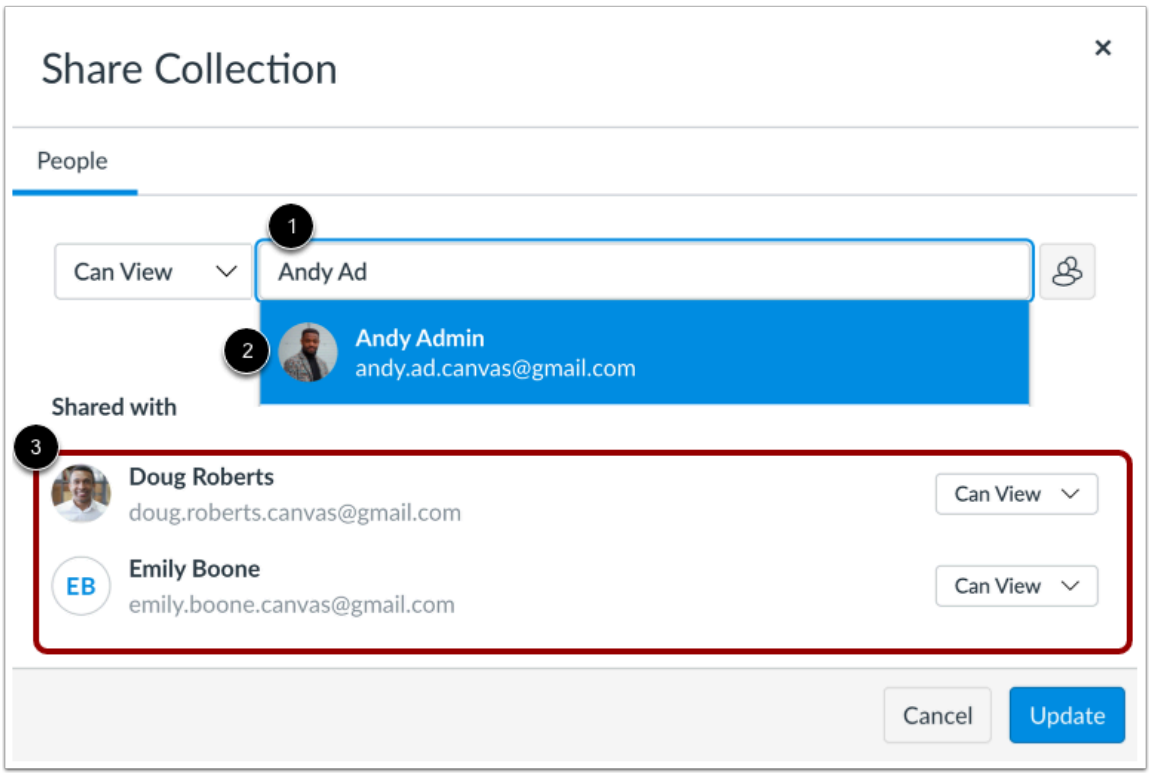
- You can only share Studio media collections with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an instructor or admin to create a Canvas Studio group. You can also share a video or audio file to multiple individuals at one time.
- Any quizzes added to a video are not included when the video is shared.
- Studio content cannot be shared to or imported from Commons.

Open Share Collection



In the My Library page, locate the collection and click the **Options** icon [1]. Then, click the **Share Collection** link [2].

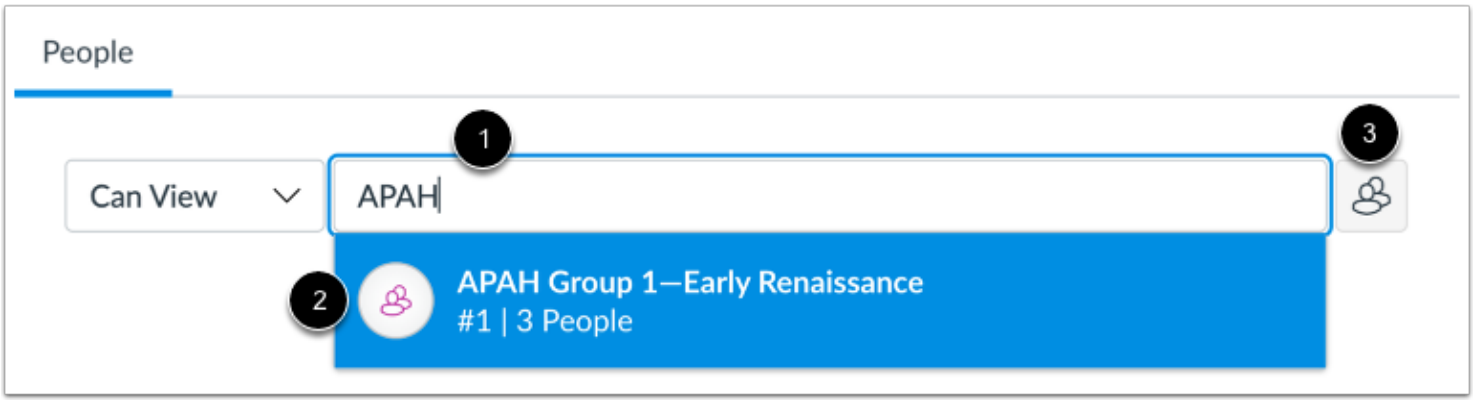
Add People



To share the collection, enter a user's name or email in the **Type to add people or groups** field [1], then click the user's name [2]. You can repeat this process to add as many users as necessary.

Added users display in the **Shared with** section [3].

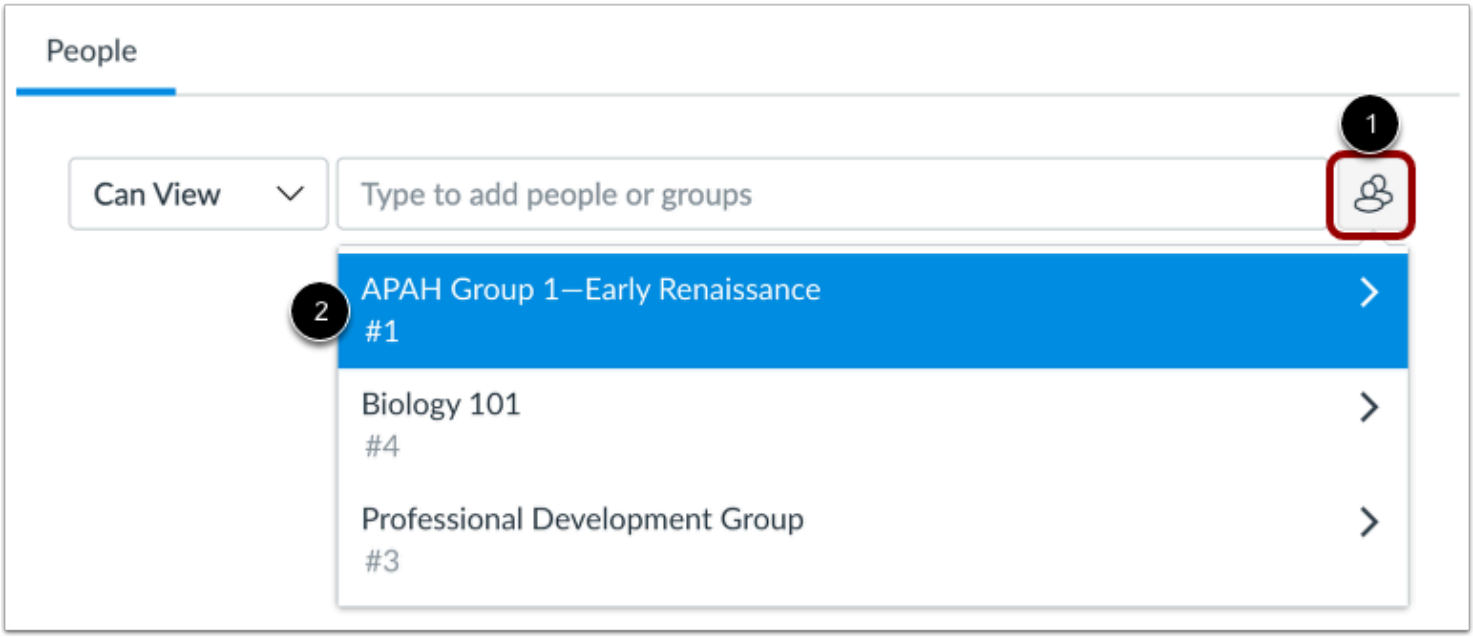
Add Groups



To share the collection with a group, enter the group name or ID number in the **Type to add people or groups** field [1]. Then select the group name [2].

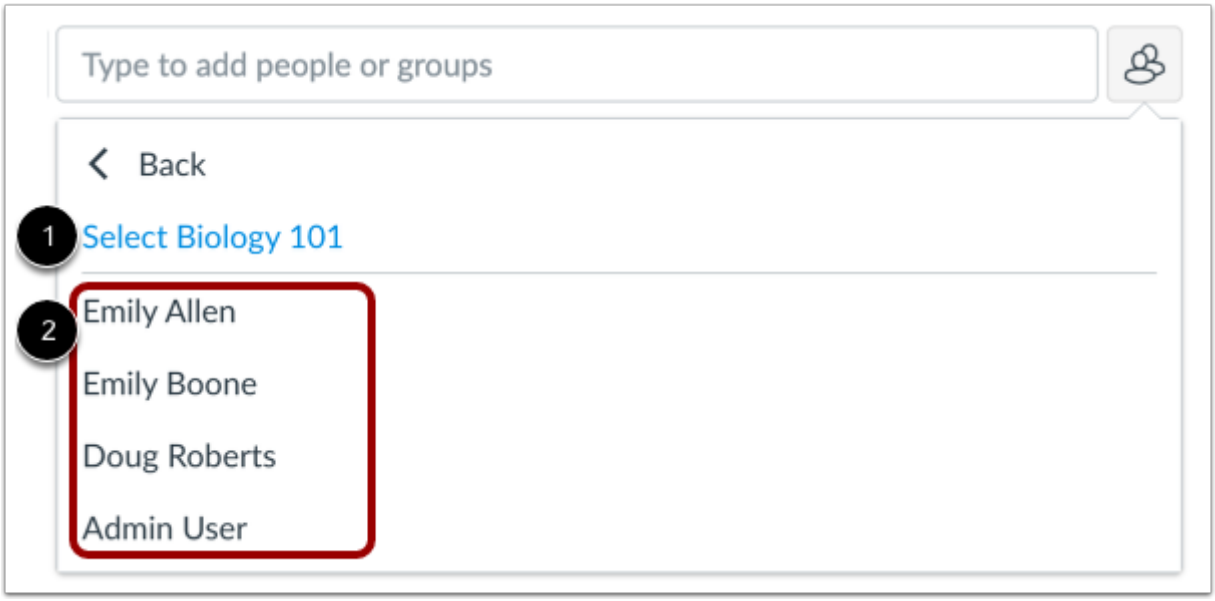
Alternatively, you can add groups or specific group members from the **Groups** icon [3].

View Group Members



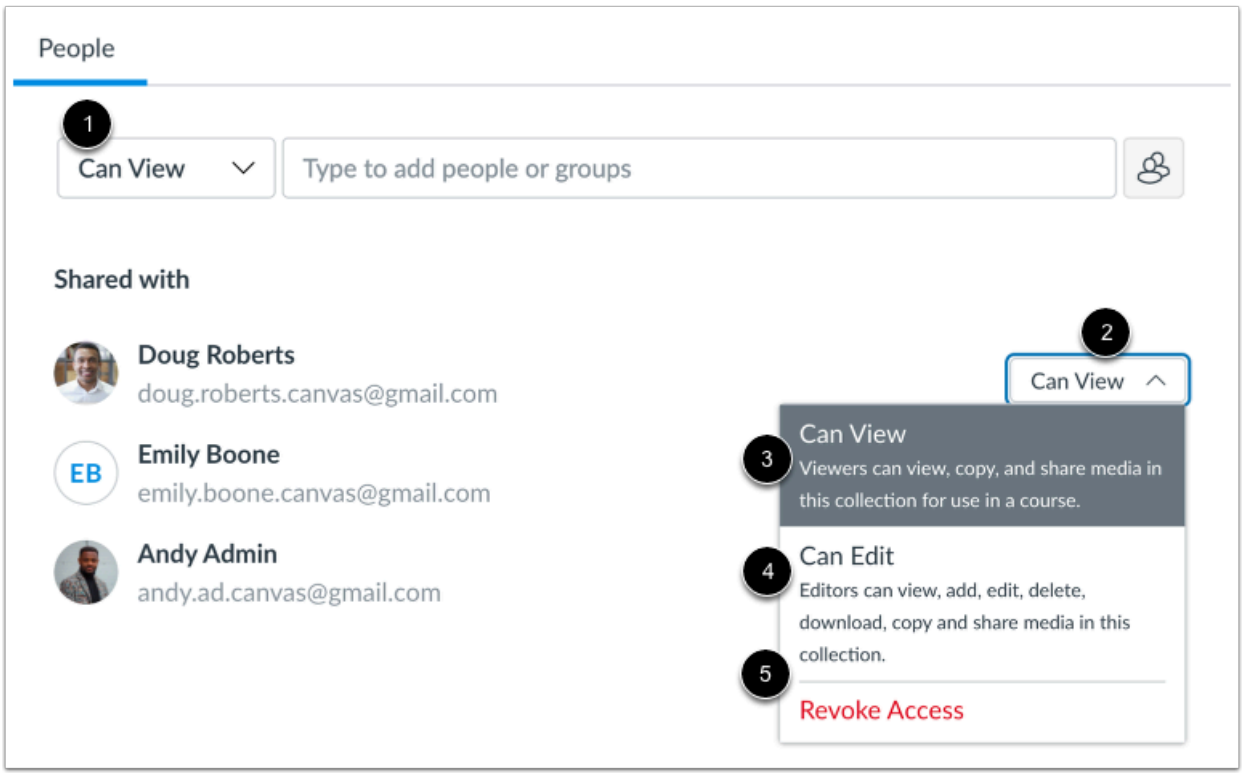
To add individual members from one of your groups, click the **Groups** icon [1]. Then click a group name link [2].

Select Group Members



In the group list, you can share with the group [1], or you can click a user name to share with individual users in the group [2].

Manage Media Access



By default, Studio allows others to view your shared collection. However, you can allow others to edit your shared collection.

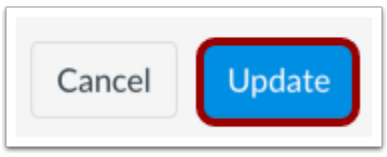
To manage shared access when sharing your collection, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

To allow another user to view, copy, and share media in the collection, select the **Can View** option [3].

To allow another user to view, add, edit, delete, download, copy, and share media in the collection, select the **Can Edit** option [4].

To remove a user's shared access, select the **Revoke Access** option [5].

Update Shared Media



To share the collection with the selected users, click the **Update** button.

How do I view and manage collections shared with me and others in Canvas Studio?

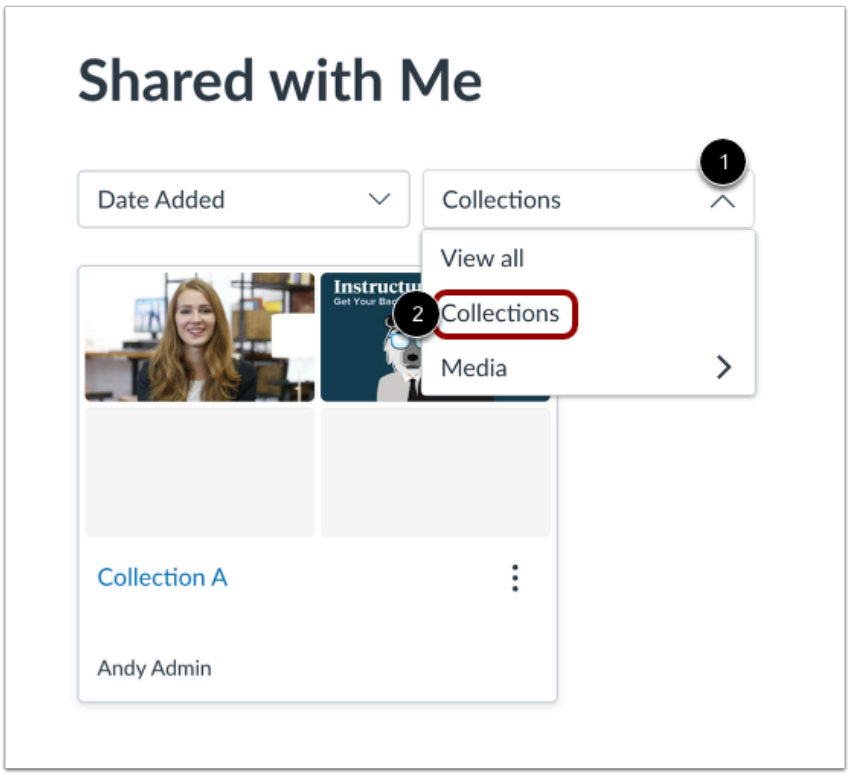
You can view collections shared with you in your Shared with Me library. If a collection is shared, you can also view the list of groups and individuals with whom it is also shared.

From the Shared with list, you can manage your shared access, including removing your own access. If you added the collection to Studio, or if you can edit a the collection that is shared with you, you can also manage shared access for all others with whom the collection is shared.

Open Shared With Me

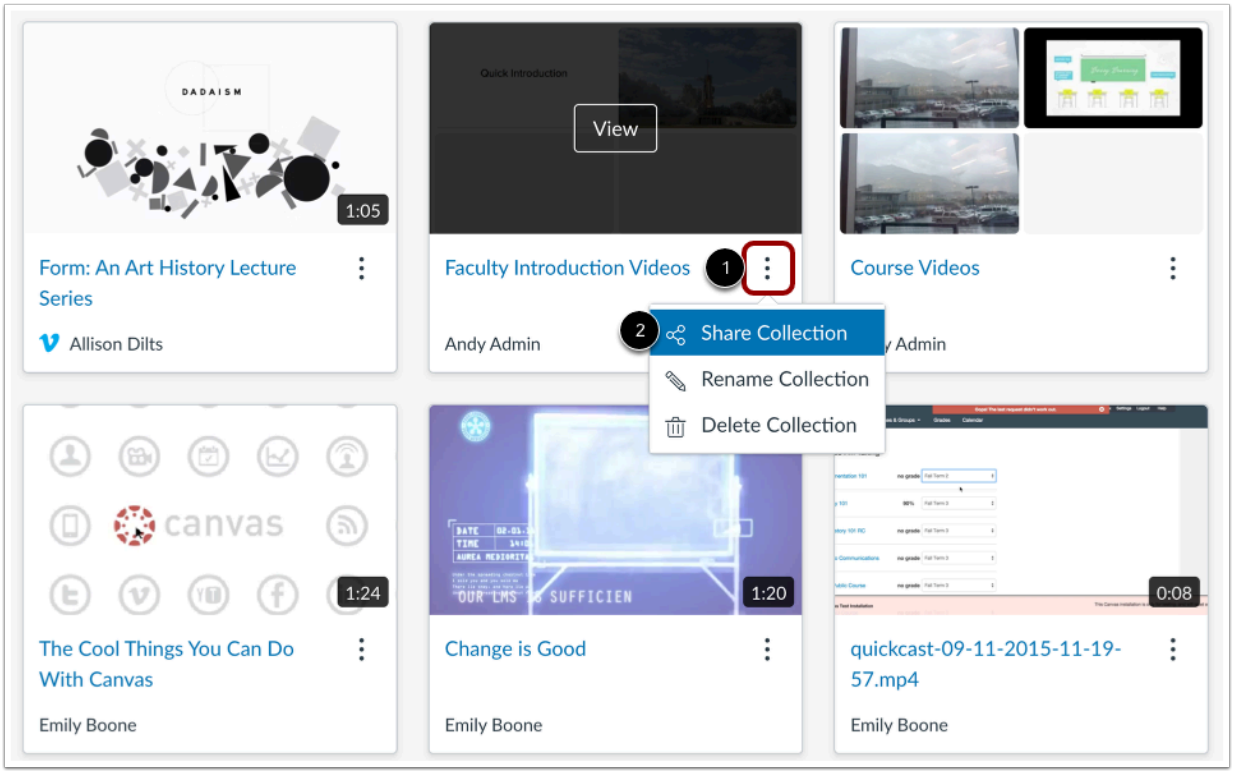
In the Studio Navigation menu, click the **Shared with Me** tab.

Open Collections



Click the **Filter** drop-down menu [1]. Then, click the **Collections** link [2].

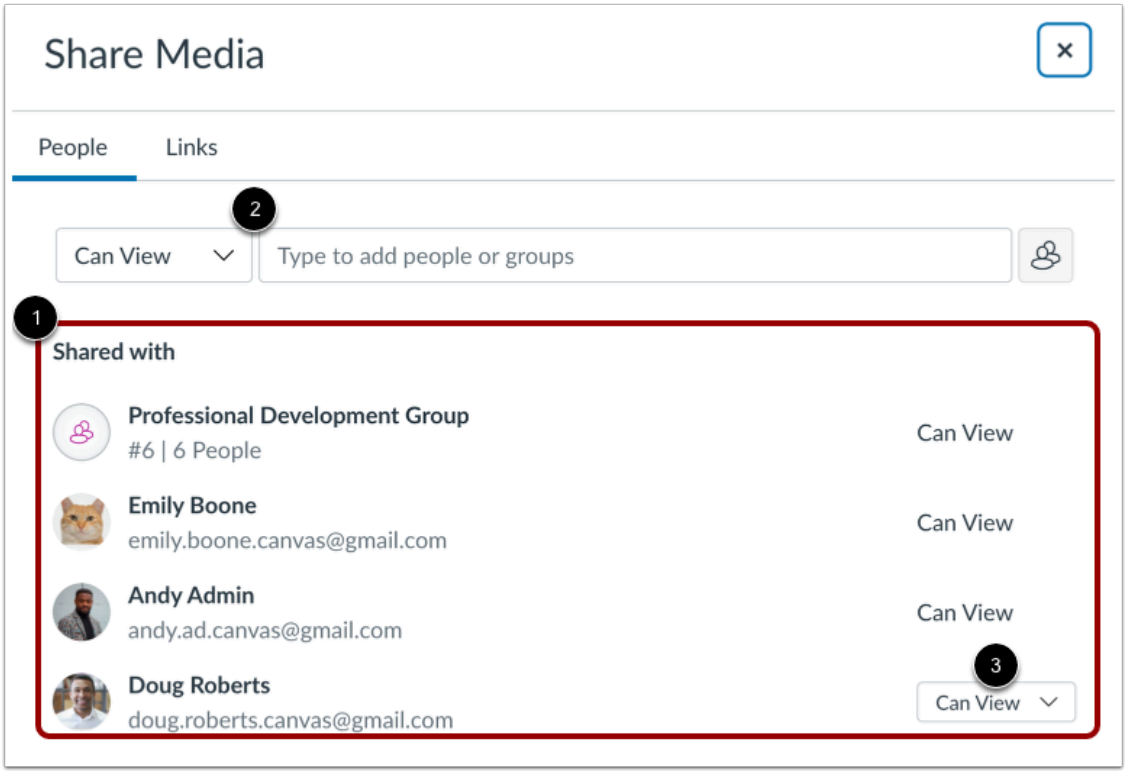
Share Collection



Locate the collection you want to share, and click the **Options** icon [1]. Then click the **Share Collection** link [2].

Note: You can also share collections from your library.

View Shared With List

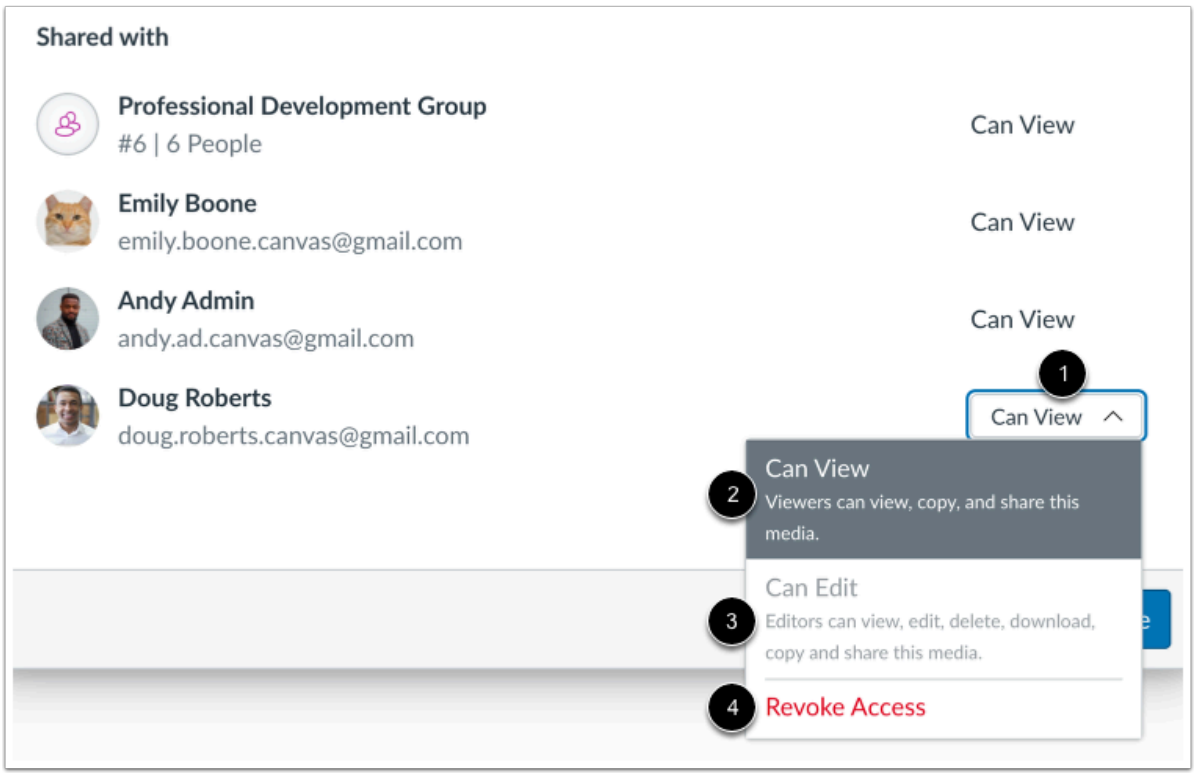


View the groups and individuals with whom the collection is shared in the **Shared with** list [1].

You can also share the collection with other users and groups [2].

Note: If the collection is shared to you with **Can View** access only [3], you can share the collection with other users and groups. However, you can only share it with Can View access.

Manage Media Access

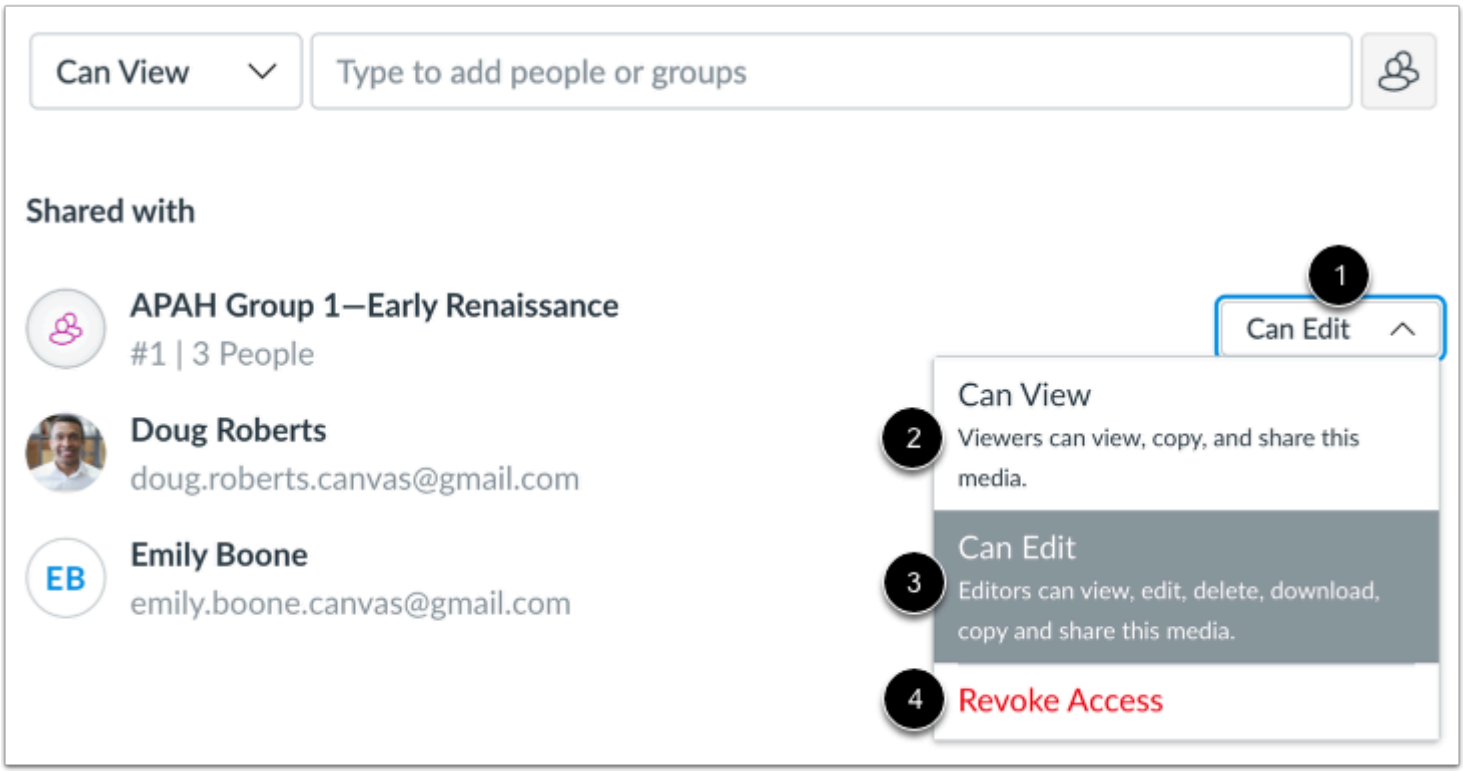


To manage your own access to the collection, click the **Sharing Access** drop-down menu [1].

If the file was shared to you with **Can View** access [2], you cannot select the the **Can Edit** option [3].

To remove your shared access, click the **Revoke Access** option [4].

Manage Others' Media Access



If you added the collection to Studio or if it is shared to you with edit access, you can manage others' shared access.

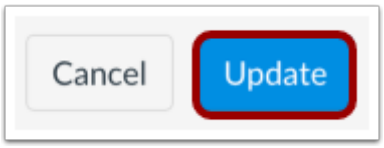
In the Shared with section, locate the user or group in the list. Then click the **Sharing Access** drop-down menu [1].

To allow another user to view, copy, and share the collection, select the **Can View** option [2].

To allow another user to view, edit, delete, download, copy, and share the collection, select the **Can Edit** option [3].

To remove a user's shared access, click the **Revoke Access** option [4].

Update Shared Media



Click the **Update** button.

Studio Media Tabs

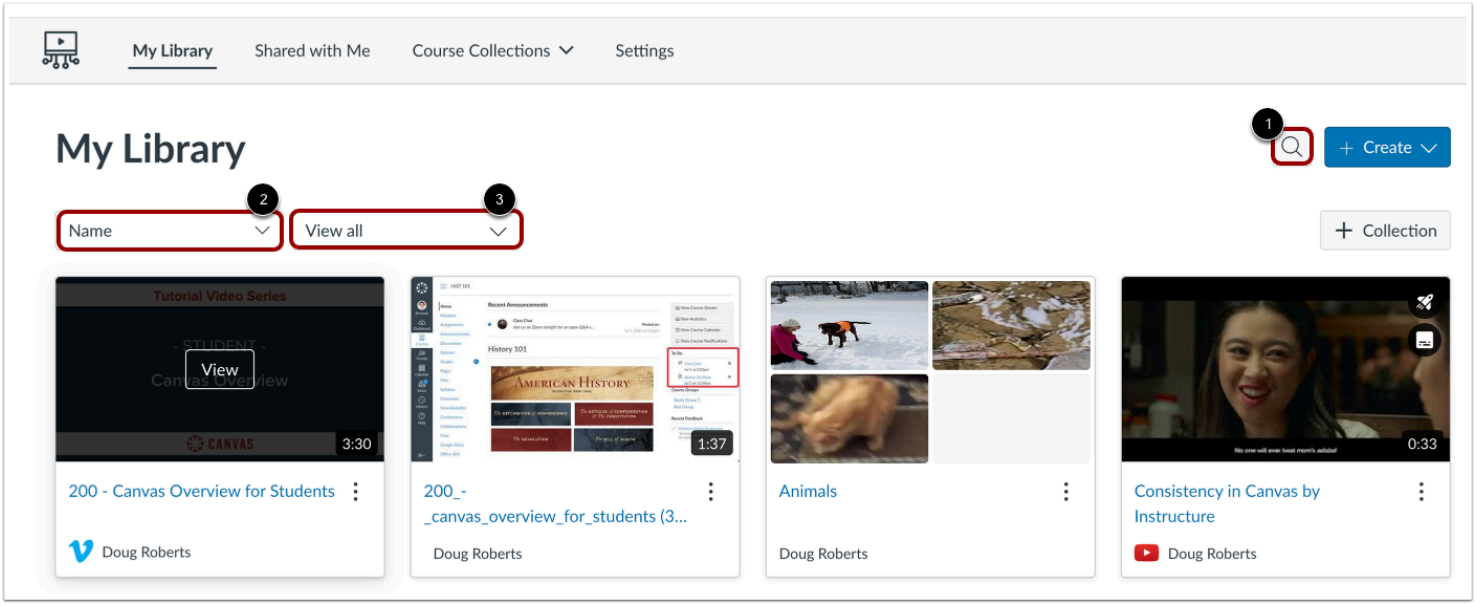
How do I edit details and tags for Canvas Studio media?

After you upload a video or audio file, you can edit the media details and add tags.

Details include the title and description of the media. Descriptions do not appear anywhere in Canvas Studio, but the content in the description is used to locate the media files when users search for them.

Tags help organize the media and also act as search terms to help users find relevant media.

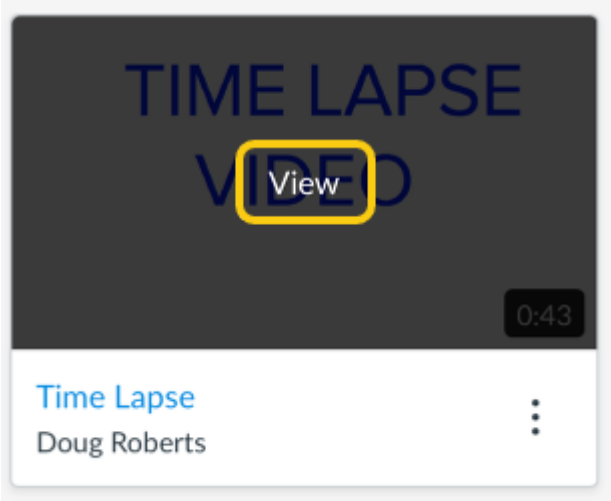
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

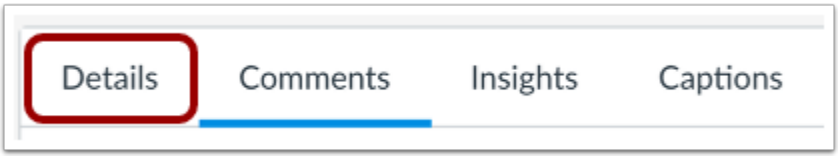
To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media



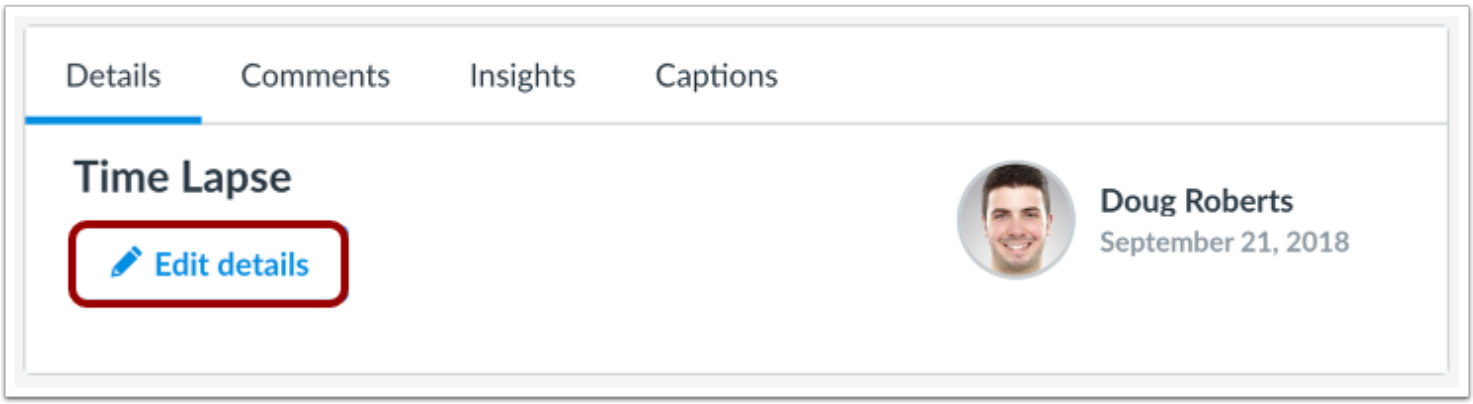
Hover your cursor over the media thumbnail and click the **View** button.

Open Details



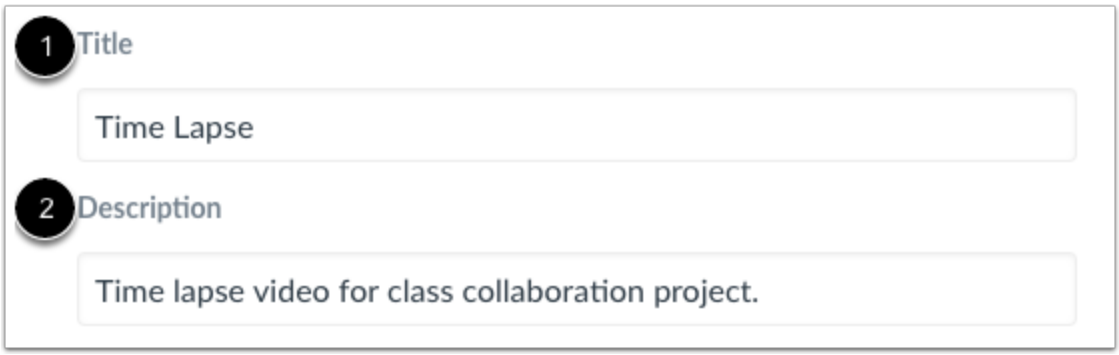
Click the **Details** tab.

Edit Details



Click the **Edit Details** button.

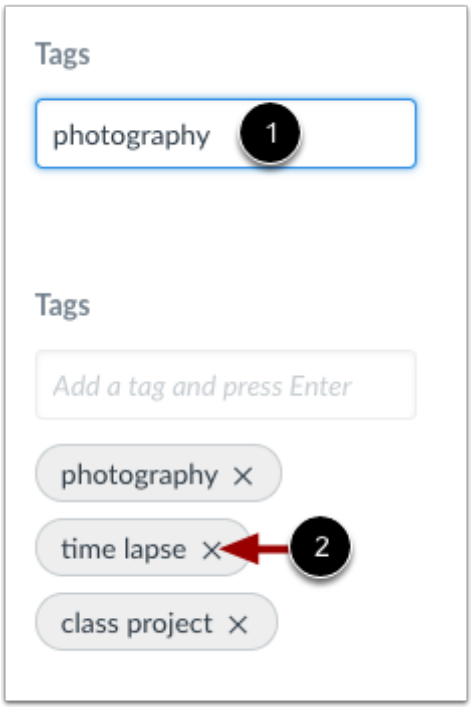
Edit Title and Description



Enter or edit the media title in the **Title** field [1].

Add or edit a short description for the media in the **Description** field [2].

Add Tags



To add a tag, enter a tag in the **Tags** field [1]. Press the Enter or Return key on your keyboard.

You can add as many tags as you like. To remove an existing tag, click the **Remove** icon [2].

Save Details

Click the **Save** button.

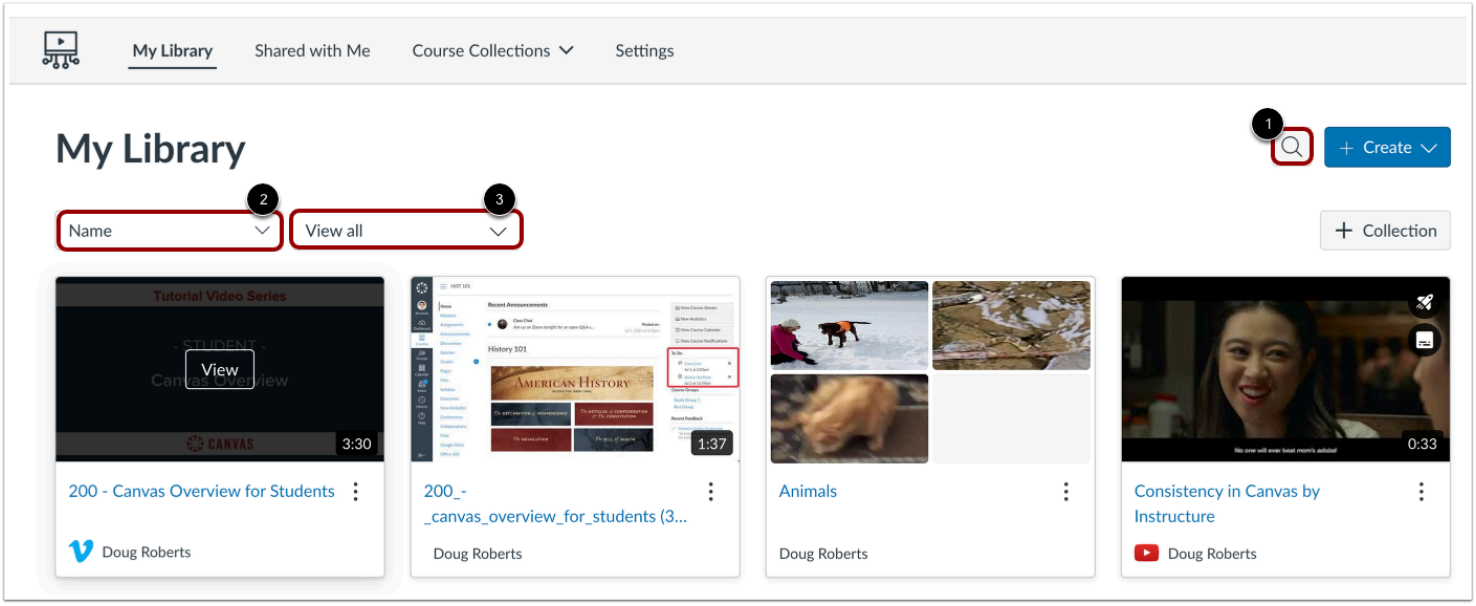
How do I add comments or replies to Canvas Studio media?

You can add comments directly to a video or audio file to create commentary or ask questions. You can edit or delete your comments if necessary.

You can also reply to a comment that has been posted in the timeline. Currently, comment replies only support one reply level. You cannot reply to another user's reply.

Note: Users with editing rights can delete any comment at any time.

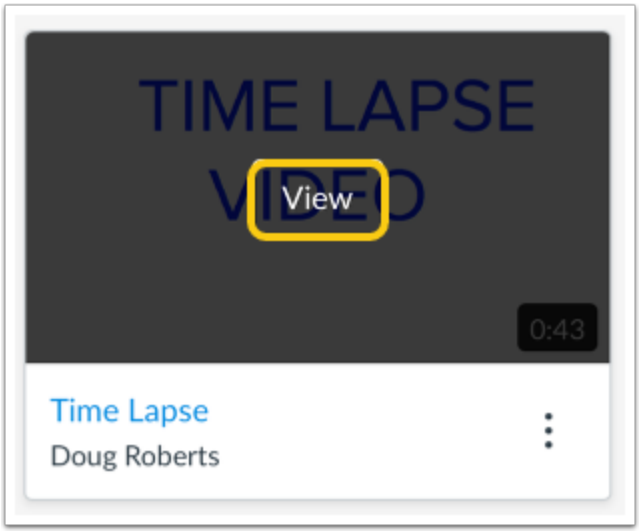
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media

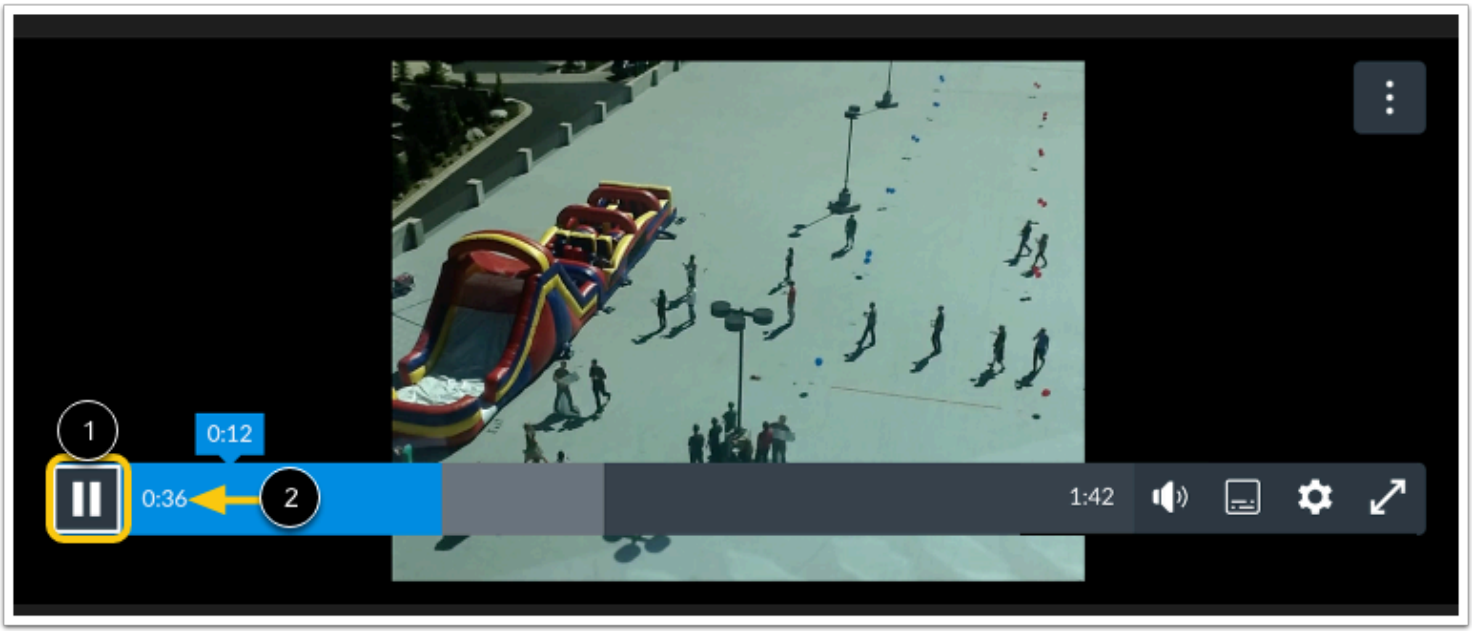


Hover your cursor over the media thumbnail and click the **View** button.

Play Media

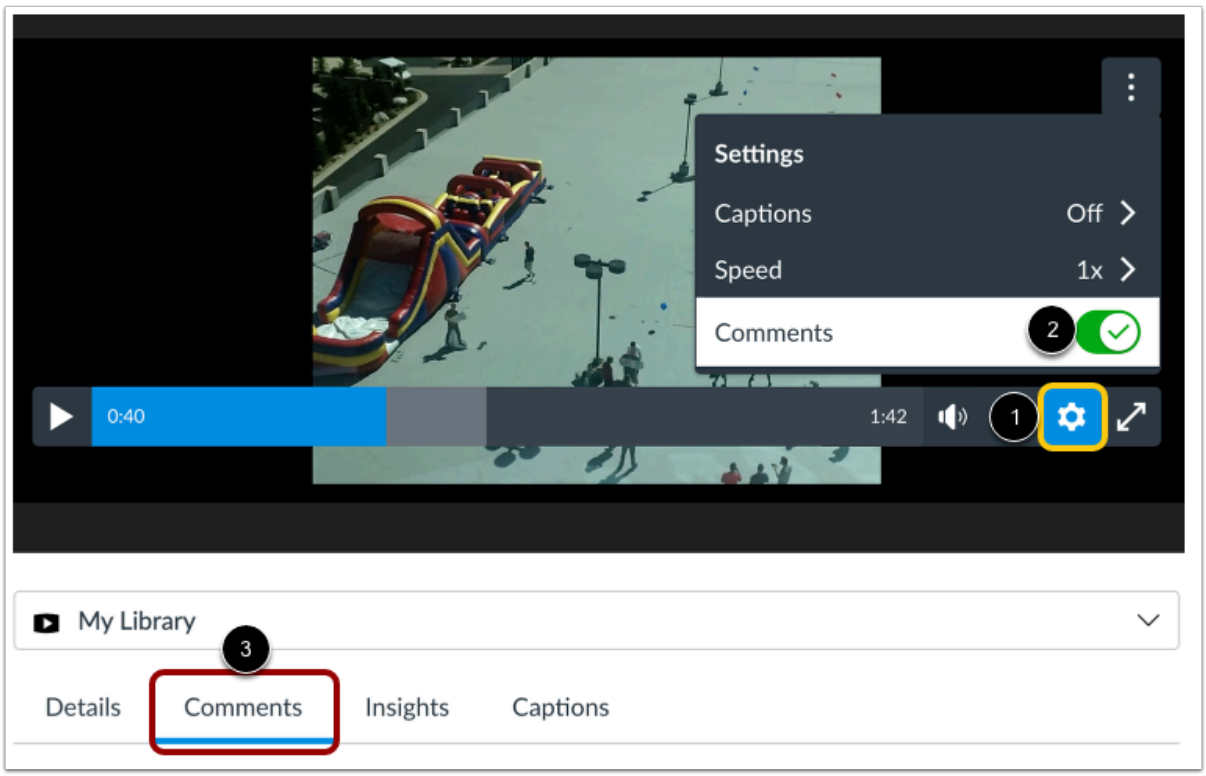
To play the media file, click the **Play** button [1]. The timeline displays the total length of the media [2].

View Timeline



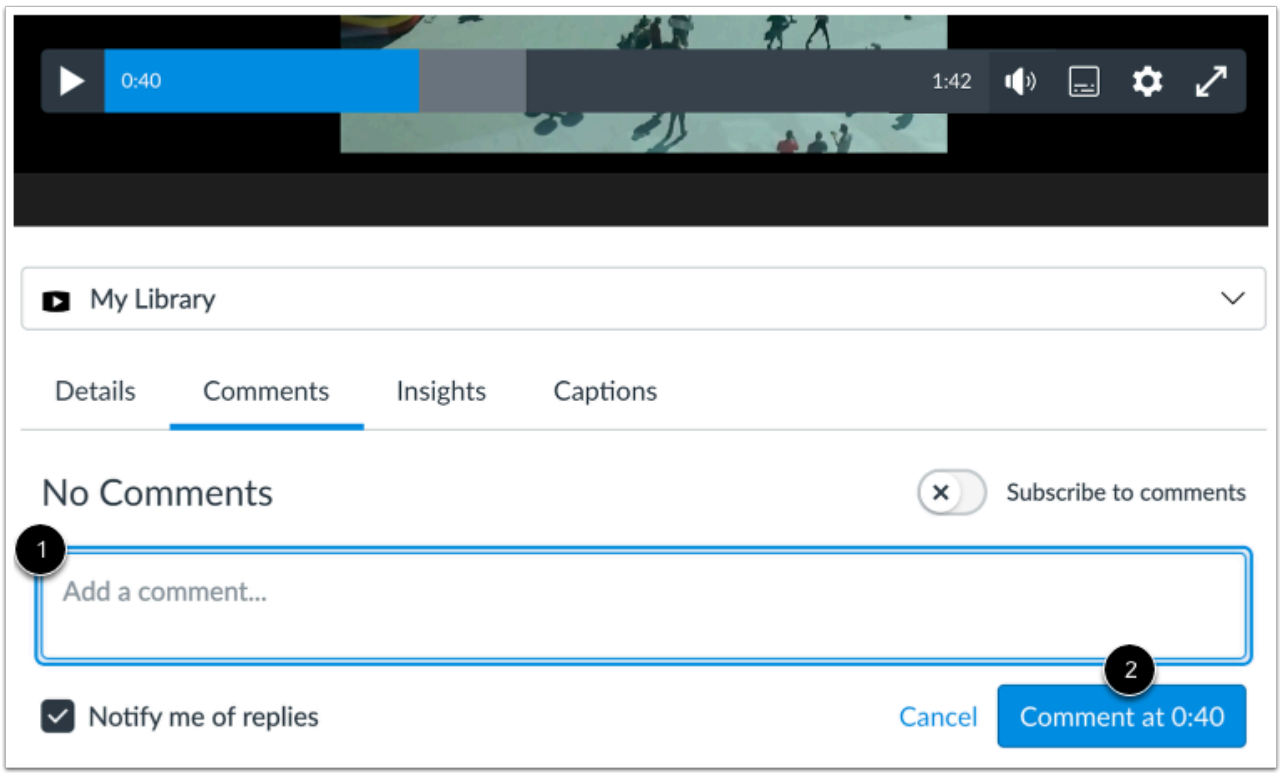
To pause the media as it plays, click the **Pause** button [1]. As the media plays, the bar acts as a timer for the media. Starting with 00:00, the numbers change to show the elapsed time in the media [2].

Enable Comments



To view inline comments as you watch the media, click the **Media Settings** icon [1] then click the **Comments** toggle [2]. When enabled, the timeline displays dots to indicate inline comments. View comments in the **Comments** tab [3]. Comments display chronologically by time and are highlighted as they appear in the timeline.

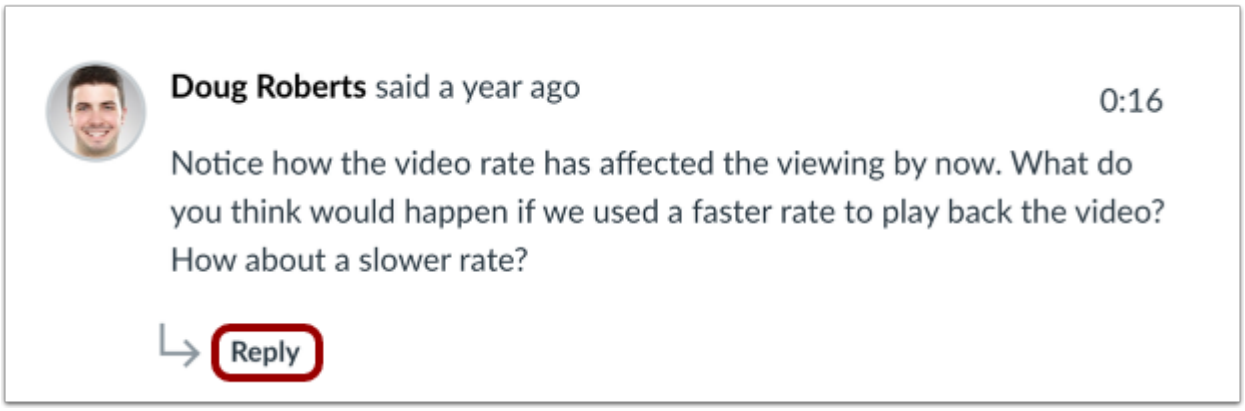
Add Comment



To add a comment in the media timeline, enter your comment in the **Comment** field [1]. As soon as you start typing, the media automatically pauses.

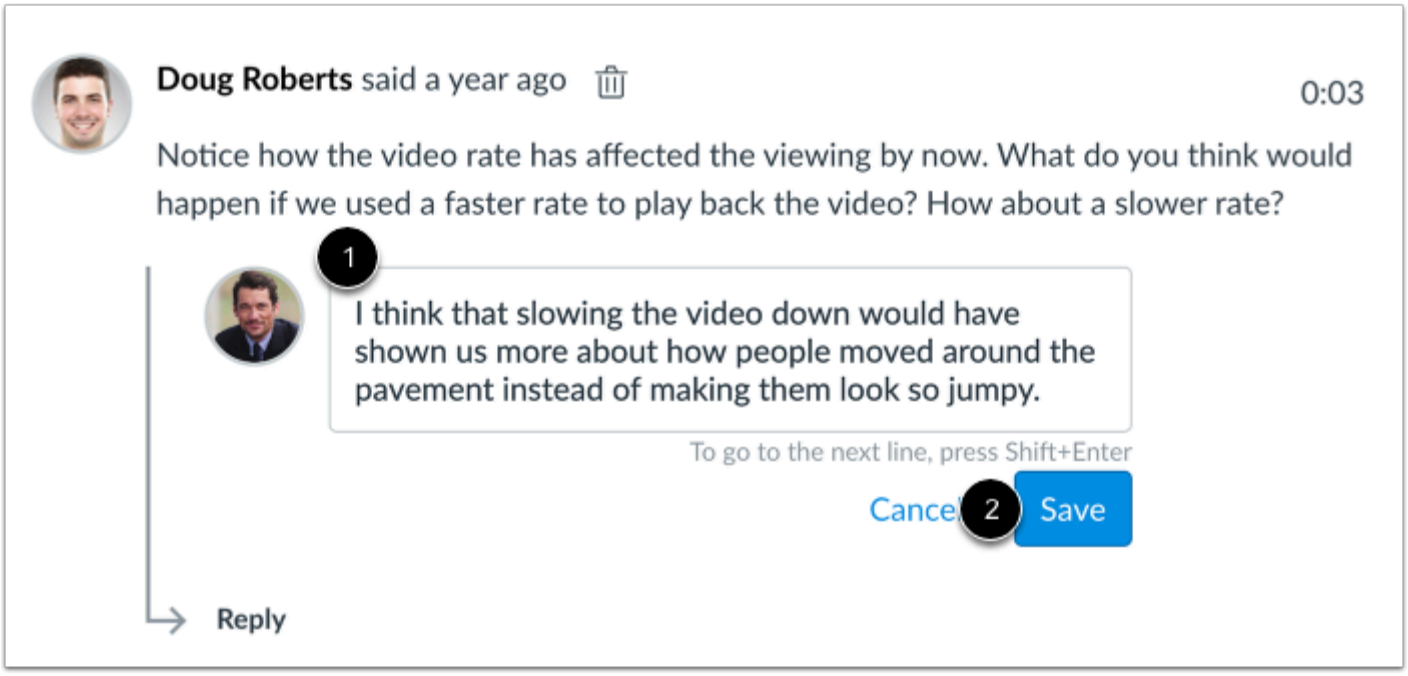
When ready to add your comment, click the **Comment at Time** button [2]. The button displays the timestamp where your comment displays in the media timeline.

Create Comment Reply



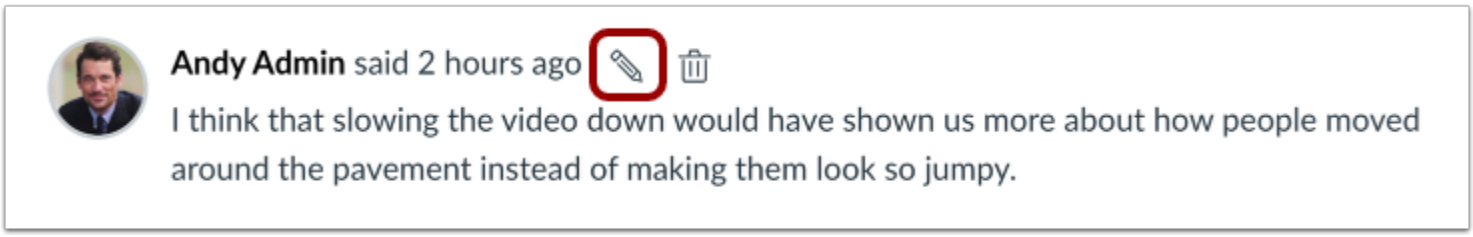
If you just want to leave a reply to an existing comment, locate the comment and click the **Reply** link.

Save Reply



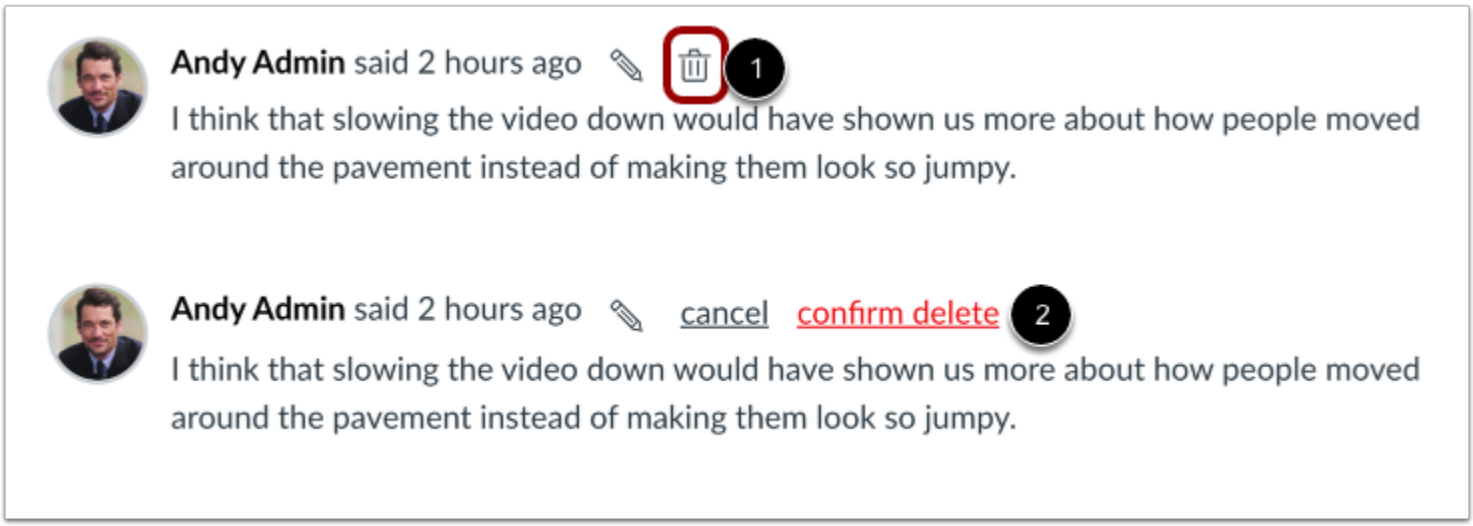
Enter your reply in the reply field [1]. Click the **Save** button [2].

Edit Comment



To edit your comment, click the **Edit** icon.

Delete Comment



To delete your comment, click the **Delete** icon [1], then click the **confirm delete** link [2].

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.

How do I add auto-generated captions to my media file in Canvas Studio?

In Canvas Studio auto-generated captions are added to your uploaded media by default. The automatic tool uses technology to transcribe media file language with 85% accuracy. Automatic captioning can also be set to auto-publish; this feature is turned off by default. Unless the settings have been locked by your district, you can manage your auto-captioning and auto-publishing settings in the Personal settings menu.

Auto-generated captions are not available for YouTube or Vimeo media uploads. For these media types, you can upload caption files or create captions manually. For other media types uploaded before March 25, 2024, automatic captioning can be added to the media file by request.

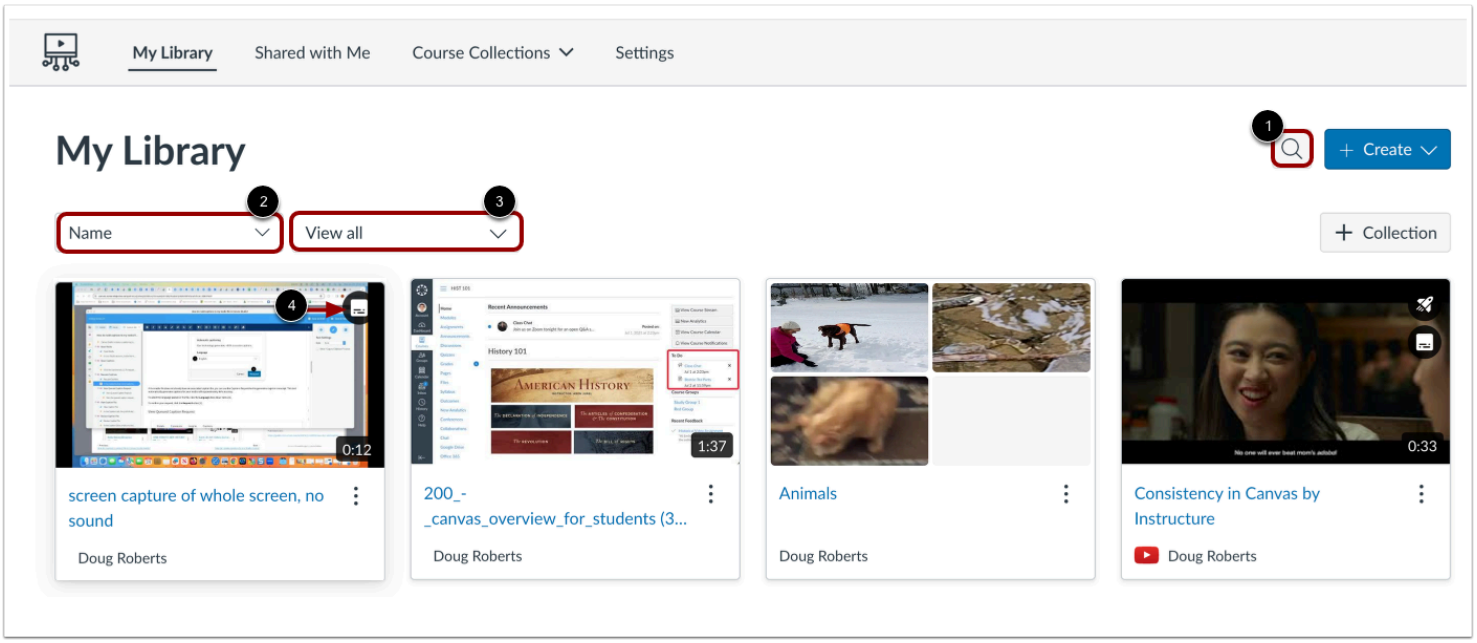
If professional captioning is available in your district, the Professional option is available in the Captions request window. Professional captioning uses a human captioner who transcribes media files with up to 99% accuracy.

Auto-generated captioning is supported for the following languages: Arabic, Chinese (Simplified), Czech, Danish, Dutch, English, French, German, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, and Turkish.

Notes:

- If auto-captioning and auto-publish settings can not be changed in your user account, they have been set and locked by your district.
- After Canvas Studio Media contains captions, other users can download the transcript of the media.
- Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.
- If the professional captioning option does not display in the Captions request window, professional captioning is not currently available in your district. Contact your admin for more information.

Locate Media

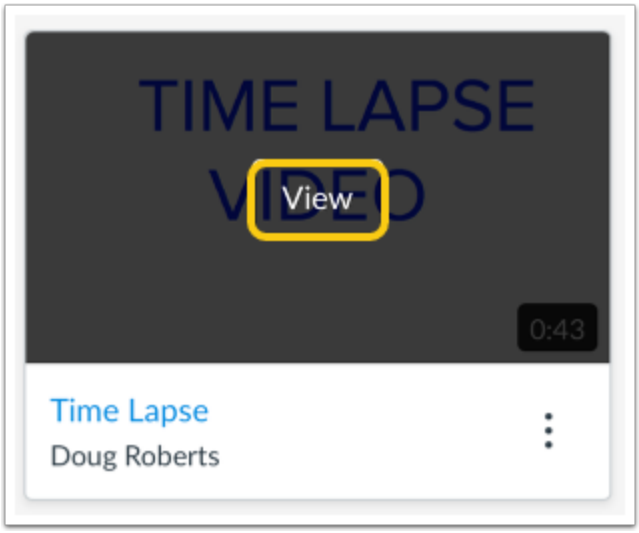


In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

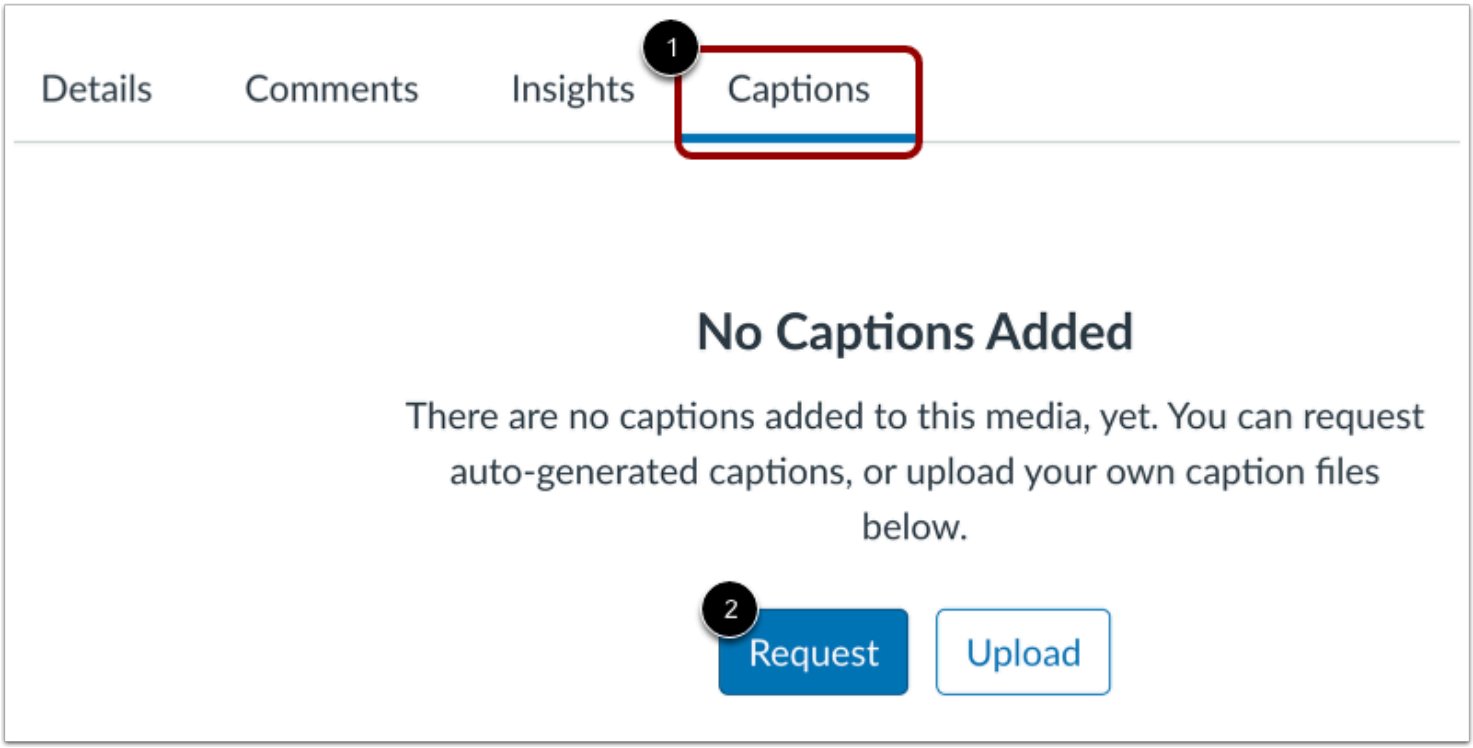
Note: Media that includes captions displays the Caption icon [4].

Open Media



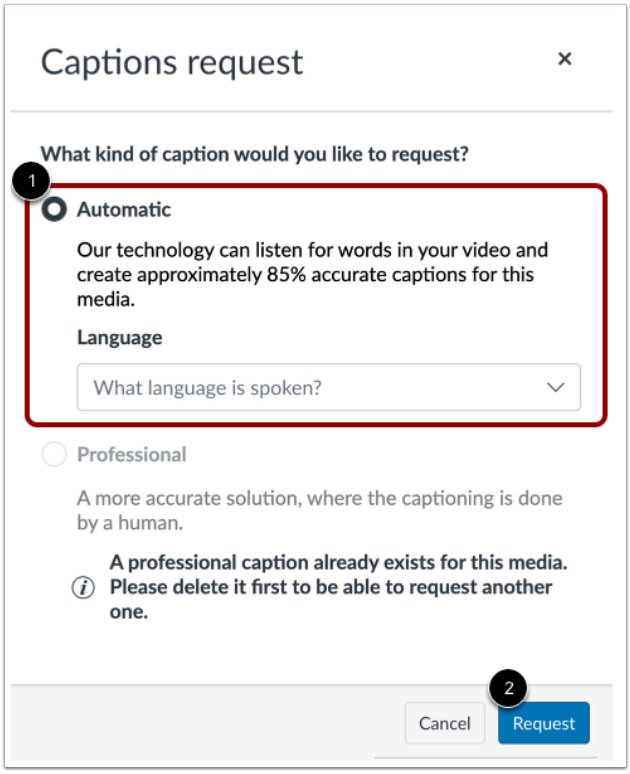
Hover your cursor over the media thumbnail and click the **View** button.

Open Captions



To request automatic captioning for media uploaded before March 25, 2024, click the **Captions** tab [1]. To request a caption transcript, click the **Request** button [2].

Request Automatic Captions

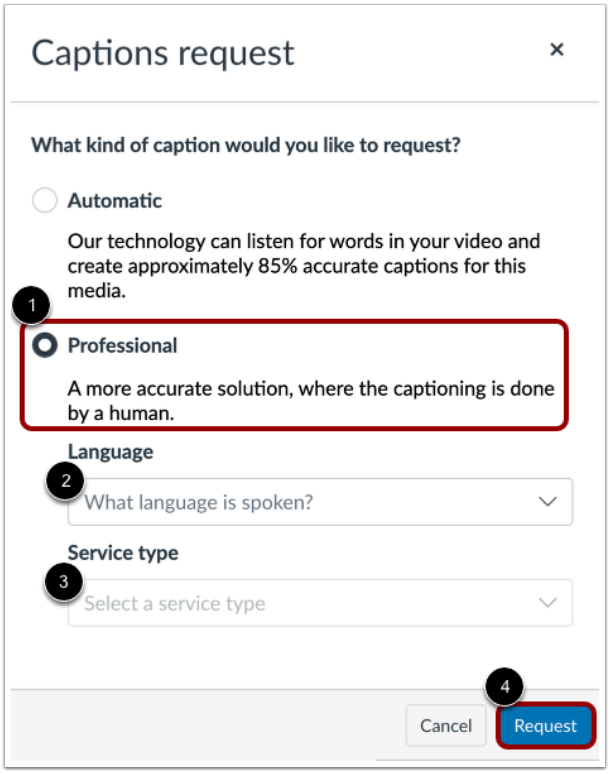


To select the language spoken in the file, click the **Language** drop-down menu [1].

To confirm your request, click the **Request** button [2].

Notes: If the professional captioning option does not display in the Captions request window, professional captioning is not currently available in your district.

Request Professional Captions



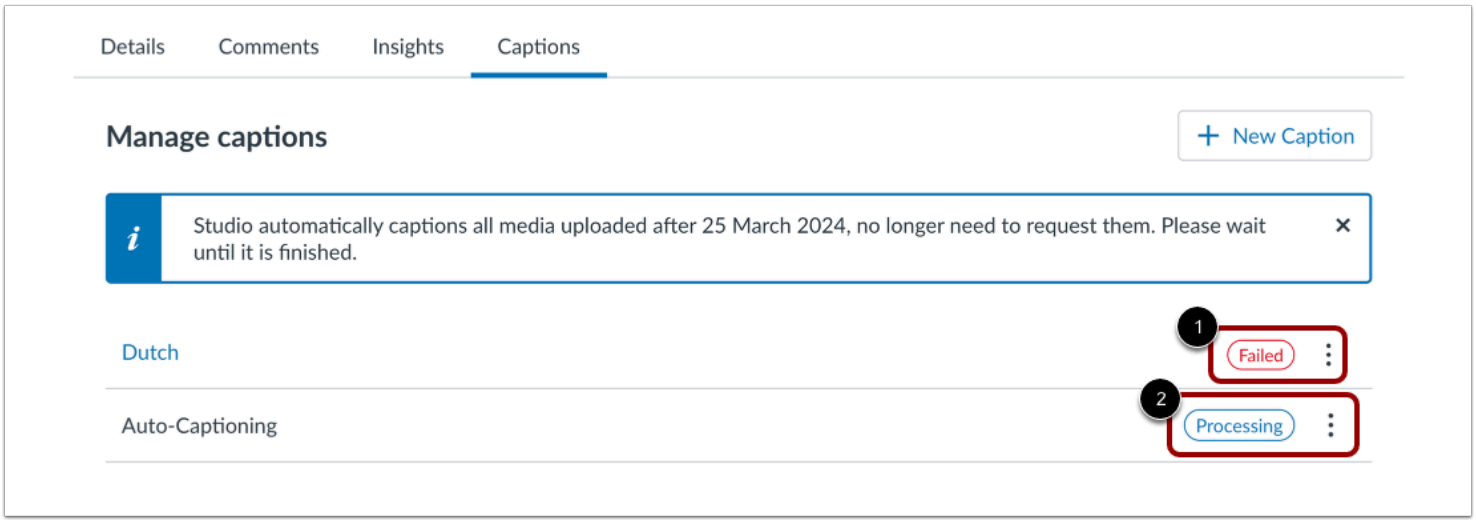
If professional human captioning is available in your district, the Professional option displays. To select professional captioning, click the **Professional** radio button [1].

To select the language spoken in the media file, click the **Language** drop-down menu [2].

Captioning service types vary based on the captioning provider. To select a service type from the services available from your district's provider, click the **Service type** drop-down menu [3].

To confirm your request, click the **Request** button [4].

View Queued Caption Request



View the queued caption requests.

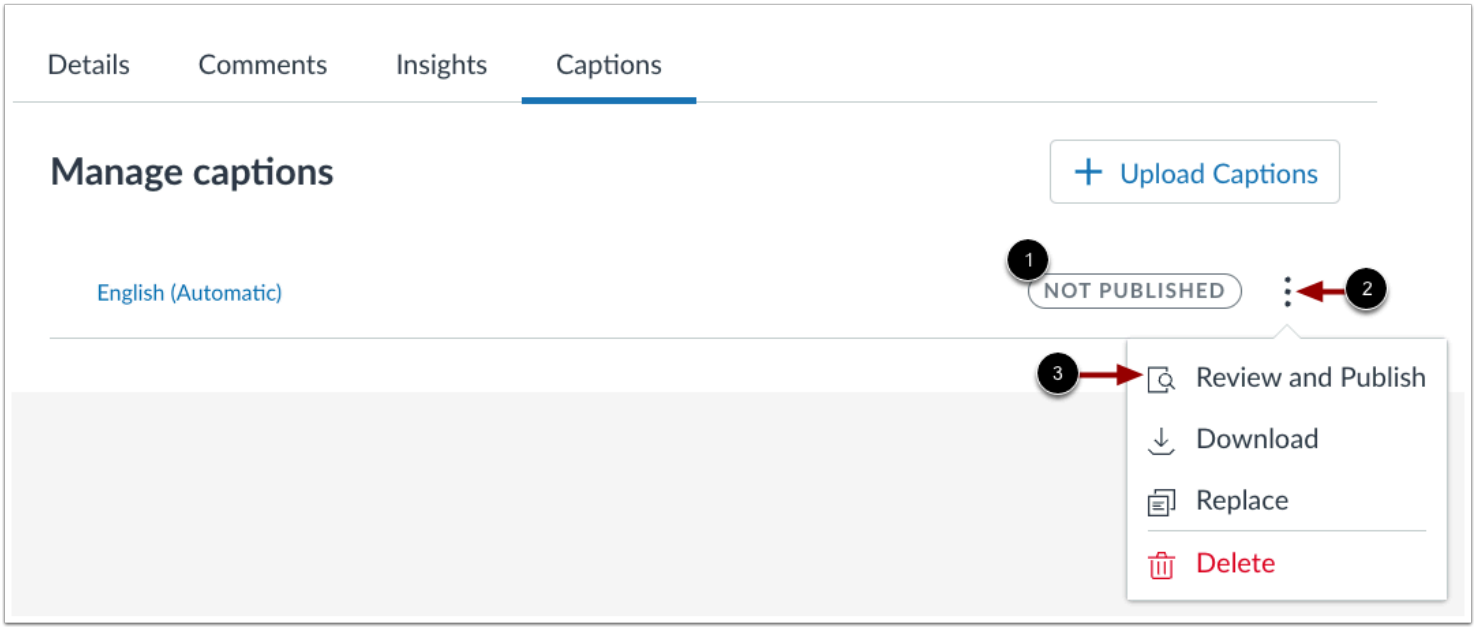
Caption requests that are in progress display the Processing status marker [1].

Caption requests that have been denied or failed display the Failed status marker [2].

You will receive an email notification when the caption transcript is complete.

Note: Canvas Studio allows one automatic and one professional captioning file per language, per media file.

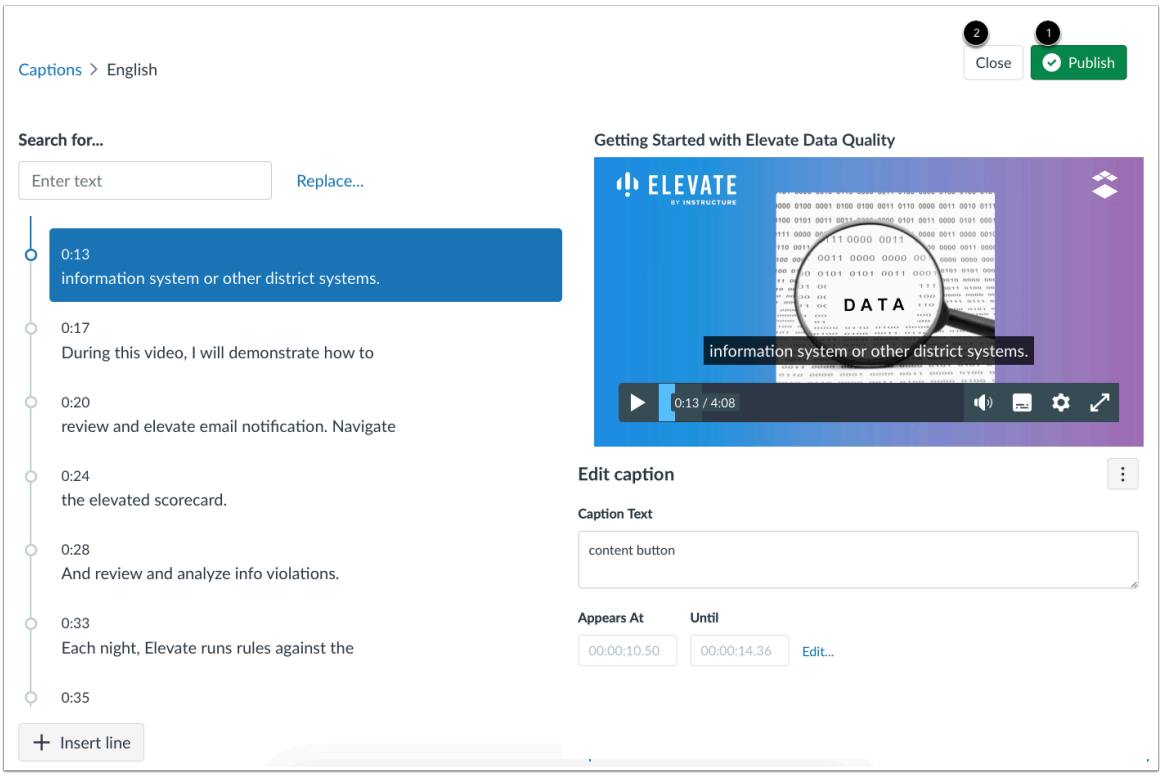
Review and Publish Automatic Caption File



In the Captions tab, the publish status displays [1]. For automatic captions to display in your media, you must review and publish the file.

To review and publish the file, click the **Options** icon [2]. Then, click the **Review and Publish** link [3].

Review Caption File

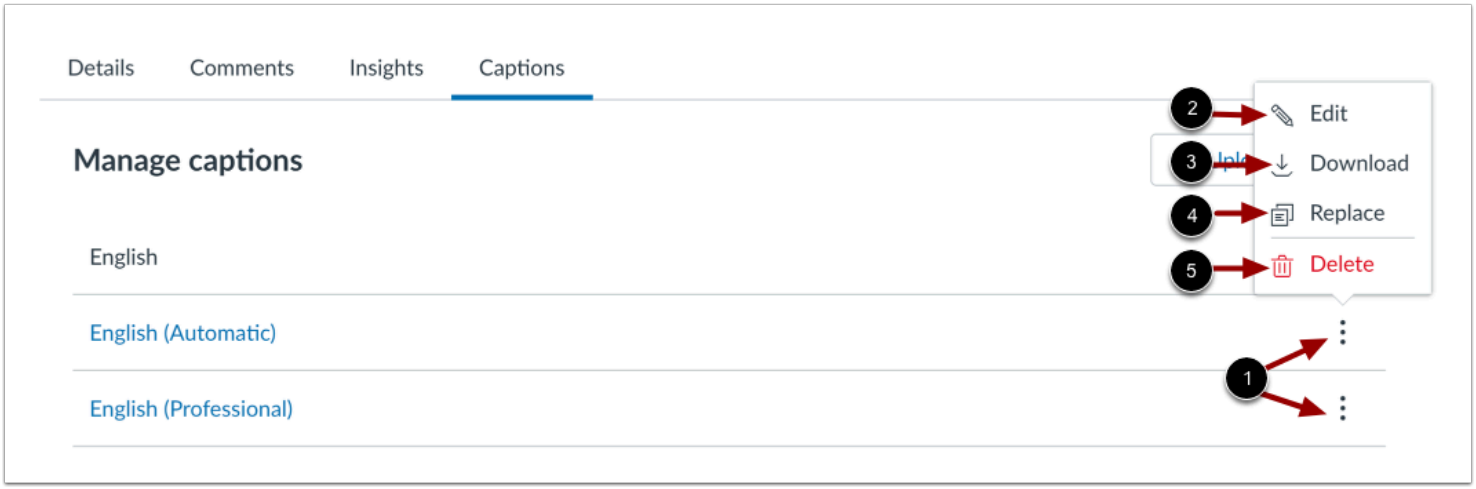


If you are using automatic captions, you can make any desired edits to the caption file in the caption editor.

To publish the captions, click the **Publish** button [1].

To close the caption editor without publishing, click the **Close** button [2].

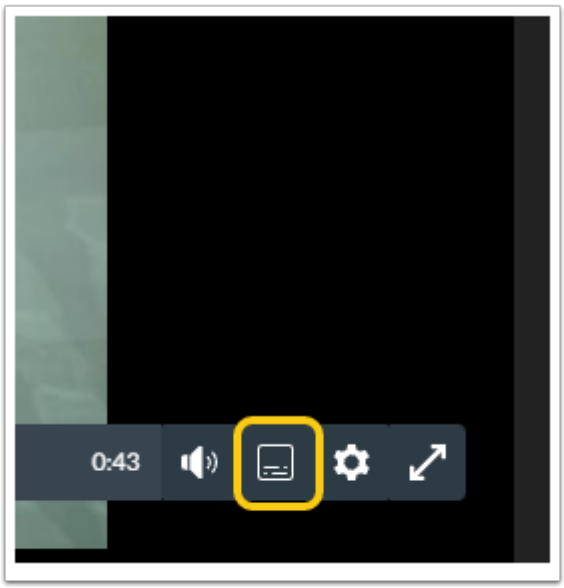
Manage Published Captions



To manage published captions, click the **Options** icon [1]. To review or edit captions, click the **Edit** link [2]. To download the caption file, click the **Download** link [3]. To replace the caption file with a file from your computer, click the **Replace** link [4]. To delete the caption file, click the **Delete** link [5].

Note: Canvas Studio caption files download as SRT files. After downloading, you can convert caption files into word processing files on most computers.

Enable Captions



By default, captions are turned off. To turn on captions in the media, click the **Toggle Captions On** icon.

Notes:

- The Toggle Captions On icon only displays if the media has captions.
- The captions icon is accessible from the Settings menu on screens that are 480px wide or smaller.

How do I upload a caption file in Canvas Studio?

In Canvas Studio, you can upload caption files for your media.

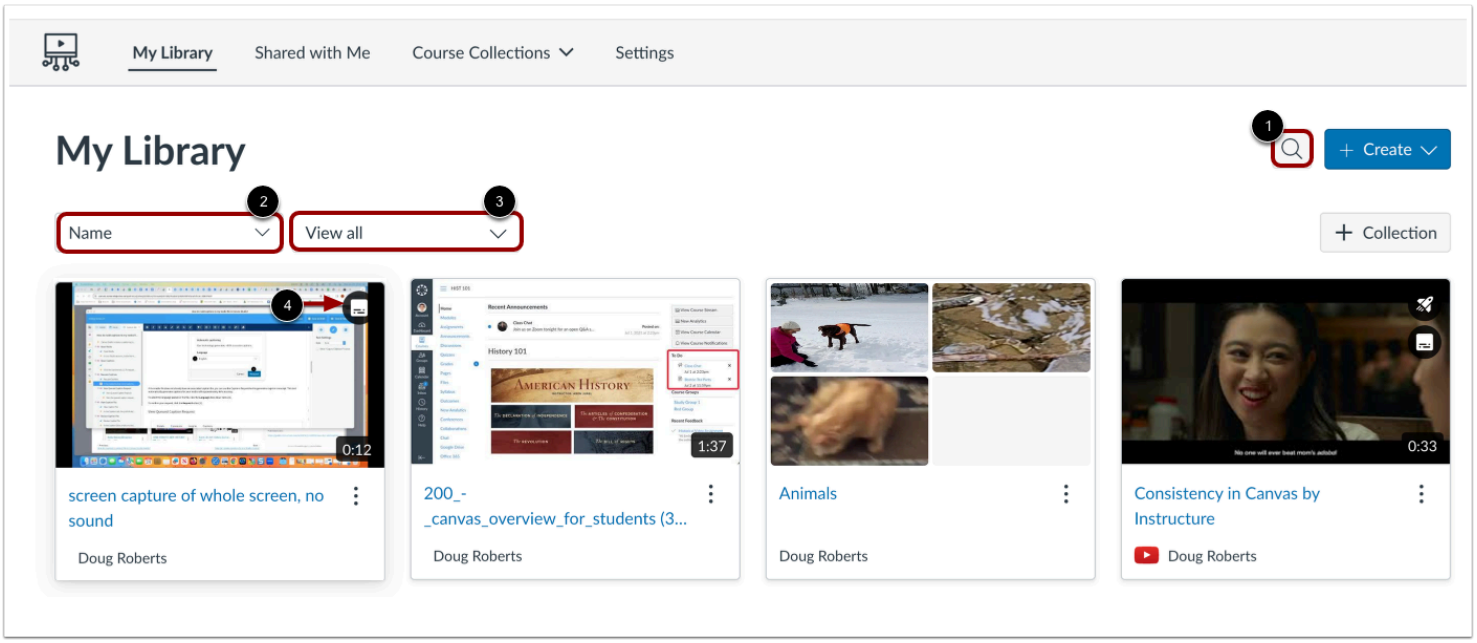
You can upload the following file types:

- SRT files, the most common transcript file type
- VTT files, a more mobile-device-friendly transcript file type

Notes:

- YouTube and Vimeo media require a caption file upload, or they can be captioned manually. For other media file types, you can also request auto-captioning.
- Starting March 25, 2024, media uploaded to Canvas Studio includes auto-generated captions by default. However, YouTube and Vimeo media cannot be automatically captioned by Studio, and require either a caption file upload or manually created captions.
- For help creating a caption file outside of Studio, you can use a captioning site such as Amara.

Locate Media

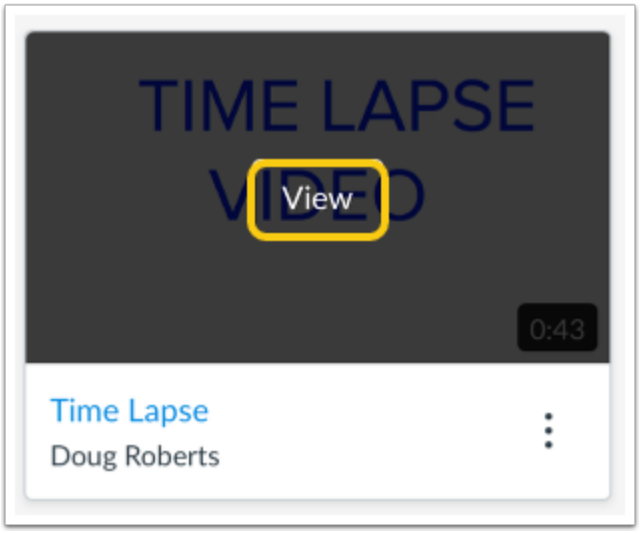


In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

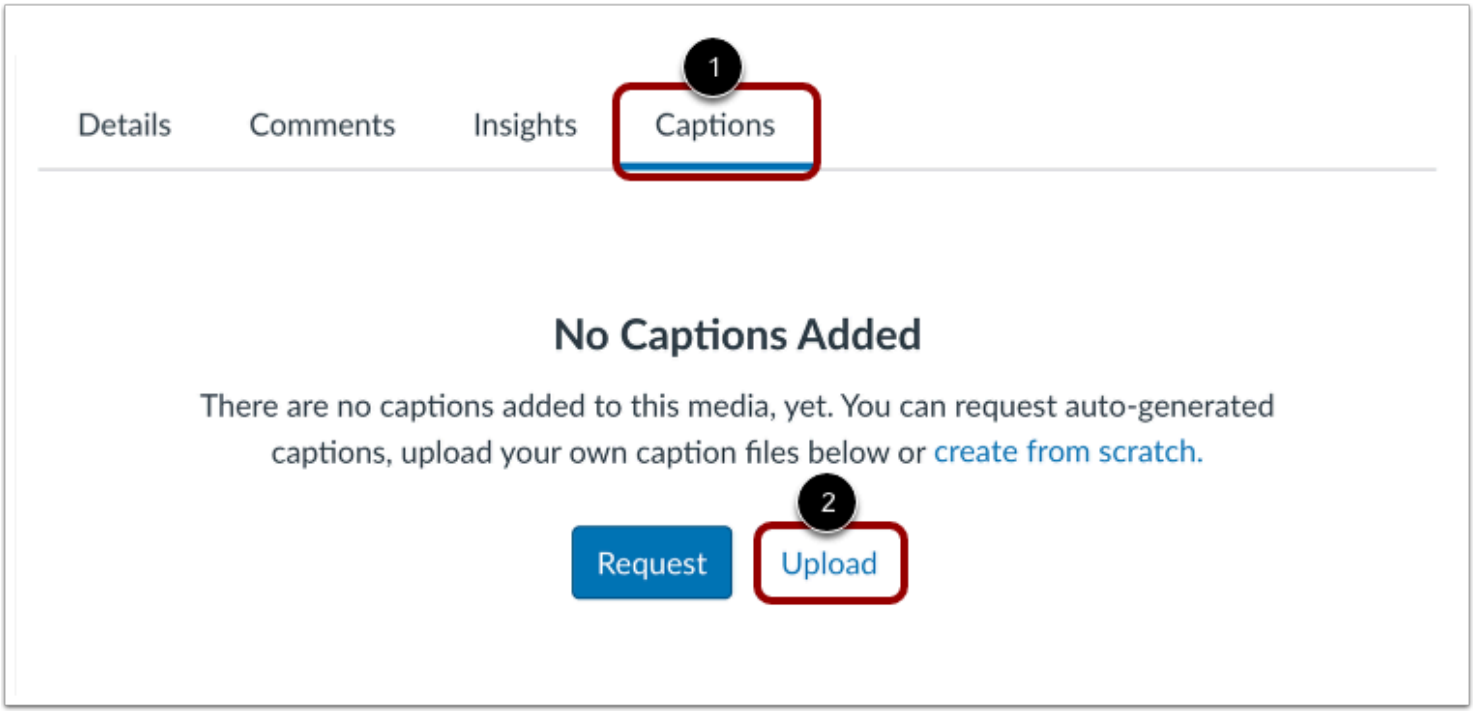
Note: Media that includes captions displays the Caption icon [4].

Open Media



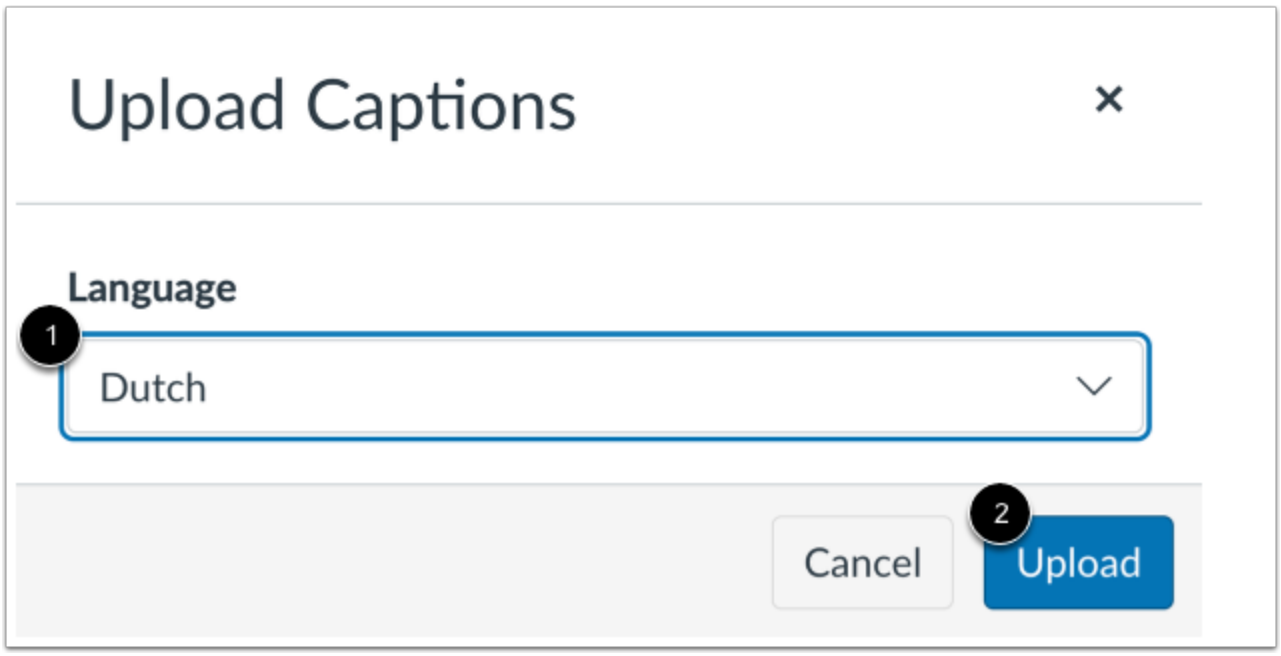
Hover your cursor over the media thumbnail and click the **View** button.

Open Captions



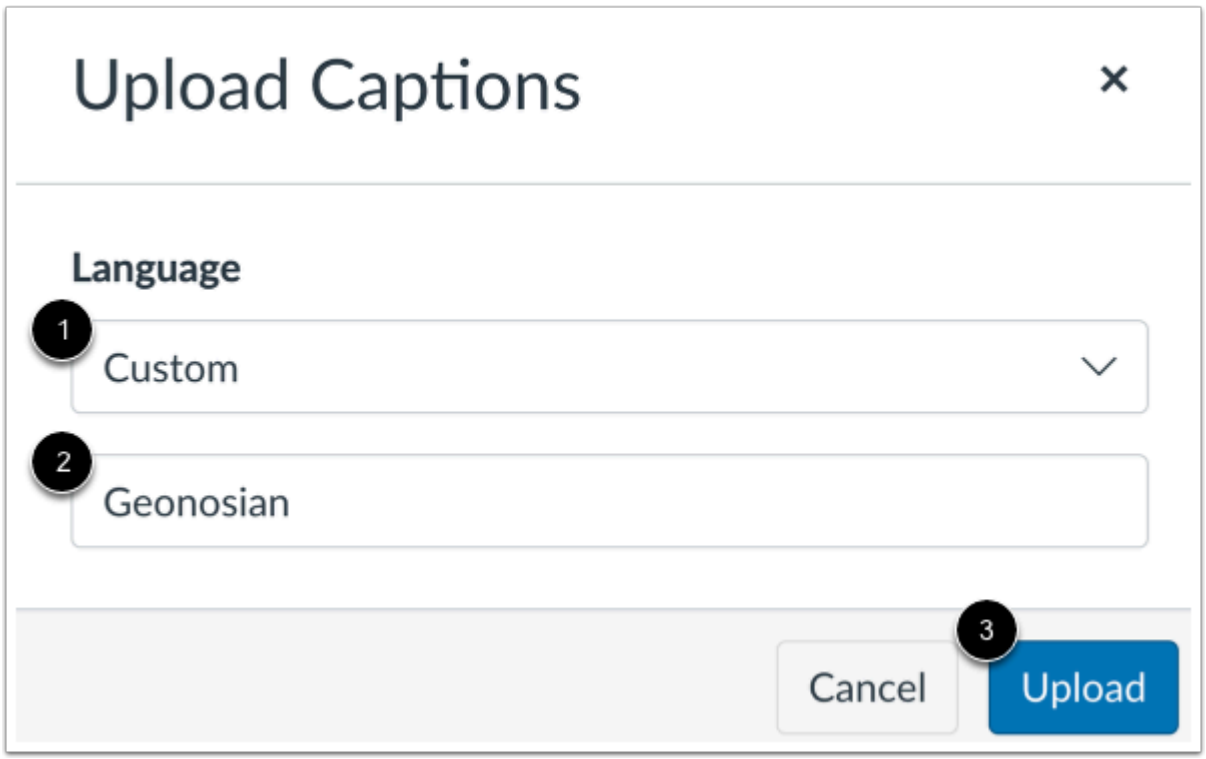
Click the **Captions** tab [1]. Then, to upload a caption file, click the **Upload** button [2].

Select Caption File Language



In the Upload Captions section, click the **Language** drop-down menu [1], and select the language used in your caption file. Then, click the **Upload** button [2].

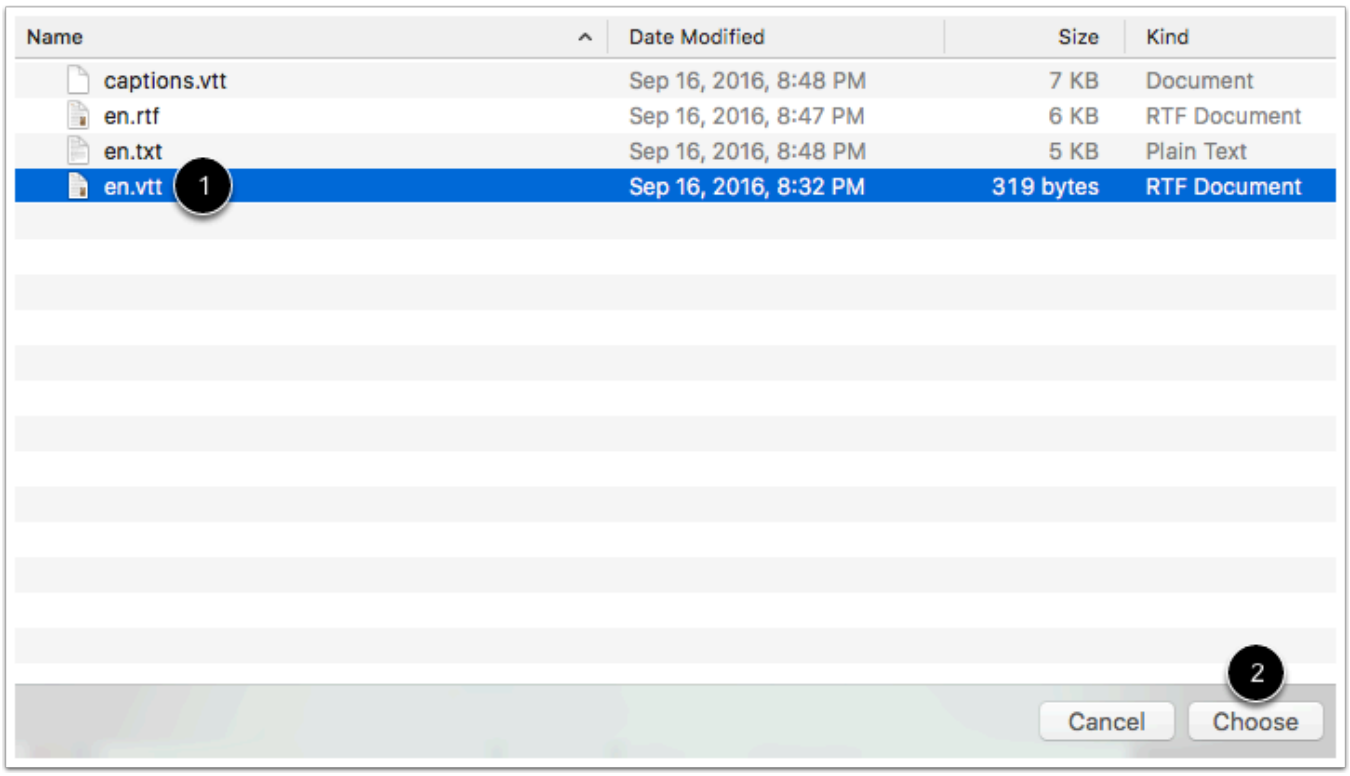
Enter Custom Caption Language



If Studio does not display the caption language in the list, click the **Custom** link [1].

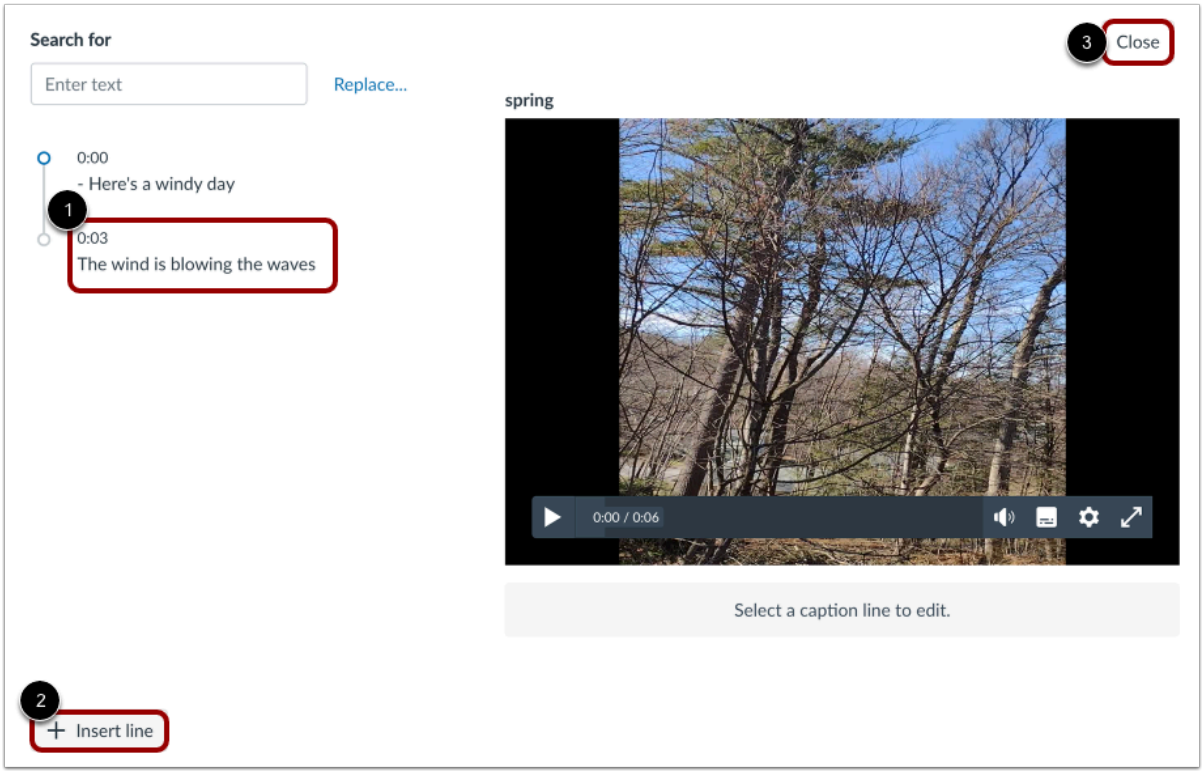
Enter the custom language name in the **Language** field [2], then click the **Upload** button [3].

Open File



Locate and select the file on your computer [1]. Click the **Choose** or **Open** button [2].

Edit Captions



The caption editor displays. To make any changes to the uploaded caption file, use the caption editor.

To edit a caption line, click the caption [1].

To add a caption line, click the **Insert line** button [2].

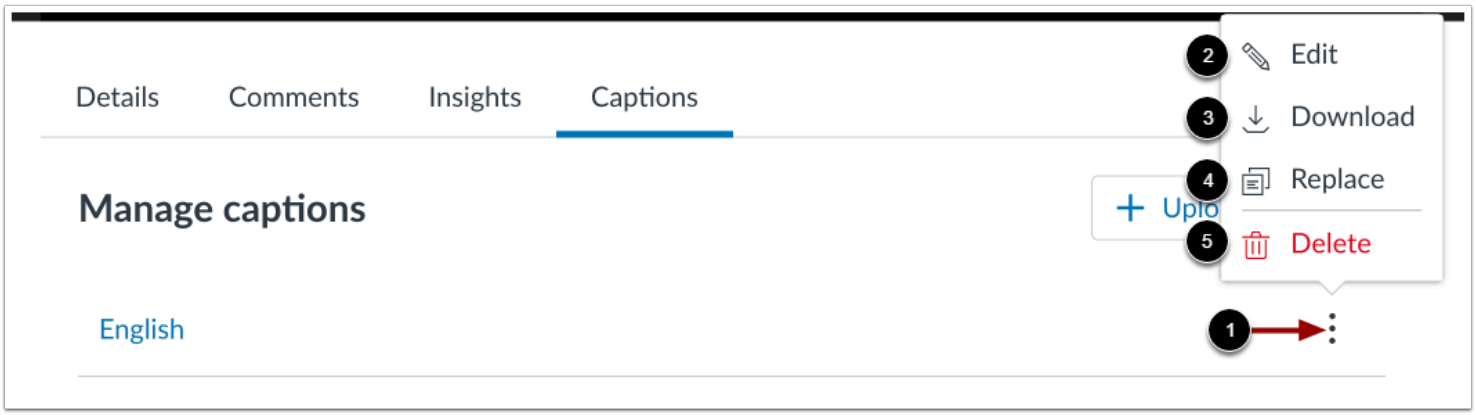
When you are finished using the caption editor, click the **Close** button [3].

View Captions

Once uploaded, the caption file displays in the **Manage captions** section.

Note: A media file can have multiple caption files in different languages. However, a media file can only have one caption file per language.

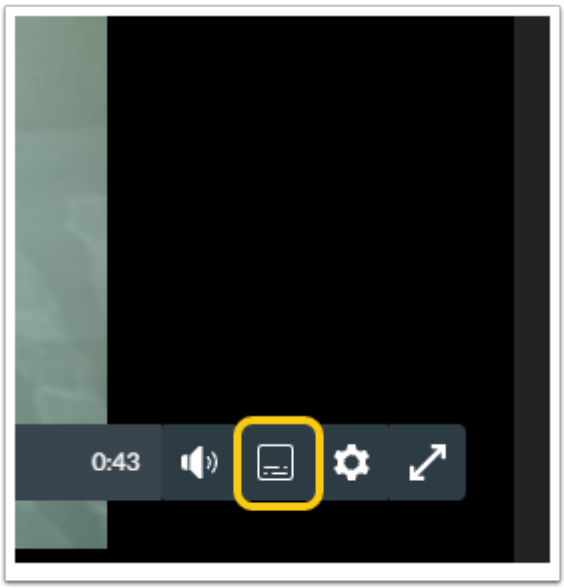
View Caption Options



To view options for a caption file, click the **Options** icon [1]. You can edit [2], download [3], replace [4], or delete [5] any caption file.

Note: Caption files download in the same file format that they were uploaded in (SRT or VTT). After downloading, you can convert caption files into word processing files on most computers.

Enable Captions



To view captions on the media, captions must be turned on. To turn on captions, click the **Toggle Captions On** icon.

Note: The Toggle Captions On icon only displays if the media has captions.

How do I create captions for media in Canvas Studio?

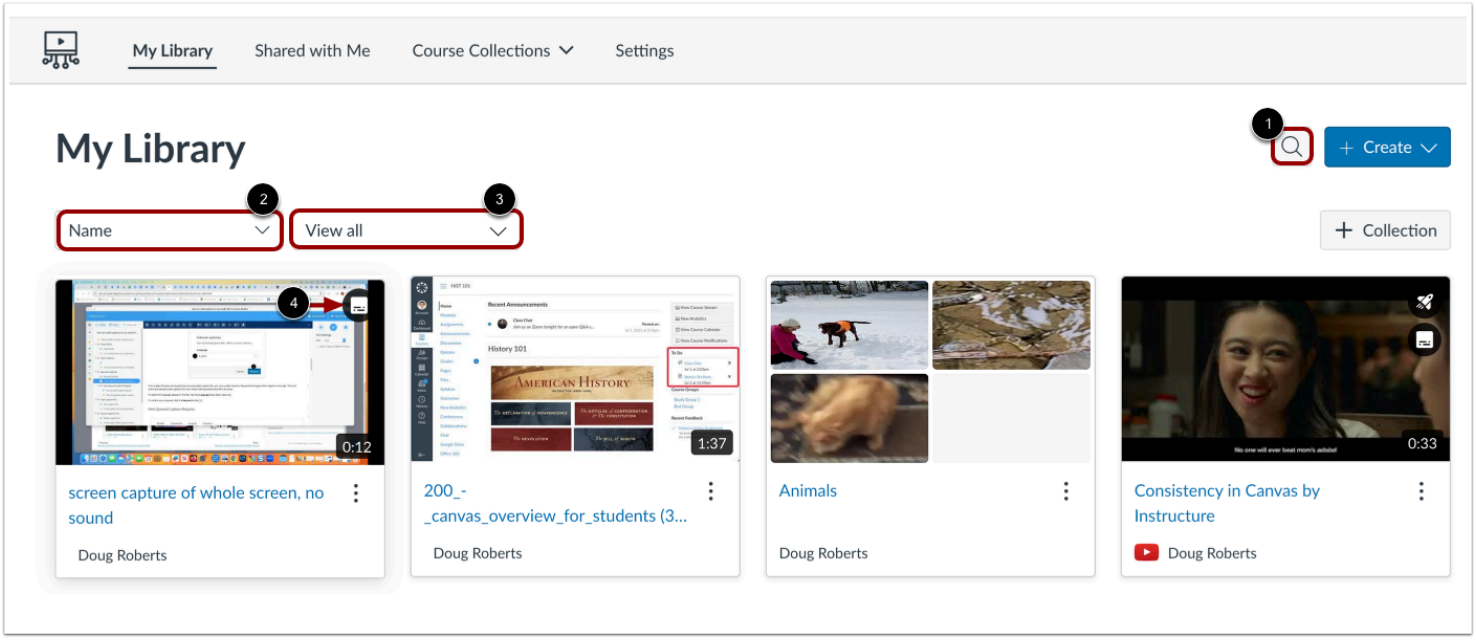
In Canvas Studio, you can manually add captions for your uploaded media and for media linked from YouTube and Vimeo. Using the Captions Editor, you can add caption lines that display on your video within specified time frames.

Once you add captions, a captions file is created. You can edit the captions file, download it, replace it, or delete it.

You can also upload external caption files or request captions to be generated for you.

Note: Starting March 25, 2024, media uploaded to Canvas Studio includes auto-generated captions by default. However, YouTube and Vimeo media cannot be automatically captioned by Studio, and require either a caption file upload or manually created captions.

Locate Media

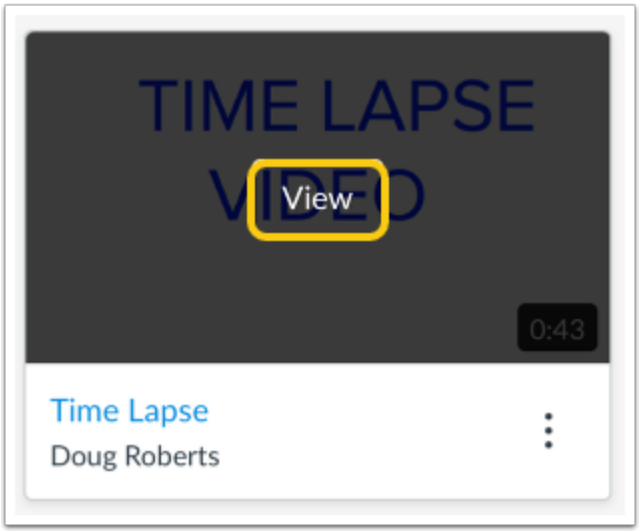


In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

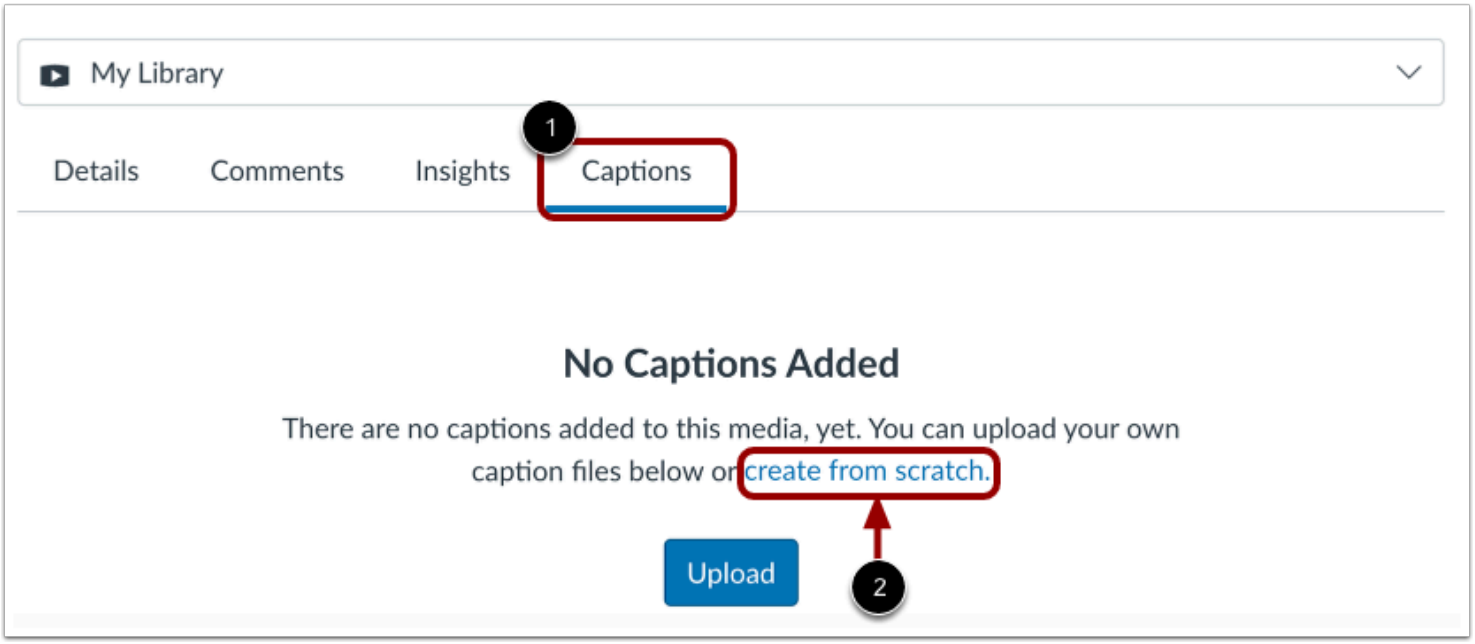
Note: Media that includes captions displays the Caption icon [4].

Open Media

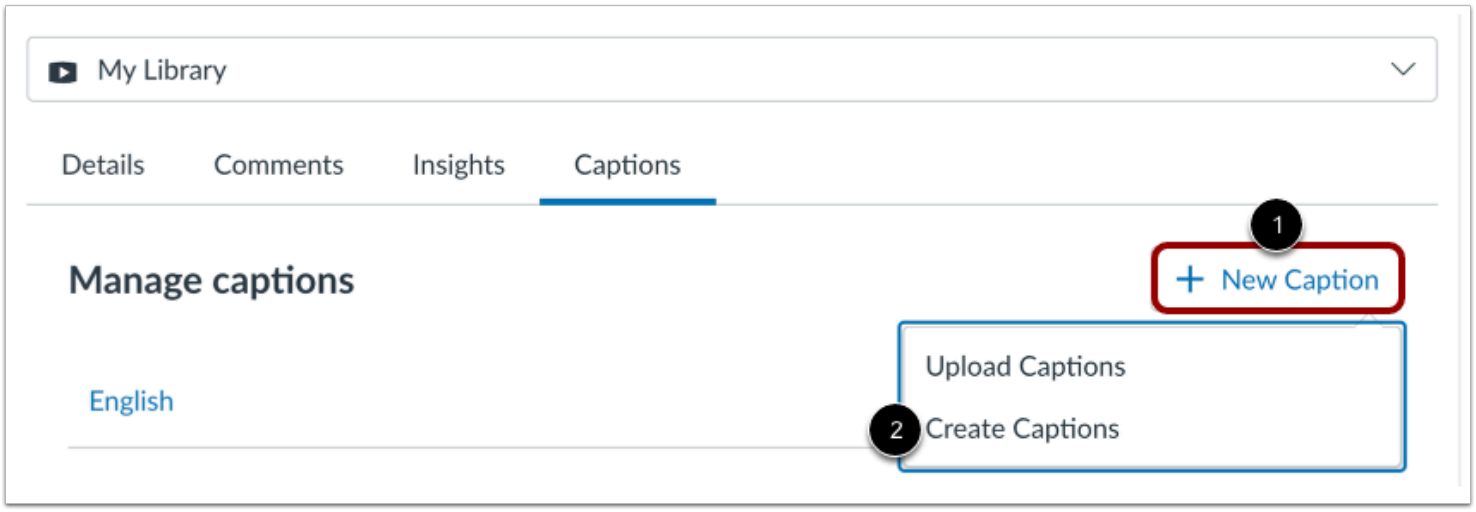


Hover your cursor over the media thumbnail and click the **View** button.

Open Create Captions

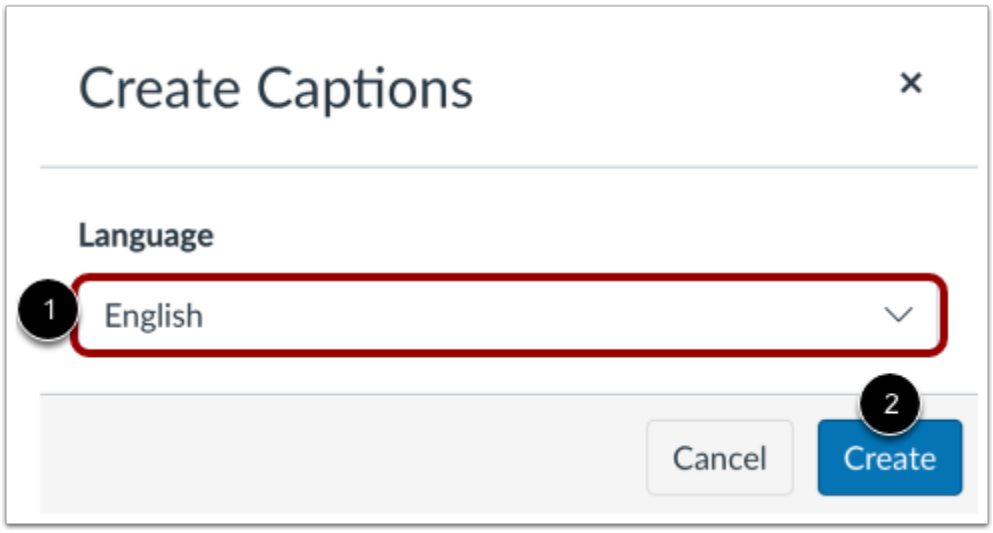


On the **Captions** tab [1], click the **create from scratch** link [2].



If captions already exist, you can create additional captions in other languages. Click the **New Caption** button [1]. Then, select the **Create Captions** option [2].

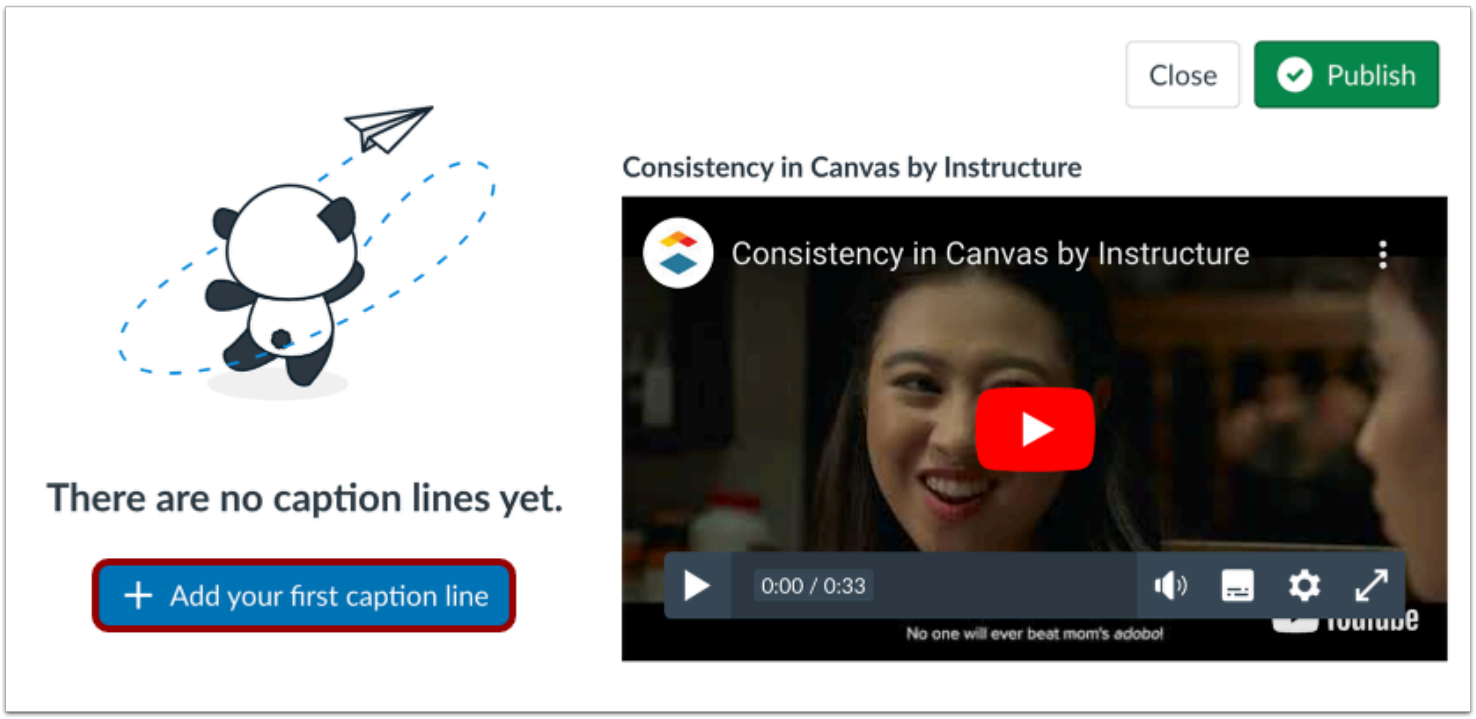
Select Language



In the Create Captions window, click the **Language** drop-down menu, and select a language [1].

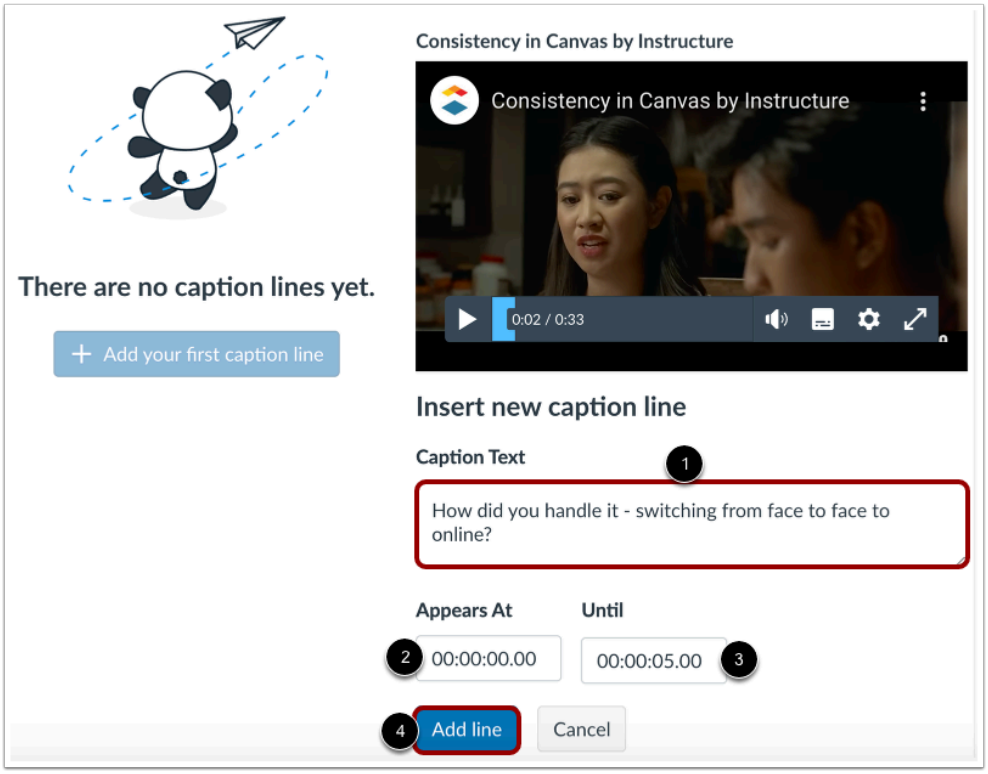
Click the **Create** button [2].

Open Caption Editor



Click the **Add your first caption line** button.

Create Caption Line

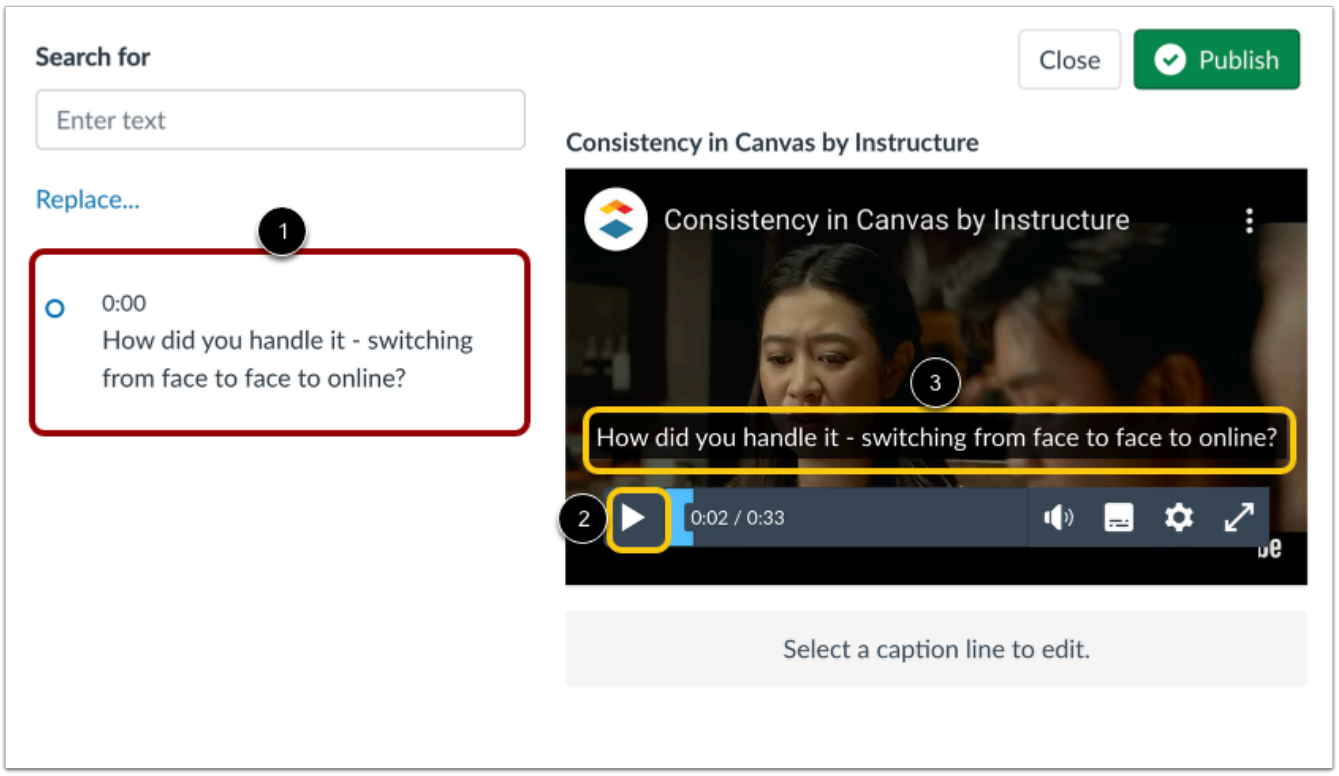


To add a caption line, enter text in the **Caption Text** field [1].

To control how long the caption line displays, enter a start time in the **Appears At** field [2] and an end time in the **Until** field [3]. The timestamp format is: [hours]:[minutes]:[seconds].[milliseconds].

Click the **Add line** button [4].

View Caption Line

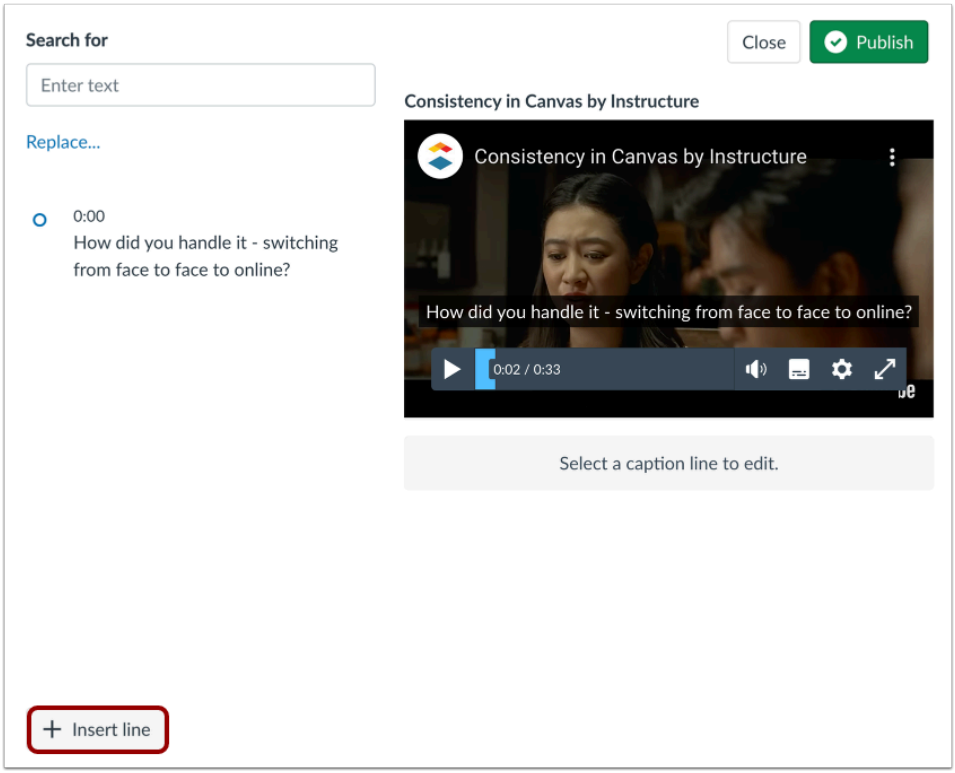


Your first caption line and its start time display in the caption editor [1].

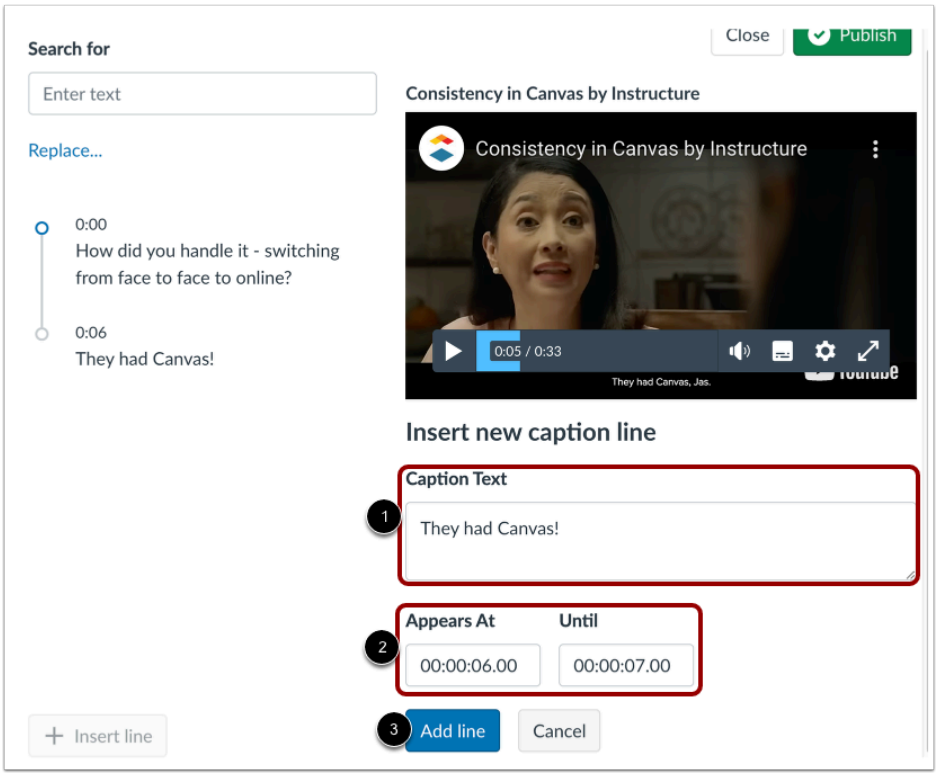
To view the caption on your video, click the media **Play** button [2]. The caption displays on the video [3].

Note: Captions are saved automatically.

Add Additional Caption Lines



To add additional lines, click the **Insert line** button.

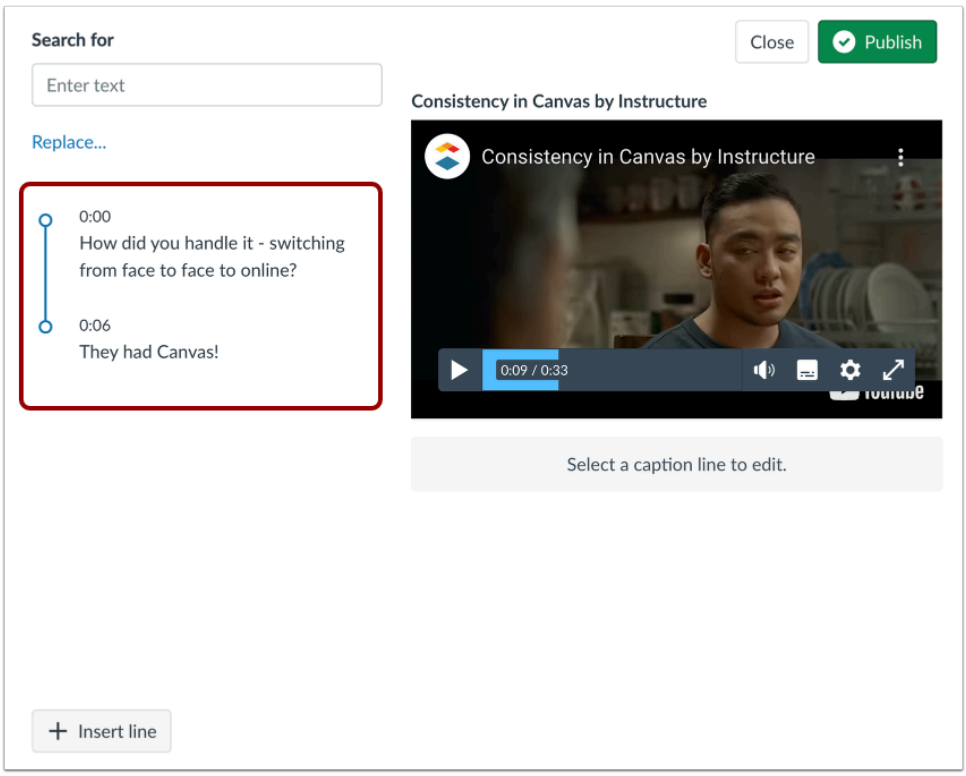


Enter a new line of caption text in the **Caption Text** field [1].

Enter timestamps in the **Appears At** and **Until** fields [2].

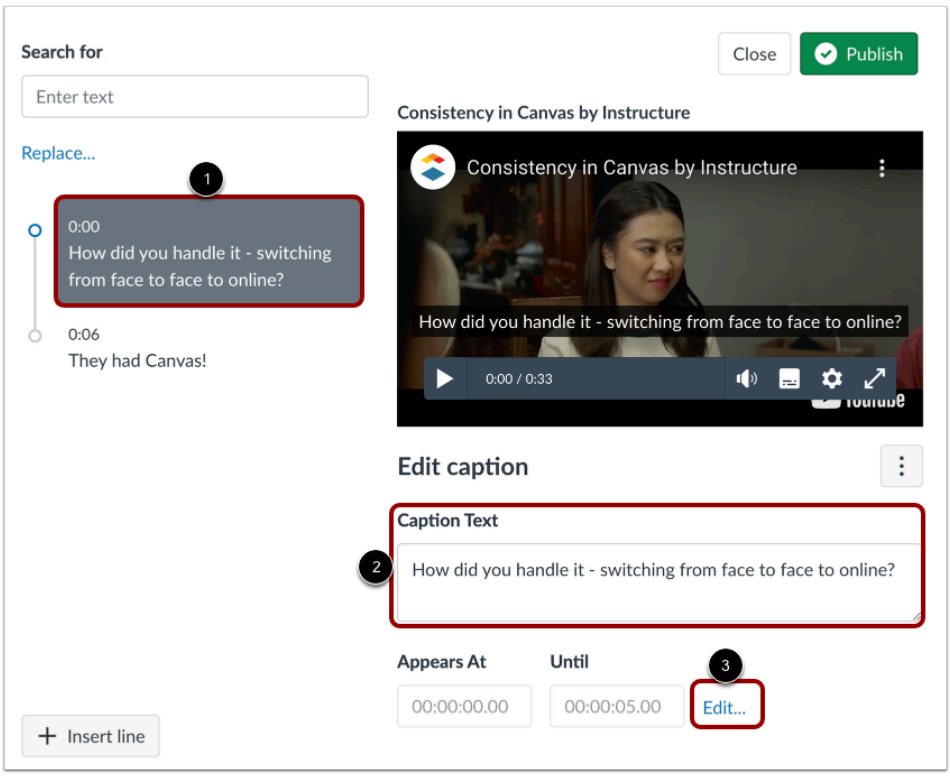
The, click the **Add line** button [3].

View All Caption Lines



All caption lines and their start times display in the editor.

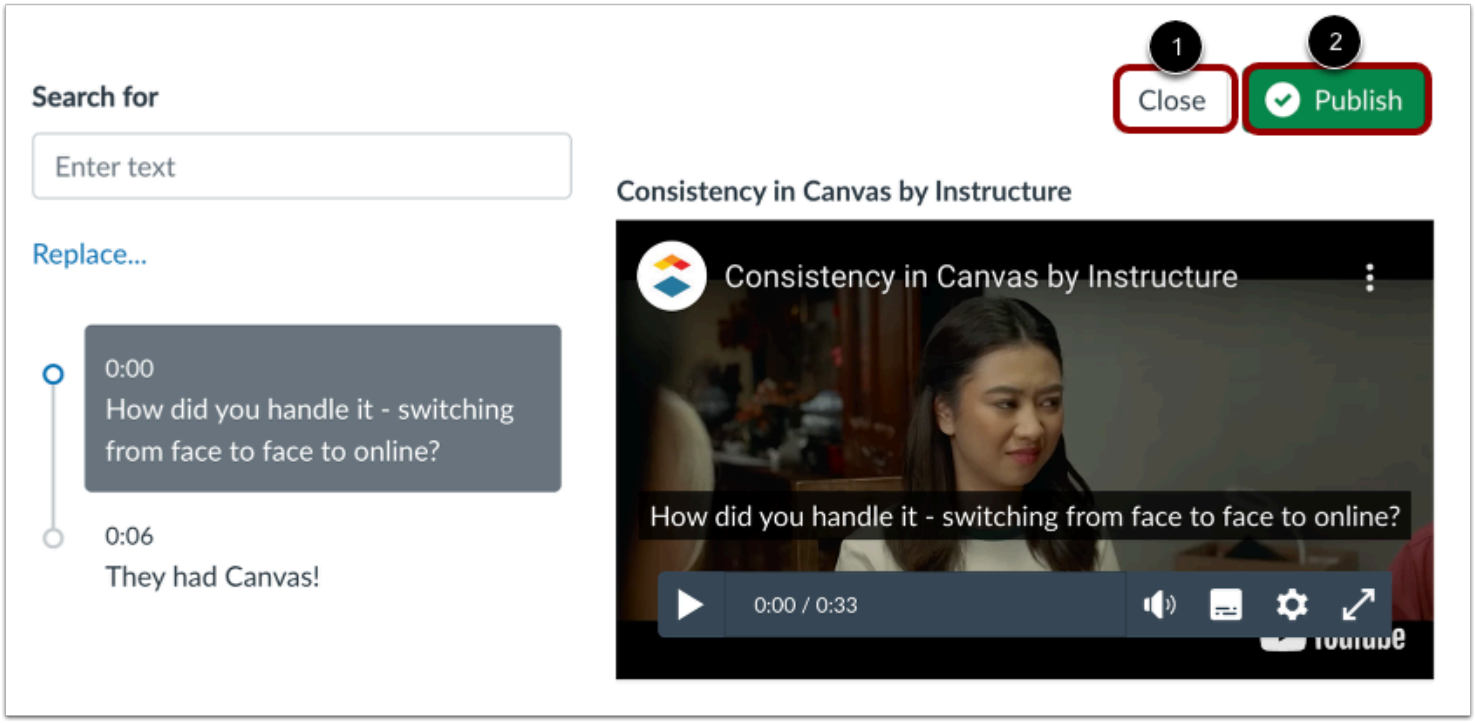
Edit Captions



To edit a caption line, click the caption [1]. Edit the caption text in the **Caption Text** field [2]. To edit display times, click the **Edit...** link [3].

Learn more about editing captions in the caption editor.

Publish or Close



To close the caption editor with your captions, click the **Close** button [1].

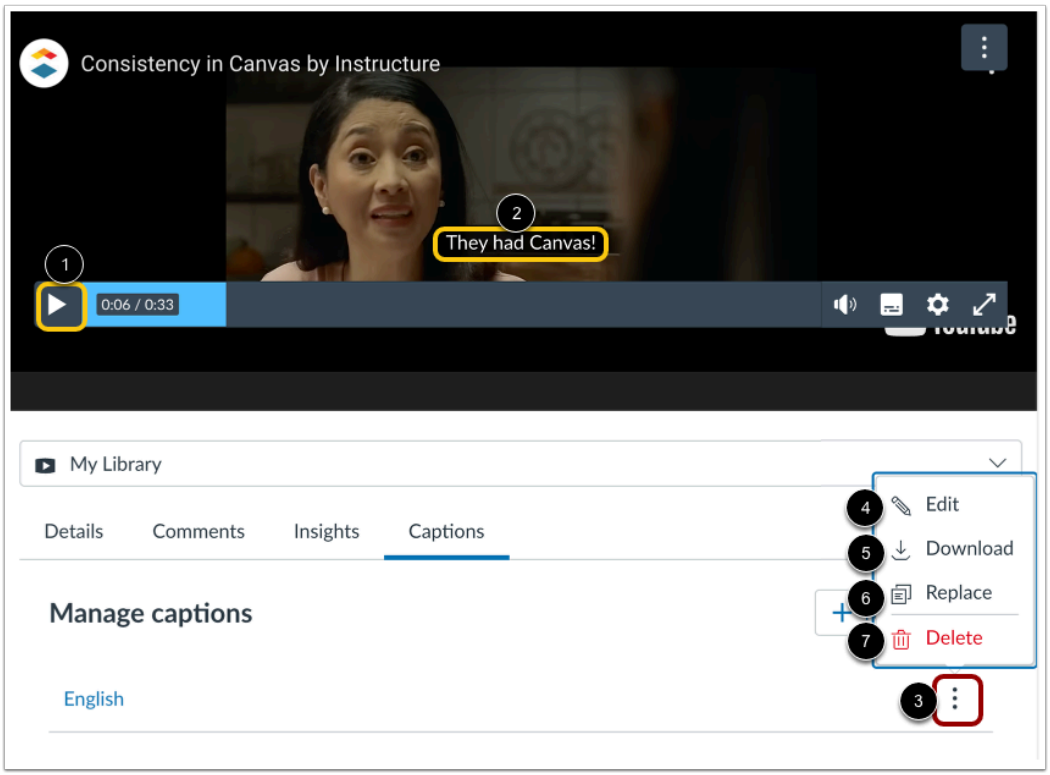
Alternatively, to publish the media with your captions and close the editor, click the **Publish** button [2].

Manage Unpublished Captions

Unpubished captions display the Not Published label [1].

To manage the caption file, click the **Options** icon [2]. You can review, edit, or publish the captions in the Caption Editor [3]. You can also download as an SRT [4], replace [5], or delete [6] the captions file.

View and Manage Published Captions



You can view published captions along with the media. Click the **Play** button [1] and view the captions [2].

To view options for a caption file, click the **Options** icon [3]. You can edit [4], download as an SRT file [5], replace [6], or delete [7] the caption file.

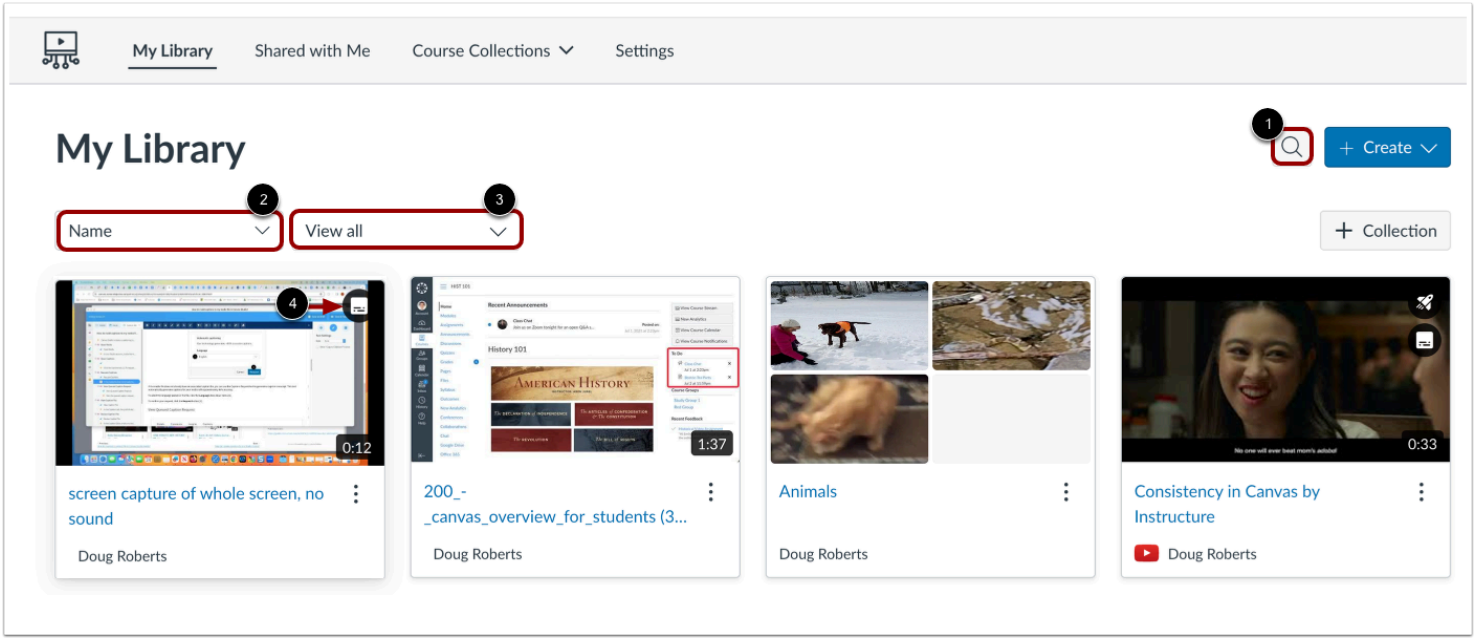
How do I use the Caption Editor to edit a caption file?

In Canvas Studio, if your media includes a caption file, you can search and edit caption lines in the caption editor. The caption editor allows you to edit caption text and timestamps. You can also insert new caption lines or delete caption lines.

You can upload caption files from your computer, create captions manually, or request automatically-generated captions.

Starting March 25, 2024, media uploaded to Canvas Studio includes auto-generated captions by default. Once the caption tool has finished processing, you can use the Caption Editor to edit the automatically generated captions.

Locate Media

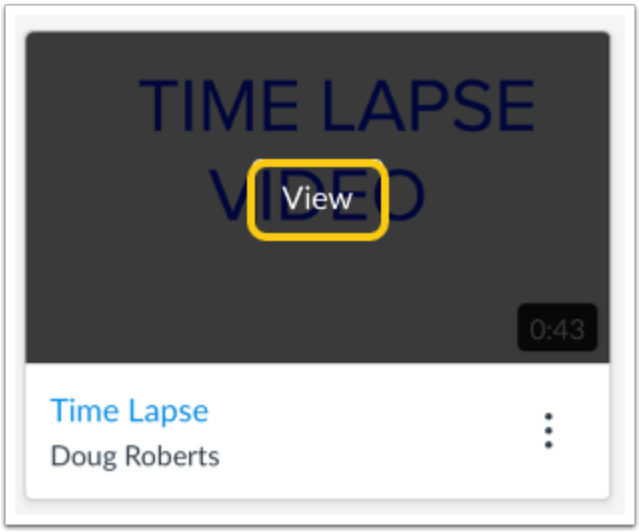


In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

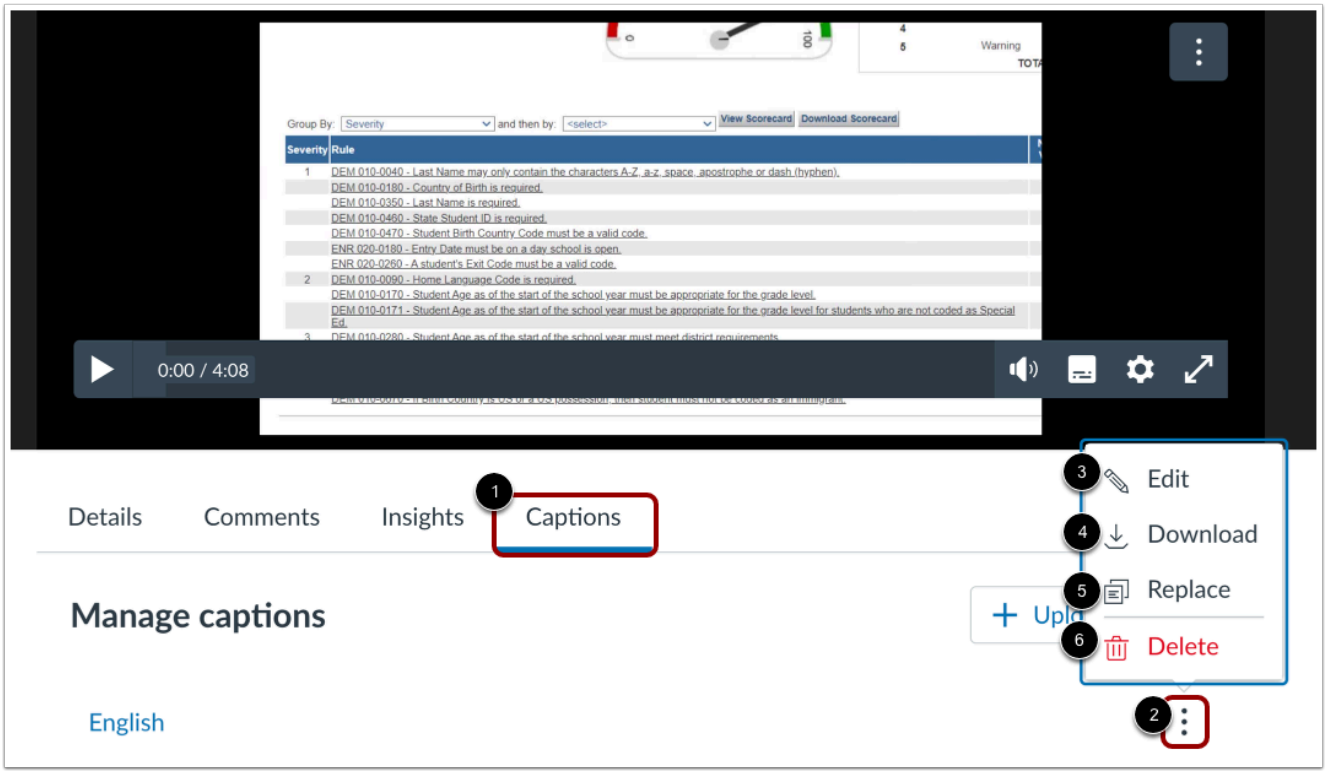
Note: Media that includes captions displays the Caption icon [4].

Open Media



Hover your cursor over the media thumbnail and click the **View** button.

Manage Captions



Click the **Captions** tab [1]. Then, click the **Options** icon [2].

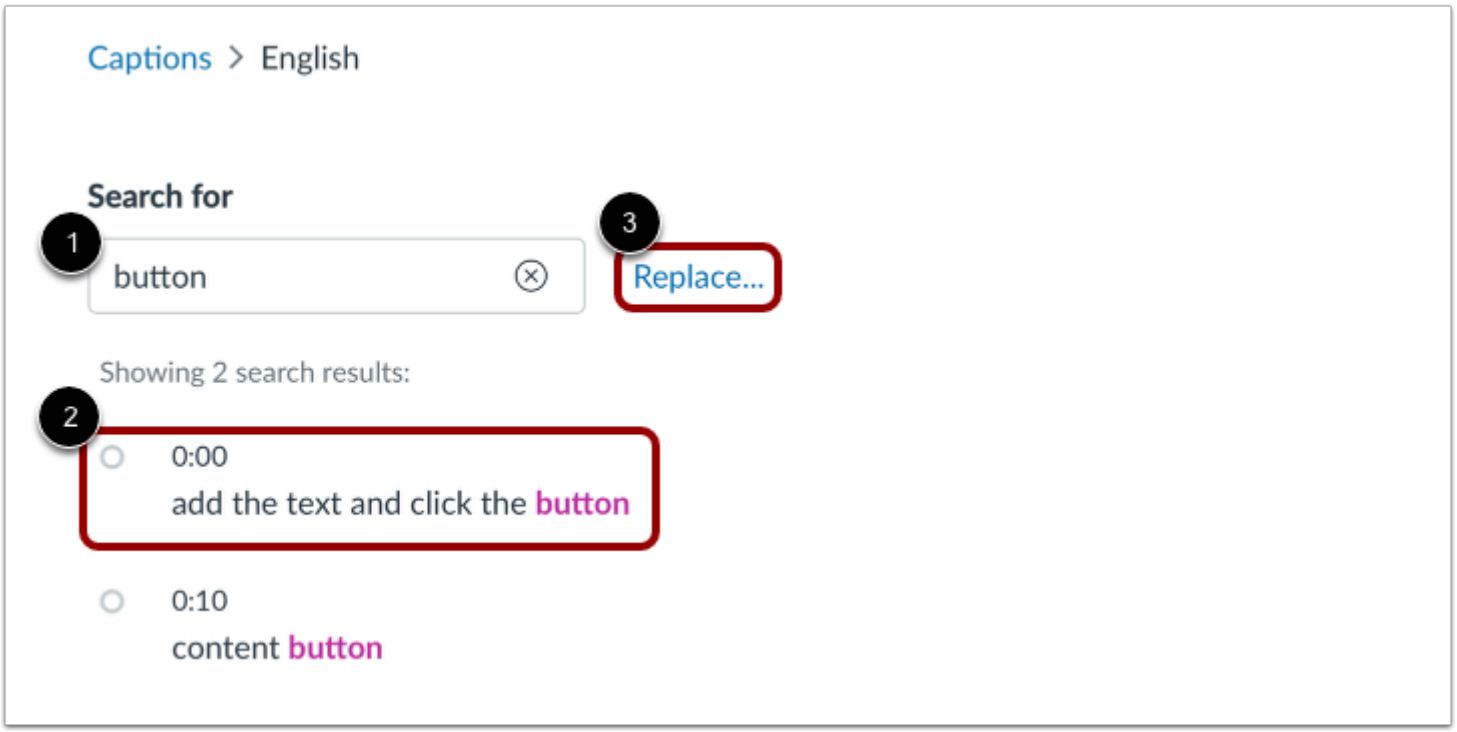
To edit a caption, click the **Edit** link [3].

In the Options menu, you can also download the caption file [4], replace the caption file with a file from your computer [5], or permanently delete the captions [6].

Notes:

- Canvas Studio caption files download as SRT files. After downloading, you can convert caption files into word processing files on most computers.
- Captions that are deleted cannot be recovered.

Search Text

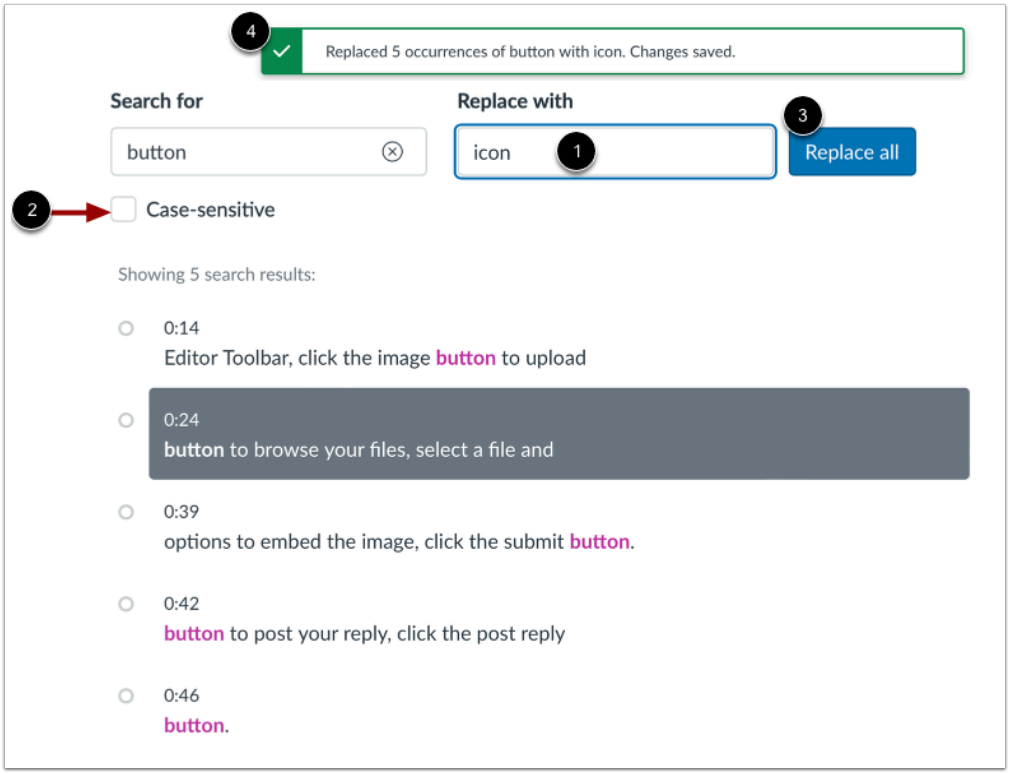


To search for all instances of text in the caption file, enter the text in the **Search for** field [1].

To edit a single instance of the selected text in the caption editor, click the caption line [2].

To replace the text in all instances, click the **Replace...** link [3].

Replace Text



Enter new text in the **Replace with** field [1].

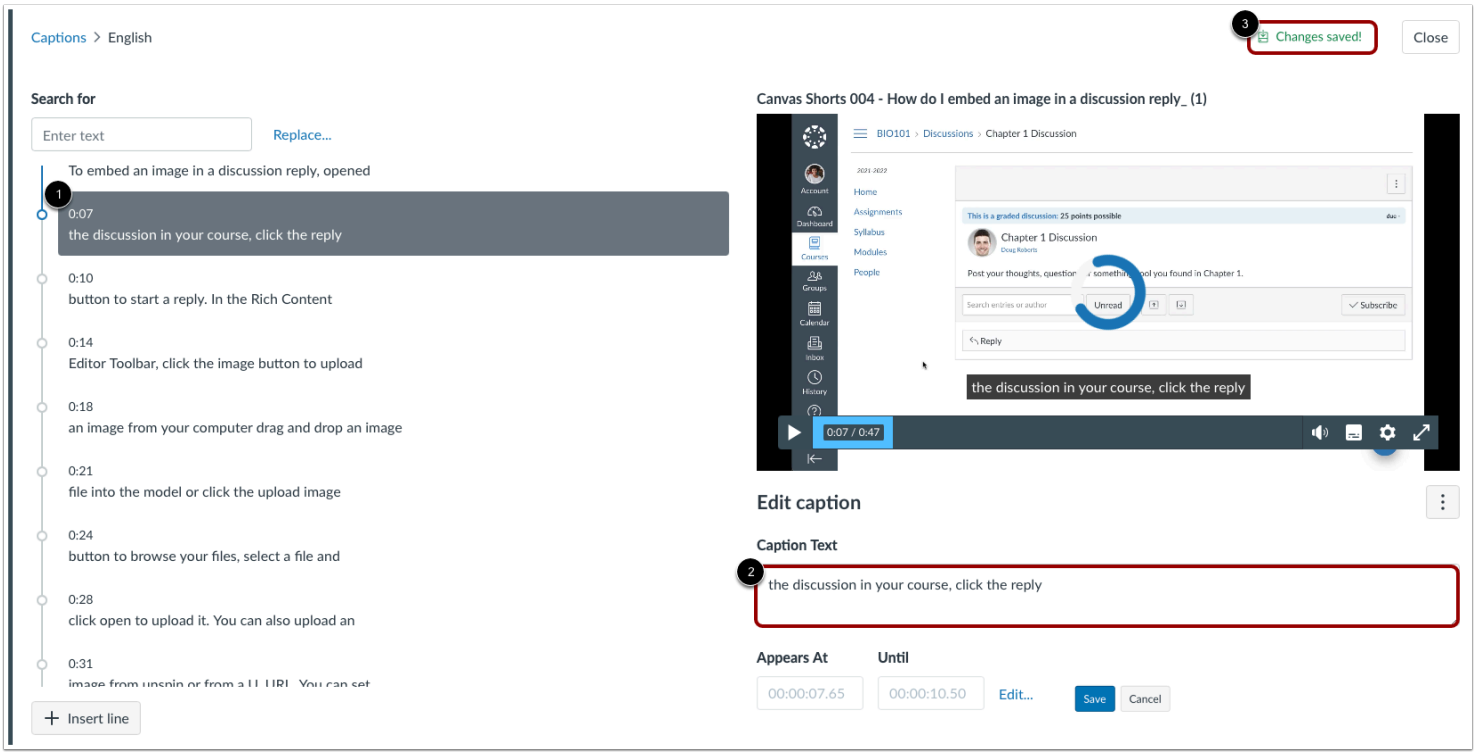
To make the search case-sensitive, click the **Case-sensitive** checkbox [2].

Click the **Replace all** button [3].

The replacement confirmation window displays [4].

Note: In the search and replace feature, partial text will be selected and replaced. Be sure to correct any partial text replacements in the Caption Editor.

Edit Caption Line

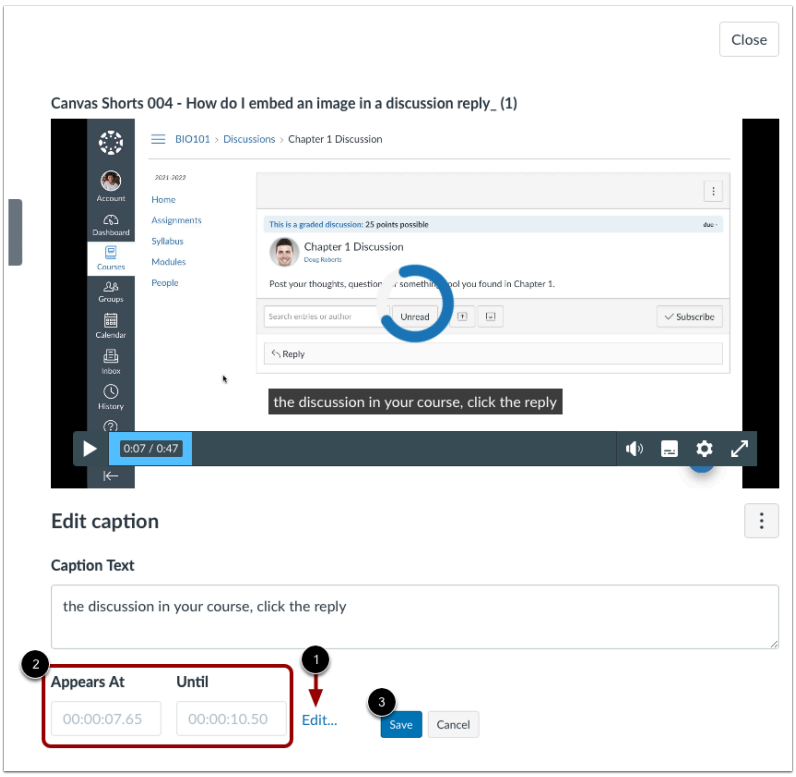


In the caption timeline, locate the text to edit and click the caption line [1].

Enter new text in the **Caption Text** field [2].

Changes are saved automatically, and the Changes Saved! message displays [3].

Edit Timestamp

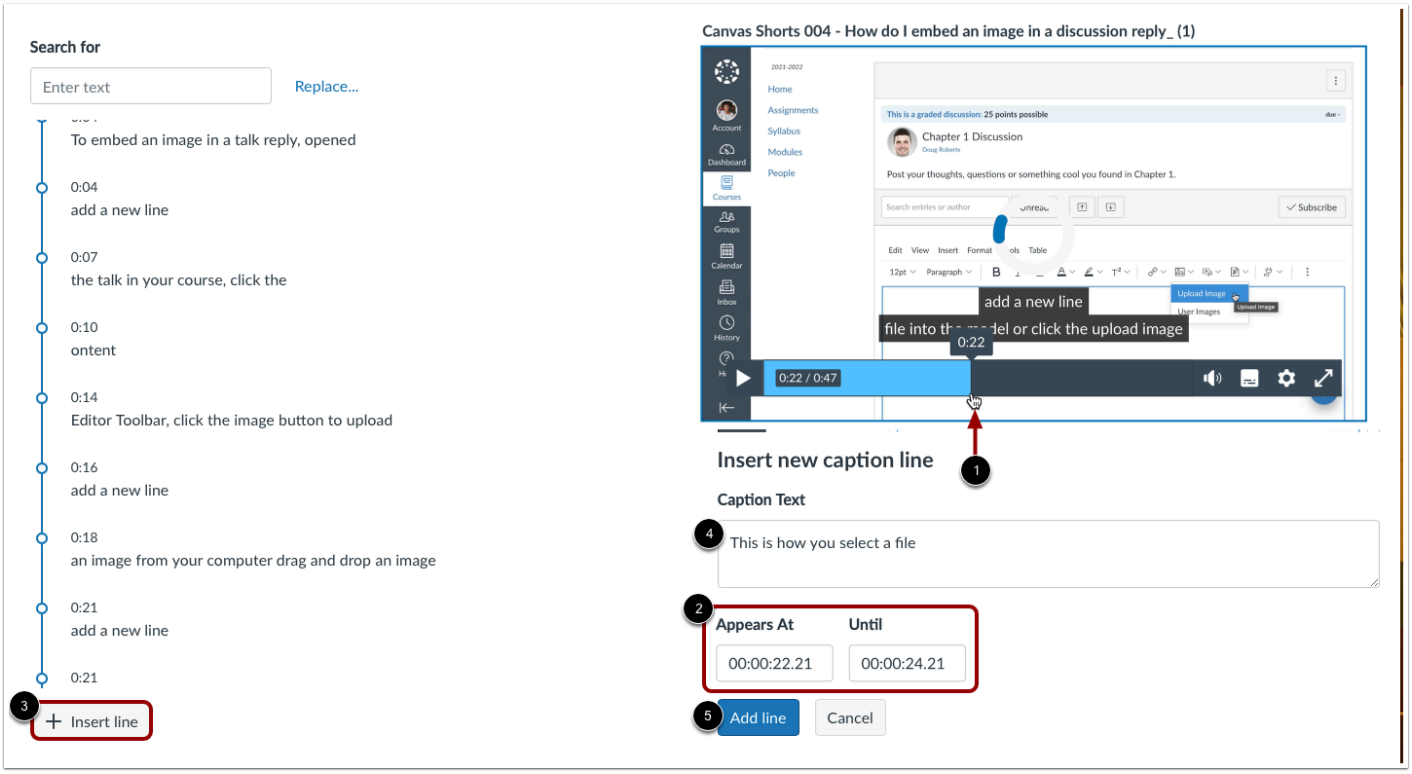


To move a caption to a new timestamp, click the **Edit...** link [1]. Then, enter new times in the **Appears At** and **Until** fields [2].

To save your changes, click the **Save** button [3].

Note: Timestamps must be entered in the 00:00:00.00 format, which is [hours]:[minutes]:[seconds].[milliseconds].

Insert Caption Line

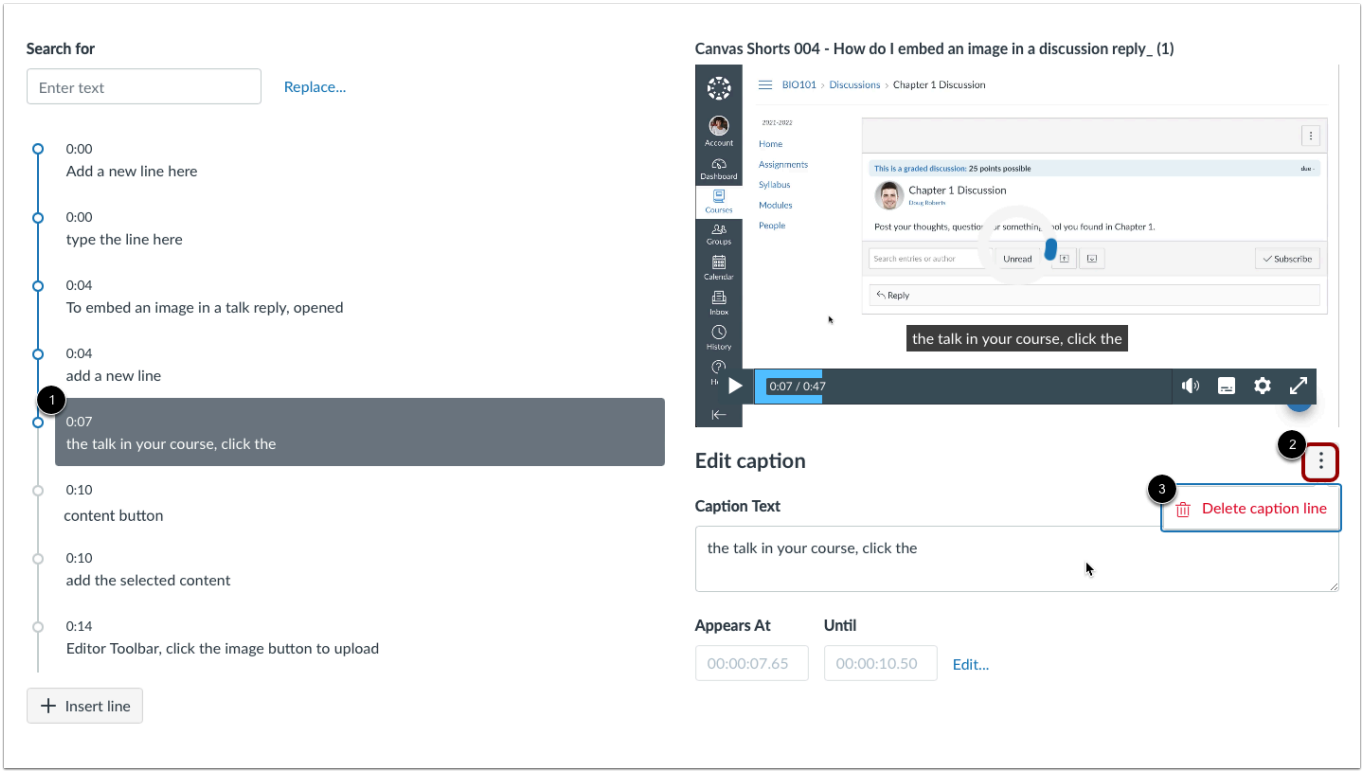


In the media viewer, drag the cursor to where you want to add the text and click the timestamp [1]. To edit or refine the timestamp, enter times in the **Appears At** and **Until** fields [2].

Click the **Insert line** button [3]. Then, enter text in the **Caption Text** field [4].

To insert the caption line, click the **Add Line** button [5].

Delete Caption



In the timeline, locate the text to delete and click the caption line [1].

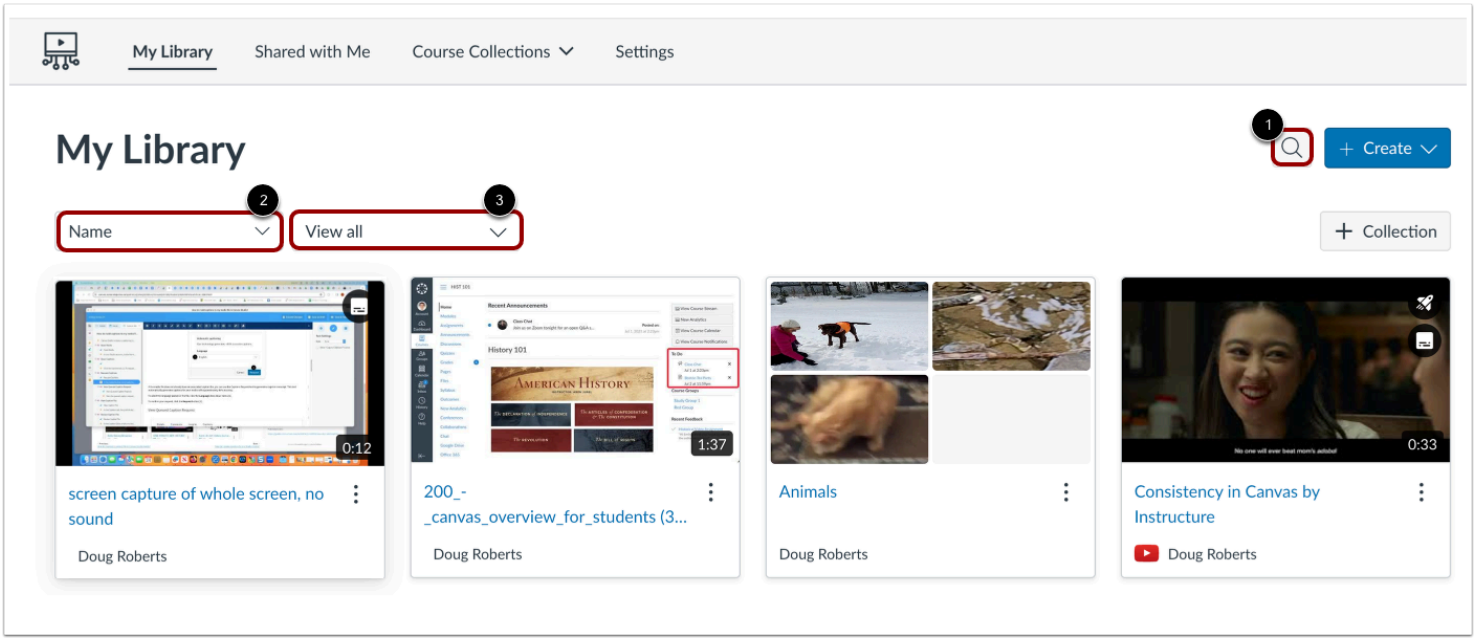
In the caption editor, click the **Options** icon [2]. Then, click the **Delete caption line** icon [3].

How do I manage comments for media in Canvas Studio?

If you are the owner of a video or audio file, you can delete comments in any media that you own. Comments cannot be edited except by the user who created the comment.

Note: Deleted comments cannot be recovered.

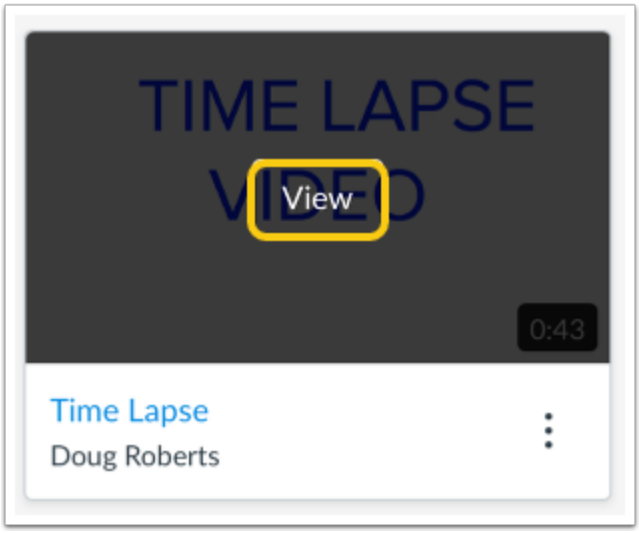
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

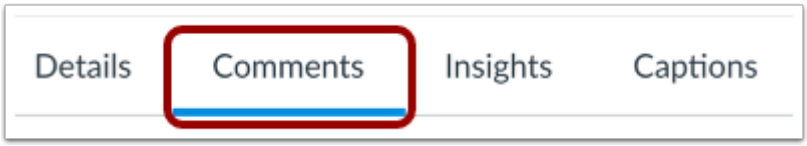
To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media



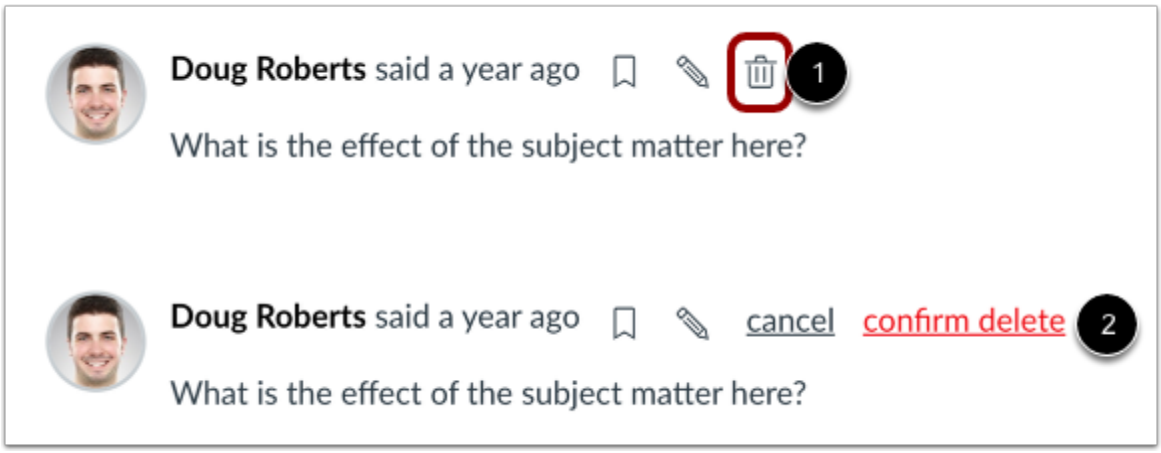
Hover your cursor over the media thumbnail and click the **View** button.

View Comments



Click the **Comments** tab.

Delete Comment



To delete your comment, click the **Delete** icon [1], then click the **confirm delete** link [2].

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.

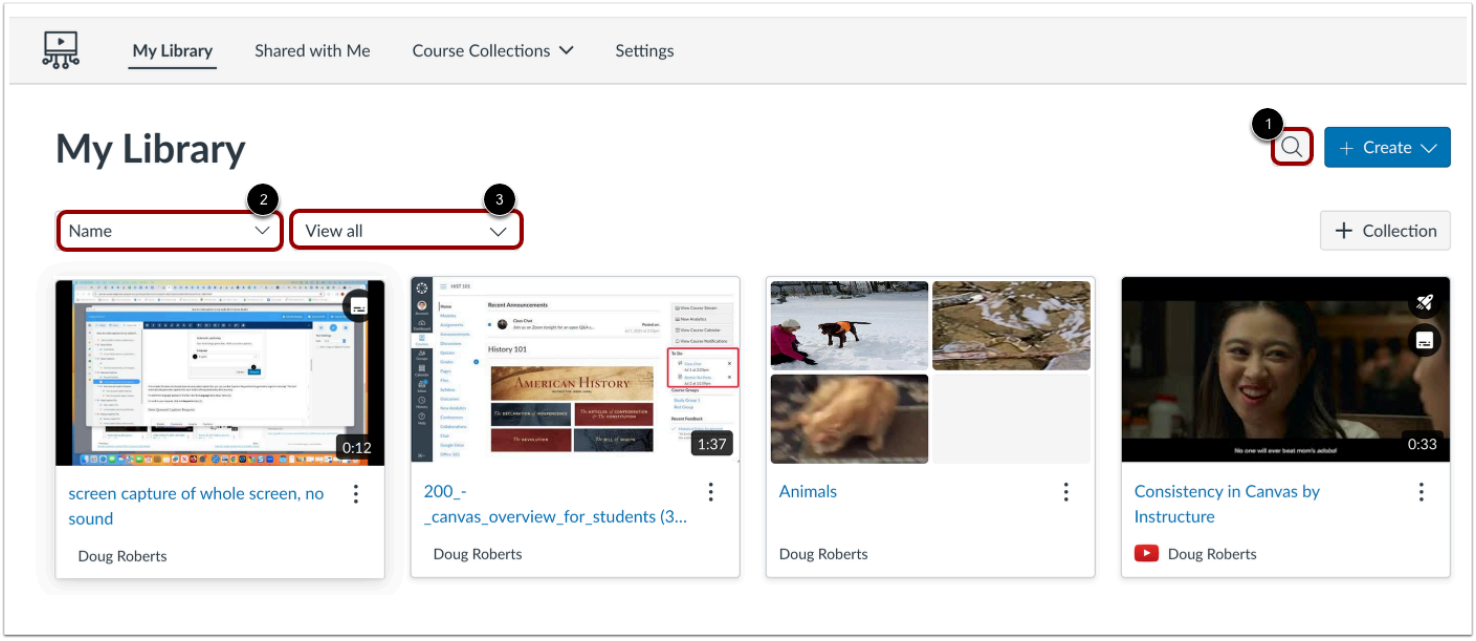
How do I set my comment notification preferences for Canvas Studio video comments?

If you are an instructor or a Studio content author, you can receive notifications for comments posted to a video in your Studio account.

Students, TAs, instructors, course designers, and other users who post video comments can receive notifications when another user replies to their comment.

You can subscribe to video comment notifications in the Comments tab. Notifications are sent to your default email address.

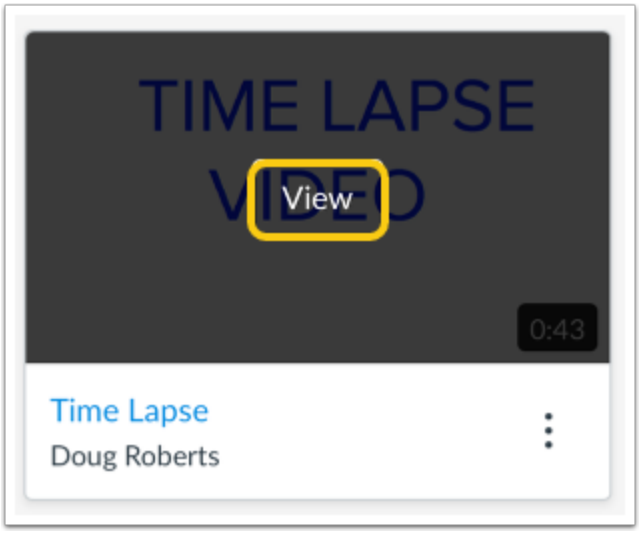
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

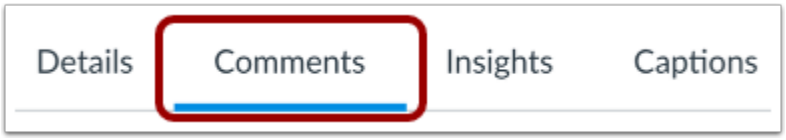
To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media



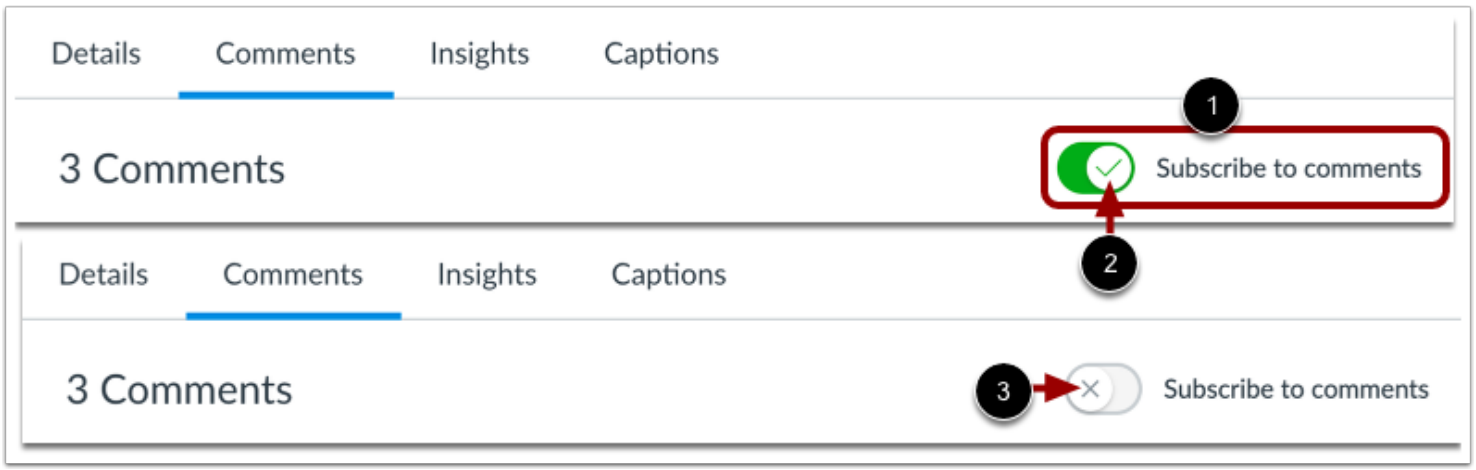
Hover your cursor over the media thumbnail and click the **View** button.

View Comments



Click the **Comments** tab.

Manage All Comments Subscription

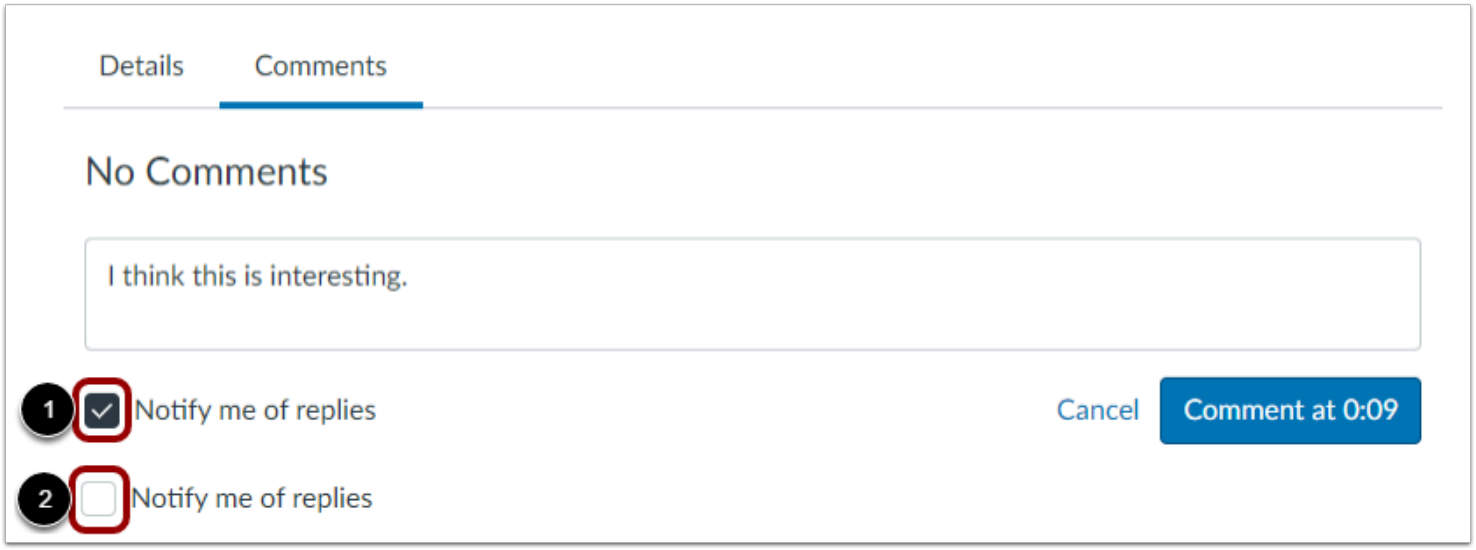


By default, Studio does not send notifications when comments are added to Studio media. However, instructors and media authors can manage comment notifications.

To subscribe to notifications for all comments, click the the **Subscribe to comments toggle** [1]. When turned on, the toggle displays a **checkmark** icon [2].

To turn off comment notifications for all comments, click the toggle again. When turned off, the toggle displays an **X** icon [3].

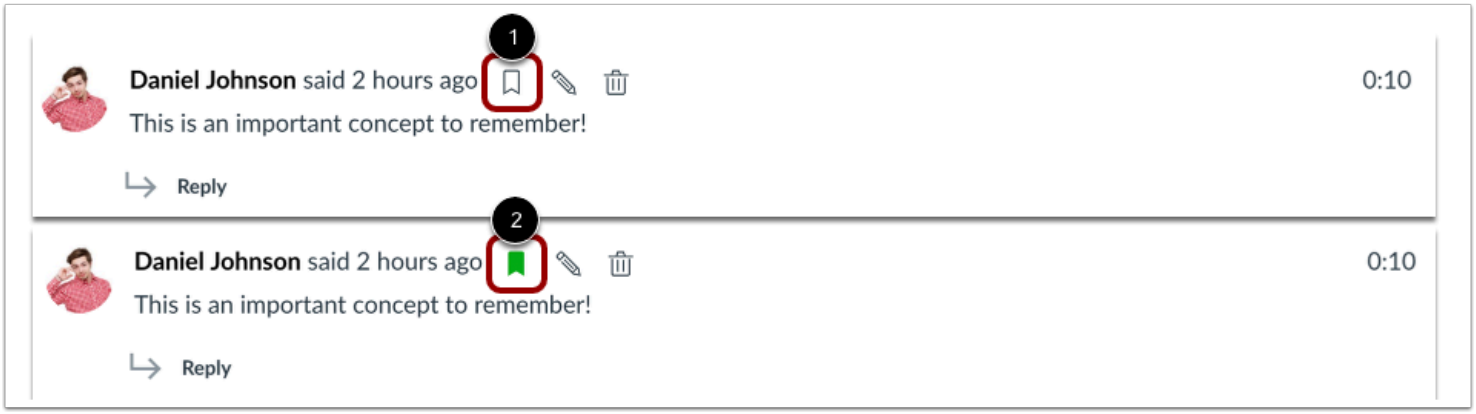
Subscribe to Comment Replies



As you post a comment to Studio media, you can choose receive notifications when a user replies to your comment. By default, Studio sends comment reply notifications [1].

To turn off reply notifications for a comment you are posting, click the **Notify me of replies** checkbox [2].

Subscribe to Posted Comment Replies



When you view a comment you posted to Studio media, you can use icons to control reply notifications.

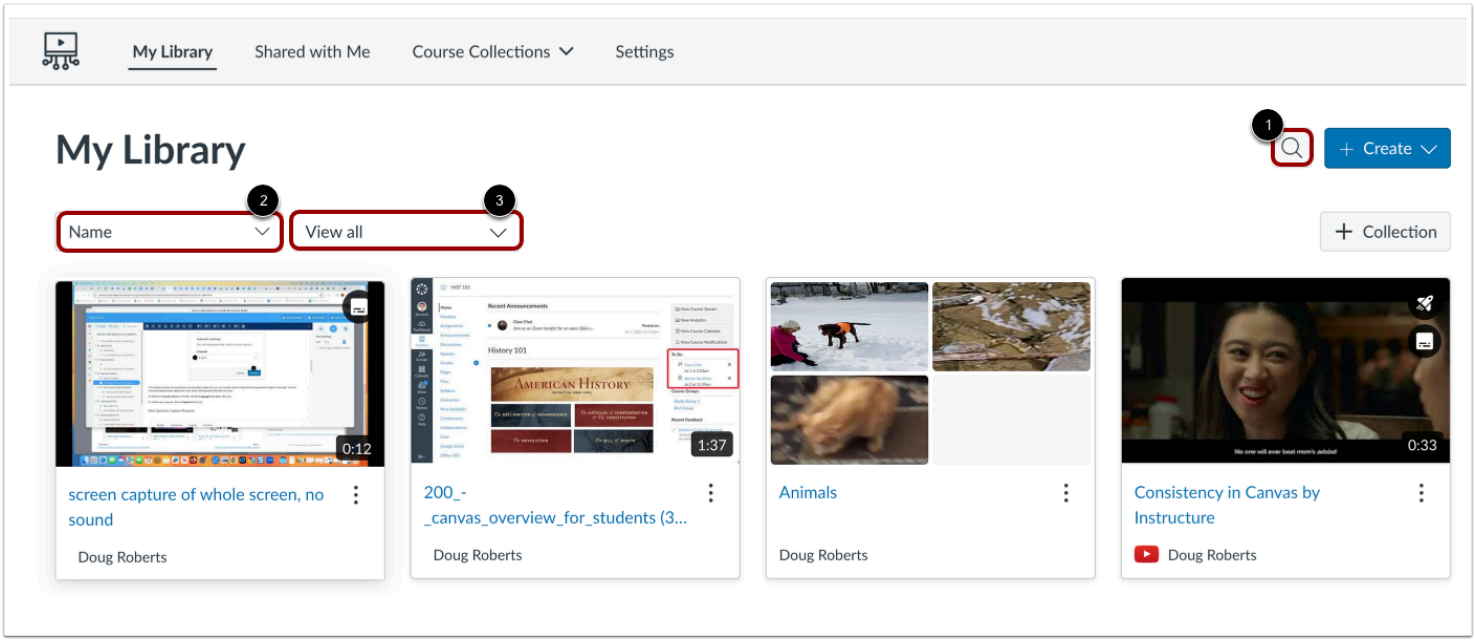
To receive notifications for replies to a comment you posted, click the **Turn reply notifications on** icon [1].

To turn off comment reply notifications for a comment you posted, click the **Turn reply notifications off** icon [2].

How do I view media insights for my Canvas Studio media?

In Canvas Studio, you can view details about how viewers interact with and view your media from the Insights media tab. Learn more about Canvas Studio Insights.

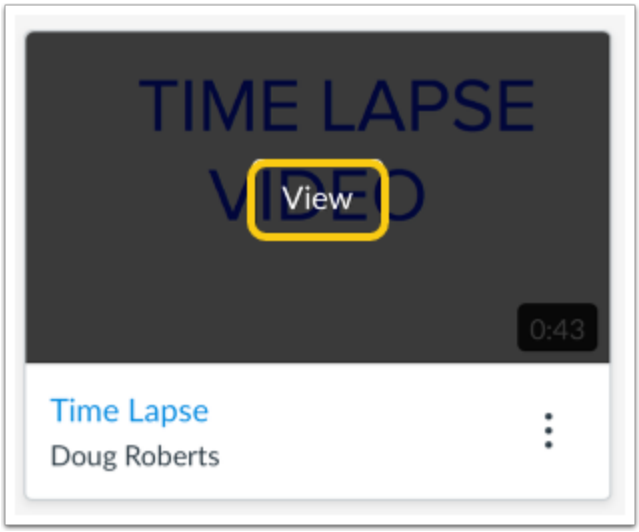
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

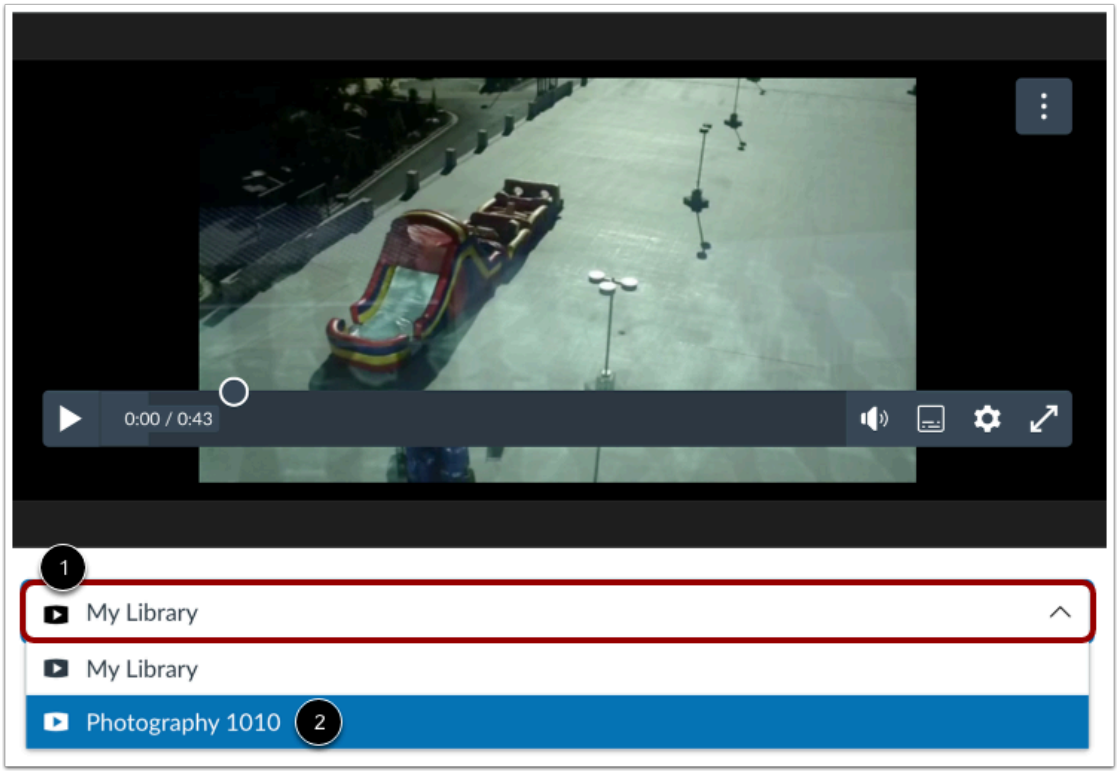
To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media



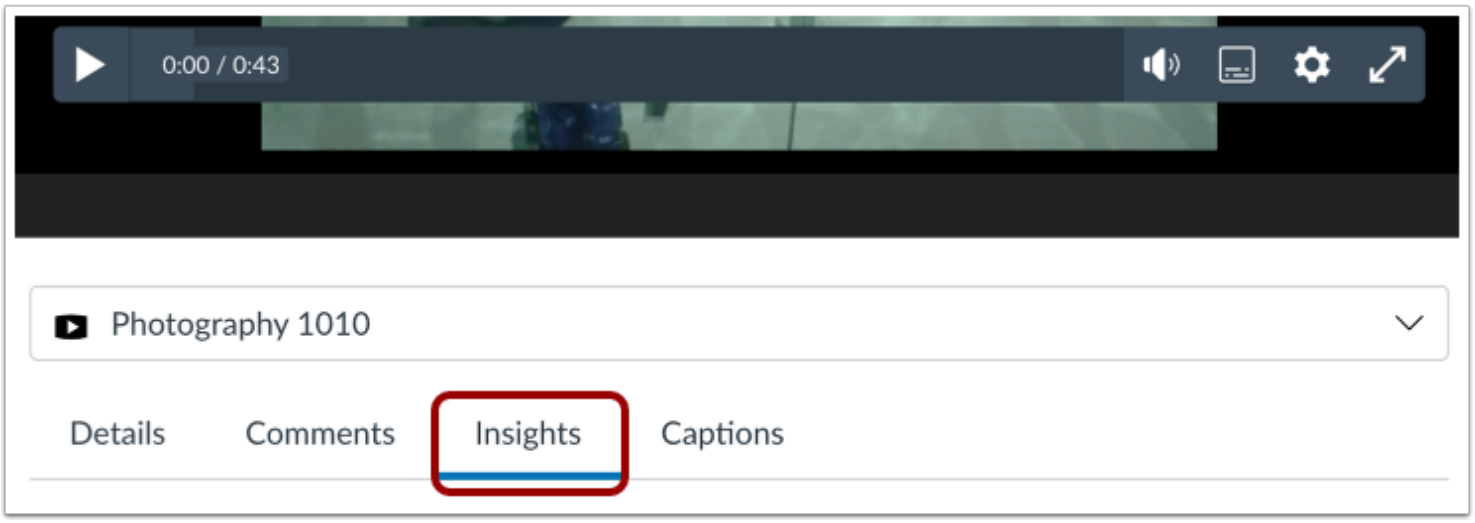
Hover your cursor over the media thumbnail and click the **View** button.

Select Course



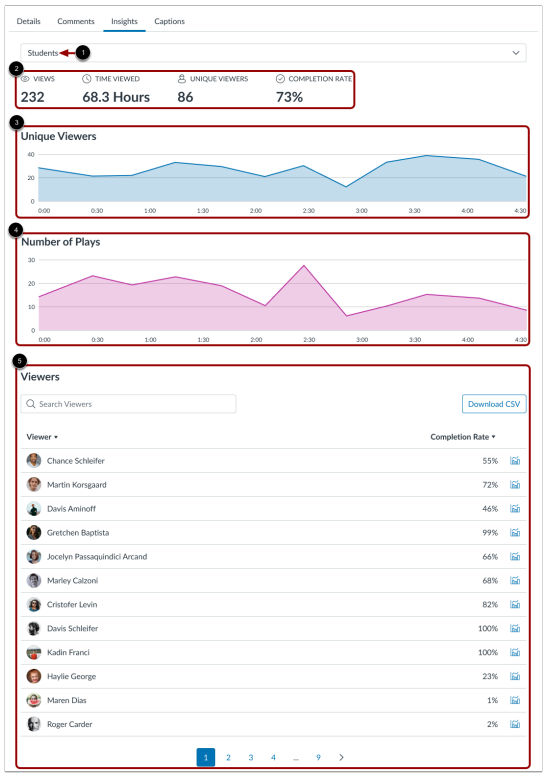
If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights



Click the **Insights** tab.

View Insights



By default, Insights displays media data for all students who have viewed the media [1]. However, you can also view insights for teachers and for all user roles.

Insights displays overview statistics [2], graphs illustrating the media's unique viewers [3] and number of plays [4], and a viewer list [5]. Learn more about Canvas Studio Insights.

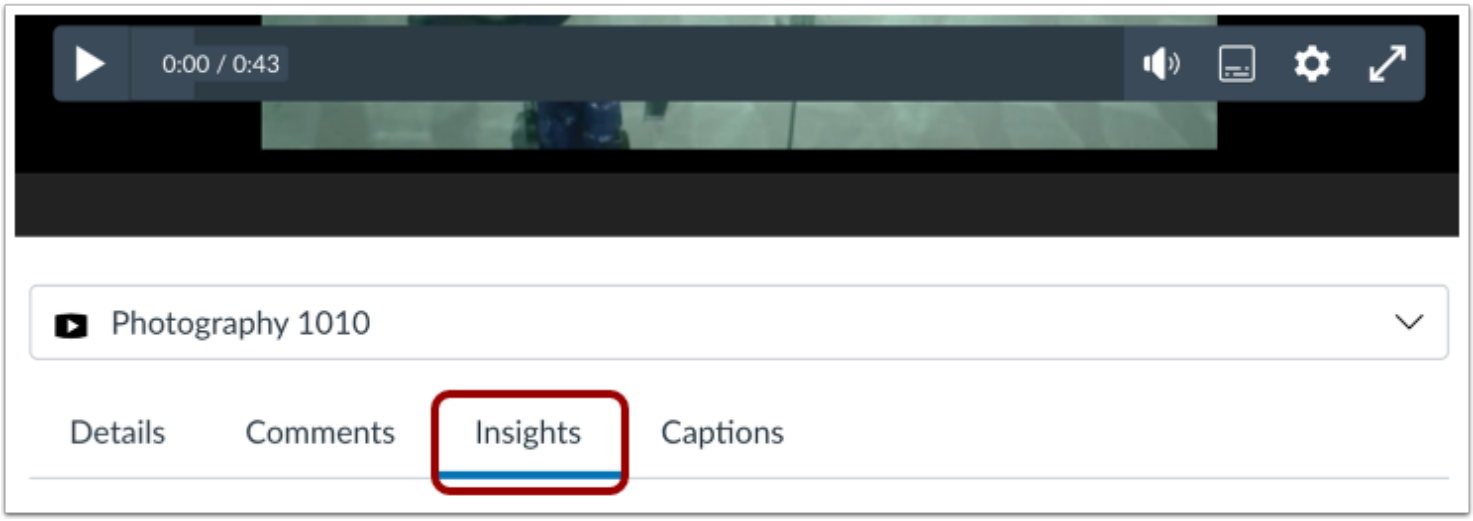
How do I use the Canvas Studio Insights page?

In Canvas Studio, you can view details about how viewers interact with and view your media from the Insights media tab. Insights help you understand how others watch your videos and how they contribute to success.

Canvas Studio Insights display usage metrics, interactive graphs, and a searchable viewer list that displays individual viewer completion rates. You can also export the viewer list as a CSV file.

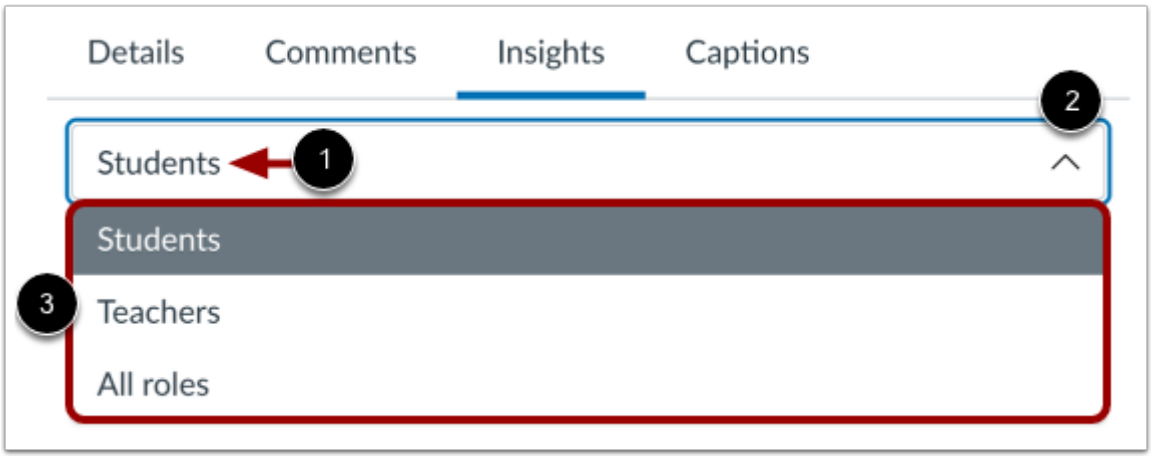
Learn more about viewing media insights for your Canvas Studio media.

Open Insights



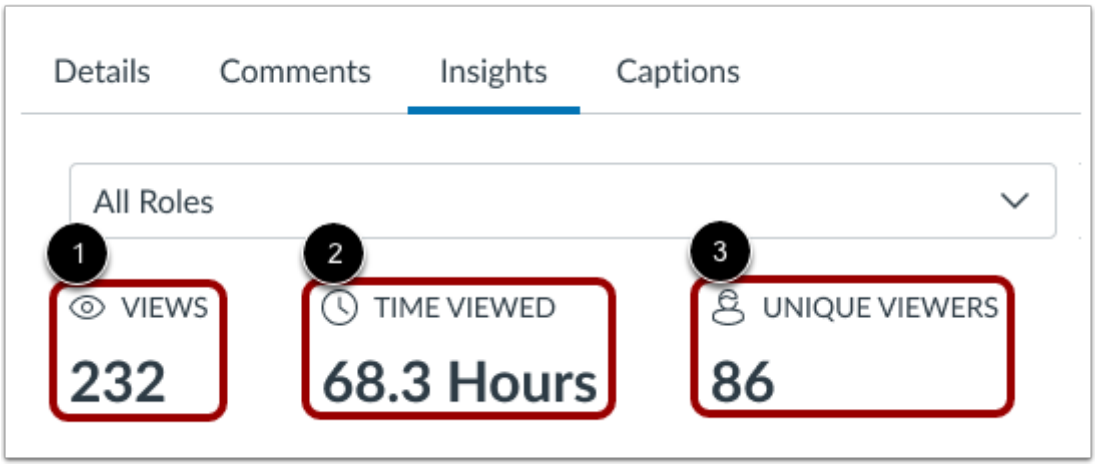
For your selected media and course, click the **Insights** tab. Learn more about viewing media insights for your Canvas Studio media.

Select Data Set



By default, the Insights page displays data for students in the course [1]. To view data for other users in the course, click the **Role** drop-down menu [2]. In the Role menu, you can select to view data for *Students*, *Teachers*, or *All Roles* [3].

View Usage Metrics



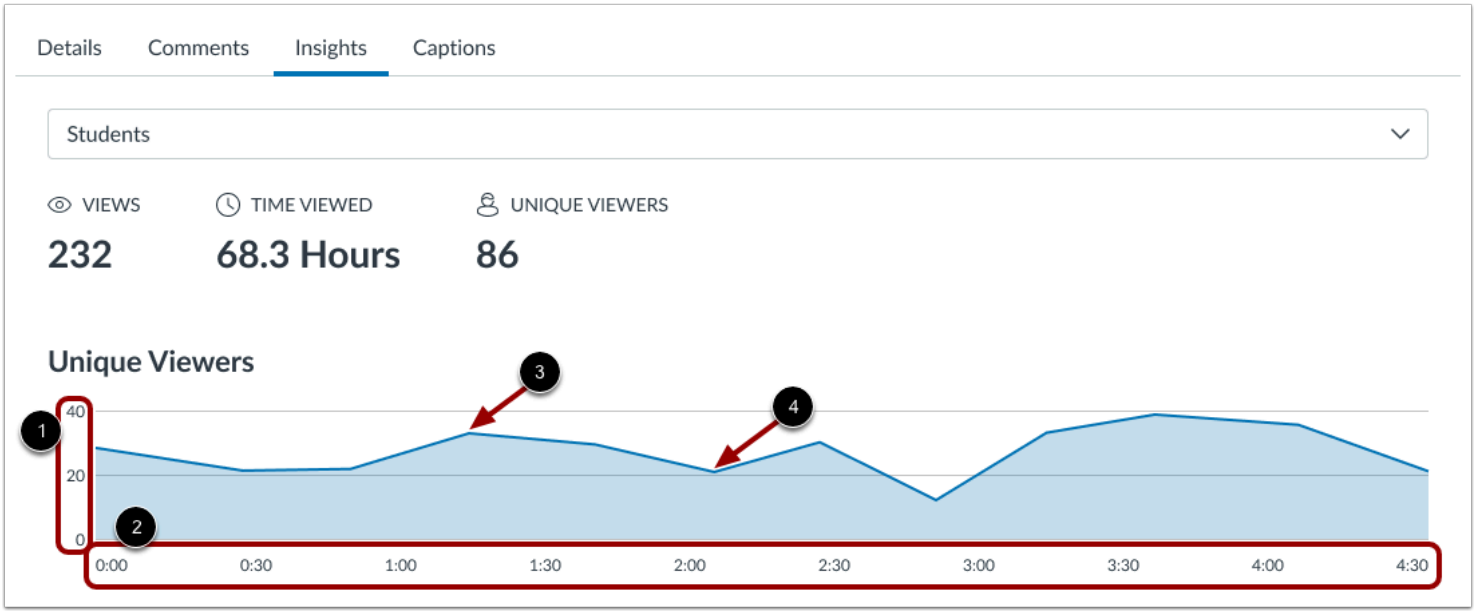
Usage Metrics display general statistics for the selected media.

- **Views** [1]: describes the approximate number of times viewers have interacted with the selected video based on viewing patterns.
- **Time Viewed** [2]: the total amount of time viewers spent watching the video. Time is calculated according to the video's timeline. If a user watches a ten-minute long video at 2x speed in five minutes, the Time Viewed metric still increases by ten minutes.

- **Unique Viewers** [3]: the number of viewers who watched a video.

These metrics help summarize the amount of time spent watching the video compared to the number of unique viewers.

View Unique Viewers Graph

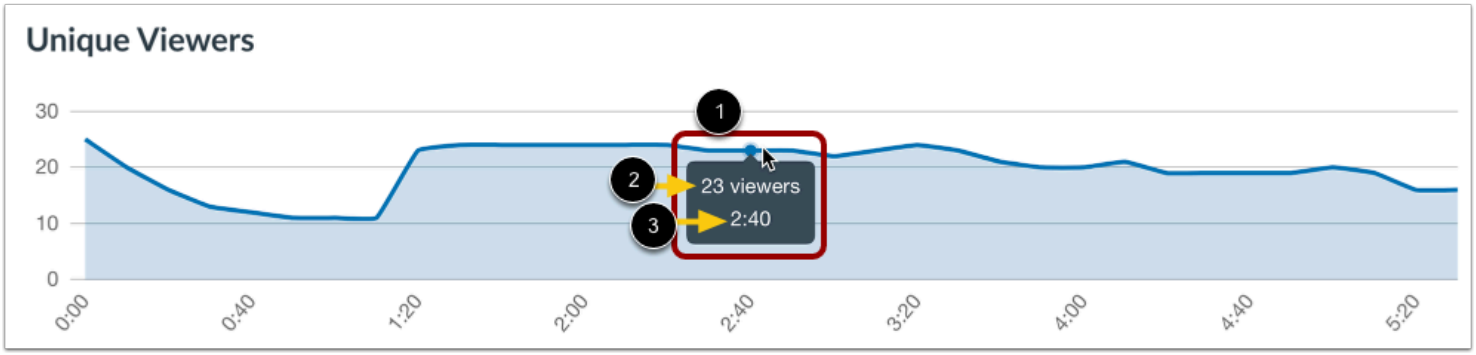


The **Unique Viewers** graph displays the number of unique viewers that watched the video [1] over the course of the video timeline [2].

The peak portions of the graph identify the timeframes viewed by the majority of unique viewers [3].

The valley portions of the graph identify the timeframes when users skipped or stopped watching the video [4].

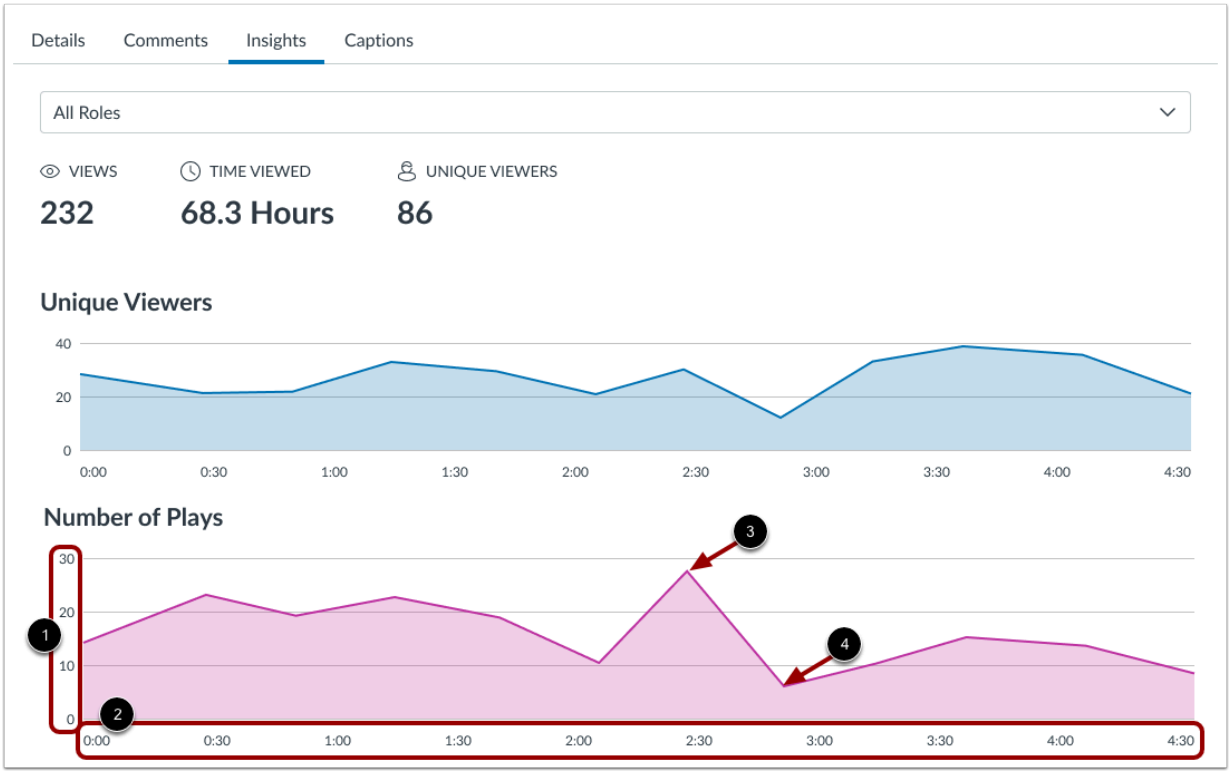
View Graph Details



To view graph details, hover over a point in the graph timeline [1].

The details display the number of unique viewers [2] who viewed the video at the specified timestamp [3].

View Number of Plays Graph

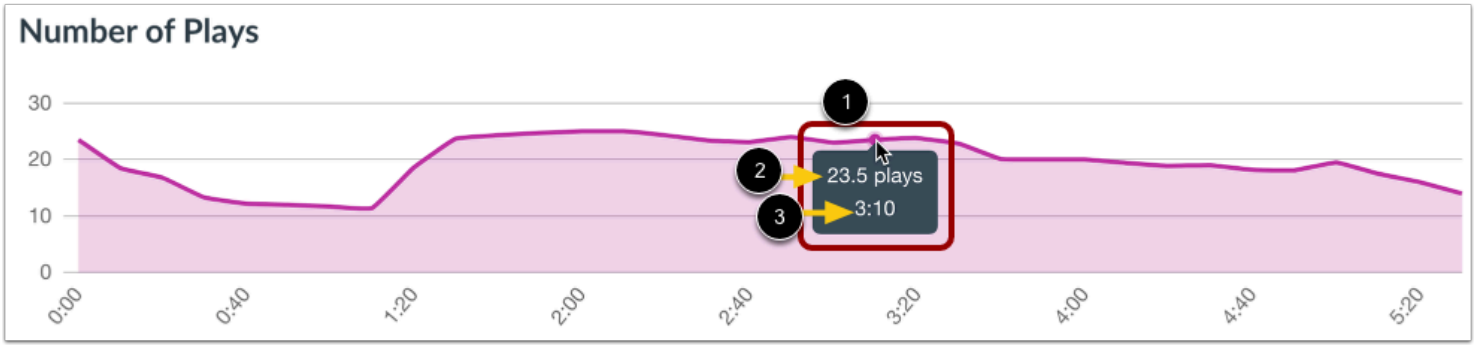


The **Number of Plays** graph displays the number of views [1] over the course of the video timeline [2].

The peak portions of the graph identify the timeframes that have been played and/or re-played most often [3].

The valley portions of the graph identify the timeframes that have been skipped and/or viewed least often [4].

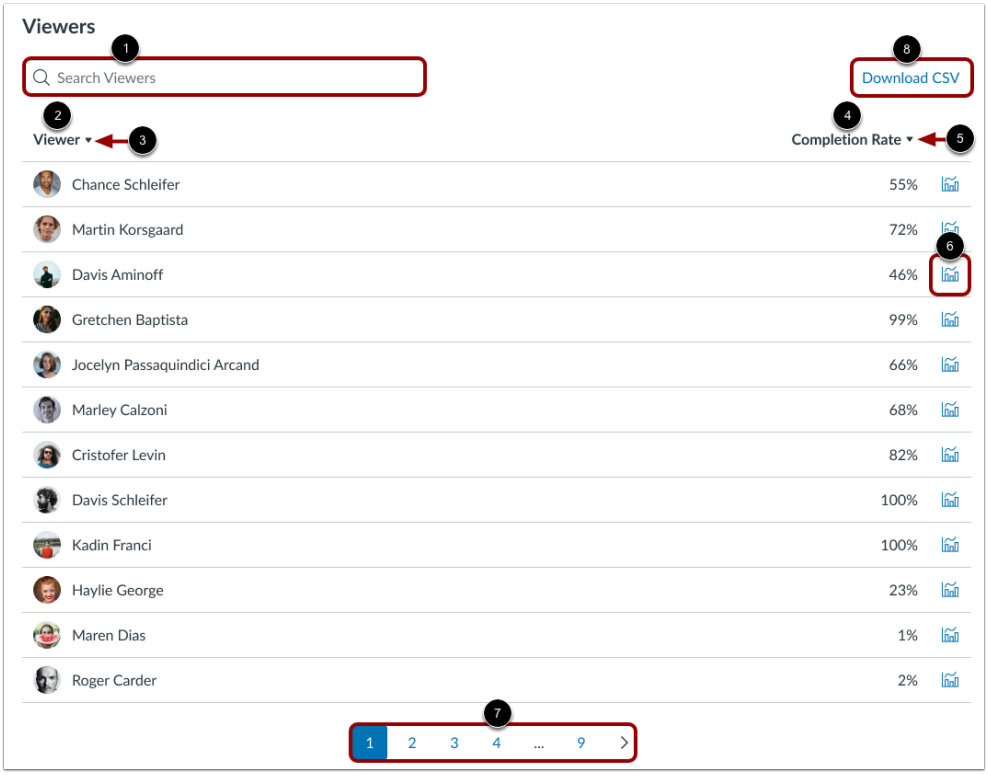
View Graph Details



To view graph details, hover over a point in the graph timeline [1].

The details display the number of views [2] for the displayed video timestamp [3].

View Viewer List



In the Viewers section, you can view video analytics for individuals in your course.

To search for a specific individual, enter the name in the **Search Viewers** field [1].

Alternatively, you can view the list of all users in your course who have viewed the media in the **Viewers** column [2]. To sort the list in ascending or descending alphabetical order by first name, click the **Viewer Sort** icon [3].

Each viewer's completion percentage displays in the **Completion Rate** column [4]. To sort the list by ascending or descending completion percentage, click the **Completion Rate Sort** icon [5]. To view an individual user's data, click the **Completion Rate Graph** icon [6].

The list displays up to twelve viewers. To view additional users in the list, use the **Page Navigation** icons [7].

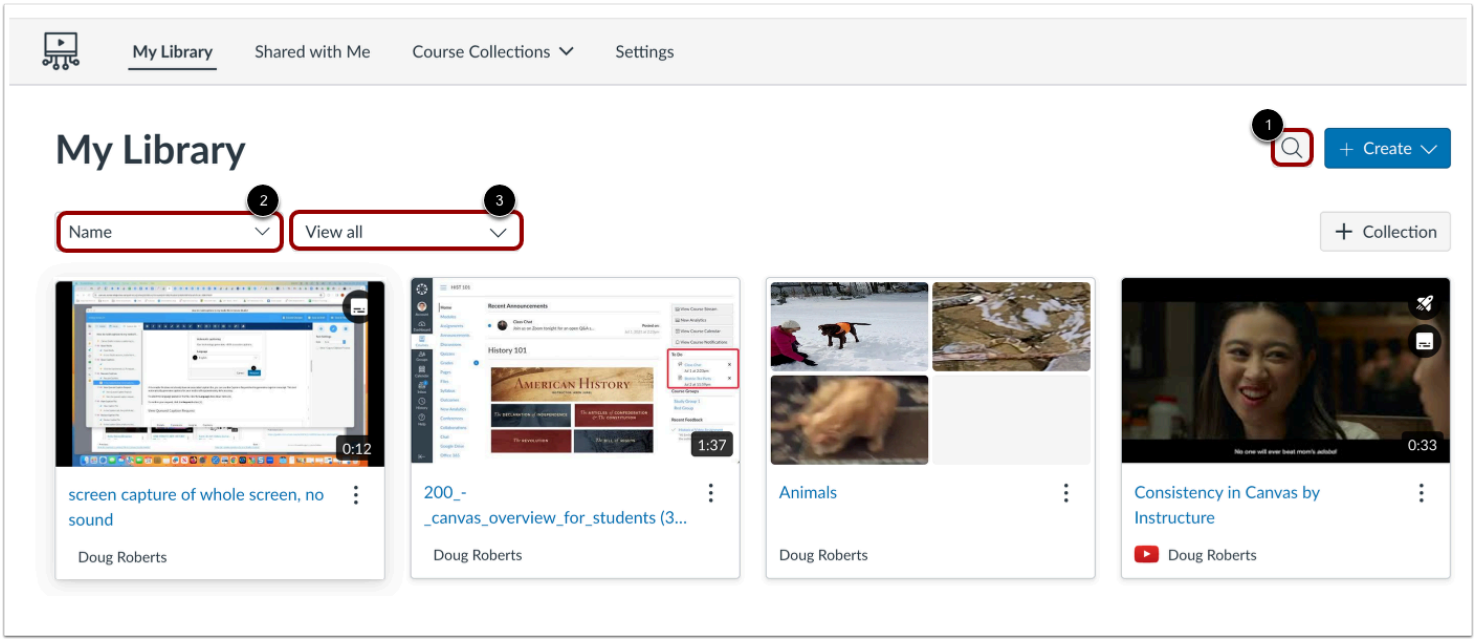
To export the displayed list as a CSV file, click the **Download CSV** button [8].

Note: Users who have teacher and student roles in different Canvas courses will display in the viewer list for both roles regardless of the role they have in the selected course.

How do I view Canvas Studio analytics for individual viewers?

In Canvas Studio, you can view details about how individual viewers watch your media from the Insights media tab. You can also export viewer analytics as a CSV file.

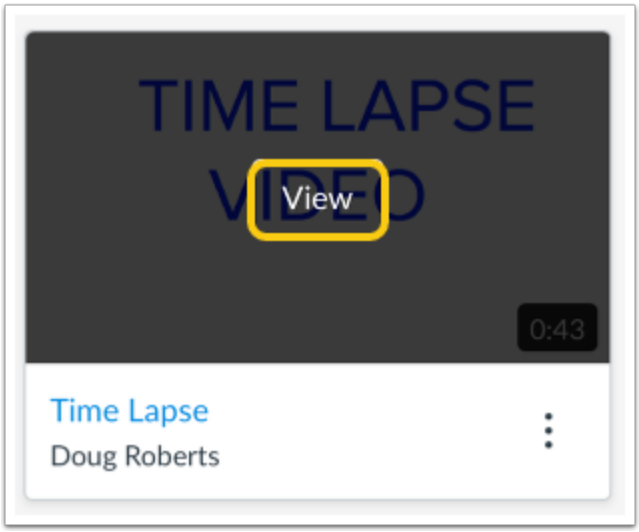
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

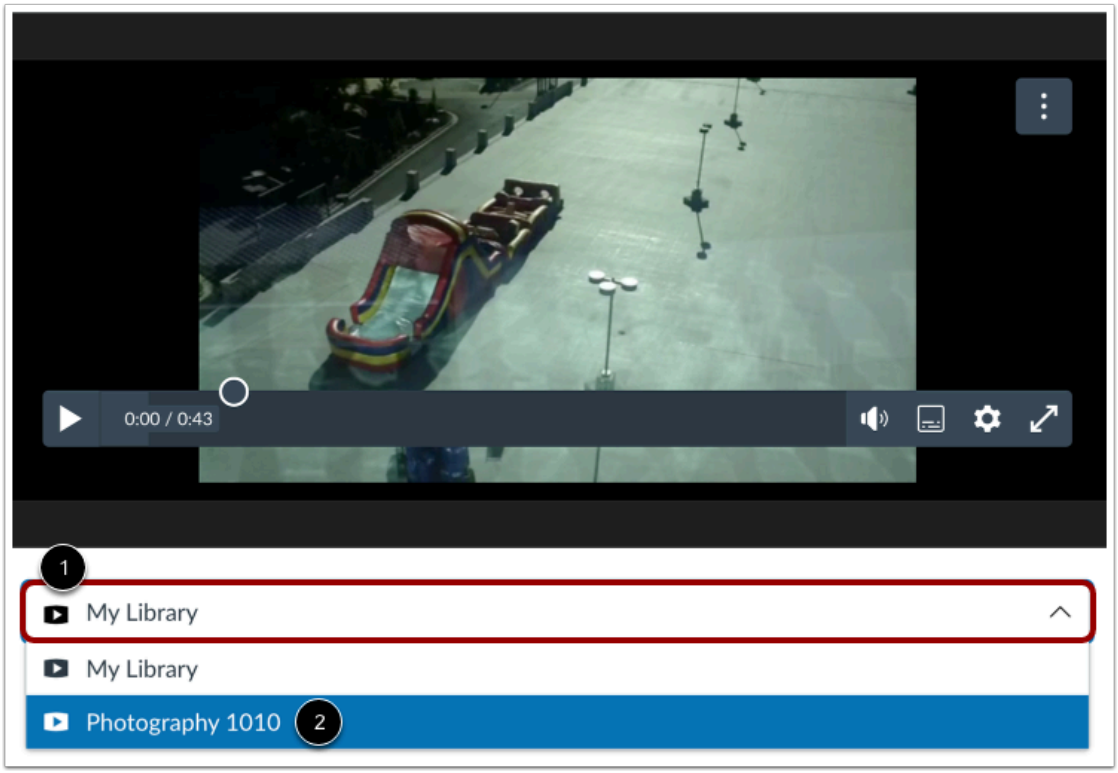
To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media



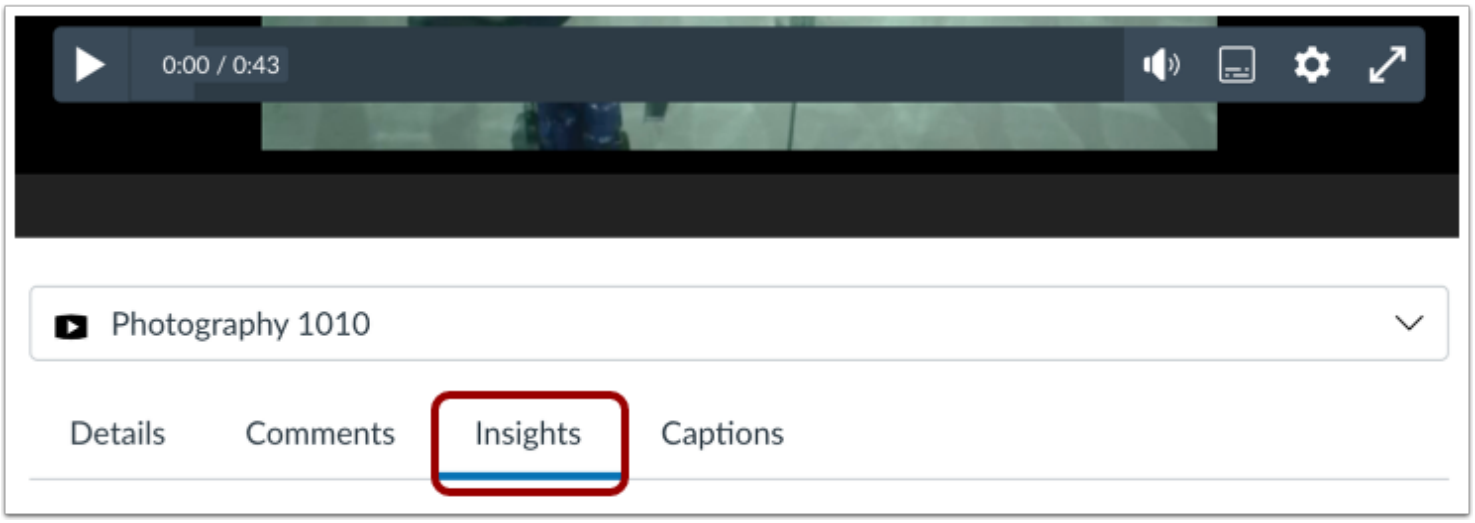
Hover your cursor over the media thumbnail and click the **View** button.

Select Course



If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights



Click the **Insights** tab.

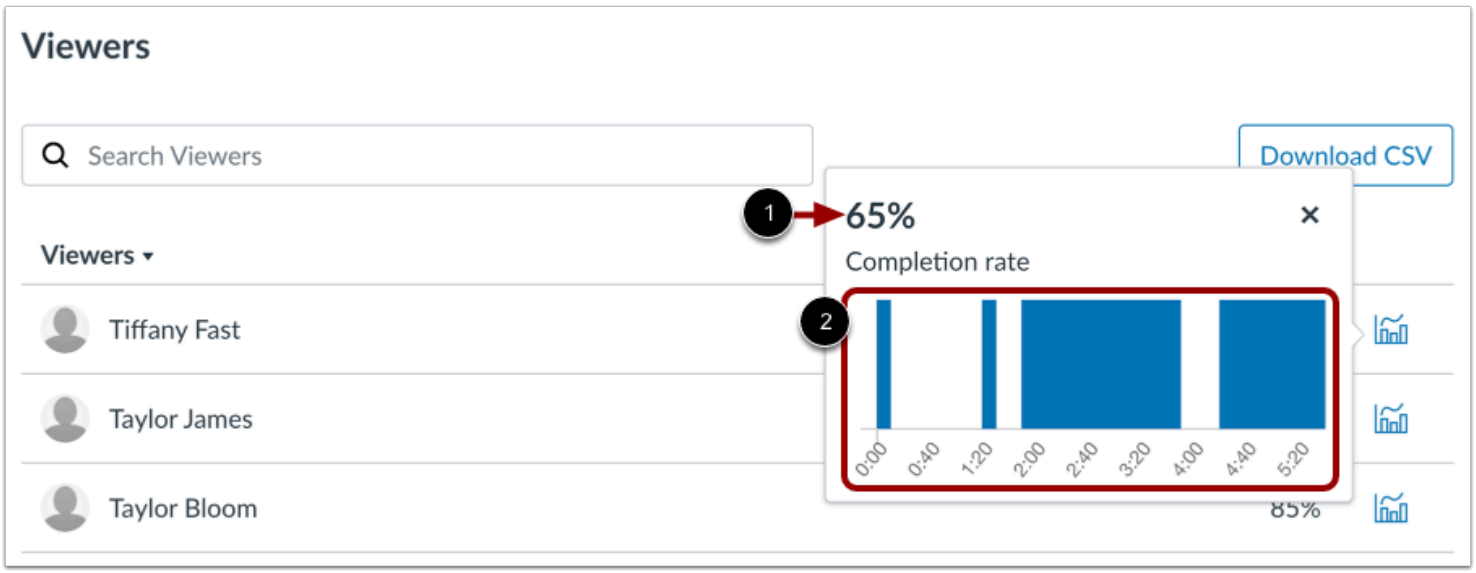
Open Completion Rate Graph

The Viewers section displays a list of all users who have viewed the media.

To search for a specific individual, enter the name in the **Search Viewers** field [1]. Alternatively, locate the user in the Viewer List [2].

Then click the **Completion Rate Graph** icon [3].

View Completion Rate Graph



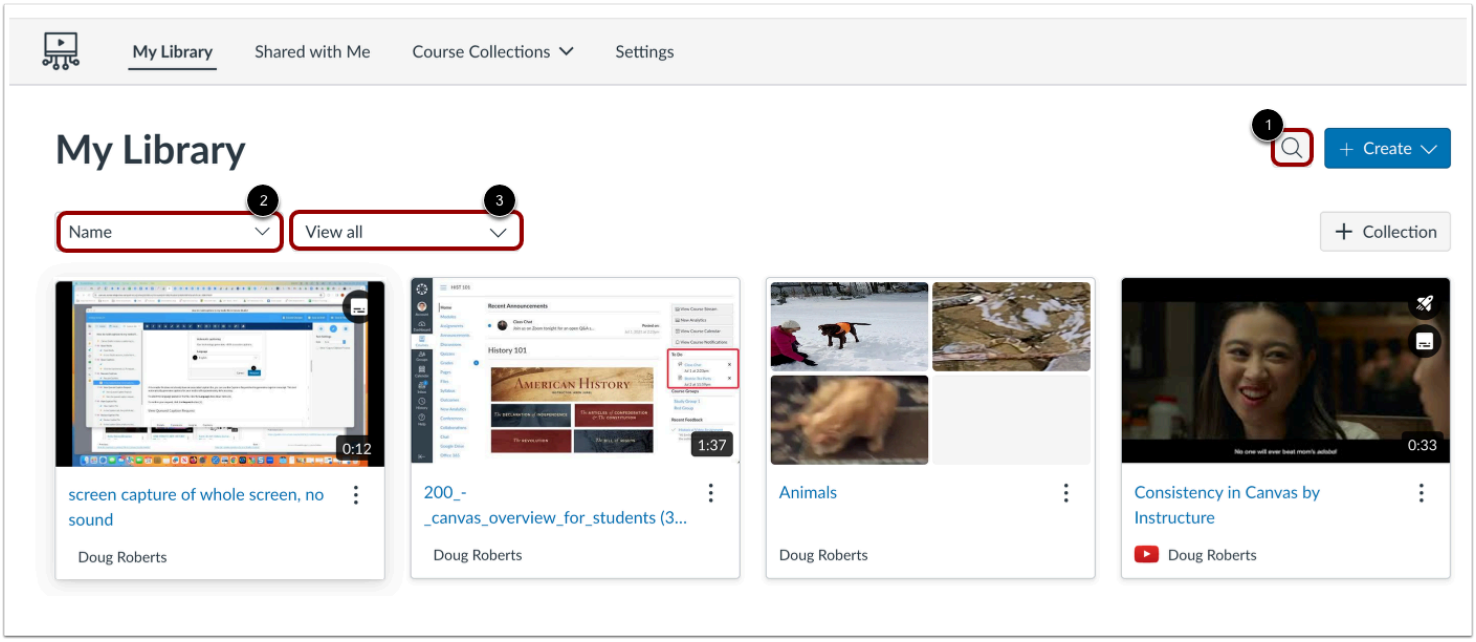
The Completion Rate Graph displays the viewer's completion rate percentage [1] as well as a timeline graph illustrating the watched portions of the video [2].

Note: The completion rate is based on students watching the entire video. If a video is embedded with a timestamp that defines half of the video, a 50% completion rate means that a student watched the video from the embedded timestamp forward.

How do I export Canvas Studio viewer analytics as a CSV file?

In Canvas Studio, you can view details about how individual viewers watch your media from the Insights media tab. You can also export viewer analytics as CSV file.

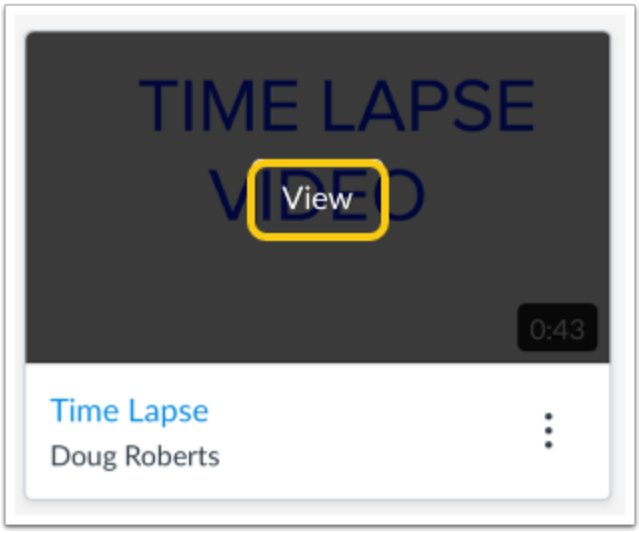
Locate Media



In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

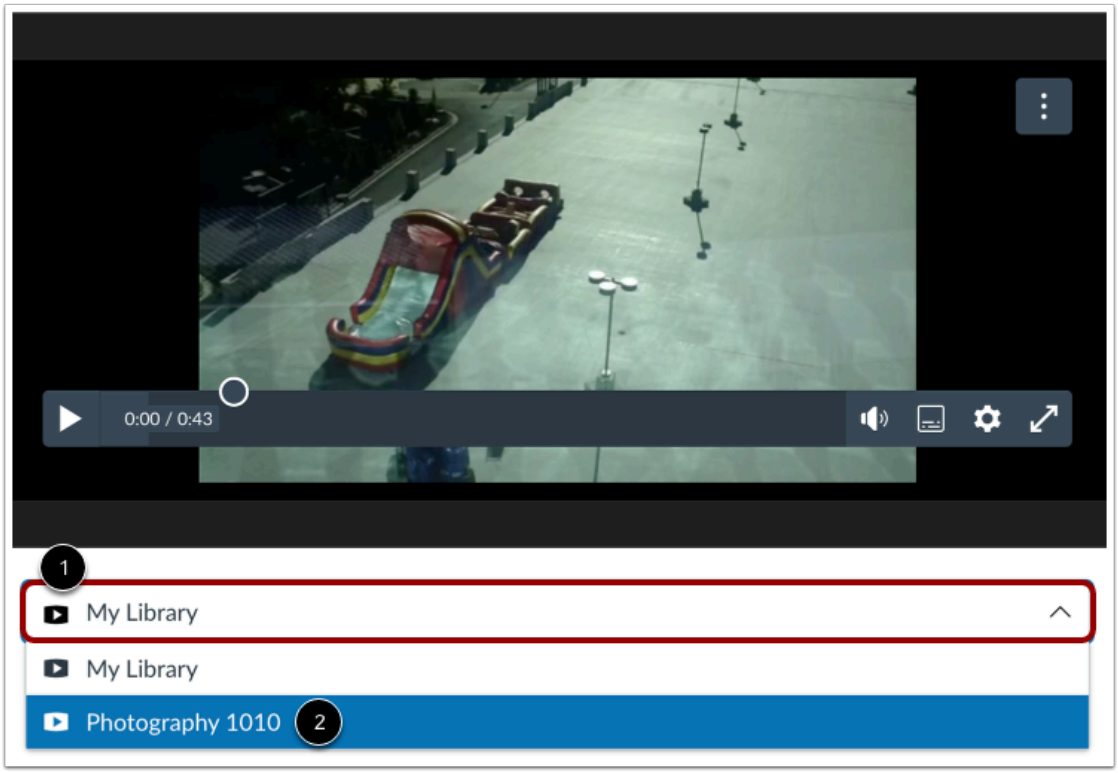
To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Open Media



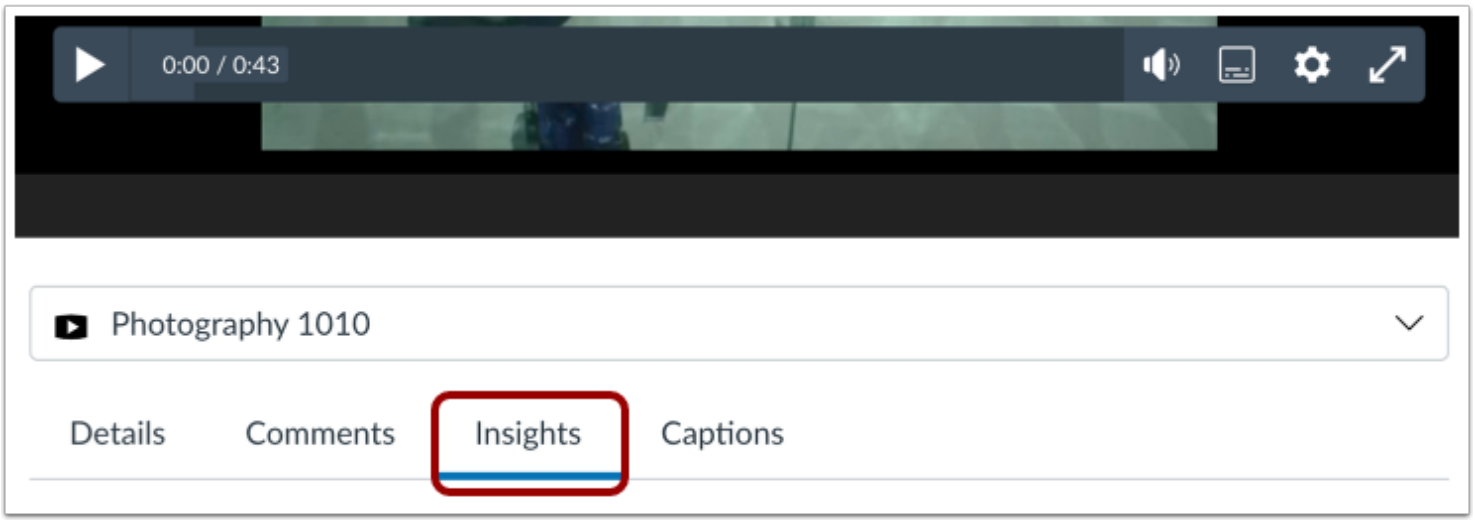
Hover your cursor over the media thumbnail and click the **View** button.

Select Course



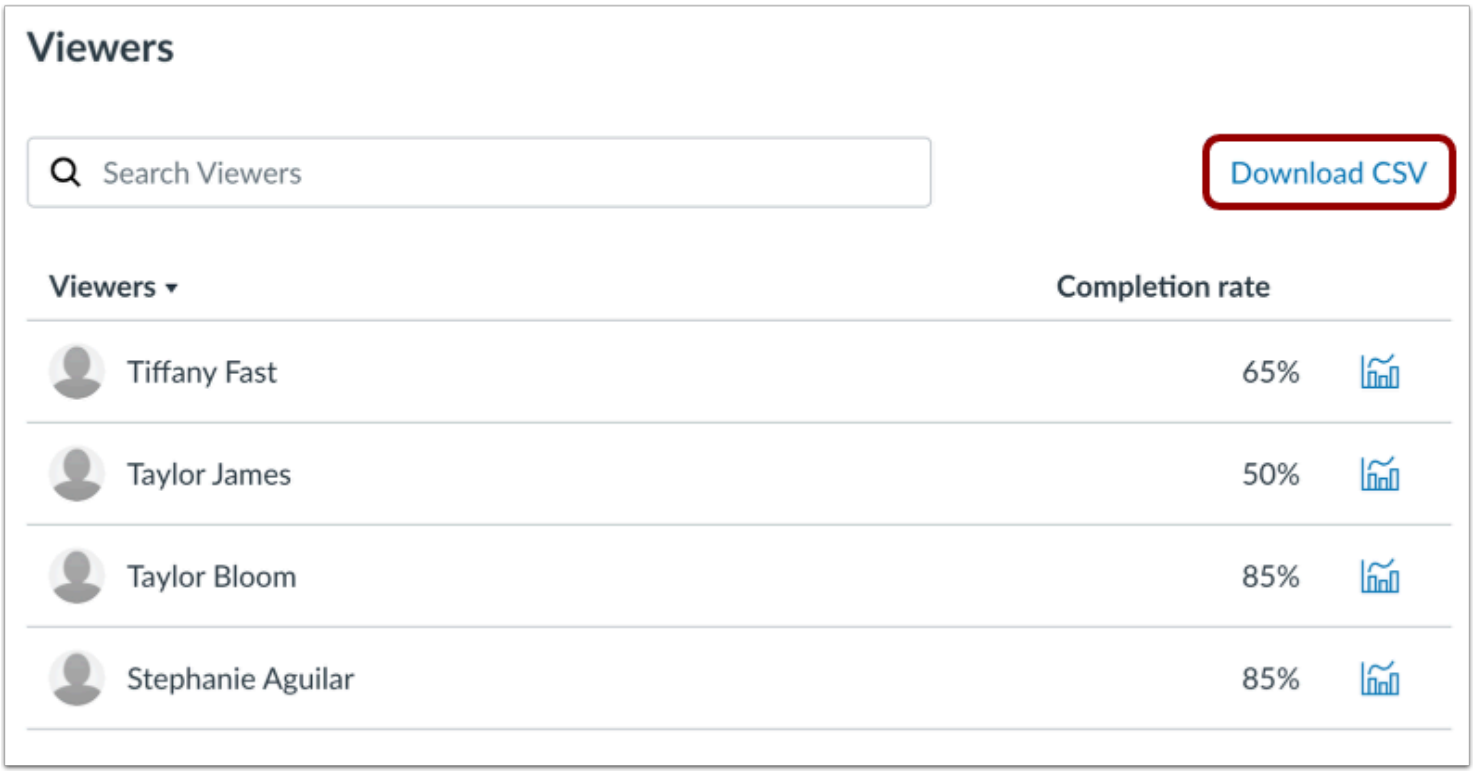
If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights



Click the **Insights** tab.

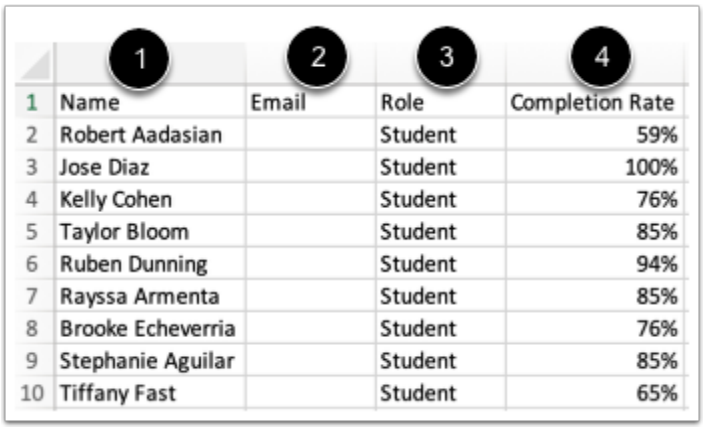
Download CSV



The Viewers section displays a list of all users who have viewed the media. To download the Viewers list, click the **Download CSV** button.

Note: If you search for a specific student(s) before downloading the CSV, the download only includes the displayed viewers.

View Downloaded CSV



	1	2	3	4
1	Name	Email	Role	Completion Rate
2	Robert Aadasian		Student	59%
3	Jose Diaz		Student	100%
4	Kelly Cohen		Student	76%
5	Taylor Bloom		Student	85%
6	Ruben Dunning		Student	94%
7	Rayssa Armenta		Student	85%
8	Brooke Echeverria		Student	76%
9	Stephanie Aguilar		Student	85%
10	Tiffany Fast		Student	65%

For each viewer, the downloaded CSV displays the name [1], email address[2], role [3], and completion rate [4].

Note: Users who have teacher and student roles in different Canvas courses will display in the CSV file regardless of the role they have in the selected course.

Studio Quizzing

How do I use Canvas Studio video quizzing?

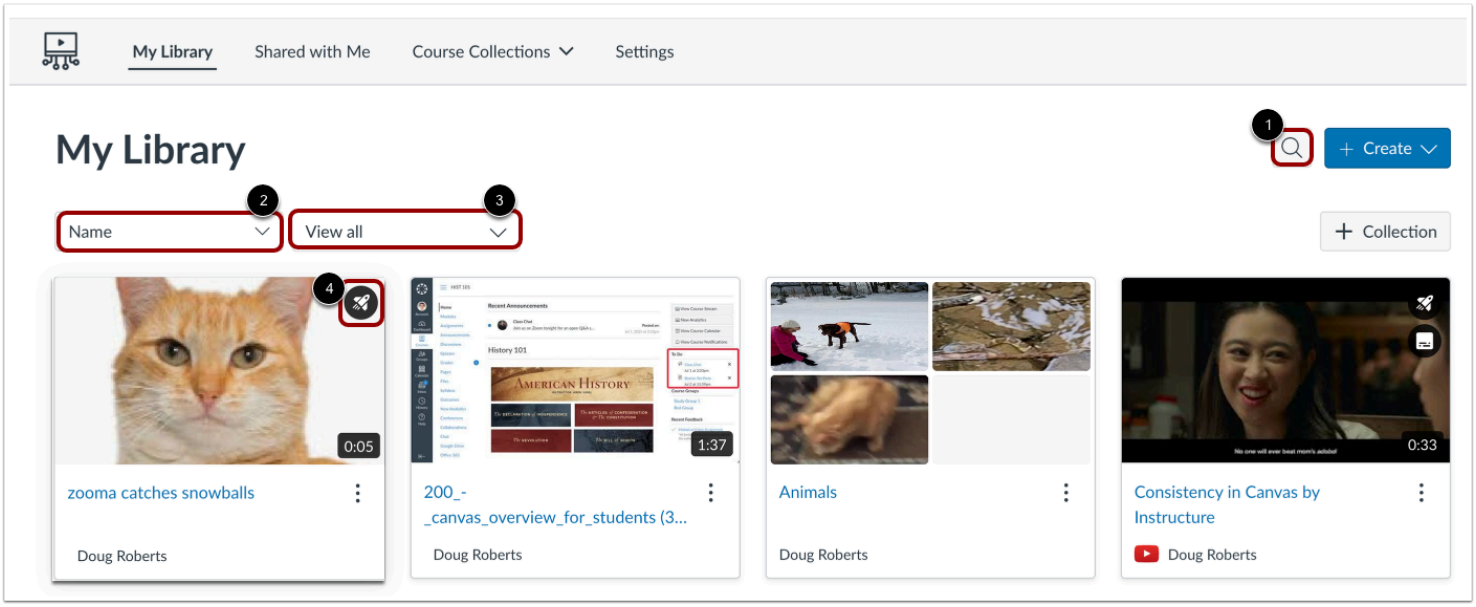
Canvas Studio Video Quizzing provides instructors, teacher assistants (TAs), designers, and Studio account admins with a simple way to create engaging and impactful learning experiences through video. Instructors, TAs, designers, and Studio account admins can engage students using a video with questions to evaluate how well students are comprehending the video content.

As an instructor, TA, designer, or Studio account admin, you can create and embed video quizzes in Canvas. As a user, you can take embedded video quizzes. This gives students an interactive video learning experience that provides feedback to help them monitor their own understanding of the video content.

Notes:

- Quizzes must be created from your My Library page.
- Once a Studio video quiz has been taken, edits made to the video quiz by the creator will not apply to any pre-existing embedded quizzes that have submissions. New embeds of the edited video quiz will show the updated version of the video quiz.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.

Locate Media

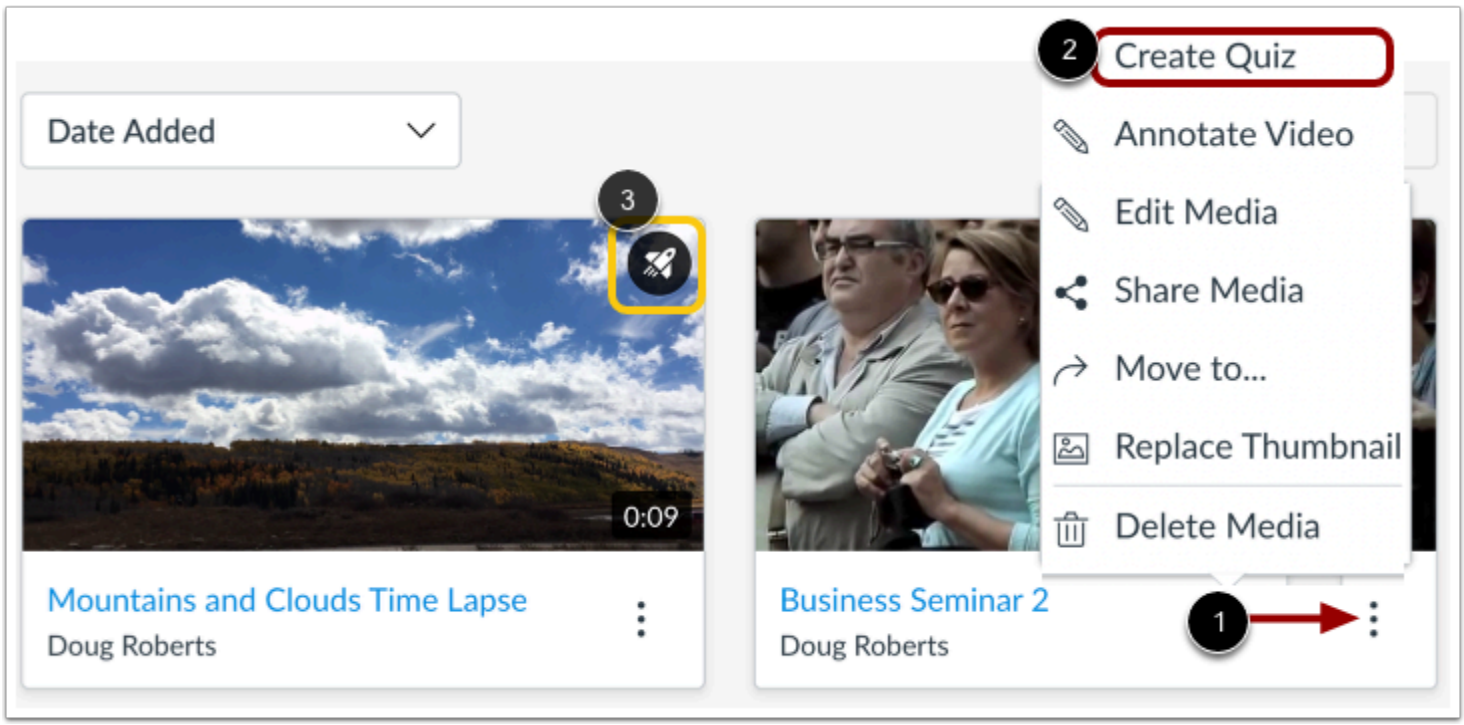


In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

Note: Media that includes a quiz displays the Quiz icon [4].

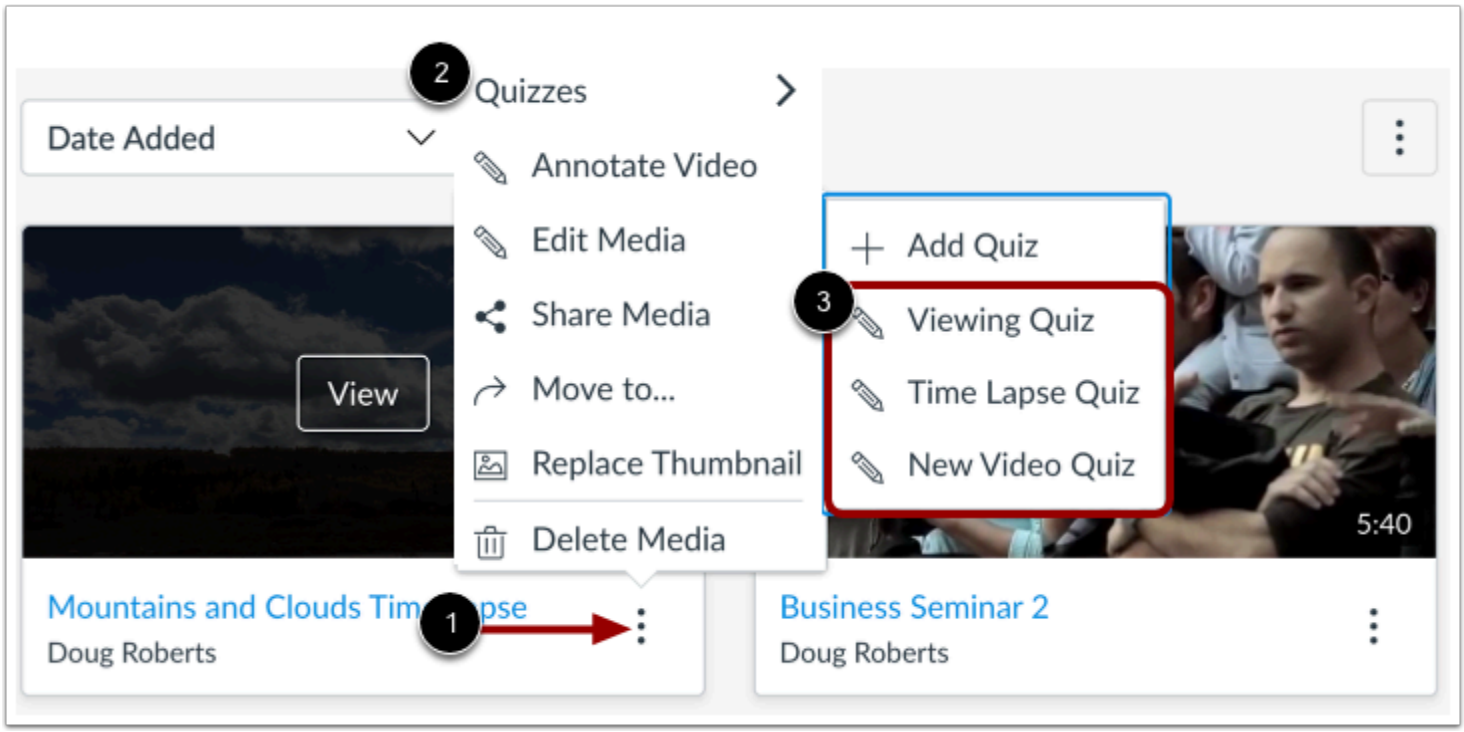
View Media to Create Quiz



Locate the media to base your quiz on, click the **Options** icon [1], click the **Create Quiz** link [2], and create your quiz.

Note: Media that includes a video quiz displays the Quiz icon [3].

View Media with Quiz

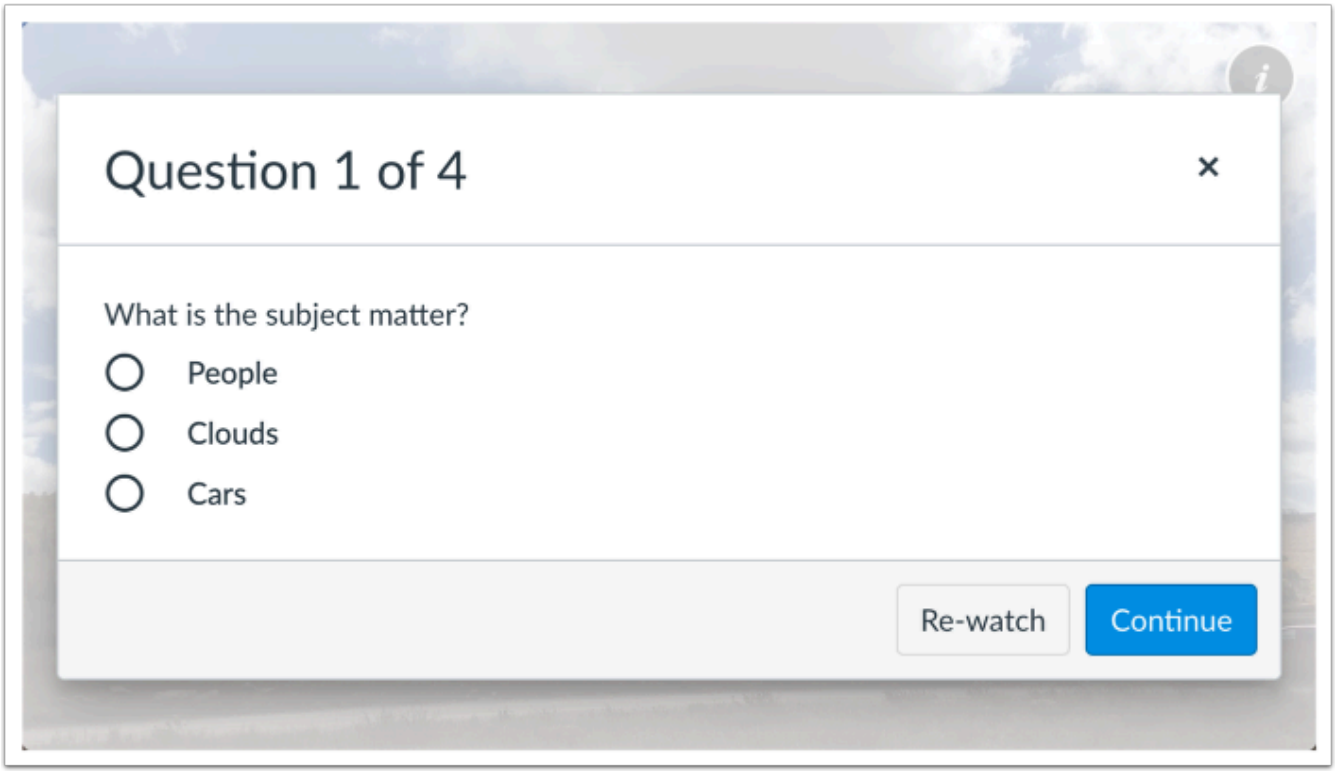


Locate the media with the created quiz.

Click the **Options** icon [1], hover over the **Quizzes** link [2], and then view the name of the created quiz [3].

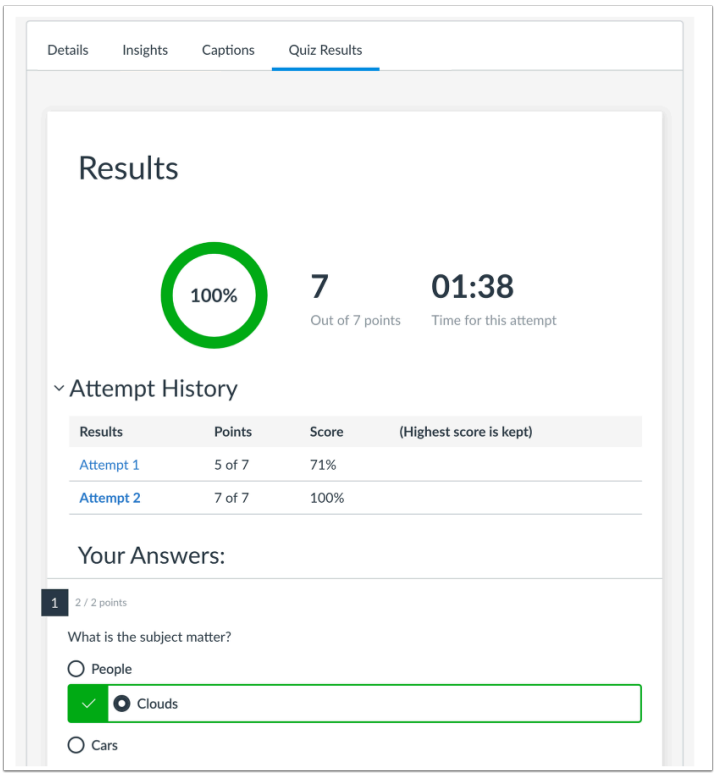
For users to take the quiz, the media must be embedded in Canvas.

View Quiz



As you play the media, answer the questions that are displayed in the media timeline. To play the relevant portion of the media again, click the **Re-watch** button [1]. To continue playing the media, click the **Continue** button [2].

View Results



Instructors, TAs, designers, and Studio account admins can view quiz results. Users can view their individual quiz results.

How do I create a Canvas Studio video quiz?

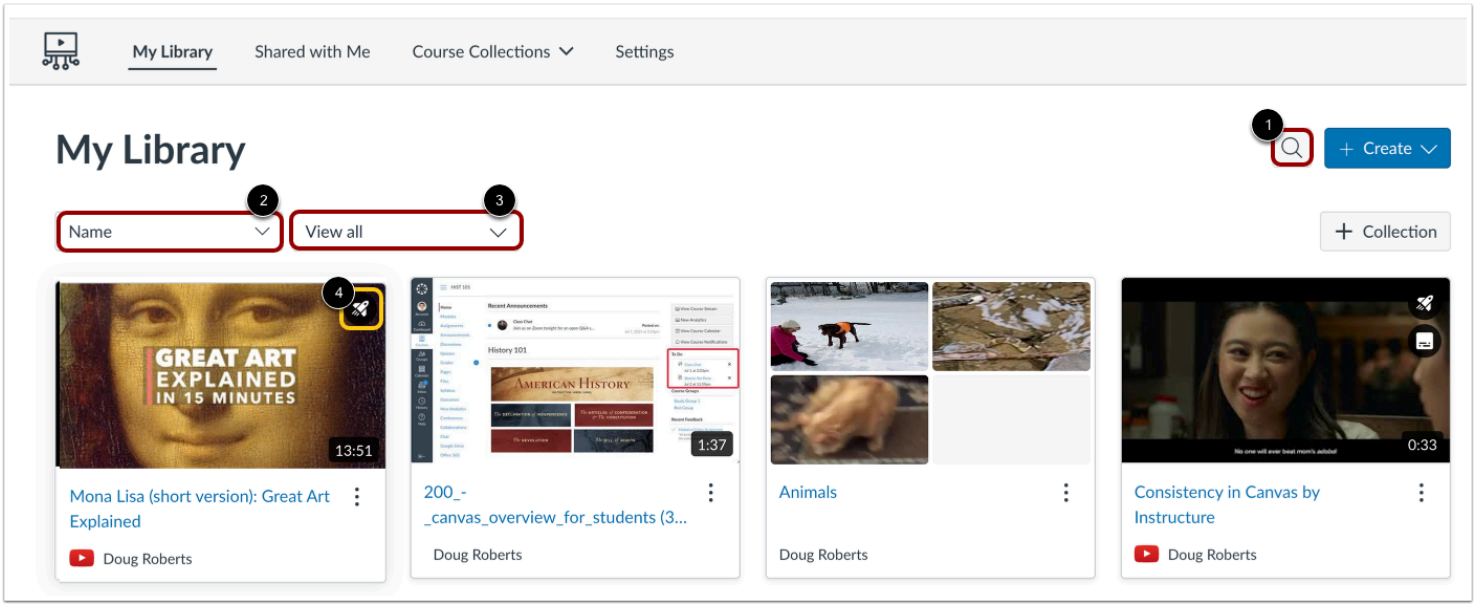
Instructors, teaching assistants (TAs), designers, and Canvas Studio account admins can create quizzes from their My Library page in Studio.

After creating a Canvas Studio video quiz, you can embed the quiz in a Canvas course. After students take the quiz, you can view the quiz or individual student results. You can also post quiz grades to your gradebook.

Notes:

- You can only create Studio quizzes from videos in your My Library page.
- Studio quizzes support Multiple Choice, True or False, and Multiple Answer question types.
- Studio quizzes do not support more than 50 questions in a quiz. Quizzes with more than 50 questions cannot be edited and may not display properly for students.
- Multiple quizzes can be added to a media file.
- If the quiz creation option does not display in Studio, this feature is not enabled in your account. Please contact your admin for more information.
- When you share a Studio video, any quiz created in that video is not included.
- When you copy Canvas course content, quizzes created in Studio do not copy and will need to be re-imported to the new course.

Locate Media

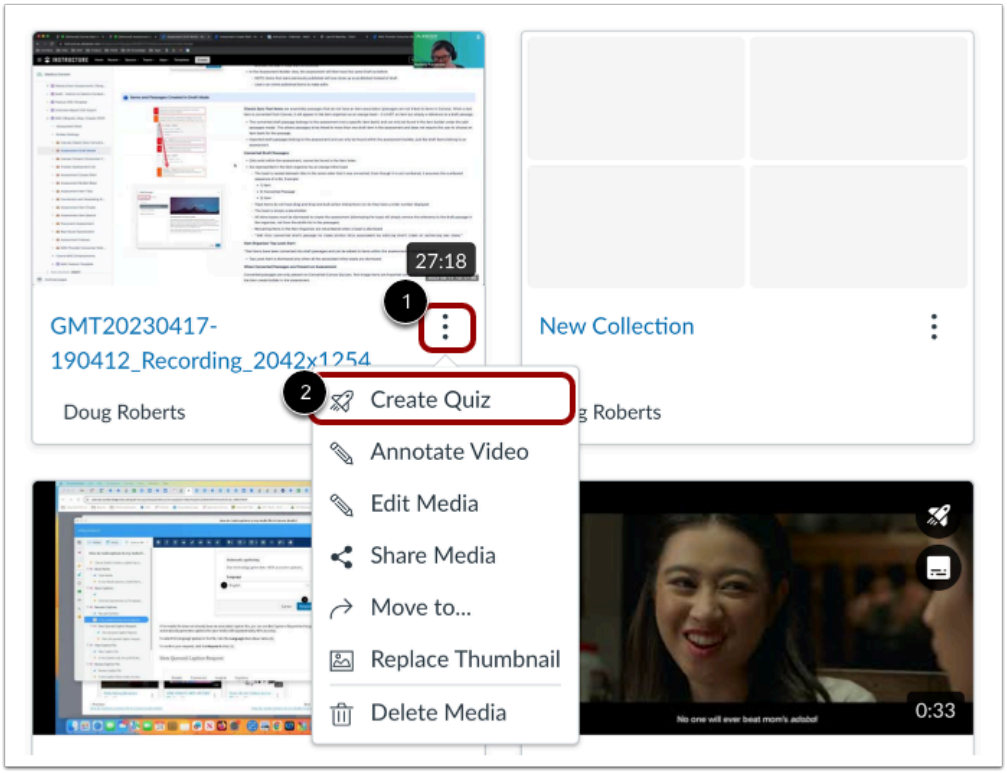


In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To search for a media file, click the **Search** icon [1]. To sort media by title, click the **Sort By** drop-down menu [2]. To filter media by collection, or caption status, click the **Filter by** drop-down menu [3].

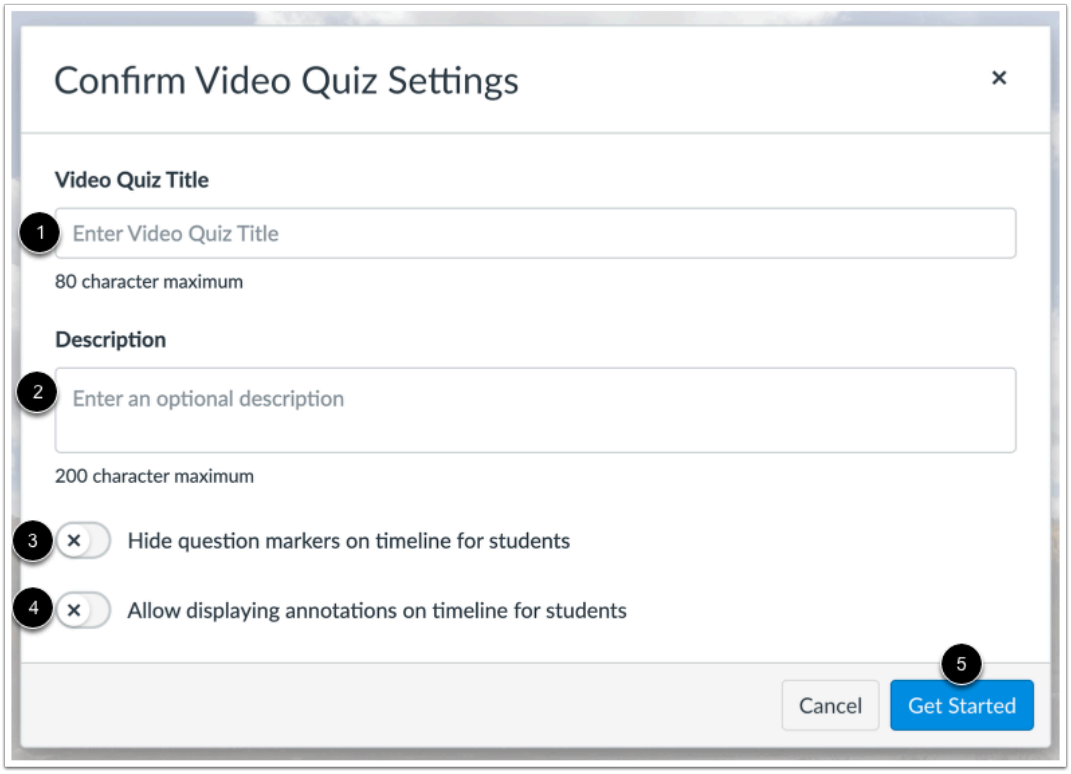
Note: Media that contains a quiz displays the Quiz icon [4].

Create Quiz



In the thumbnail for the media, click the **Options** icon [1]. Then, click the **Create Quiz** link [2].

Add Quiz Details



In the **Video Quiz Title** field [1], enter the name of the quiz.

In the **Description** field [2], enter an optional description.

To hide question markers in the embedded quiz, click the **Hide question markers on timeline for students** toggle button [3].

To allow video annotations to display in the quiz timeline, click the **Allow displaying annotations on timeline for students** toggle button [4].

Click the **Get Started** button [5].

Add Questions

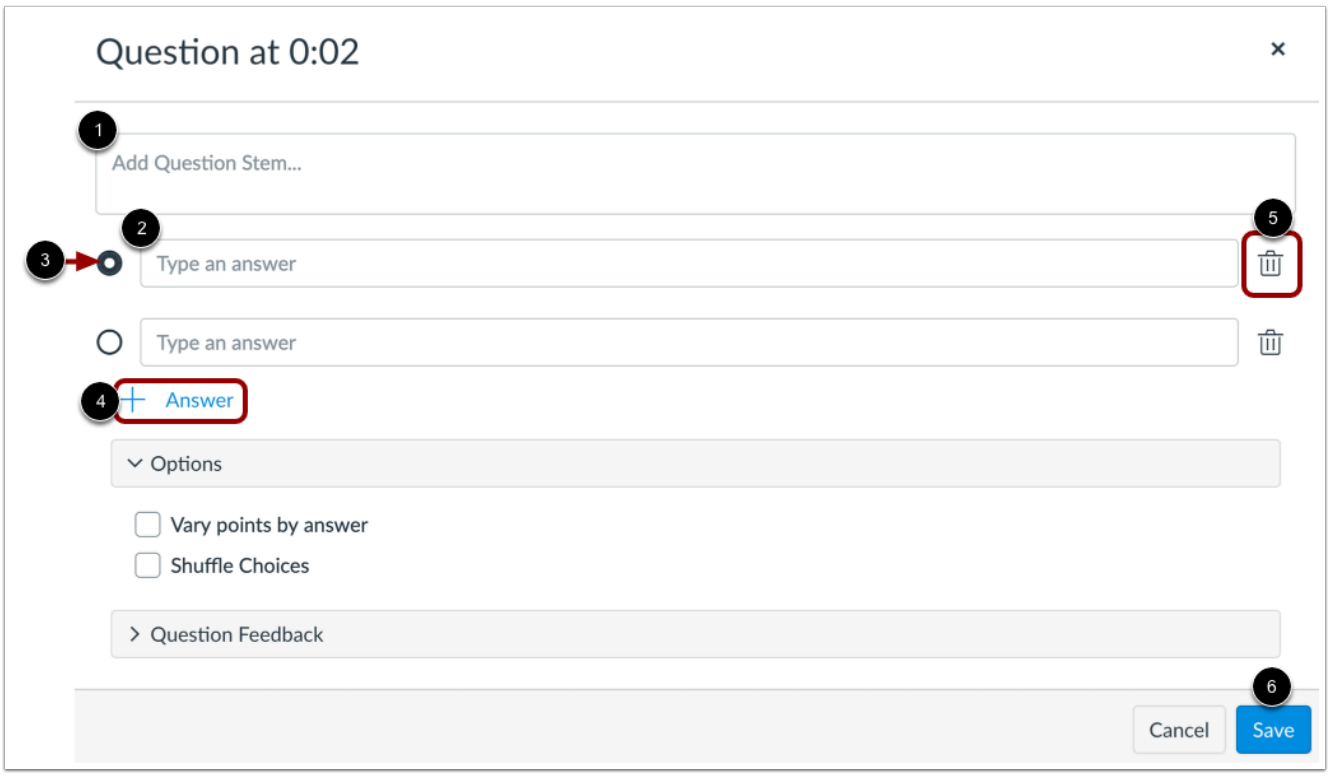
To create a quiz question, click the **Add** button. The Add button appears when the media is paused.

Note: Studio quizzes do not support more than 50 questions in a quiz. Quizzes with more than 50 questions cannot be edited and may not display properly for students.

Select Question Type

To add a question, click the **Multiple Choice** [1], **True or False** [2], or **Multiple Answer** [3] question type option.

Edit Multiple Choice Question Details



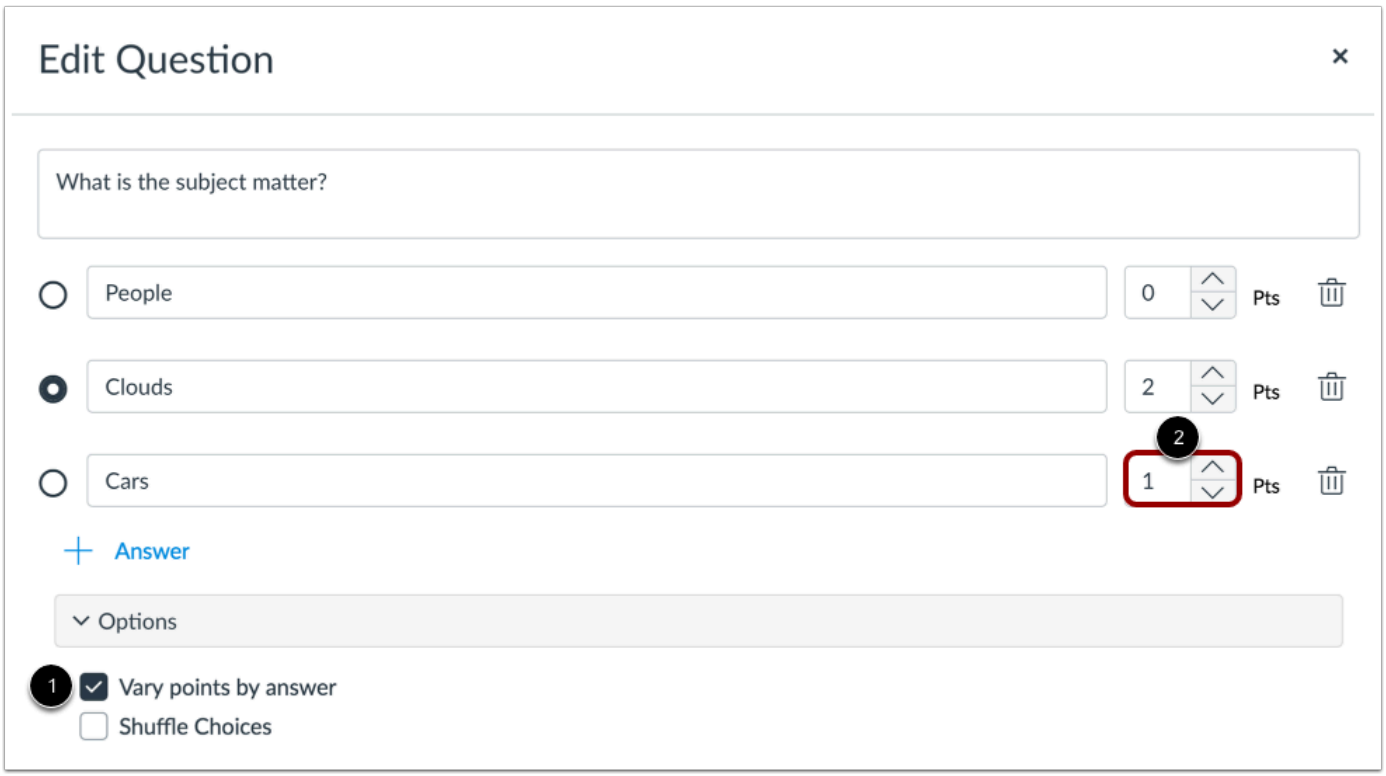
In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

To add answers to the question, type the answers in the **Answer** fields [2]. To select the correct answer, click the button next to that answer [3].

To add an additional answer choice, click the **Add Answer** link [4]. To delete an answer, click the **Delete** icon [5].

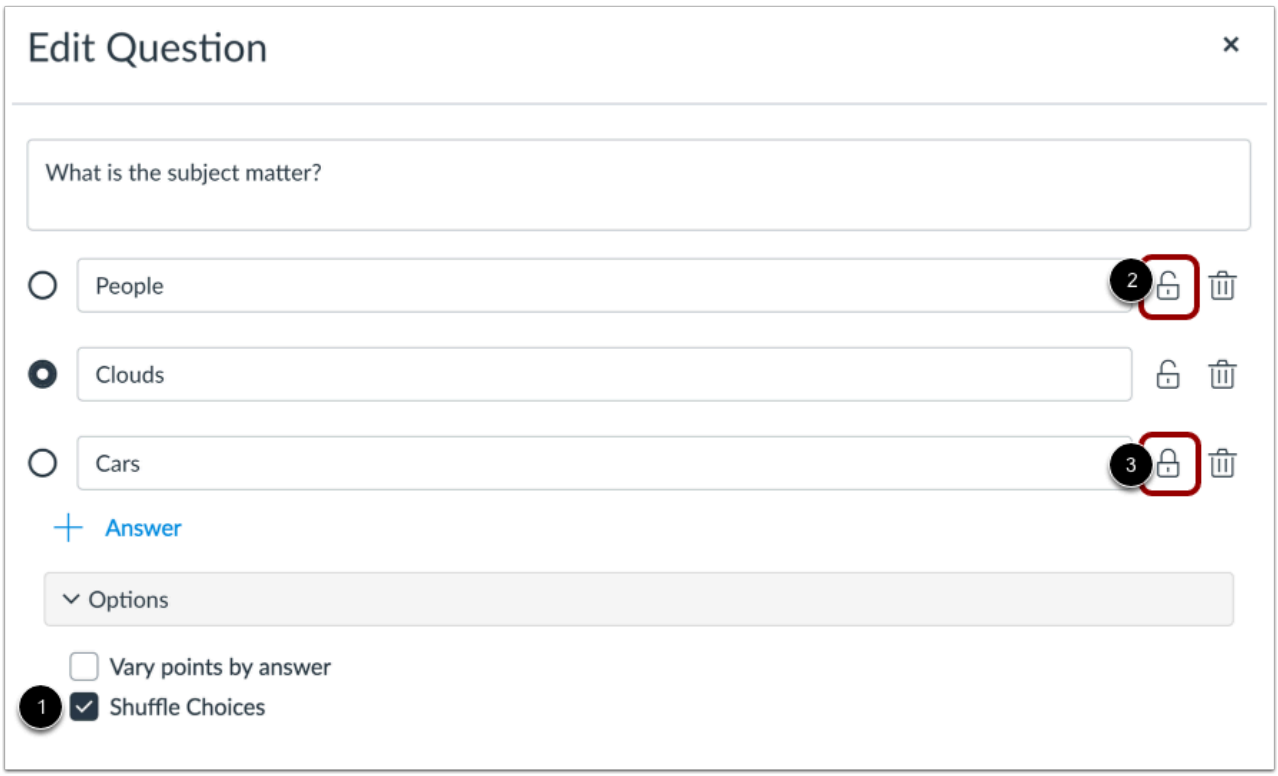
Click the **Save** button [6].

Vary Points by Answer



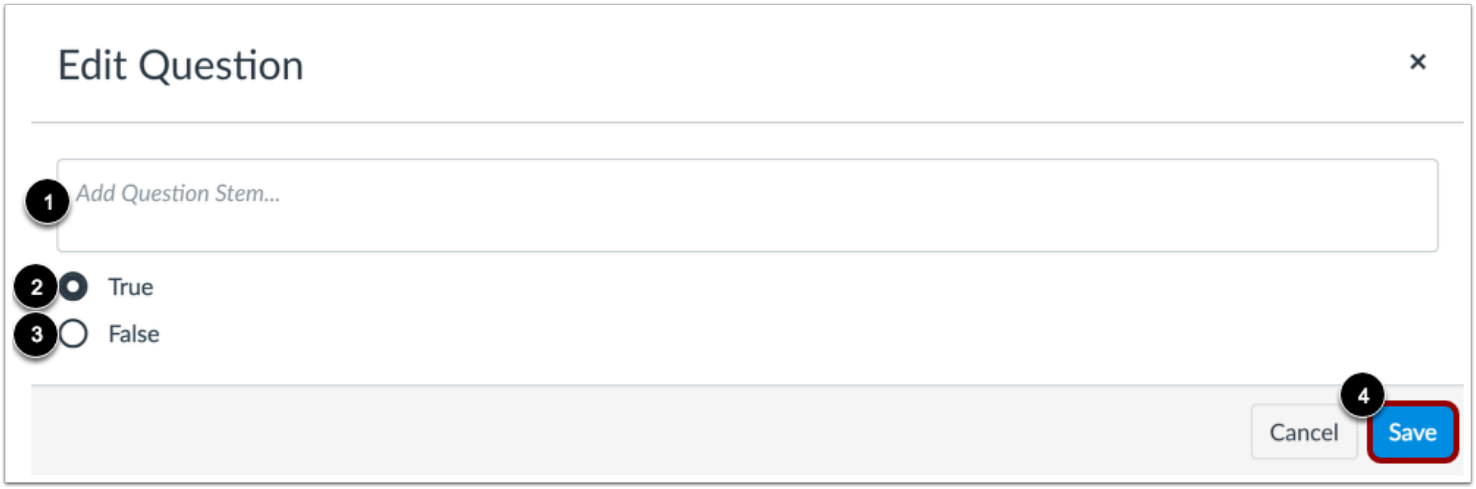
To vary points based on student responses, click the **Vary points by answer** checkbox [1]. Then, set specific point totals for each answer by entering a value or using the arrows in the **Pts** field [2].

Shuffle Multiple Choice Answer Choices



To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock Distractor Position** icon [2]. To unlock a locked answer, click the **Unlock Distractor Position** icon [3].

Edit True or False Question Details

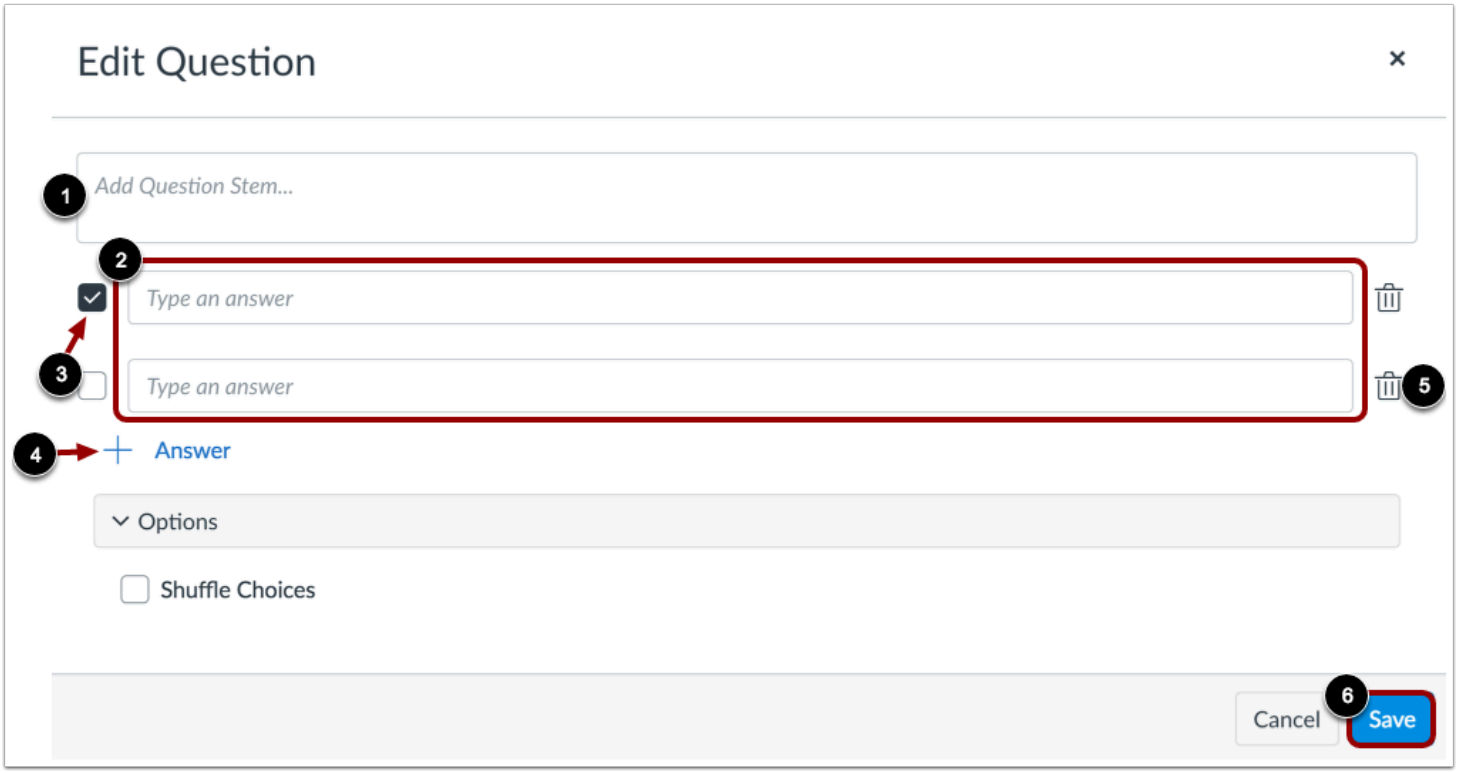


In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

To select the correct answer for the question, click the button next to the **True** [2] or **False** [3] option.

Click the **Save** button [4].

Edit Multiple Answer Question Details



In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

To add answers to the question, type the answers in the **Answer** fields [2]. To select the correct answer(s), click the checkbox next to that answer [3].

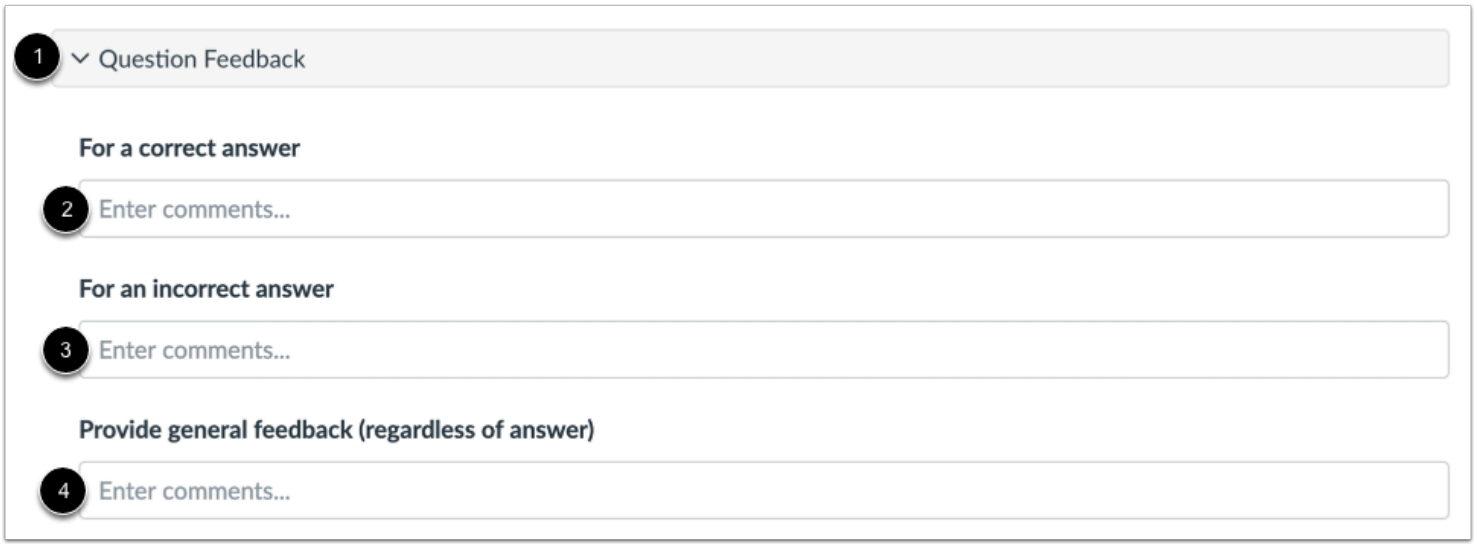
To add an additional answer choice, click the **Add Answer** link [4]. To delete an answer, click the **Delete** icon [5].

Click the **Save** button [6].

Shuffle Multiple Answer Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock Distractor Position** icon [2]. To unlock a locked answer, click the **Unlock Distractor Position** icon [3].

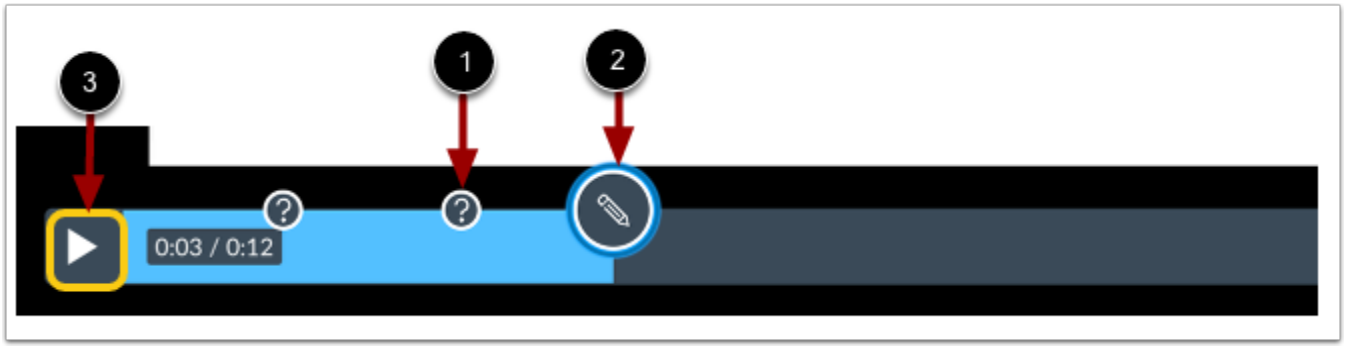
Add Quiz Question Feedback



To add question feedback, click the **Question Feedback** section link [1].

You can enter comments for students to view after taking the quiz. You can enter comments about a correct answer [2], about an incorrect answer [3], or to provide general feedback [4].

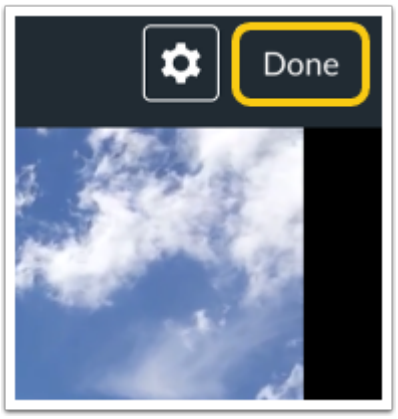
View Questions



The question mark icons in the timeline show the questions in the media [1]. To edit an existing question, hover your cursor over the question mark icon, and click the **Edit** icon [2].

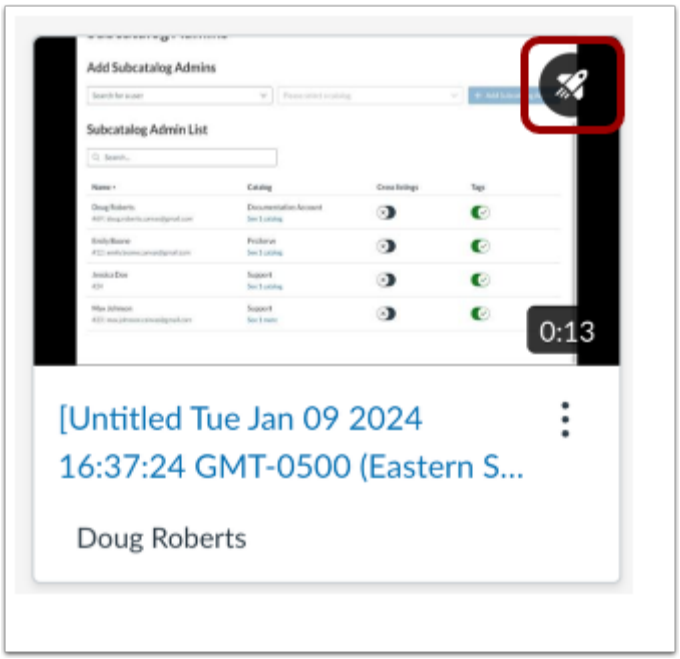
To review the video quiz questions while the video plays, click the **Play** button [3].

Return to Media



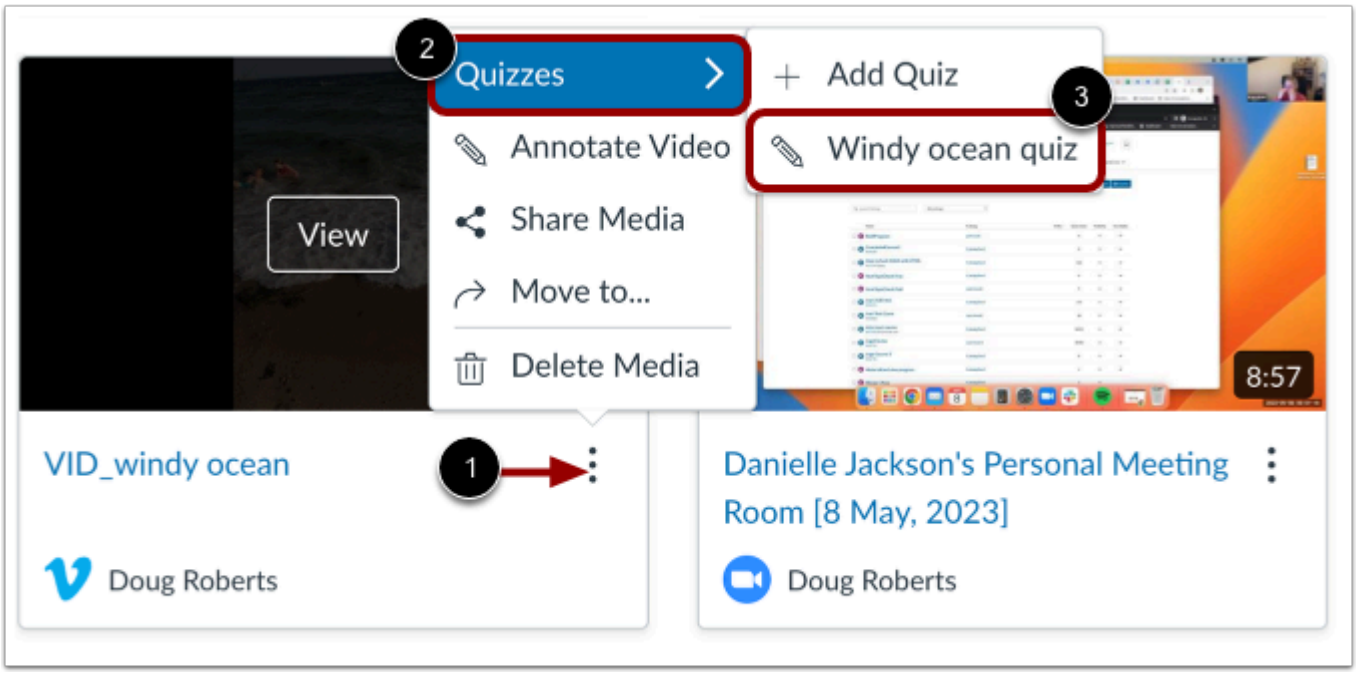
When you are done editing your video quiz, click the **Done** button.

View Media with Quiz



A Quiz icon displays on media with quizzes.

Edit Quiz



On the My Library page, locate the media with the quiz. Click the **Options** icon [1], hover your cursor over the **Quizzes** link [2], and select the quiz name [3].

For users to take the quiz, you must embed the media in a Canvas course.

Note: Once a version of a quiz has been embedded or taken, it cannot be edited.

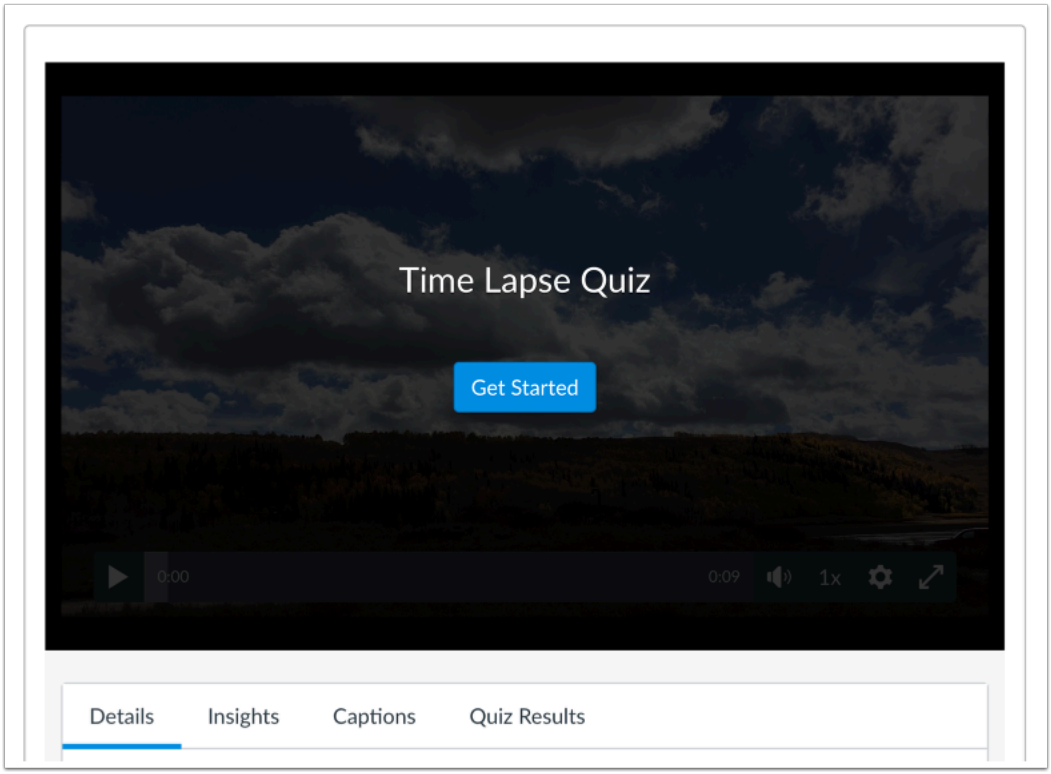
How do I view Canvas Studio video quiz and item analysis results?

You can view Canvas Studio video quiz results in Canvas. The Quiz and Item Analysis report includes statistics for the entire quiz, as well as for individual items.

You can also view individual student results.

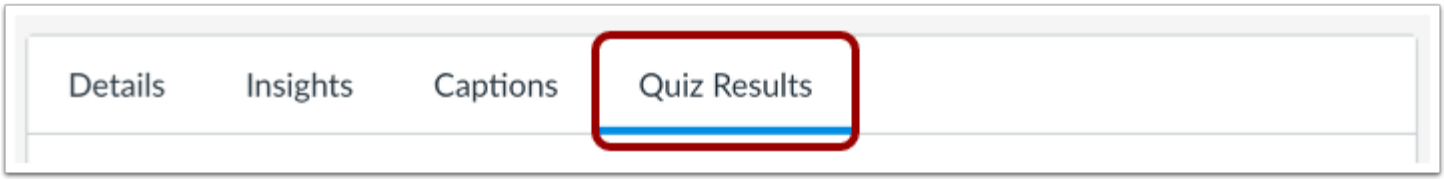
Note: Canvas Studio quiz and item analysis statistics are based on those generated by Canvas New Quizzes. You can learn more about the statistics.

Open Embedded Video



Open the Canvas feature area that contains the embedded Studio quiz you want to view.

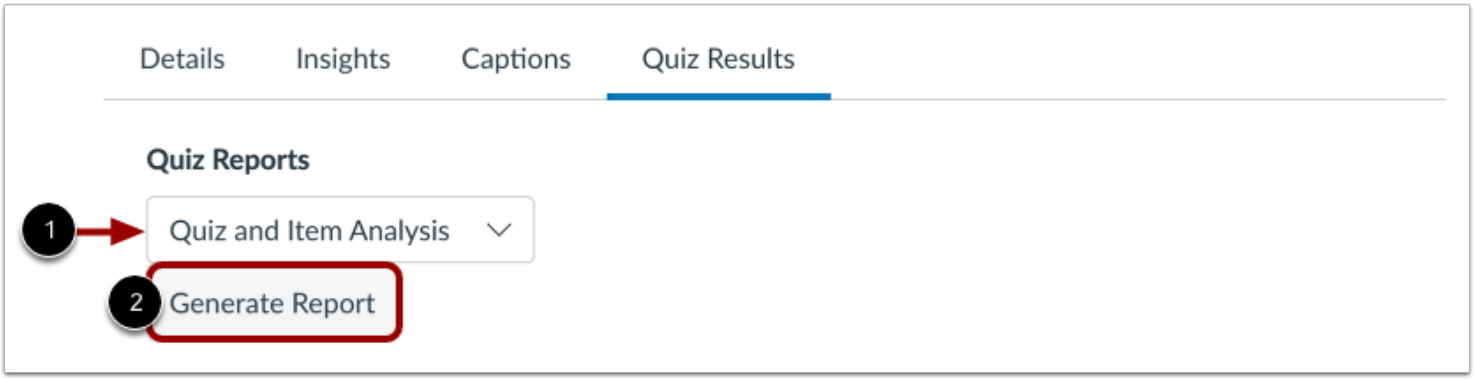
Open Quiz Results



Click the **Quiz Results** tab.

Note: If the Quiz Results tab does not display, this feature has not been enabled in your account. Please contact your admin for more information.

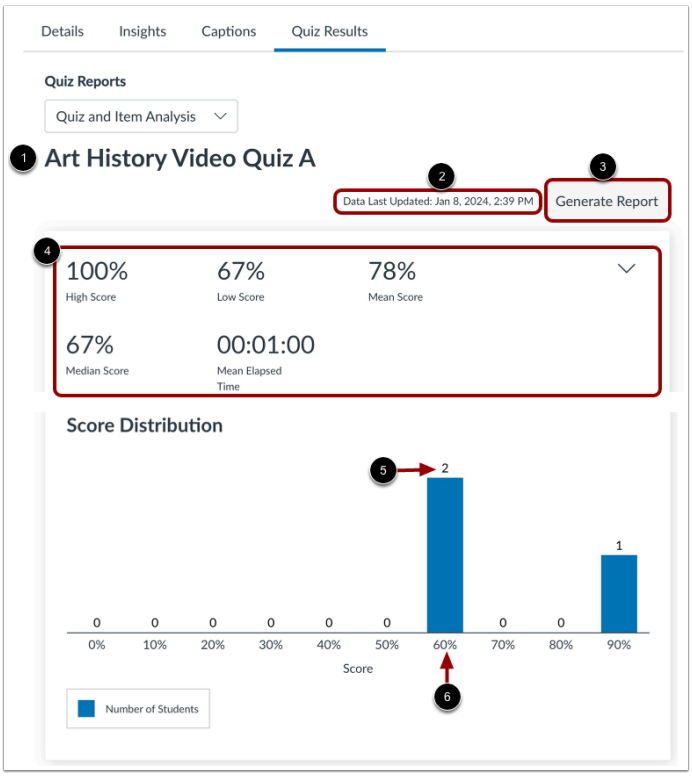
Generate Quiz and Item Analysis Report



From the **Quiz Reports** drop-down menu, select the **Quiz and Item Analysis** option [1]. Then, click the **Generate Report** button [2].

Note: To generate quiz results, there must be quiz data from at least three students.

View Quiz Analysis



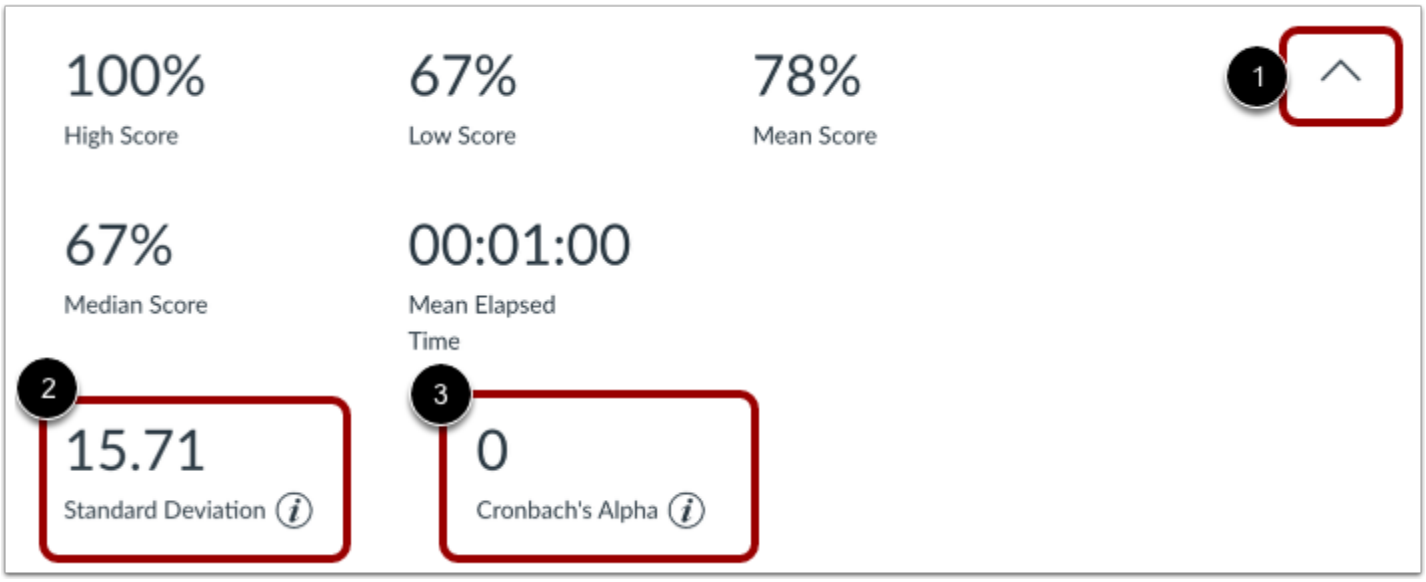
The report displays the quiz title [1] and the report generation date and time [2]. To incorporate quiz data available after the report generation date and time, click the **Generate Report** button [3].

The quiz report displays the following statistics [4]:

- **High Score**: highest percentage score
- **Low Score**: lowest percentage score
- **Mean Score**: average percentage score
- **Median Score:** median percentage score
- **Mean Elapsed Time**: average time taken to complete the quiz

The Score Distribution graph displays the distribution of earned scores. Each bar displays the total number of students [5] who received the corresponding percentage score [6].

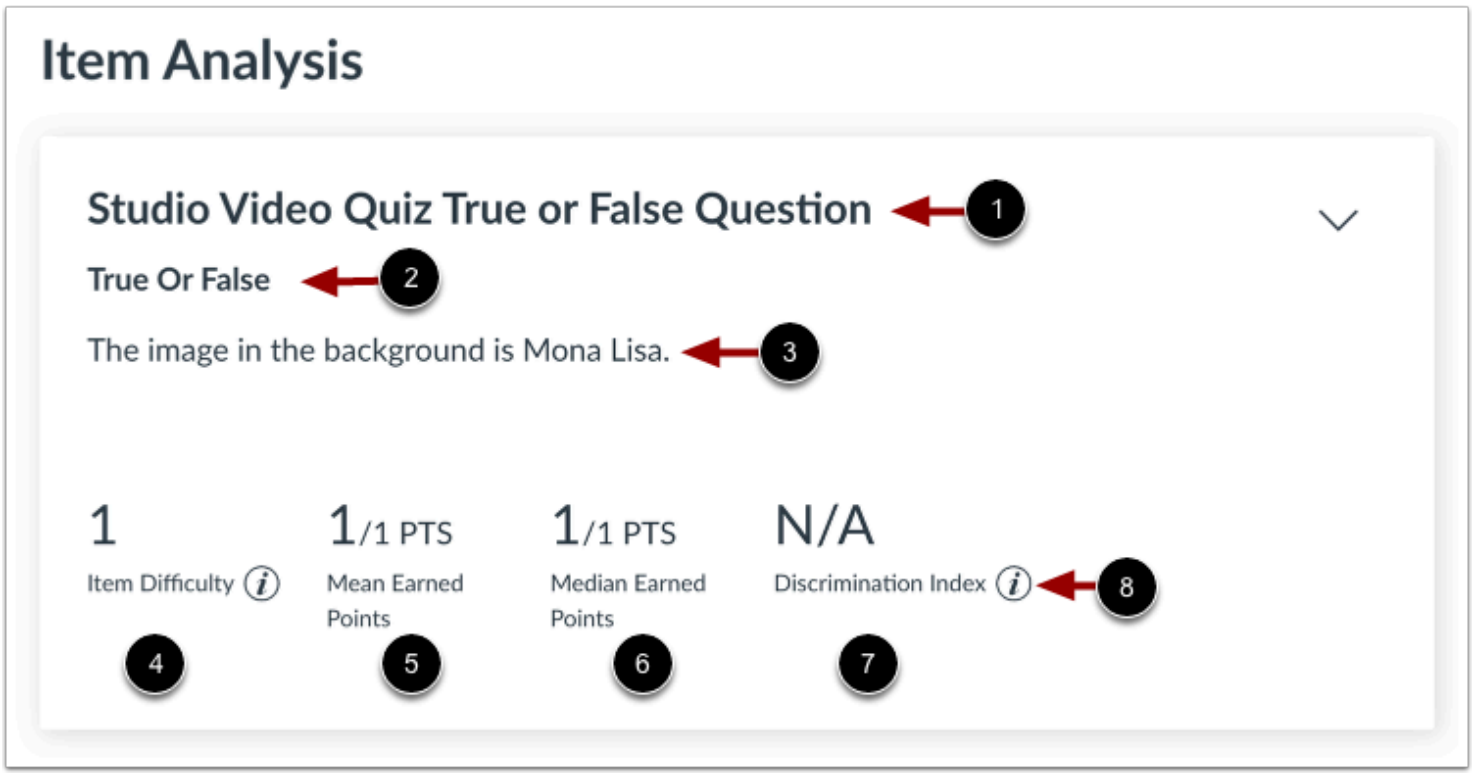
View Expanded Quiz Analysis



Click the **Expand/Collapse** icon [1]. The following statistics display:

- **Standard Deviation** [2]: amount of variation from the mean score in percentage
- **Cronbach's Alpha** [3]: an internal consistency measure that estimates the reliability of a quiz

View Item Analysis

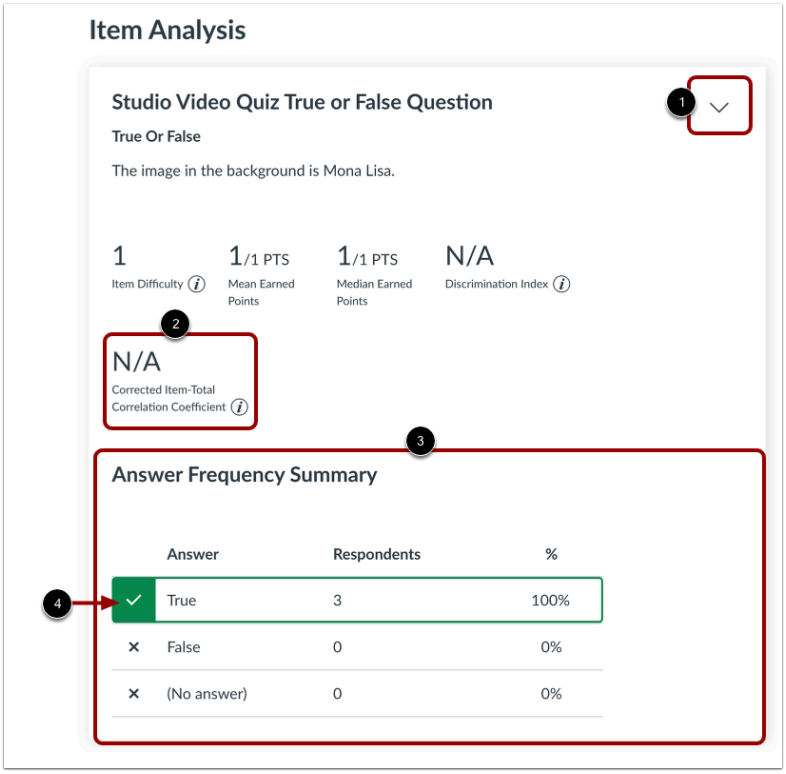


In the Item Analysis section, you can view each item's title [1], question type [2], and question stem [3]. You can also view the following statistics:

- **Item Difficulty** [4]: measures the proportion of students who answered the question correctly
- **Mean Earned Points** [5]: displays the average point score out of the maximum possible points
- **Median Earned Points** [6]: displays the median point score out of the maximum possible points
- **Discrimination Index** [7]: assesses the ability of an item to differentiate between the highest scoring and lowest scoring students

Note: For more details about a statistic, click an **Information** icon [8].

View Expanded Item Analysis



To view additional item analysis details, click the item **Expand/Collapse** icon [1]. You can view:

- **Corrected Item-Total Correlation Coefficient** [2]: measures the correlation between a given item and the total score
- **Answer Frequency Summary Chart** [3]: displays each answer choice along with the number and percentage of respondents (students) who selected the answer choice

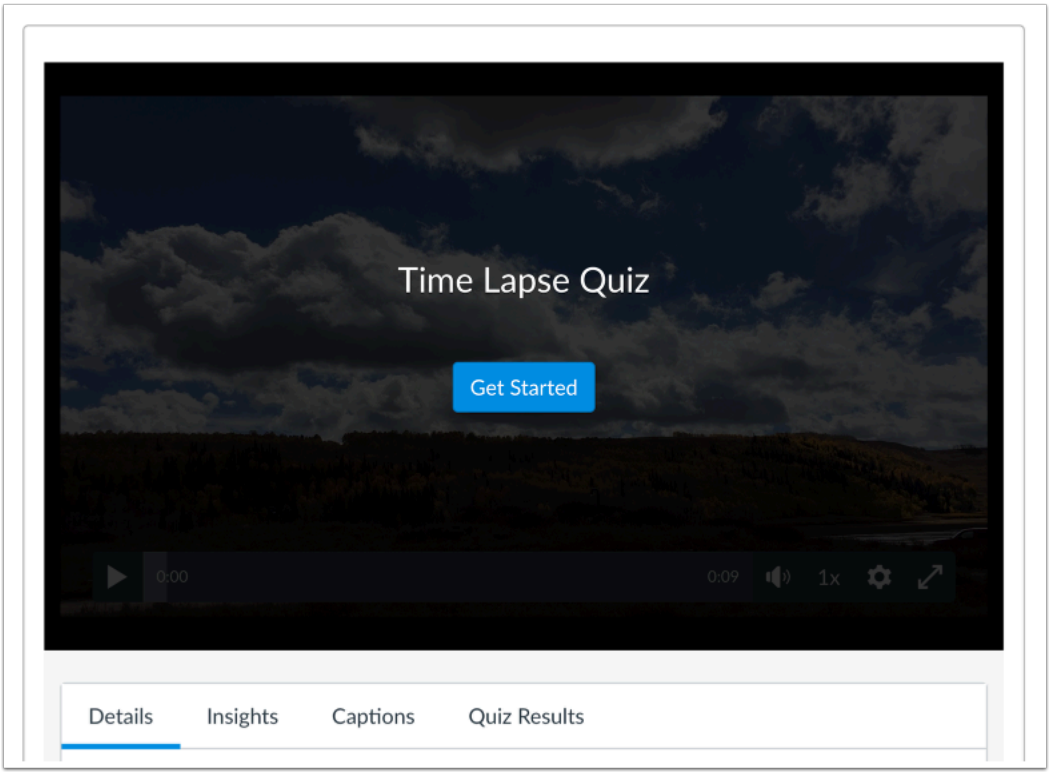
Note: Correct answers display a check mark [4].

How do I view Canvas Studio video quiz results for individual students?

You can view Canvas Studio video quiz results for individual students in Canvas. The Student Results report displays a chart of all students and their data. You can also view individual student answers.

For overall quiz and item analysis results, view the quiz and item analysis report.

Open Embedded Video



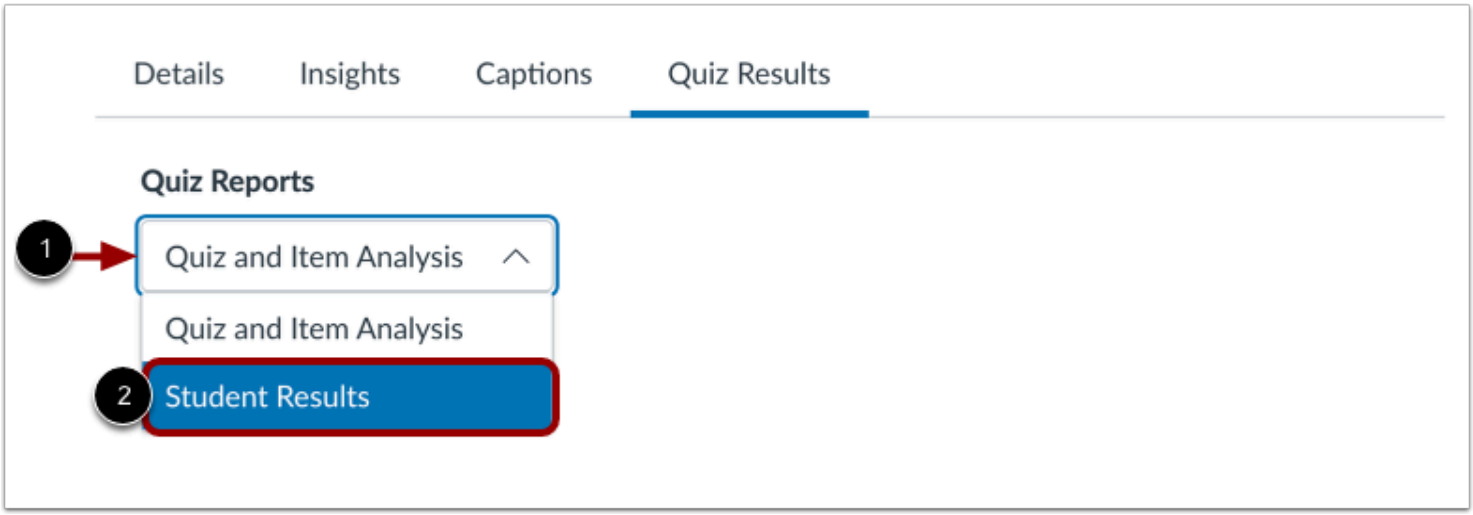
Open the Canvas feature area that contains the embedded Studio quiz you want to view.

Open Quiz Results

Click the **Quiz Results** tab.

Note: If the Quiz Results tab does not display, this feature has not been enabled in your account. Please contact your admin for more information.

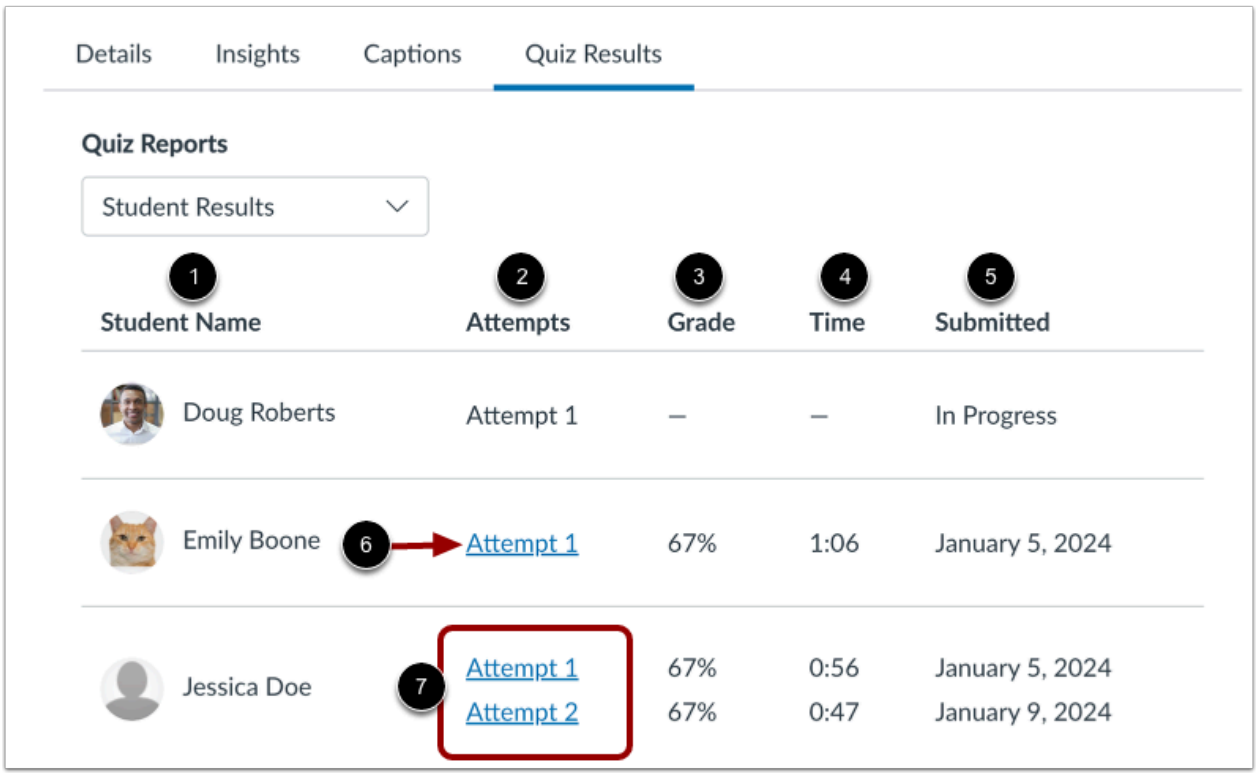
Open Student Results Report



Click the **Quiz Reports** drop-down menu [1]. Then, select the **Student Results** option [2].

Note: The Quiz and Item Analysis option allows you to view overall quiz and item analysis data.

View Summarized Student Results



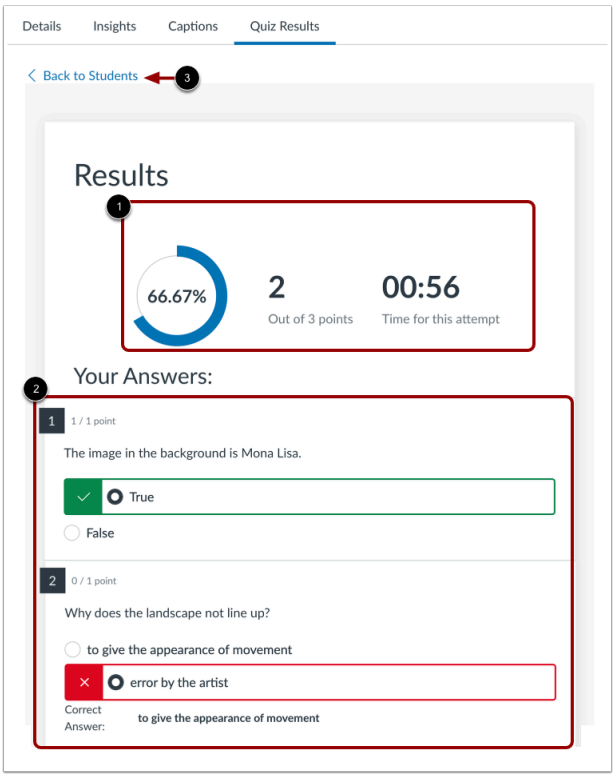
The Student Results page displays a list of all students who have submitted the quiz [1].

You can also view each student's quiz attempts [2], their quiz grade [3], the time a student spent taking the quiz [4], and the date the quiz was submitted [5].

To view an individual student's quiz attempt, click an **Attempt** link next to the student's name [6].

Note: If there is more than one student attempt, you can view results from any attempt [7].

View Detailed Student Results



In the Results section [1], you can view a summary of the student's quiz attempt, including their score percentage, the number of points earned for correct answers, and the time the student spent taking the quiz.

In the Your Answers section [2], you can view the student's answers for each quiz question.

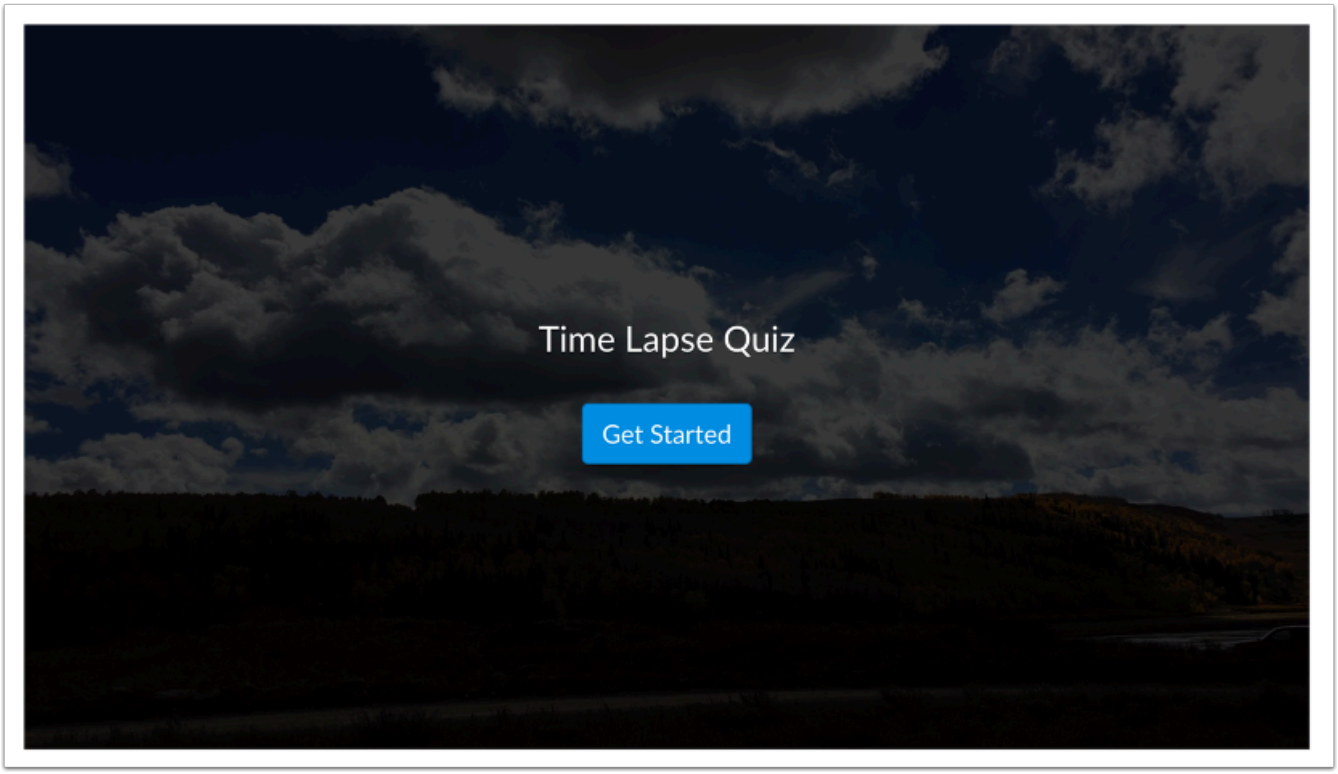
To return to the Student Results, click the **Back to Students** link [3].

How do I take a Canvas Studio video quiz in a Canvas course as a student?

You can take a video quiz from Canvas Studio by accessing an embedded video in a Canvas course.

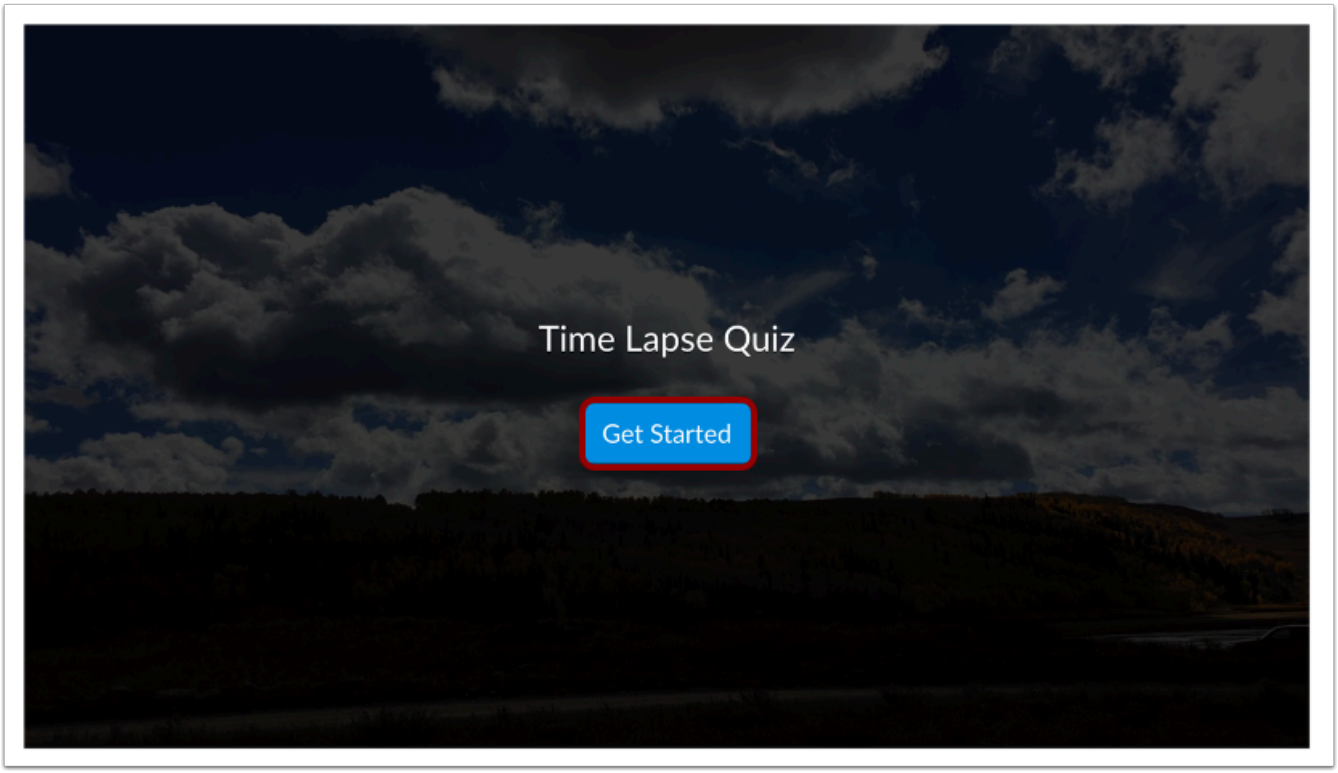
Note: As users with an active course role, admins, instructors, TAs, and students can view Canvas Studio video quizzes in a Canvas course. Users enrolled as observers in a course cannot view Canvas Studio video quizzes.

Open Media



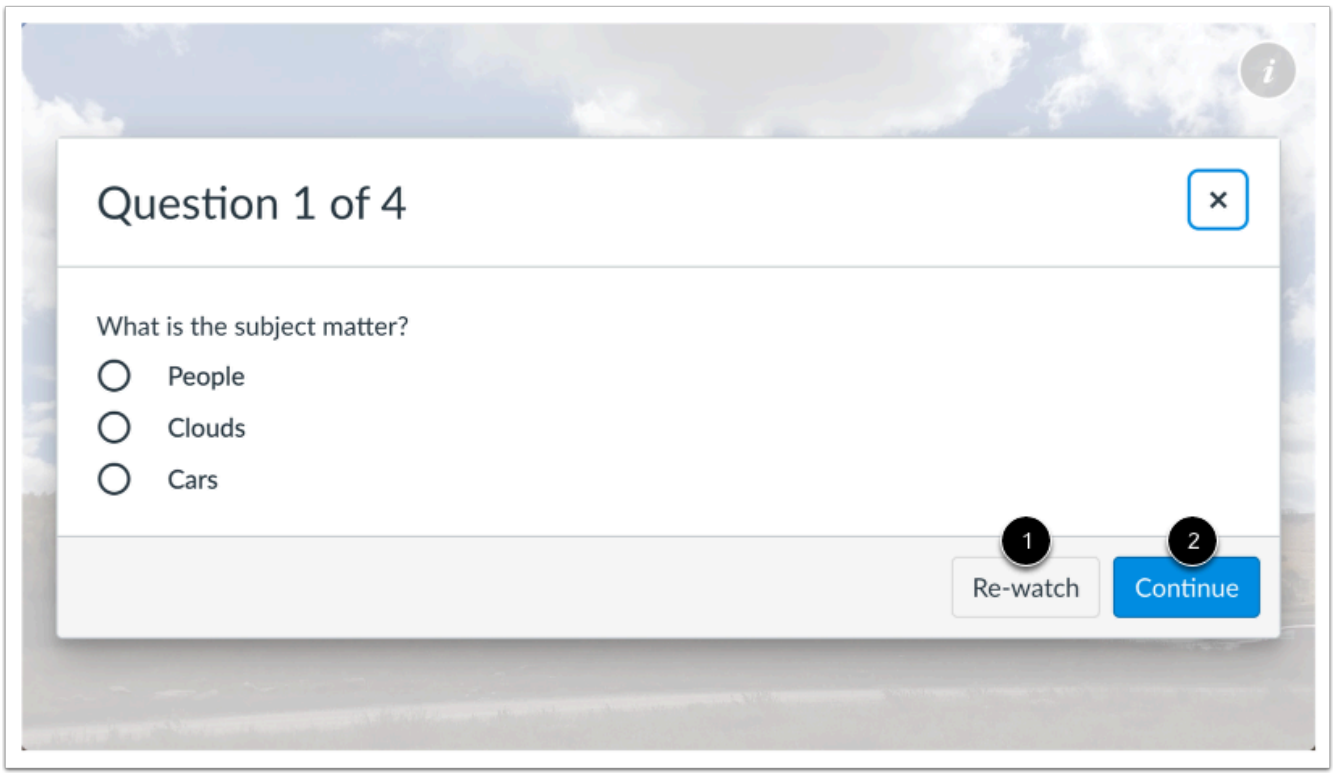
Open the Canvas feature area that displays the video quiz you want to take.

Take Quiz



To begin taking the quiz, click the **Get Started** button.

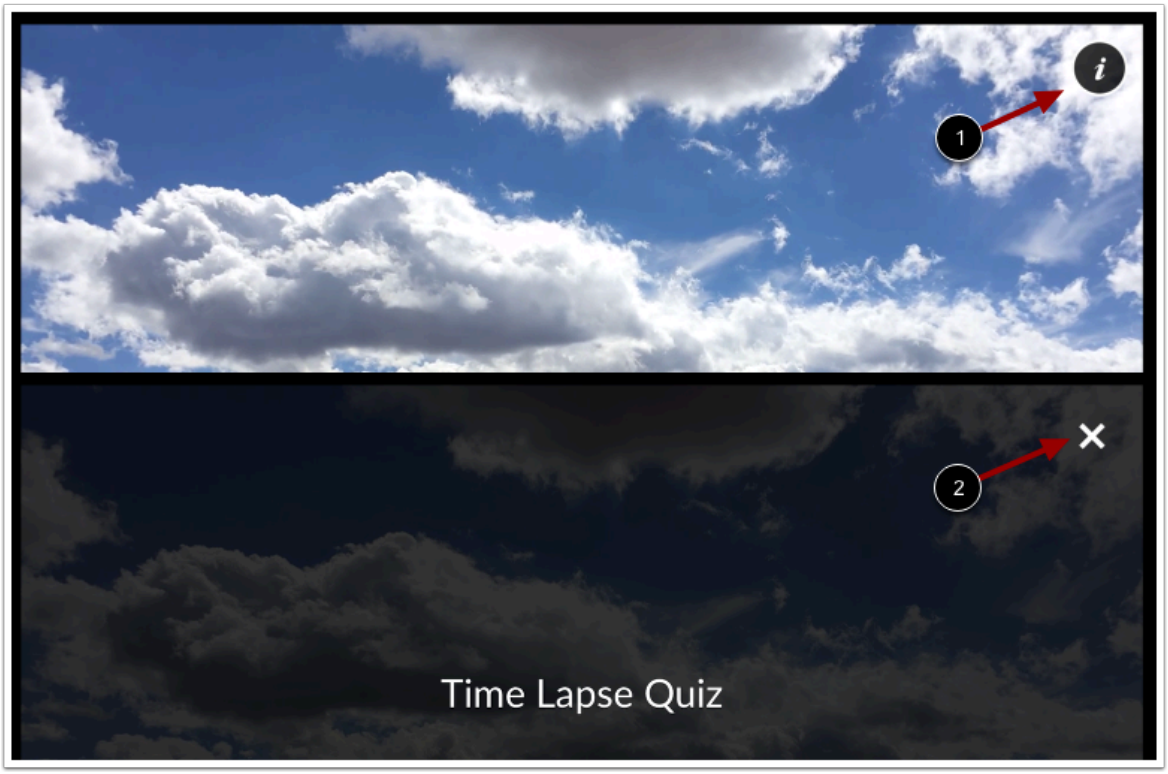
View Quiz



Answer the questions that display as the media timeline progresses by clicking your answer choice. To play the relevant portion of the media again, click the **Re-watch** button [1]. To continue playing the media, click the **Continue** button [2].

Note: Depending on the quiz settings, you may not have quiz markers on the media timeline.

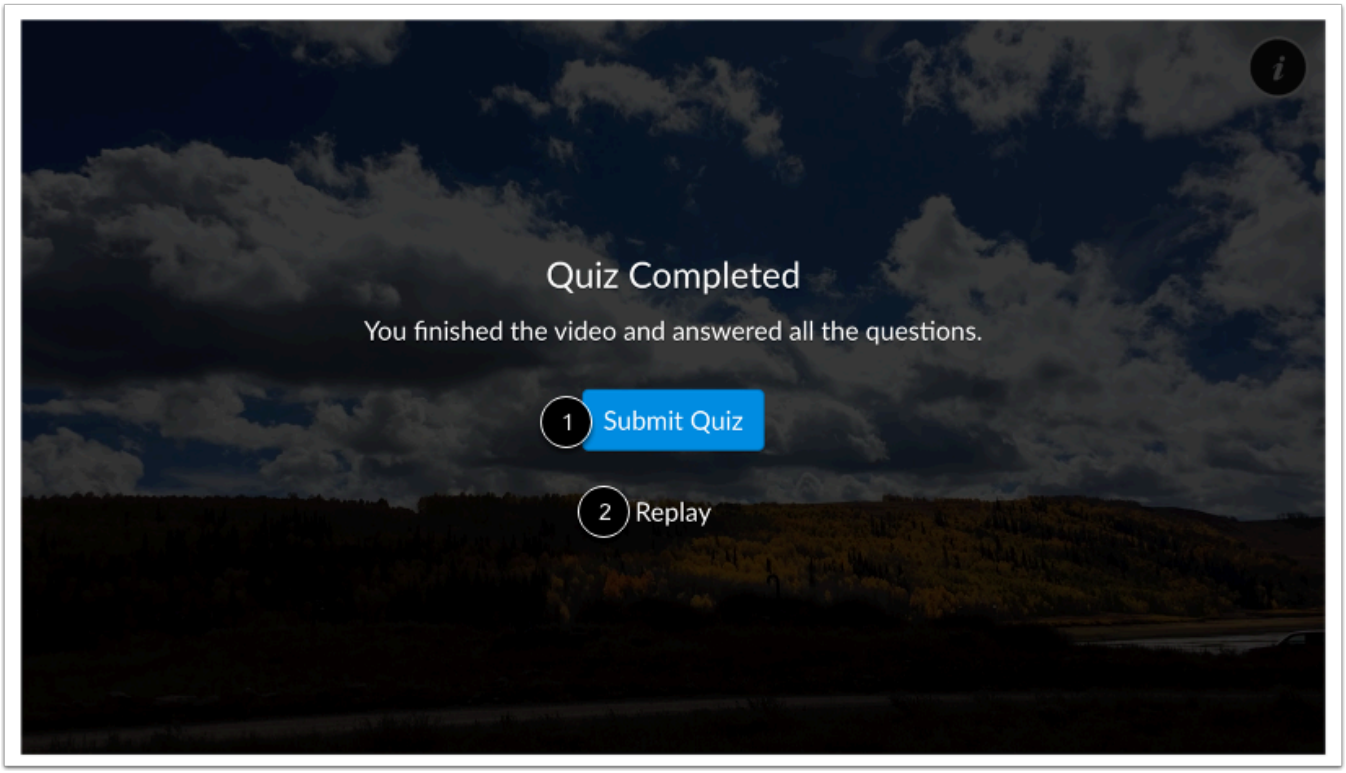
View Quiz Details



To view the video quiz details, click the **Info** icon [1]. Video quiz details can include the title and instructions for the video quiz.

To return to the video quiz, click the **Close** icon [2].

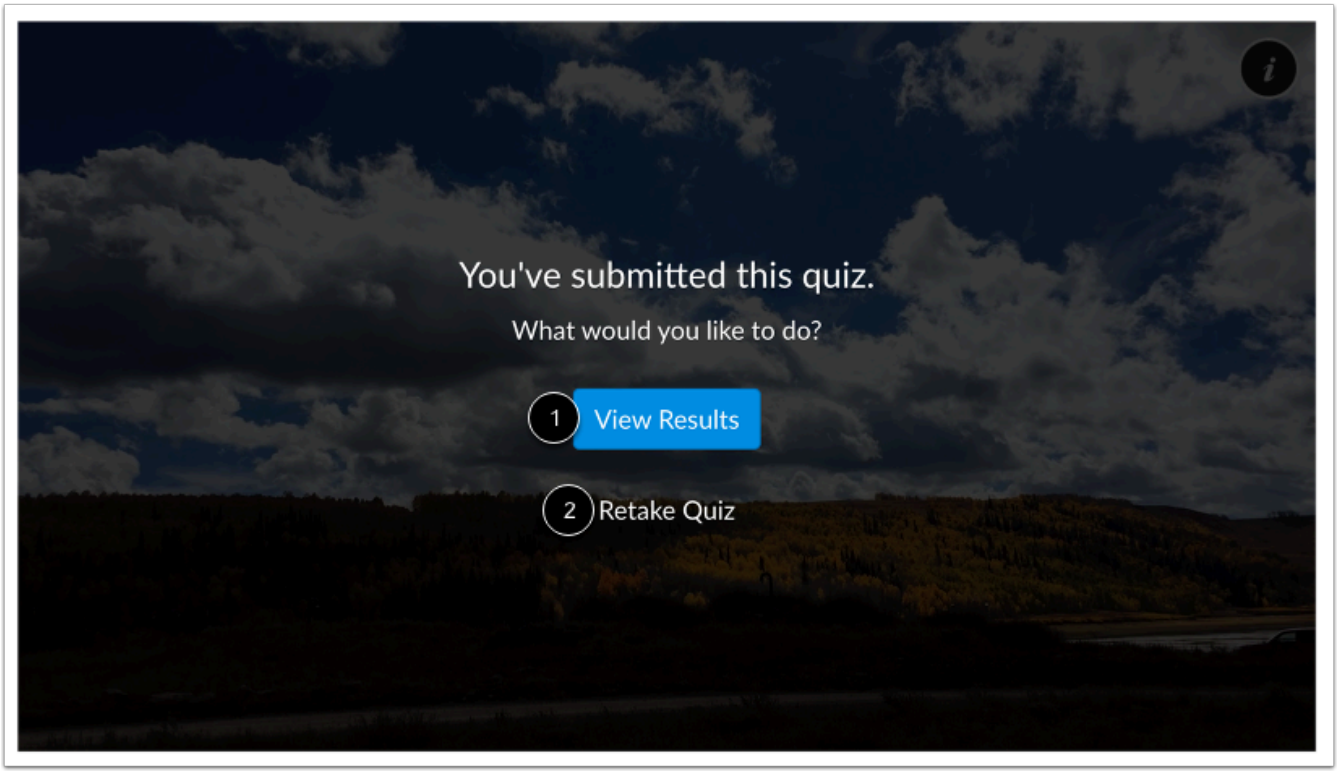
Submit Quiz



The video must finish playing before the quiz can be submitted. To submit the quiz, click the **Submit Quiz** button [1].

To play the media and review your answers to the questions, click the **Replay** link [2].

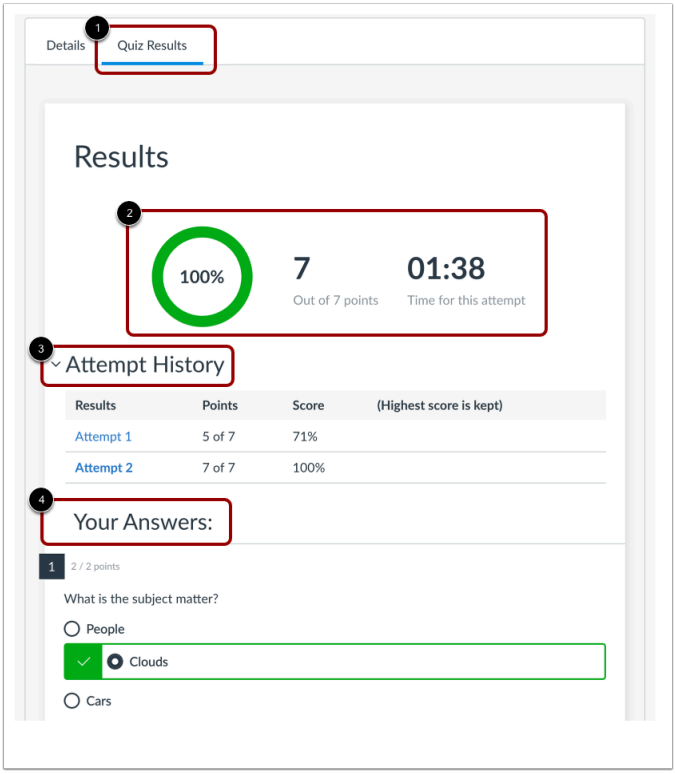
View Results



To view quiz results, click the **View Results** button [1].

To play the media and take the quiz again, click the **Retake Quiz** link [2].

View Quiz Results



In the **Quiz Results** tab [1], view your quiz results. You can view the percentage of the questions you answered correctly, number of points you received, and time elapsed for the attempt [2]. If you have multiple attempts, you can view your attempt history [3]. You can also view your selected answers [4].

How do I embed a Canvas Studio video quiz in the Canvas Rich Content Editor as an instructor?

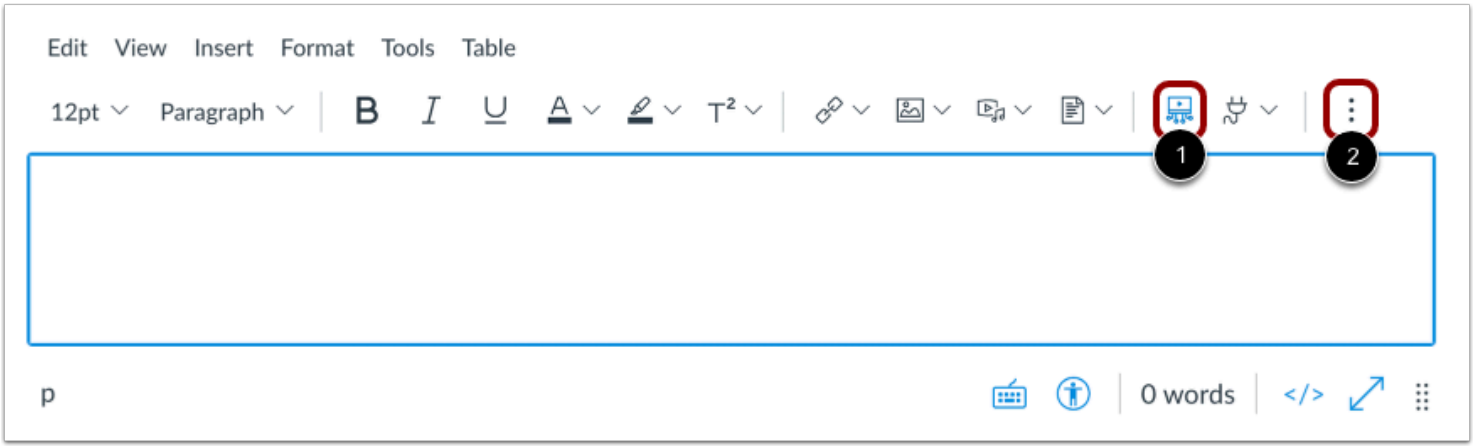
In Canvas, instructors, teaching assistants (TAs), designers, and Canvas Studio account admins can embed video quizzes from Studio in any feature area that contains the Rich Content Editor, including Assignments, Discussions, and Pages. Media is embedded using the Studio LTI tool.

Embedding a Canvas Studio video quiz in the Rich Content Editor will not post grades to the Gradebook. To post grades to the Gradebook, create an external tool assignment.

Notes:

- Before embedding a Studio video quiz, you must create the Studio quiz from your My Library page.
- Once a version of a quiz has been embedded or taken, it cannot be edited.

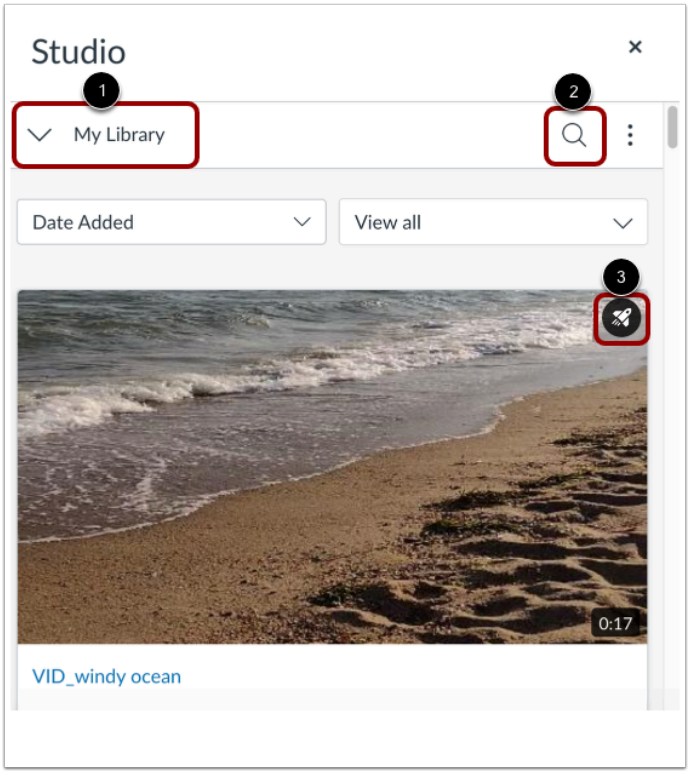
Open Studio in Rich Content Editor



Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Locate Media

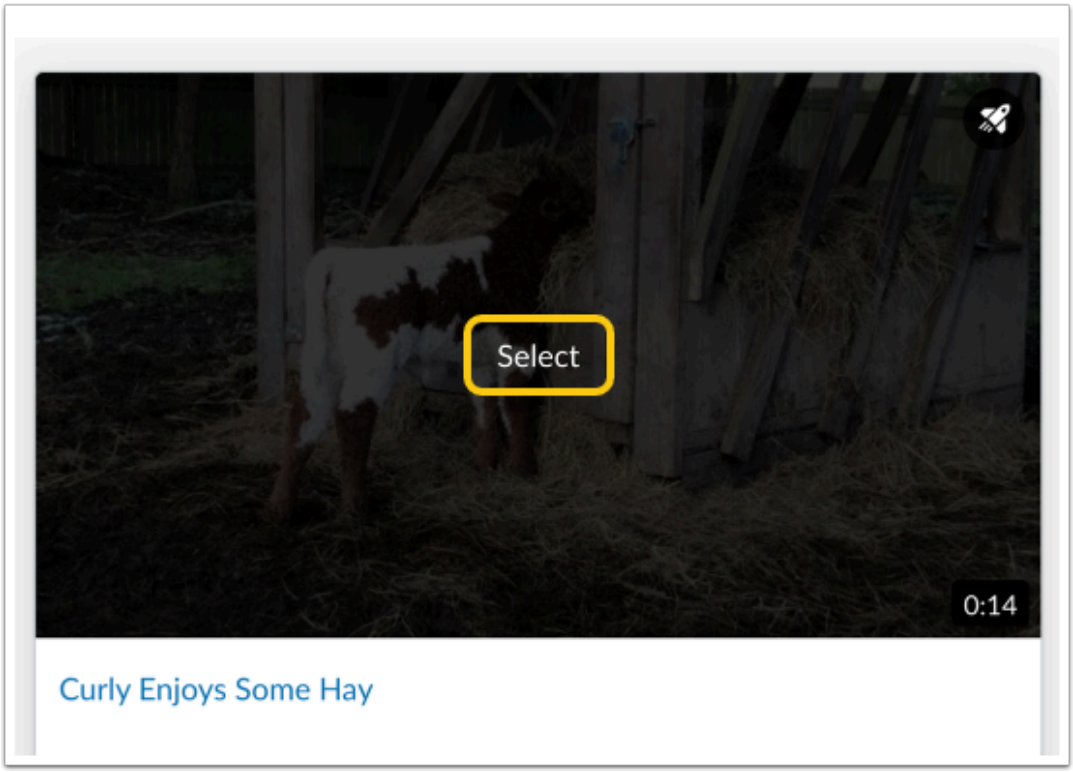


By default, the Studio Embed Window displays the My Library page [1].

To search for a video or audio file, click the **Search** icon [2].

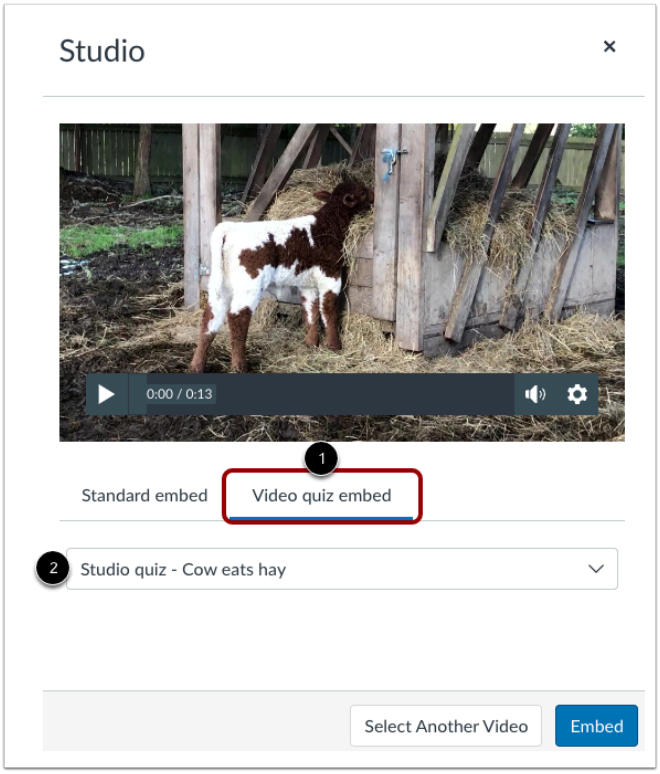
Videos that include a video quiz display the Quiz icon [3].

Select Media



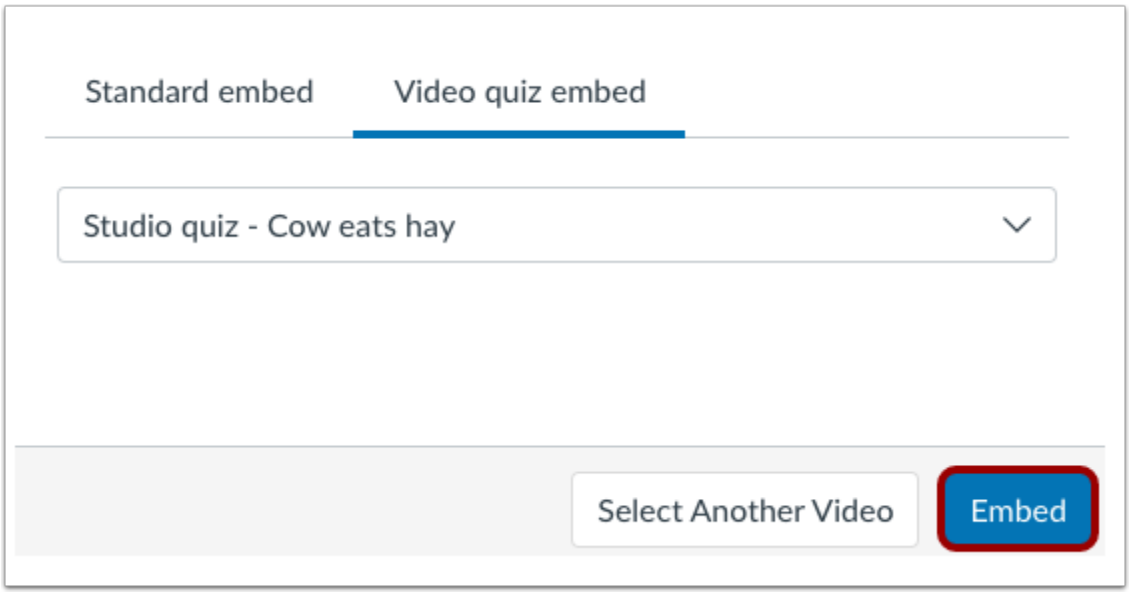
In the Studio Embed Window, hover the cursor over the media. Then, click the **Select** button.

Select Quiz



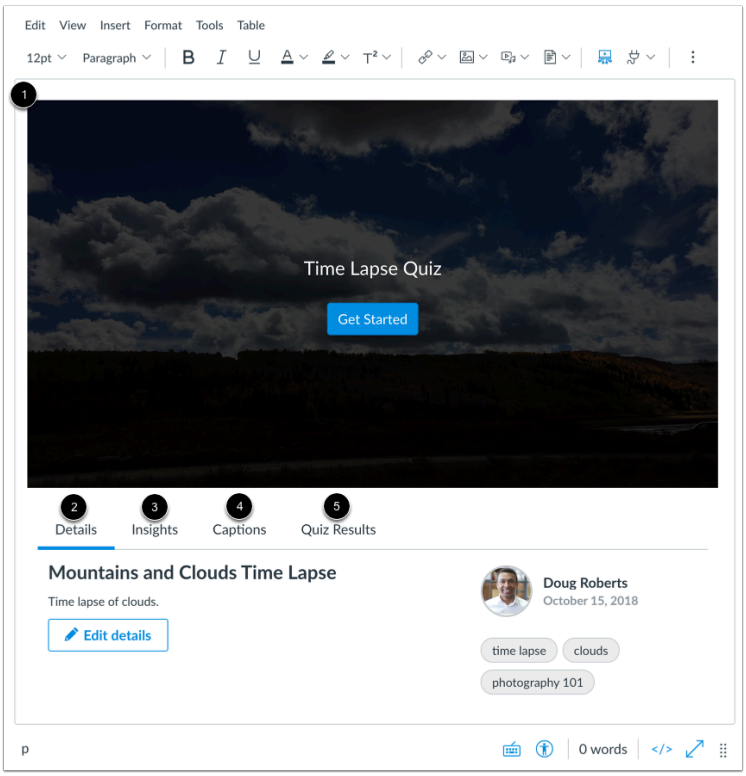
In the **Video quiz embed** tab [1], click the **Quiz** drop-down menu [2], and select the quiz you want to embed with the media.

Embed Media



Click the **Embed** button.

View Embedded Media



View the embedded media in the Rich Content Editor [1].

You can also view and edit media details [2], view insights [3], manage captions [4], or view quiz results [5].

You can remove the media from the page by highlighting it and pressing the **Delete** key on your keyboard.

Publish Media

To publish your Rich Content Editor content immediately, click the **Save & Publish** button [1]. To save your content as a draft, click the **Save** button [2].

How do I post Canvas Studio video quiz results in the Canvas Gradebook?

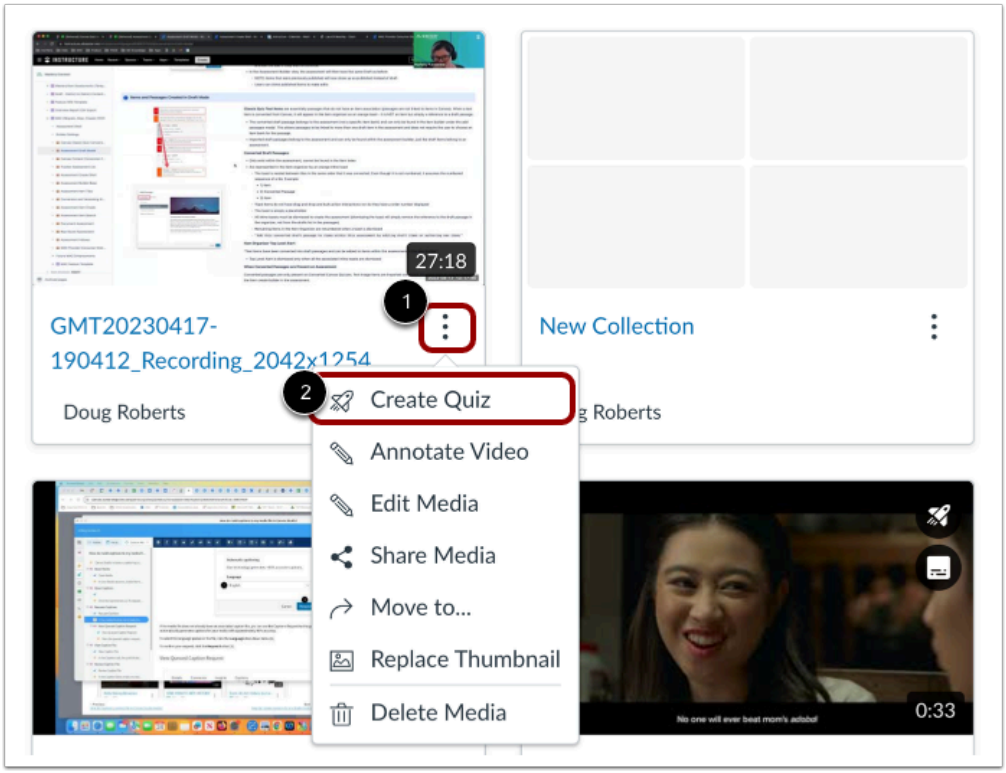
Canvas Studio video quizzes can be added to a Canvas assignment, and quiz results are posted in the Canvas gradebook.

To post Canvas Studio video quiz results in the gradebook automatically, the video quiz must be configured as an external tool assignment following the directions in this lesson. Embedding a video quiz in the Rich Content Editor will not post grades to the gradebook.

Notes:

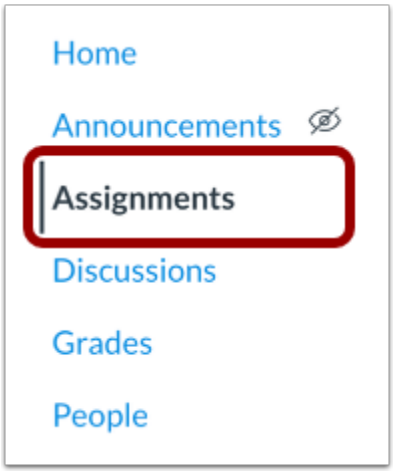
- Studio must be enabled.
- Quizzes must be created from your My Uploads page.
- Once a version of a quiz has been embedded or taken, it cannot be edited.
- When you copy Canvas course content, quizzes created in Studio will not copy and will need to be re-imported to the new course.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.

Open Create Quiz



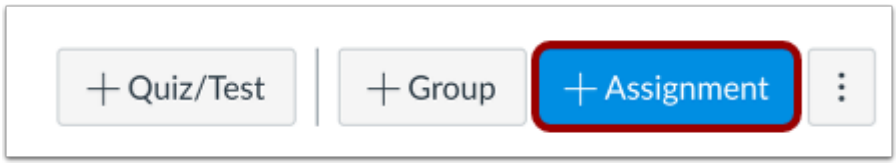
In the thumbnail for the media that includes the quiz, click the **Options** icon [1]. Then, click the **Create Quiz** link [2].

Open Canvas Assignments



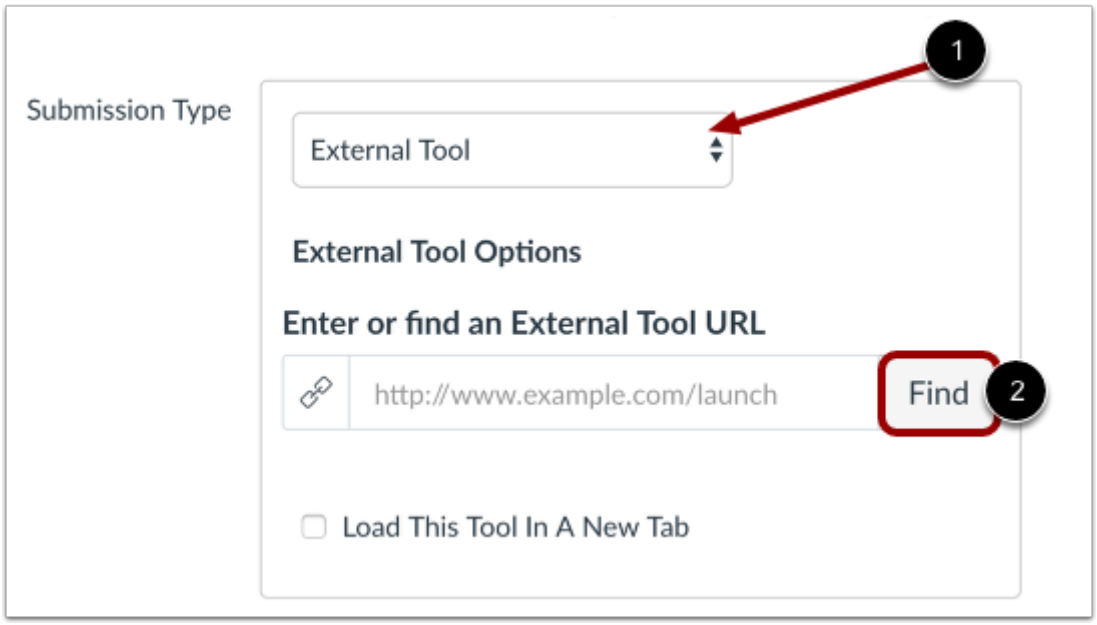
In Canvas Course Navigation, click the **Assignments** link.

Create Canvas Assignment



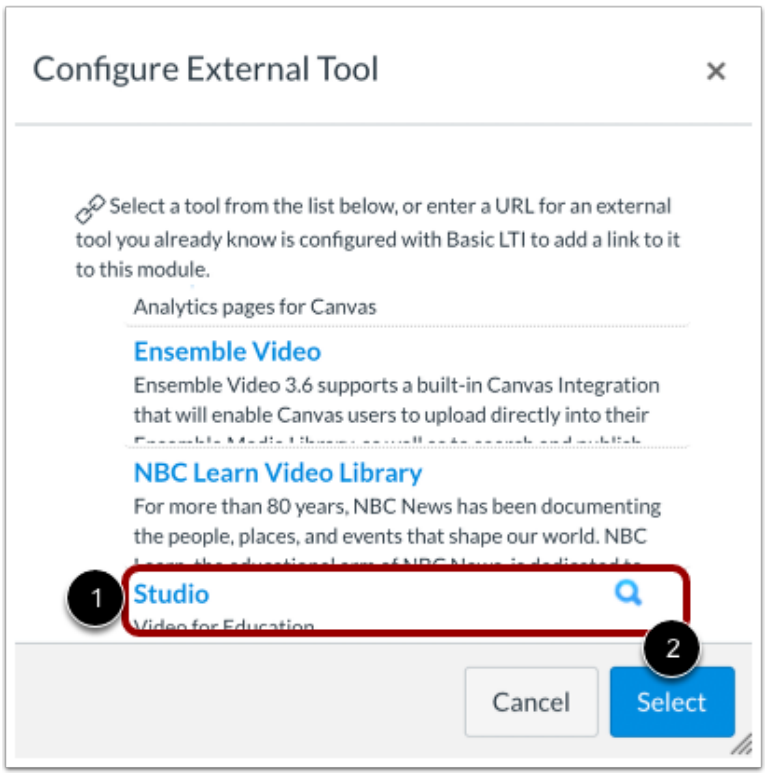
In the Assignments page, click the **Add Assignment** button.

Add Assignment Details



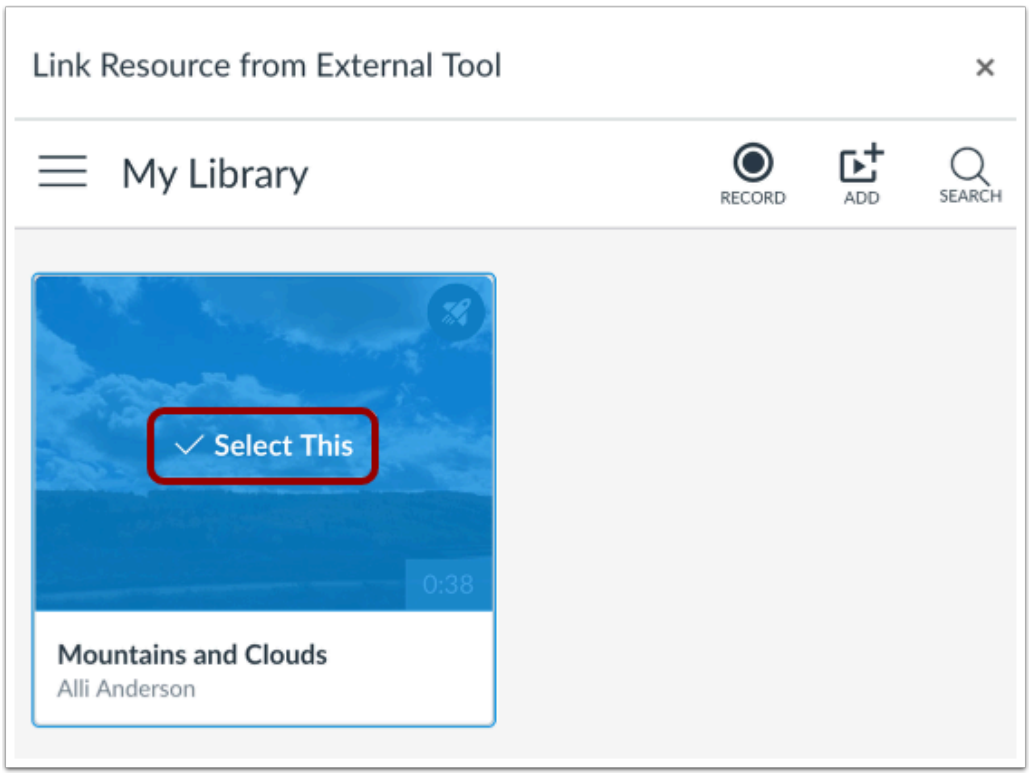
Fill in the assignment details. In the Submission Type drop-down menu, select the **External Tool** option [1]. To add a video quiz to the assignment, click the **Find** button [2].

Configure External Tool Assignment



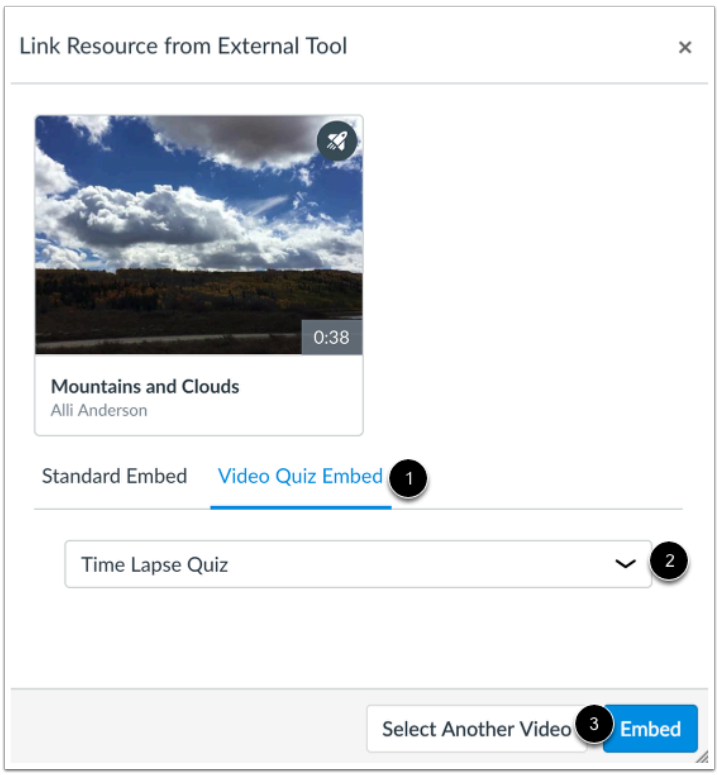
In the Configure External Tool window, click the **Studio** link [1] and click the **Select** button [2].

Locate Studio Video Quiz



Locate the media with the video quiz and click the **Select This** button.

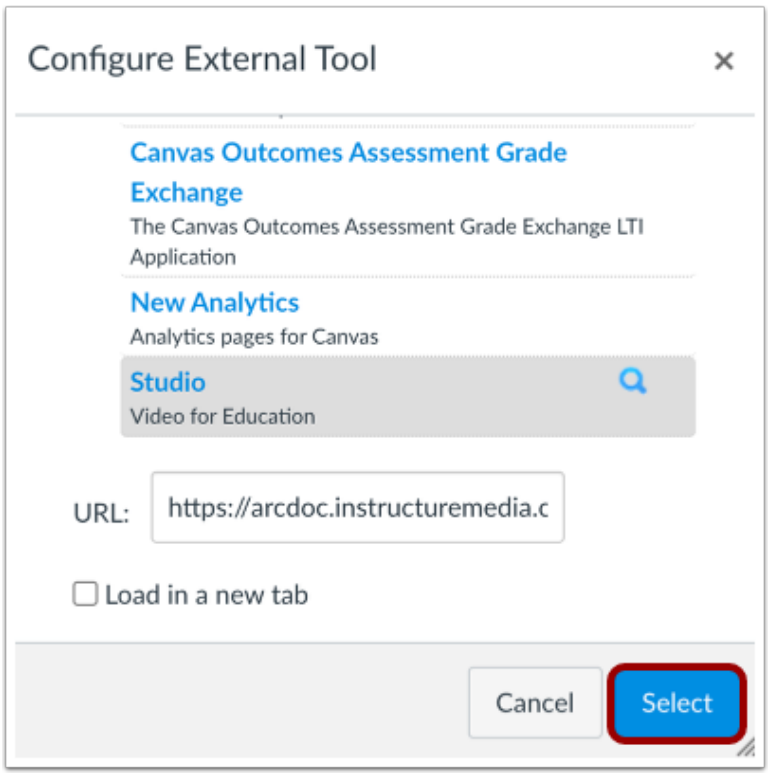
Select Quiz



In the **Video Quiz Embed** tab [1], click the **Quiz** drop-down menu [2], and select the quiz you want to embed with the media in the assignment.

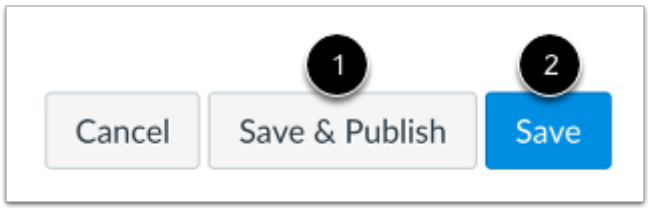
Click the **Embed** button [3].

Confirm Quiz



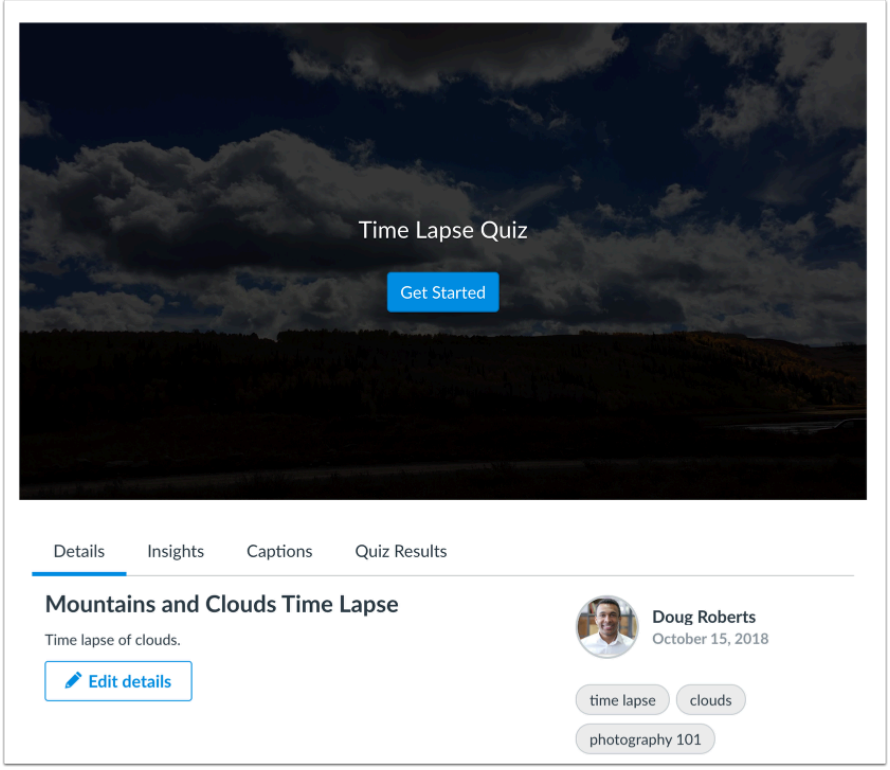
Click the **Select** button.

Save and Publish



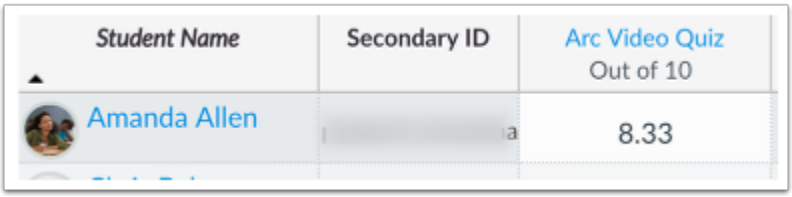
If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Assignment



View the assignment with the added video quiz. Once a student takes the quiz, the grades associated with the quiz are displayed in the Canvas gradebook.

View Gradebook



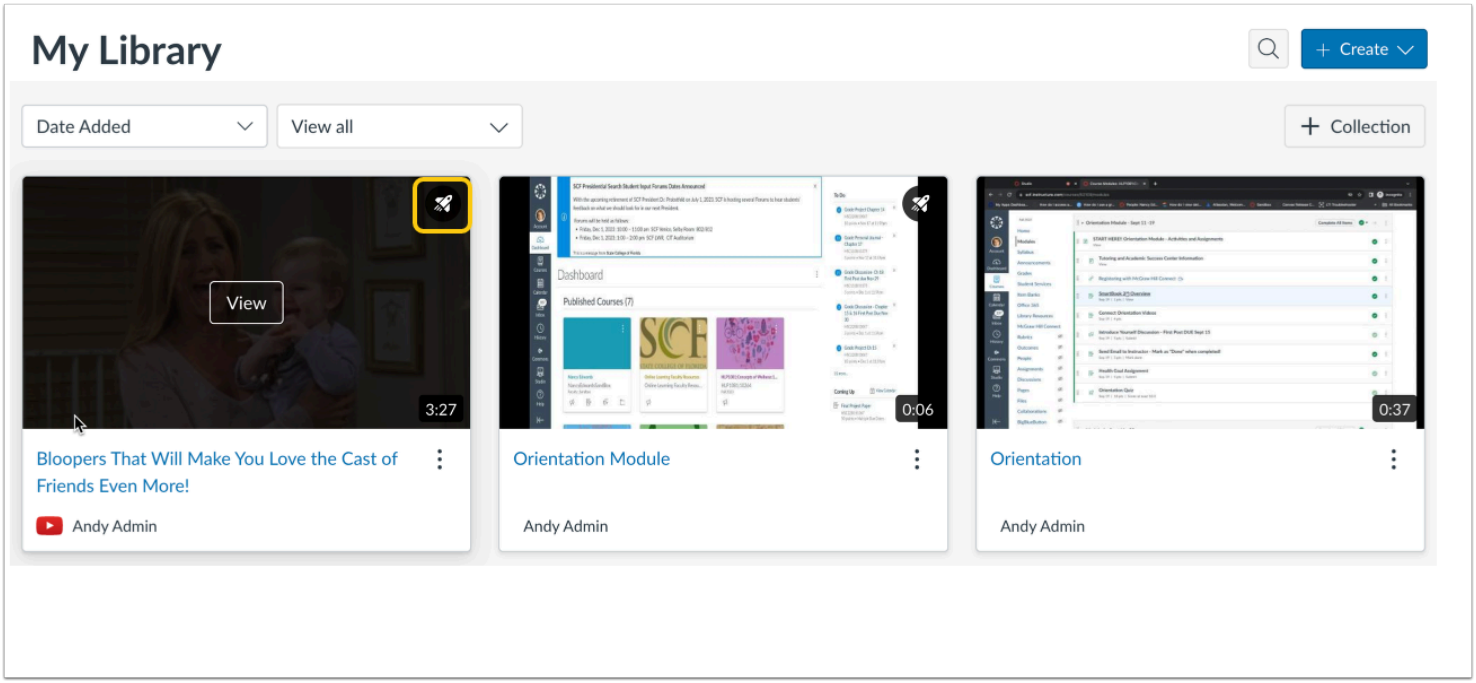
View the student quiz results in the gradebook. Grades are calculated based on the number of questions in the Studio quiz and the Canvas assignment point value.

How do I delete a Canvas Studio video quiz?

In Canvas Studio, you can delete video quizzes from media in your Studio library.

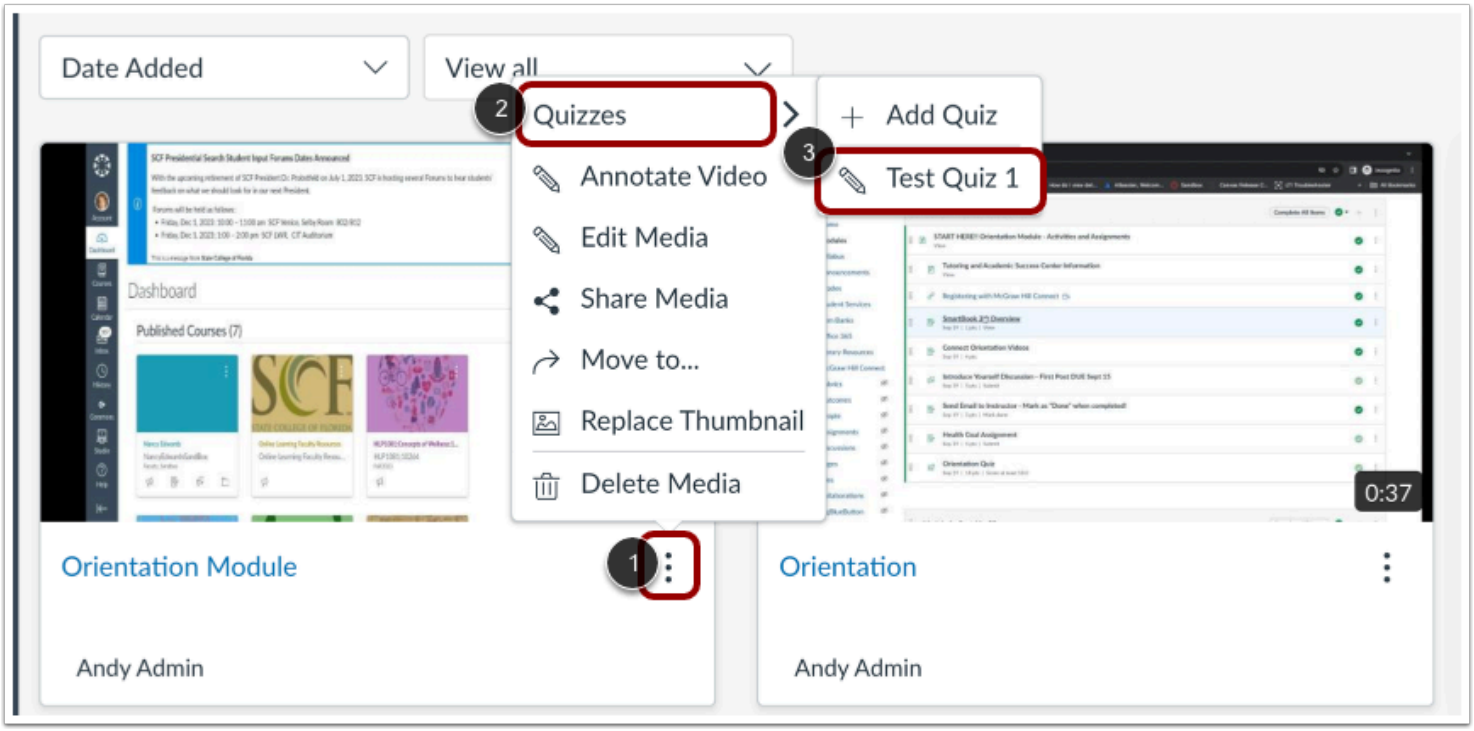
Note: Deleting a video quiz permanently removes the quiz and all of its contents from Studio. Deleted content can not be retrieved.

View Library



In the My Library page, media that includes a video quiz displays the Quiz icon.

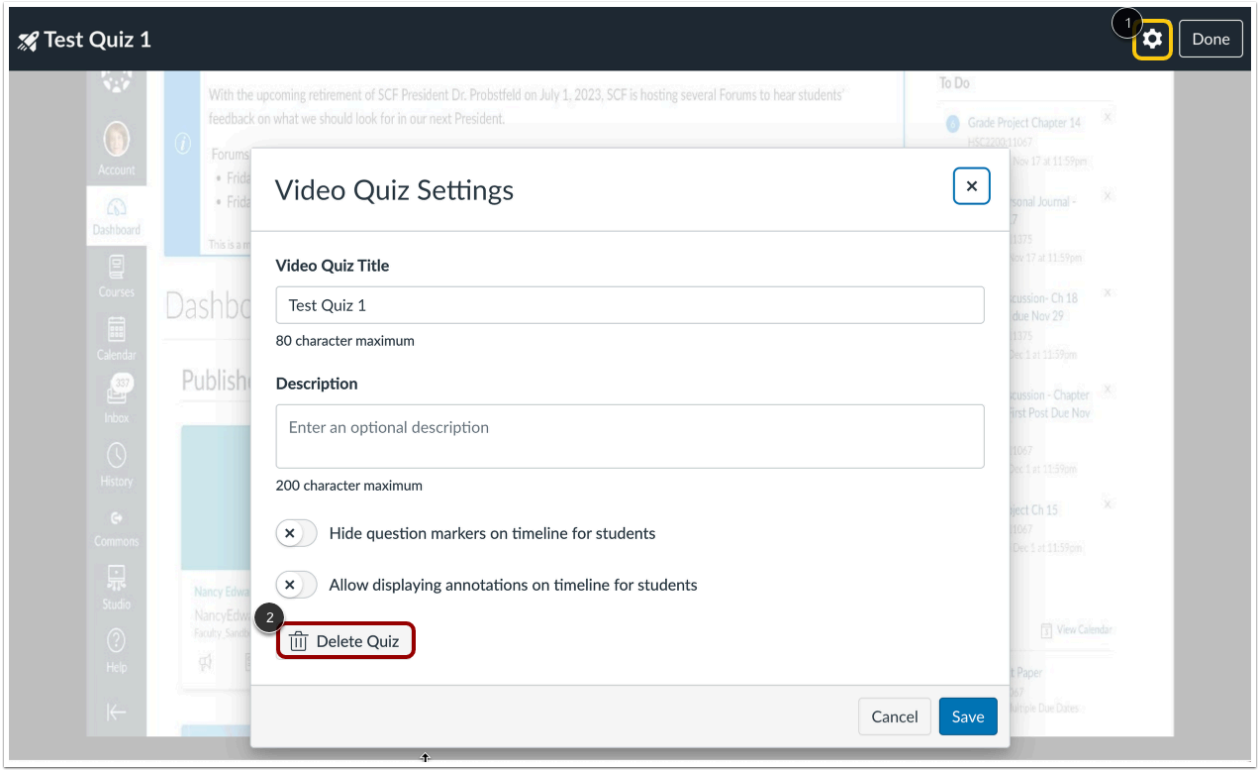
Open Edit Window



Locate the media that includes the quiz you wish to delete and click the **More Options** icon [1].

Click the **Quizzes** drop-down menu [2]. Then, click the **Edit [quiz name]** link [3].

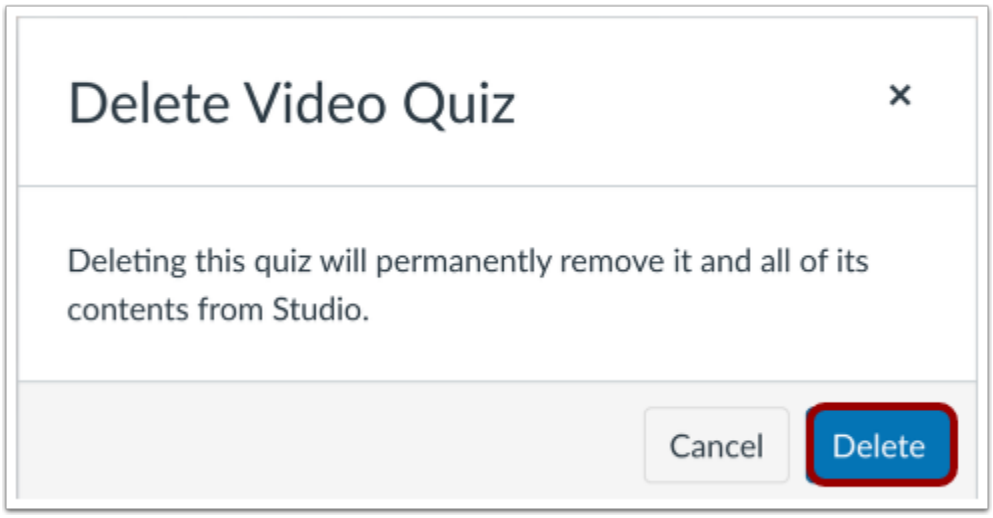
Open Settings



Click the **Settings** button [1].

The Video Quiz Settings window displays. To delete the quiz, click the **Delete Quiz** button [2].

Confirm Deletion



The confirmation window displays. To confirm that you wish to permanently delete the quiz and all of its contents, click the **Delete** button.

Instructors and Studio

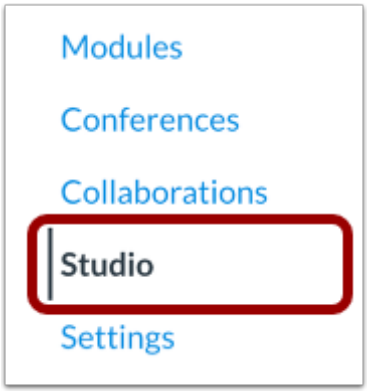
How do I access Canvas Studio through my Canvas Course Navigation Menu as an instructor?

As an instructor, if Canvas Studio has been enabled at the course or account level, you can view your Studio library through the Studio link in Course Navigation. This link allows you to view and manage your course collections. You can use Canvas Studio as you would from the Studio link in the Global Navigation Menu.

Notes:

- Students cannot view the Studio link in Course Navigation but can still access Studio media wherever it is embedded in course content or through the Rich Content Editor.
- You can learn about other ways to access Canvas Studio.

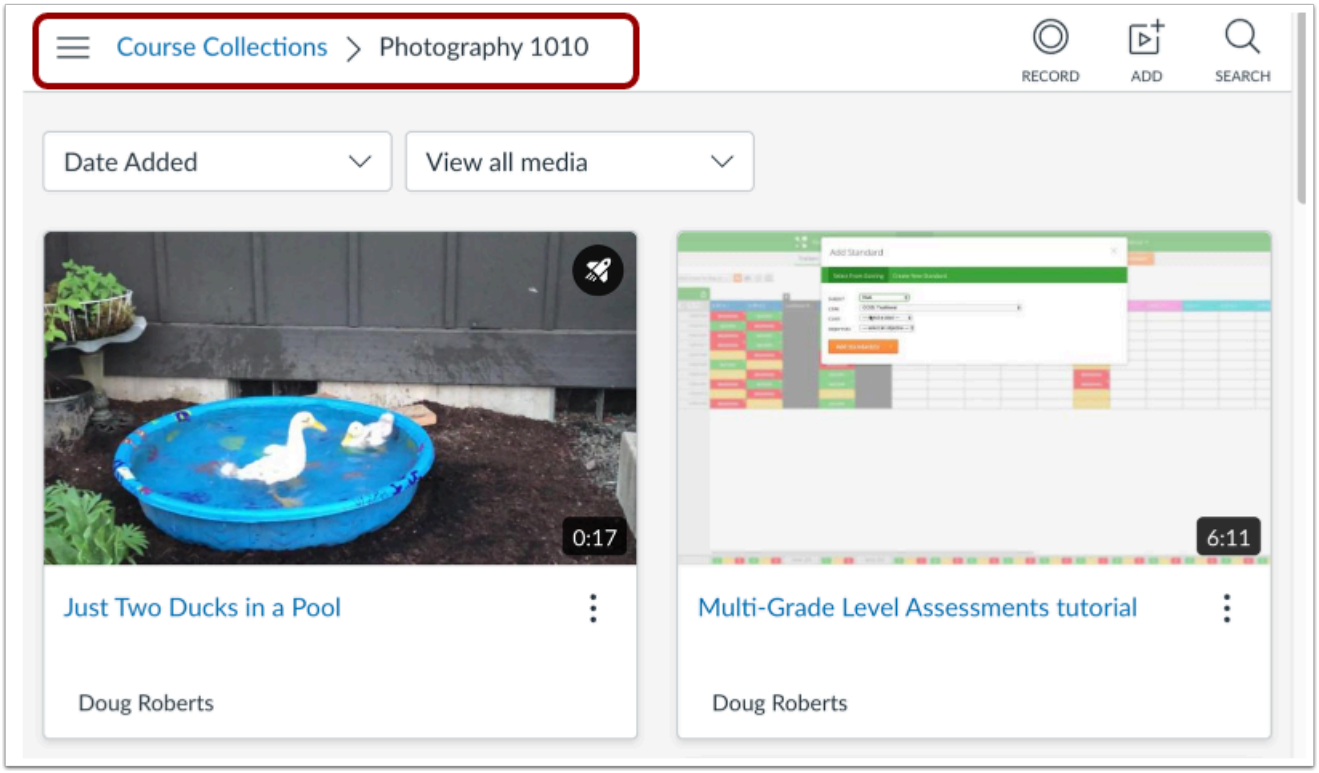
Open Studio Media Library



In Course Navigation, click the **Studio** link.

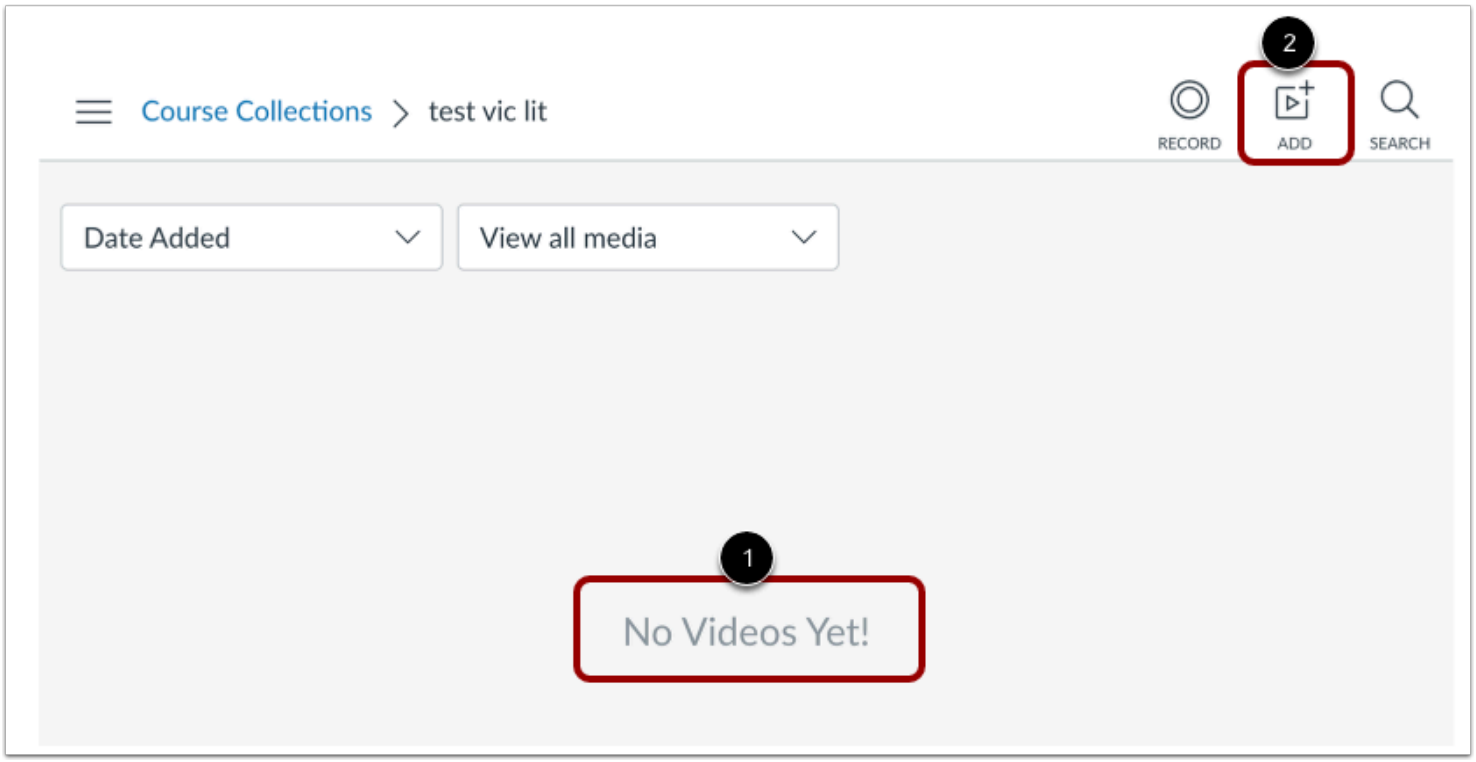
Note: The Studio link displays only if Studio has been enabled for your course.

View Course Collection



The course collection page displays.

Add Course Media



If there are no course media uploads, Studio displays a message indicating there are no videos in the course [1]. To add media to the course, click the **Add** button [2].

Note: When you add media to a course collection, it is automatically added to your Studio library.

How do I add a Canvas Studio media module item in a Canvas course as an instructor?

As an instructor, you can add a Canvas Studio video or audio file as a module item as an external tool.

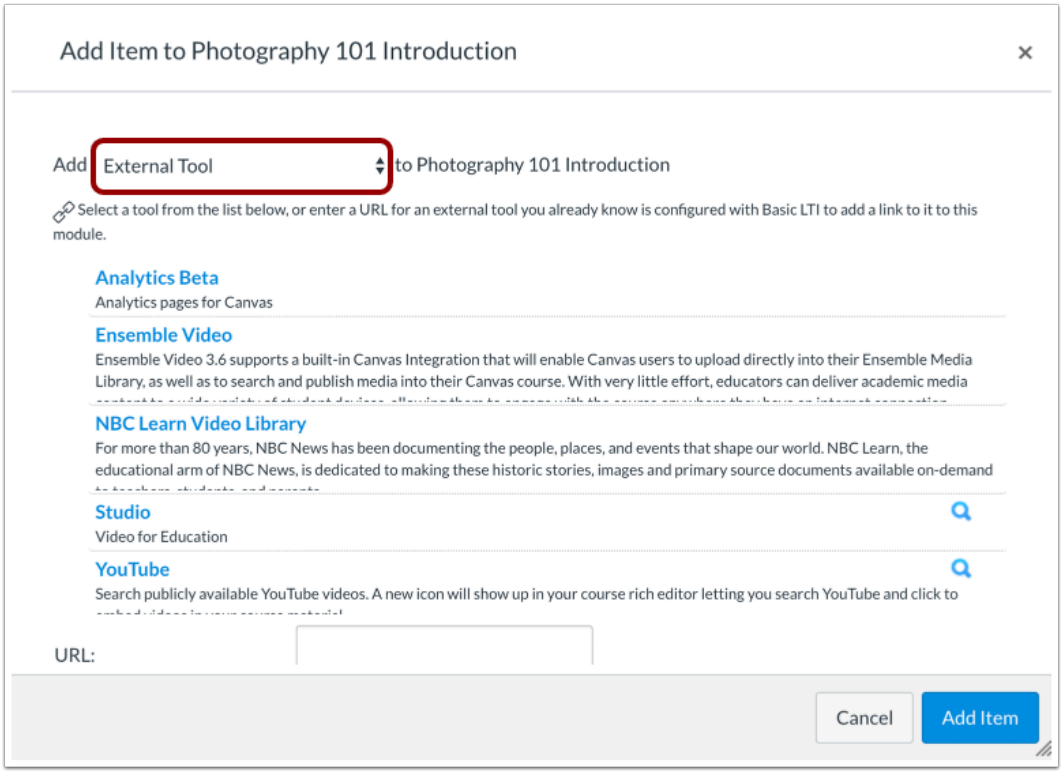
Open Modules

In Course Navigation, click the **Modules** link.

Add Module Item

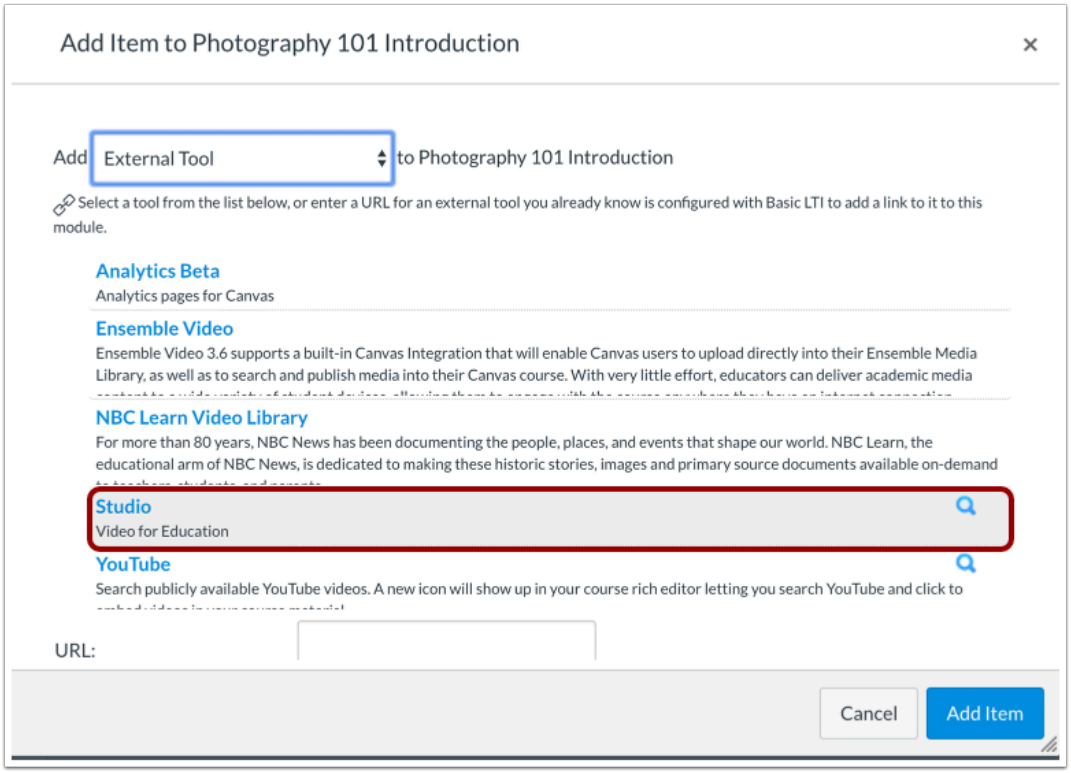
Click the **Add Item** button.

Add External Tool



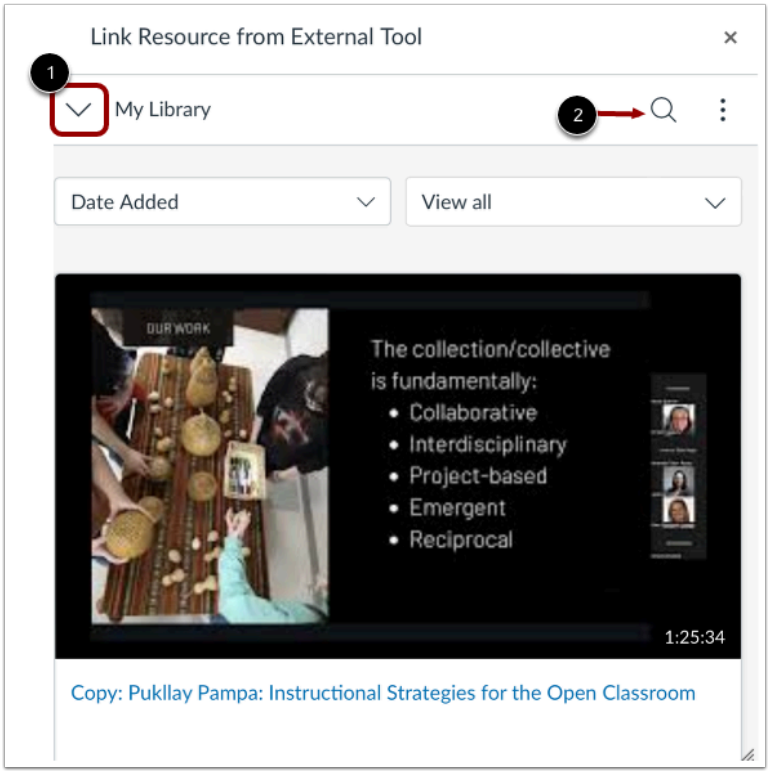
In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.

Find External Tool



Click the **Studio** tool.

Locate Media in Library

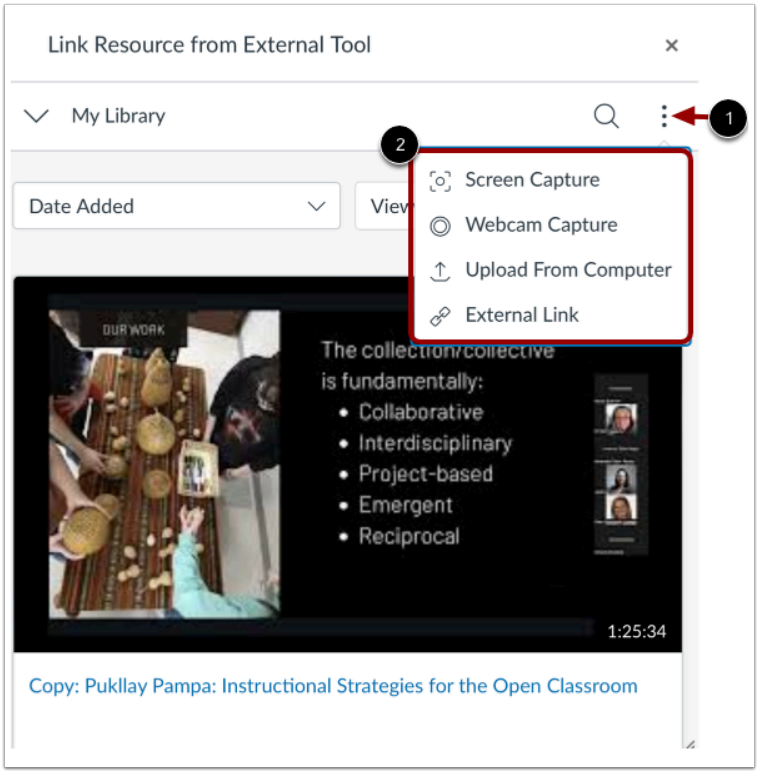


By default, the page displays media from your collection. To view other collections, click the **My Library** menu [1].

To search for a video or audio file, click the **Search** icon [2].

Note: If you are an instructor, you can also view media collections for your courses.

Upload New Media

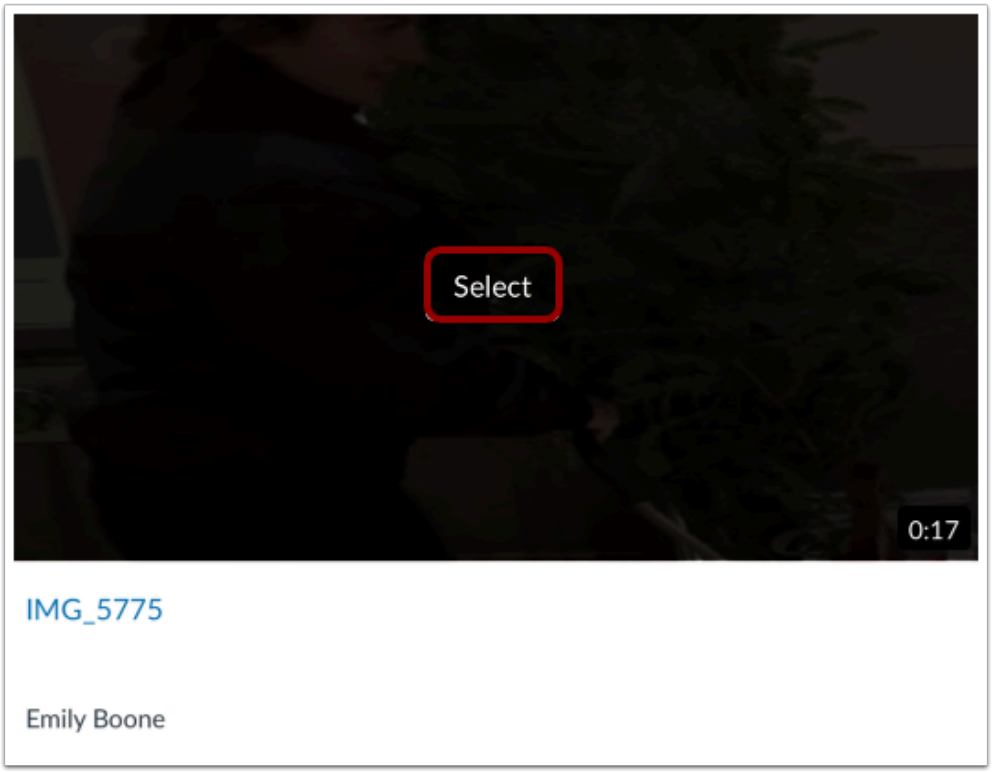


To upload new media, click the **More Options** icon [1].

You can add media from a screen capture, webcam capture, computer upload or external link. To select the type of media you want to add, click the appropriate link [2].

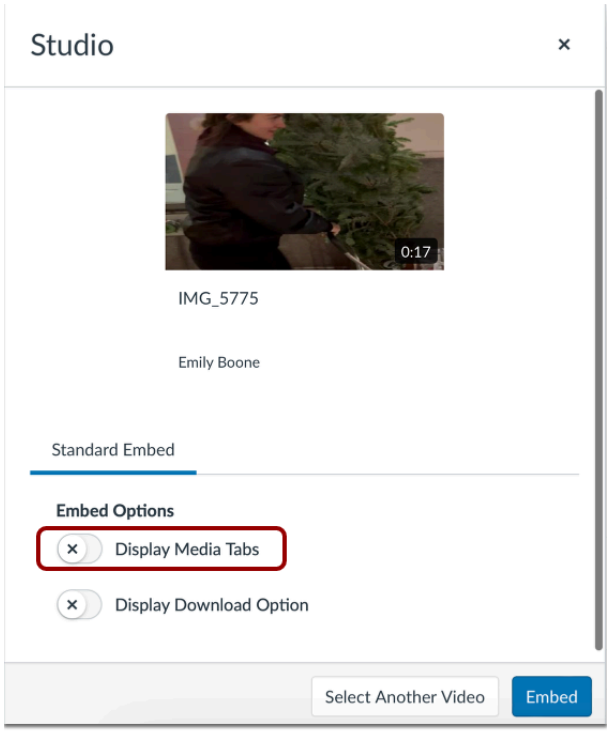
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media



Hover over the media you want to embed, then click the **Select** button.

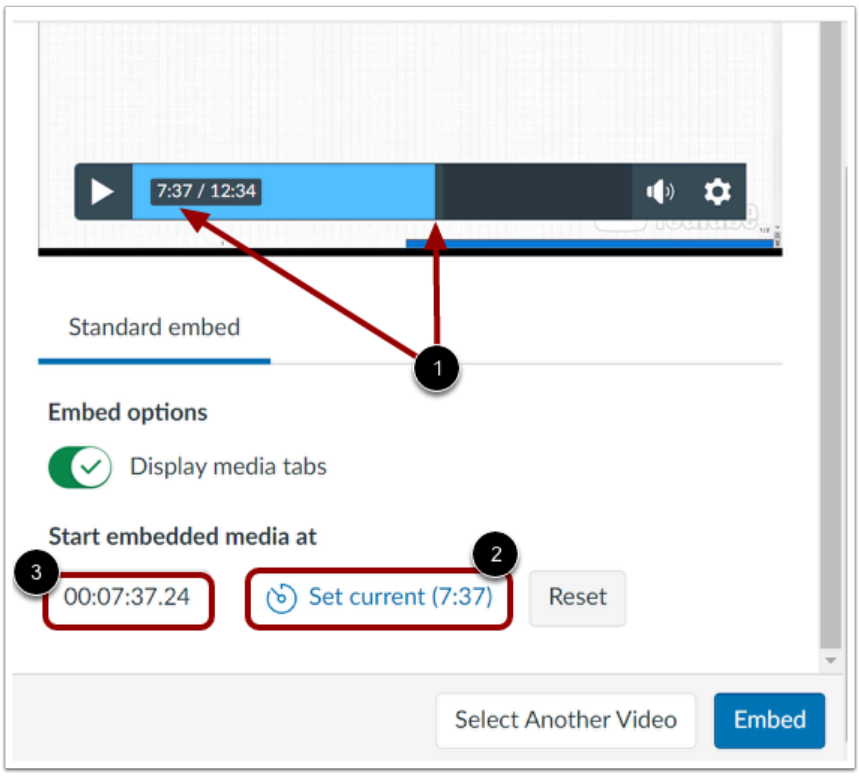
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle button.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Embed at Timestamp



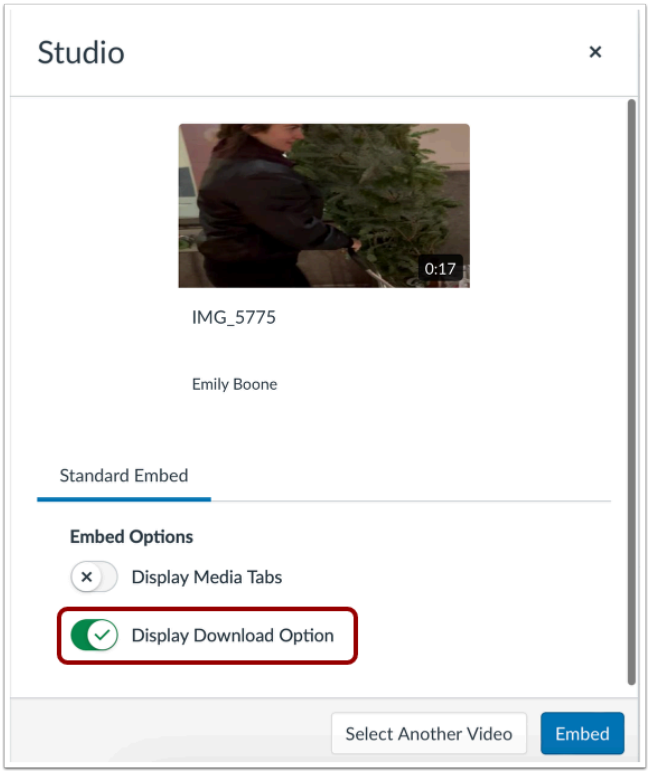
If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

To embed media at a timestamp, click or play the video to the desired time [1]. Then, click the **Set current** button [2]. The time displayed on the Set current button displays in the **Timestamp** field [3]. Alternatively, enter a time directly into the Timestamp field.

Notes:

- The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

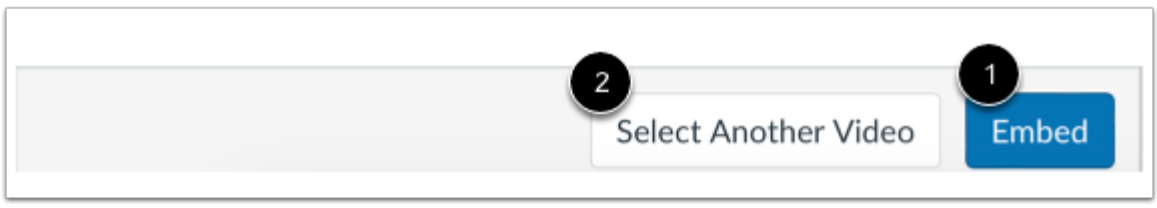
Enable or Disable Download Option



When embedding internal media that you created and uploaded in Studio, you can elect to allow students to download the media. To enable student downloads, click the **Display Download Option** toggle on. By default, this option is turned off.

Note: The Display Download Option toggle only displays if you are the owner who created and uploaded the media file in Studio.

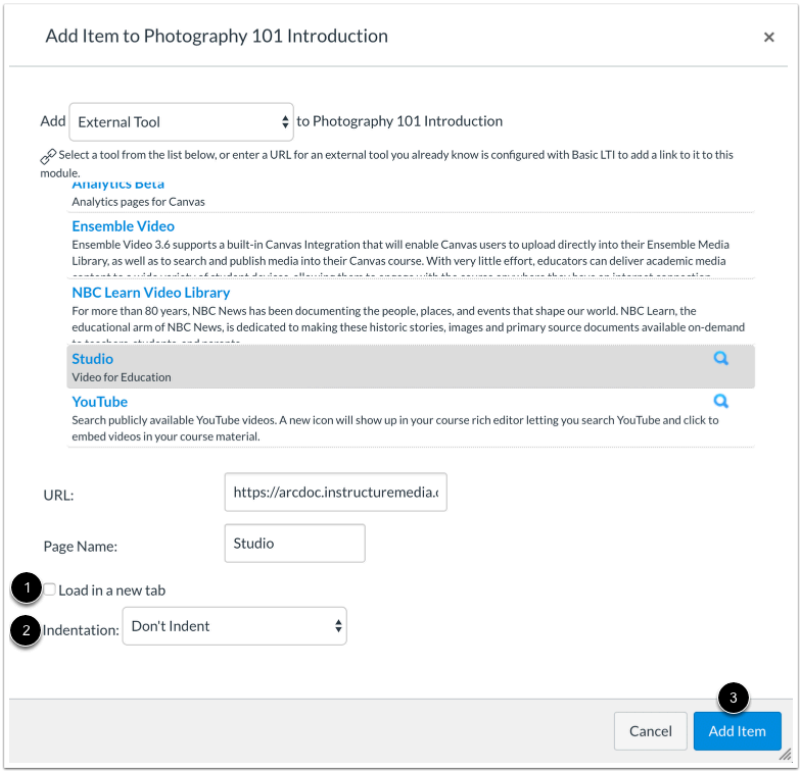
Embed Media



To embed the video in the discussion, click the **Embed** button [1].

To select a different video, click the **Select Another Video** button [2].

Add Item



To have the media open in a new browser tab, click the **Load in a new tab** checkbox [1]. Choose whether or not to indent the item in the module drop-down menu [2].

Click the **Add Item** button [3].

View Module

View the Studio media in your module.

How do I add a Canvas Studio media assignment in a Canvas course as an instructor?

You can create assignments where students can submit videos or audio files from their Canvas Studio accounts.

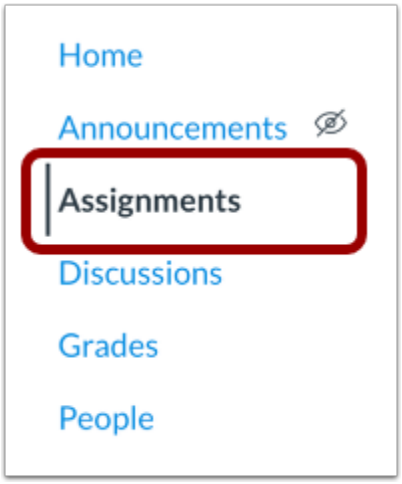
Studio media submissions can be created as a Text Entry or Online submission type. Both submission types allow students to access their Studio account and select a video or audio file. Currently, External Tool submission types are not supported.

- **Text Entry:** Allows students to embed media using the Studio icon in the Rich Content Editor
- **File Uploads:** Allows students to view the Studio tab as a submission option

Notes:

- Students can submit Studio media assignments via the web or the Canvas by Instructure Android or iOS app.
- When an assignment using Studio is muted, submission comments are still visible to students.

Open Assignments

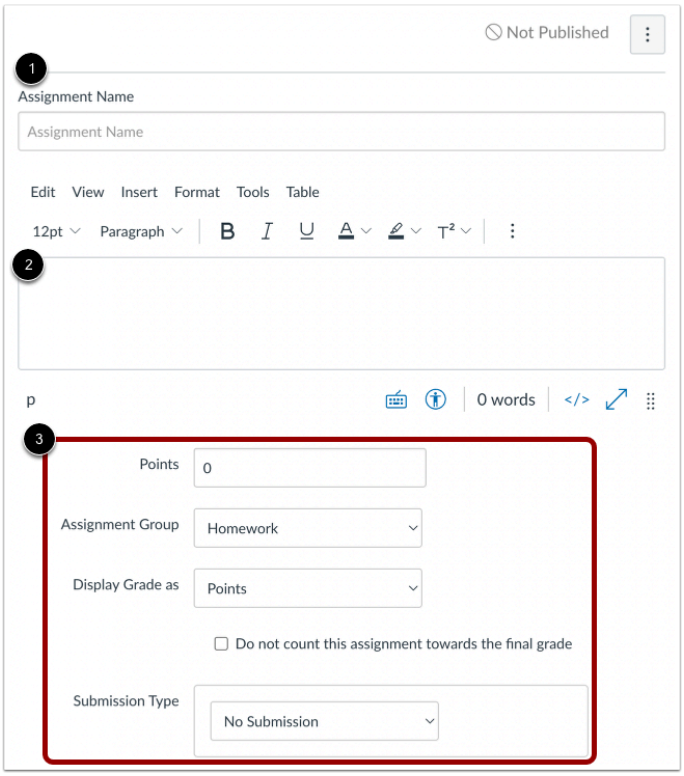


In Course Navigation, click the **Assignments** link.

Add Assignment

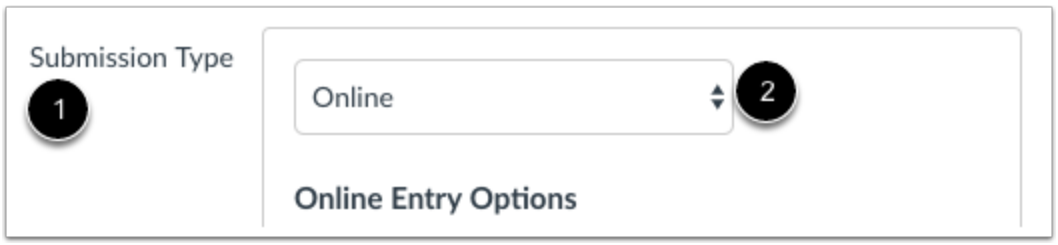
Click the **Add Assignment** button.

Enter Assignment Details



Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

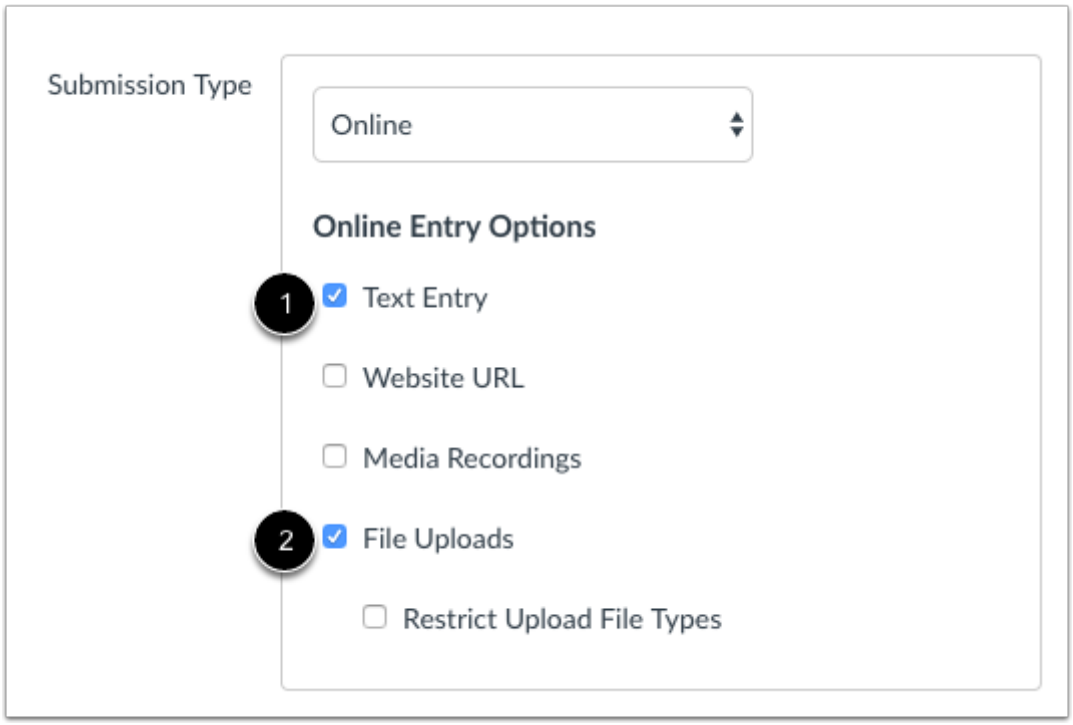
Select Submission Type



In the **Submission Type** drop-down menu [1], select the **Online** submission type [2].

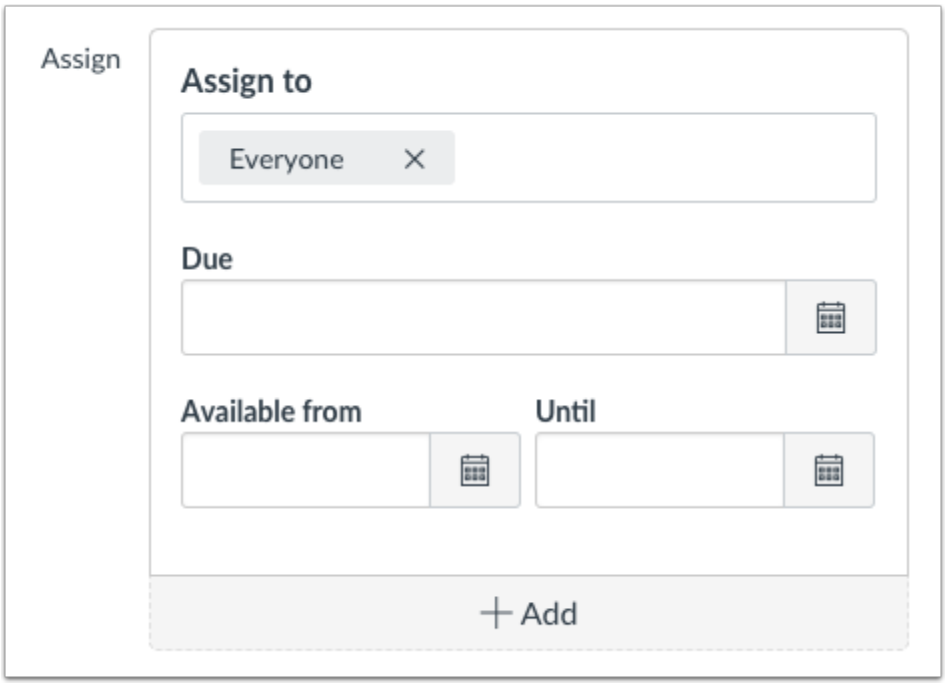
Note: Only the Online submission type is supported for Studio assignments.

Select Online Entry Options



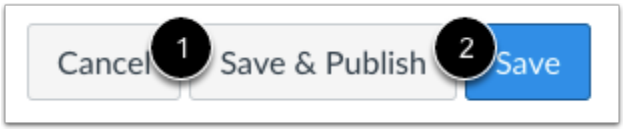
In the Online Entry Options section, select the **Text Entry** checkbox [1], **File Uploads** checkbox [2], or both.

Assign Due Date

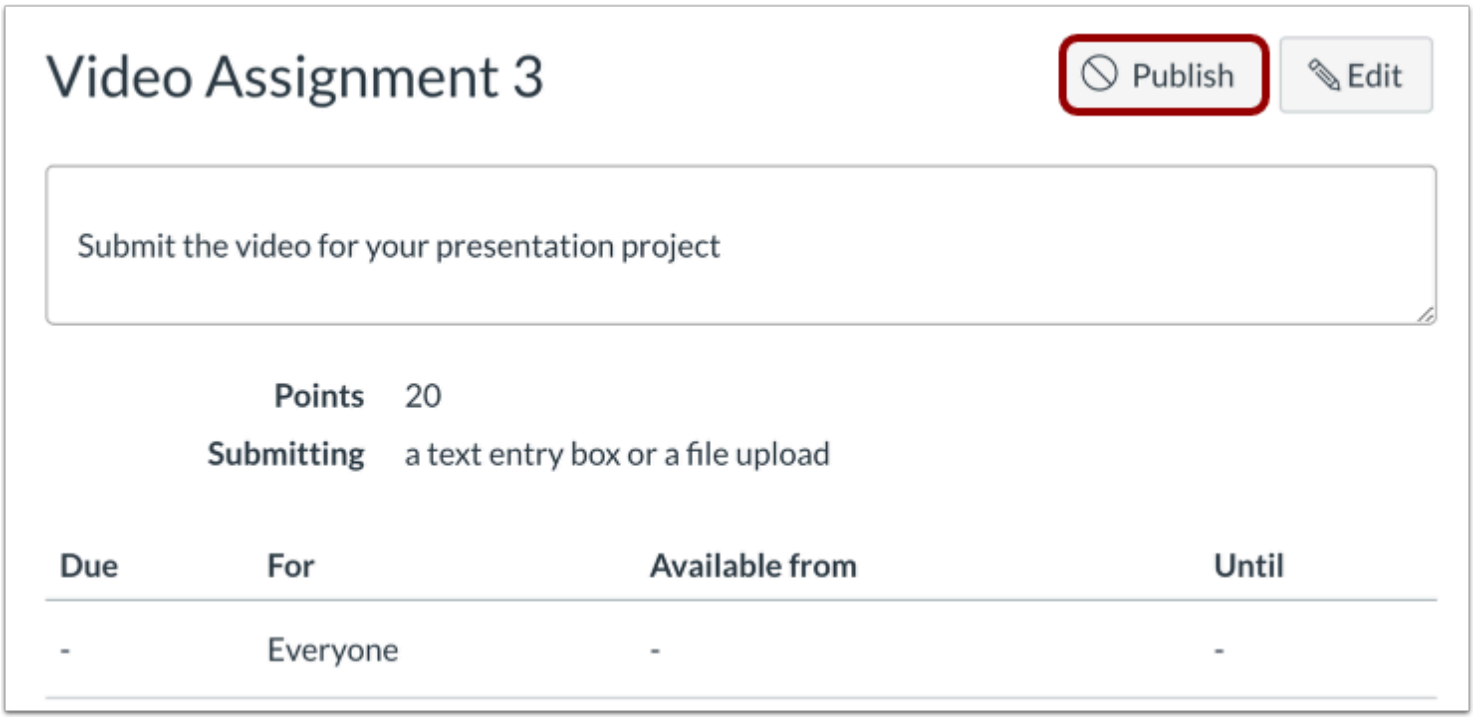


Set a due date and any availability dates for the assignment. You can also assign it to any individual students or sections, if necessary.

Save and Publish Assignment



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].



When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

How do I view Canvas Studio media using the Test Student as an instructor?

In Canvas, you can view Studio media the same way that your students view media in a course through Student View. Enabling Student View creates a Test Student in your course and automatically creates a Studio account. You can activate Student View in your Course Settings.

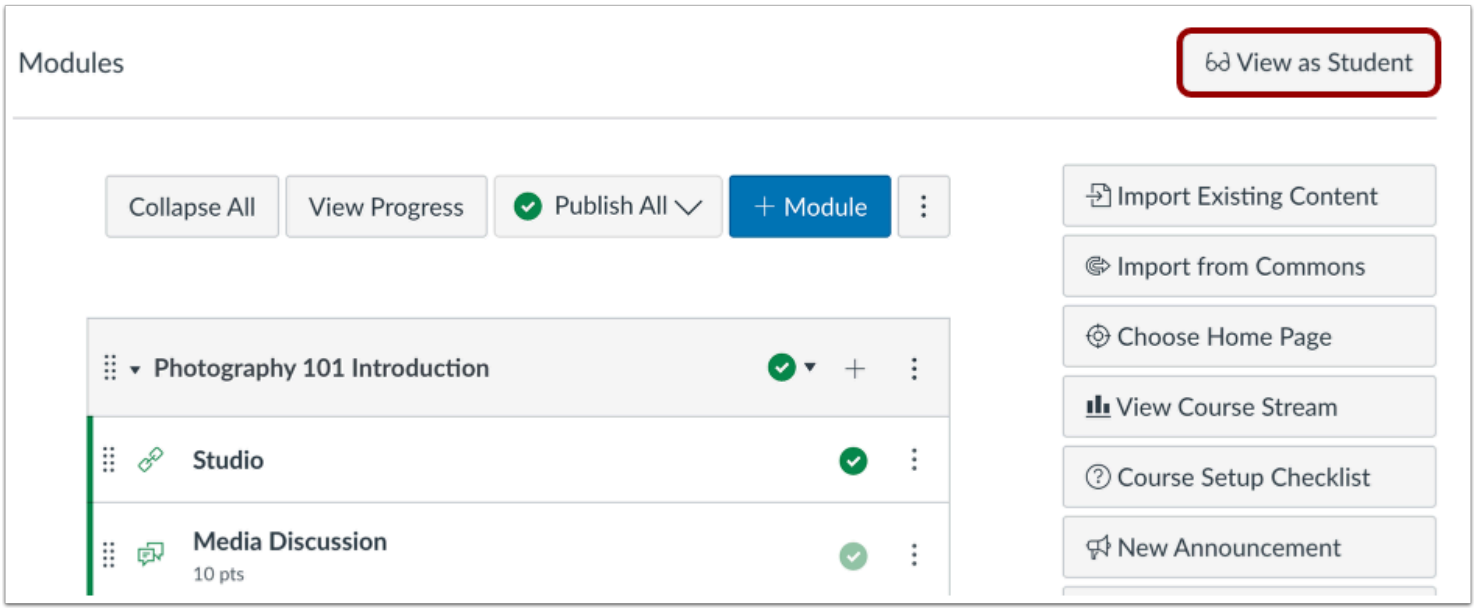
To see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled).

Attendance, conferences, conversations, collaborations, differentiated assignments, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

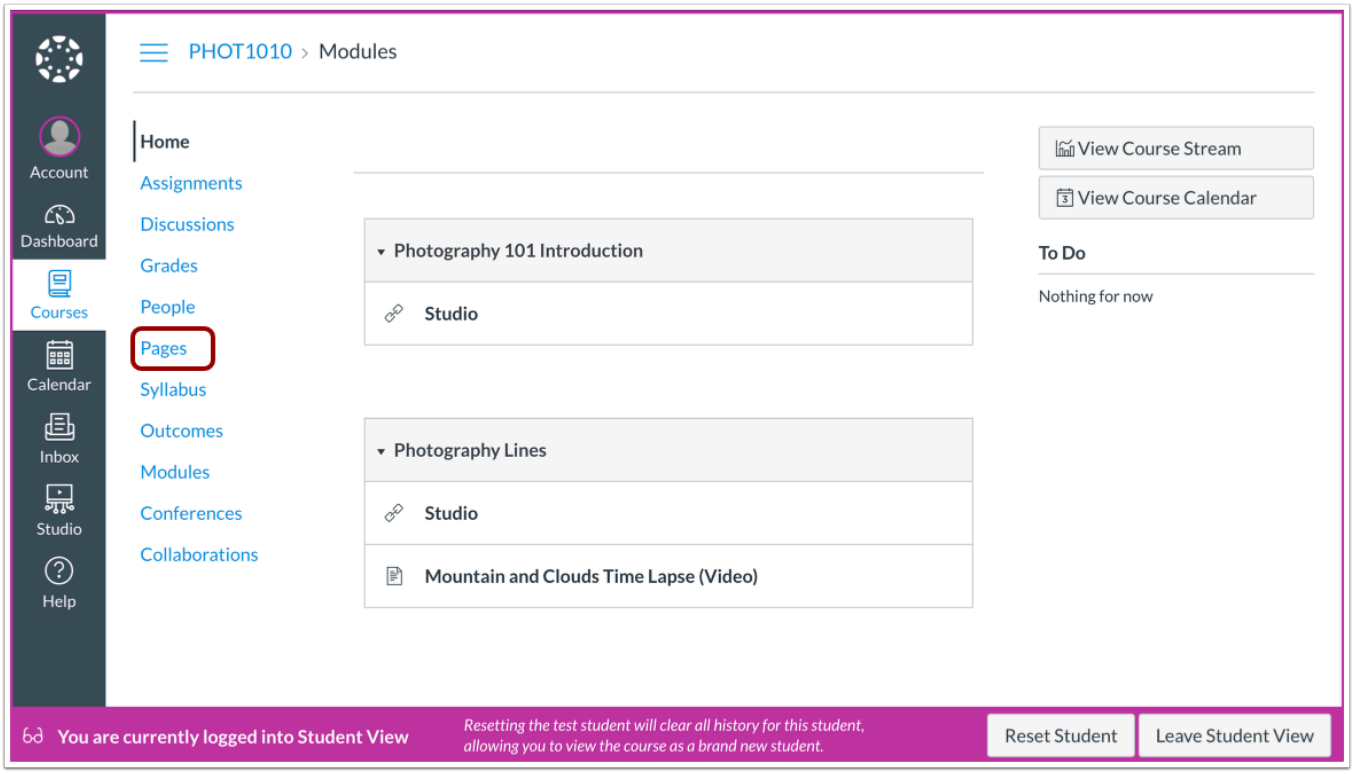
- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. However, the Test Student is not shown in the section enrollment count.

Open Student View



In the course home page, click the **View as Student** button.

Open Media

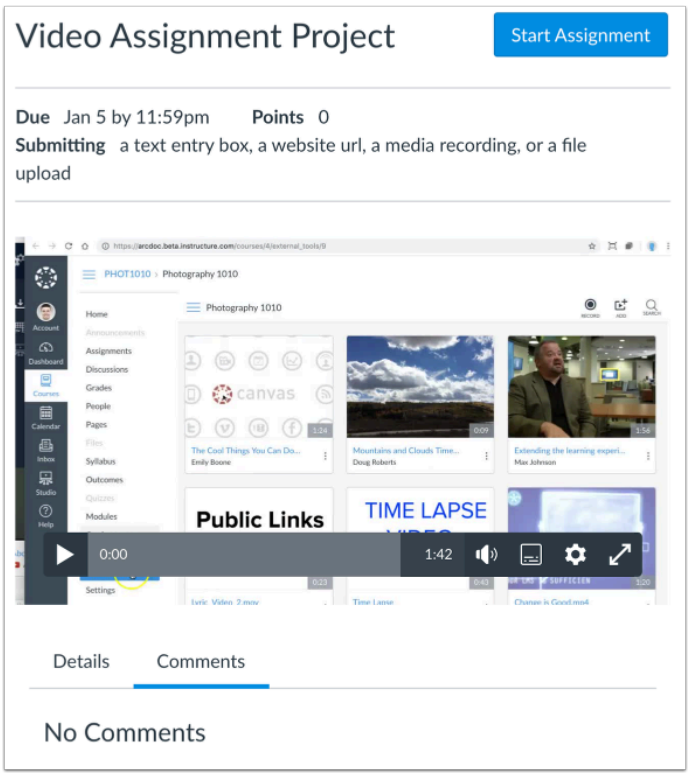


You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.

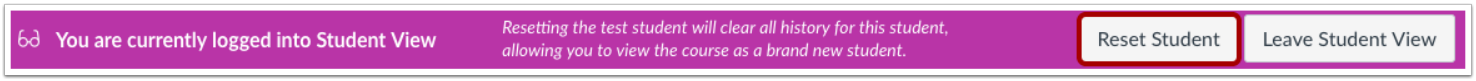
Open the course area that includes the Studio media and open the media.

View Media



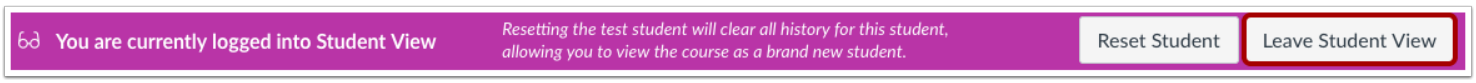
View the video or audio file as shown to a student in your course. You can replicate all functionality including adding, removing, and editing comments. Comments display from the Test Student.

Reset Student



You can also reset the Test Student by clicking **Reset Student**. This will clear all history for the student allowing you to start with a clean slate.

Leave Student View



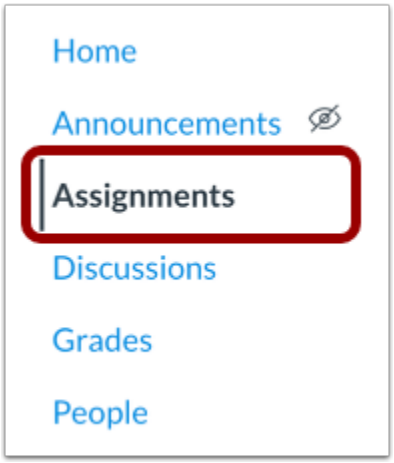
To return to your course in the instructor view, click the **Leave Student View** button.

How do I grade Canvas Studio media submissions in SpeedGrader as an instructor?

After a student submits a Canvas Studio file as an assignment submission in Canvas, you can view the submission in SpeedGrader.

The type of submission determines the view shown in SpeedGrader: Text Entry or File Uploads.

Open Assignments

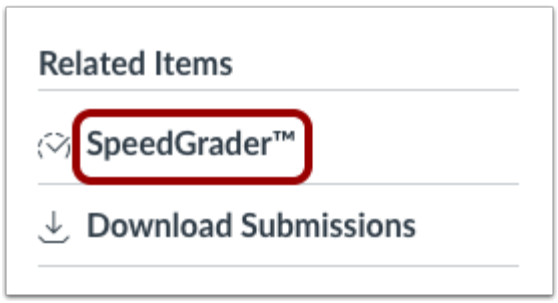


In Course Navigation, click the **Assignments** link.

Open Assignment

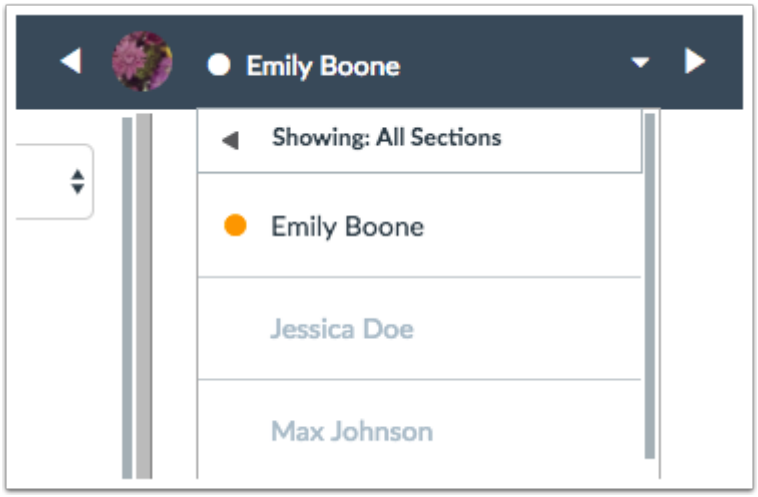
Click the name of the assignment.

Open SpeedGrader



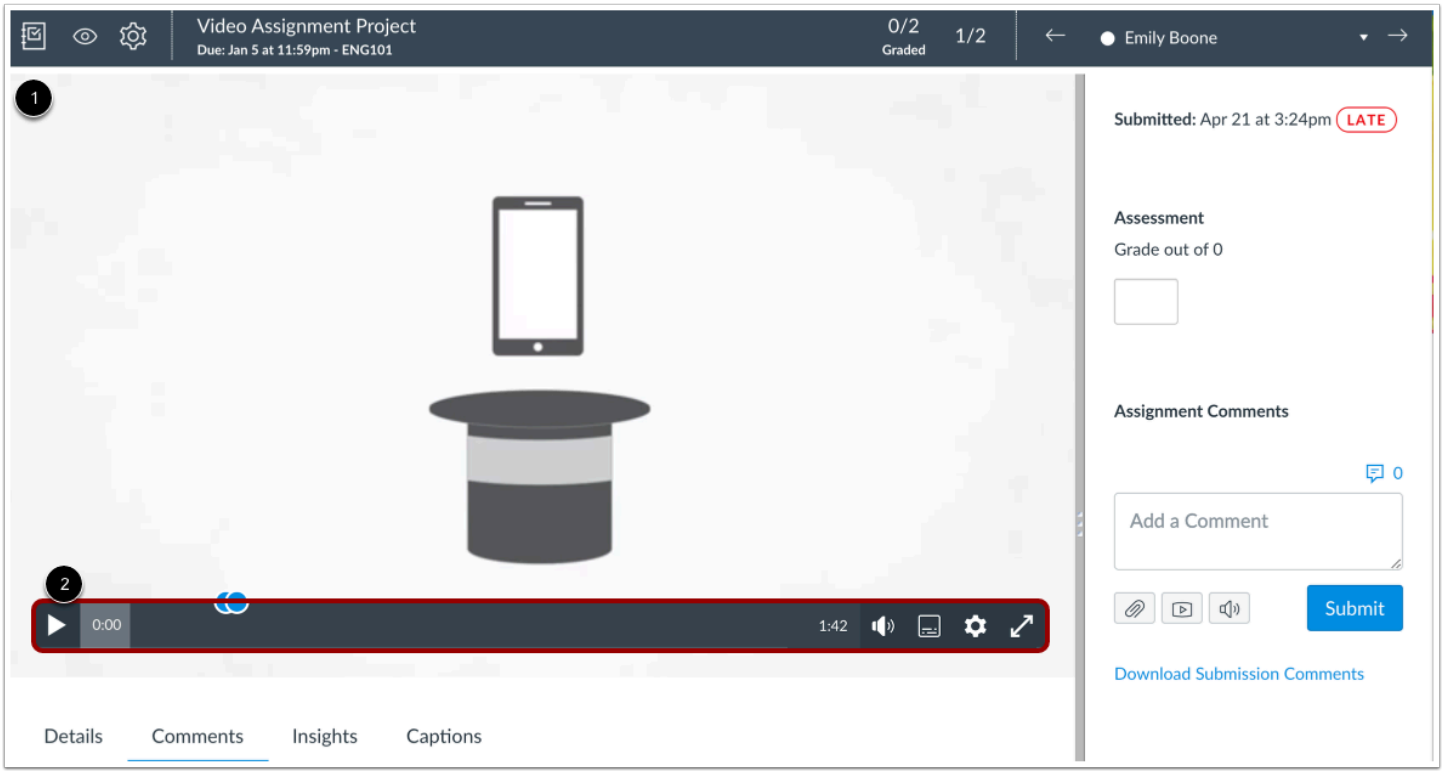
Click the **SpeedGrader** link.

Open Student Submission



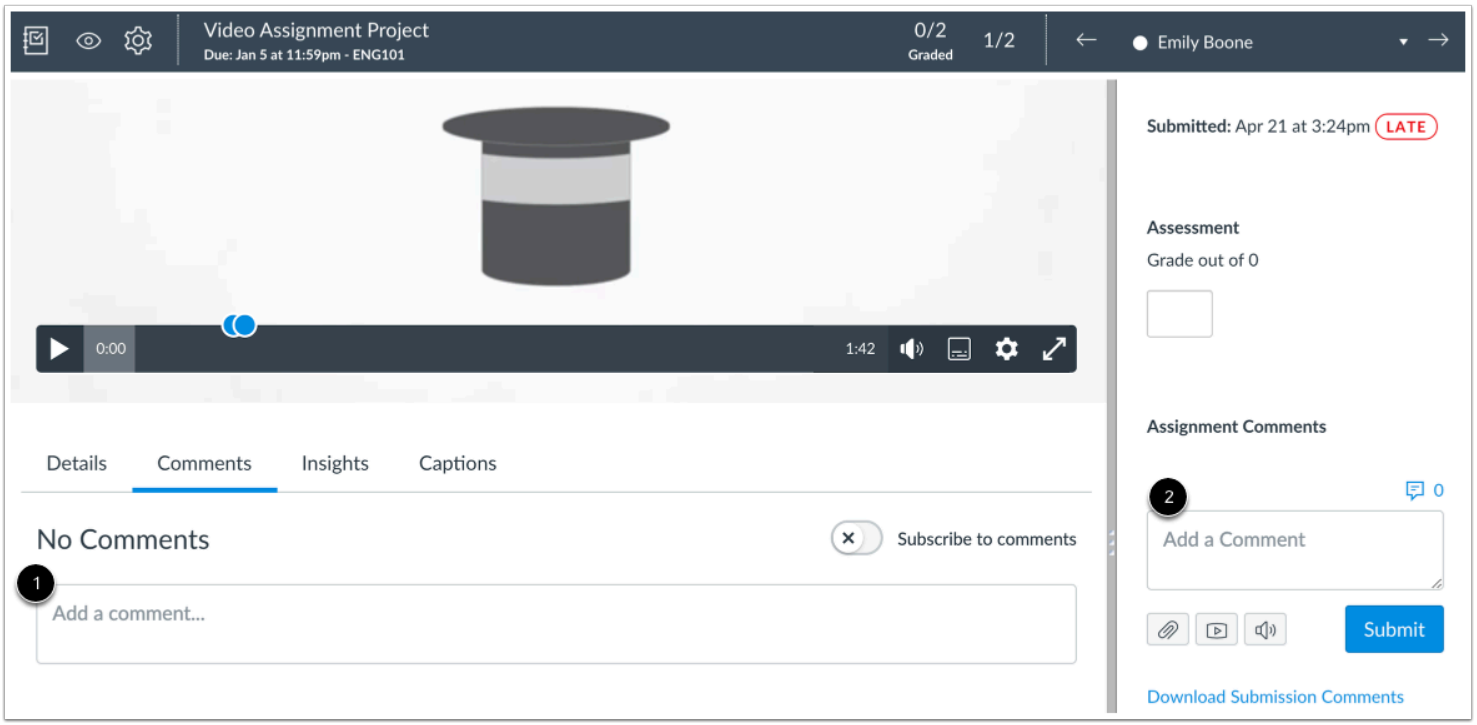
Use the student list to locate a student submission.

View Submission



View the student submission in the SpeedGrader viewing window [1]. You can manage the player controls and the media volume, speed, and captions in the video timeline [2].

Leave Comments



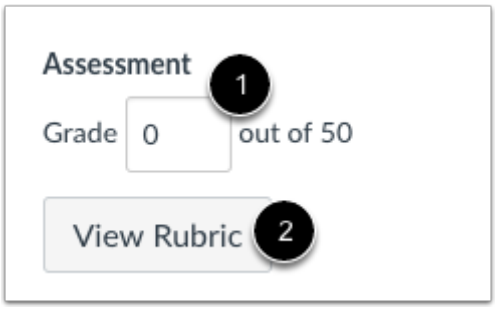
You can leave comments in the media.

To leave inline comments directly related to the media, add comments in the Studio media viewer [1]. Inline media comments can be used to comment on specific moments in the media. These comments are retained in the video and are not sent through notifications or posted elsewhere in Canvas.

To add assignment submission comments, add a comment in the sidebar [2]. Assignment comments in the sidebar should be used for high-level comments that you want to display in student grading comments. Students can view comments in the Submissions Details page and in the Conversations Comments filter, in addition to any external notifications.

Note: Comments are immediately visible to students, even if grades have not been posted.

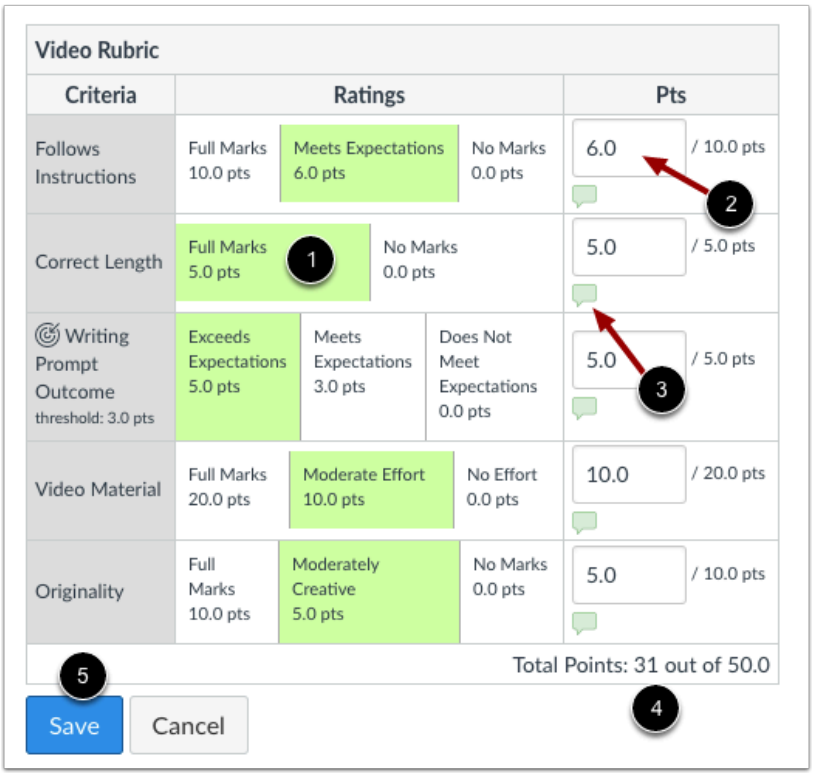
Grade Assignment



To grade the assignment, enter the grade in the **Grade** field [1].

If you added a rubric to the assignment for grading, click the **View Rubric** button [2].

Grade with Rubric



For each criteria item, select the rating that fulfills the criteria [1]. The number of points will update in the points field [2]. If you want to add a comment for a criteria item, click the comment icon [3].

When you are finished, the rubric shows the total points at the bottom of the window [4]. Click the **Save** button [5].

View Grade

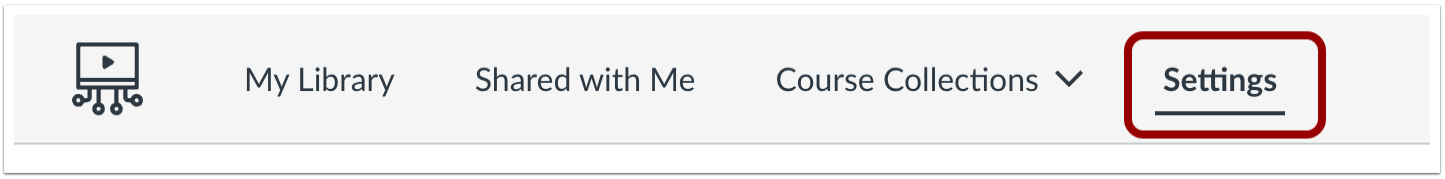
View the grade for the assignment.

Note: If you graded your assignment with a rubric but the Grade field does not update, your rubric was not set for grading and you will have to enter the score manually.

How do I view and manage my Canvas Studio groups as an instructor?

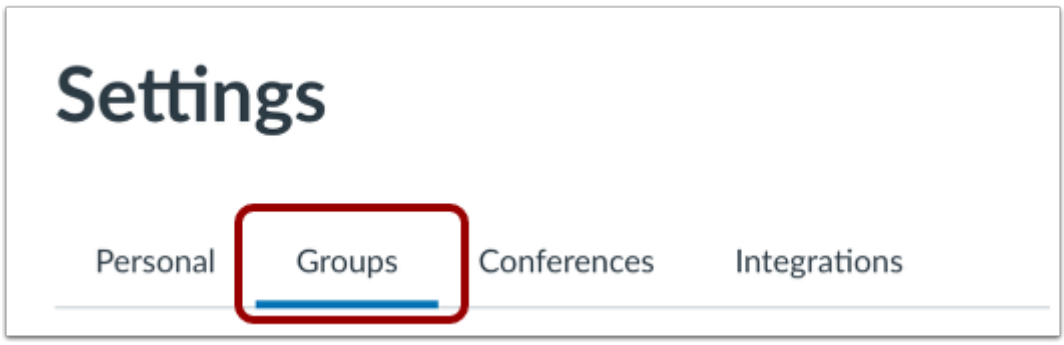
As an instructor, you can view a list of all your Studio groups in your Studio Settings Groups page. Depending upon your role in each group, you may be able to view the group member list, edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups.

Open Studio Settings



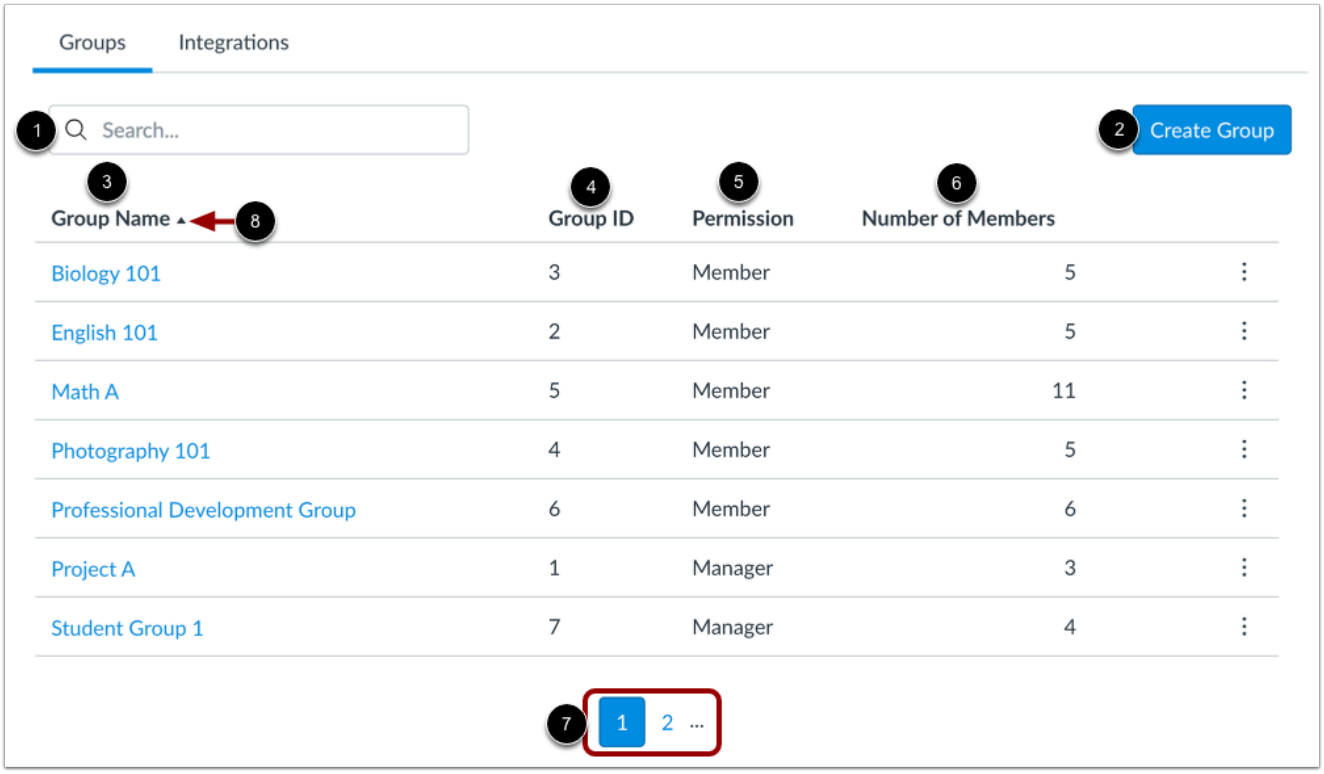
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Groups



In Groups, you can search for a group, create a group, and view a list of all your groups.

To locate a specific group, enter the group name or group ID in the **Search** field [1]. The Search function returns matches from your Groups List.

To create a new group, click the **Create Group** button [2]. Learn more about creating Studio groups.

You can view a list of all your groups in the Groups List. The list displays the following information:

- **Group Name** [3]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [4]: the ID number automatically assigned to a group upon creation.
- **Permission** [5]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [6]: the total number of people in the group, including yourself.

To view additional groups, use the page navigation icons [7]. Up to ten groups display per page.

To sort the displayed list by name, ID, permission, or member count, click the list column header [8]. You can sort in ascending or descending order.

Note: The Groups List displays only groups in which you are a member. If you leave a group, even one you created, it no longer displays in your Groups List.

View Group Options

To view your group management options, locate the group in the list and click the **Options** icon [1]. Your group permission status determines the displayed management options.

Managers can edit, leave, and delete the group [2]. Additionally, all Studio Admins can manage groups.

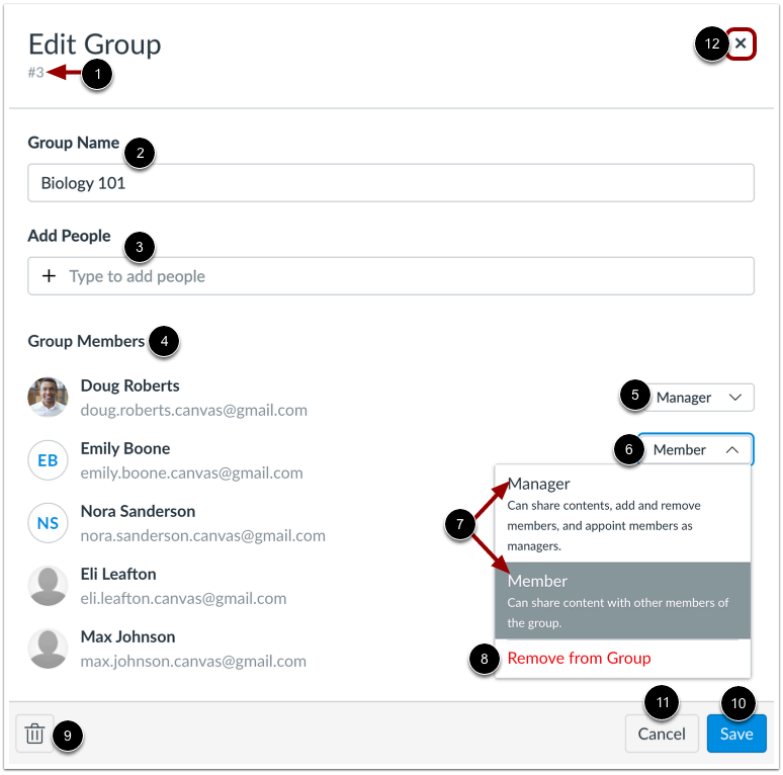
Members can view the group list and leave the group [3].

Edit Group

To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

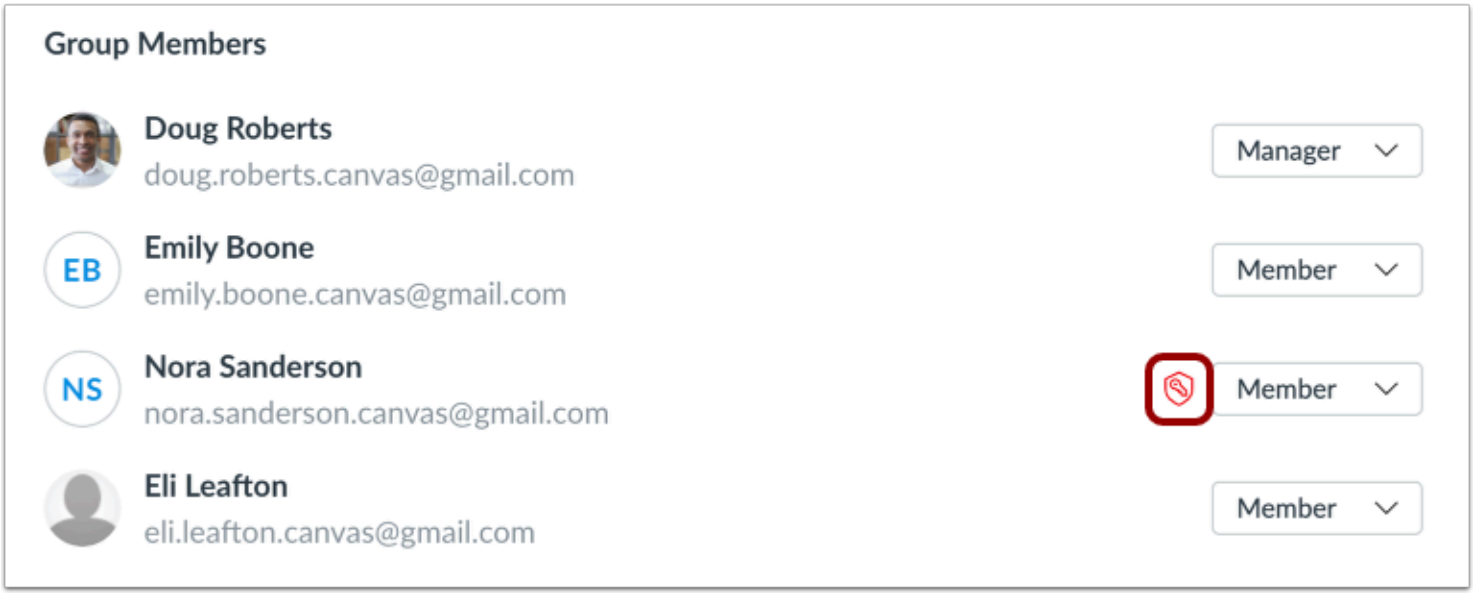
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

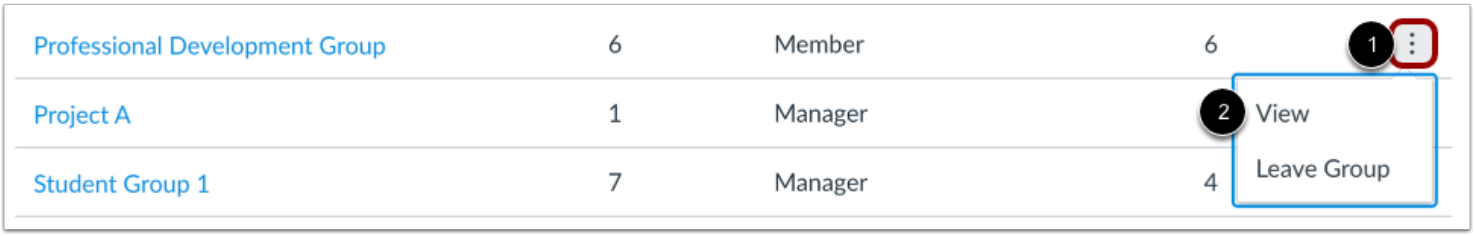
To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification



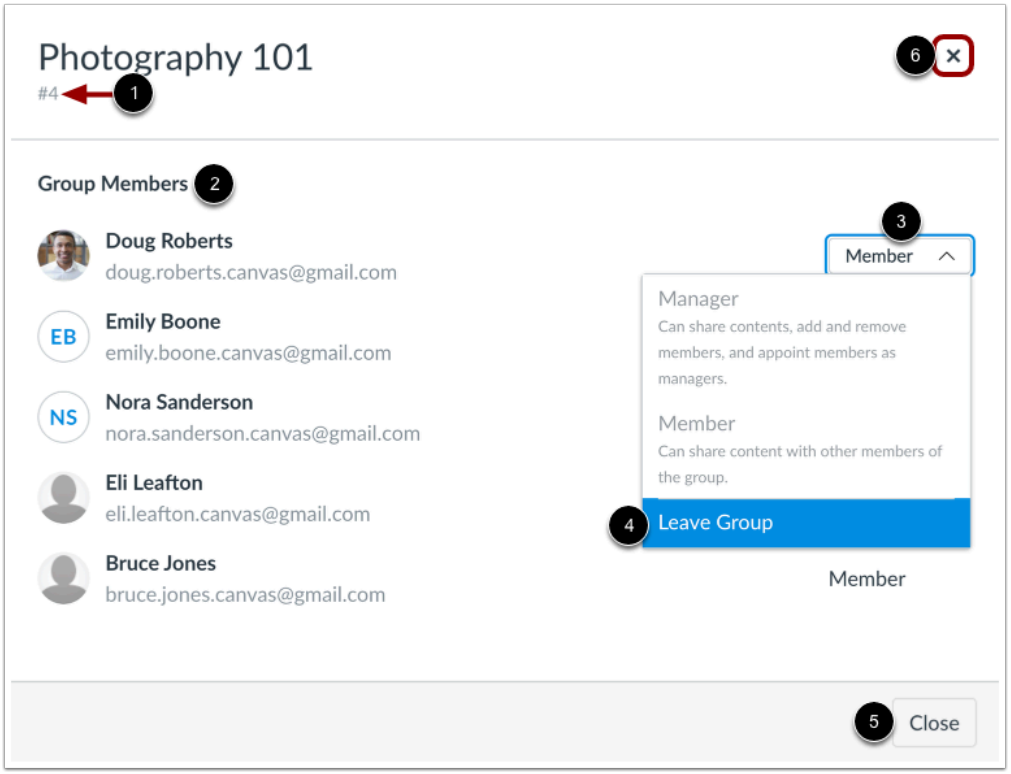
If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

View Group



To view a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **View** option [2].

View Group List



The Group window displays the group ID [1] and the list of group members [2].

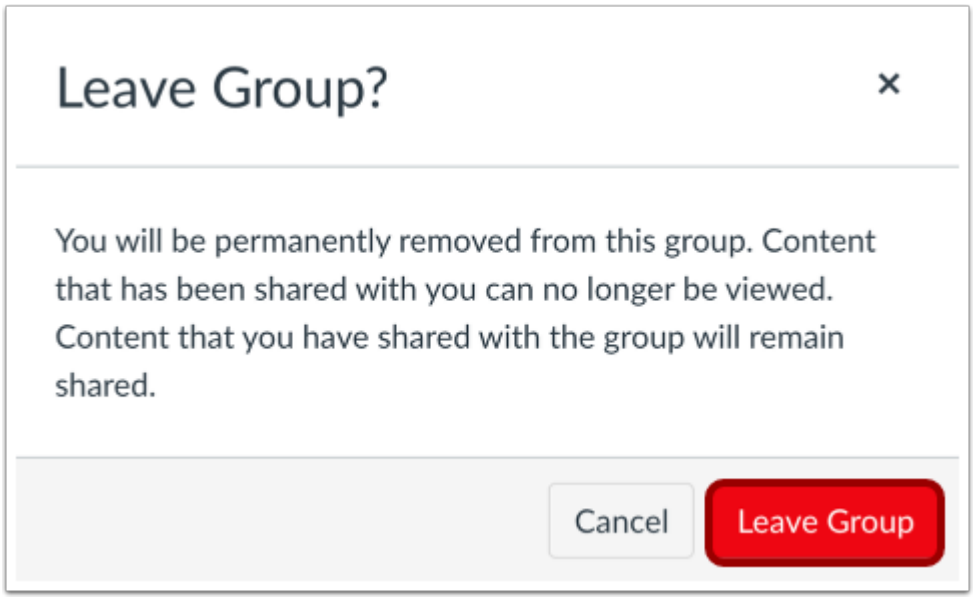
You can also manage your group membership. To leave the group, click the **Role** drop-down menu [3], then select the **Leave Group** option [4].

To close the Group window, click the **Close** button [5] or the **X** icon [6].

Leave Group

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave



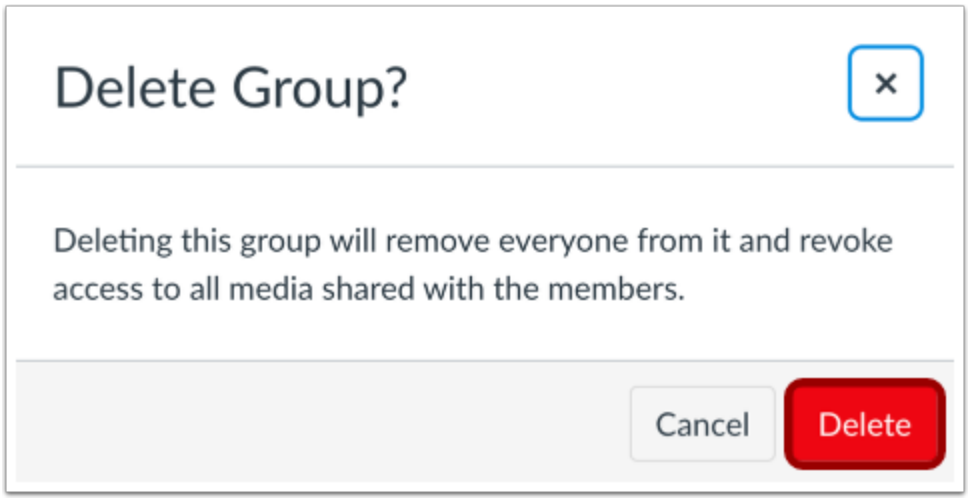
Click the **Leave Group** button.

Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

Delete Group

To delete a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete



Click the **Delete** button.

Note: Deleting a group removes all members from the group and revokes access to any group-shared media. Please notify group members before deleting an active Studio group.

How do I create custom sharing groups in my Canvas Studio account as an instructor?

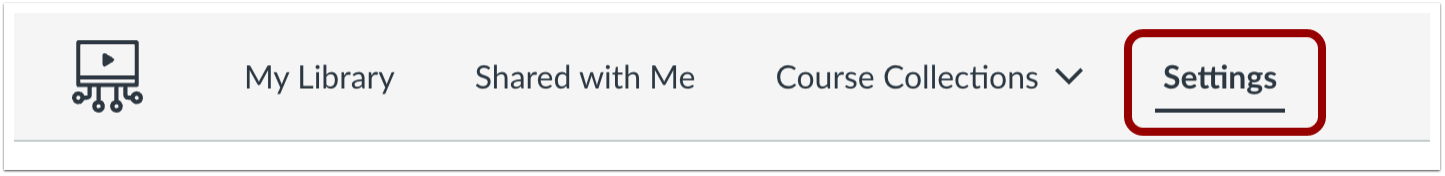
As an instructor, you may be able to create custom media sharing groups in your Studio account. Users assigned within the same group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about sharing media to a group in Canvas Studio.

Depending upon how you configure your group roles, group members may also be able to edit group details, add or remove individuals in a group, and grant manager permissions to other group members.

When you create a group in your account, Studio automatically assigns you to the group as a group manager. You can delete any group you created. If you remove yourself from a group, the group no longer displays on your Groups List and you can no longer access the group or any media shared to you via the group.

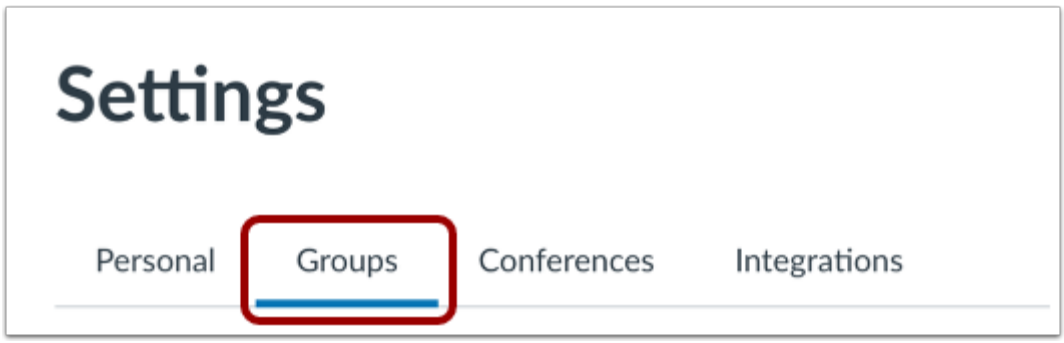
Note: Creating groups is a user permission. If you cannot create groups, this feature is not enabled for instructors at your institution.

Open Studio Settings



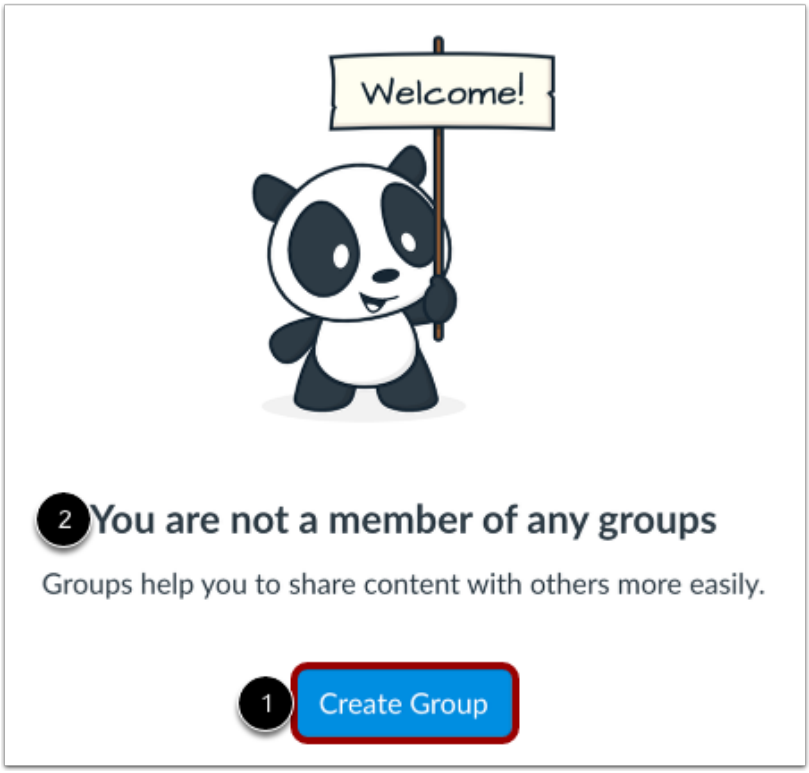
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

Create Group



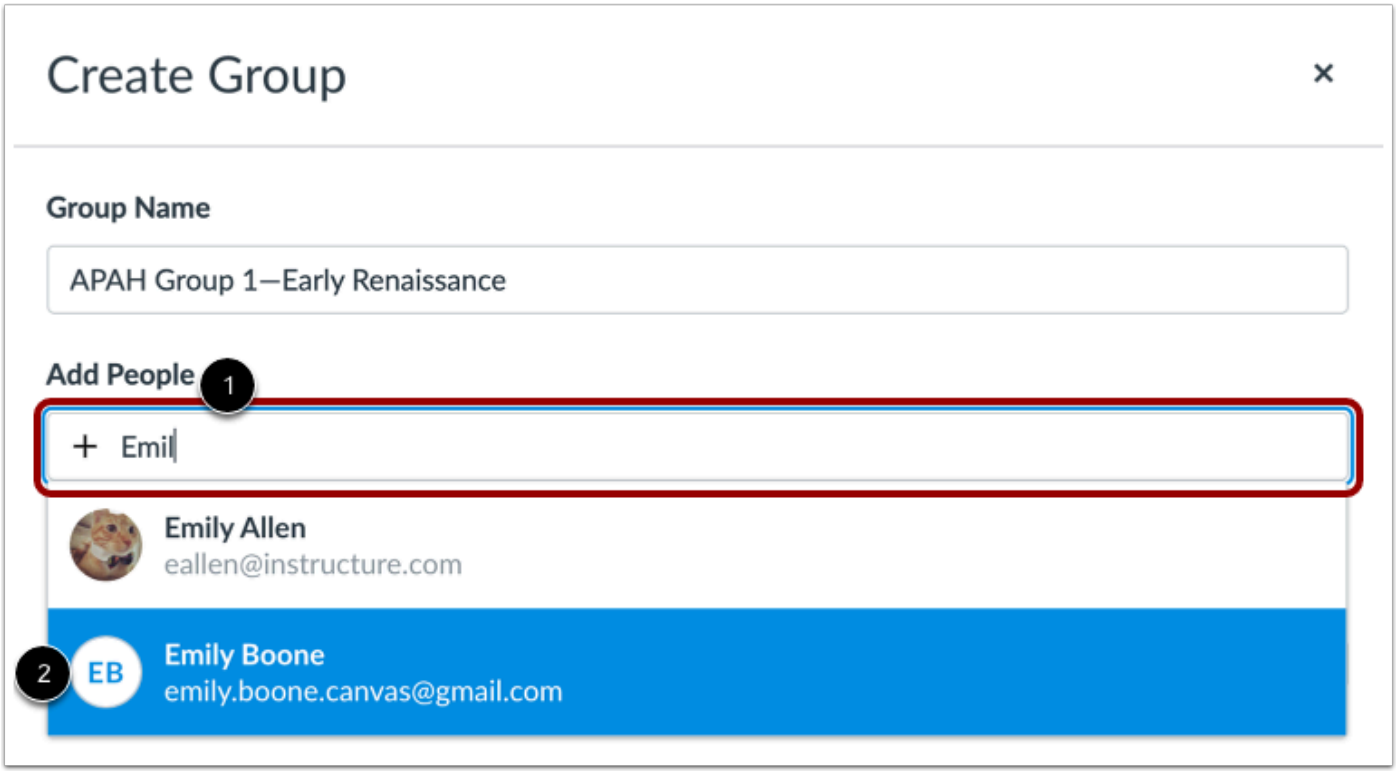
Click the **Create Group** button [1].

Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name

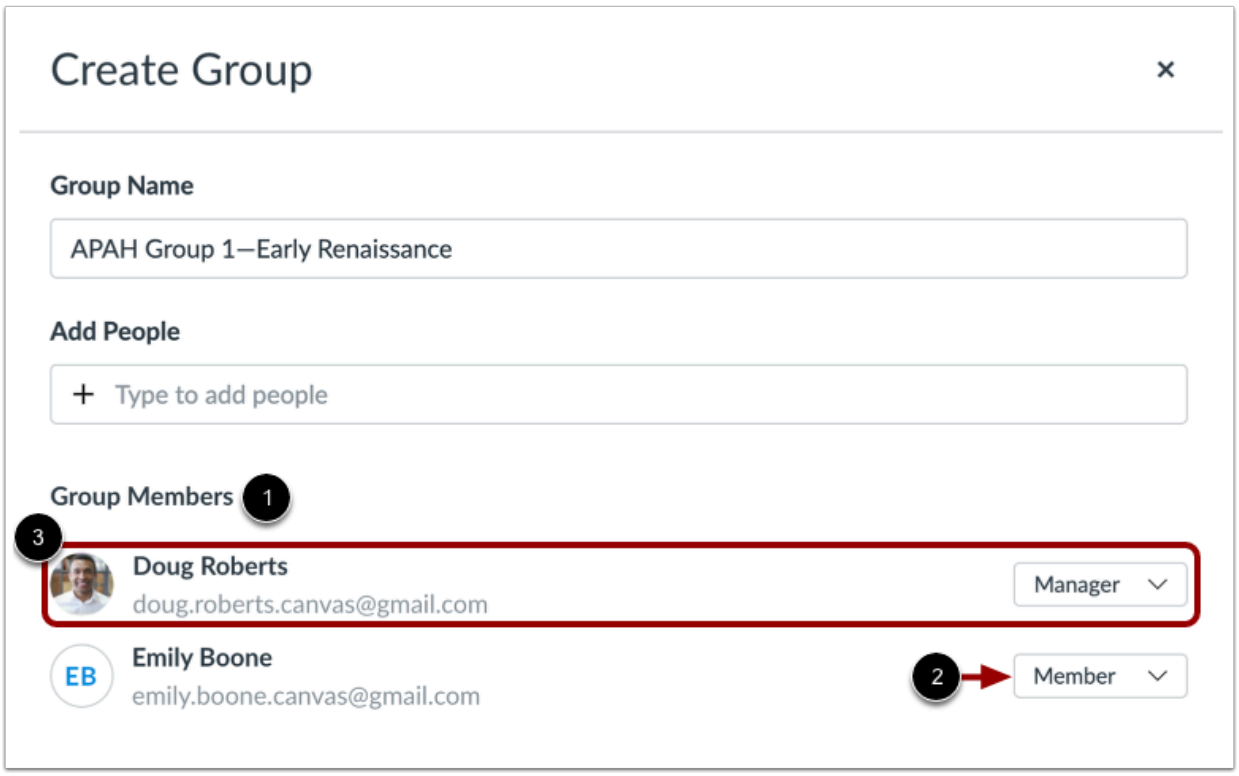
In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members



To add a person to the group, enter the person's name in the **Add People** field [1]. In the search results list, click the name.

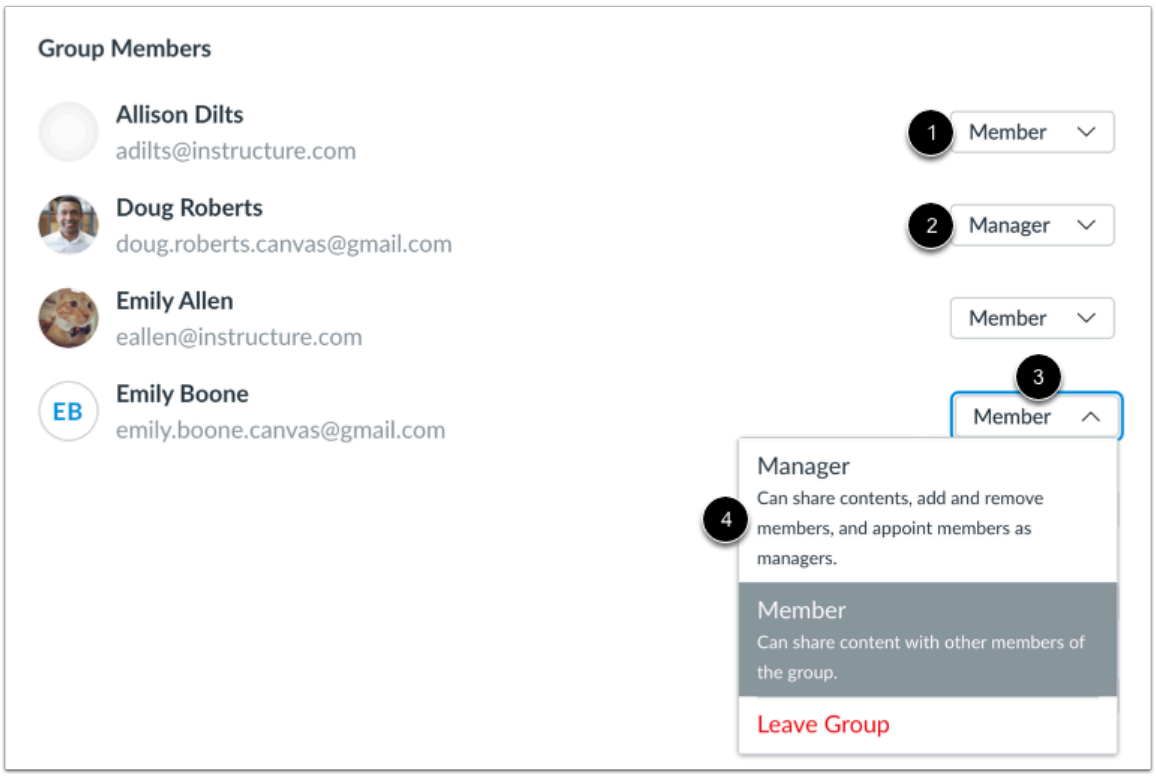
View Group Member List



Group members display in the **Group Members** list [1]. You can also view each member's group user role [2].

Note: When you create a group, you are automatically added to the group as a group manager [3].

View Group Member Roles



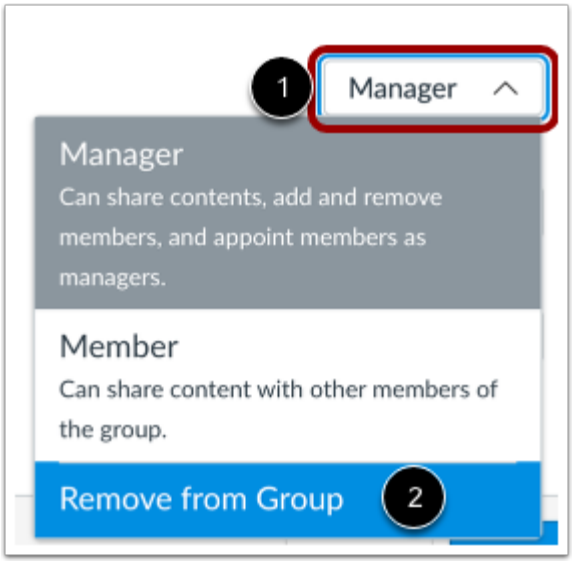
Studio group users may have one of two group roles.

By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

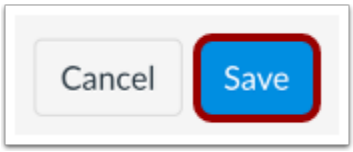
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member



To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group



Click the **Save** button.

View Group

Group Name ▲	Group ID	Permission	Number of Members	
APAH Group 1—Early Renaissance	1	Member	3	⋮

In your Groups page, view the group.

Learn about viewing and managing groups.

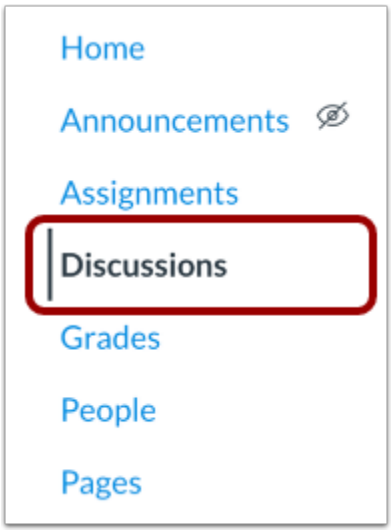
How do I embed Canvas Studio media in a Canvas discussion as an instructor using a Safari or Firefox browser?

You can embed a Canvas Studio video or audio file in the discussion details in Canvas.

Notes:

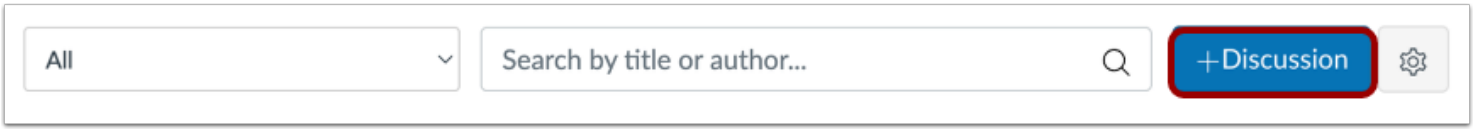
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.
- Learn more about creating a course discussion or a group discussion.
- This lesson describes the process for embedding media using a Safari or Firefox browser only. Learn more about embedding media in a discussion using a Chrome or Edge browser.

Open Discussions



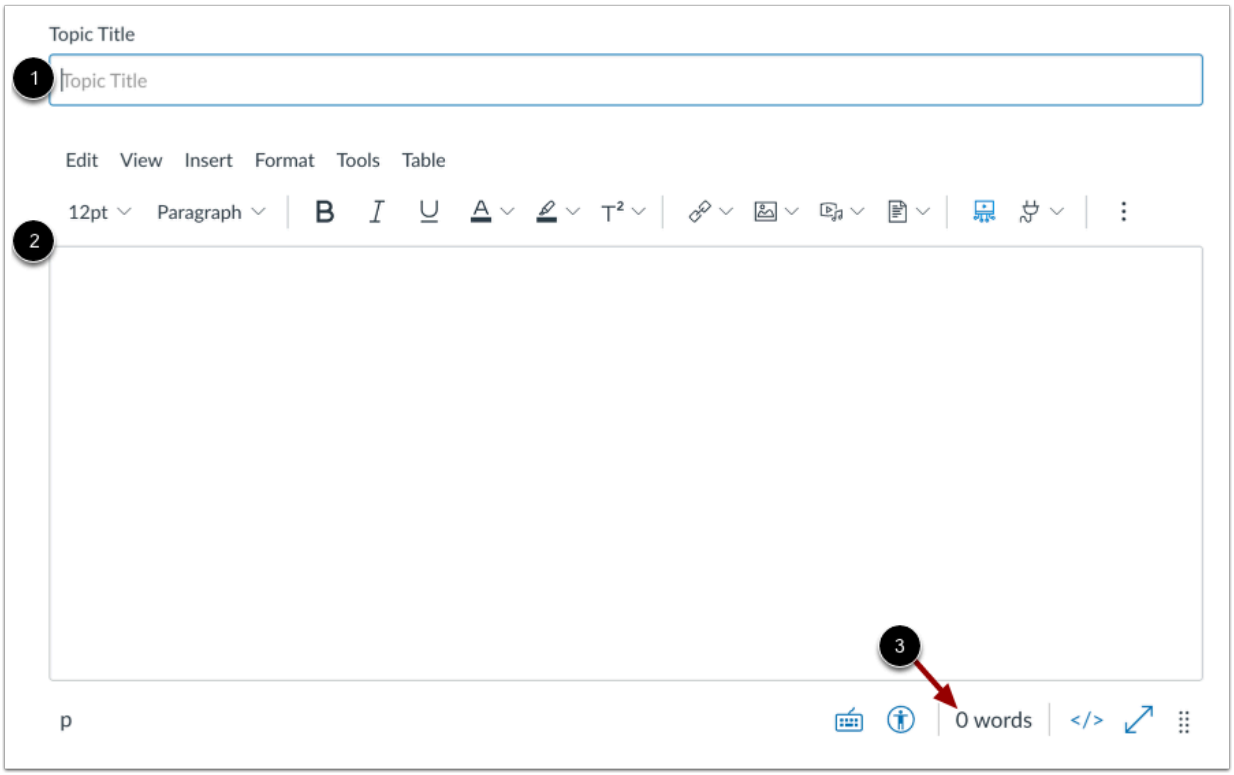
In the Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

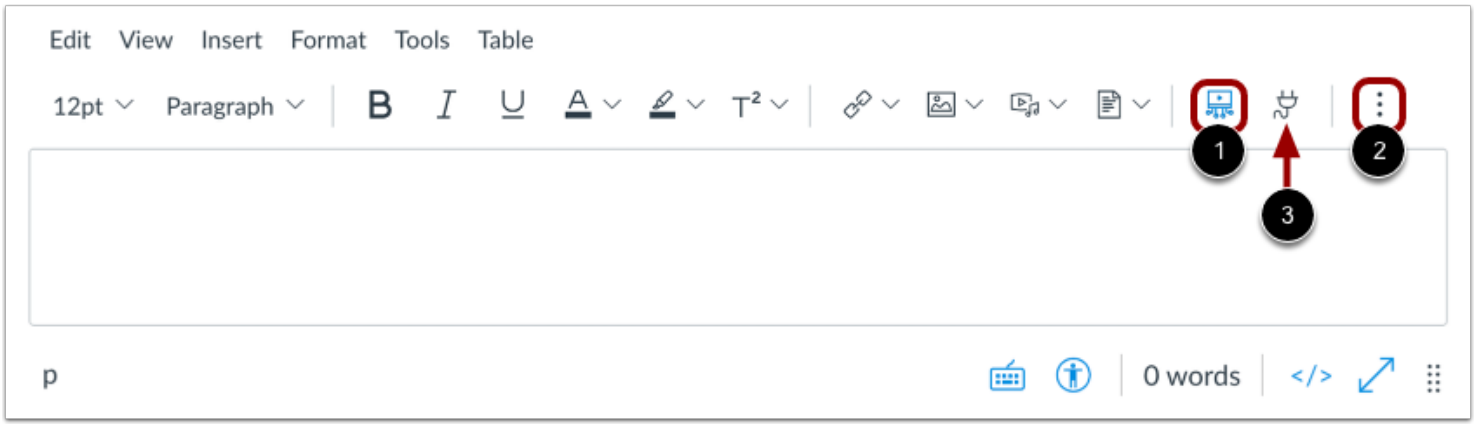
Create Discussion



Add a title for your discussion in the **Topic Title** field [1].

To add discussion text content, use the Rich Content Editor [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box [3].

Open Studio in Rich Content Editor

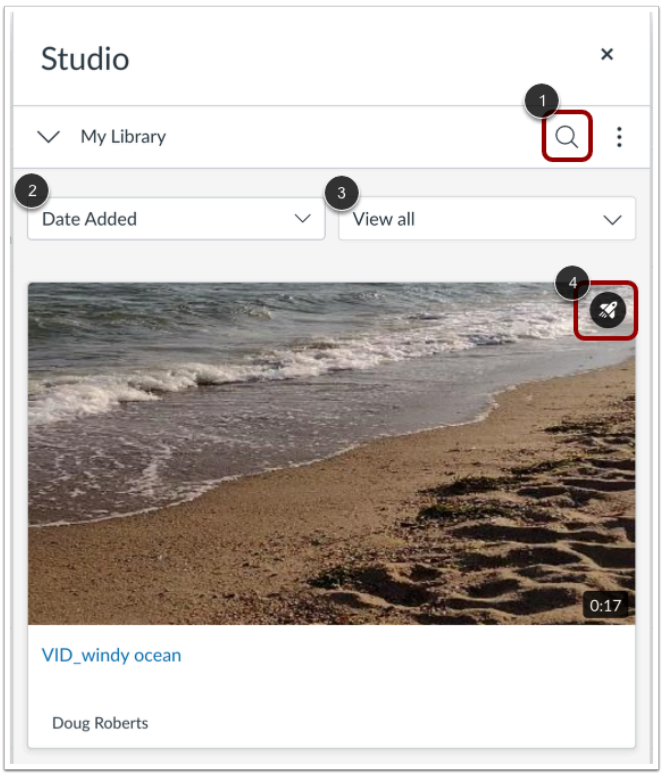


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media



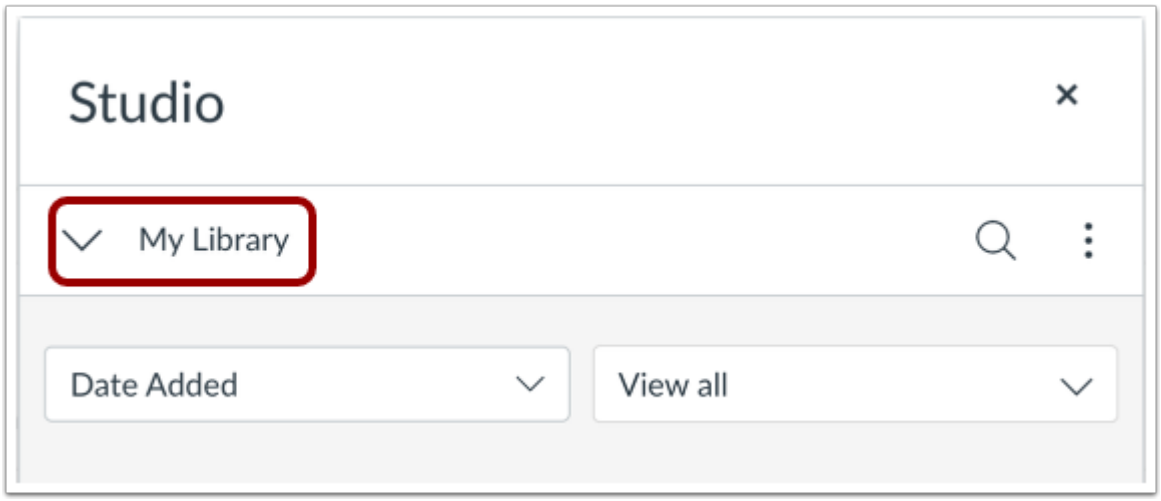
To search for a video or audio file, click the **Search** icon [1].

To sort by date or name, select the **Date Added** drop-down menu [2].

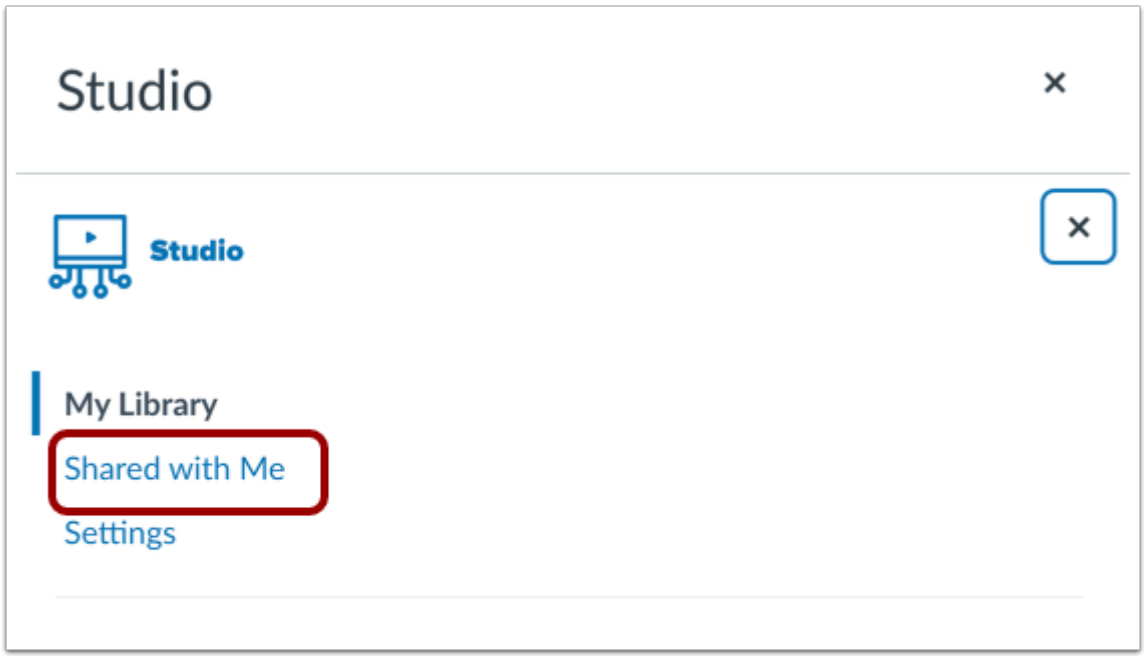
To view all media, select the **View All** drop-down menu [3].

Note: Media that includes a video quiz displays the Quiz icon [4].

Locate Shared Media

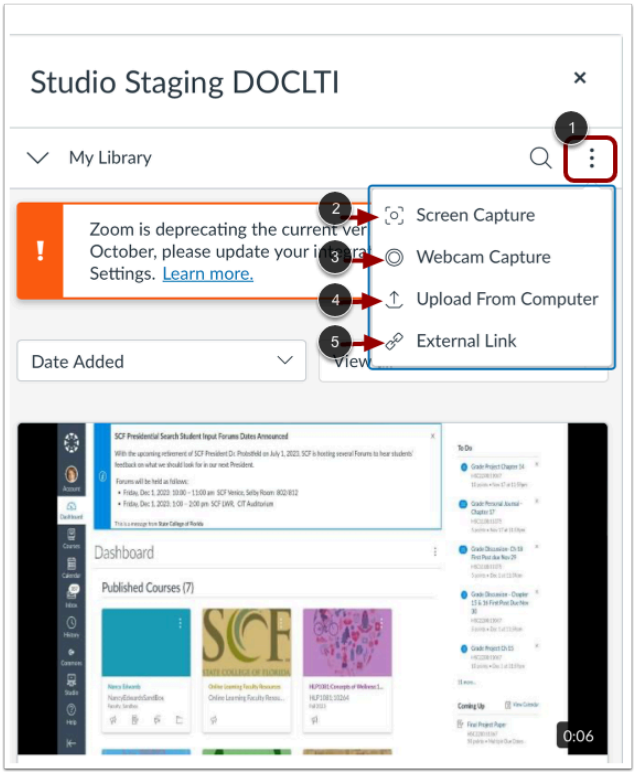


To embed media shared by another user, click the **My Library** drop-down menu.



In the My Library window, click the **Shared with Me** link.

Upload New Media



To upload new media, click the **More Options** icon [1].

To record a screen capture, click the **Screen Capture** link [2].

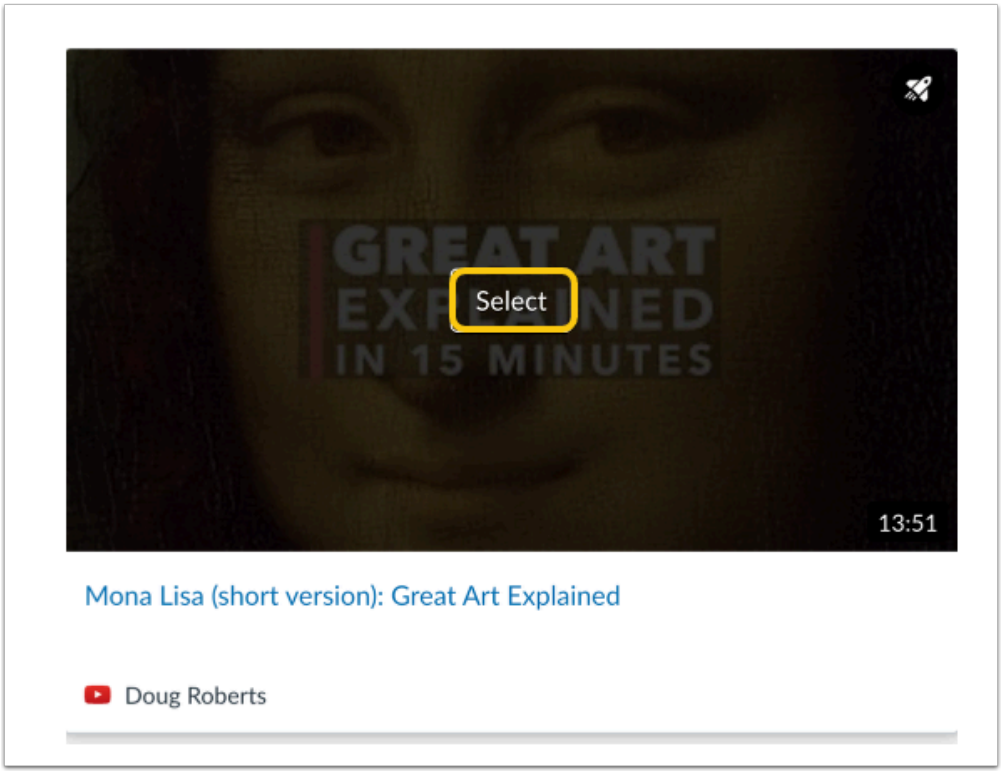
To record using a webcam, click the **Webcam Capture** link [3].

To add a media file from your computer, select the **Upload from Computer** option [4].

To add media file using an external link, select the **External Link** option [5].

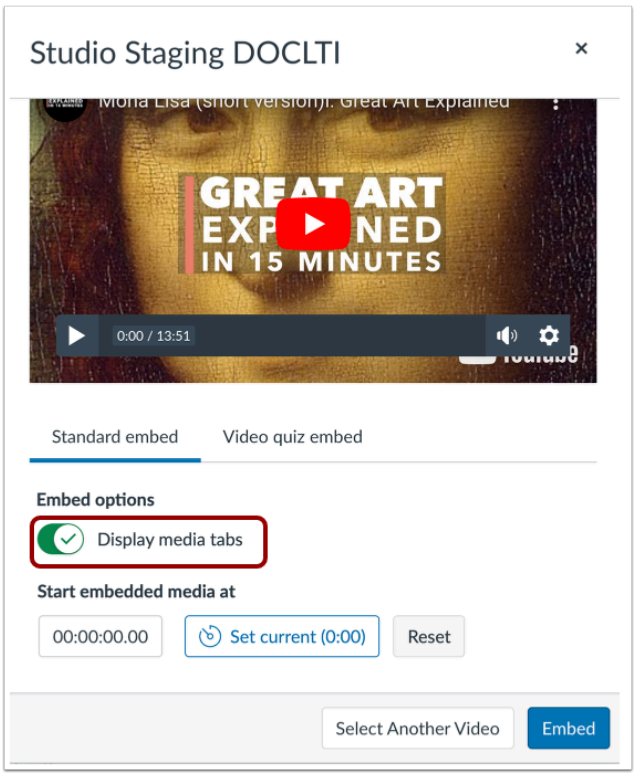
Note: Learn how to upload and embed new media using a Chrome or Edge browser.

Select Media



Hover over the media you want to select and click the **Select** button.

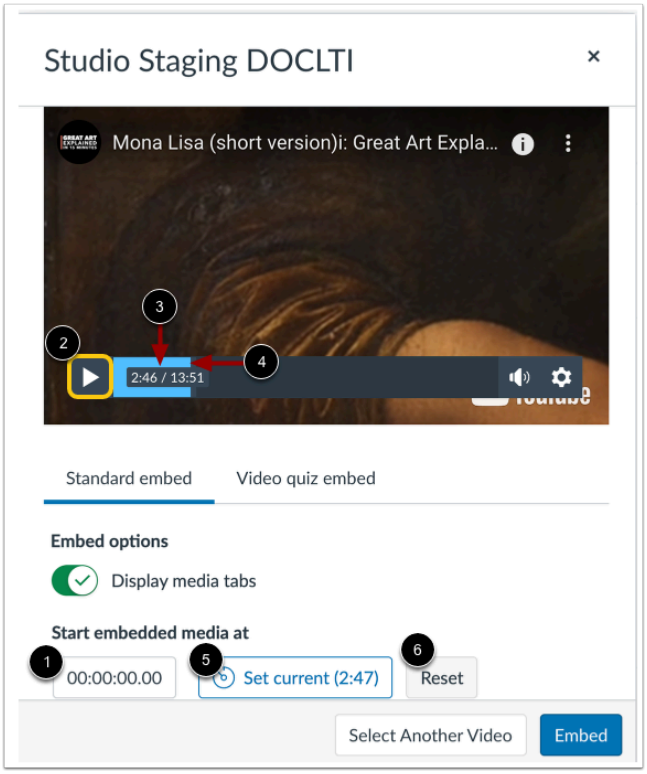
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Set Start Time for Media



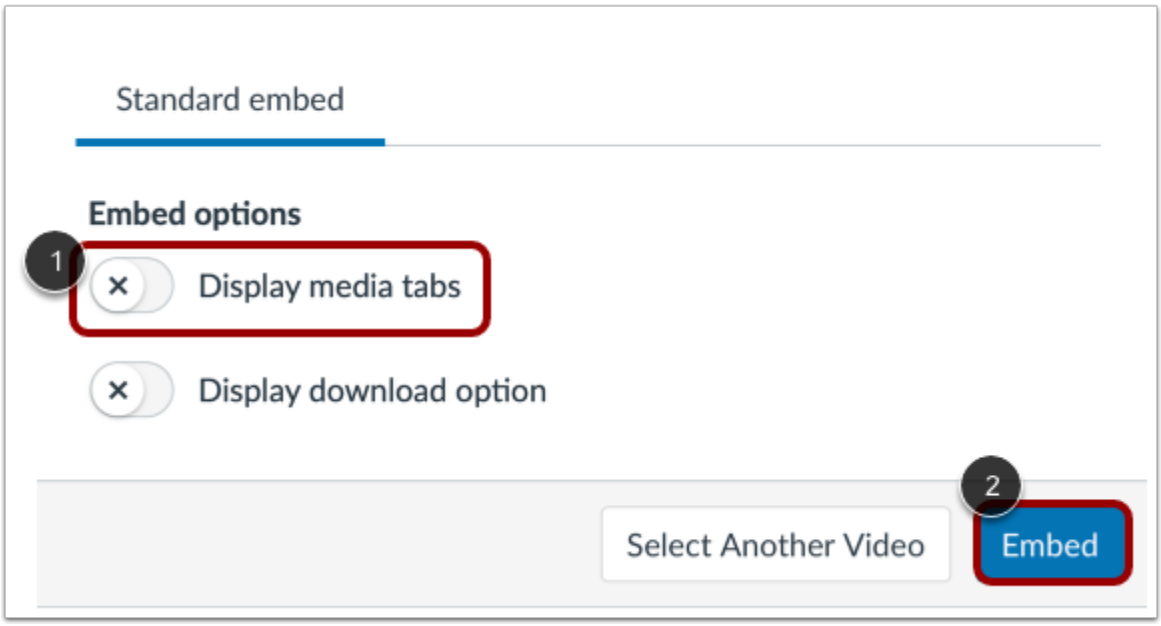
When embedding media from YouTube or Vimeo, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

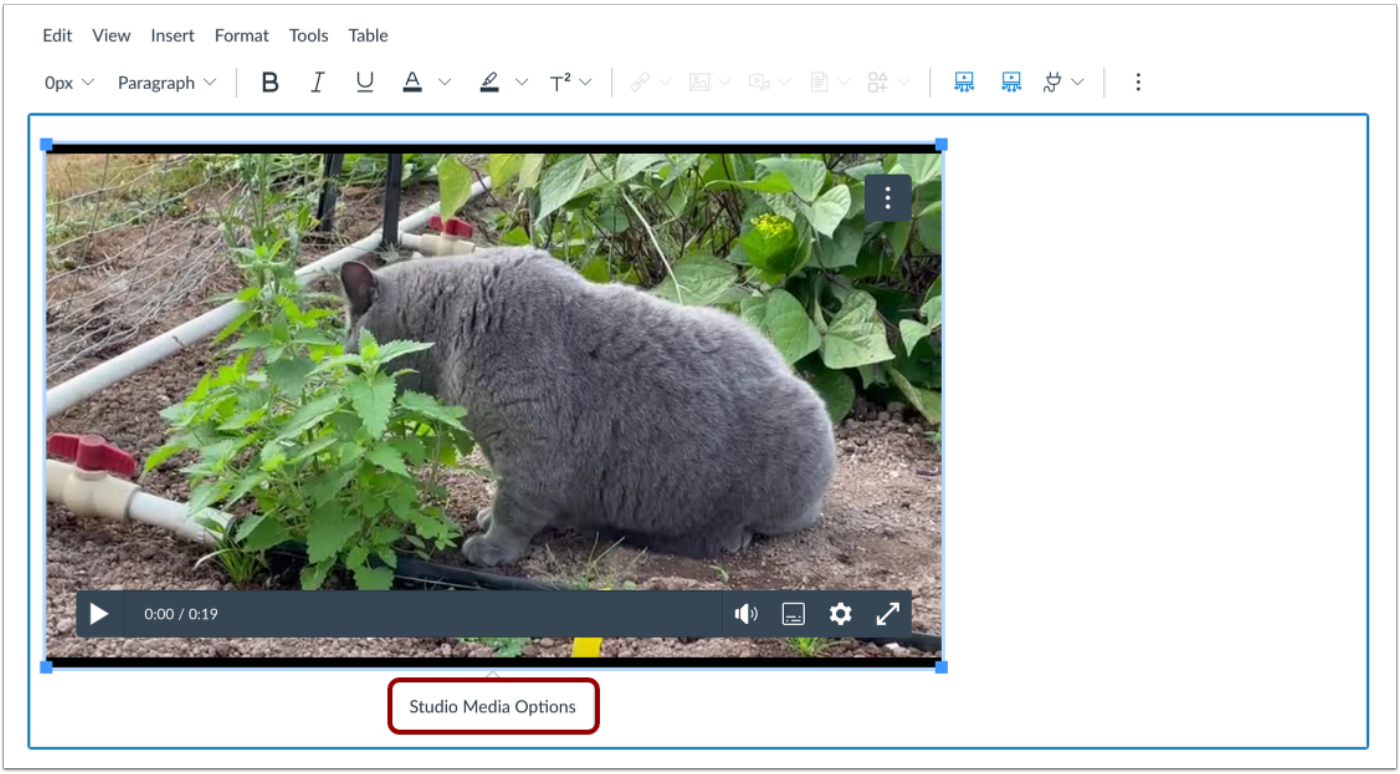
Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

Resize Embedded Media

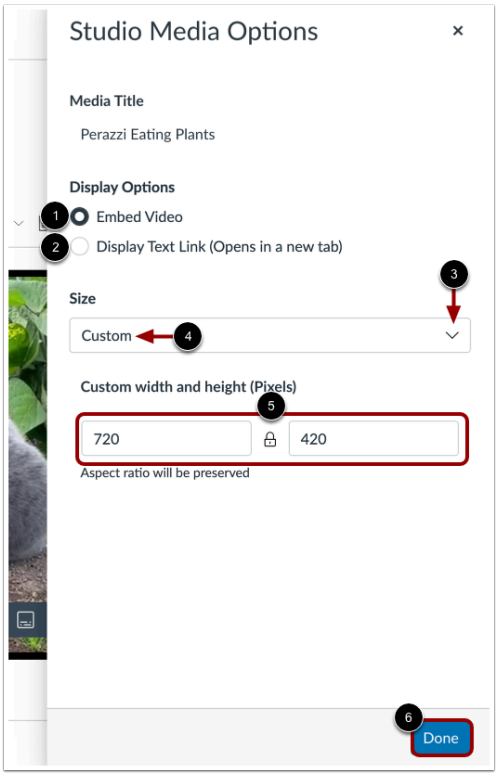


To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

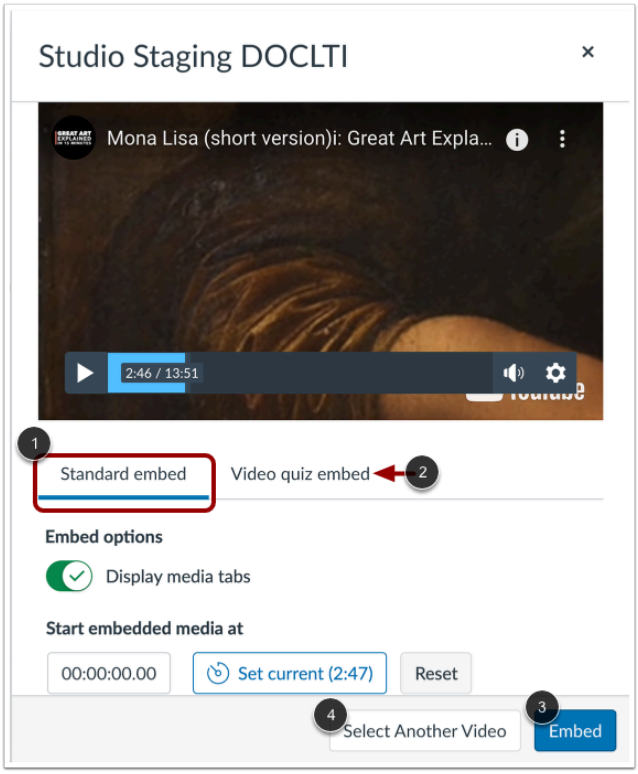
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

Embed Media



To embed standard media, click the **Standard embed** link [1].

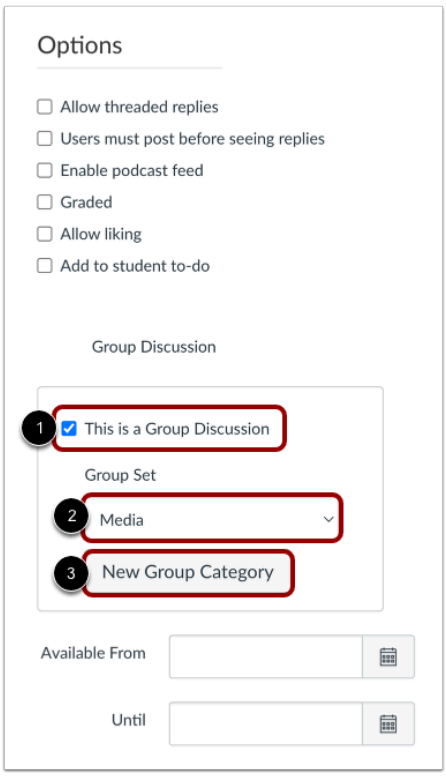
If the media includes a video quiz, to embed the media with the video quiz, click the **Video quiz embed** link [2].

To embed the media, click the **Embed** button [3].

To cancel and select different media, click the **Select Another Video** button [4].

Note: If the selected media does not include a video quiz, the Video quiz embed link does not display.

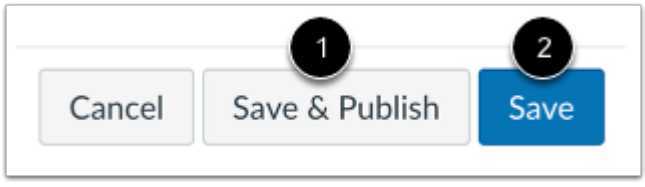
Select Group Discussion



In the discussion options, select the **This is a Group Discussion** checkbox [1].

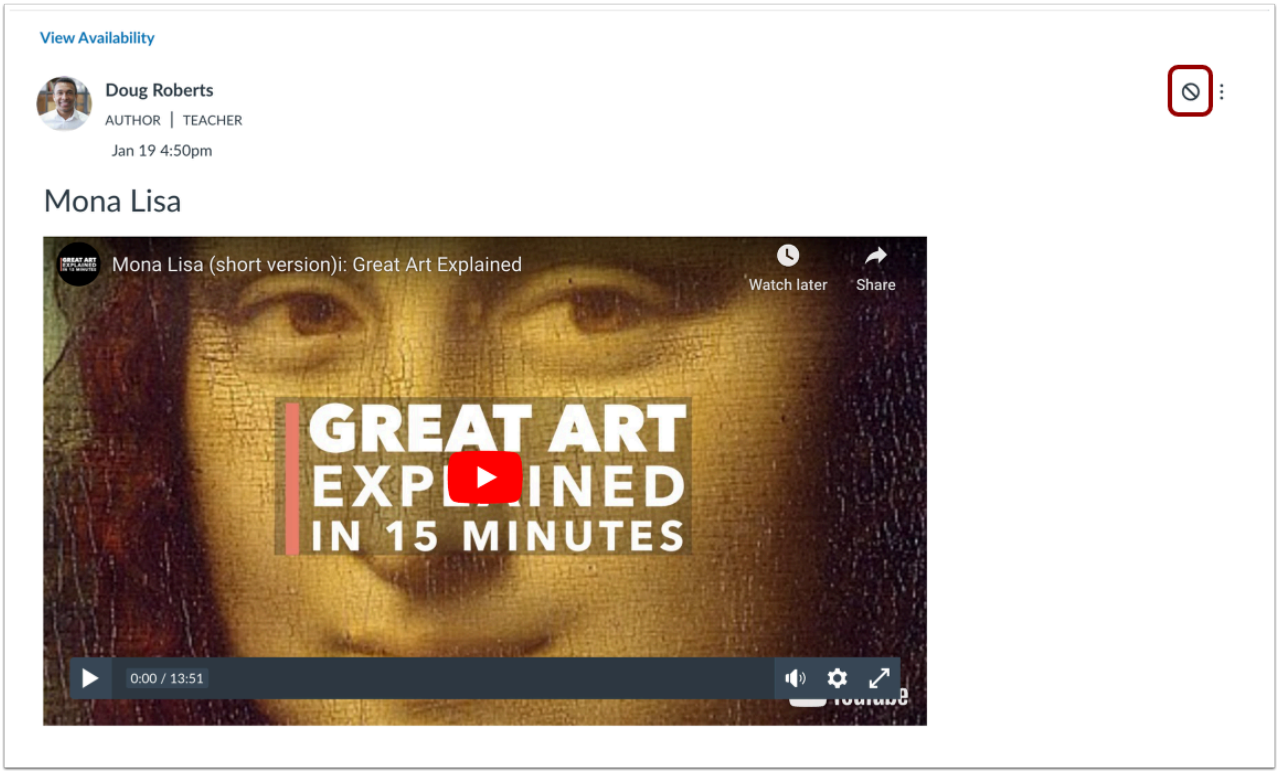
To select an existing group set, click the **Group Set** drop-down menu [2]. To create a new group category, click the **New Group Category** button [3].

Save and Publish



If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

Publish Draft



To publish a saved draft, click the **Publish** button.

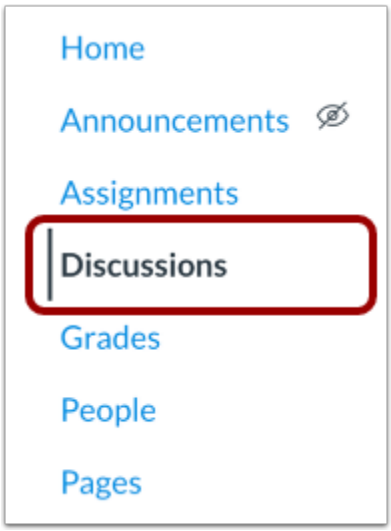
How do I embed Canvas Studio media in a Canvas discussion as an instructor using a Chrome or Edge browser?

You can embed a Canvas Studio video or audio file in the discussion details in Canvas.

Notes:

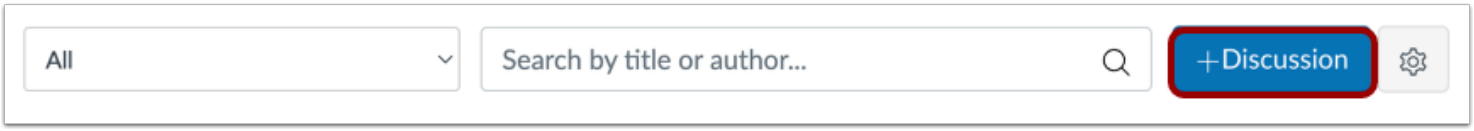
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.
- Learn more about creating a course discussion or a group discussion.
- This lesson describes the process for embedding media using a Chrome or Edge browser only. Learn more about embedding media in a discussion using a Safari or Firefox browser.

Open Discussions



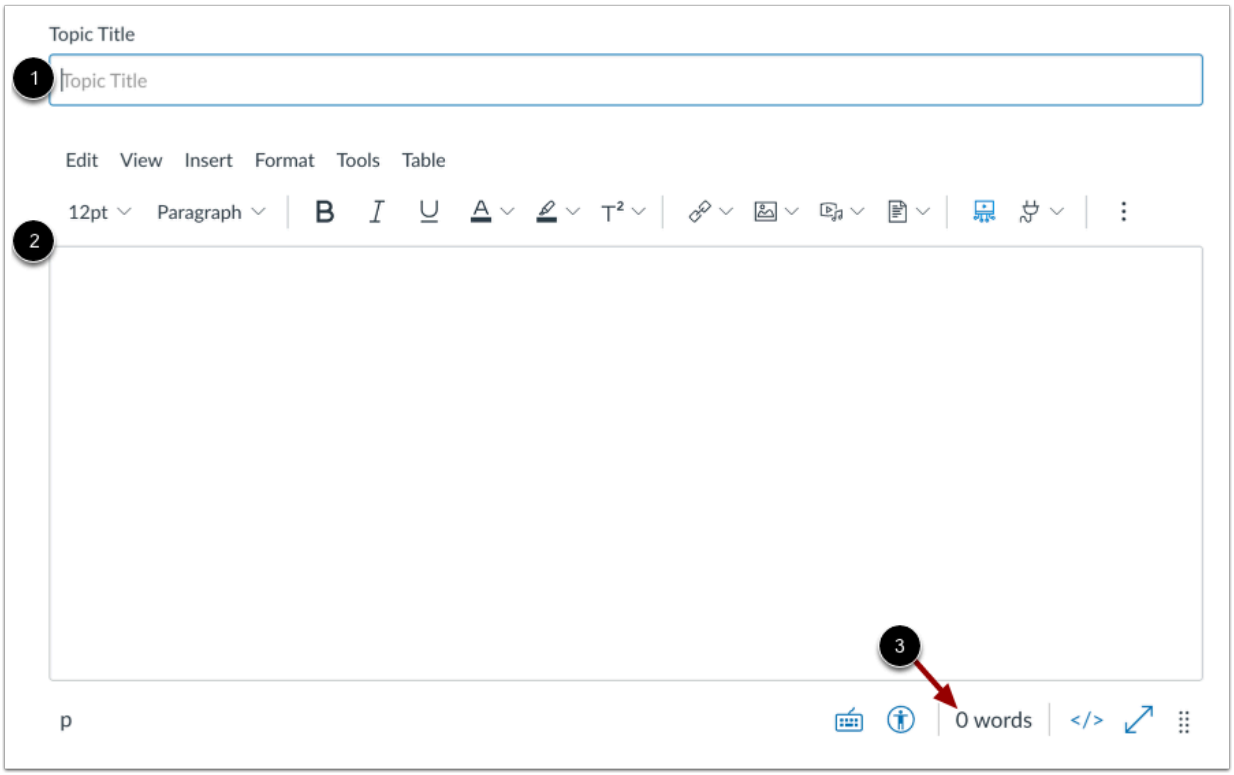
In the Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

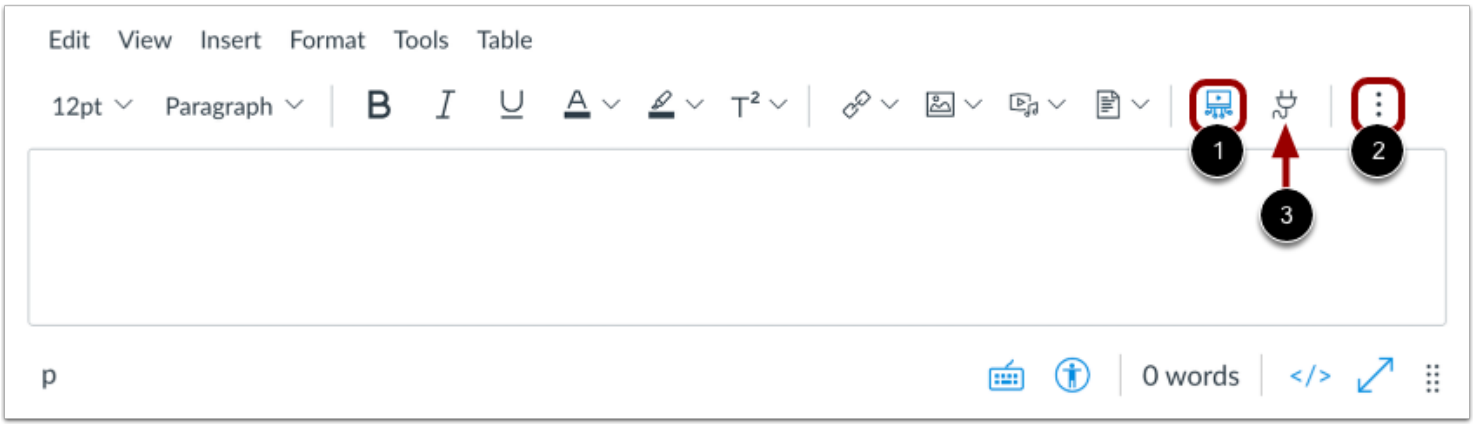
Create Discussion



Add a title for your discussion in the **Topic Title** field [1].

To add discussion text content, use the Rich Content Editor [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box [3].

Open Studio in Rich Content Editor

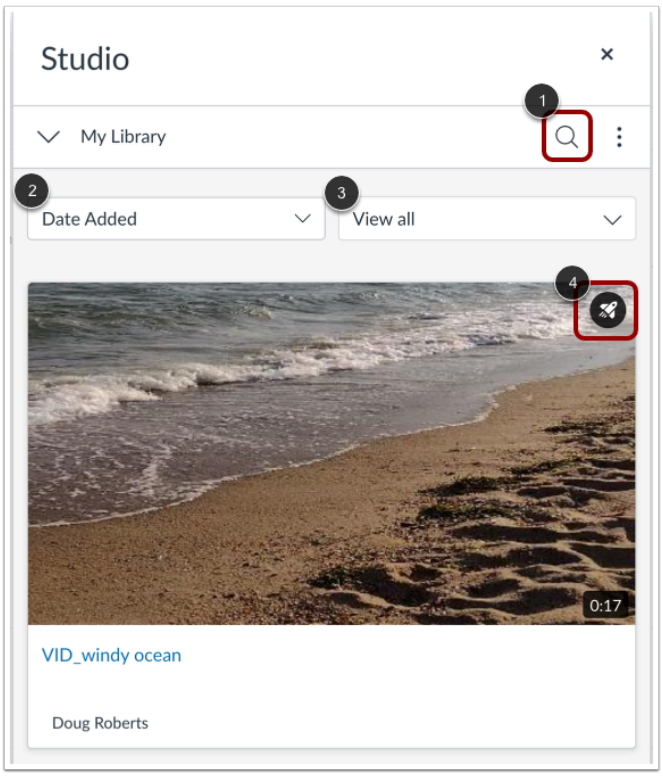


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media



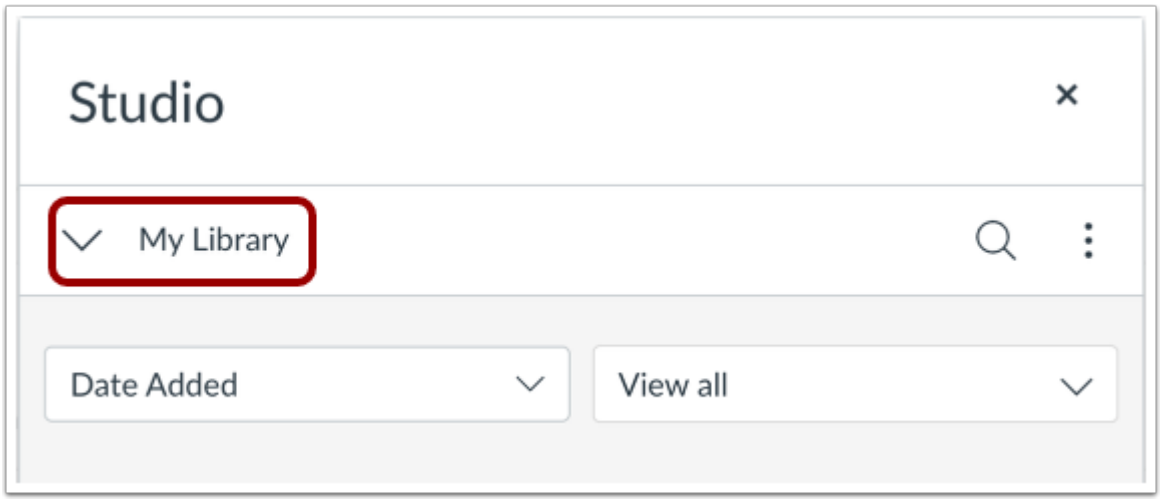
To search for a video or audio file, click the **Search** icon [1].

To sort by date or name, select the **Date Added** drop-down menu [2].

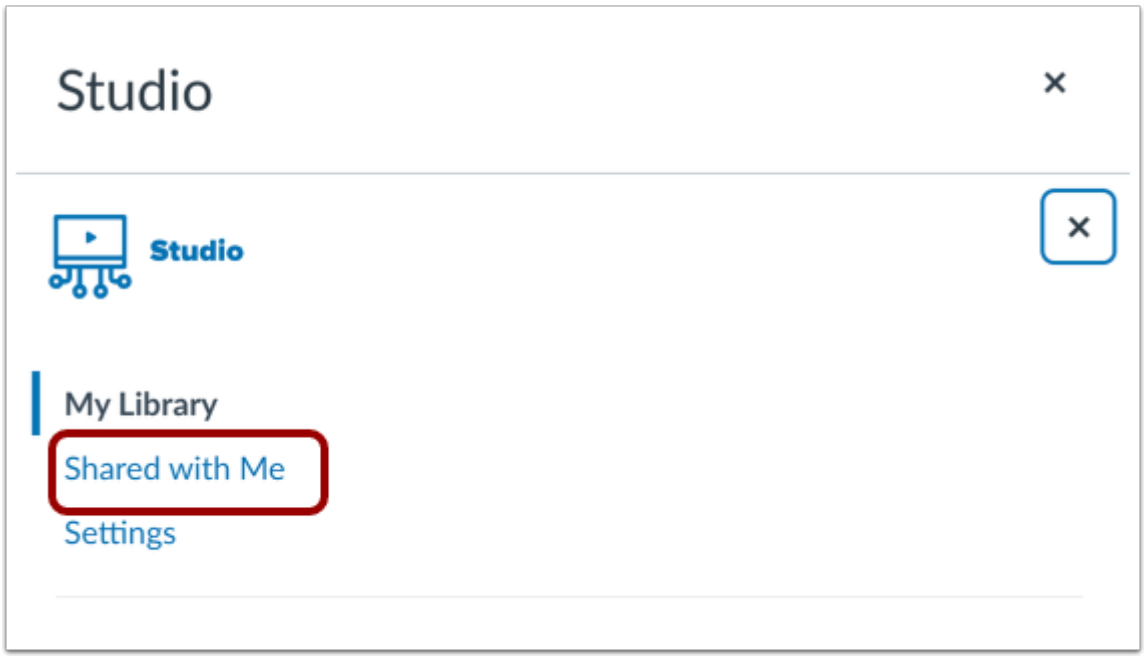
To view all media, select the **View All** drop-down menu [3].

Note: Media that includes a video quiz displays the Quiz icon [4].

Locate Shared Media

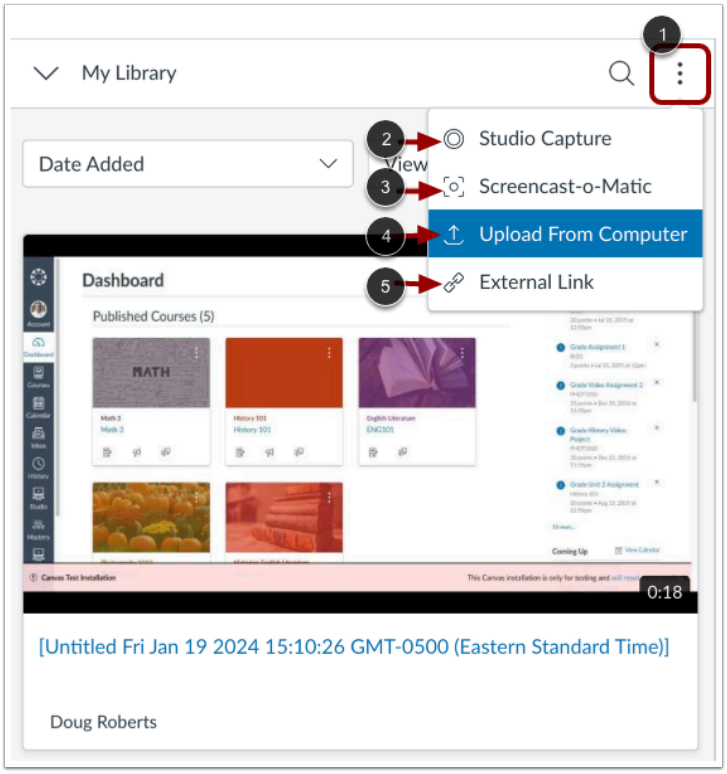


To embed media shared by another user, click the **My Library** drop-down menu.



In the My Library window, click the **Shared with Me** link.

Upload New Media



To upload new media, click the **Options** icon [1].

To record a webcam recording or screen capture using the Studio Screen Capture option click the **Studio Capture** link [2].

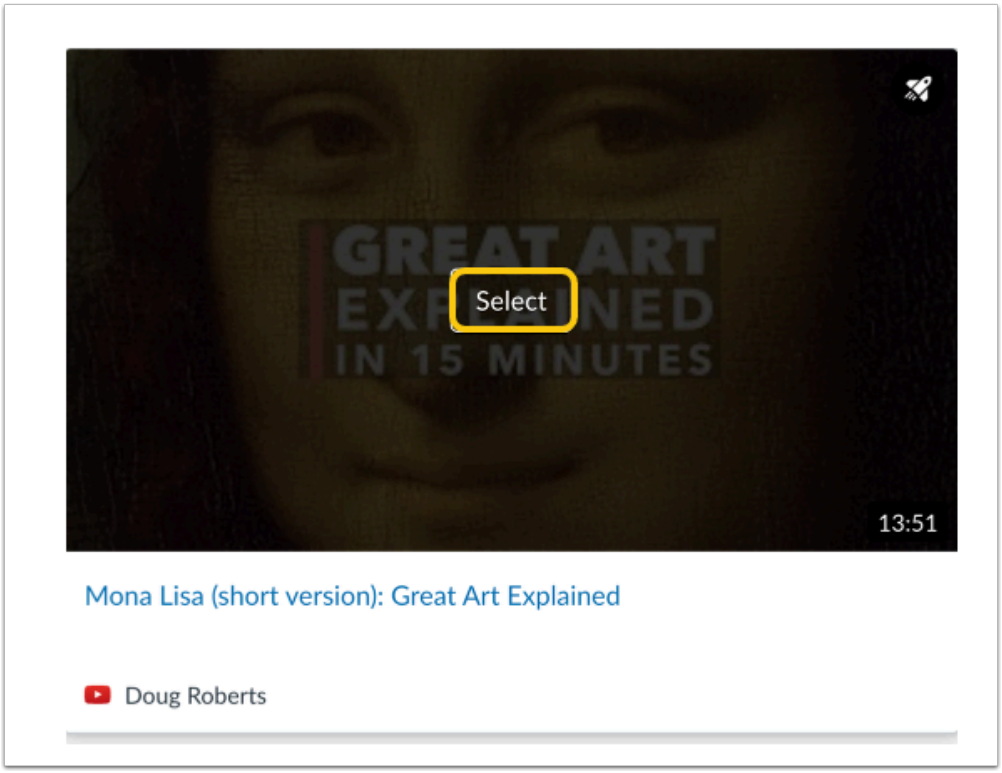
Alternatively, to use Screencast-o-matic to record a screen capture, click the **Screencast-o-Matic** link [3].

To add a media file from your computer, select the **Upload from Computer** option [4].

To add media file using an external link, select the **External Link** option [5].

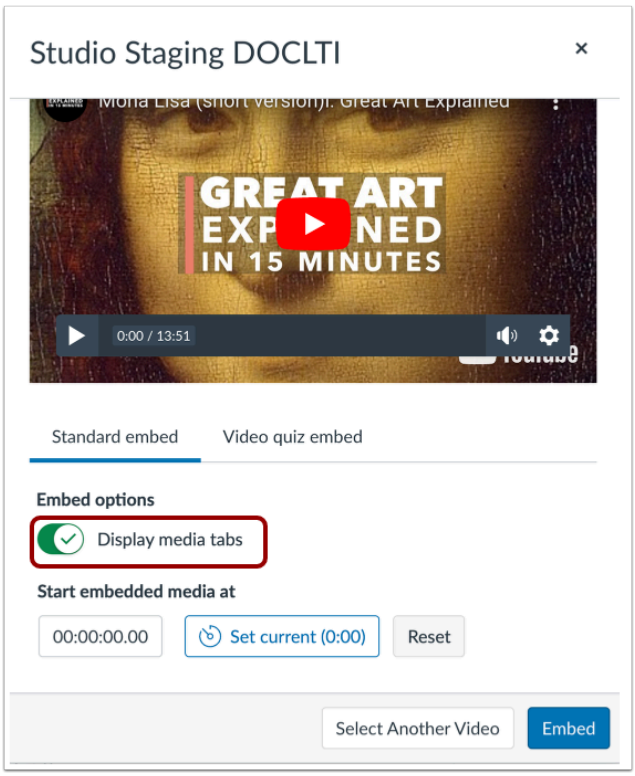
Note: Only users with Chrome or Edge browsers can embed screen captures and webcam videos using the Canvas Studio Capture feature. Learn more about uploading and embedding video in a Canvas discussion with a Safari or Firefox browser.

Select Media



Hover over the media you want to select and click the **Select** button.

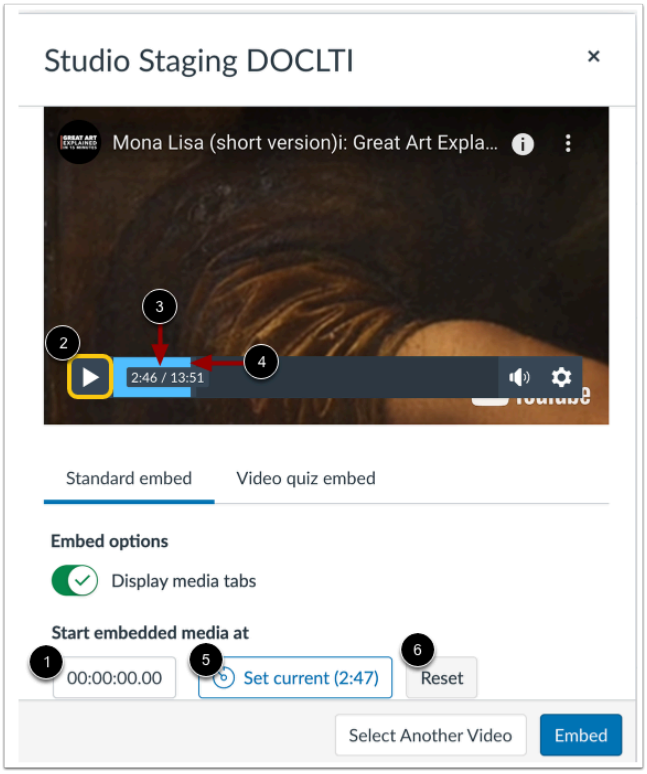
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Set Start Time for Media



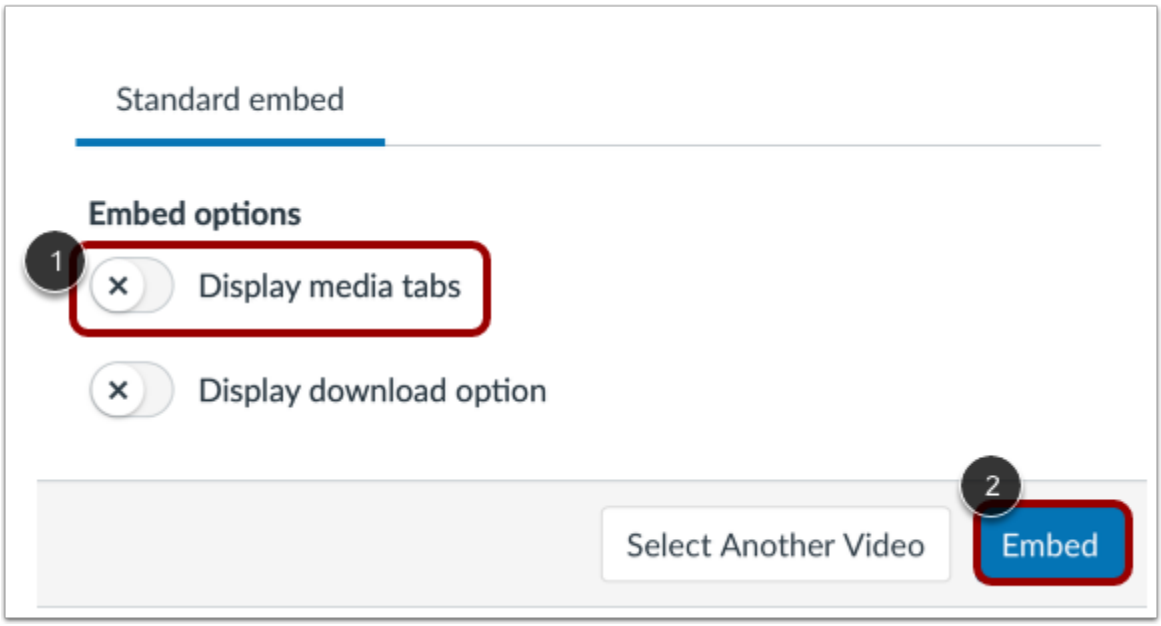
When embedding media from YouTube of Vimeo, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

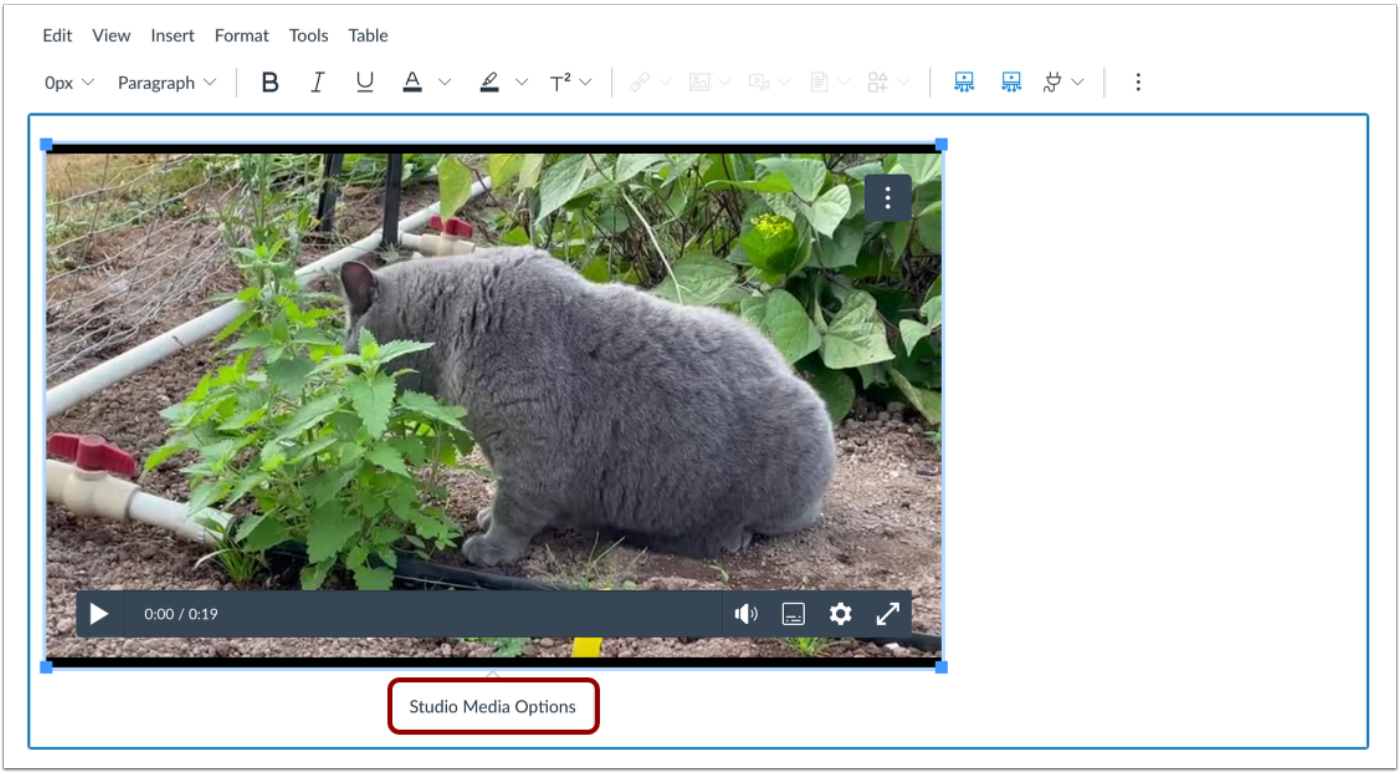
Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

Resize Embedded Media

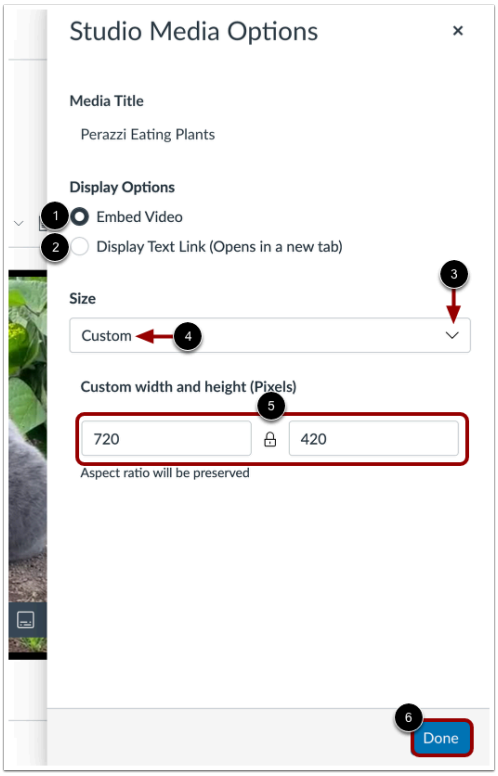


To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

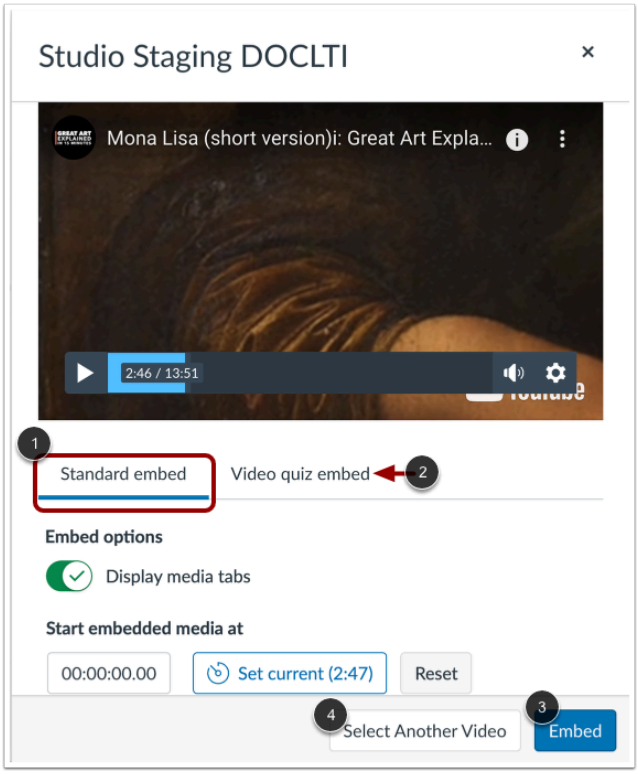
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

Embed Media



To embed standard media, click the **Standard embed** link [1].

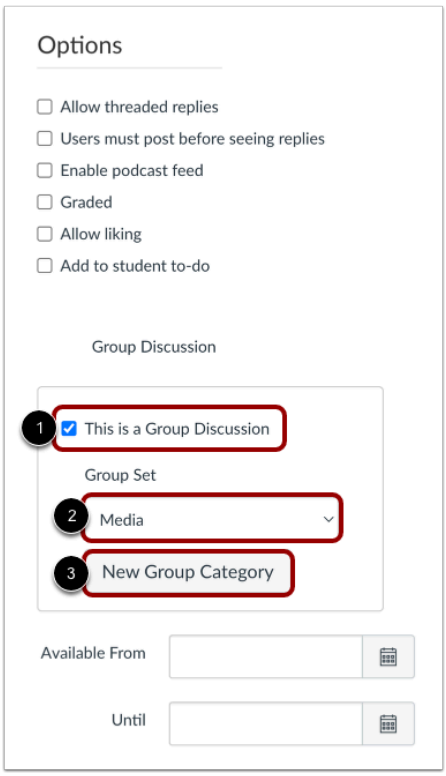
If the media includes a video quiz, to embed the media with the video quiz, click the **Video quiz embed** link [2].

To embed the media, click the **Embed** button [3].

To cancel and select different media, click the **Select Another Video** button [4].

Note: If the selected media does not include a video quiz, the Video quiz embed link does not display.

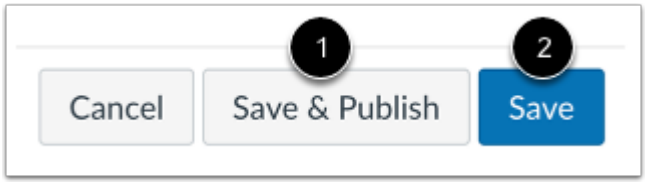
Select Group Discussion



In the discussion options, select the **This is a Group Discussion** checkbox [1].

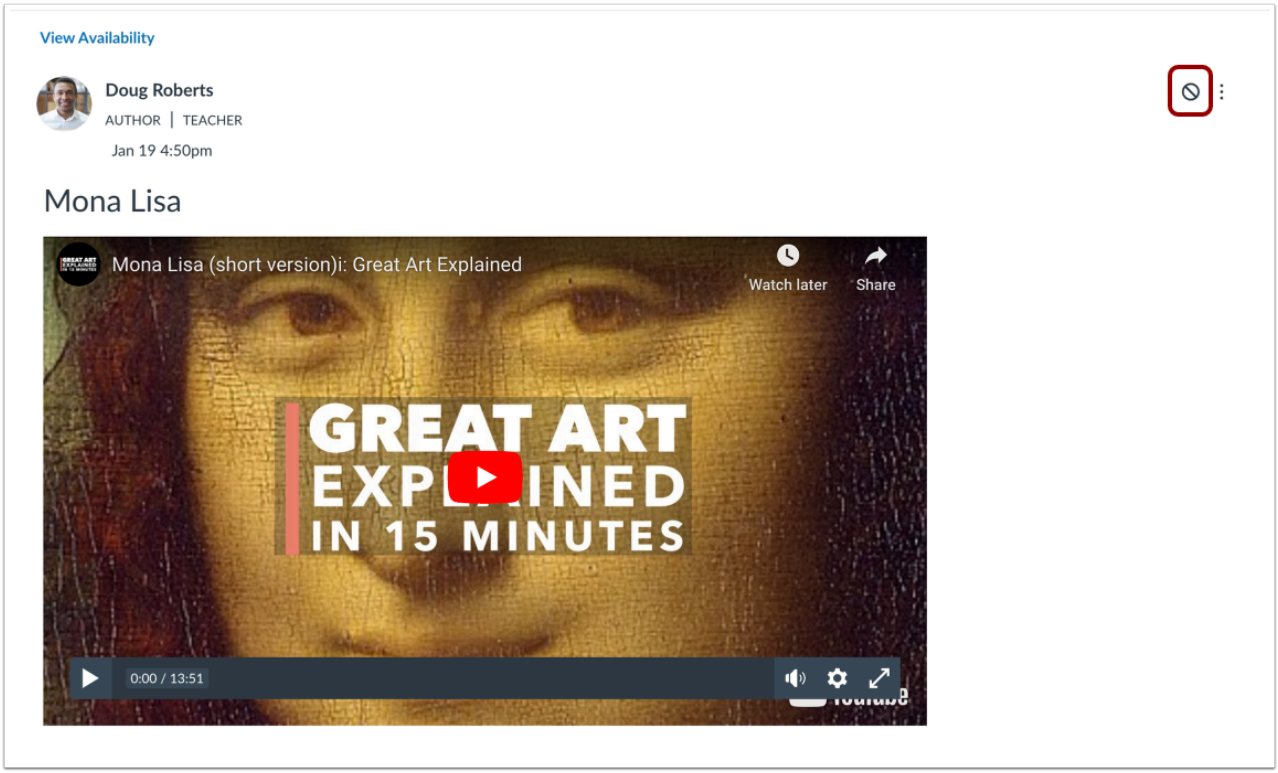
To select an existing group set, click the **Group Set** drop-down menu [2]. To create a new group category, click the **New Group Category** button [3].

Save and Publish



If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

Publish Draft



To publish a saved draft, click the **Publish** button.

Students and Studio

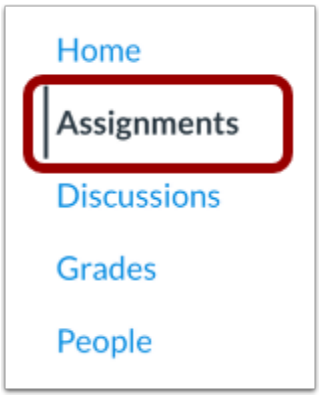
How do I submit Canvas Studio media as a File Upload assignment in Canvas as a student?

You can submit a Canvas Studio video or audio file as a File Upload assignment in Canvas.

Before you upload a video or audio file as Studio media, confirm the title and description of your video or audio file. You will not be able to edit the title or description after the media is uploaded.

Note: You can submit Studio media assignments via the web or the Canvas by Instructure Android or iOS app.

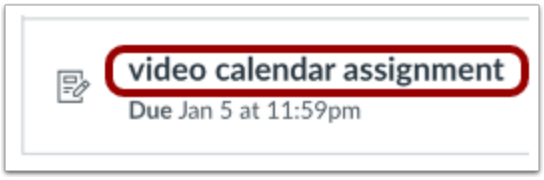
Open Assignments



In Course Navigation, click the **Assignments** link.

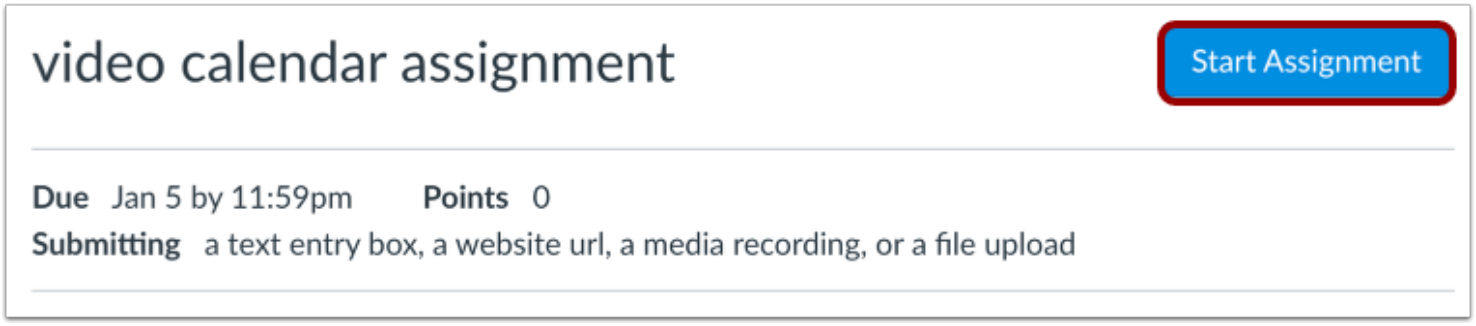
Note: If the Assignments link is not available in your course, you may be able to access the assignment through other Canvas areas such as modules, syllabus, or in your user dashboard.

Open Assignment



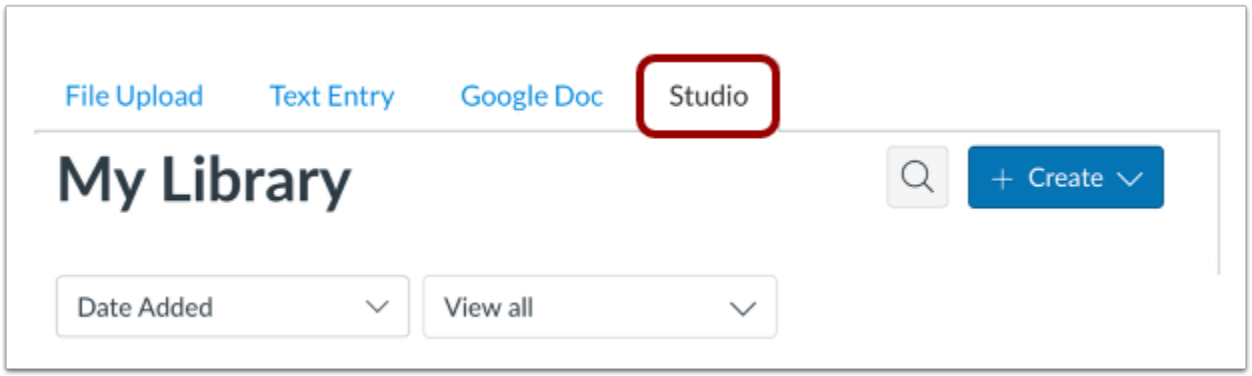
Click the name of the assignment.

Start Assignment



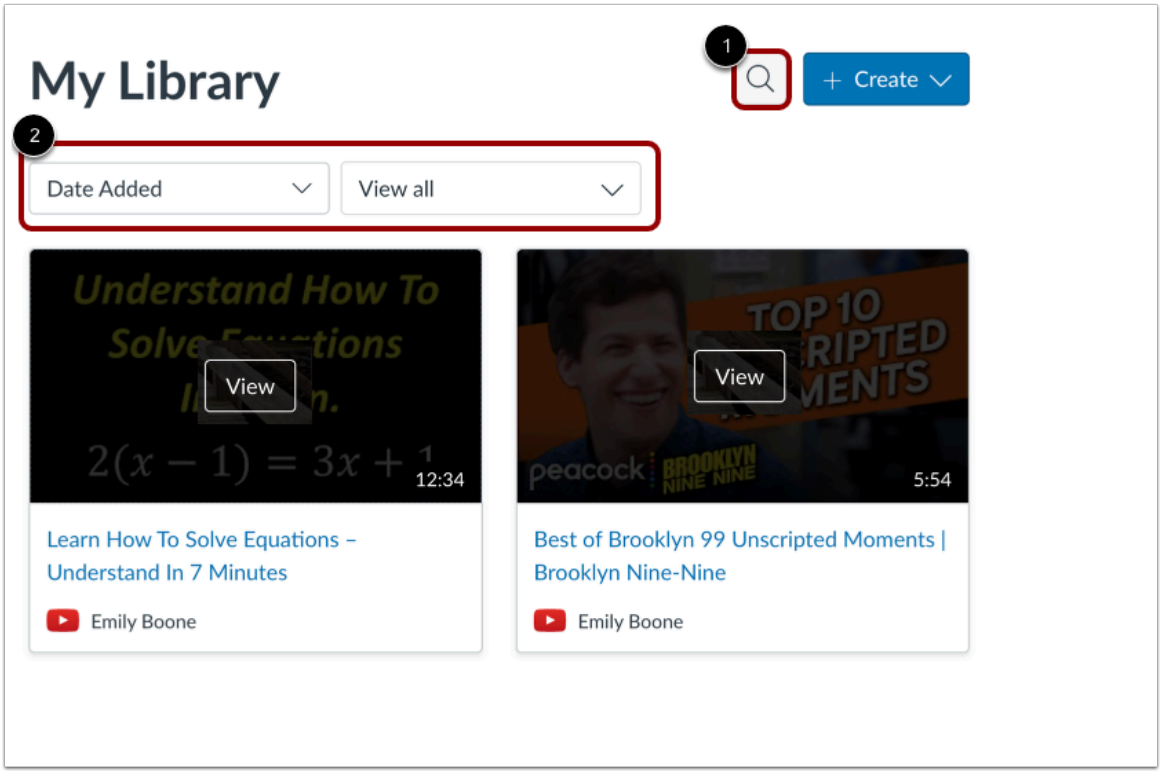
Click the **Start Assignment** button.

Open Studio



Click the **Studio** tab.

Locate Media



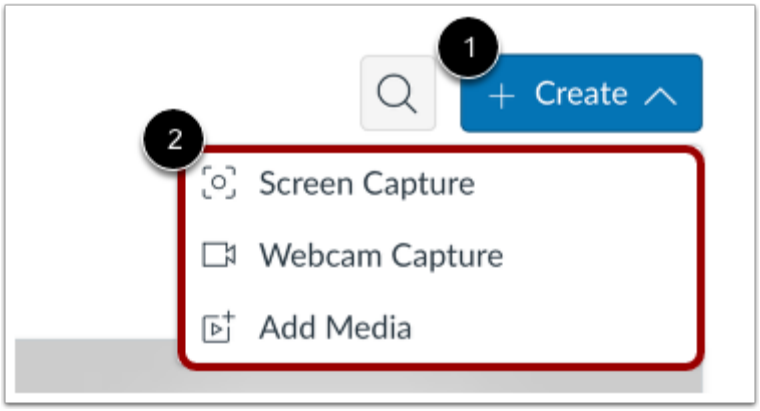
In your Studio account, locate the video or audio file you want to submit.

By default, media is displayed in the order in which it was added to your library.

To search for a video or audio file, click the **Search** icon [1].

To sort and filter media, use the **Sort** and **Filter** drop-down menus [2].

Upload New Media

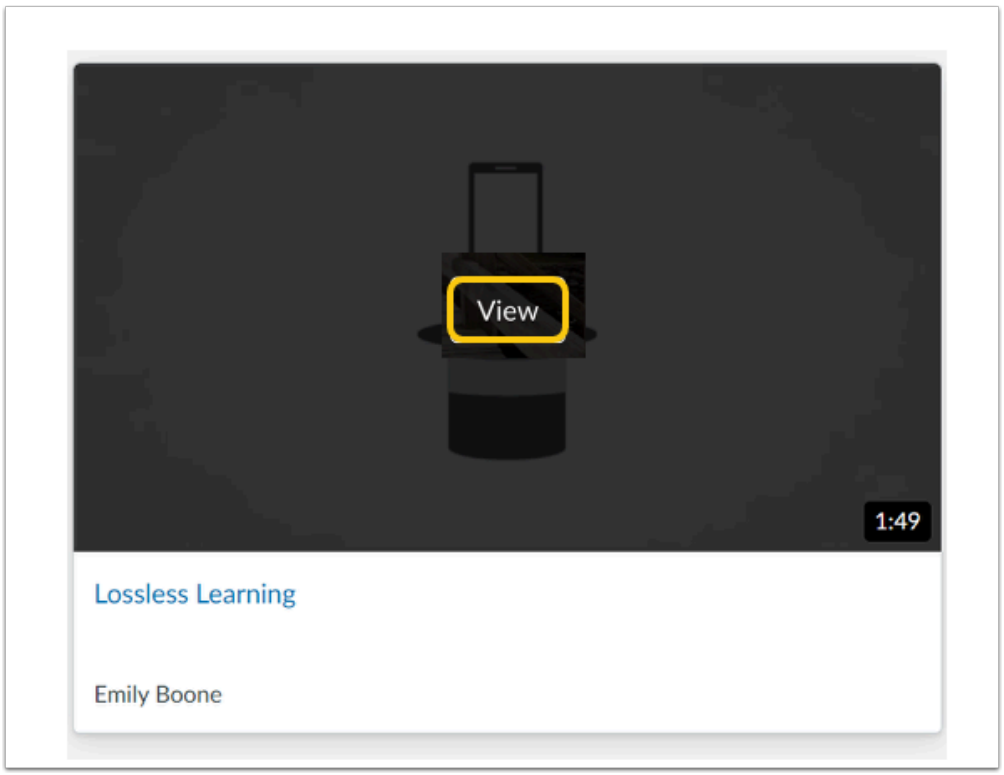


You can also upload new media from a screen capture, your webcam, a file on your computer, or an external link to a file on Vimeo or YouTube. To upload new media, click the **Create** drop-down menu [1]. Then, select one of the upload options [2].

You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

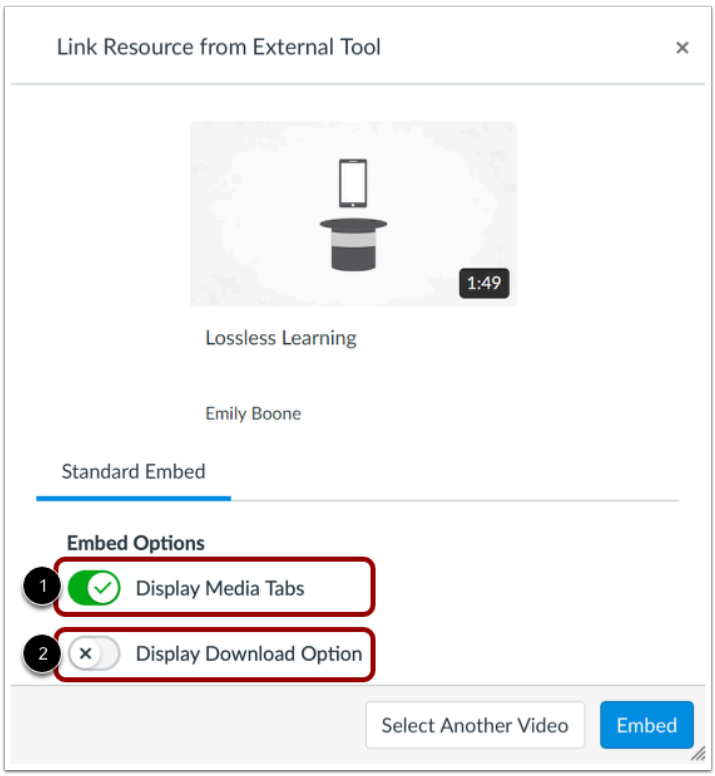
Note: Media upload options may look different depending on the browser you are using.

Select Media



Hover over the media you want to select and click the **View** button.

Select Embed Options

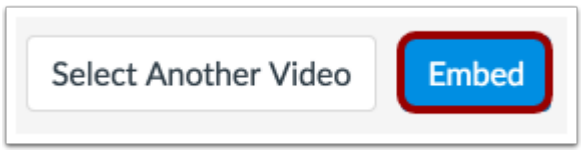


You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle button [1]. By default, this option is turned on.

To display the download option in the embedded media file, click the **Display Download Option** toggle button [2]. By default, this option is turned off.

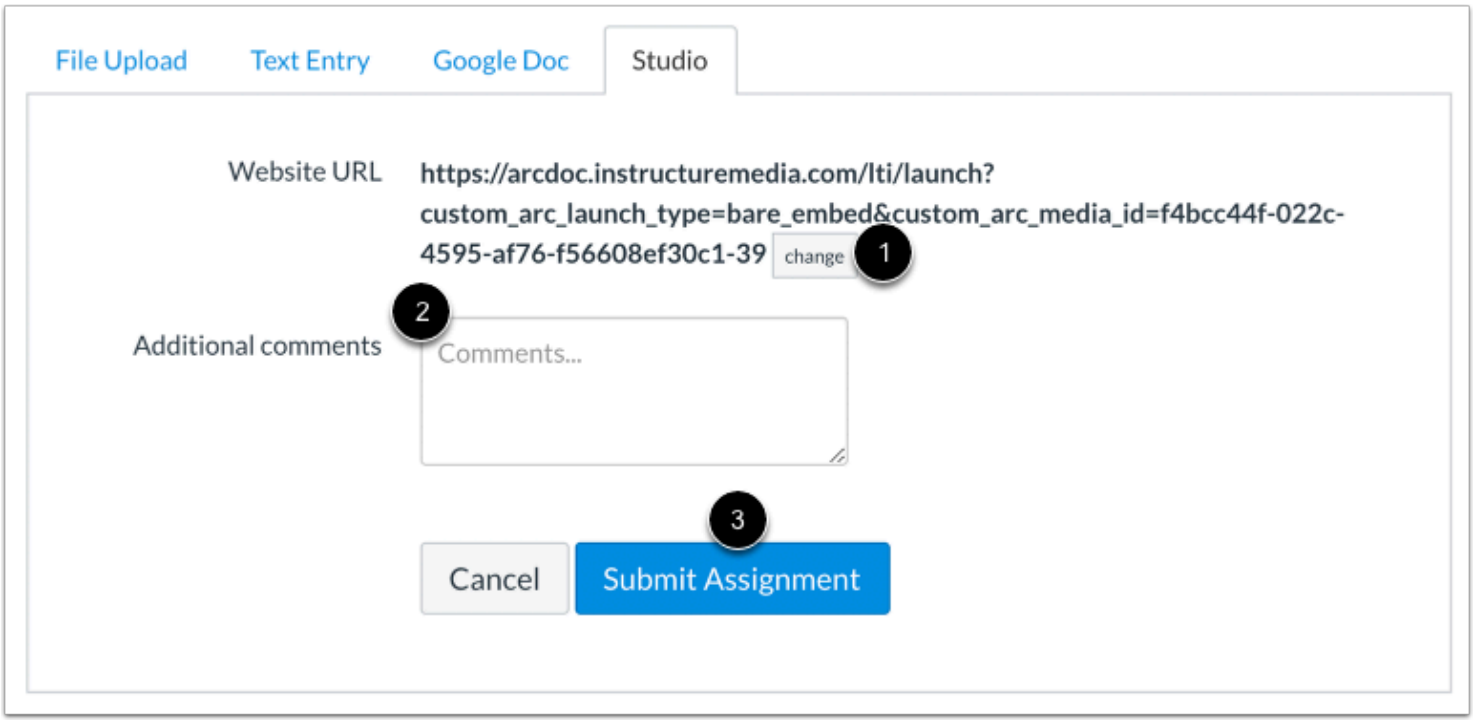
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed** button.

Submit Assignment

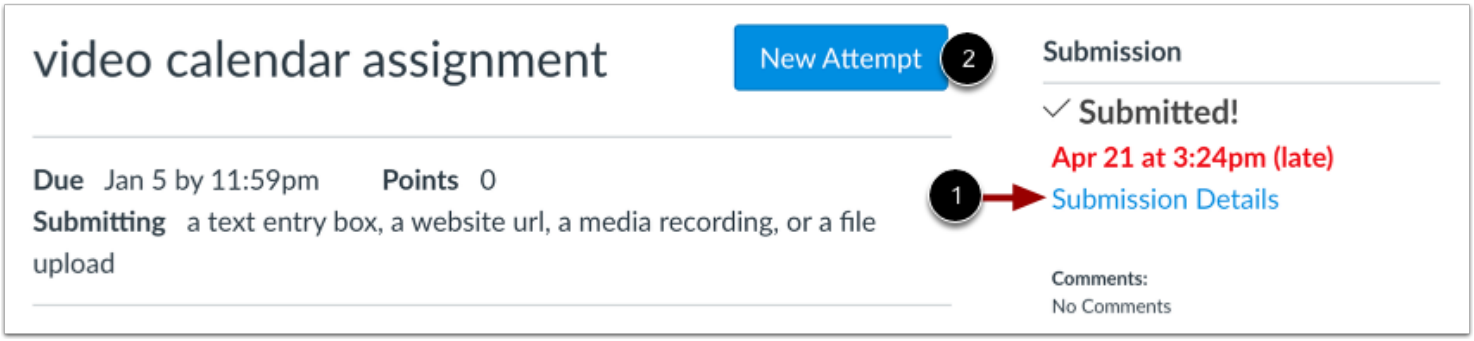


The website URL displays for your selected media. If you want to choose another video or audio file, click the **Change** button [1].

To add any comments as part of your submission, enter them in the **Additional Comments** field [2].

To submit the assignment, click the **Submit Assignment** button [3].

View Submission



View your submission verification.

To view your media submission, click the **Submission Details** link [1].

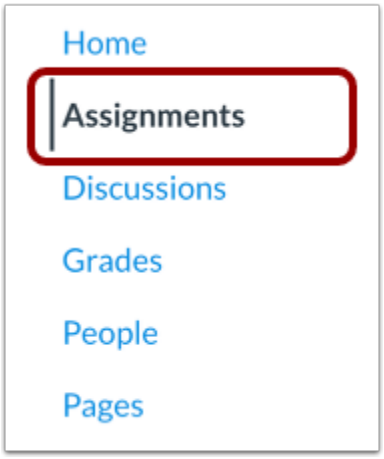
To re-submit your media, click the **New Attempt** button [2].

How do I submit Canvas Studio media as a Text Entry assignment in Canvas as a student?

You can submit a Canvas Studio video or audio file as a Text Entry assignment in Canvas. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

Once you submit a Studio video or audio file as an assignment, the video or audio file is created as a new copy owned by your instructor. You will not be able to edit any details, so please confirm the name of your video or audio file before it is uploaded as Studio media.

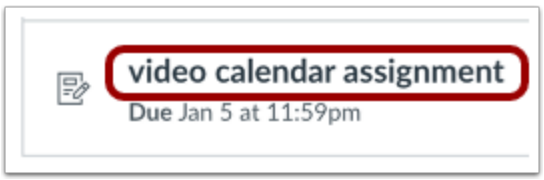
Open Assignments



In Course Navigation, click the **Assignments** link.

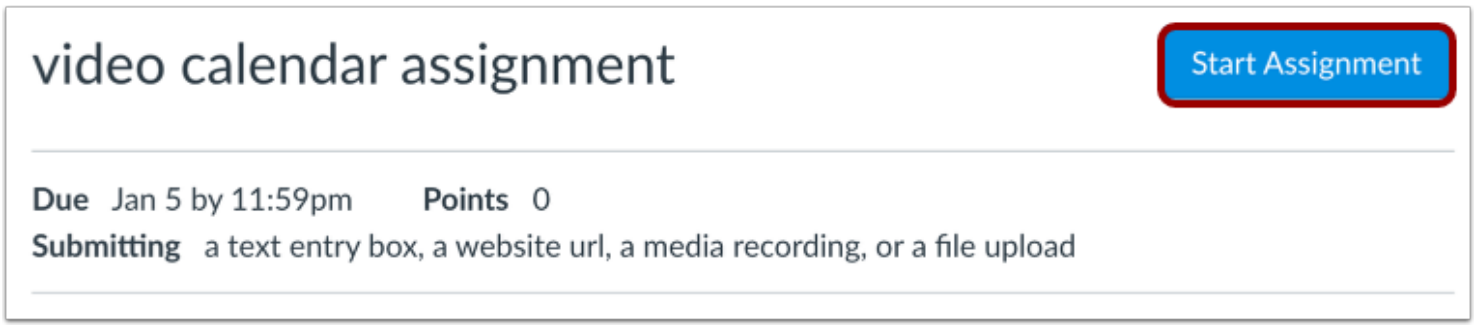
Note: If the Assignments link is not available in your course, you may be able to access the assignment through other Canvas areas such as modules, syllabus, or in your user dashboard.

Open Assignment



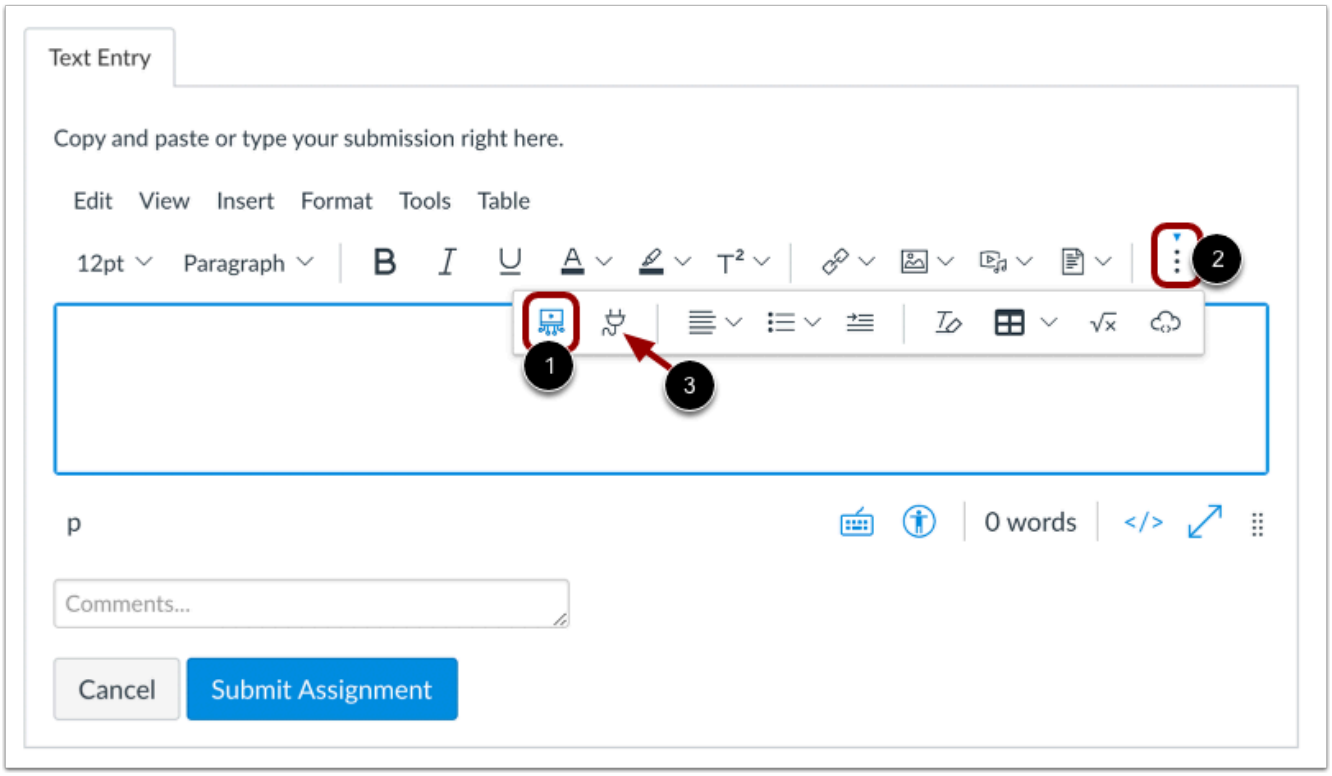
Click the name of the assignment.

Start Assignment



Click the **Start Assignment** button.

Open Studio in Rich Content Editor

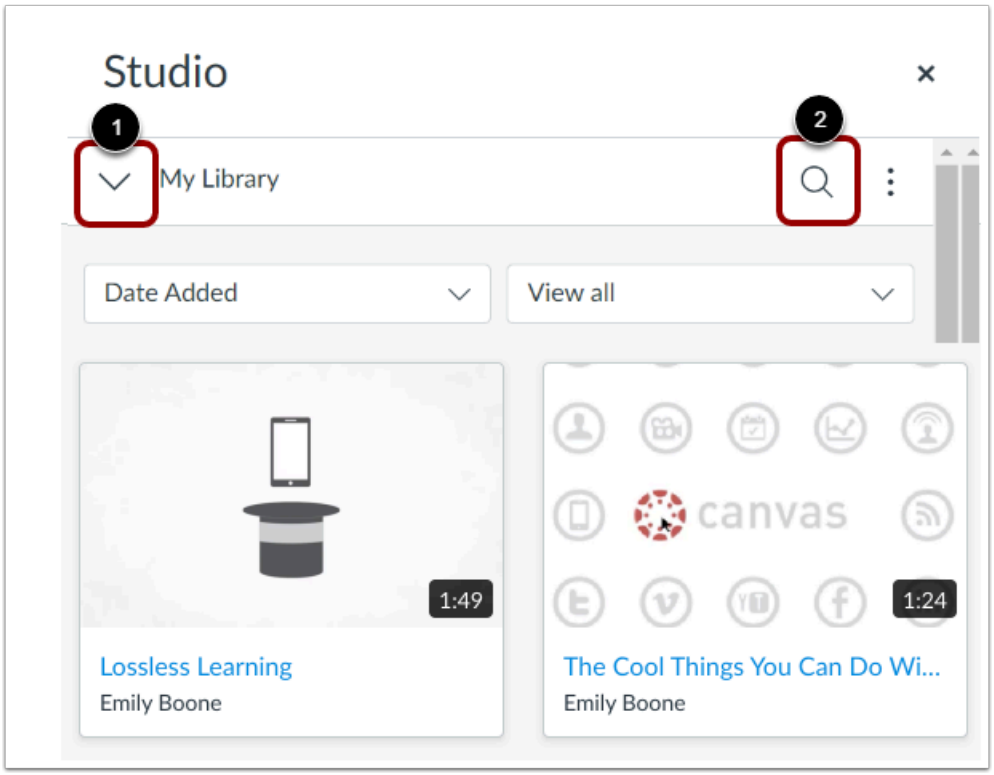


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media

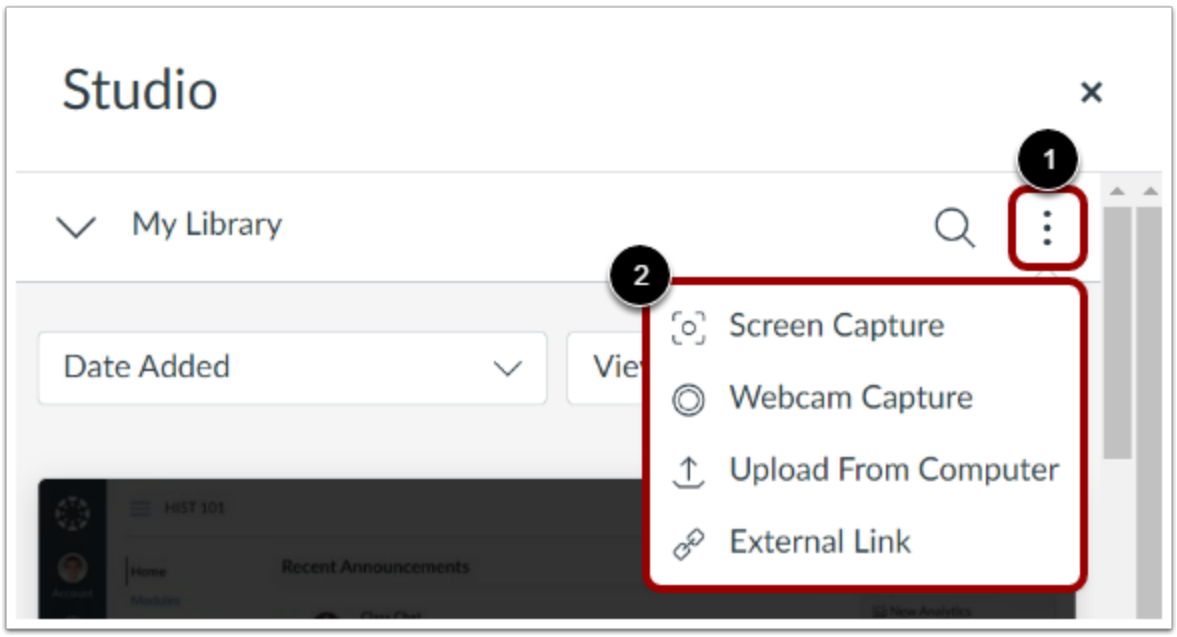


In your Studio account, locate the video or audio file you want to submit. By default, the My Library page displays. To view other media, click the **Expand** icon [1].

If you have added a video or audio file to a course, you can also view courses where you have added media.

To search for a video or audio file, click the **Search** icon [2].

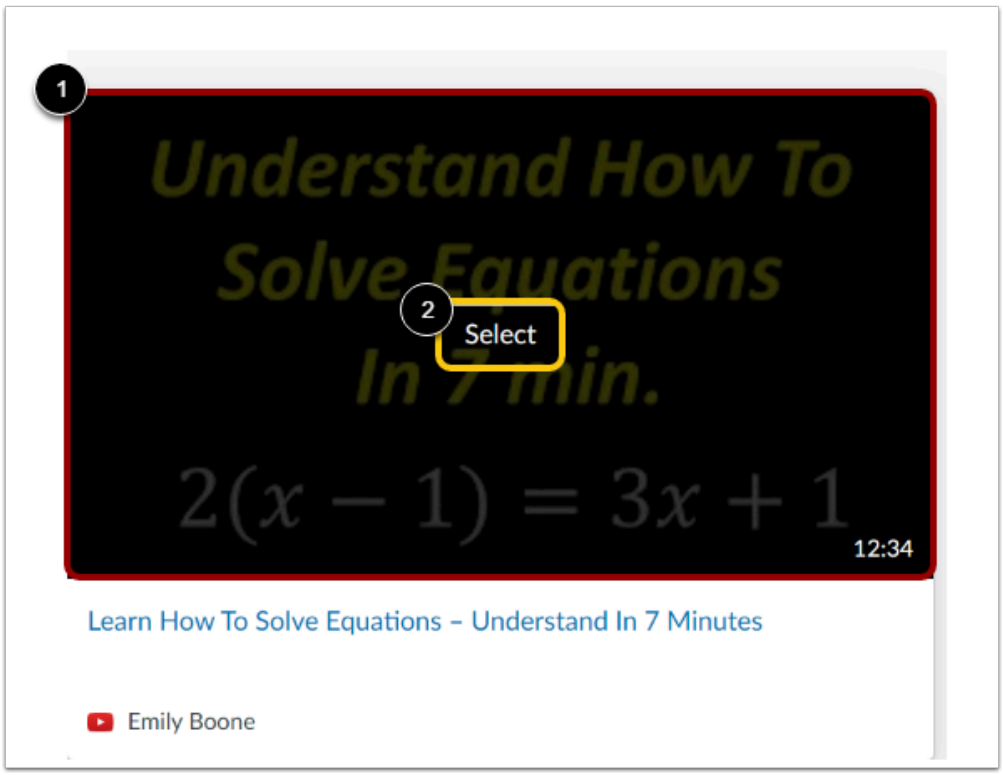
Upload New Media



You can also upload new media from a screen capture, your webcam, a file on your computer, or an external link to a file on Vimeo or YouTube. To upload new media, click the **More** icon [1]. Then, select one of the upload options [2].

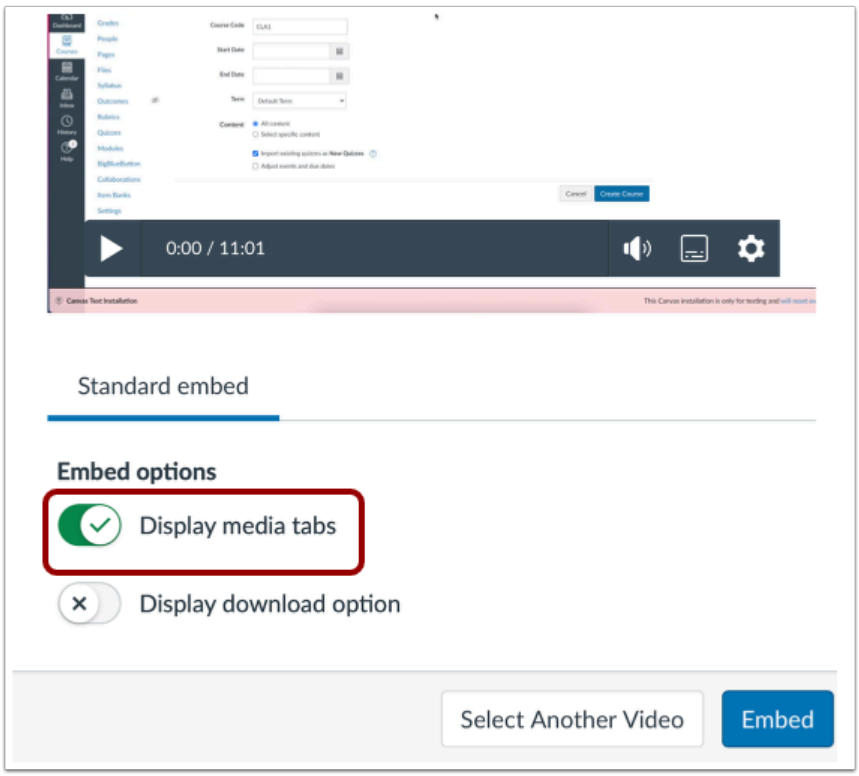
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media



Hover over the media you want to select [1]. Then, click the **Select** button [2].

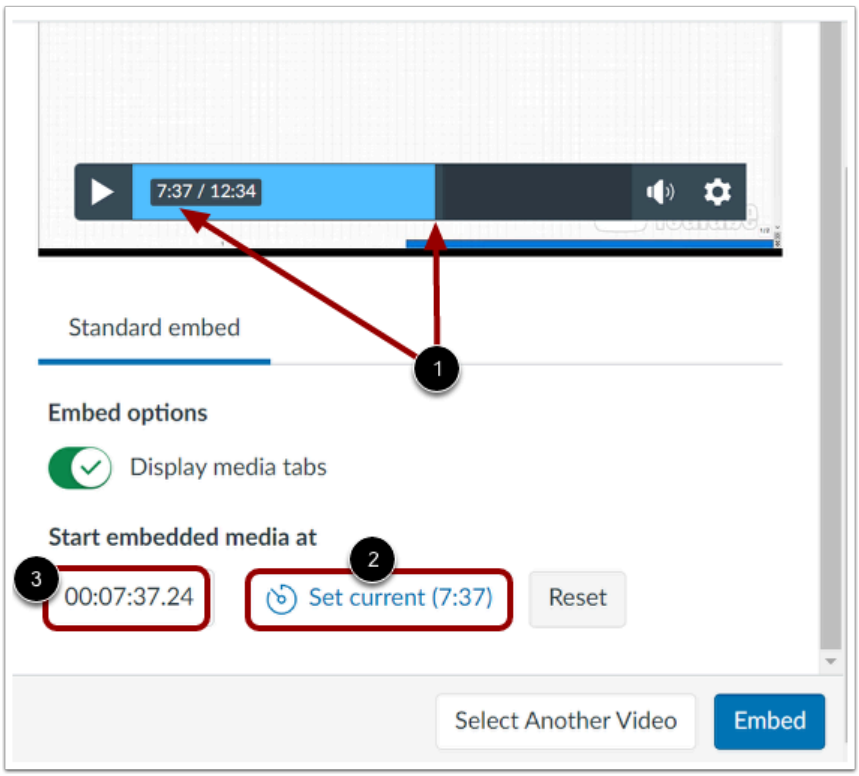
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle button.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Embed at Timestamp

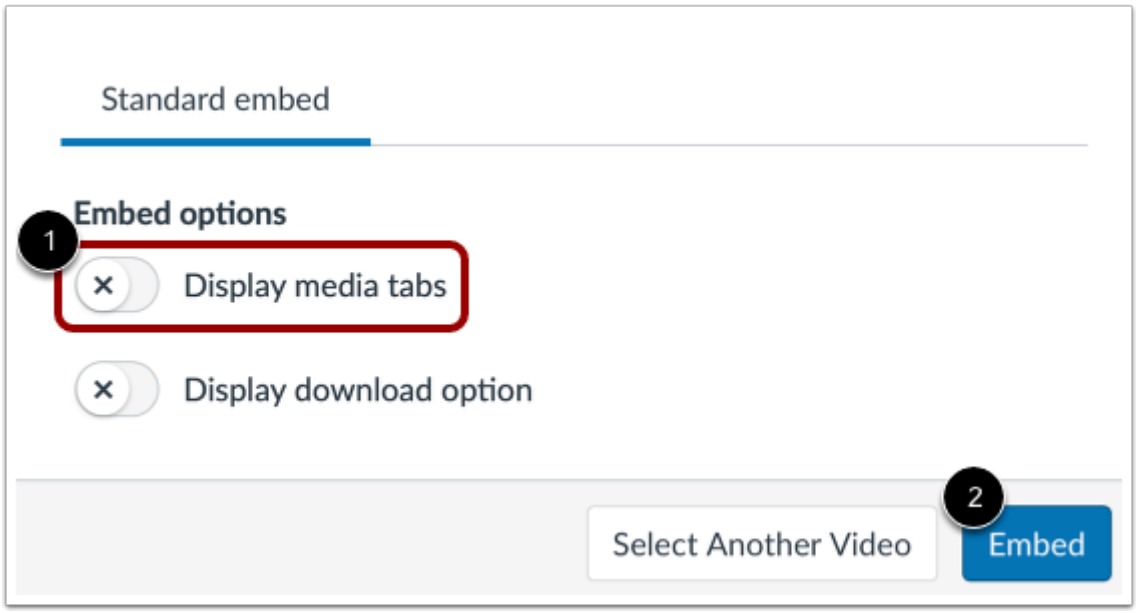


If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

To embed media at a timestamp, click or play the video to the desired time [1]. Then, click the **Set current** button [2]. The time displayed on the Set current button displays in the **Timestamp** field [3]. Alternatively, enter a time directly into the Timestamp field.

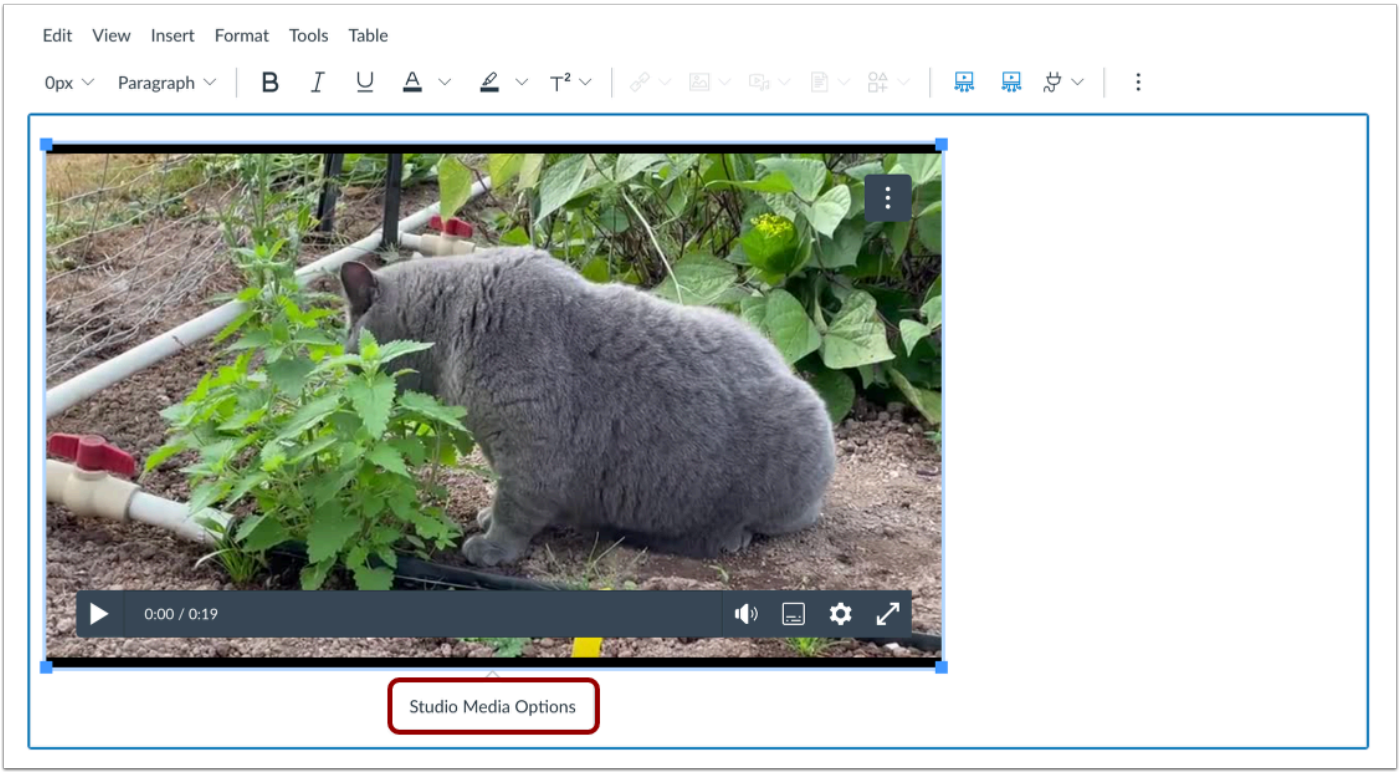
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

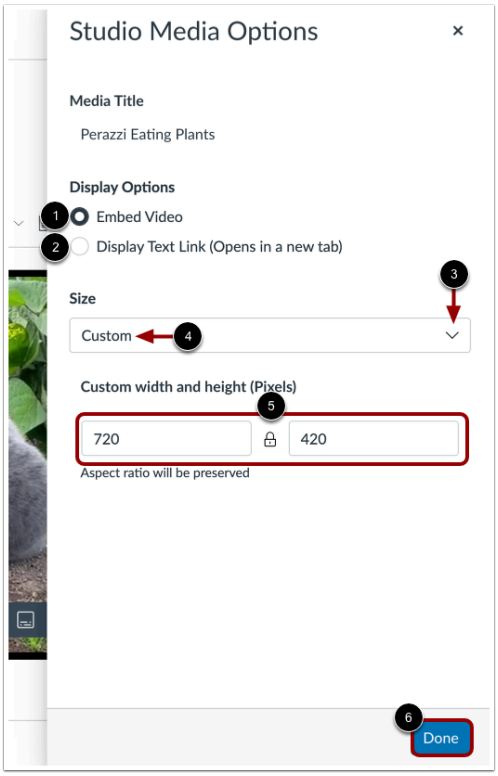


To resize embedded media, click to disable the **Display media tabs** toggle [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

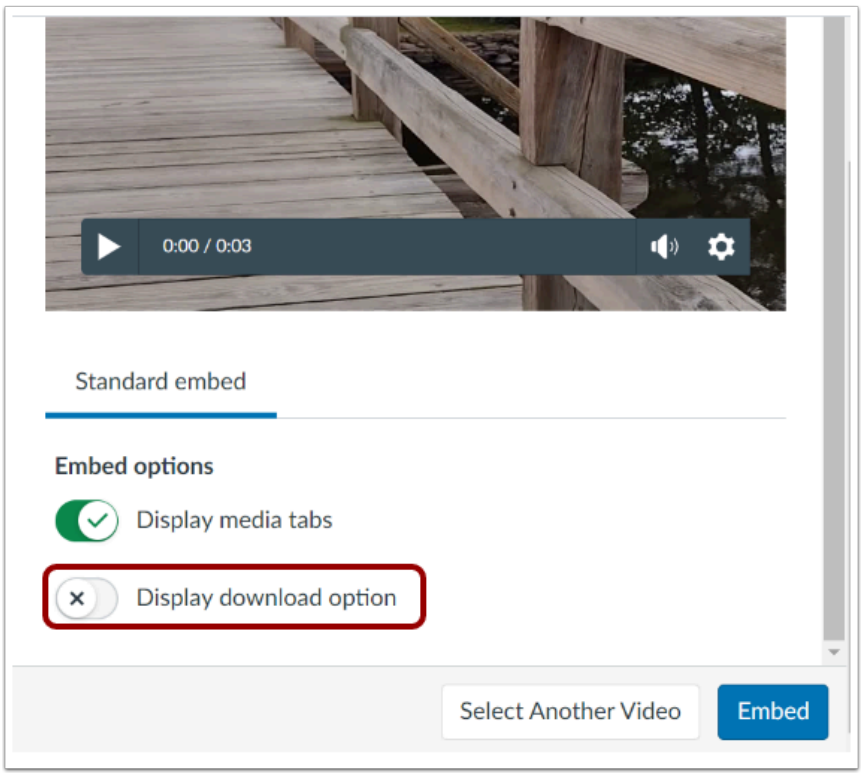
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

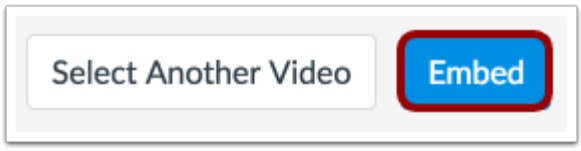
Enable or Disable Download Option



If you are embedding your own media, you can allow the media to be downloaded. To display the download option in the embedded media file, click the **Display Download Option** toggle button. By default, this option is turned off.

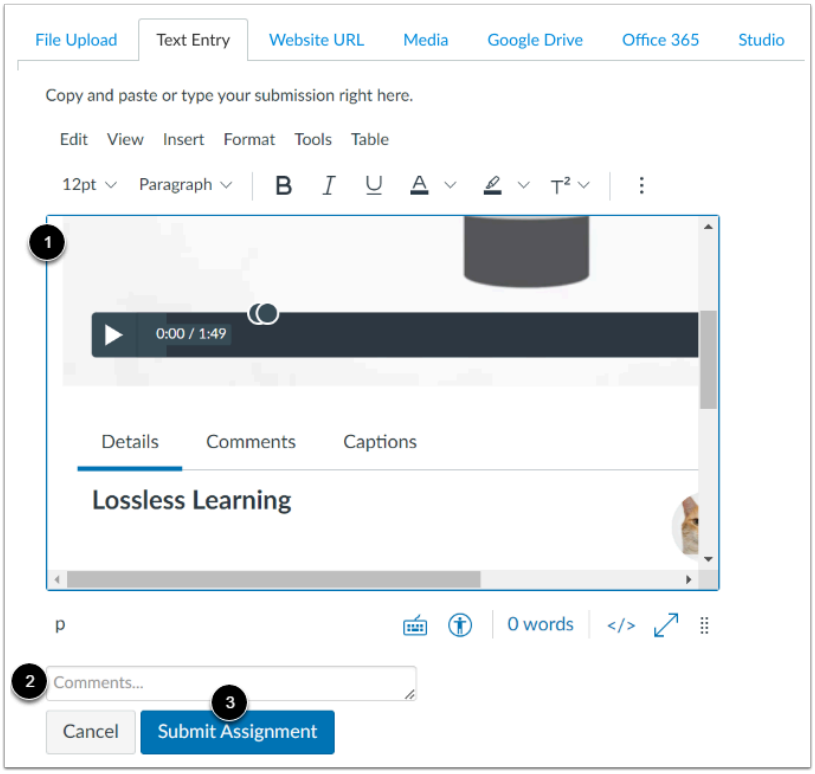
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed** button.

Submit Assignment

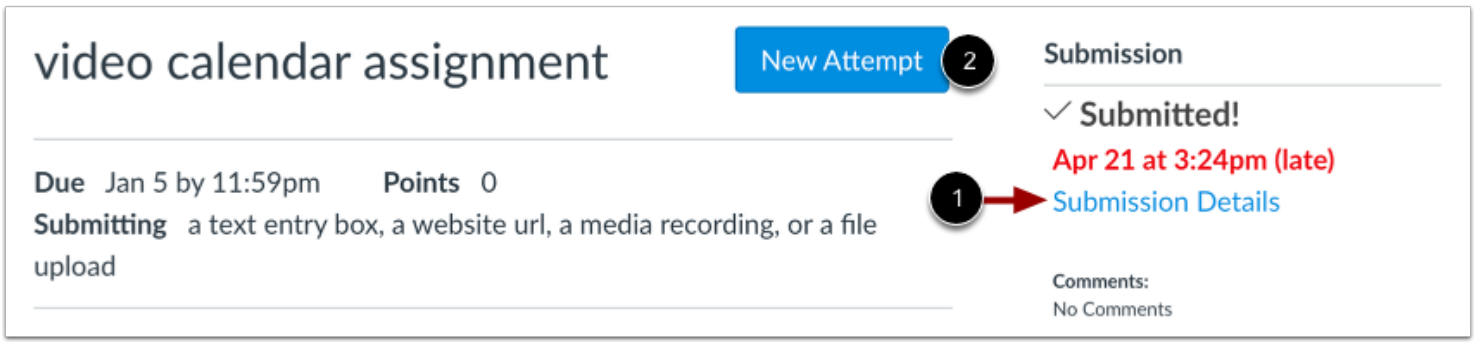


Your embedded media displays in the Rich Content Editor field [1].

To add any comments as part of your submission, enter them in the **Comments** field [2].

To submit the assignment, click the **Submit Assignment** button [3]

View Submission



View your submission verification.

To view your media submission, click the **Submission Details** link [1].

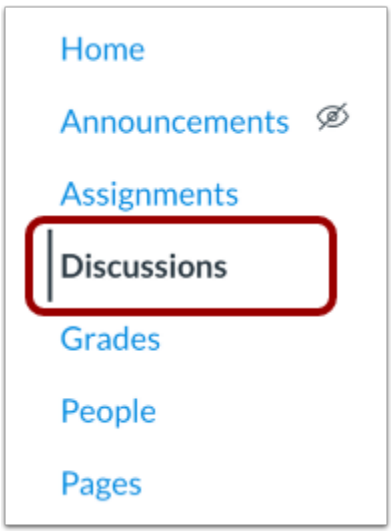
To re-submit your media, click the **New Attempt** button [2].

How do I embed Canvas Studio media in a discussion reply in Canvas as a student?

You can embed a Canvas Studio video or audio file as a discussion reply in Canvas. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

Once you submit a Studio video or audio file as an assignment, the video or audio file is created as a new copy owned by your instructor. You will not be able to edit any details, so please confirm the name of your video or audio file before it is uploaded as Studio media.

Open Discussions

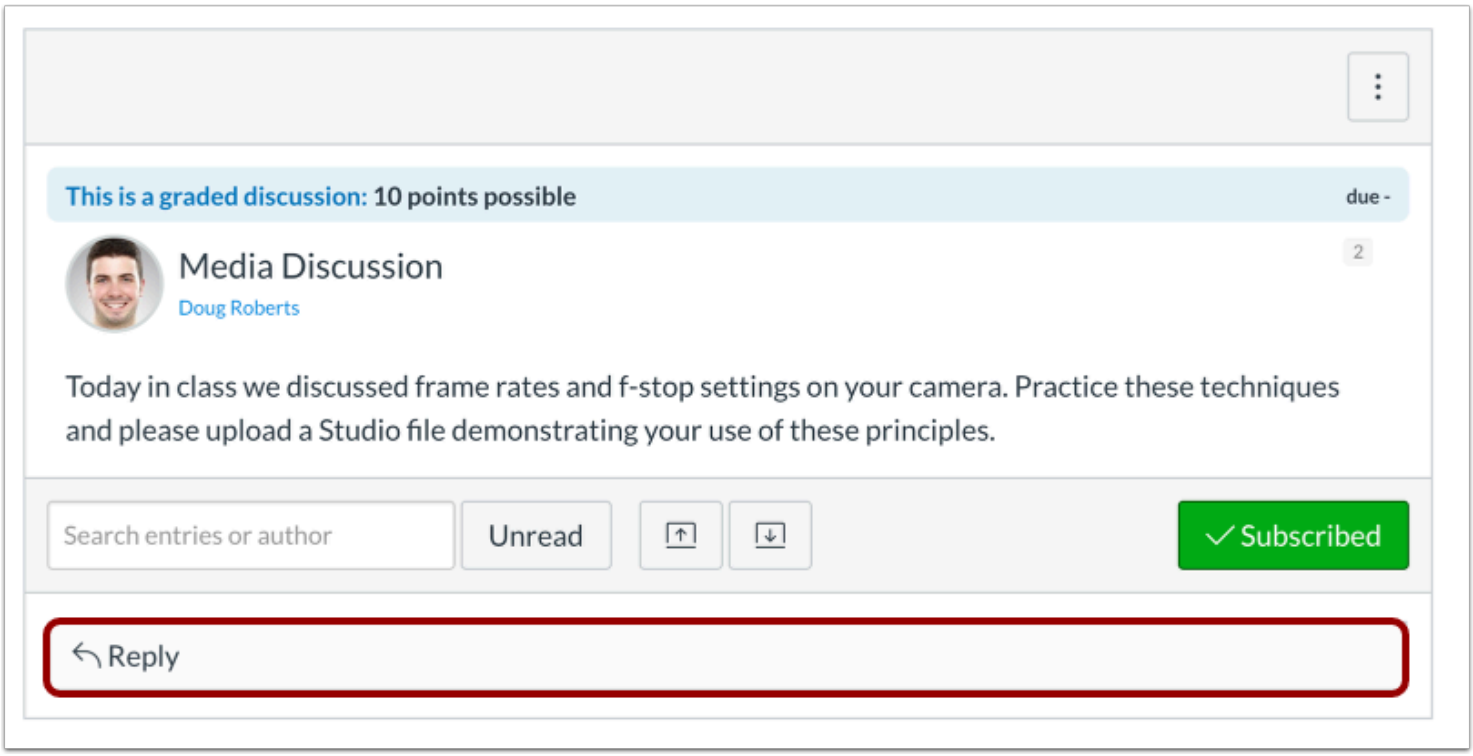


In Course Navigation, click the **Discussions** link.

Open Discussion

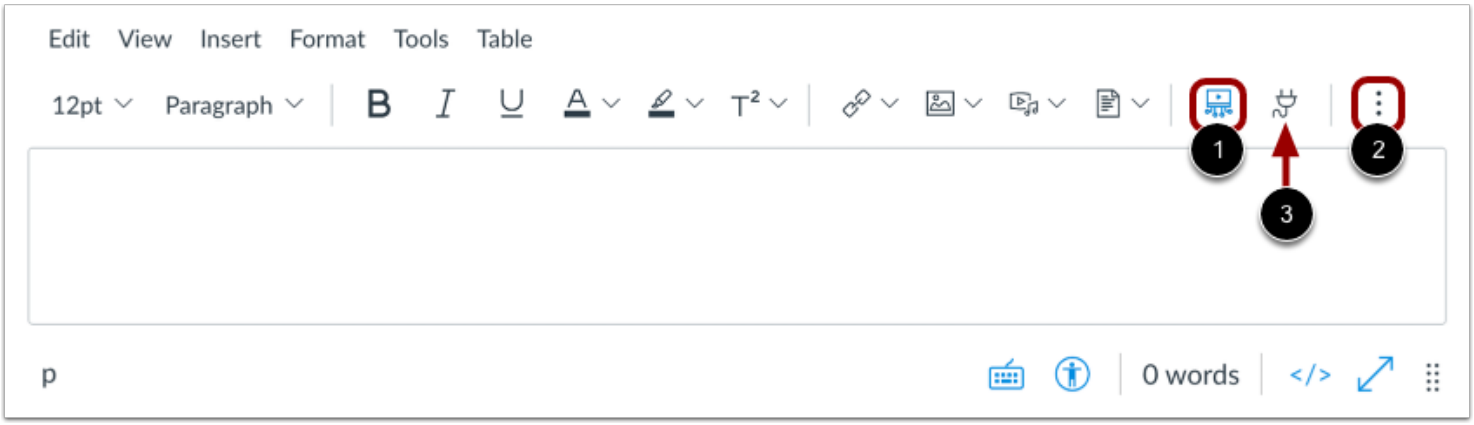
Click the name of the discussion.

Click Reply



Click the **Reply** field.

Open Studio in Rich Content Editor

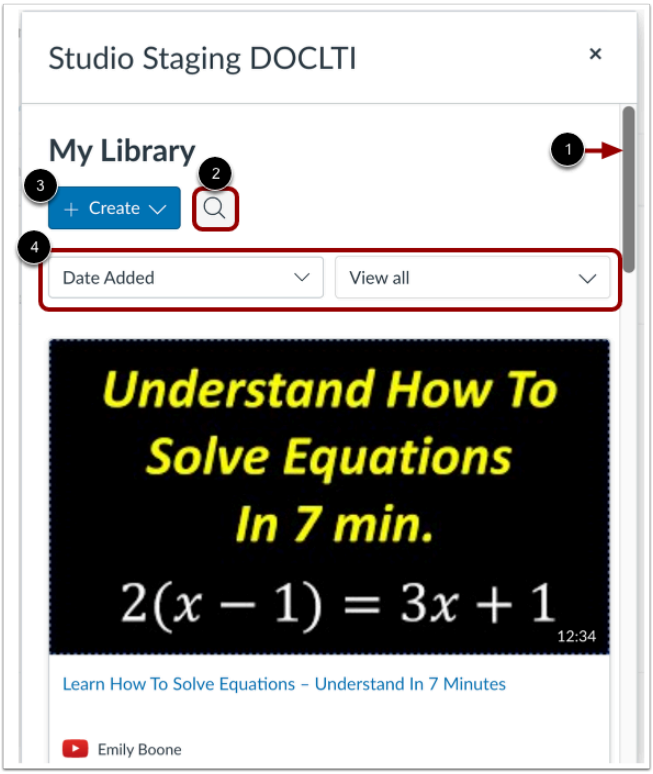


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media



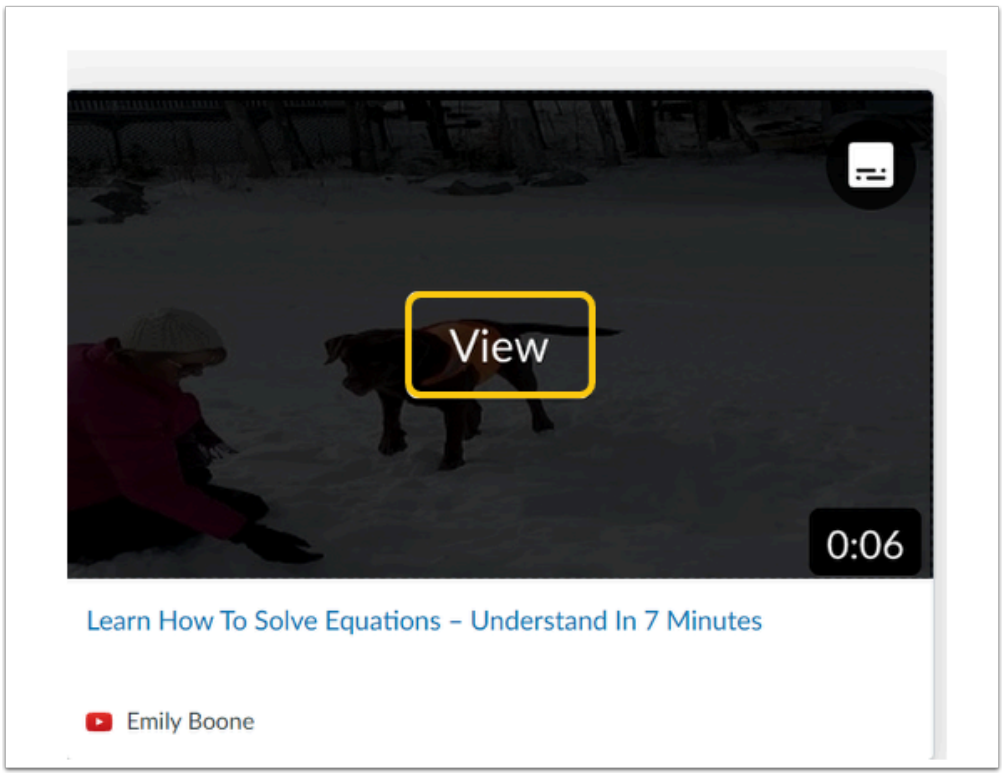
The My Library window displays media in the order in which it was added to the library. To scroll through the list, click your cursor on the scroll bar and drag to view the library [1].

To search for media, click the **Search** icon [2].

To record or upload new media, click the **Create** drop-down menu [3].

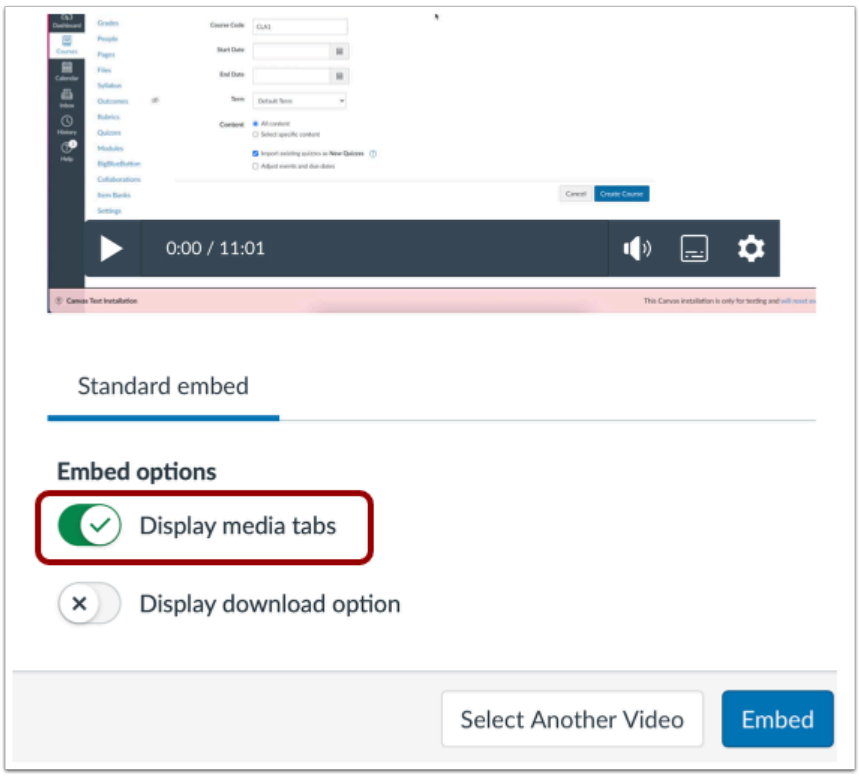
To sort and filter media, use the **Sort by** and **Filter by** drop-down menus [4].

Select Media



Hover your cursor over the media you want to select and click the **View** button [2].

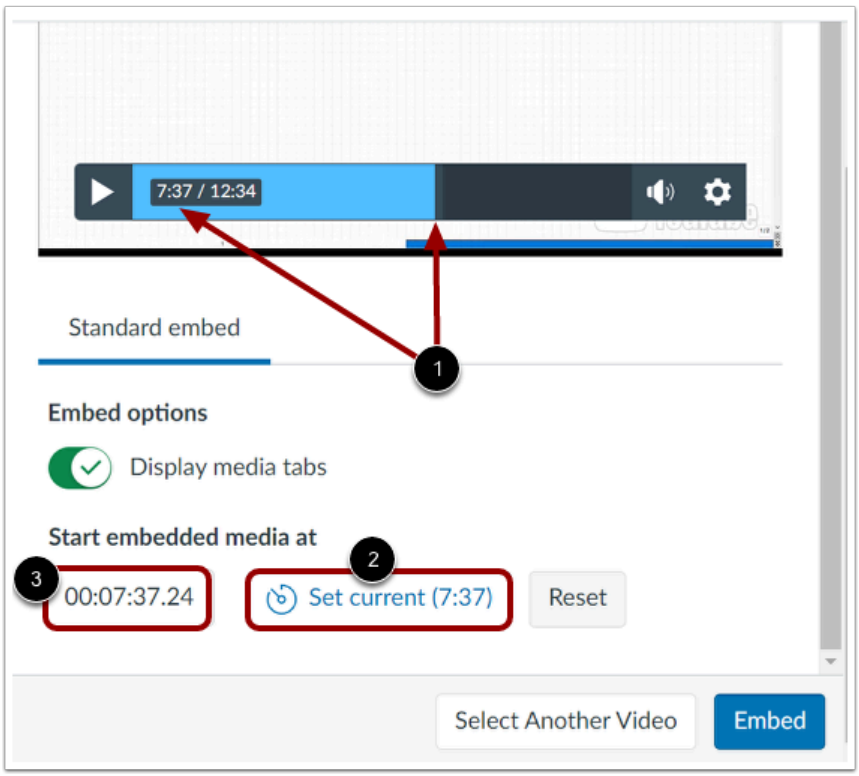
Display or Hide Media Tabs



You can can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle button.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through Studio Settings.

Embed at Timestamp

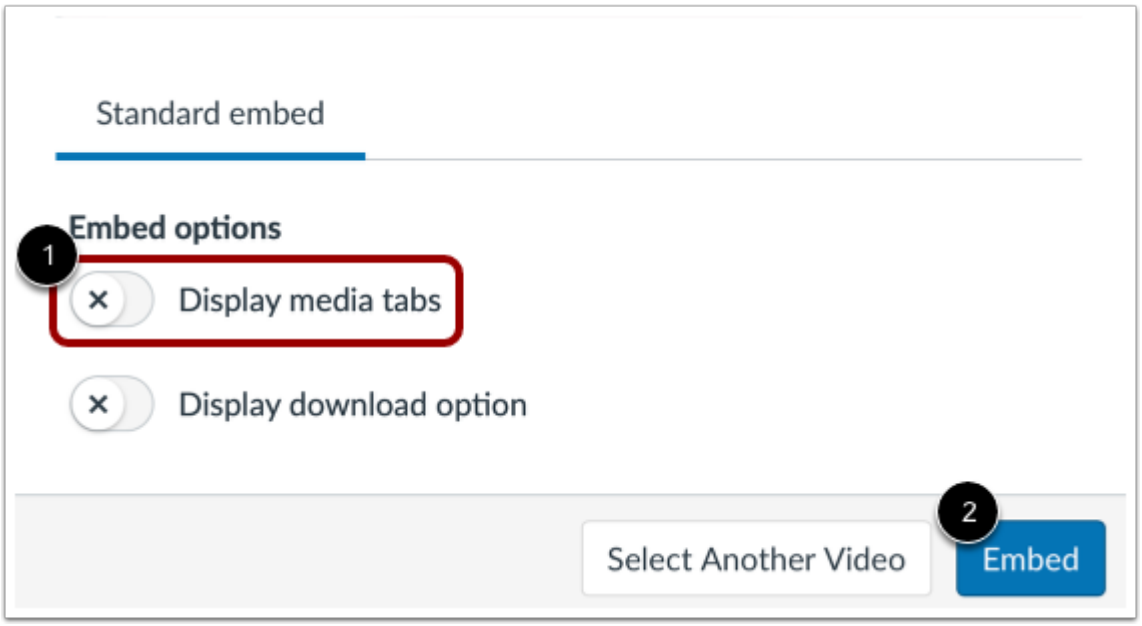


If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

To embed media at a timestamp, click or play the video to the desired time [1]. Then, click the **Set current** button [2]. The time displayed on the Set current button displays in the **Timestamp** field [3]. Alternatively, enter a time directly into the Timestamp field.

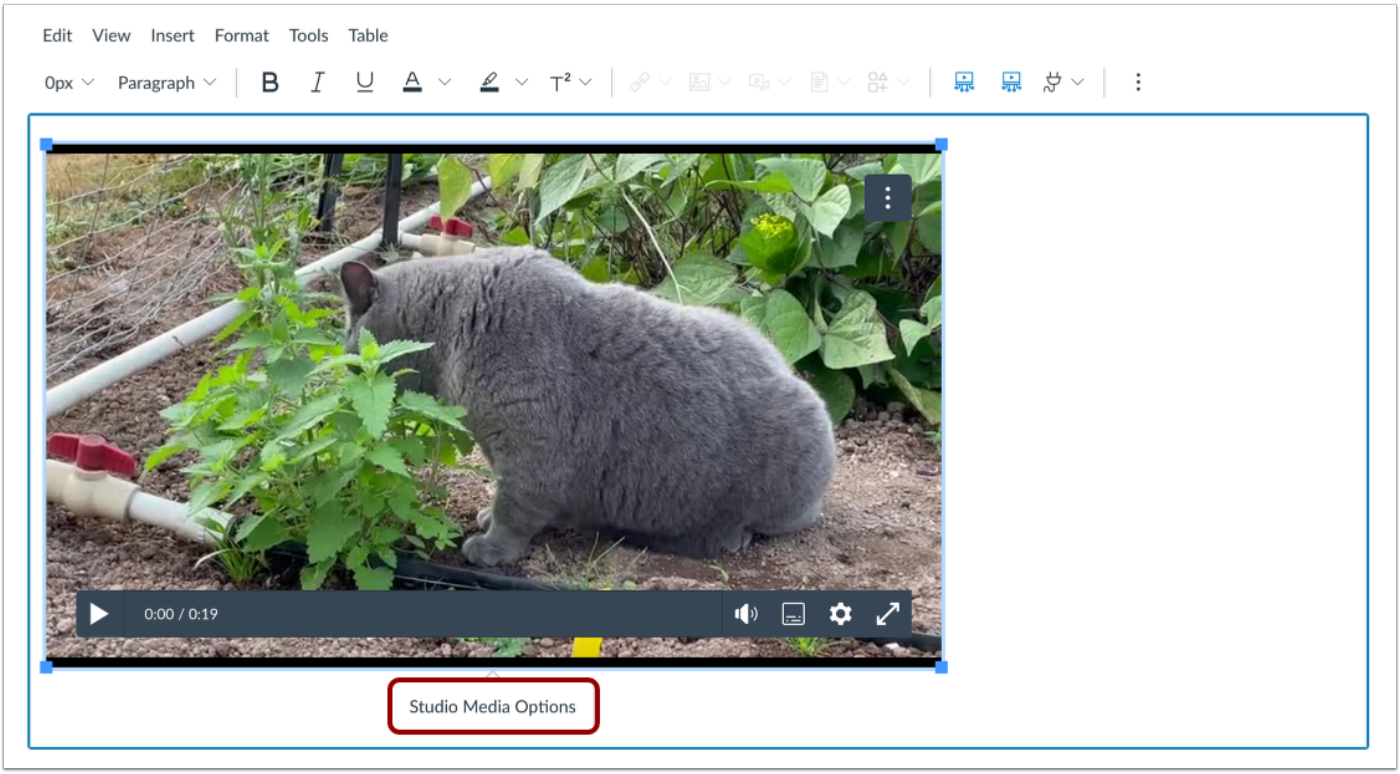
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

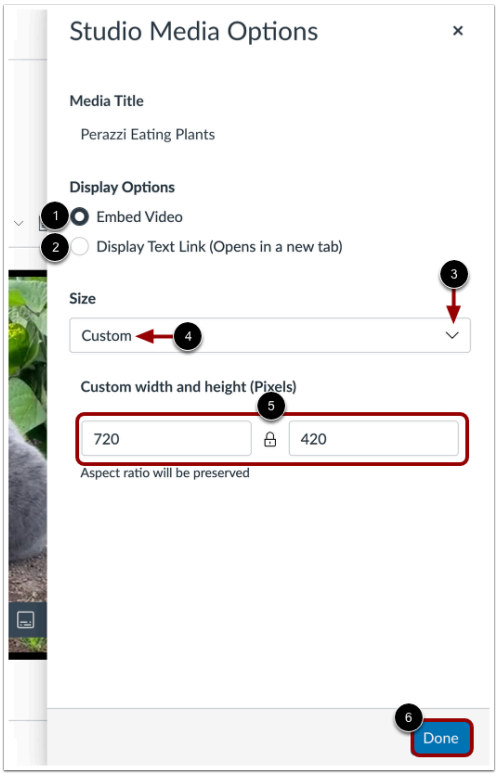


To resize embedded media, click to disable the **Display media tabs** toggle [1]. Then, click the **Embed** button [2].

Open Studio Media Options



Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

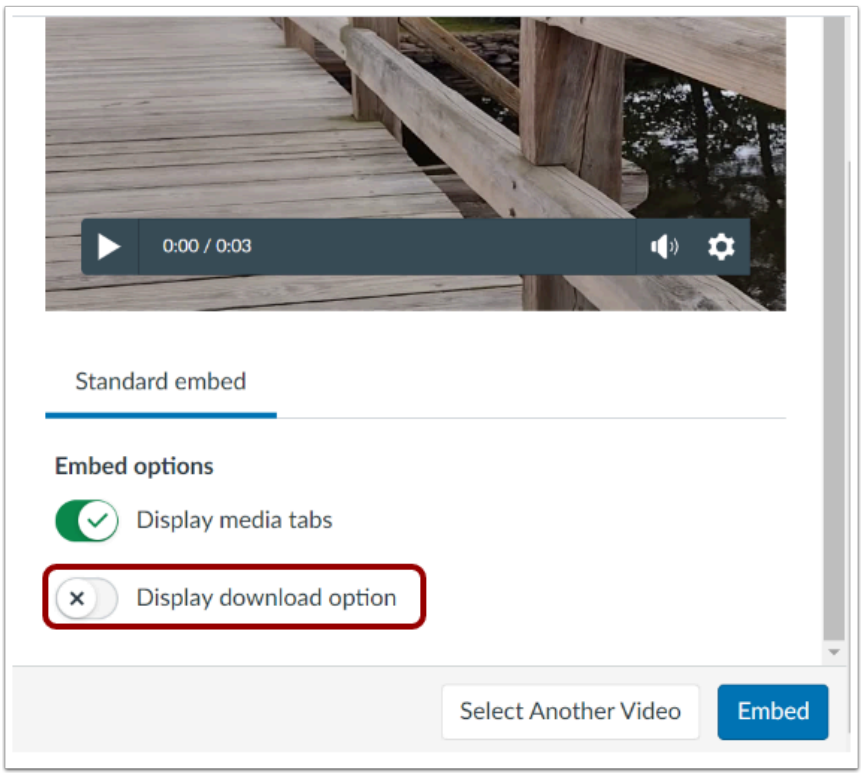
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, view the media details.

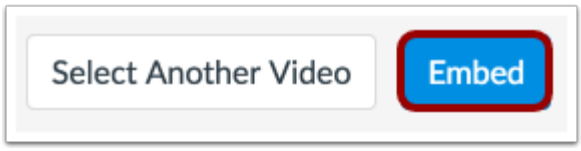
Enable or Disable Download Option



If you are embedding your own media, you can allow the media to be downloaded. To display the download option in the embedded media file, click the **Display Download Option** toggle button. By default, this option is turned off.

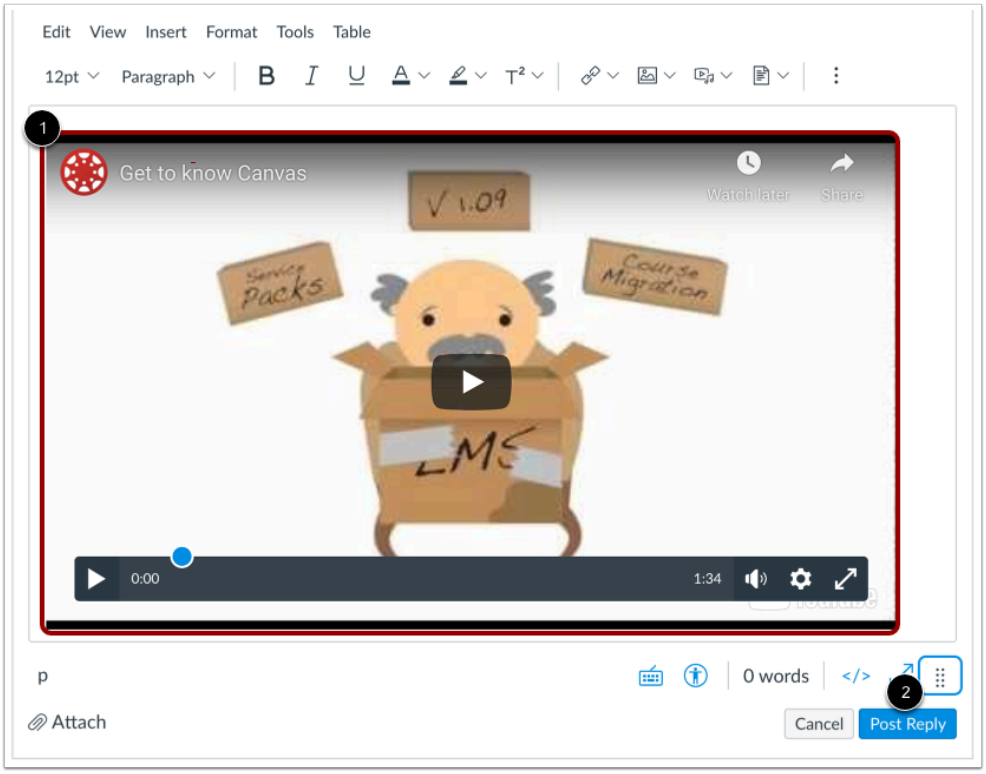
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed** button.

View Studio Media in Reply



Your studio media displays in the discussion reply field [1].

When you are ready to post your reply, click the **Post Reply** button [2].

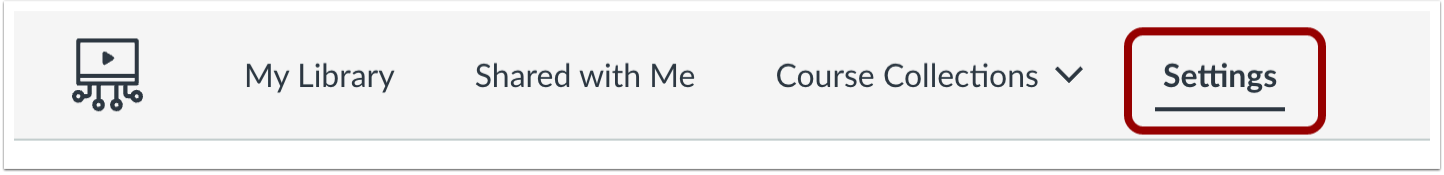
View Your Reply

Your reply displays at the bottom of the discussion reply thread.

How do I view my Canvas Studio groups as a student?

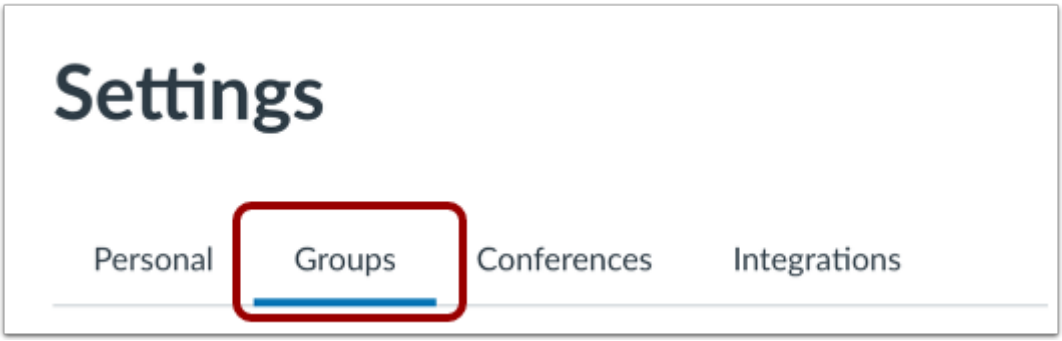
As a student, you can view a list of all your Studio groups in your Studio Settings Groups page. Depending upon your role in each group, you may be able to view the group member list, edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups. Learn more about creating and managing Studio groups.

Open Studio Settings



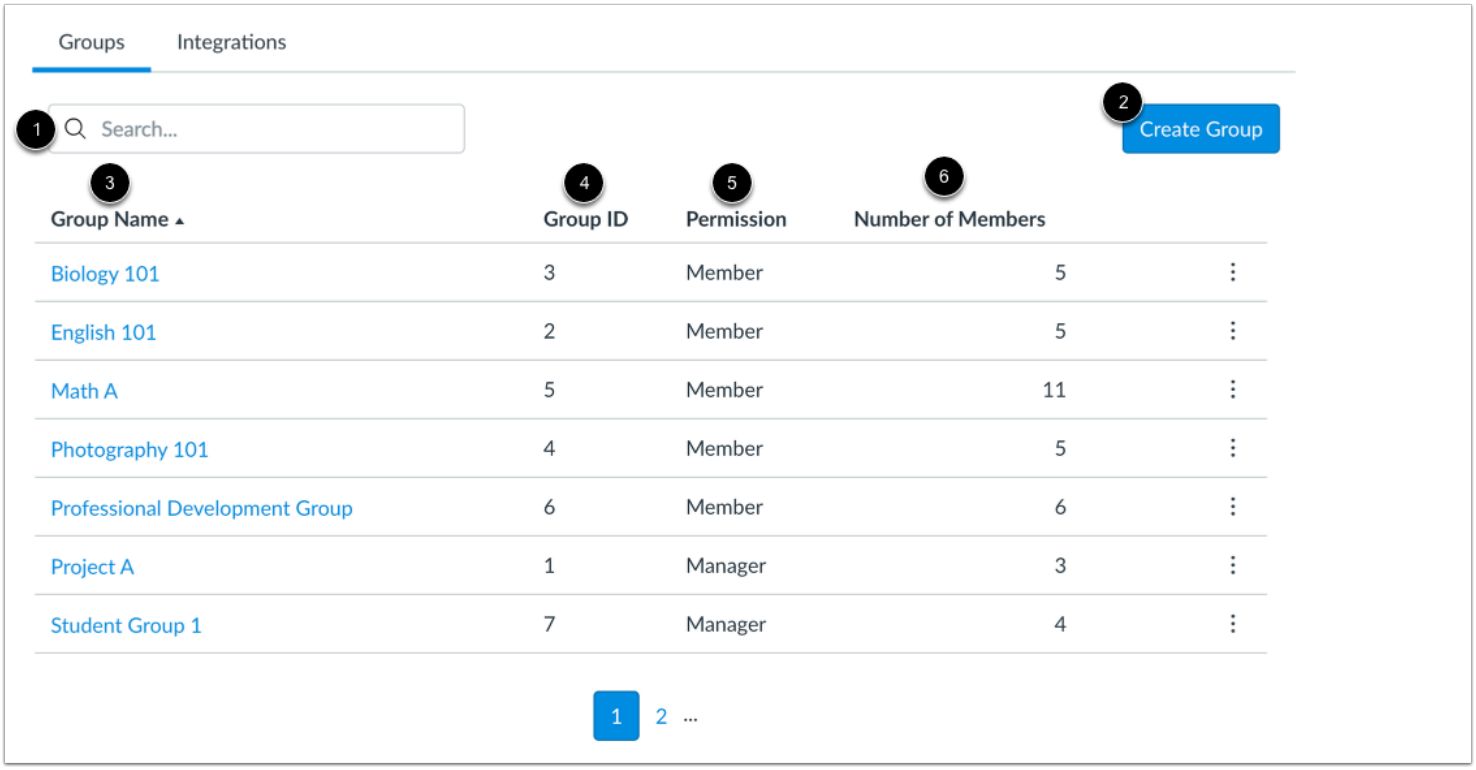
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Groups



In Groups, you can search for a group, create a group, and view a list of all your groups.

To locate a specific group from your groups list, enter the group name or group ID in the **Search** field [1].

To create a new group, click the **Create Group** button [2].

The Groups List displays the following information about your groups:

- **Group Name** [3]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [4]: the ID number automatically assigned to a group upon creation.
- **Permission** [5]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [6]: the total number of people in the group, including yourself.

Note: The Groups List displays only groups in which you are a member. If you leave a group, even one you created, it no longer displays in your Groups List.

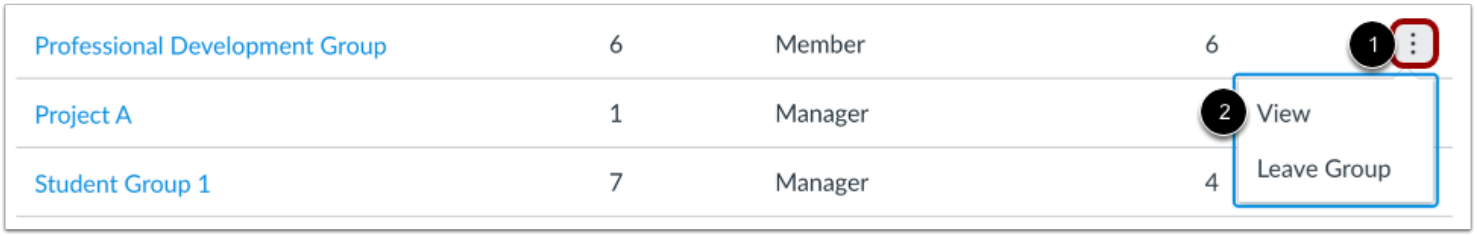
View Group Options

To view your group management options, locate the group in the list and click the **Options** icon [1]. Your group permission status determines the displayed management options.

Managers can edit, leave, and delete the group [2]. Learn more about managing Studio groups.

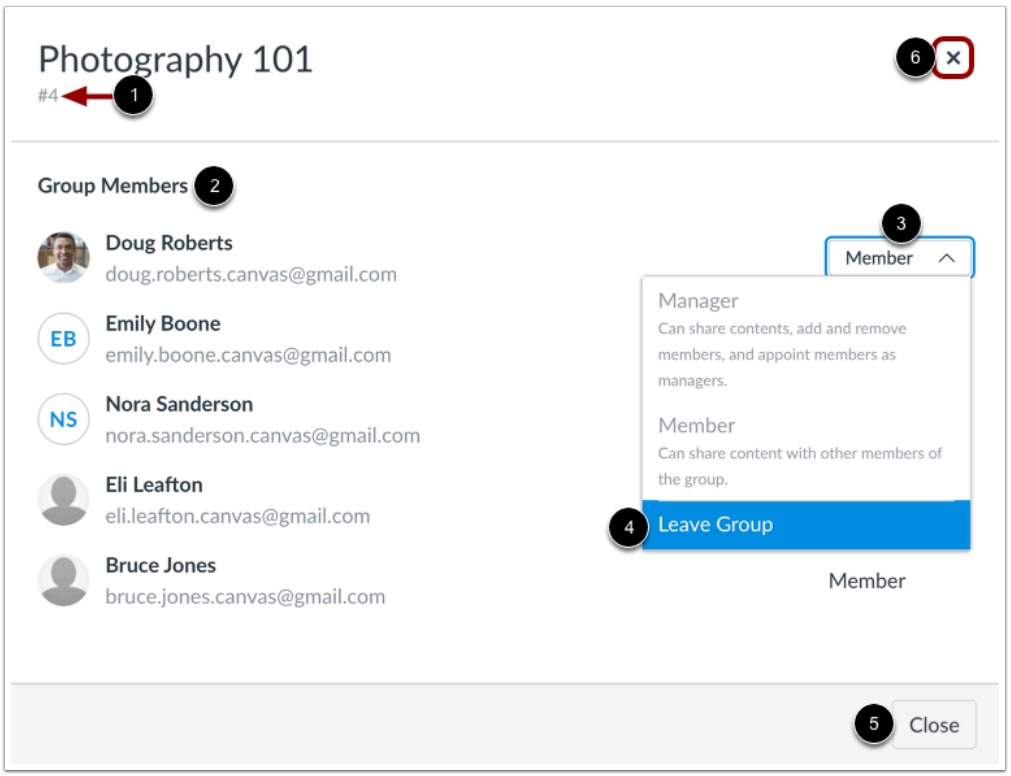
Members can view the group list and leave the group [3].

View Group



To view a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **View** option [2].

View Group List

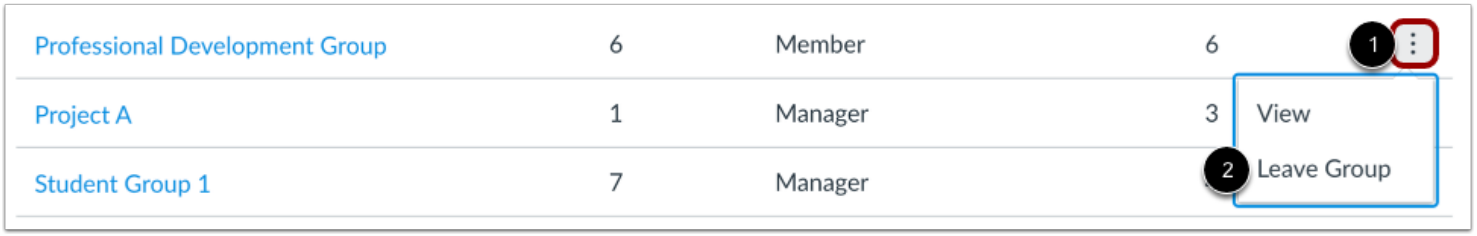


The Group window displays the group ID [1] and the list of group members [2].

You can also manage your group membership. To leave the group, click the **Role** drop-down menu [3], then select the **Leave Group** option [4].

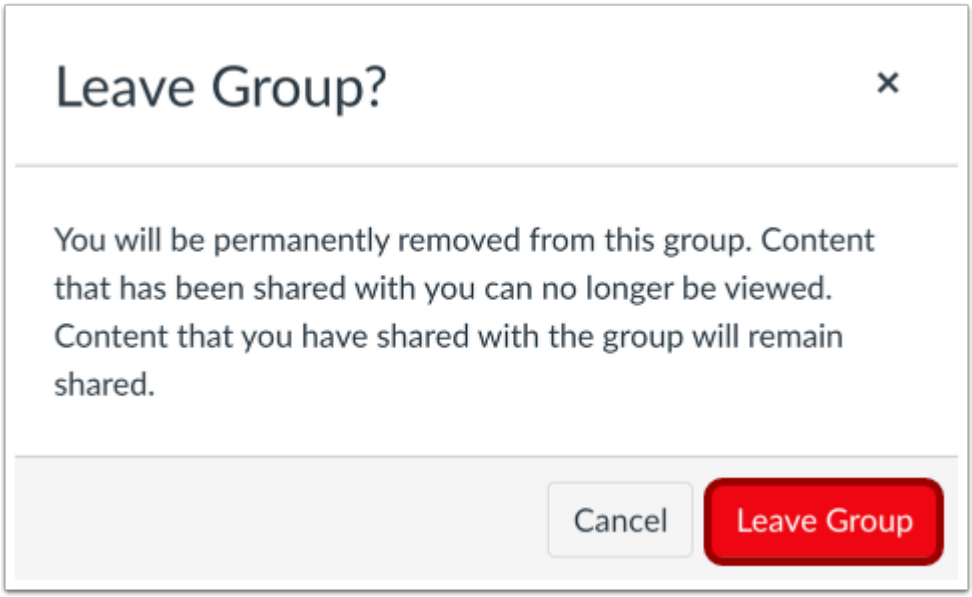
To close the Group window, click the **Close** button [5] or the **X** icon [6].

Leave Group



To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave



Click the **Leave Group** button.

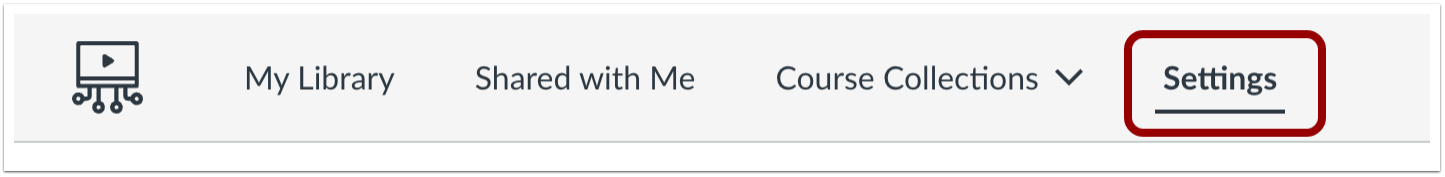
Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

How do I manage a Canvas Studio group as a student?

If you are assigned to a group as the group manager, you can make changes to the group in the Studio Settings Groups page. As a group manager, you can edit the group name, add or remove individuals in a group, and grant manager permissions to other group members.

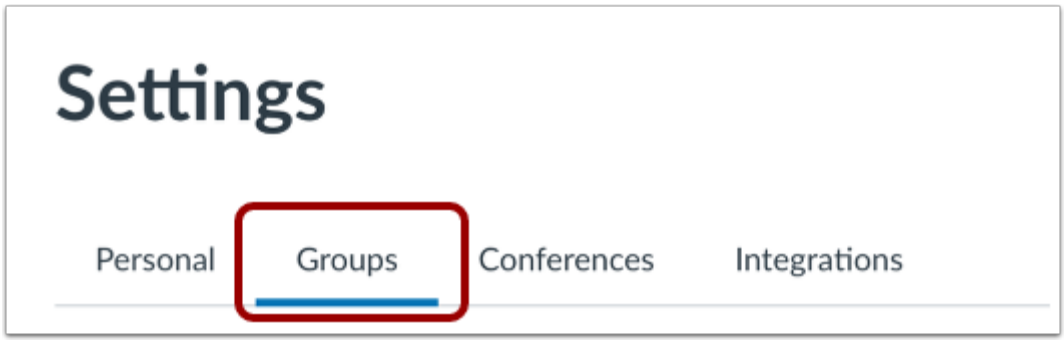
Note: Group members can manage their membership in a group. Learn more about viewing Studio groups.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Group Permissions

Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	5
Math A	5	Member	11
Photography 101	4	Member	5

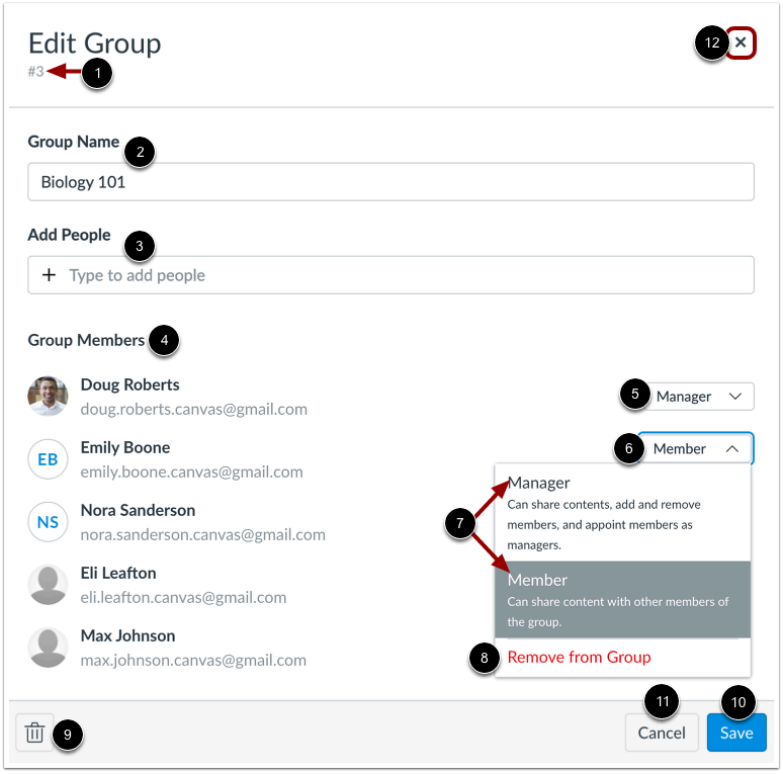
You can view your group role in the Groups List. If you are a group manager, the Permission column displays the **Manager** label. As a group manager, you can edit the group, leave the group, and delete the group.

Edit Group

To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

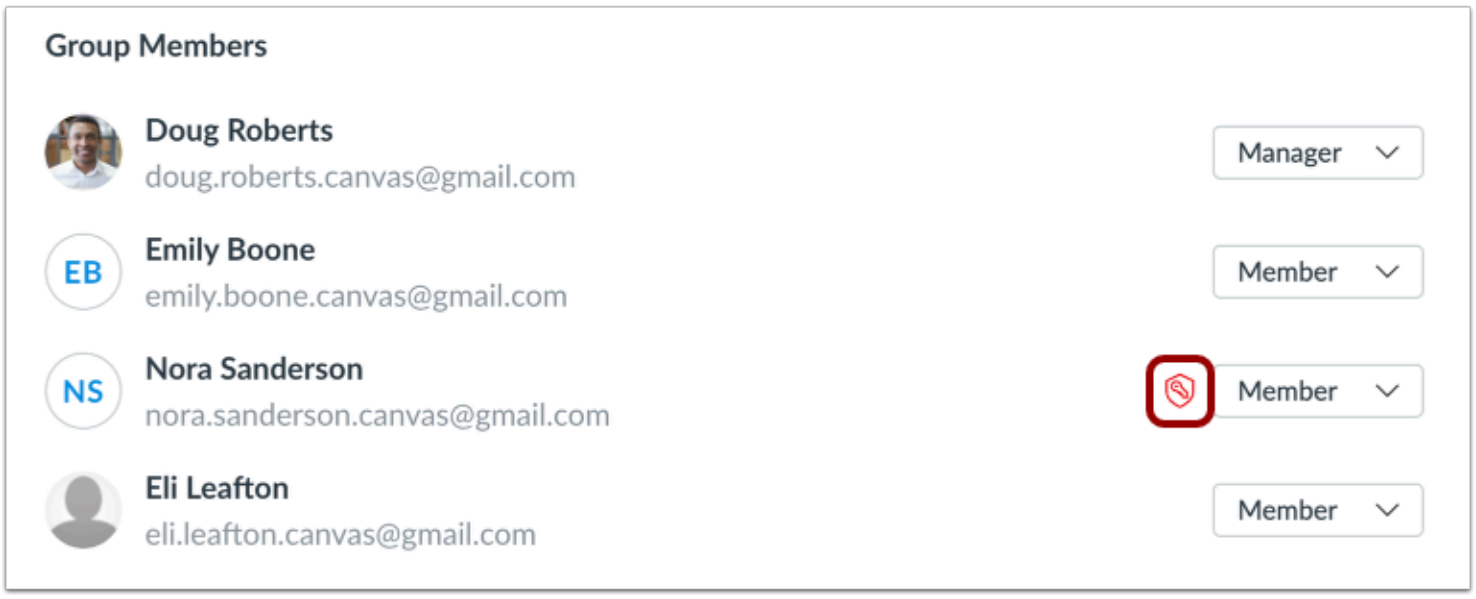
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification

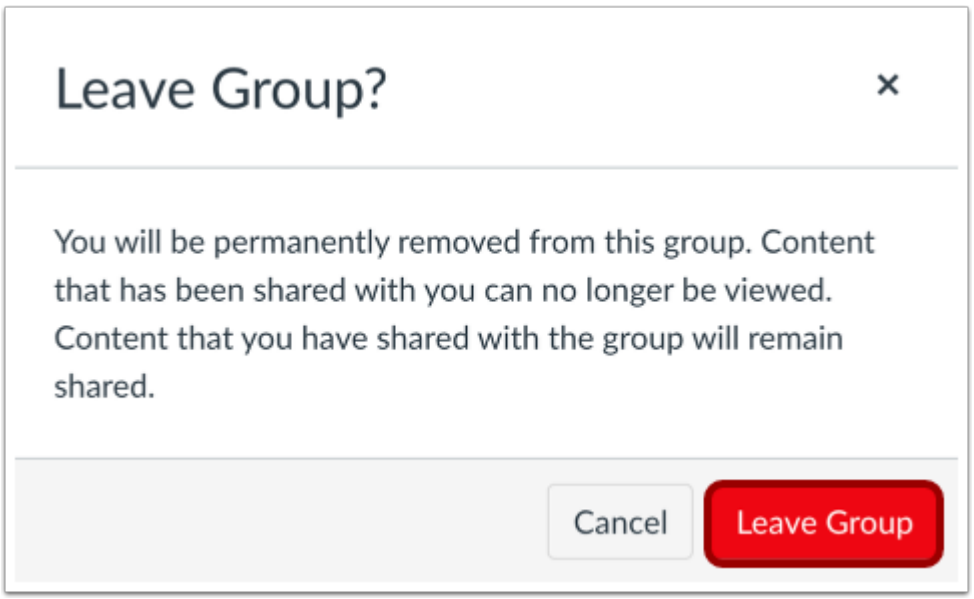


If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

Leave Group

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave



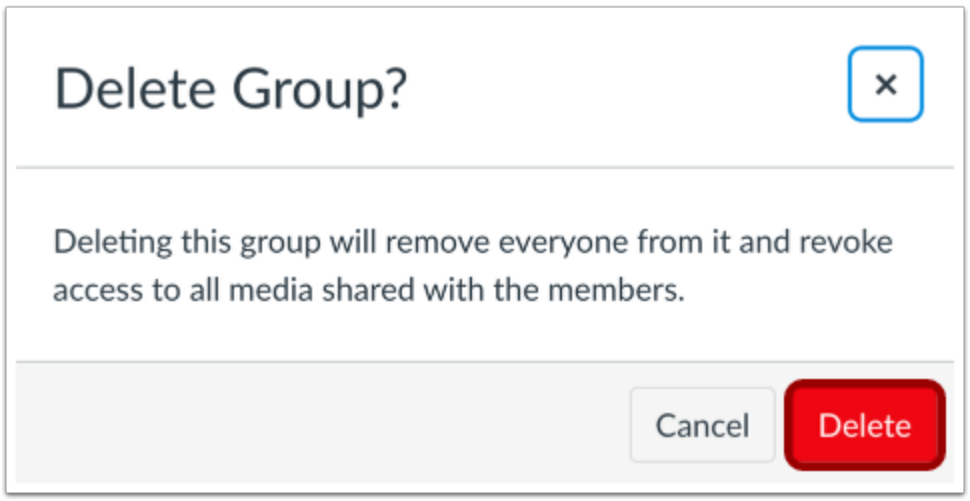
Click the **Leave Group** button.

Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

Delete Group

To delete a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete



Click the **Delete** button.

Note: Deleting a group removes all members from the group and revokes access to any group-shared media. Please notify group members before deleting an active Studio group.

How do I create Canvas Studio groups as a student?

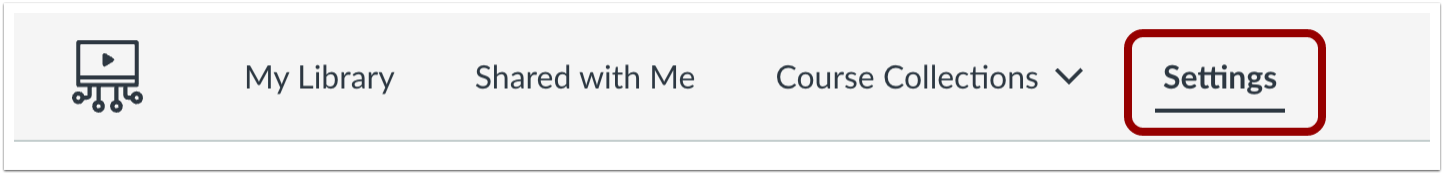
As an student, you may be able to create custom media sharing groups in your Studio account. Users assigned within the same group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about sharing media to a group in Canvas Studio.

Depending upon how you configure your group roles, group members may also be able to edit group details, add or remove individuals in a group, and grant manager permissions to other group members.

When you create a group in your account, Studio automatically assigns you to the group as a group manager. You can delete any group you created. If you remove yourself from a group, the group no longer displays in your Groups List and you can no longer access the group or any media shared to you via the group.

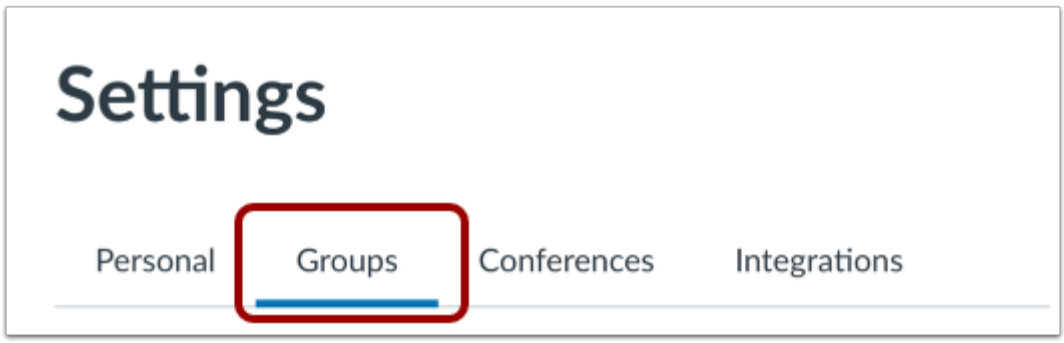
Note: Creating groups is a user permission. If you cannot create groups, this feature is not enabled for students at your institution.

Open Studio Settings



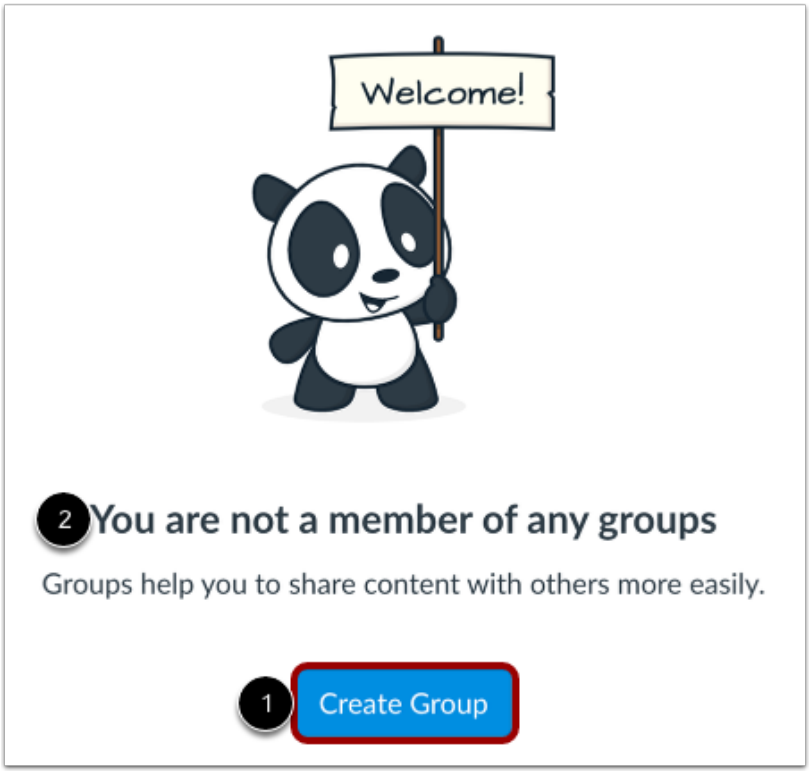
In the Studio Navigation window, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

Create Group



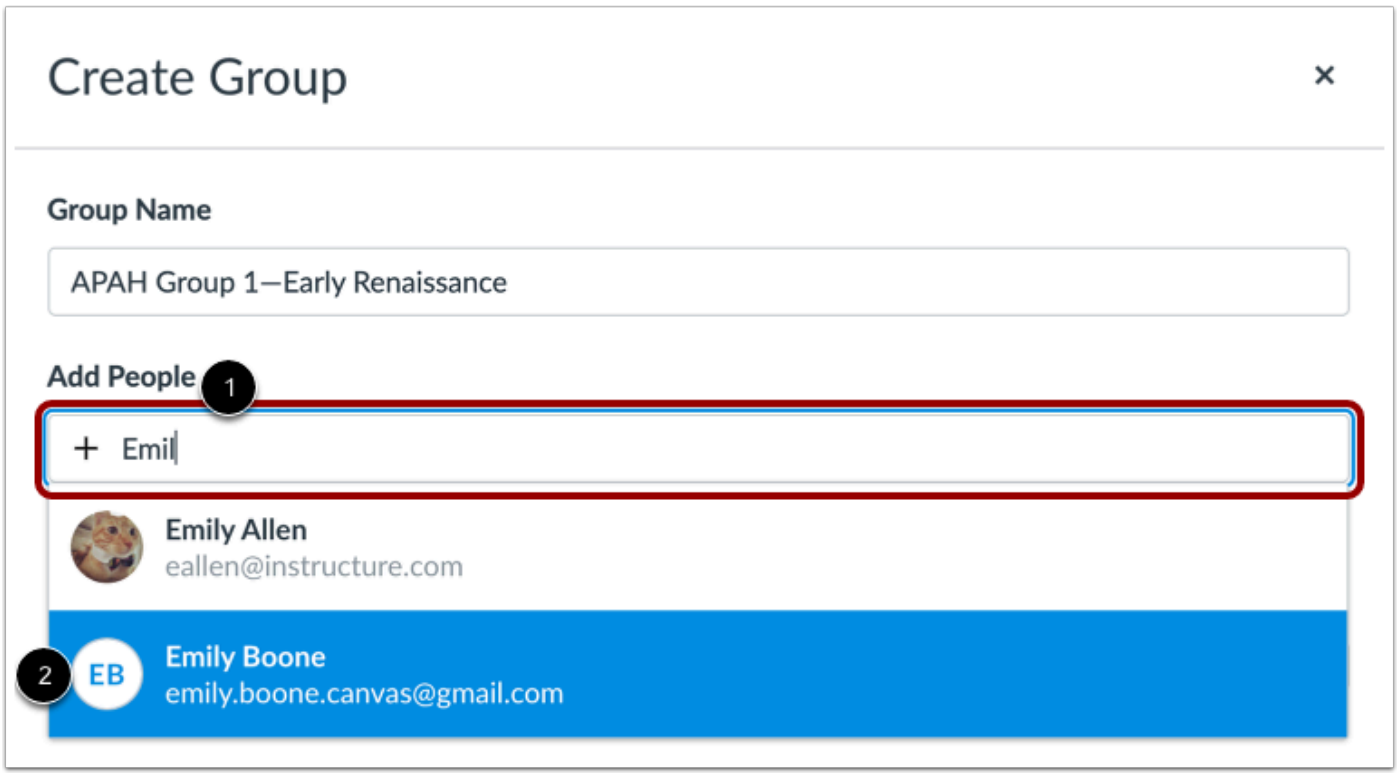
Click the **Create Group** button [1].

Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name

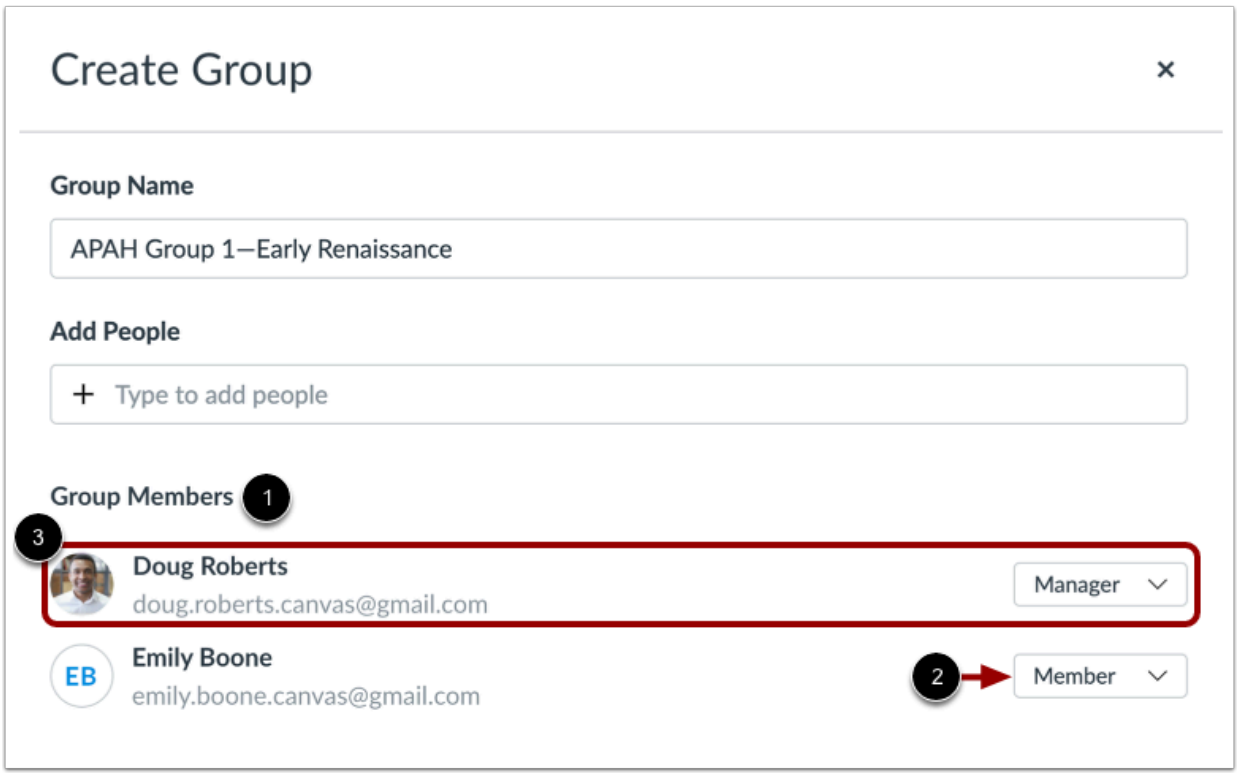
In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members



To add a person to the group, enter the person's name in the **Add People** field [1]. In the search results list, click the name.

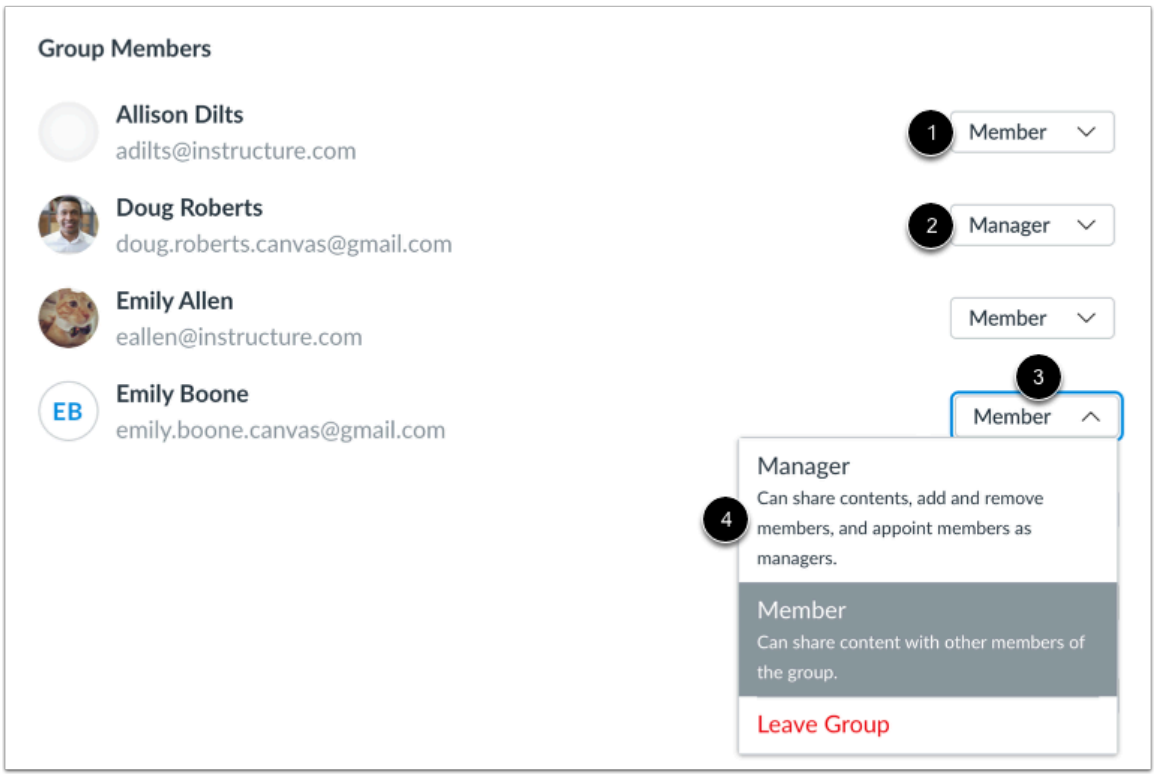
View Group Member List



Group members display in the **Group Members** list [1]. You can also view each member's group role [2].

Note: When you create a group, you are automatically added to the group as a group manager [3].

View Group Member Roles



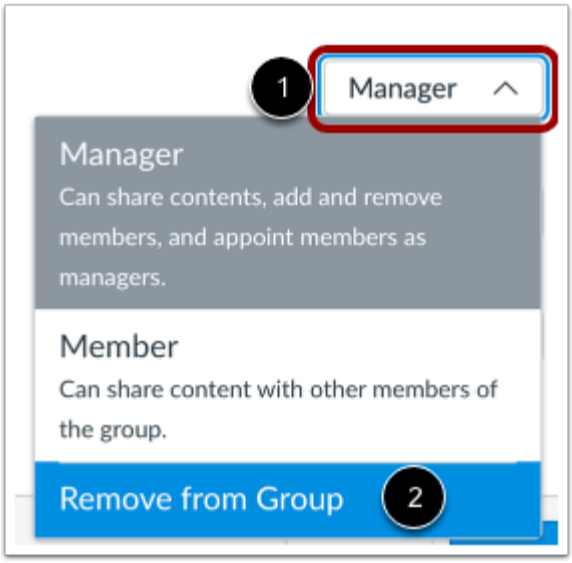
Studio group users may have one of two group member roles.

By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

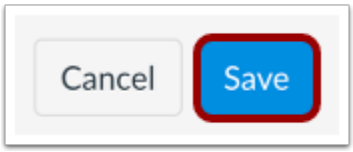
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member



To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group



Click the **Save** button.

View Group

Group Name ▲	Group ID	Permission	Number of Members	
APAH Group 1—Early Renaissance	1	Member	3	⋮

In your Groups page, view the group.

Learn about viewing your groups and managing groups.

Studio Admins

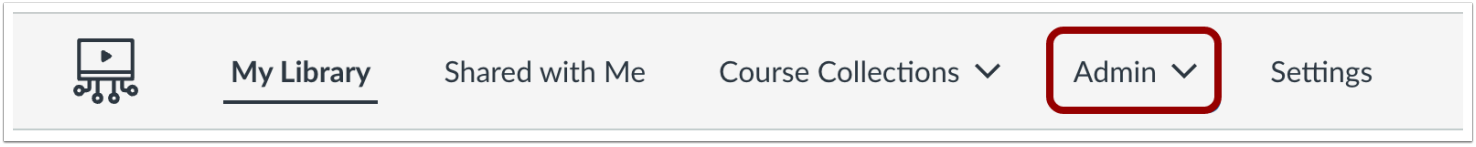
How do I view Studio Analytics usage data for my institution's Canvas Studio account?

As an admin, you can view usage data for you institution's Studio account. Studio Analytics provide information about the media usage as well as the user activity for your account.

Studio media analytics include information about the amount, duration, and storage, of media as well as the number of courses with embedded media.

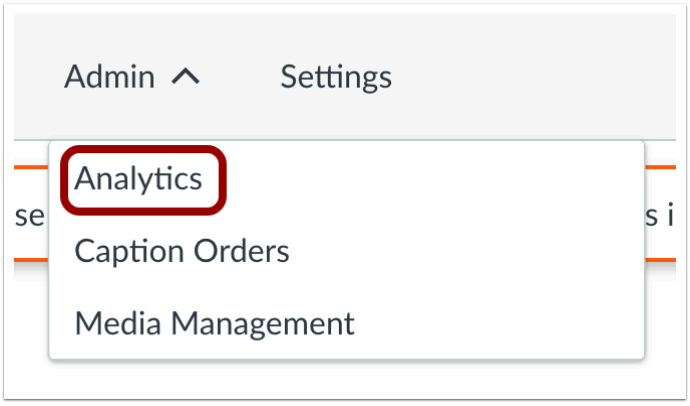
Studio user analytics include the number of users in your Studio account, as well as the top ten users by upload and by storage.

Open Studio Admin



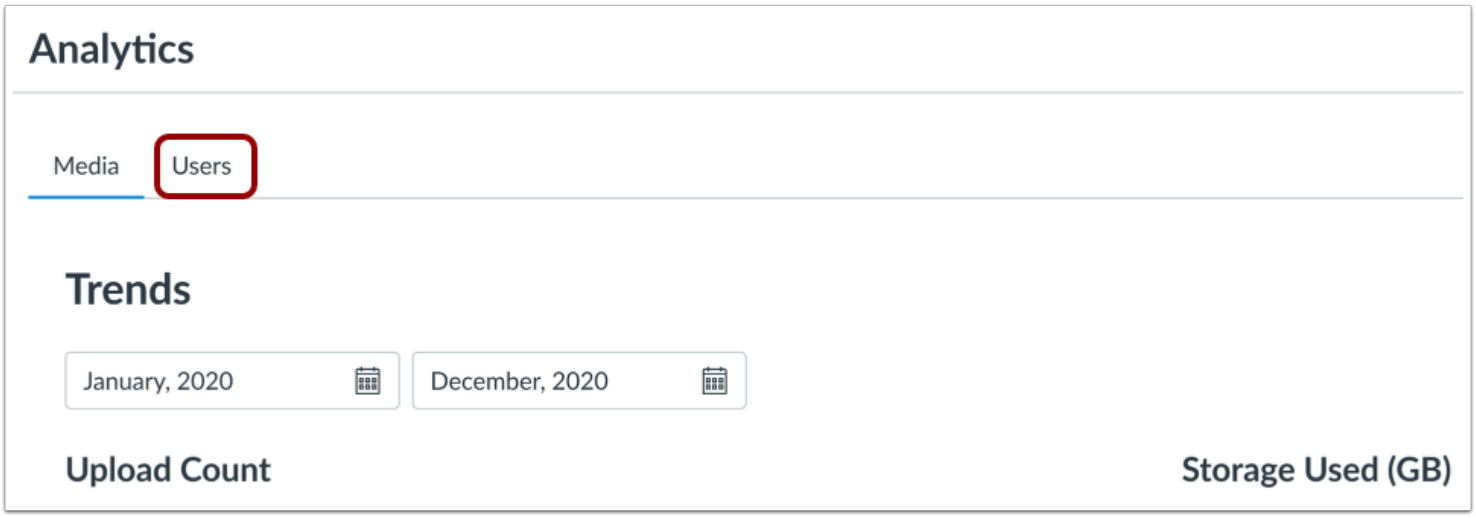
In the Studio Navigation menu, click the **Admin** drop-down menu.

Open Studio Analytics



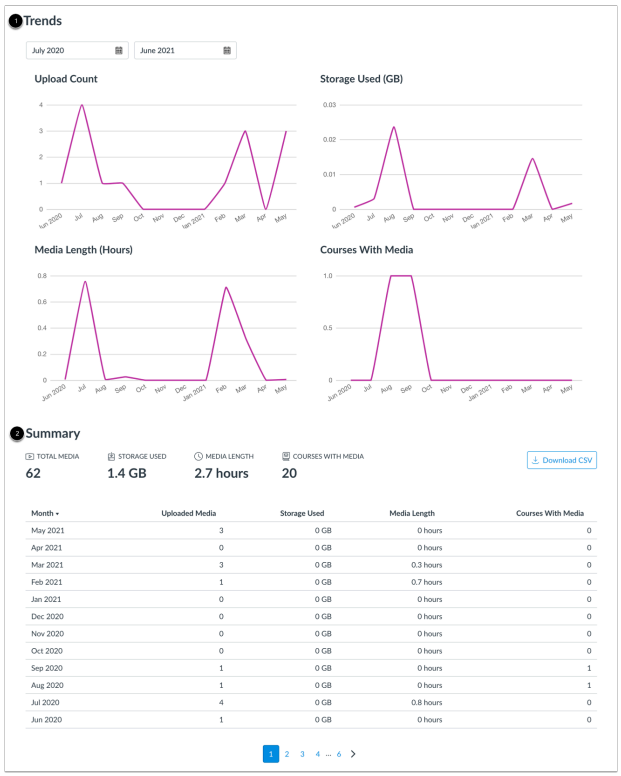
Click the **Analytics** link.

View Studio Analytics



By default, Studio Analytics displays the Media page. You can also view user analytics from the Users tab.

View Media Analytics Page

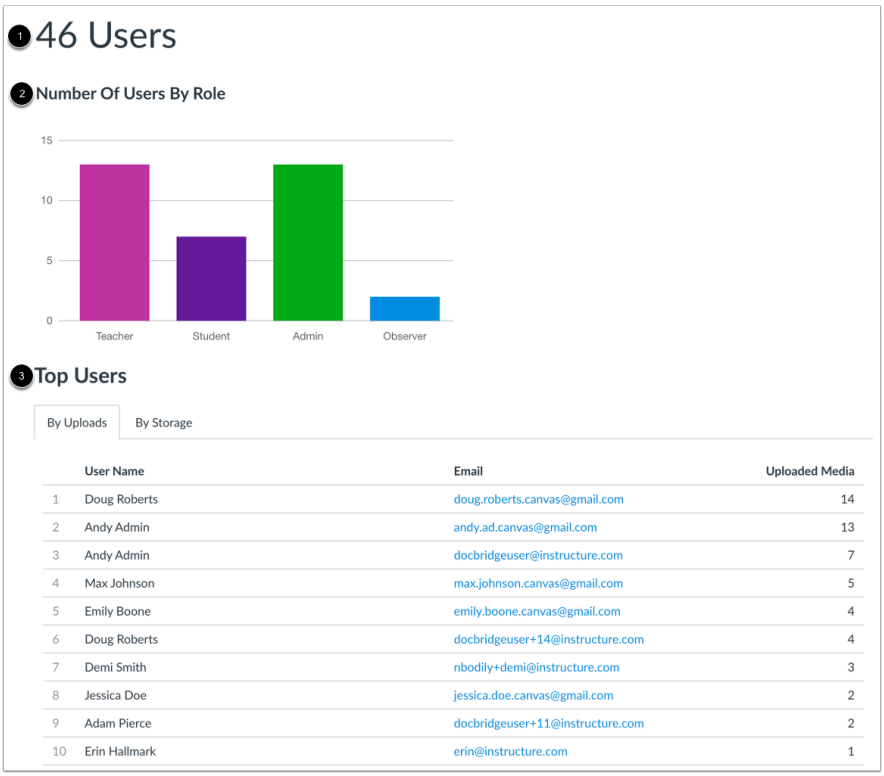


The Media page displays your media data in the following sections:

- **Trends** [1]: graphs of your Studio account media trends over twelve months [1].
- **Summary** [2]: an overview of your account's current media totals and a paginated table with media totals organized by month.

Learn more about viewing Studio media usage analytics.

View User Analytics Page



The Users page displays the total number of users in your Studio account [1]. It also displays user data in the following sections:

- **Number of Users By Role** [2]: a graph depicting the number of users in your Studio account with a default Canvas user role assignment.
- **Top Users** [3]: tables displaying the top ten users by upload and by storage usage.

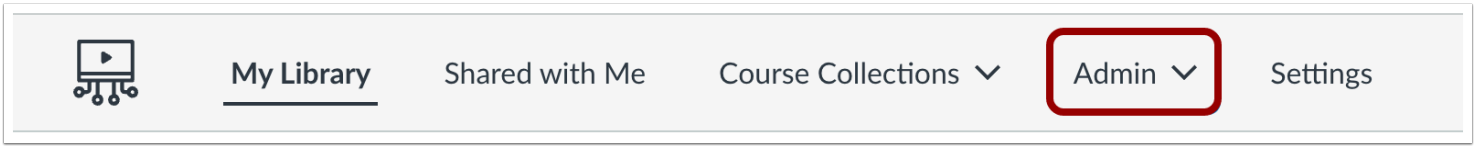
Learn more about viewing Studio user analytics.

How do I view Studio Analytics media usage data for my institution's Canvas Studio account?

As an admin, you can view usage data for your institution's Studio account. Studio media analytics include information about the amount, duration, and storage, of media as well as the number of courses with embedded media.

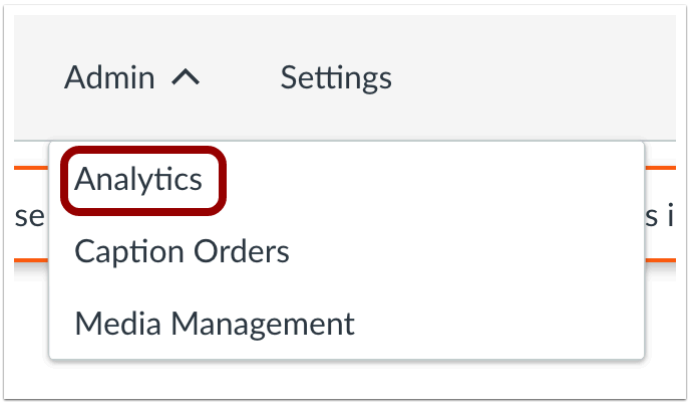
You can also view Studio user analytics.

Open Studio Admin



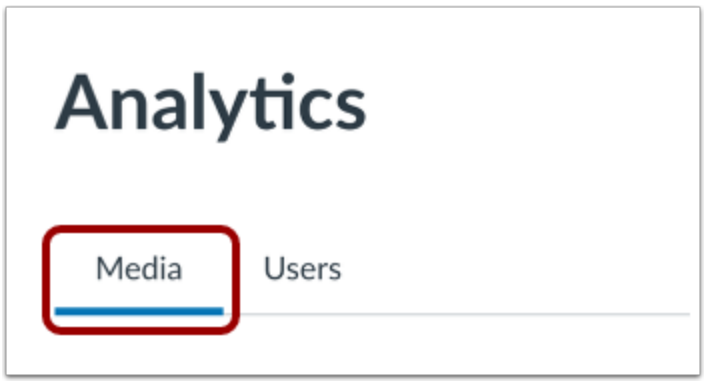
In the Studio Navigation menu, click the **Admin** drop-down menu.

Open Studio Analytics



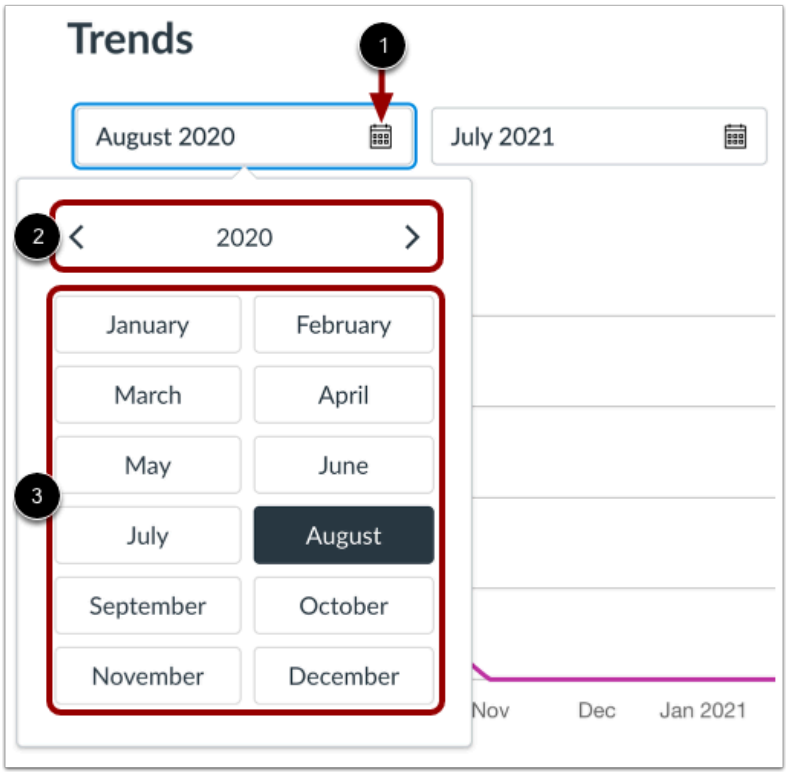
In the drop-down menu, click the **Analytics** link.

View Media Tab



By default, Studio Analytics displays the **Media** tab.

Select Date Range



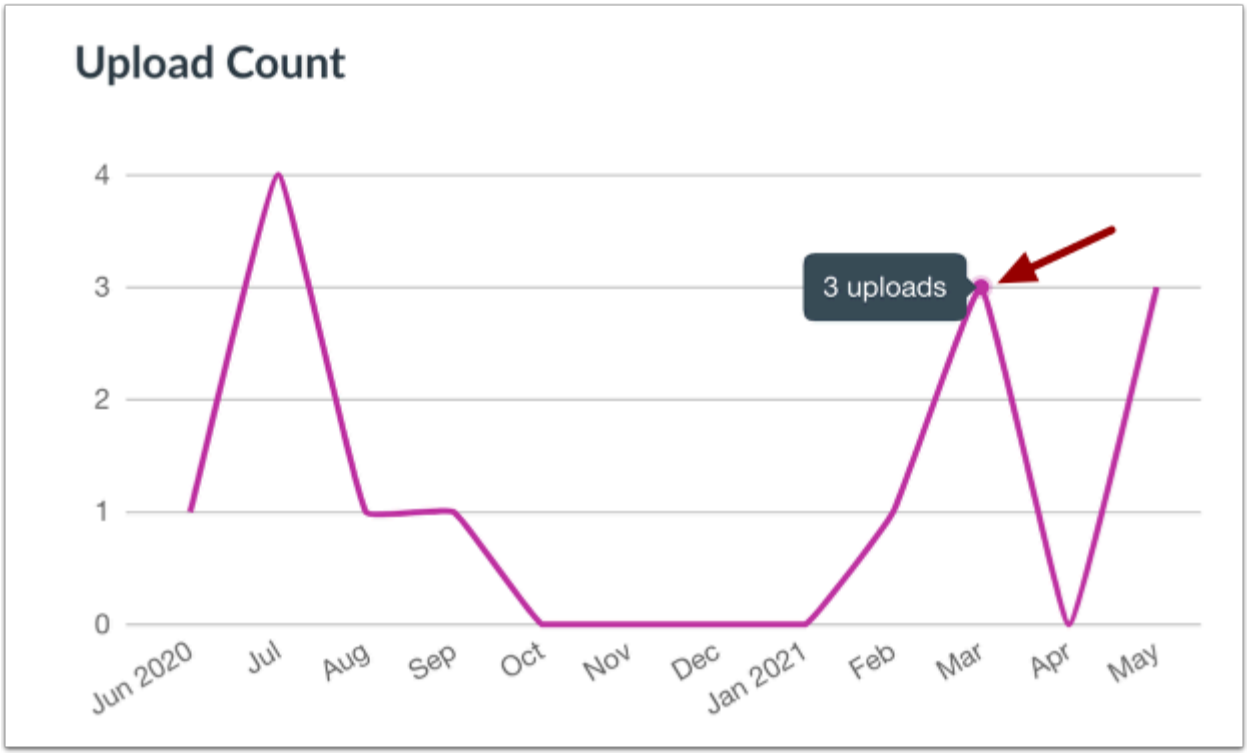
By default, the Media page displays data for the current twelve month interval. However, you can customize the date range for the displayed data.

To select a different start or end month and year, click the **calendar** icon [1].

To select a different year, click the **arrow** icons [2].

To select a month, click the corresponding button for the desired month [3].

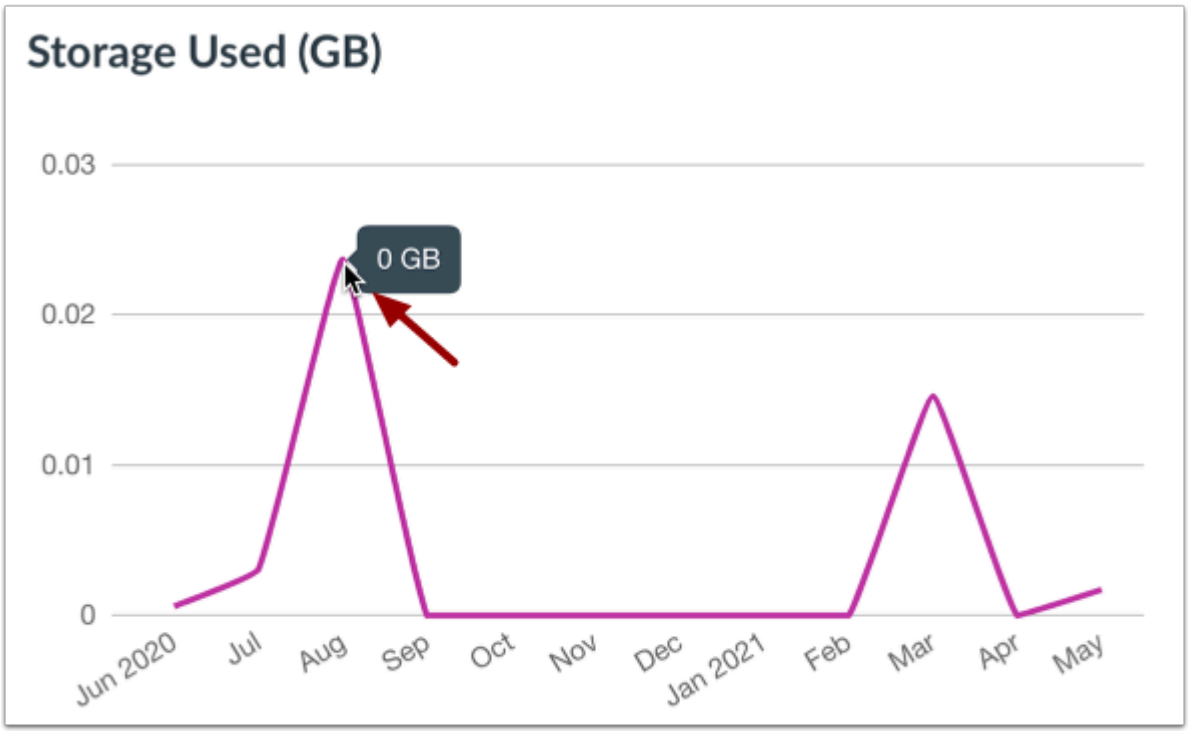
View Upload Count Graph



The Upload Count Graph displays the number of new media uploaded in your Studio account for each month in the defined time range. To view the total of new uploads for a specific month, hover over the corresponding point in the graph.

Note: Deleted Studio media does not affect the Upload Count graph. The graph only displays the number of uploads and does not adjust if media is also removed from your Studio account in that month. You can view your account's current media total in the Summary section.

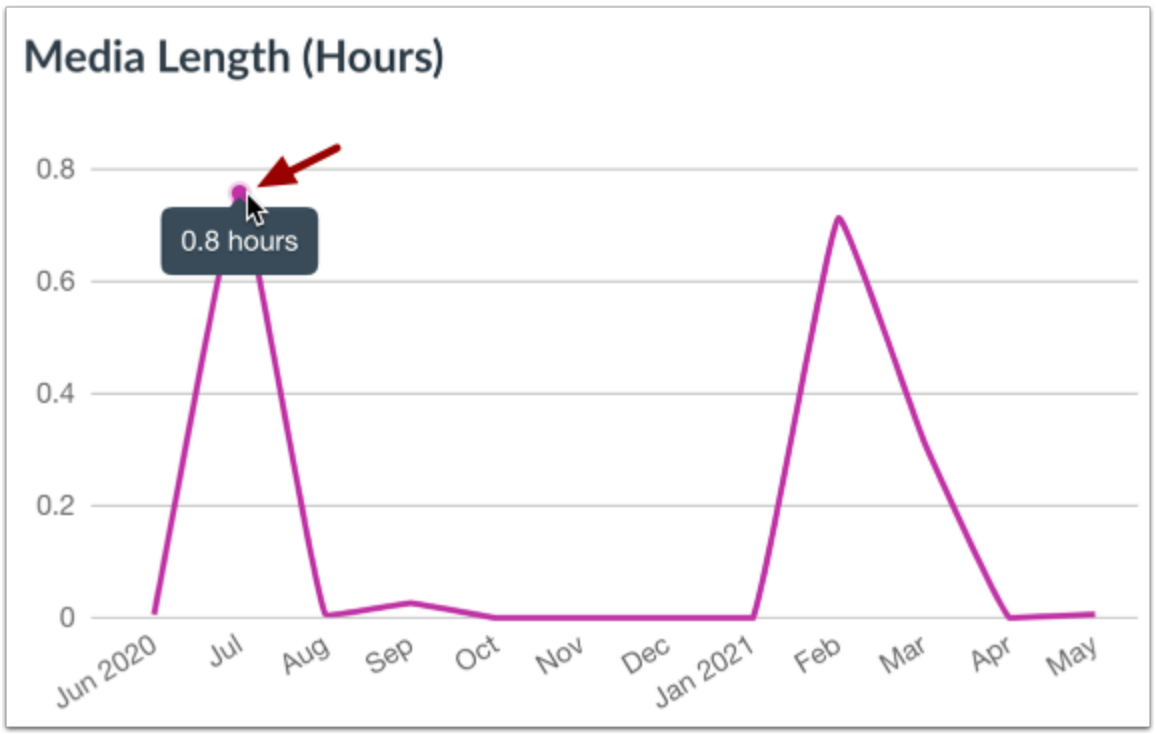
View Storage Used Graph



The Storage Used graph displays the amount of storage used by Studio media in the account for the defined time range. To view the storage used for uploads in a specific month, hover over the corresponding point in the graph.

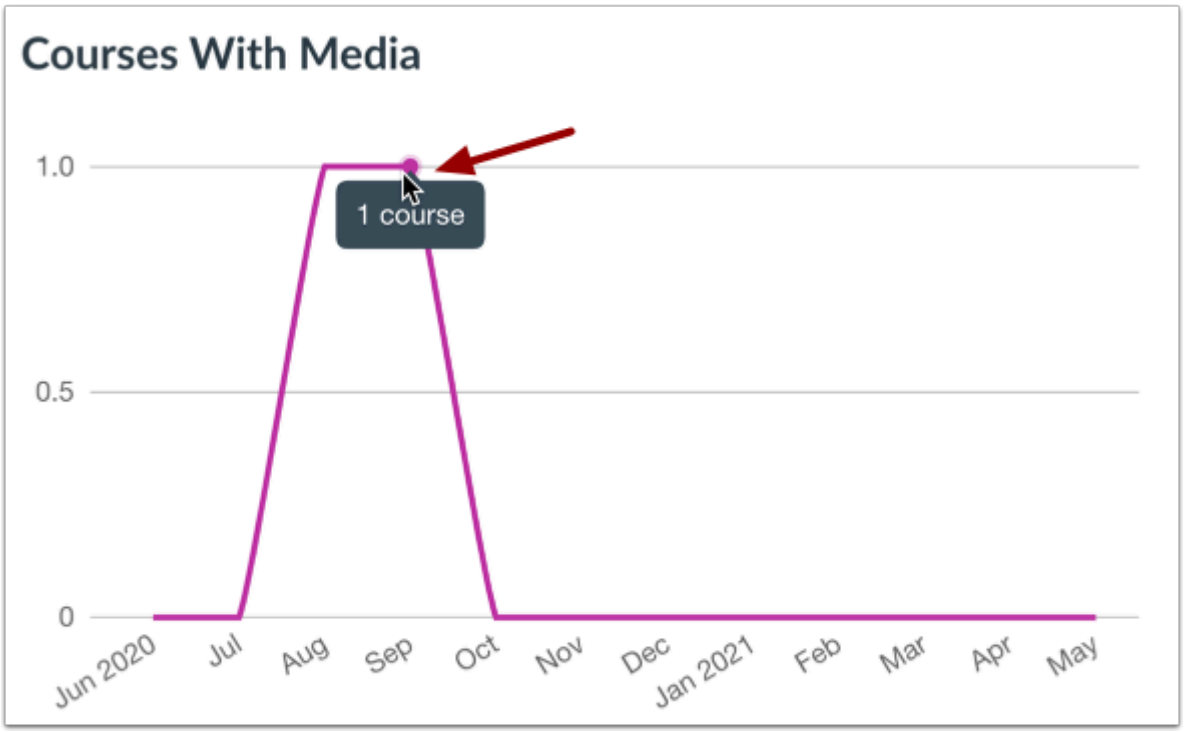
Note: The Storage Used graph may display a zero if the total amount of storage used is less than 50MB.

View Media Length Graph



The Media Length graph displays the total length of Studio media in hours in the account for the defined time range. To view the media length for uploads in a specific month, hover over the corresponding point in the graph.

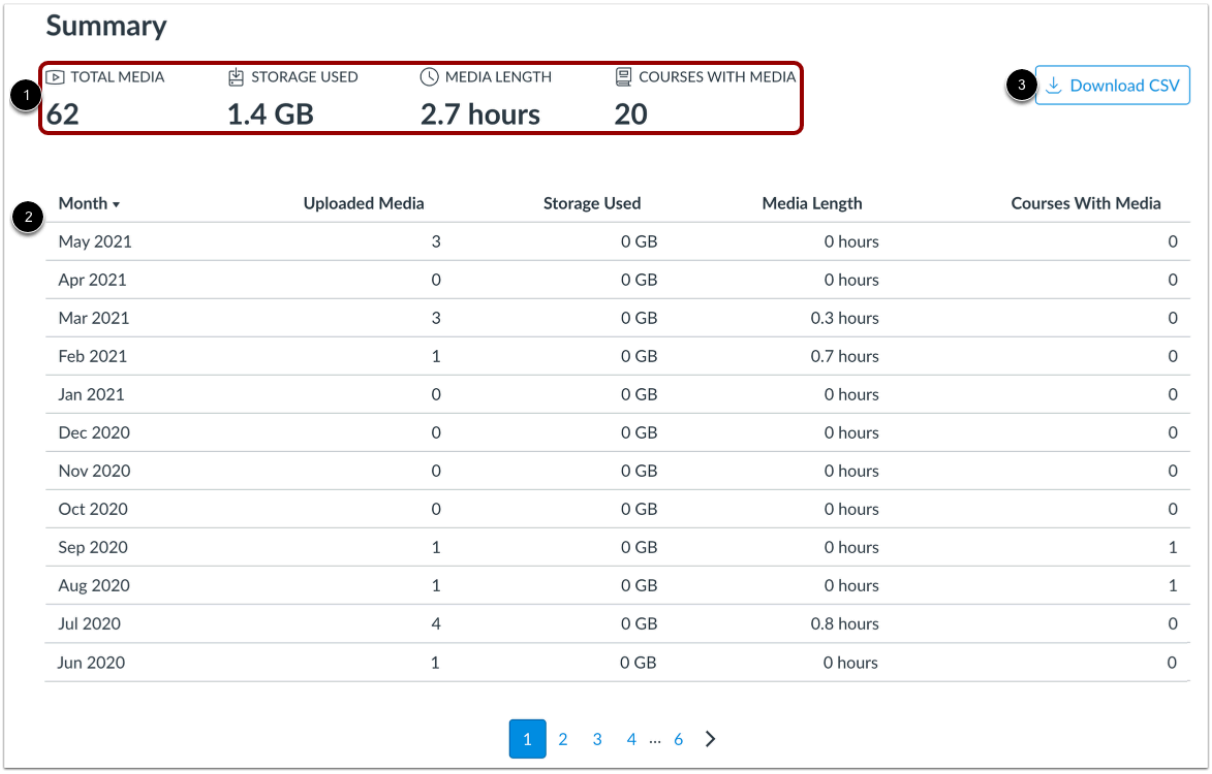
View Courses With Media Graph



The Course With Media graph displays the total number of newly created courses with uploaded Studio media in your account for the defined time range. To view the number of newly created courses with studio media in a specific month, hover over the corresponding point in the graph.

Note: If new media is added to an existing course, the course is not included in the Courses With Media count for the month.

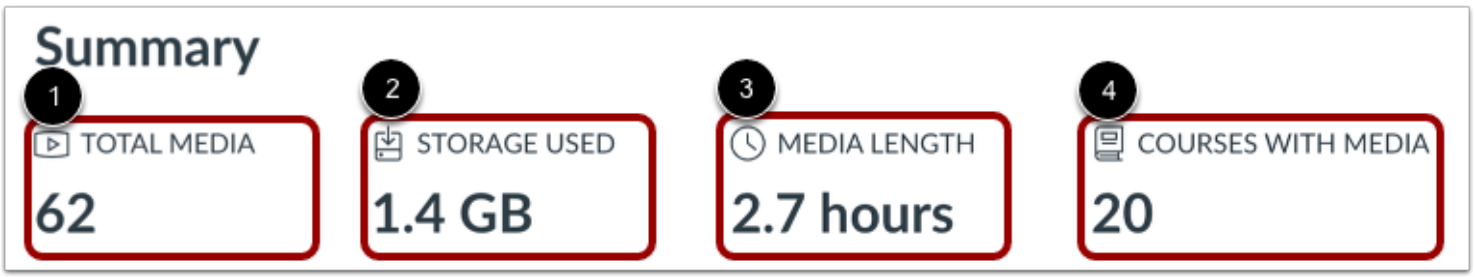
View Account Summary



The Summary section displays the current media analytics data for your Studio account [1] as well as a paginated list of your Studio media analytics by month [2].

To download the monthly analytics list as a CSV file, click the **Download CSV** button [3].

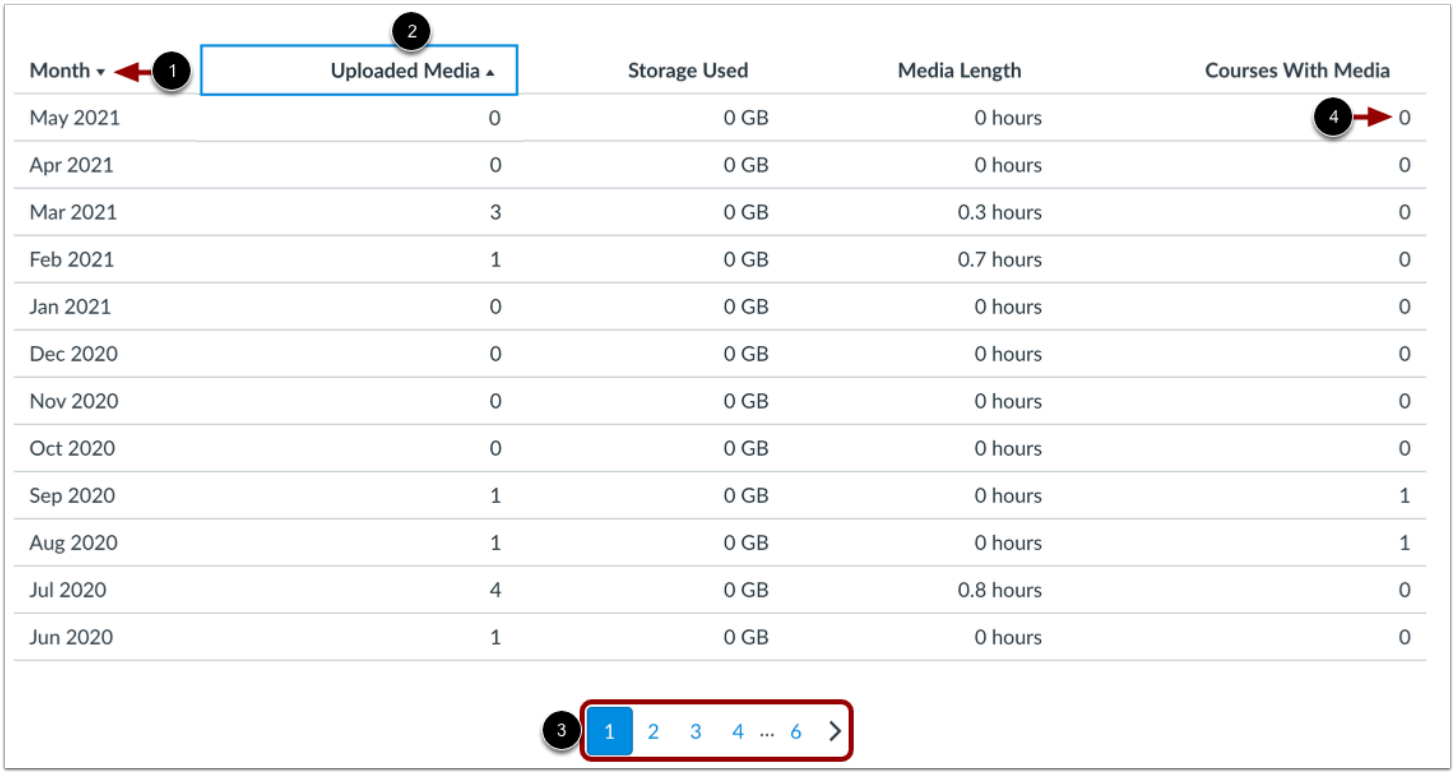
View Current Account Media Summary



View the current media analytics for your account:

- **Total Media** [1]: the current total number of media uploaded in your Studio account. This number is affected by media uploads and deletions.
- **Storage Used** [2]: the current amount of storage used in your Studio account.
- **Media Length** [3]: the current total length of all Studio media in your account.
- **Courses with Media** [4]: the current total number of courses in your account with at least one Studio media upload.

View Media Analytics List



Month	Uploaded Media	Storage Used	Media Length	Courses With Media
May 2021	0	0 GB	0 hours	0
Apr 2021	0	0 GB	0 hours	0
Mar 2021	3	0 GB	0.3 hours	0
Feb 2021	1	0 GB	0.7 hours	0
Jan 2021	0	0 GB	0 hours	0
Dec 2020	0	0 GB	0 hours	0
Nov 2020	0	0 GB	0 hours	0
Oct 2020	0	0 GB	0 hours	0
Sep 2020	1	0 GB	0 hours	1
Aug 2020	1	0 GB	0 hours	1
Jul 2020	4	0 GB	0.8 hours	0
Jun 2020	1	0 GB	0 hours	0

1 2 3 4 ... 6

View the media analytics list for your account.

By default, the list displays data in descending order from the most to least recent date [1]. To sort the list in ascending or descending order by uploaded media, storage, length, or courses with media, click the header name [2].

To view additional data for your account, use the page navigation icons and links [3].

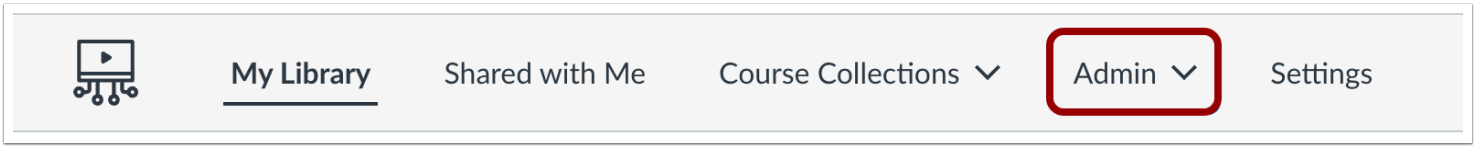
Note: If the uploaded media in a month is less than 50 MB, the Storage Used column displays 0MB [4].

How do I view Studio Analytics for users in my institution's Canvas Studio account?

As an admin, you can view usage data for your institution's Studio account. Studio user analytics include the number of users in your Studio account, as well as the top ten users by upload and by storage.

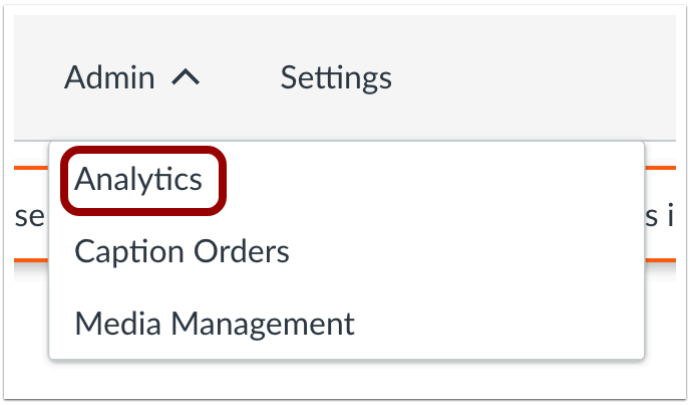
You can also view Studio media analytics.

Open Studio Admin



In the Studio Navigation menu, click the **Admin** drop-down menu.

Open Studio Analytics

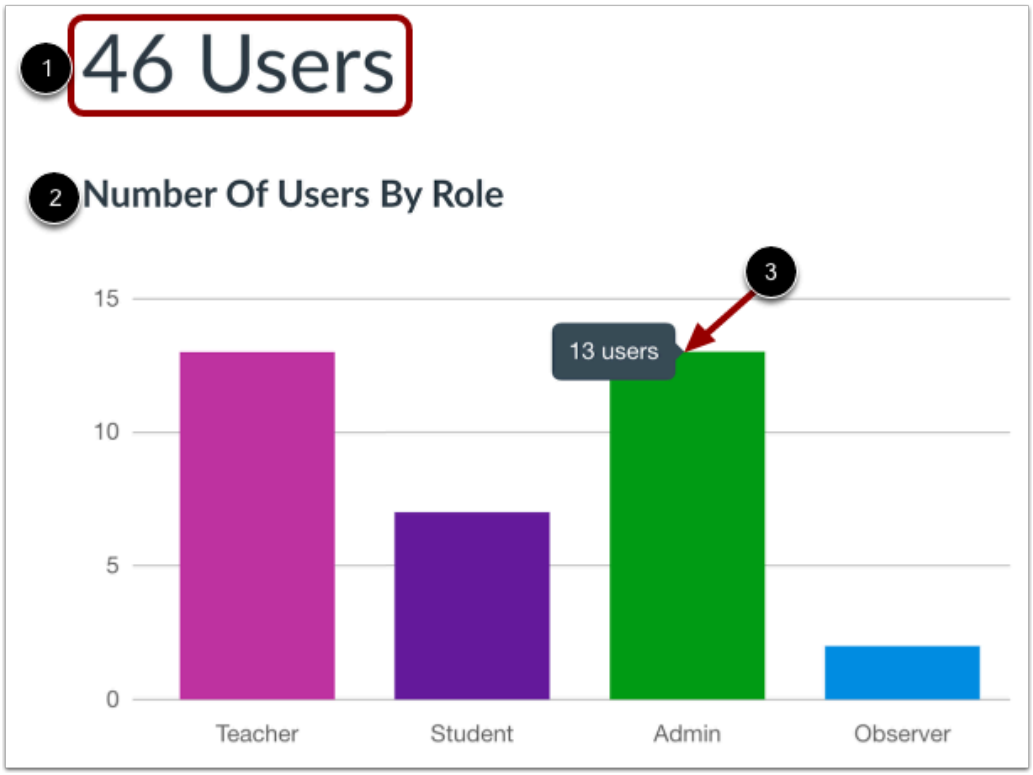


Click the **Analytics** link.

Open User Tab

By default, Studio Analytics displays the Media tab. To view user analytics, click the **Users** tab.

View User Counts

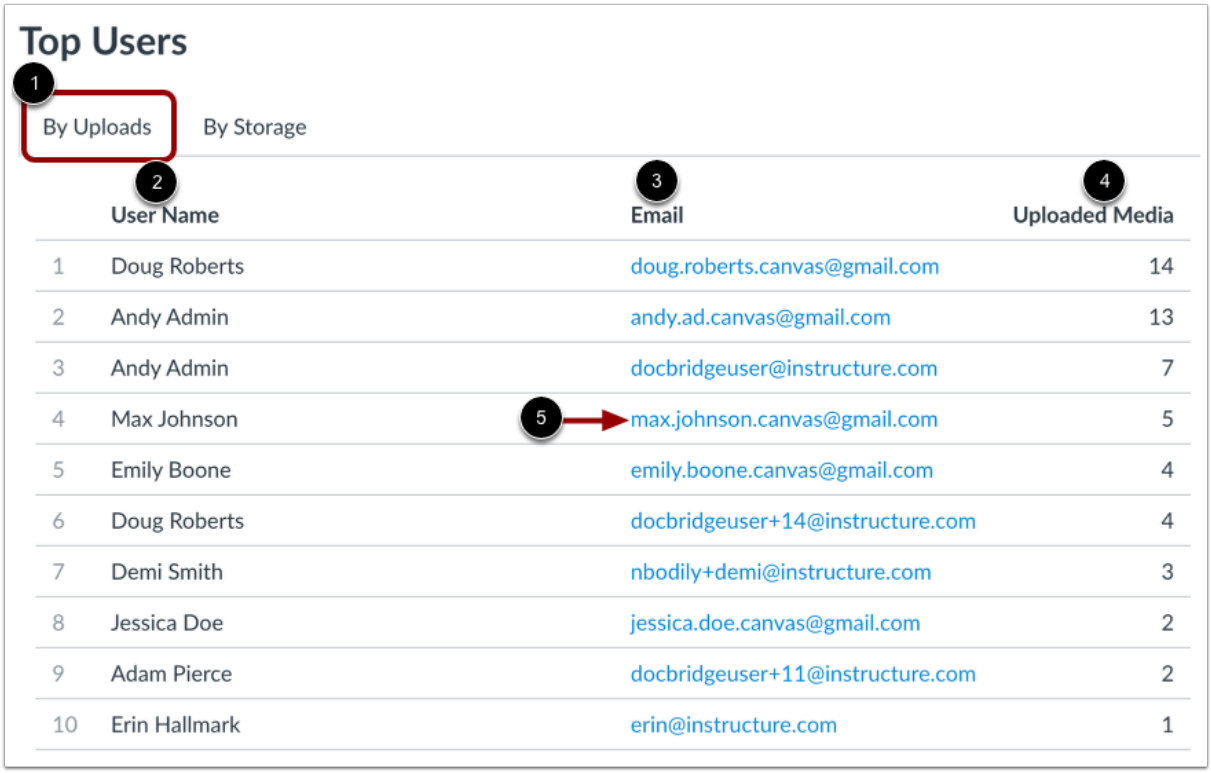


The Users page displays the total number of users in your Studio account [1].

You can also view the total number of users for each user role in the **Number of Users by Role** graph [2]. To view the number of users in your account with for a specific user role, hover over the bar in the graph [3].

Note: The Number of Users By Role graph displays the total number of users assigned to each role. The sum of the users in the graph may differ from the total number of users in your account if a user is enrolled in multiple courses with more than one user role.

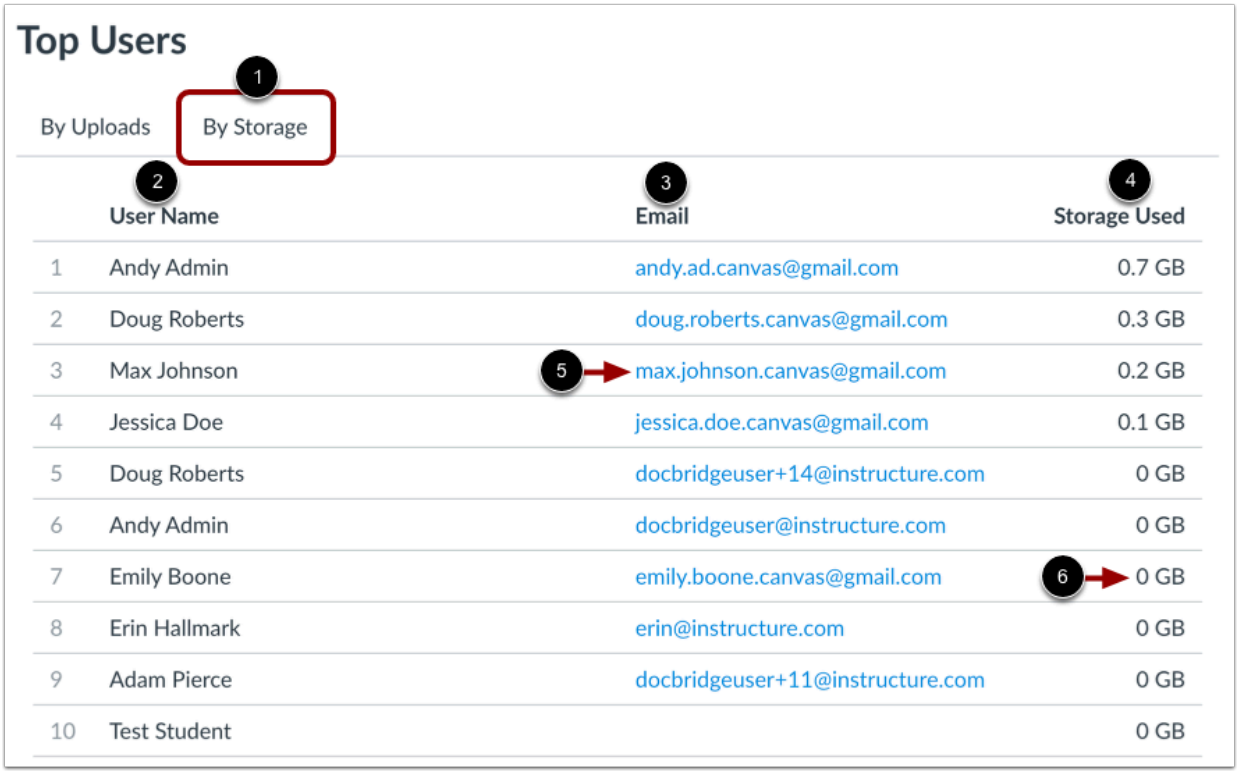
View Top Users by Upload



By default, the Top Users section displays the **By Uploads** tab [1]. The Top Users By Uploads list displays the top ten users with the most media uploads in your account. For each user, the list displays the user name [2], email [3], and number of uploaded media [4].

To email a user in the list, locate the user in the list and click their email link [5].

View Top Users by Storage



To view the top ten users by storage, click the **By Storage** tab [1]. The Top Users By Storage list displays the top ten users whose media occupies the most storage in your Studio account. For each user, the list displays the user name [2], email [3], and number of uploaded media [4].

To email a user in the list, locate the user in the list and click their email link [5].

Note: If the user's uploaded media is less than 50 MB, the Storage Used column displays 0MB [6].

How do I view and manage media as a Studio Admin?

As a Studio Admin, you can view and manage your institution's entire Studio account from the Admin menu.

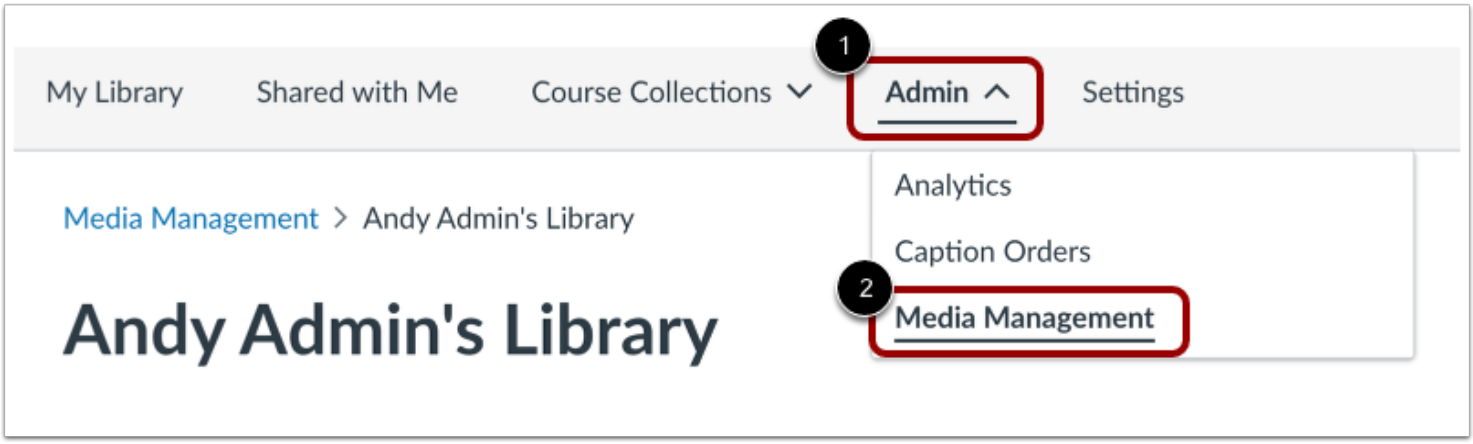
In the Courses tab, media displays sorted by the course in which it is used.

In the Users tab, media displays sorted by user name. From the users tab, you can view and edit user details and manage user admin privileges and captioning roles. You can also view, manage, and add media to user libraries.

In the Media tab, all media displays sorted in alphabetic order by default. You can view course use details, upload and viewing history and tag and delete media.

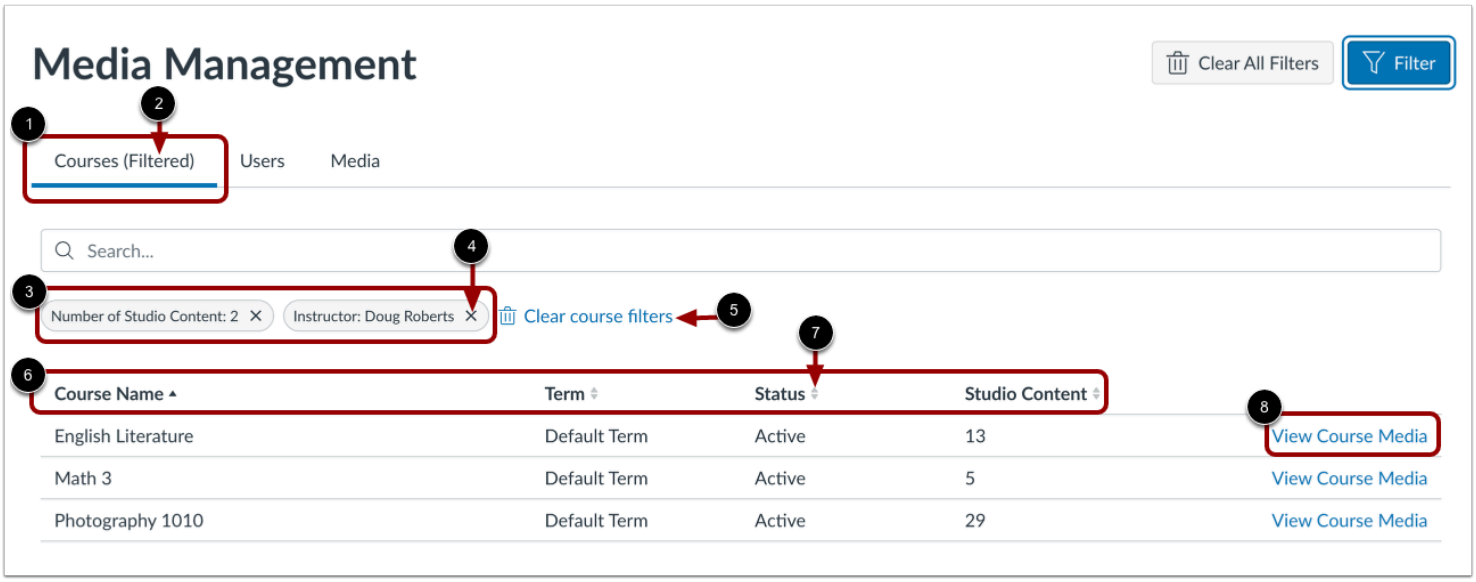
Learn more about search and filter options to locate media and users libraries.

Open Media Management



In the the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

View Courses



To view courses, click the **Courses** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

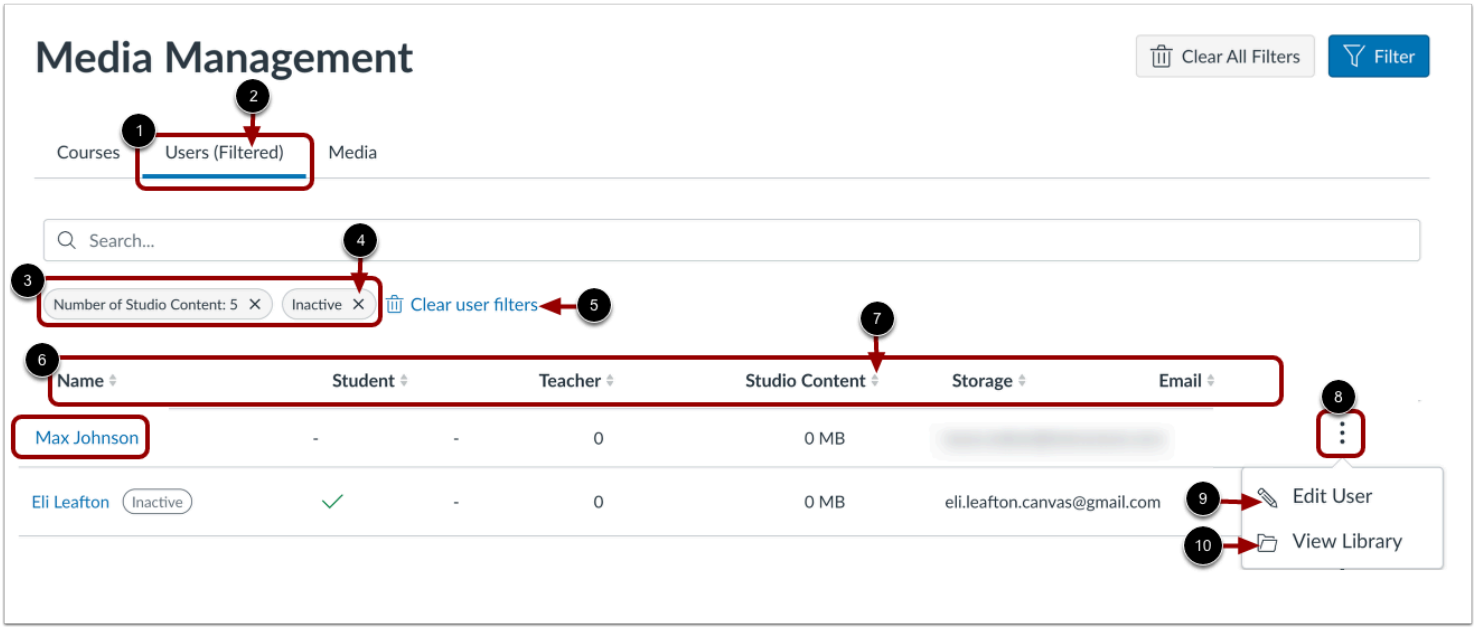
To clear all filters in the list, click the **Clear course filters** link [5].

To sort the list by course name, term, status, or number of media items the course contains, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To view a Course's media, click the **View Course Media** link [8].

Note: Courses that list Studio Content as 0 have had all media deleted.

View Users



To view a list of all users and the media content they own, click the **Users** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

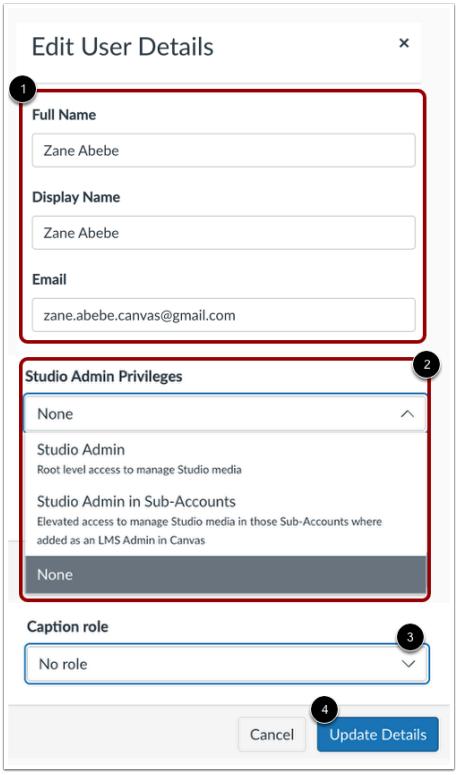
To clear all filters in the list, click the **Clear user filters** link [5].

To sort the list by user name, role, number of media items owned, storage usage, or email address, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To edit user details or manage a user's library, click the **Options** menu [8]. Then, to edit user details, click the **Edit User** link [9].

To view and manage a user's library, click the **View Library** link [10]. Alternatively, to view the library of a single user, you can click the user's name link [11].

Edit User Details



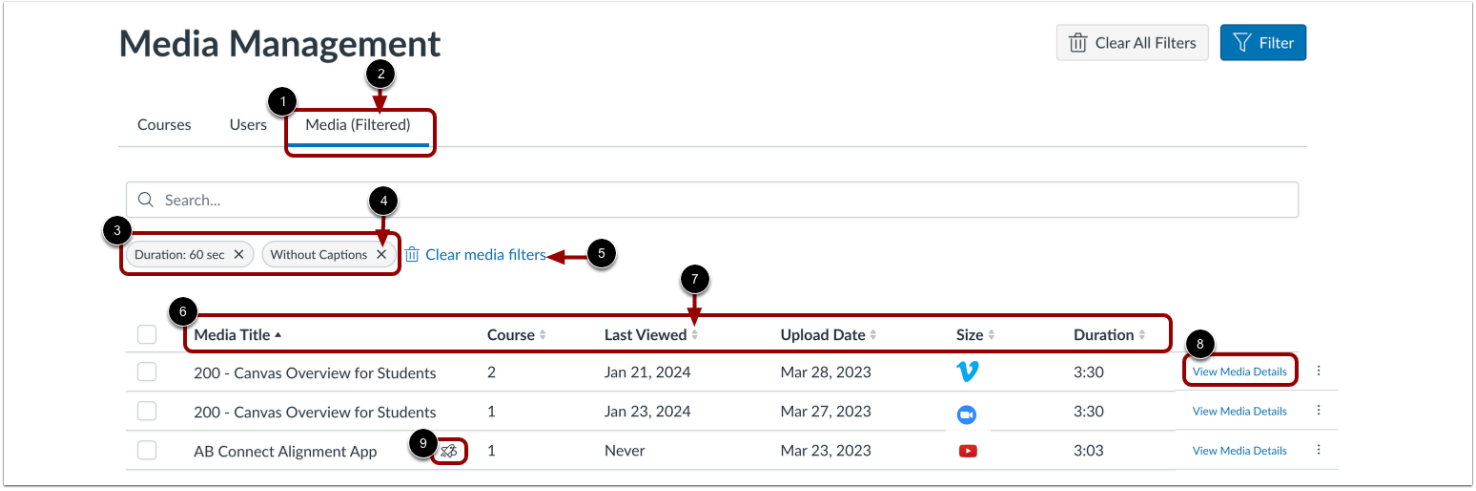
To edit a user's name, display name, or email address, enter text in the appropriate field [1].

To edit a user's Studio admin privileges, click the **Studio Admin Privileges** drop-down menu [2].

To change a user's caption approval role, click the **Caption role** drop-down menu [3].

To save changes, click the **Update Detail**s button [4].

View Media



To view a list of all media items in your institution's account, click the **Media** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

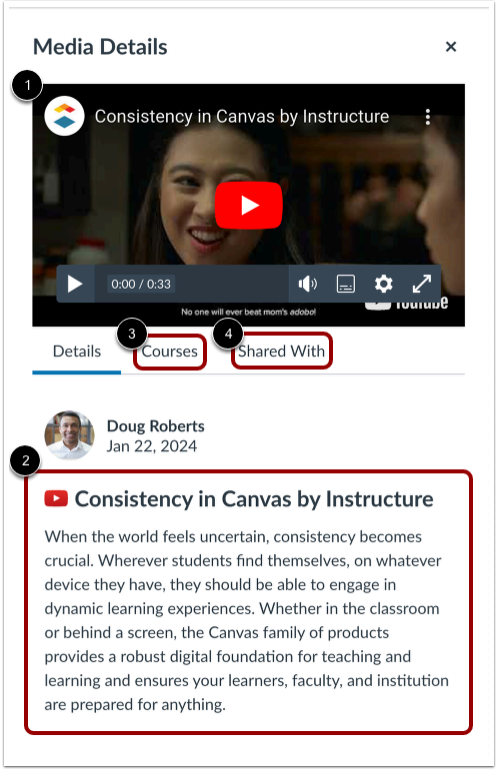
To clear all filters in the list, click the **Clear media filters** link [5].

To sort the list by user name, role, number of media items owned, storage usage, or email address, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order click the header order indicator [7].

To view media details, click the **View Media Details** link [8].

Note: Media that includes a quiz displays the Quiz icon [9].

View Media Details



In the Media Details window, the media viewer displays [1].

By default, the Details tab displays a short description of the media [2].

To view courses in which the media is embedded, click the **Courses** tab [3].

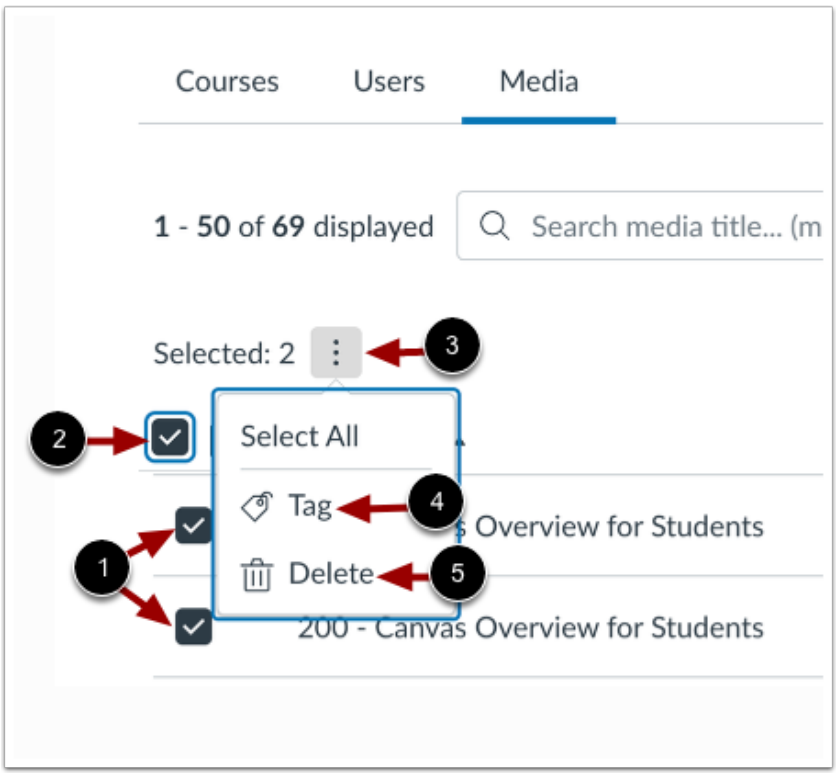
To view a list of users the media has been shared with, click the **Shared With** tab [4].

Tag or Delete Individual Media

To tag or delete a single media item, click the item's **Options** menu [1].

To tag the item, click the **Tag** link [2]. To delete the item, click the **Delete** link [3].

Bulk Tag or Delete Media



To tag or delete multiple media, click the item checkboxes [1].

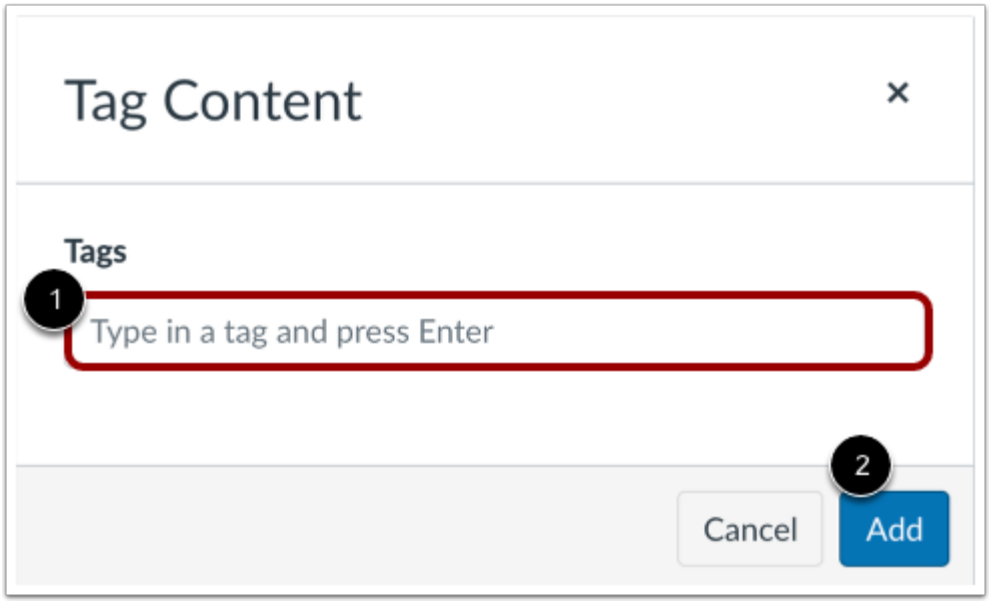
To select all media in the list, click the **Select All** check box [2].

Click the **Options** menu [3].

To tag selected media, click the **Tag** link [4].

To delete selected media, click the **Delete** link [5].

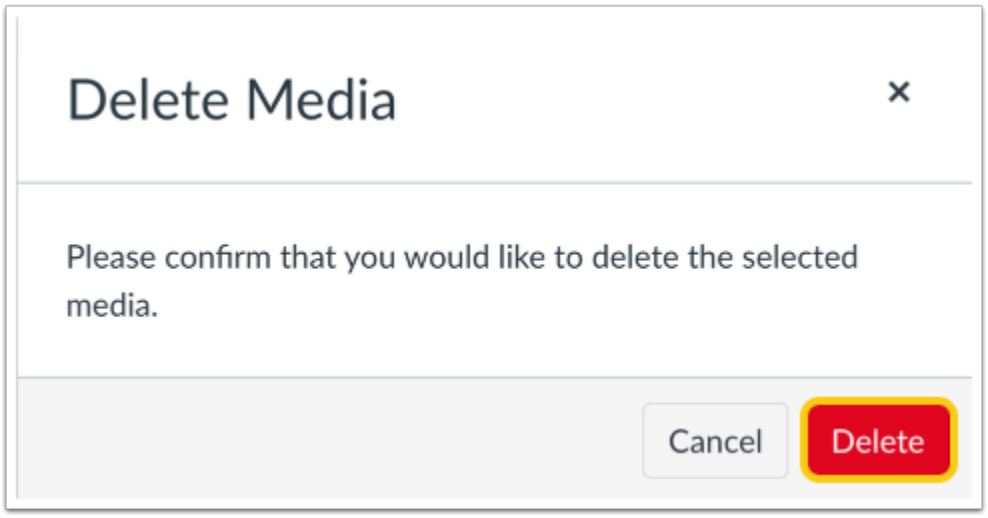
Tag Content



In the Tag Content window, enter a tag in the **Tags** field [1]. To add an additional tag, press **Enter** on your keyboard.

To save tags, click the **Add** button [2].

Confirm Media Deletion



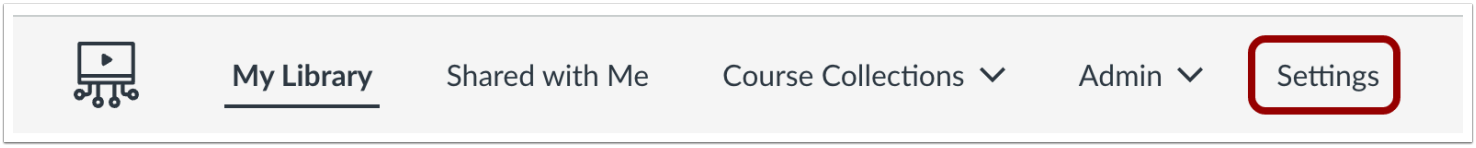
In the Delete Media window, to confirm deletion of the selected media, click the **Delete** button.

How do I manage Canvas Studio settings as an admin?

As a Canvas Studio admin, you can manage your institution's Studio settings. From Studio Settings you can view and manage user role permissions, and manage user groups, conference tool integrations and captioning services. You can also view Studio integrations, view and manage developer keys, manage and add studio users, and view and manage LTI keys.

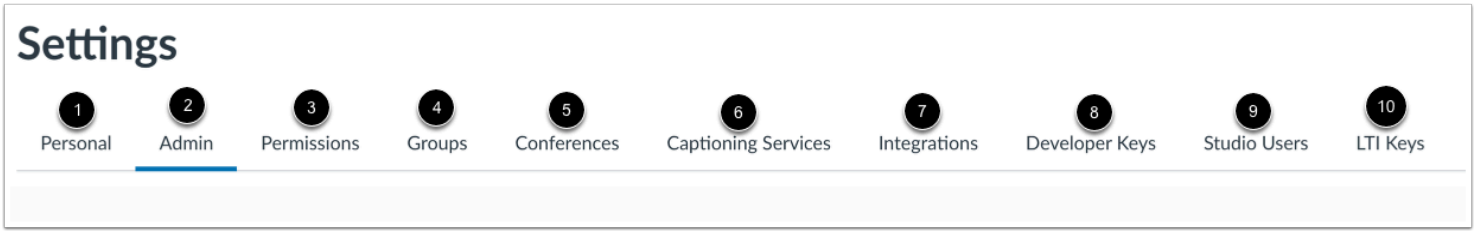
Note: Captioning services are only available if your district contracts with a professional captioning service.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

View Admin Settings



You can view and manage the following Canvas Studio settings:

- **Personal** [1]: manage your personal settings for captioning media.
- **Admin** [2]: Manage embedding and captioning settings for your account, and user accounts.
- **Permissions** [3]: manage user role permissions for the Canvas Studio default user roles.
- **Groups** [4]: view, create, and manage user groups for your institution.
- **Conferences** [5]: view and manage conference tool integrations for your institution. Currently, Canvas Studio supports a Zoom app integration for conferences.
- **Captioning Services (if available)**[6]: Manage API settings and create and assign user roles for professional captioning services.
- **Integrations** [7]: view a list of third-party applications you have authorized to access Studio on your behalf.

- **Developer Keys** [8]: view and manage third-party application and custom integration developer keys for your Canvas Studio account.
- **Studio Users** [9]: view and manage user accounts in your Canvas Studio account.
- **LTI Keys** [10]: view and manage your Canvas Studio LTI keys for Studio integrations.

What user roles and permissions are available for a Canvas Studio account?

In Canvas Studio, there are four user roles: Studio Admin, Studio Admin in Sub-Account, Teacher, and Student. With the exception of the Studio Admin in Sub-Account role, all other roles in Studio are inherited from the institution's Canvas account by default.

Note: You can be a Studio Admin even if you are not a Canvas Admin. As a Studio Admin, you can manage user permissions in Studio. However, you may not be able to manage permissions for users in Canvas.

Admin Roles

- **Studio Admin:** Has root-level permissions for the entire account. Studio Admins can create and manage other user's accounts, and they can view and manage the Studio media library for the account. Users with the LMS Admin role in Canvas inherit the Studio Admin role by default.
- **Studio Admin in Sub-Account:** Users in this role have root-level access to view and manage media in sub-accounts where they are an LMS Admin in Canvas. Users with LMS Admin permissions in Canvas do not inherit the Studio Admin in Sub-Account role in Studio. Permissions must be enabled by a Studio Admin.

Course-Level User Roles

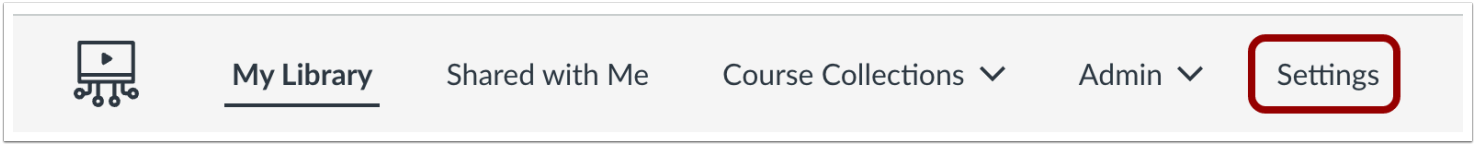
Canvas Studio has two default course-level user roles known as the Teacher and Student roles. Users in your account who are not designated as Studio Admins are course-level users. For these users, their Canvas Studio user role is determined by their Canvas course user role.

How do I manage Canvas Studio user role permissions as an admin?

As a Canvas Studio admin, you can manage user role permissions in Studio Settings. User role permissions determine how and from which sources users can add media in Canvas Studio.

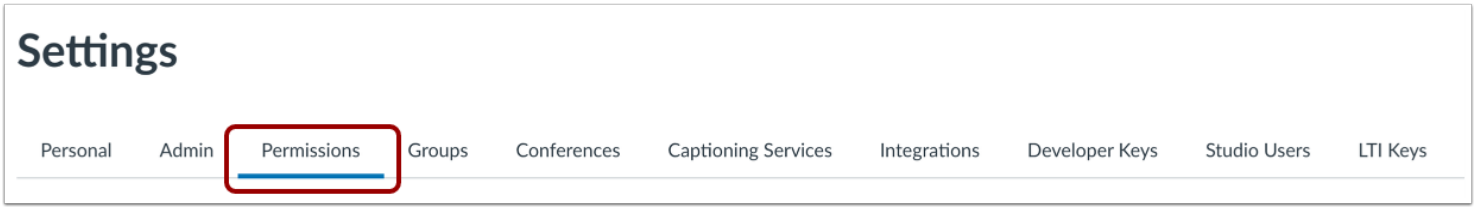
Note: By default, all Canvas Studio permissions are enabled for Studio Admins. As a Studio Admin, you can view and manage permissions for all course-level users in your account. However, you cannot manage permissions for Studio Admins.

Open Studio Settings



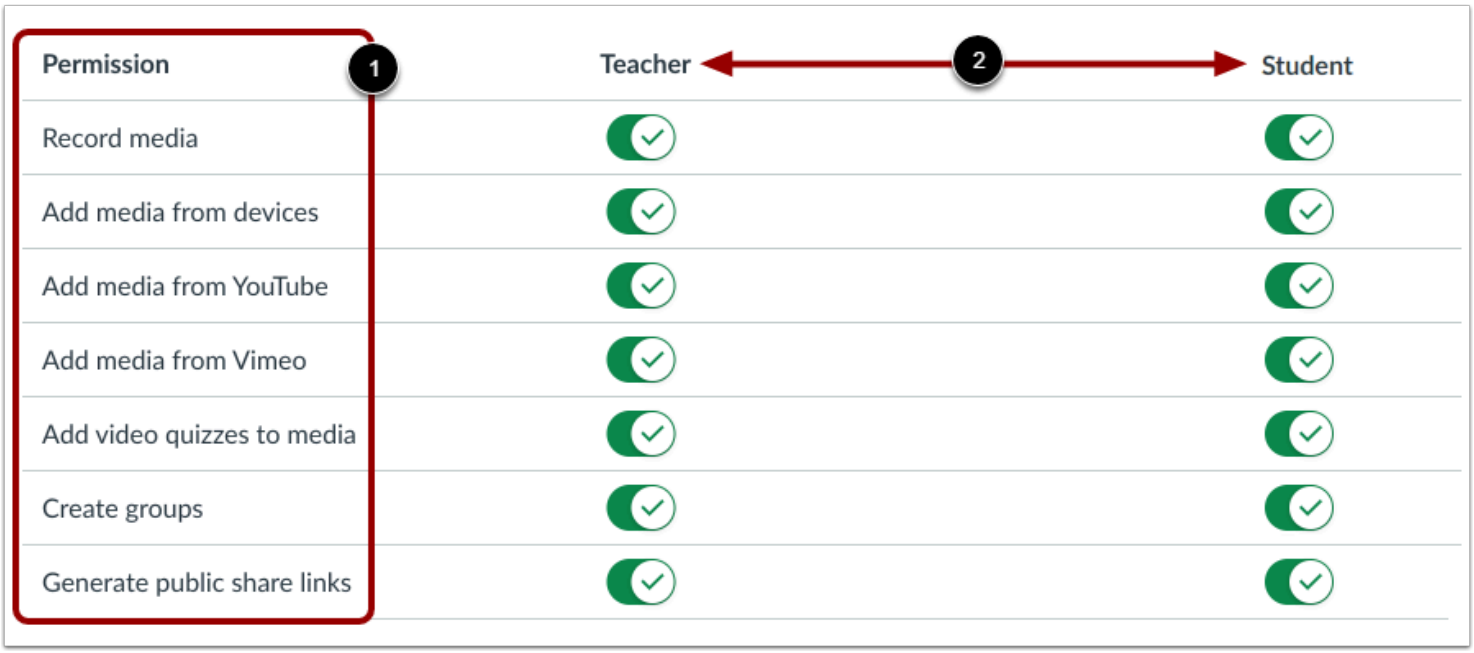
In the Studio Navigation menu, click the **Settings** tab.

Open Permissions



Click the **Permissions** tab.

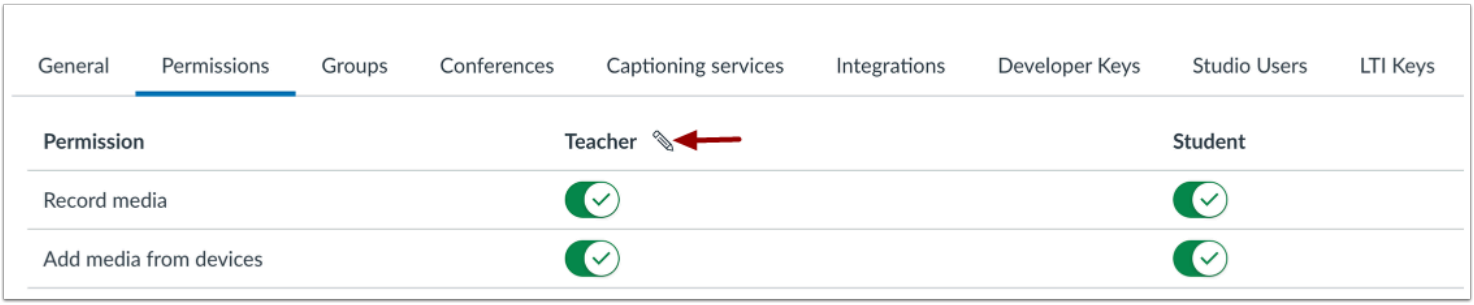
View Permissions



The table displays the permission names [1] and the default user role names [2]. By default, all permissions are turned on for all users.

Learn more about Studio user roles and permissions.

Edit User Role Names

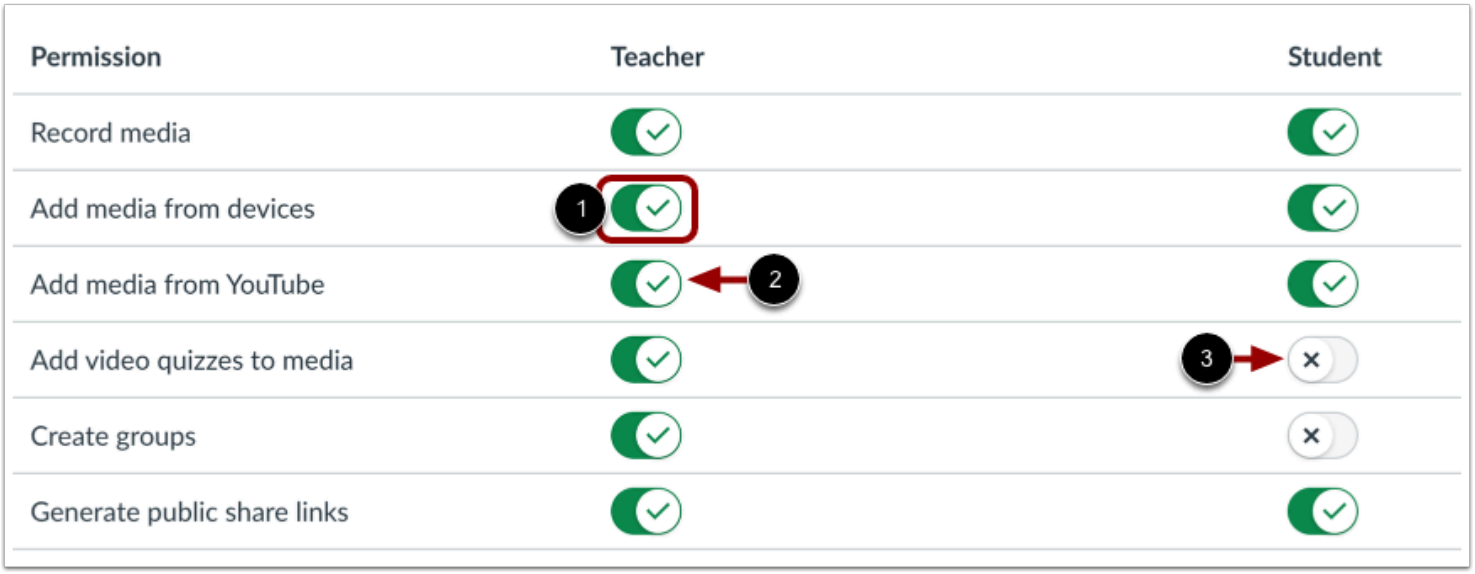


To edit a user role name, hover your cursor next to the name and click the **Edit** icon.

Edit Role Name

Enter the role name in the **Role Name** field. Then press the Return or Enter key on your keyboard.

Set User Role Permissions



To manage media permissions for a user role, locate the permission and user role in the list. Then click the **Permission Management** toggle [1].

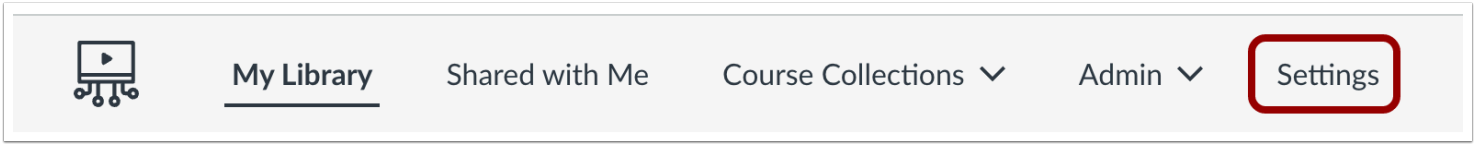
When a permission is turned on for a user role, the toggle displays a **Checkmark** icon [2]. When a permission is turned off for a user role, the toggle displays a **X** icon [3].

How do I view and manage my Canvas Studio groups as an admin?

You can view a list of all your Studio groups in your Studio Settings Groups page. As a Studio admin, you can also manage all groups, no matter your assigned group role. You can edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups.

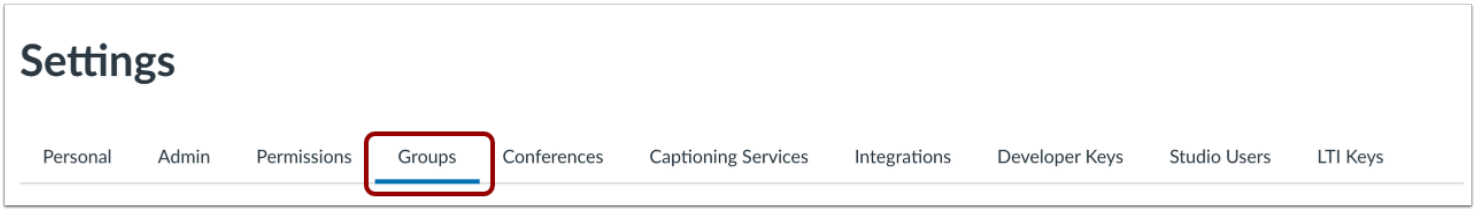
By default, the Settings Groups page displays a list of all your groups. However, as an admin, you can view and manage all Studio groups in your institution's Studio account. Learn more about viewing and managing other groups in your institution's Studio account.

Open Studio Settings



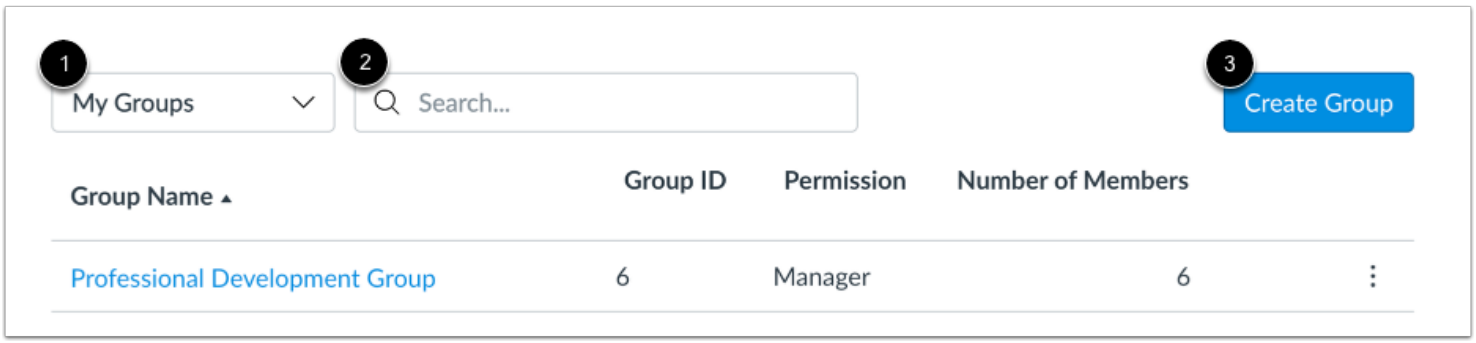
In the Studio Navigation Menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Groups



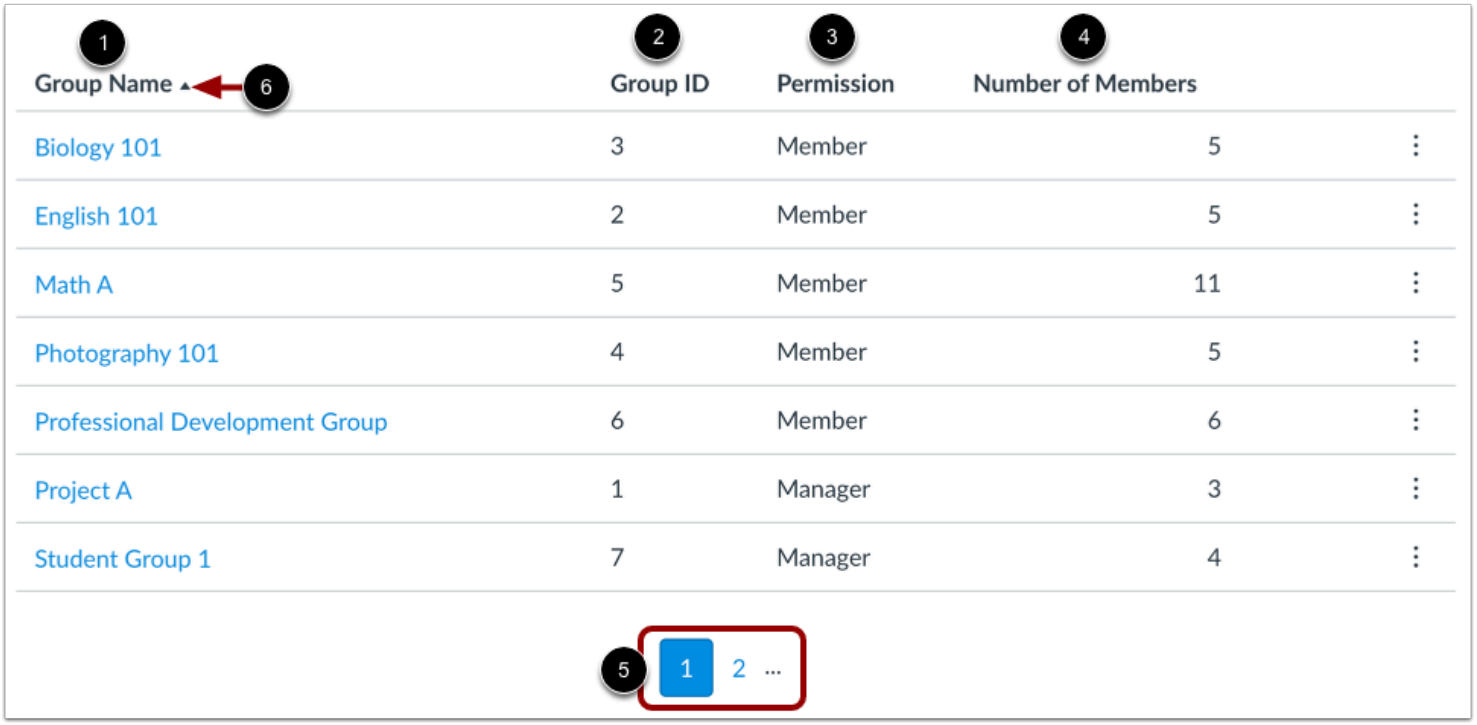
By default, Groups displays the **My Groups** list [1]. However, you can switch to view all other groups to which you are not assigned. Learn more about viewing and managing other Studio account groups.

To locate a specific group, enter the group name or group ID in the **Search** field [2].

You can also create a new group [3].

Note: The Search function only returns matches from the currently selected group page. If your search does not return a result, you may need to switch to view the My Groups or the Other Groups lists.

View Groups List



The Groups List is a paginated list that displays up to ten groups per page. The list displays the following information:

- **Group Name** [1]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [2]: the ID number automatically assigned to a group upon creation.
- **Permission** [3]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [4]: the total number of people in the group, including yourself.

To view additional groups, use the page navigation icons [5].

To sort the Group List in ascending or descending order by column, click the column header [6].

Note: Because you are not a member of the groups in the Other Groups list, the Permission column does not display. Learn more about viewing and managing other Studio groups.

View Group Options

As an admin, you can manage any group in your My Groups list.

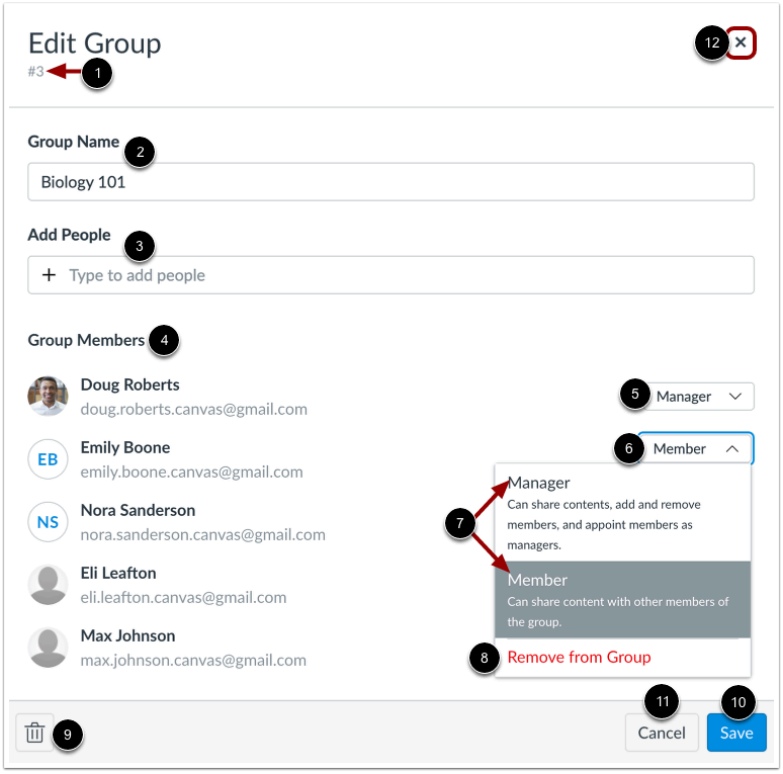
To view group management options, locate the group in the list and click the group's **Options** icon [1]. You can edit the group [2], leave the group [3], and delete the group [4].

Edit Group

To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

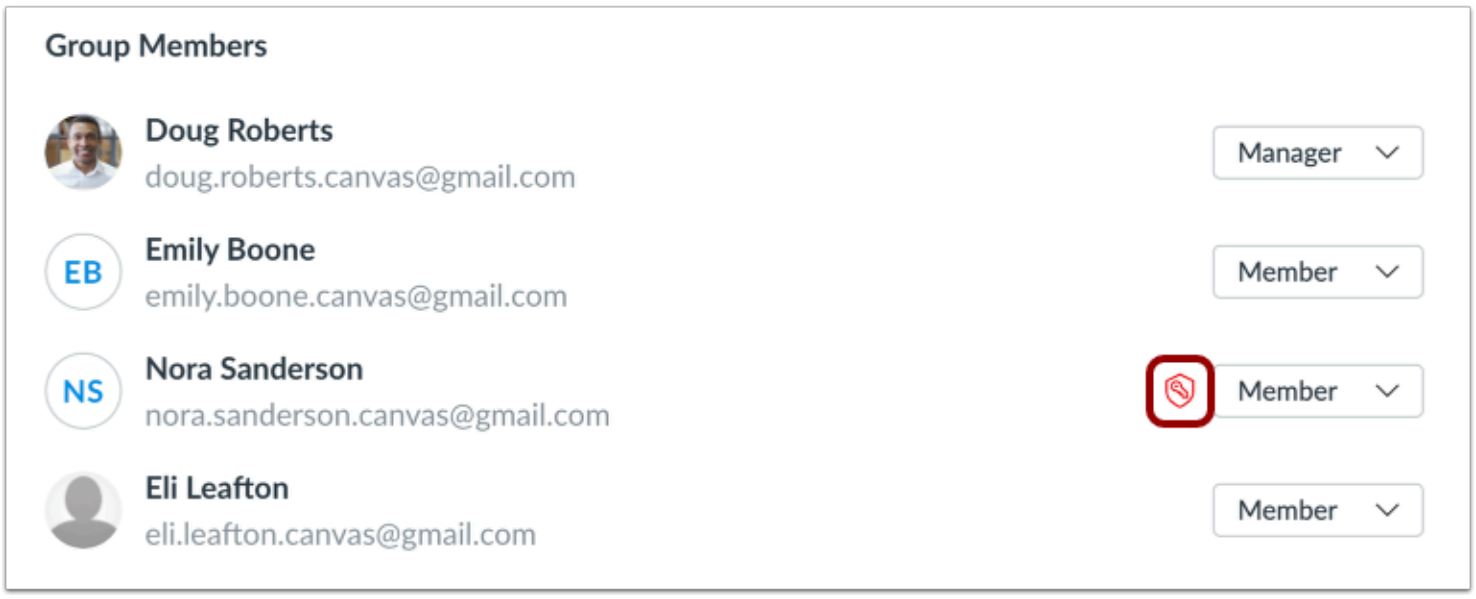
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification

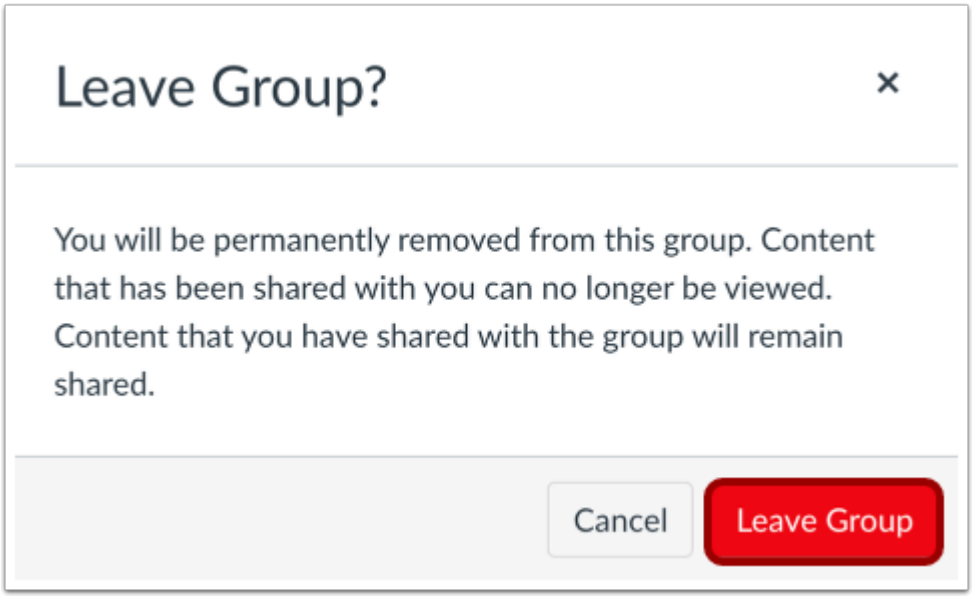


Next to an admin's Role drop-down menu, an **Admin** icon displays. As a Studio admin, you can view and edit any group in the Studio account, even if you are added to the group with Member permissions.

Leave Group

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave



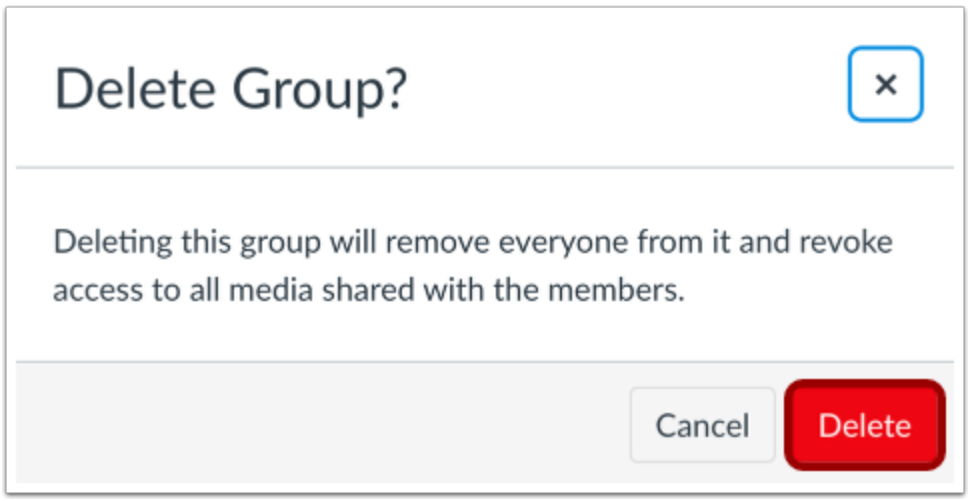
Click the **Leave Group** button.

Note: When you leave a group, the grou no longer displays on your My Groups page. However, you can still find the group in the Other Groups page.

Delete Group

To delete a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete



Click the **Delete** button.

Note: Deleting a group removes all members from the group and revokes access to any group-shared media. Please notify group members before deleting an active Studio group.

How do I create custom sharing groups in my Canvas Studio account as an admin?

As an admin, you can create custom media sharing groups in your Studio account. You can also view all media groups created by other users at your institution.

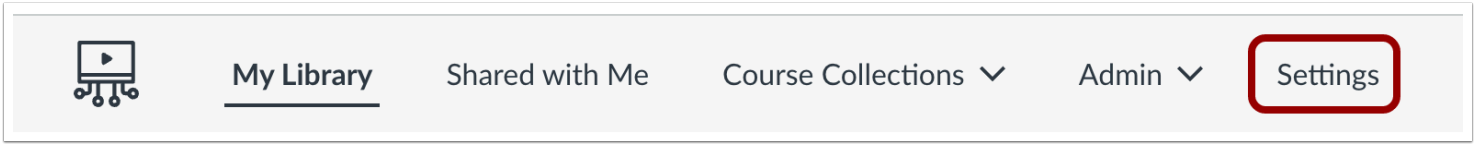
Users assigned within the same Studio group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about sharing media to a group in Canvas Studio.

Depending upon how you configure your group roles, group members may also be able to edit group details, add or remove individuals in a group, and grant manager permissions to other group members.

When you create a group in your account, Studio automatically assigns you to the group as a group manager. You can delete any group you created, as well as any group created at your institution. If you remove yourself from a group, the group no longer displays on your My Groups page and you can no longer access the group or any media shared to you via the group. However, you can still view the group via the Other Groups page.

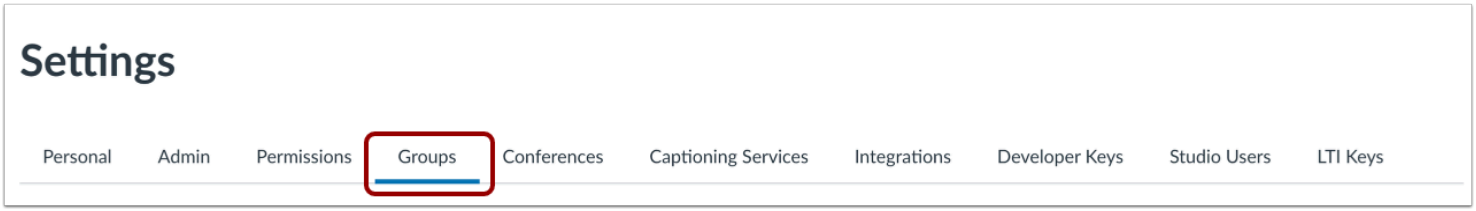
Note: Creating groups is a user permission. Learn about managing Canvas Studio user role permissions. By default, this permission is turned *ON* for instructors and *OFF* for students.

Open Studio Settings



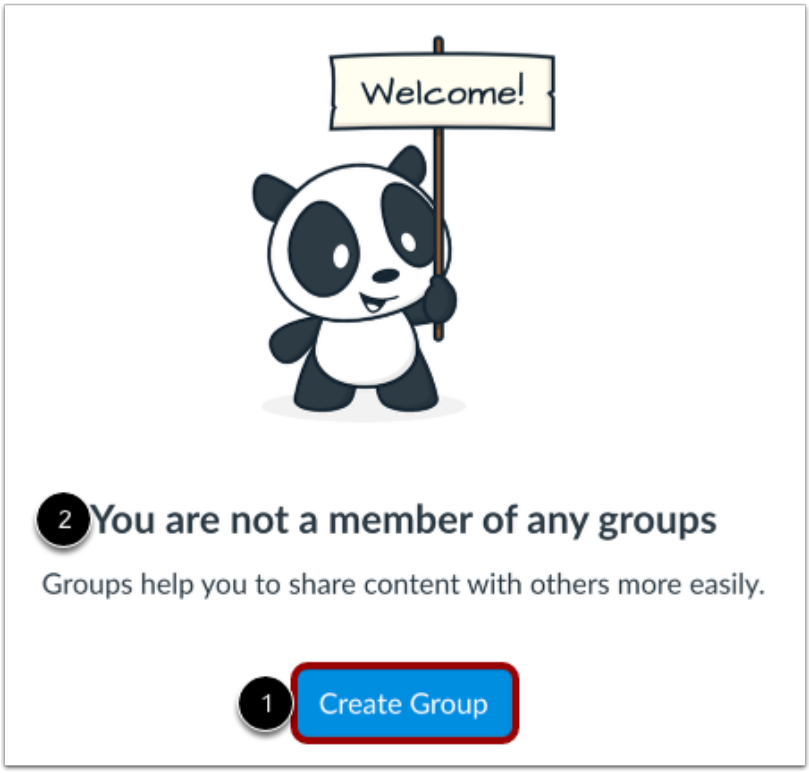
In the Studio Navigation Menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

Create Group



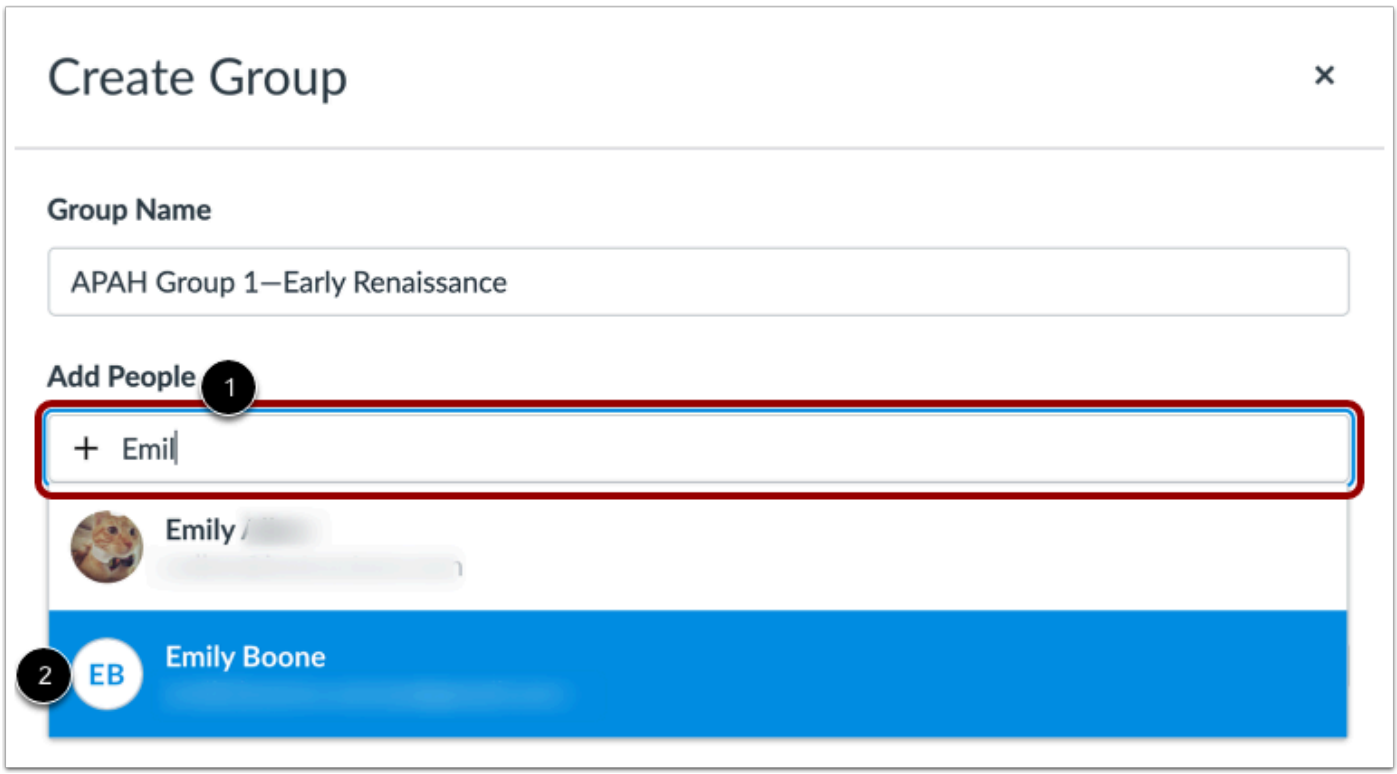
Click the **Create Group** button [1].

Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name

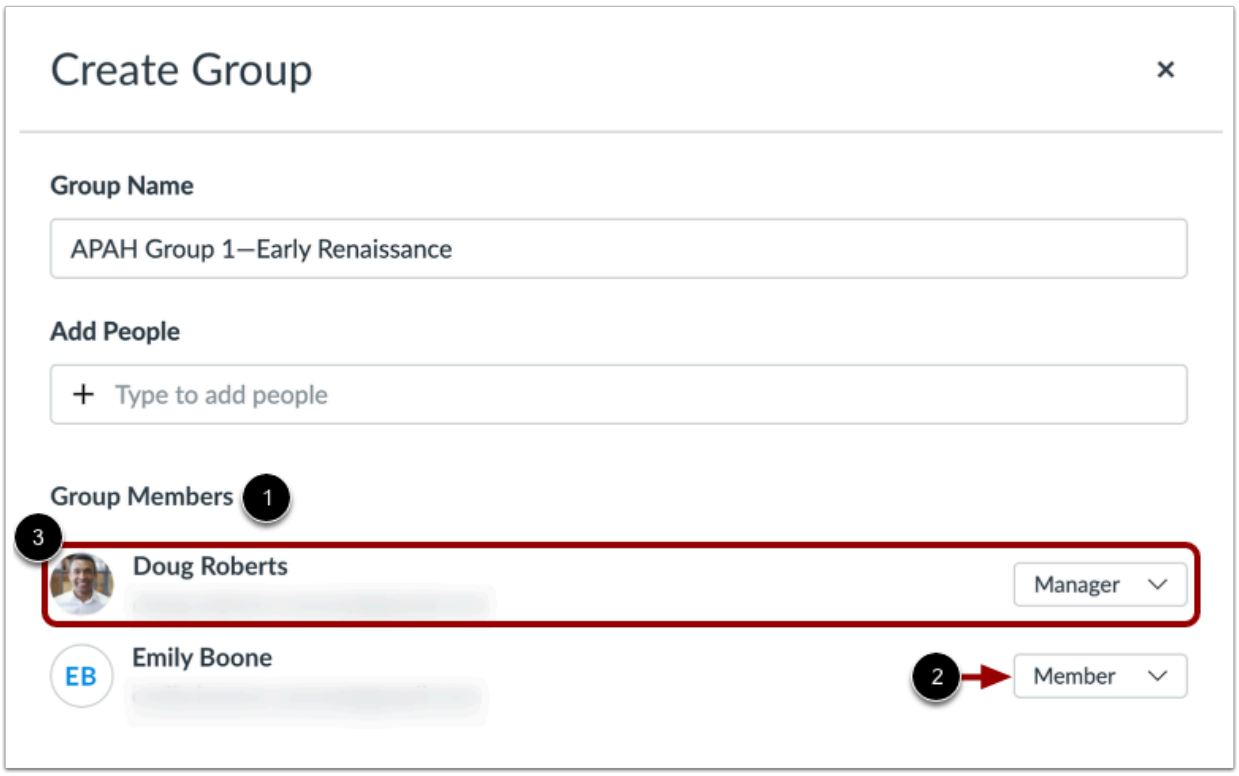
In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members



To add a person to the group, enter the person's name in the **Add People** field [1]. In the search results list, click the name.

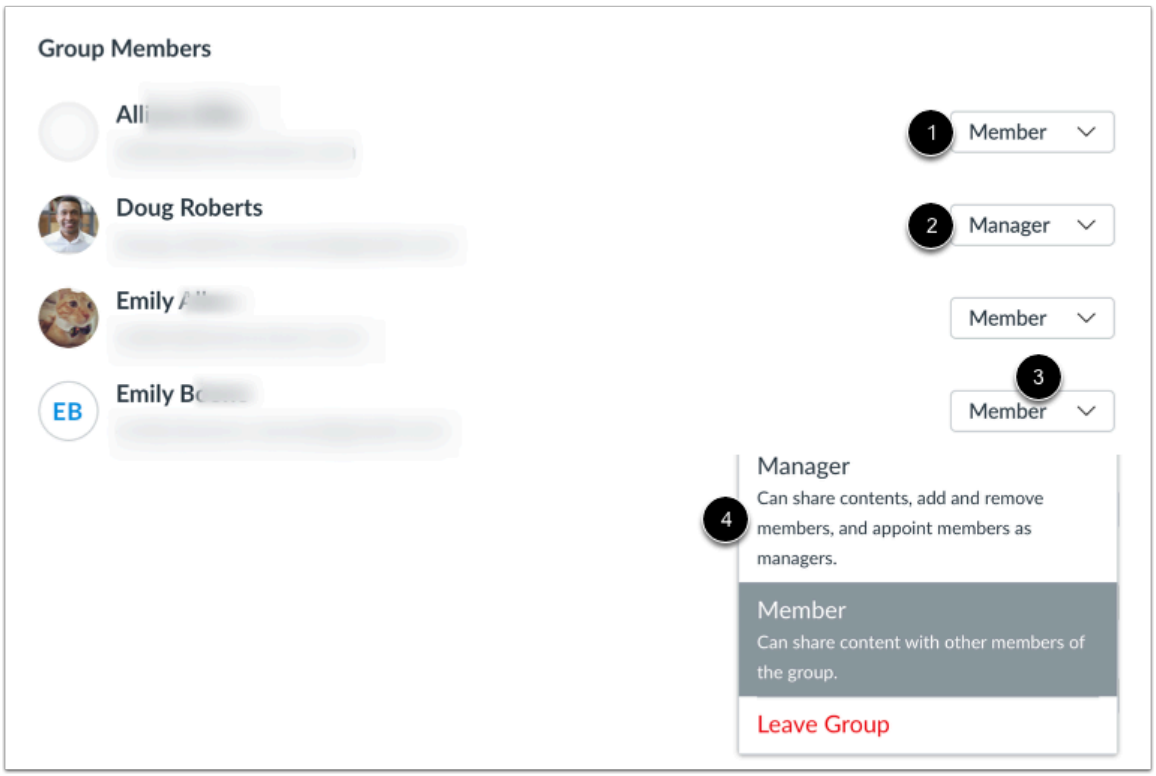
View Group Member List



Group members display in the **Group Members** list [1]. You can also view each member's group user role [2].

Note: When you create a group, you are automatically added to the group as a group manager [3].

View Group Member Roles



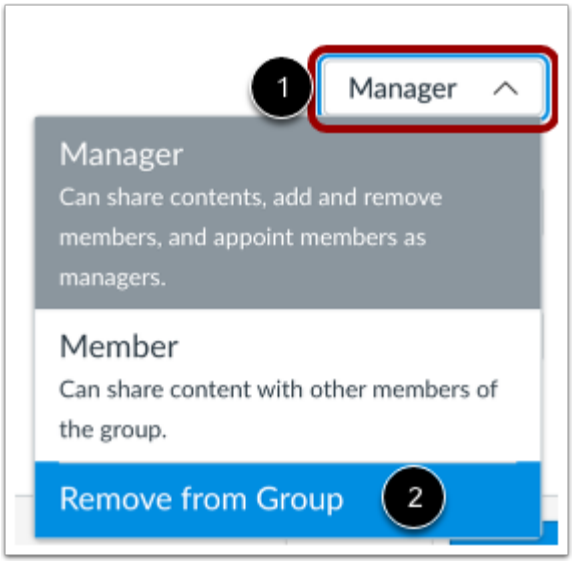
Studio group users may have one of two group roles.

By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

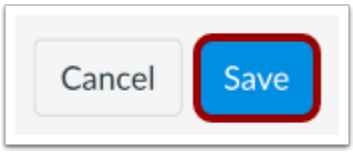
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member



To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group



Click the **Save** button.

View Group

Group Name ▲	Group ID	Permission	Number of Members
APAH Group 1—Early Renaissance	1	Member	3

In your Groups page, view the group.

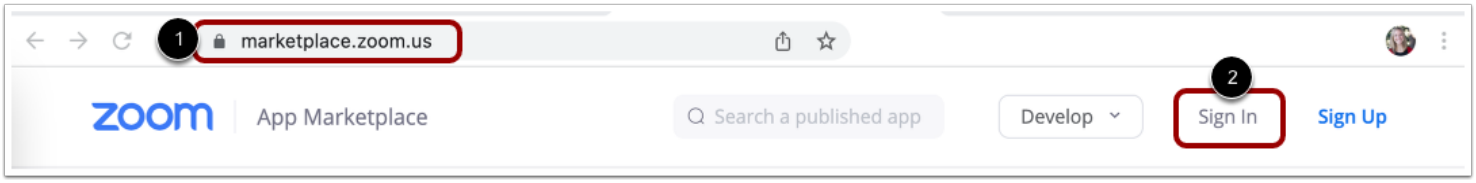
Learn about viewing and managing groups.

How do I configure my institution's Zoom app to send cloud recordings to Canvas Studio?

Canvas Studio supports a conferences integration that allows Zoom to automatically upload recorded meetings into Studio. However, before configuring the integration in Canvas Studio, you must first create a Zoom app integration for your institution's Zoom account. You can create the Zoom app integration in the Zoom App Marketplace.

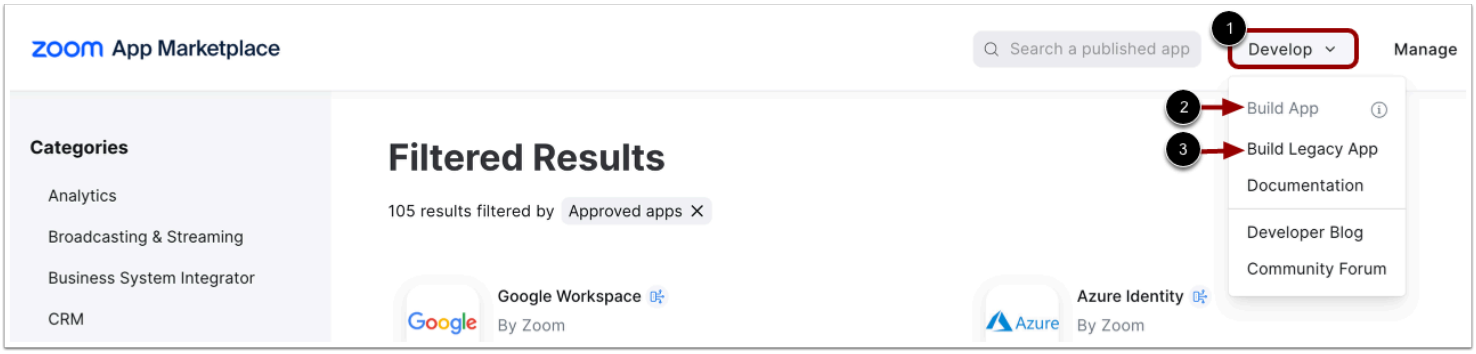
To update your Zoom configuration, please follow the steps outlined in this screencast.

Log In to Zoom App Marketplace



In an Internet browser, navigate to `https://marketplace.zoom.us/` [1]. Then click the **Sign In** link [2].

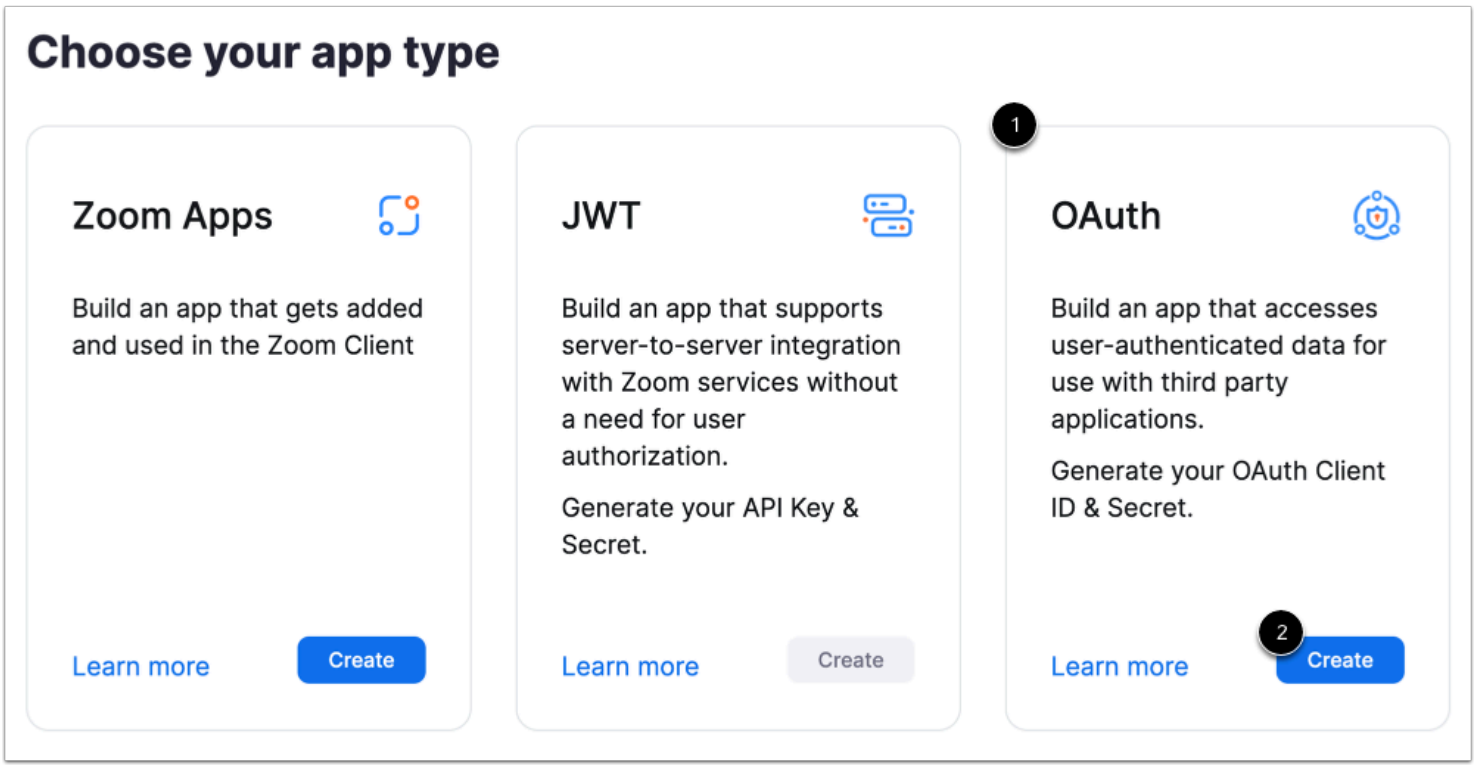
Open App Development Type Options



In the Zoom App Marketplace header, hover over the **Develop** drop-down menu [1] and select the **Build App** option [2].

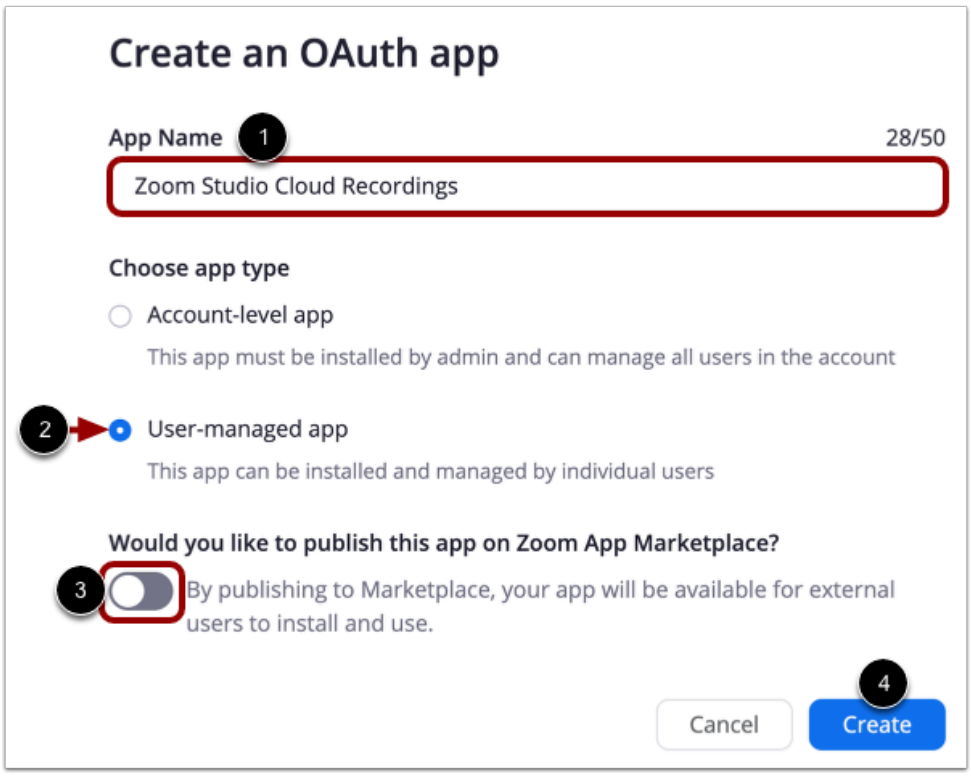
Note: If the Build App option is shaded, click the **Build Legacy App** option [3].

Select OAuth App Type



In the App Type page, locate the **OAuth** app type [1] and click the **Create** button [2].

Create OAuth App



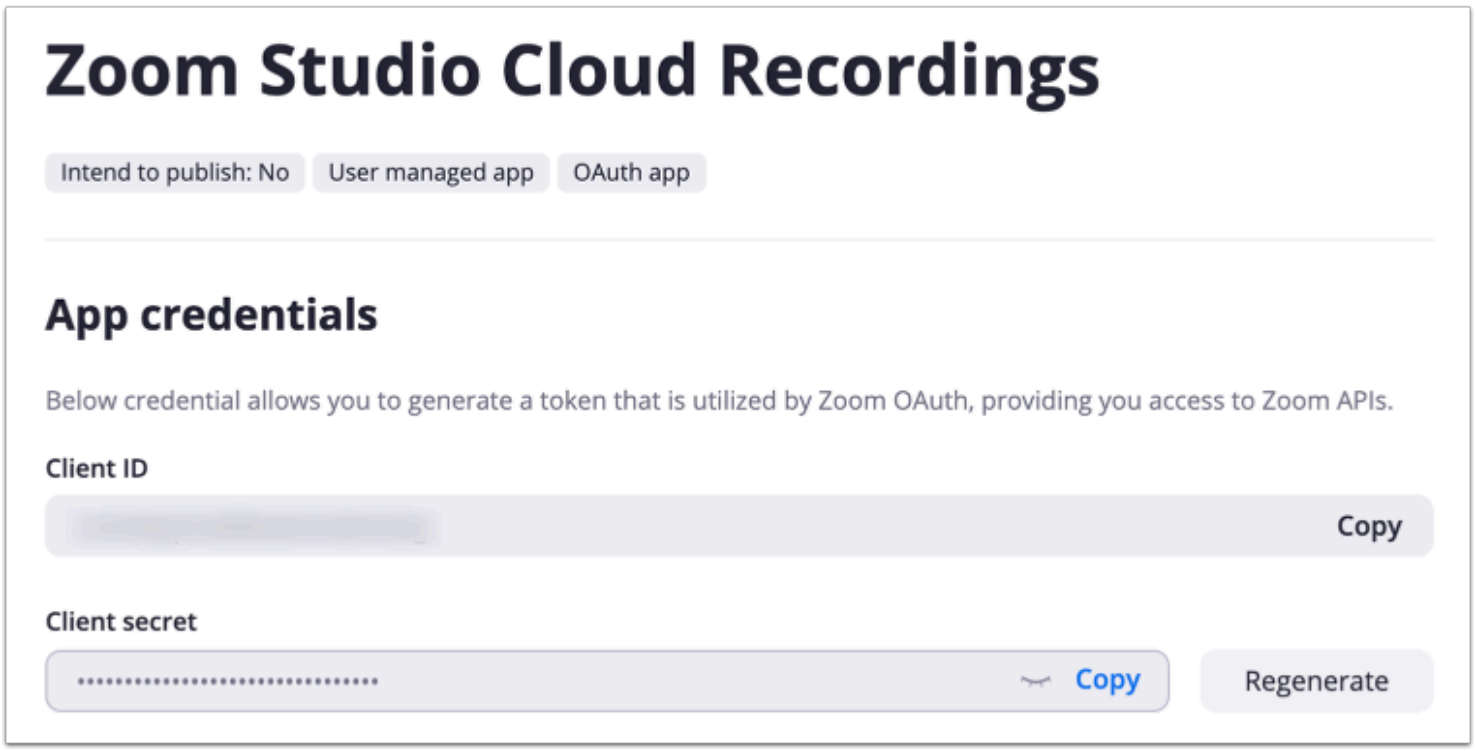
Enter a name for the Studio Zoom app integration in the **App Name** field [1].

To select the app type, click the **User-managed app** radio button [2].

By default, Zoom will publish your app in the Zoom App Marketplace. Click to turn off the **Publish to Marketplace** toggle [3].

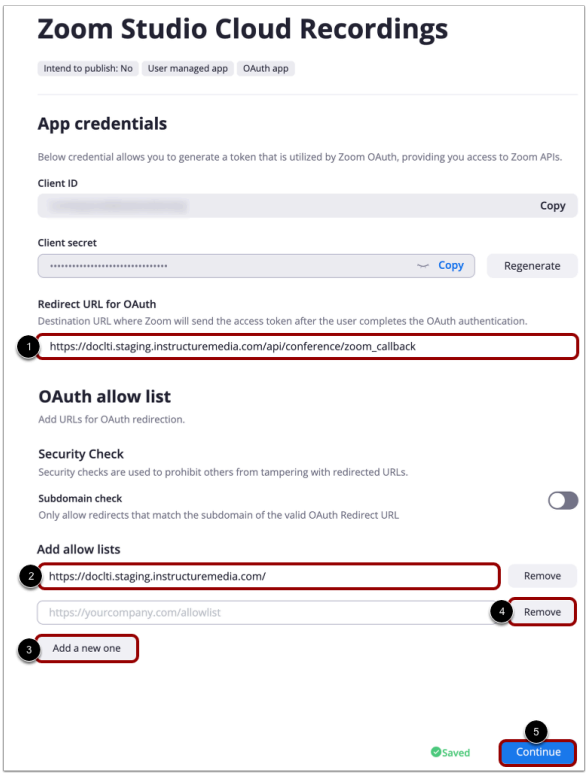
Then click the **Create** button [4].

View App Credentials



View the app credentials. Use the app credentials to connect Zoom to your Studio account.

Add Redirect and Allow URLs



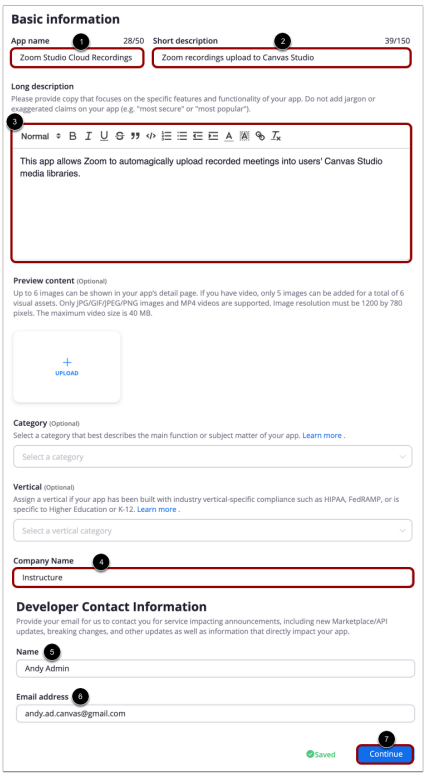
To allow Zoom to upload cloud recordings to Studio, you must enter a redirect URL in the **Redirect URL for OAuth** field [1]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_callback`.

You must also add your Canvas Studio URL to the OAuth allow list. Enter the URL in the **Add allow lists** field [2]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com`.

To add additional URLs to the Allow list, click the **Add a new one** button [3]. To remove a URL from the list, click the **Remove** button [4].

When finished, click the **Continue** button [5].

Add Required App Details



In the Basic Information page, add details about the app.

You can view and edit the name in the **App name** field [1].

Enter a short description for the app in the **Short description** field [2].

Enter a longer description in the **Long description** rich content editor [3].

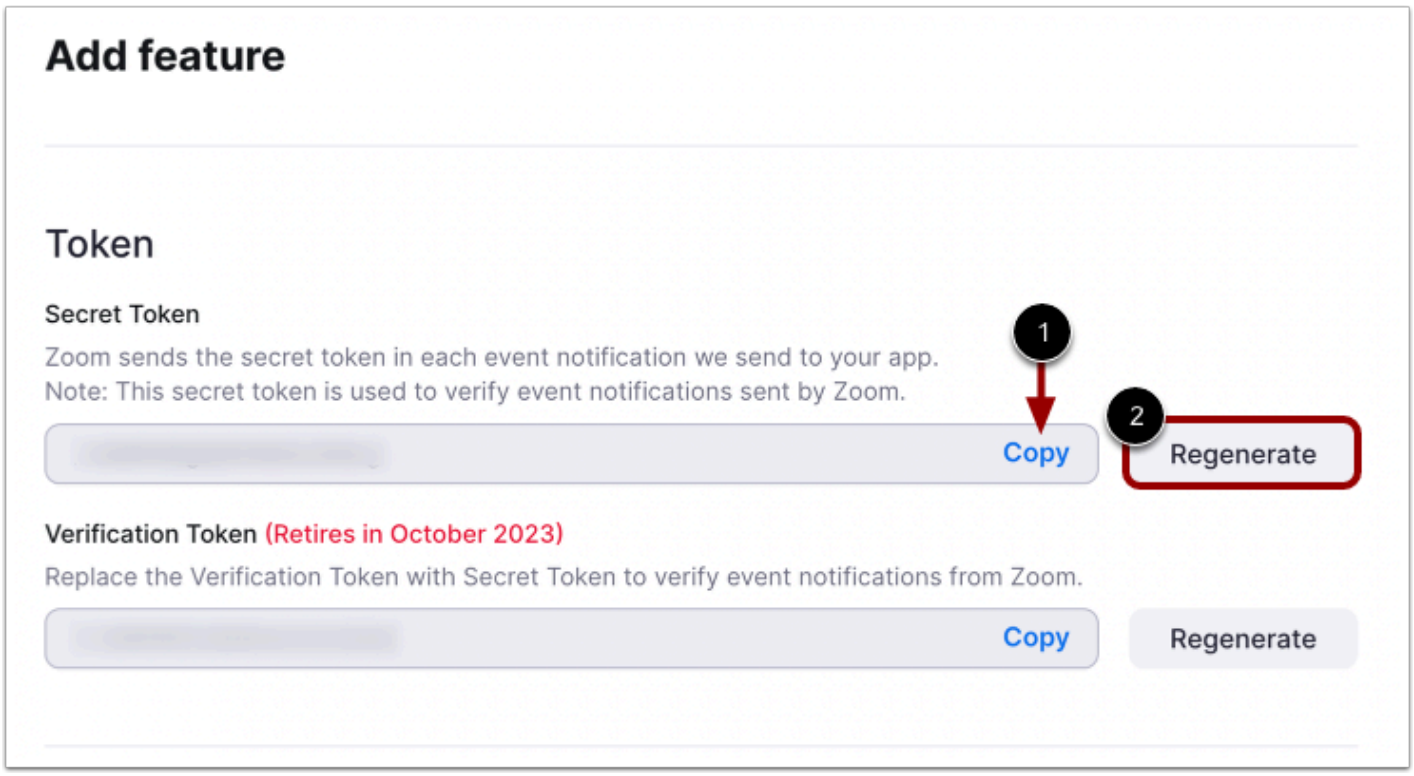
Enter the name of your institution or company in the **Company Name** field [4].

In the Developer Contact Information section, add your name [5] and email [6].

When finished, click the **Continue** button [7].

Notes: The above documented fields must be complete before you can continue. The Zoom App Marktetplace provides additional fields. However, they are optional.

Add Token

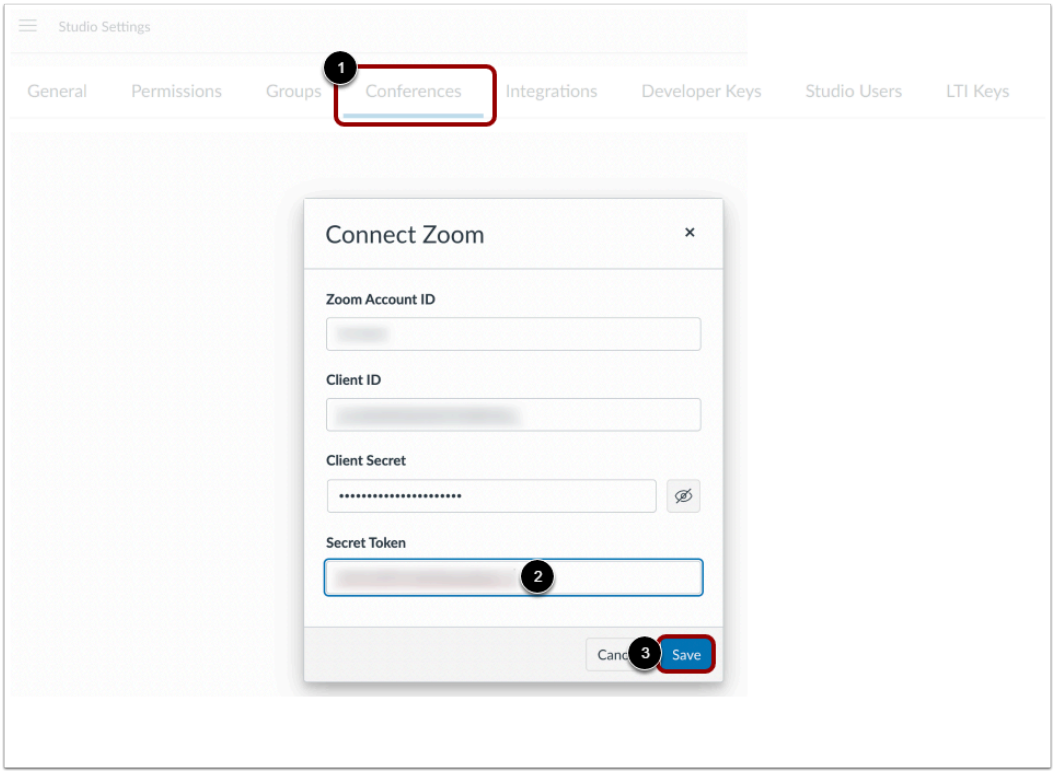


In the Add Feature page, Zoom generates a secret token for your Studio account.

Before Zoom can use the tokens, you need to copy and paste the tokens into Studio. To do this, click the **Copy** link for the Zoom secret token [1].

If you need to regenerate your token for any reason, click the **Regenerate** button [2].

Paste Zoom Token



Open a new browser window and navigate to your Studio Settings page.

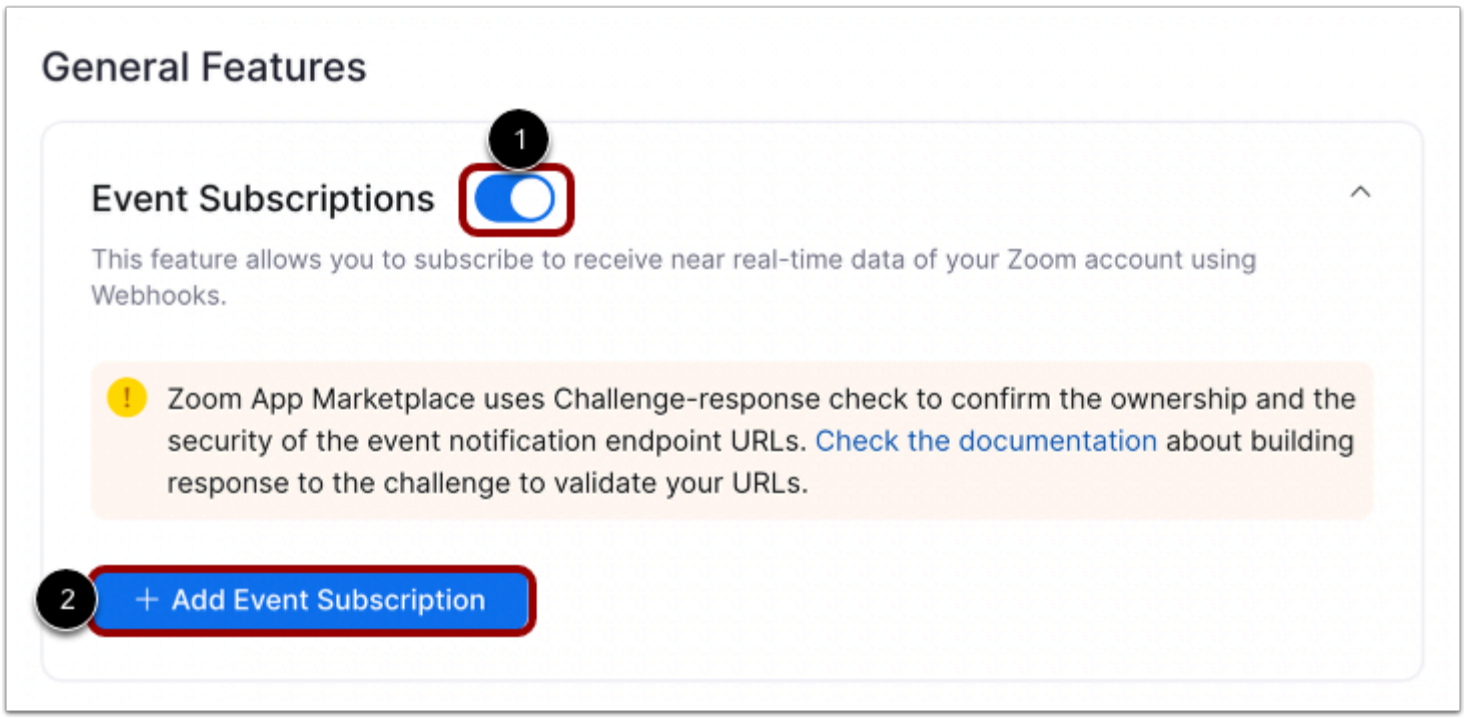
Click the **Conferences** tab [1]. Then click the **Connect Zoom** button.

Paste the Zoom secret token you just copied into the **Secret Token** field [2].

You can find the additional information for the fields in your Zoom account.

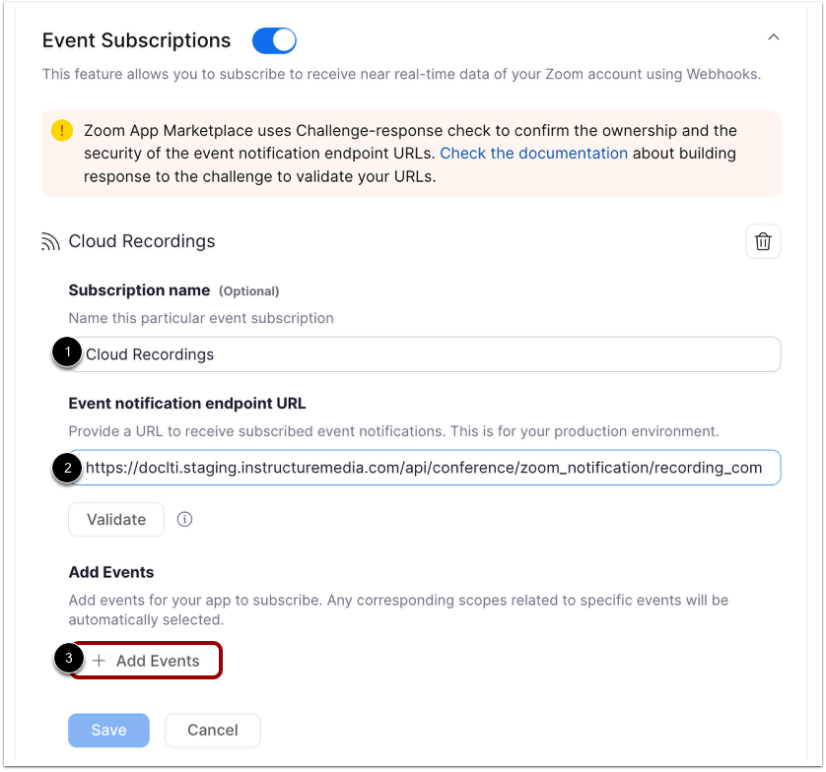
When you are done, click the **Save** button [3].

Add Event Subscriptions



Click to turn on the **Event subscriptions** toggle [1]. Then click the **Add Event Subscription** button [2].

Enter Event Subscription Details

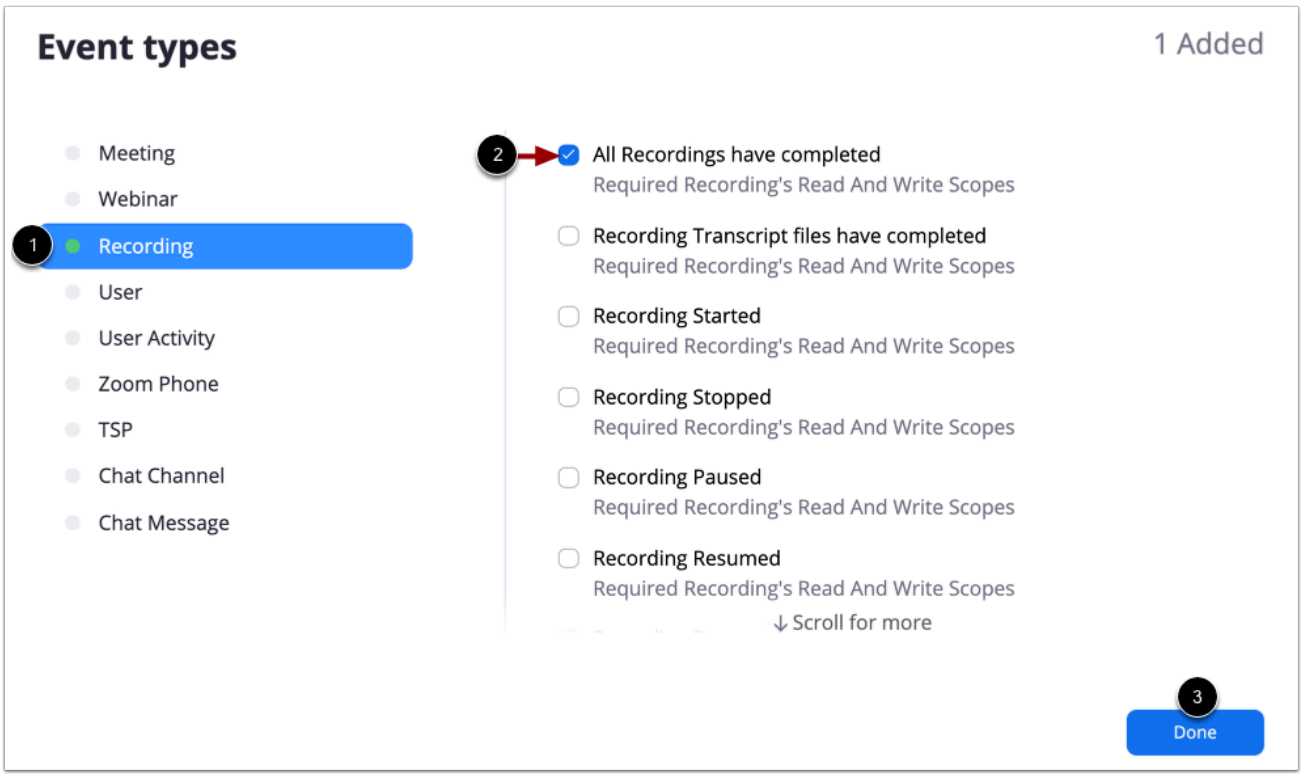


Enter a name for the subscription in the **Subscription name** field [1].

Then add the subscription destination URL in the **Event notification endpoint URL** field [2]. Configure the URL as `[your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_notification/recording_completed`.

Then, in the Events section, click the **Add Events** button [3].

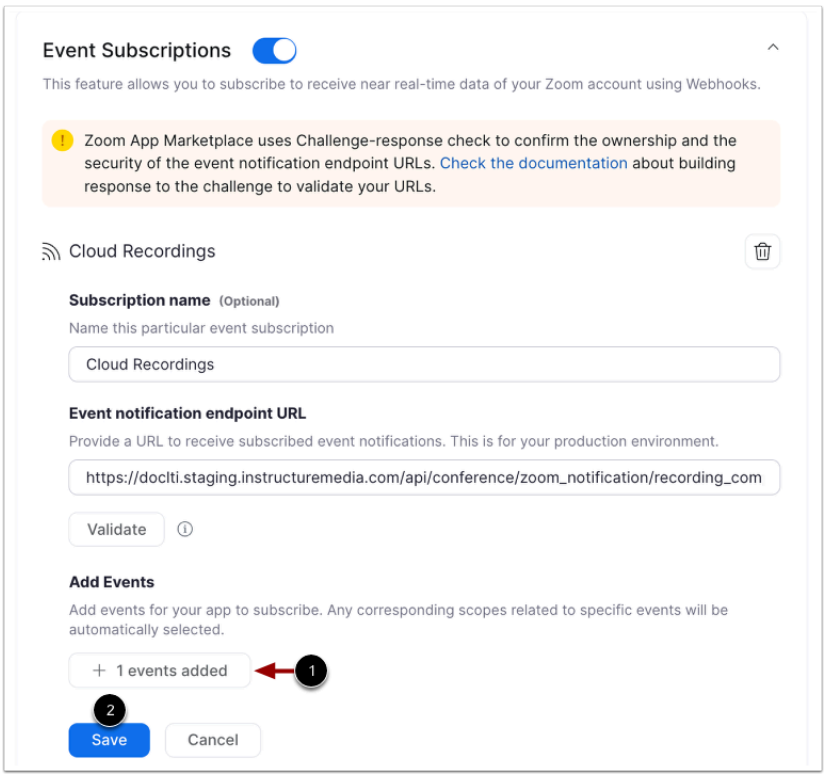
Add Events



In the Event Types window sidebar, click the **Recording** link [1].

Click the **All Recordings have completed** checkbox [2]. Then click the **Done** button [3].

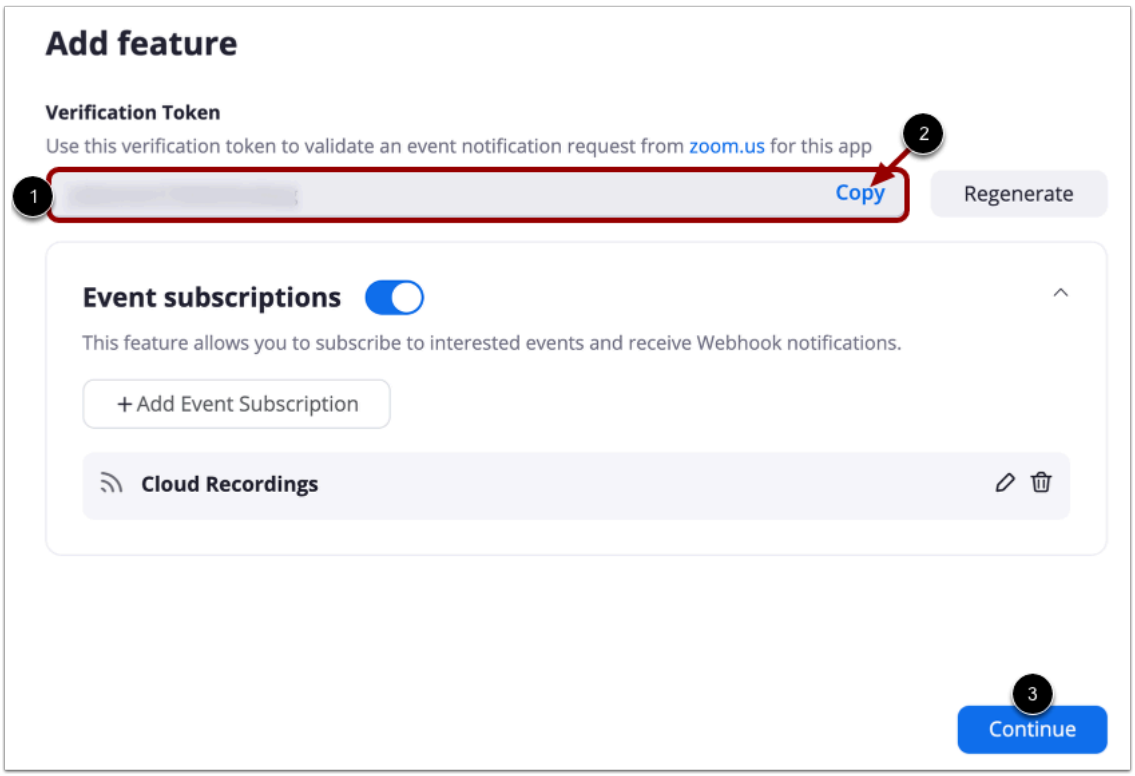
Save Event Subscription



View the added event [1].

Click the **Save** button [2].

View Event Verification Token

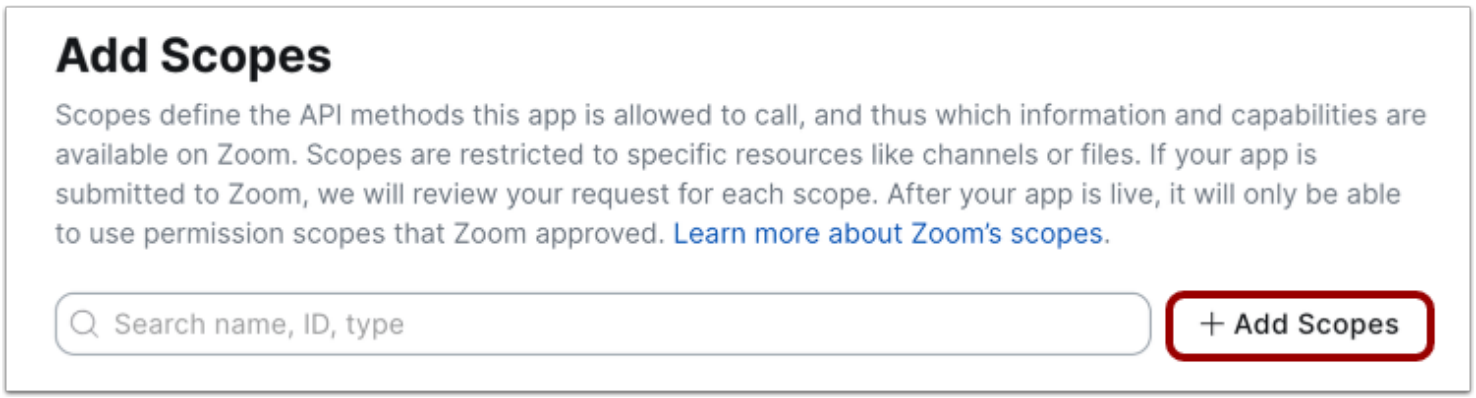


Saving the event subscription generates an event verification token that is needed to configure the Studio integration. View the event verification token [1].

To copy the token, click the **Copy** link [2]. Learn about connecting Zoom to your Studio account.

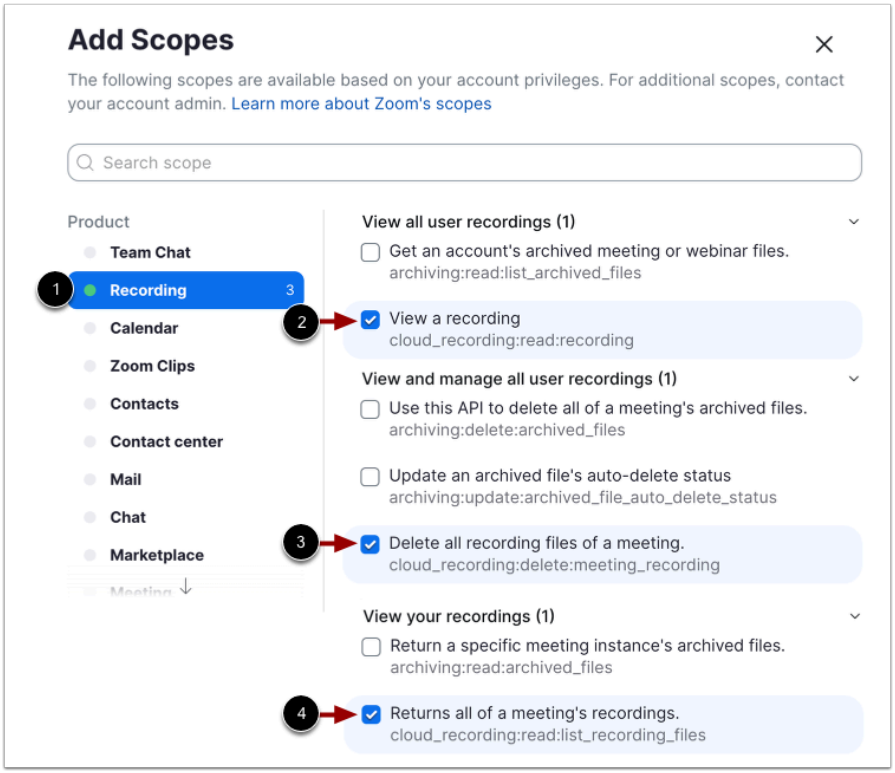
Click the **Continue** button [3].

Add Scopes

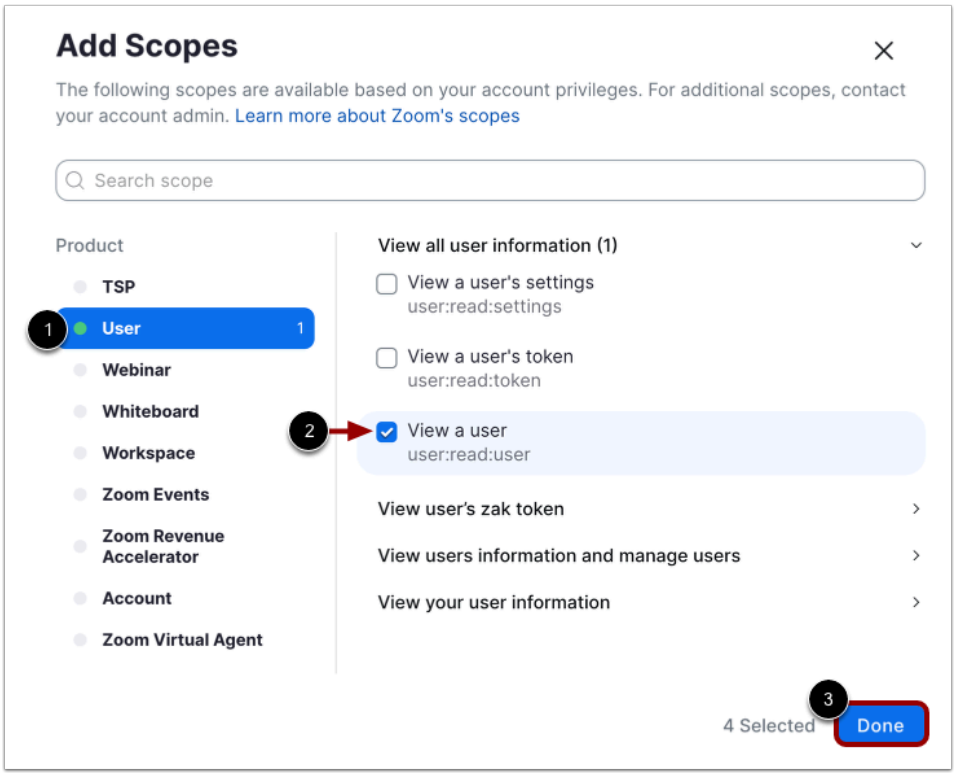


In the Add Scopes page, click the **Add Scopes** button.

Select Scopes



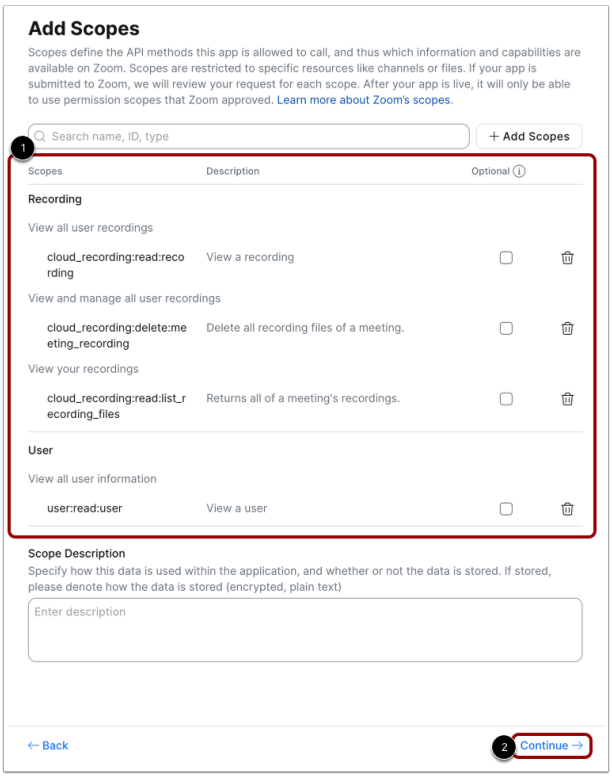
In the Add Scopes window sidebar, click the **Recording** link [1]. From the available options, click the checkboxes for **View a recording** [2], **Delete all recording files of a meeting** [3], and **Returns all of a meeting's recordings** [4].



Then, in the sidebar, scroll down and click the **User** link [1]. Click the **View a user** checkbox [2].

When finished, click the **Done** button [3].

View Added Scopes



View the added scopes [1].

When finished, click the **Continue** button [2].

View App Activation Options

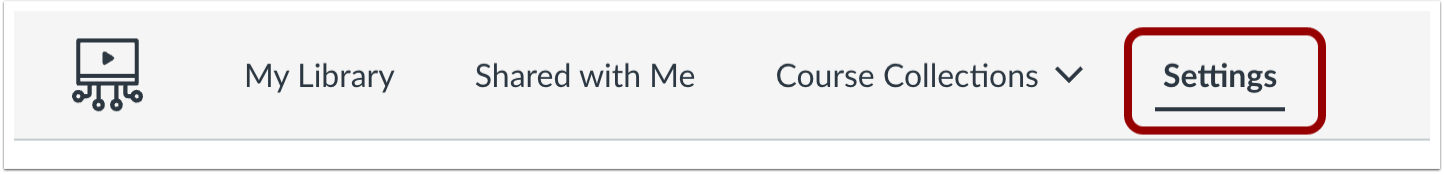
Your Zoom app is now ready to use in Studio. View your app activation options [1].

To return to the app credentials, click the **App credentials** link [2]. To return to the event subscription page, click the **Feature** link [3].

How do I connect Zoom as a conference tool in Canvas Studio as an admin?

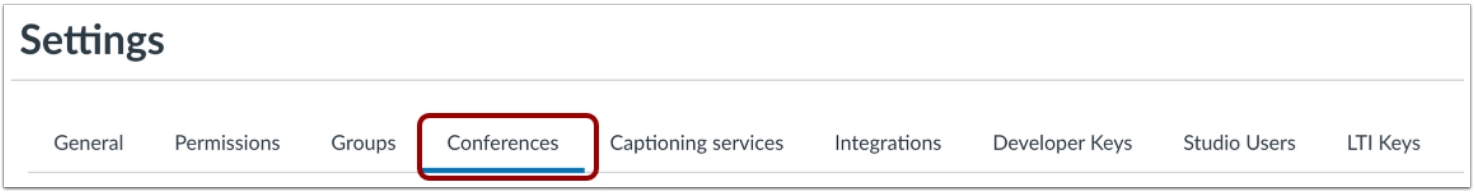
As an admin, you can connect Zoom as a conference tool in your institution's Canvas Studio account. However, before you can configure the conference tool in Studio, you must first create a cloud recording app in your Zoom account. Learn about configuring your institution's Zoom app to send cloud recordings to Canvas Studio.

Open Studio Settings



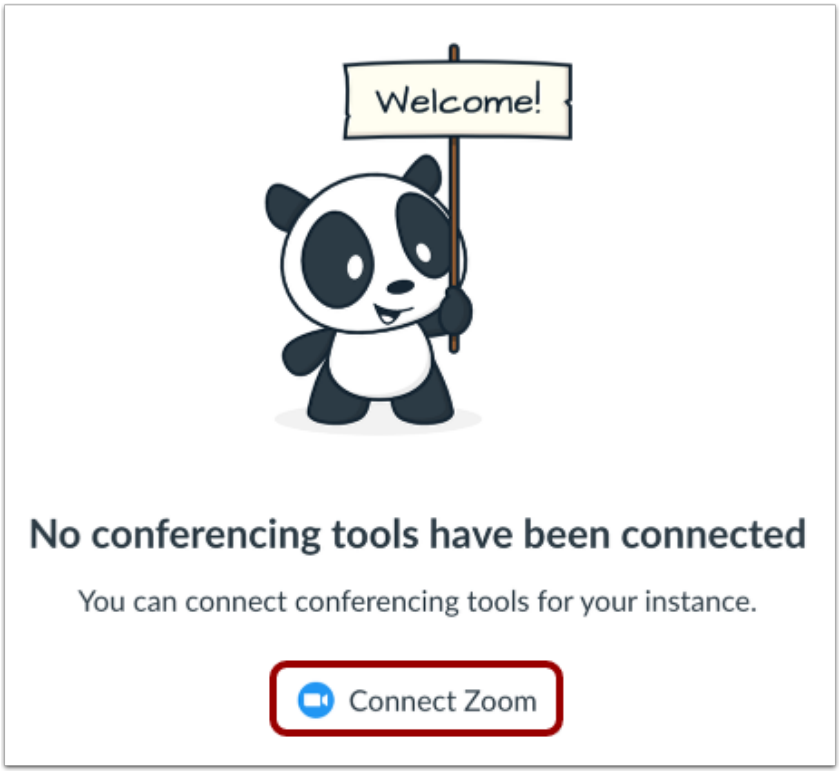
In the Studio Navigation menu, click the **Settings** tab.

Open Conferences



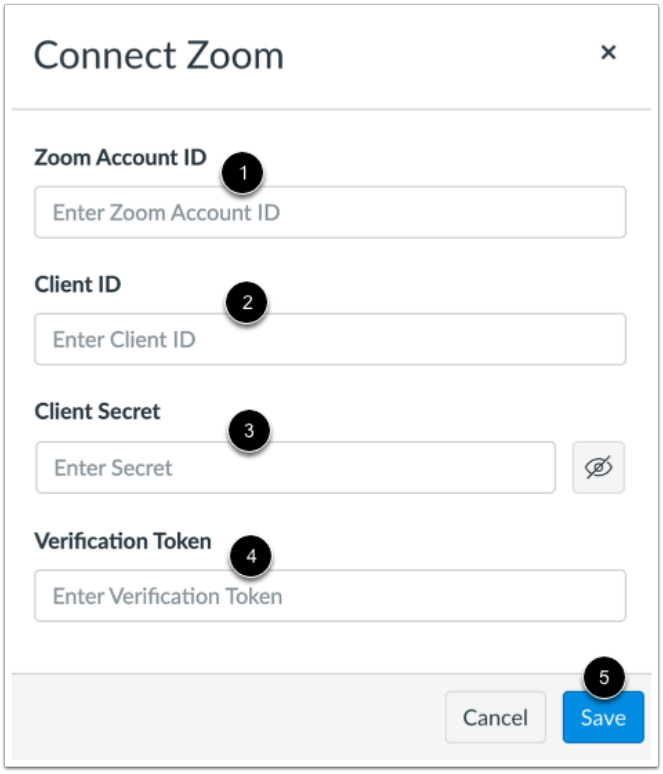
Click the **Conferences** tab.

Connect Zoom



In the Conferences page, click the **Connect Zoom** button.

Add Zoom Information



In the Connect Zoom window, enter the information from setting up your Zoom app.

Add the account ID in the **Zoom Account ID** field [1]. Learn about locating your Zoom Account ID.

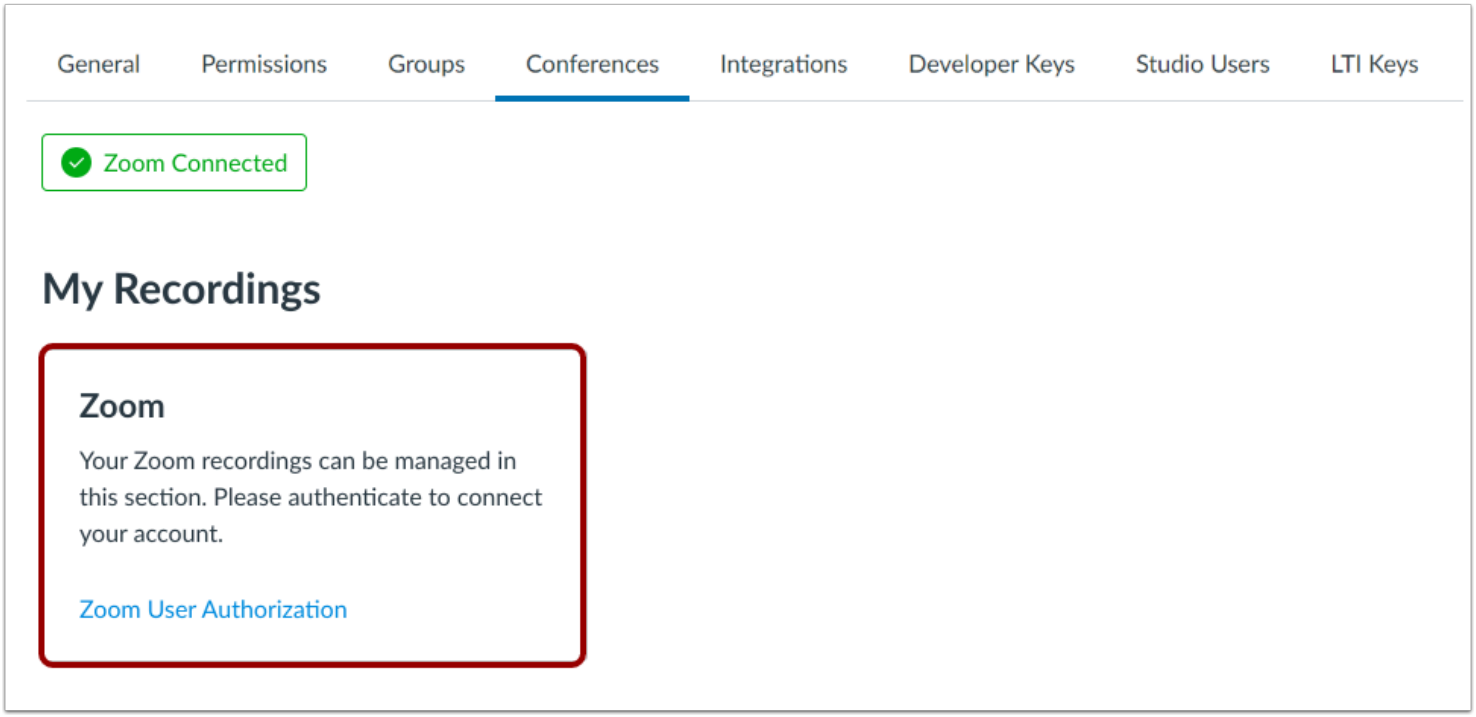
Add the client ID in the **Client ID** field [2].

Add the client secret in the **Client Secret** field [3].

Add the verification token in the **Verification Token** field [4].

Click the **Save** button [5].

View Zoom App in Conferences

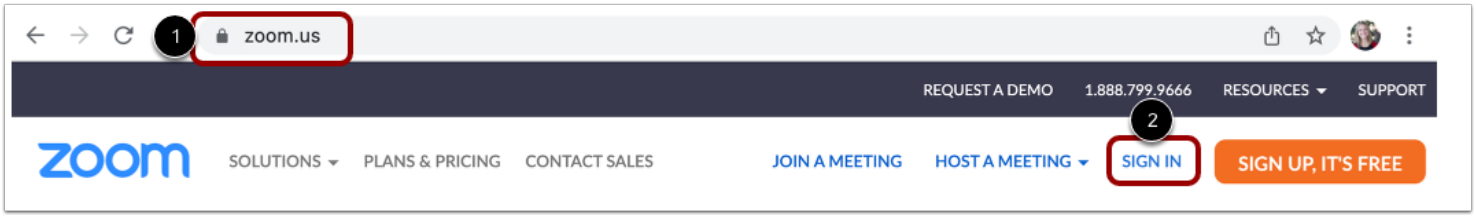


View the Zoom app. Learn about authorizing Zoom and managing the Zoom app integration.

Where can I find my Zoom Account ID to connect Zoom as a conference tool in Canvas Studio?

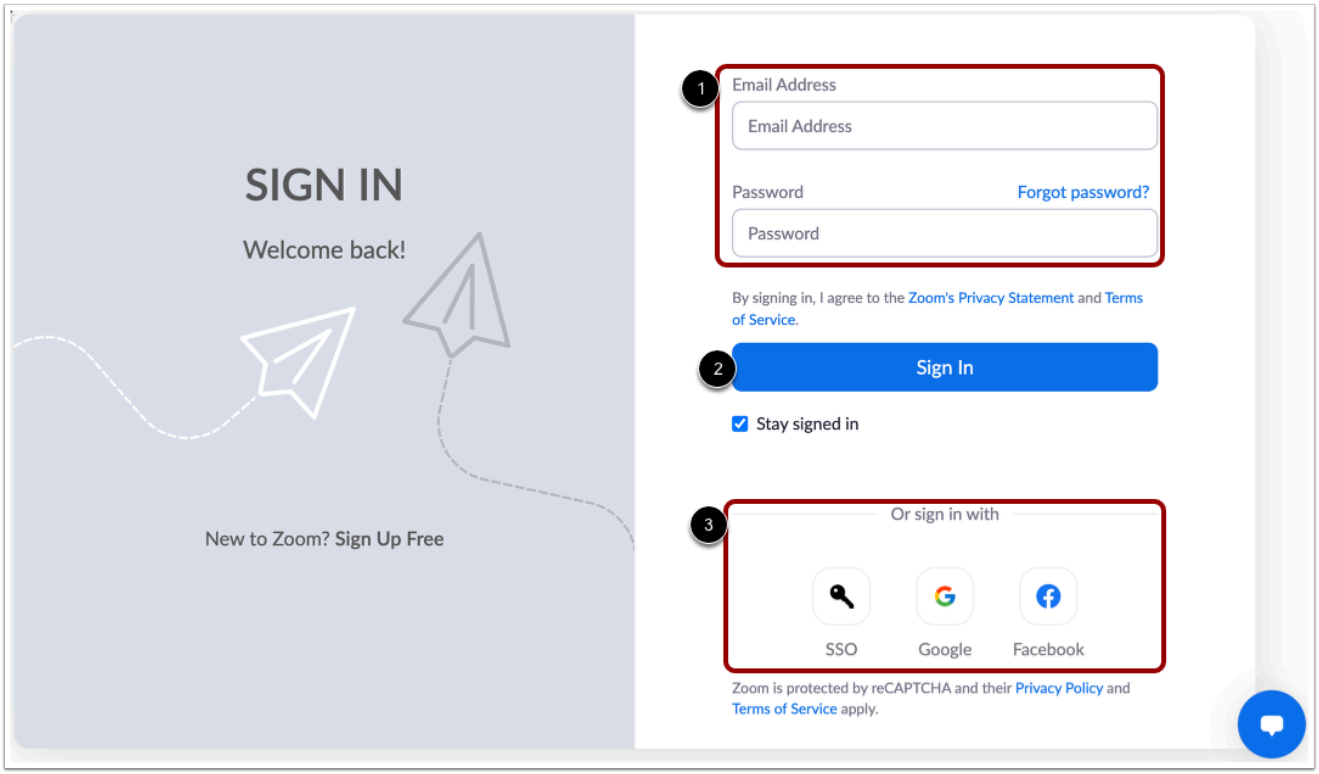
Before you can connect your Zoom account to Canvas Studio, you must locate your Zoom account ID.

Open Zoom Sign In Page



Open http://zoom.us [1]. Then click the **Sign In** link [2].

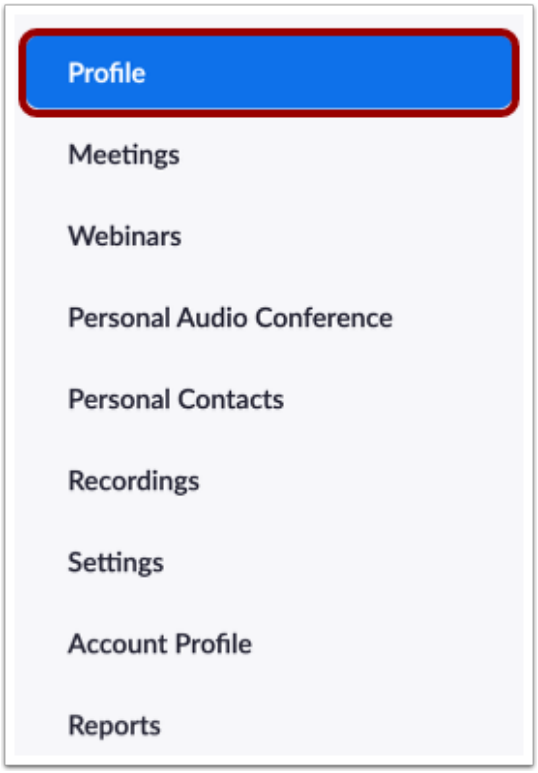
Log In to Zoom



On the Sign In page, enter your login credentials [1] and click the **Sign In** button [2].

Alternatively, if your institution has configured a third party sign-in option, click an alternative sign-in option icon [3].

Open Profile



In the Navigation Menu, click the **Profile** link.

View Account

In your profile page, scroll to view the **Account** section [1].

View your Zoom Account ID [2].

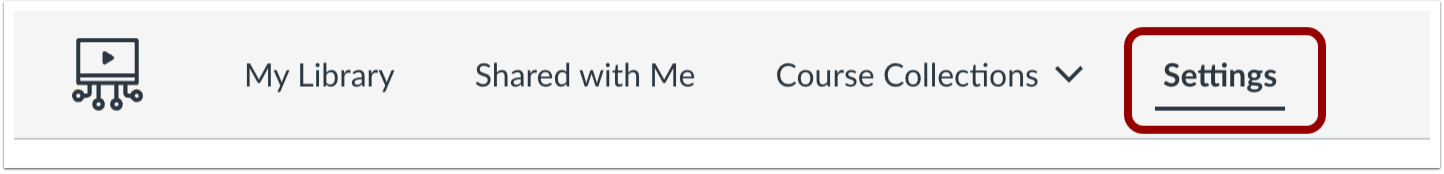
Note: In Zoom, your account ID displays as your Account Number.

How do I view and manage other Canvas Studio account groups as an admin?

As a Studio admin, you can view a list of all other groups in your institution's Studio account in your Studio Settings Groups page. Even if you are not a member of a group, as an admin, you can manage any group, including editing group names, managing the group member list and member roles, and deleting groups.

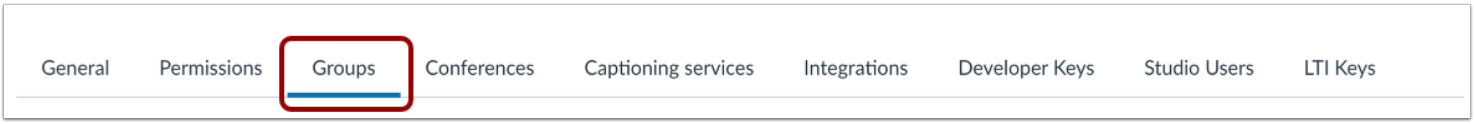
You can also view a list of all your groups. Learn more about viewing your groups.

Open Studio Settings



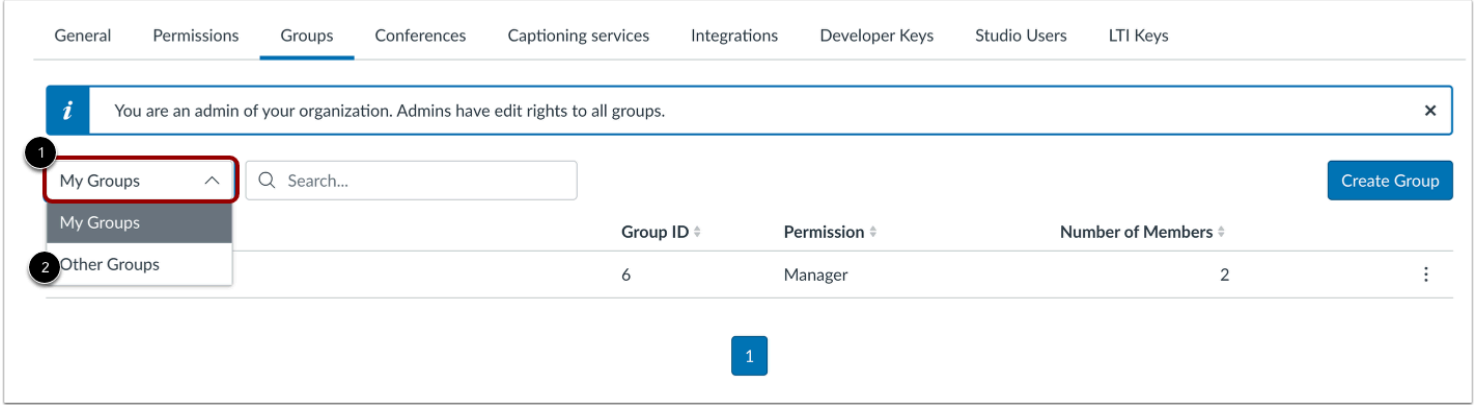
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

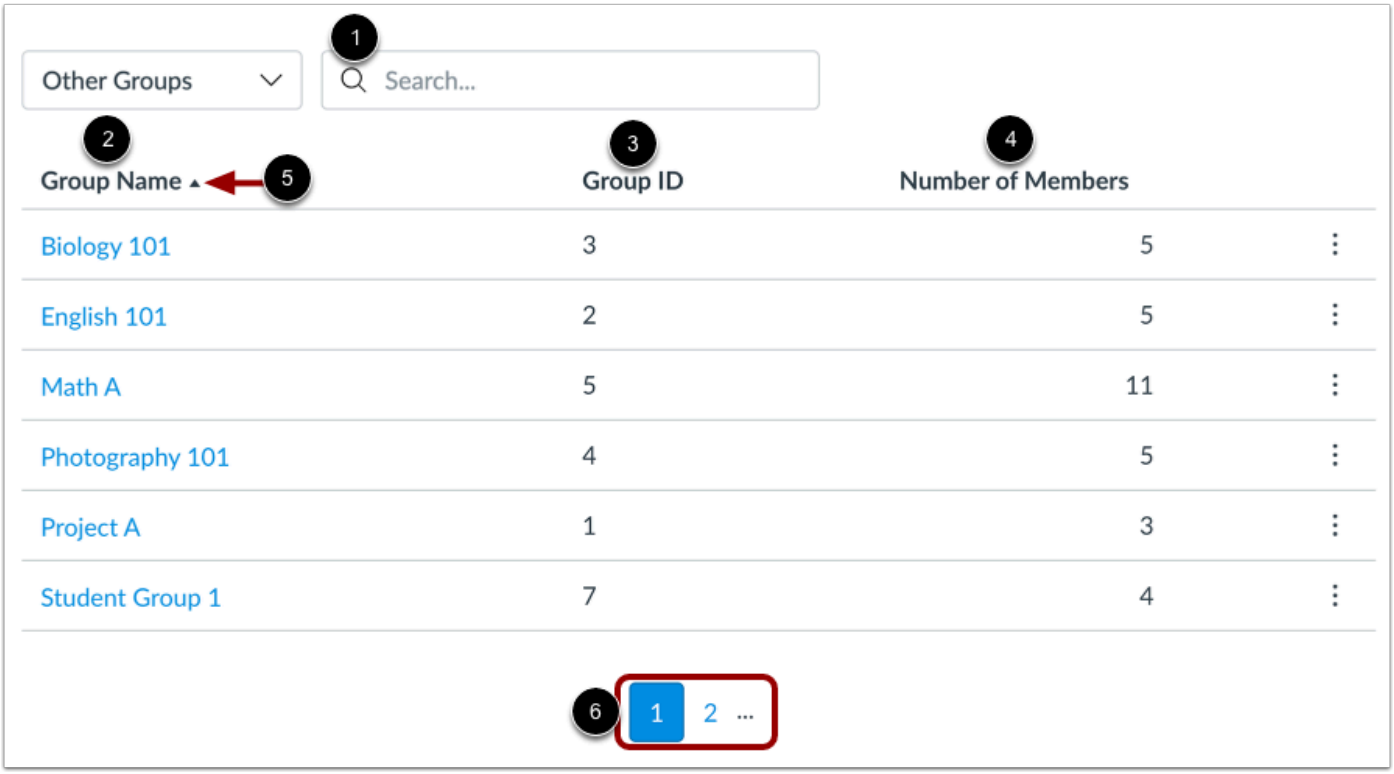
Open Other Groups



By default, Groups displays a list of all your groups. Learn more about viewing and managing your Studio groups.

To open the Other Groups list, click the **Groups** drop-down menu [1]. Then select the **Other Groups** option [2].

View Other Groups List



The Other Groups List displays all groups in your institution's Studio account in which you are not a member. When viewing Other Groups, you can search for a group and view a list of all groups at your institution.

To locate a specific group, enter the group name or group ID in the **Search** field [1].

The Other Groups List displays the following information:

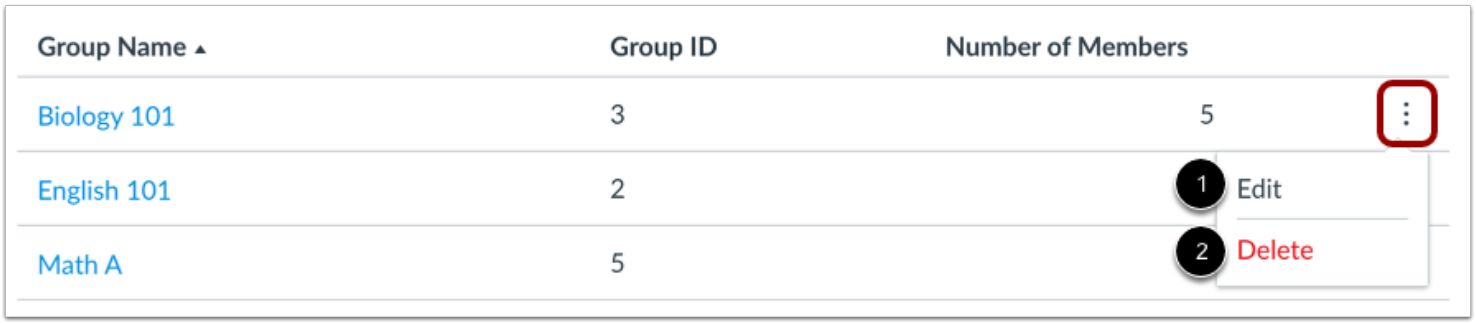
- **Group Name** [2]: the name of each group; by default groups display in alphabetical order.
- **Group ID Number** [3]: the ID number automatically assigned to a group upon creation.
- **Number of Members** [4]: the total number of people in the group, including yourself.

To sort the Other Groups list by group name, ID, or member count, click a column header [5]. You can sort the list in ascending or descending order.

To view additional groups, use the page navigation icons [6]. Up to ten groups display per page.

Note: The Search function only returns matches from the currently selected group page. If your search does not return a result, you may need to switch to view the My Groups lists.

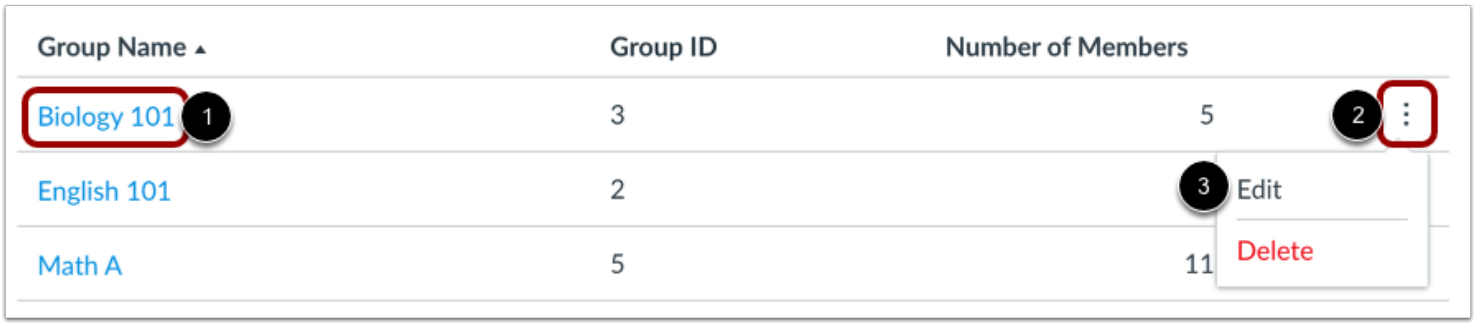
View Group Options



As an admin, you can manage any group in the Other Groups list.

To view group management options, locate the group in the list and click the group's **Options** icon [1]. You can edit the group [2] and delete the group [3].

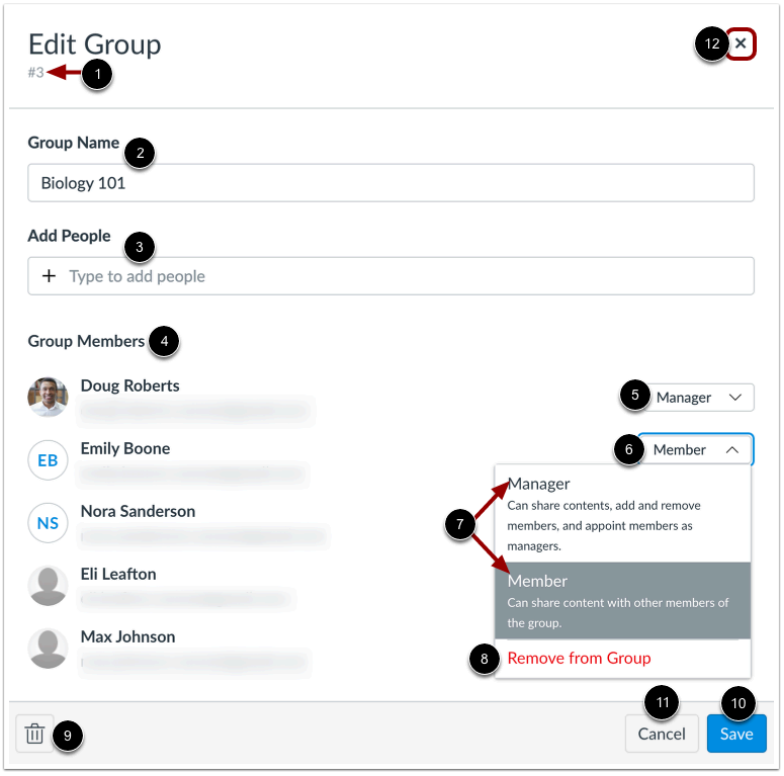
Edit Group



To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

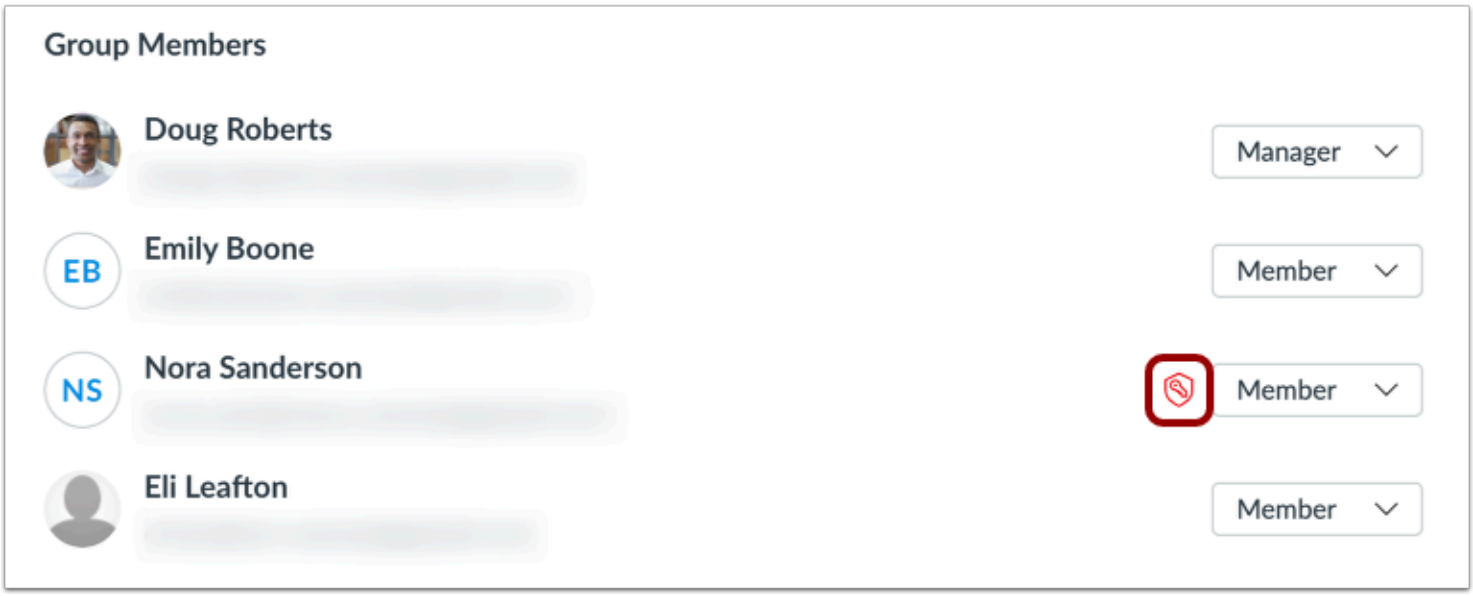
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

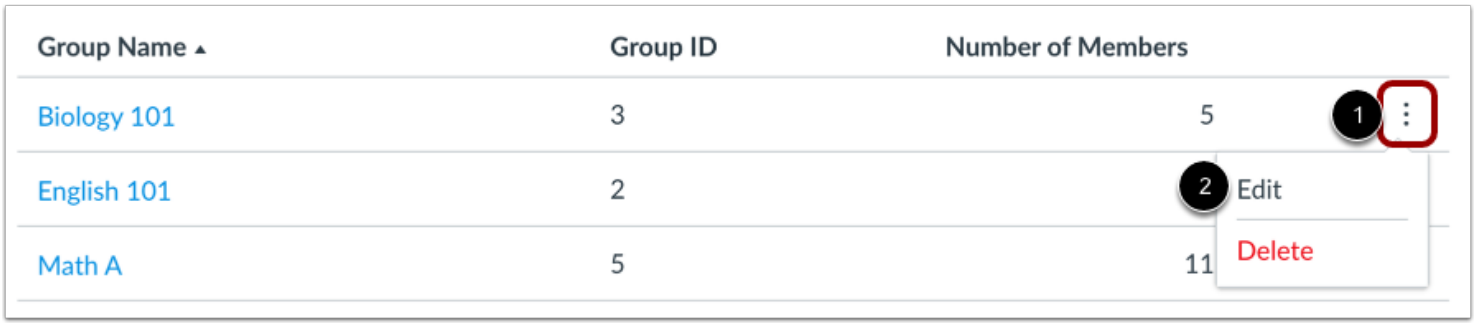
To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification



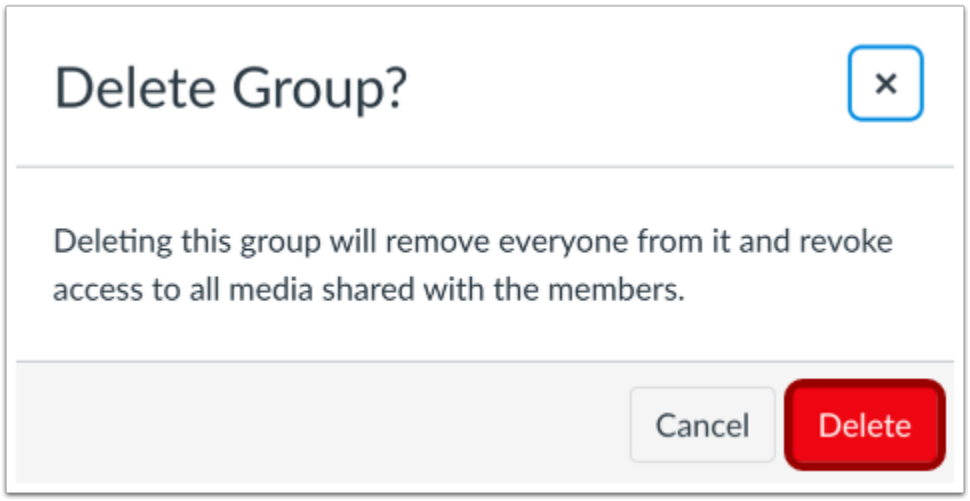
If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

Delete Group



To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete



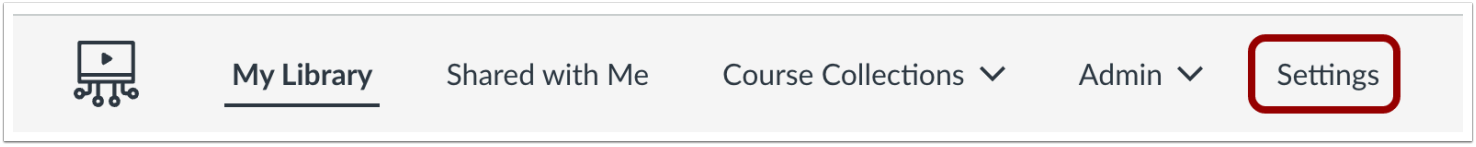
Click the **Delete** button.

Note: When you delete a group, all members are removed from the group and any group-shared media access is revoked. Please notify group members before deleting an active Studio group.

How do I manage Canvas Studio developer keys as an admin?

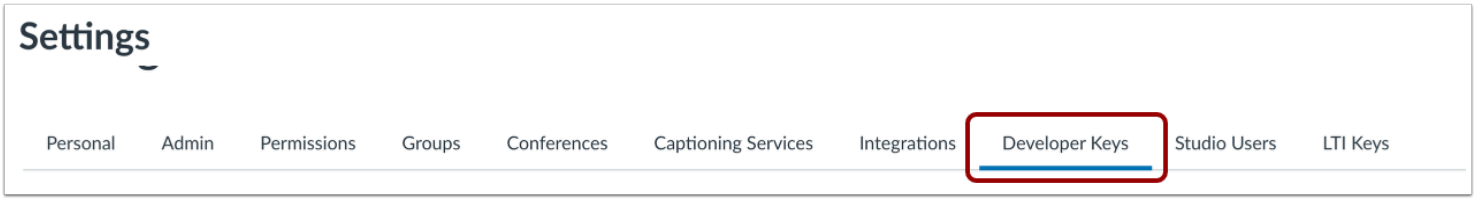
As a Canvas Studio admin, you can manage and create developer keys for your Canvas Studio account. A developer key is a code given to the developer of a third-party application that allows access to certain information and permissions within Studio. Developer keys can be used to create custom integrations with Studio and allow third-party apps to use Studio authentication. The developer key uses OAuth2 to enable the application to use Studio for authentication. For more information about OAuth2, see the Studio Public API documentation and the Connecting Studio OAuth via Postman article.

Open Studio Settings



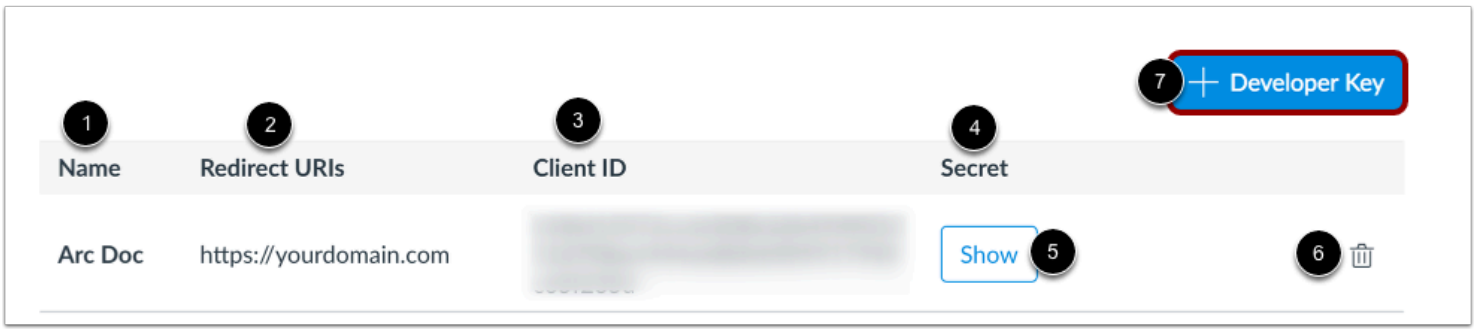
In the Studio Navigation menu, click the **Settings** tab.

Open Developer Keys



To view the developer keys, click the **Developer Keys** tab.

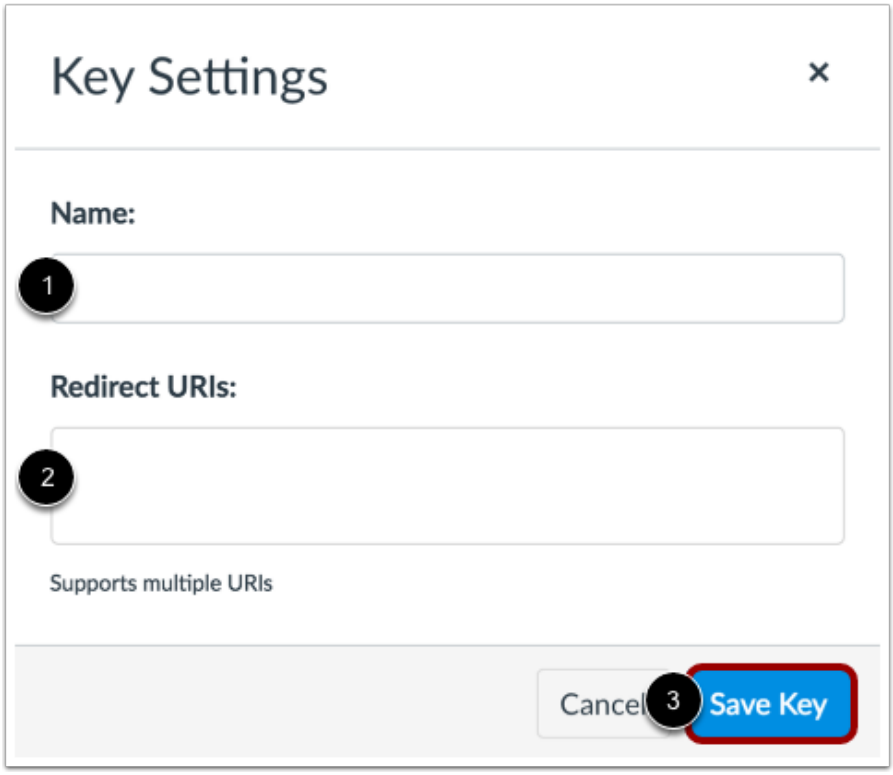
View Developer Keys



The developer key displays the Name [1], Redirect URIs [2], Client ID [3], and Secret [4]. To show the secret, click the **Show** button [5]. To delete a developer key, click the **Delete** icon [6].

To add a developer key, click the **Add Developer Key** button [7].

Add Developer Key



In Key Settings, enter the app or company name in the **Name** field [1]. To allow request tokens for specific domains, enter the domain redirect URIs in the **Redirect URI** field [2]. Click the **Save Key** button [3].

How do I create a Canvas Studio user as an admin?

As an admin, you can manually add users to your institution's Canvas Studio account. You can also manage user accounts and assign users with the Canvas Studio Admin role.

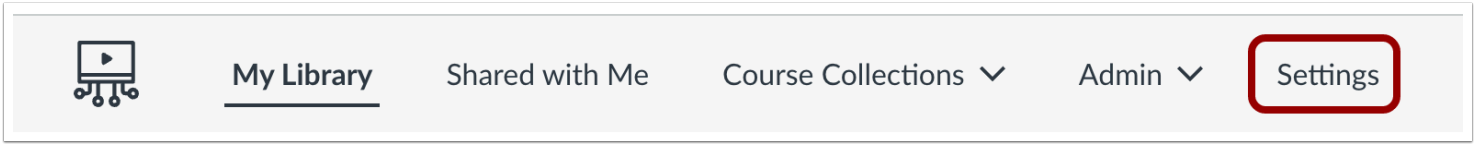
If you need to add a specific user to Studio, especially as an admin, you should manually create their account in Canvas Studio.

If your institution uses the Canvas Studio LTI in Canvas, the first time a user accesses Studio in Canvas, Studio automatically creates an account, adds the user in the Studio users list, and assigns them a Studio role based on their user role in Canvas.

When you add a user to your Studio account, the user receives an email invitation to create a password to access your institution's Canvas Studio site.

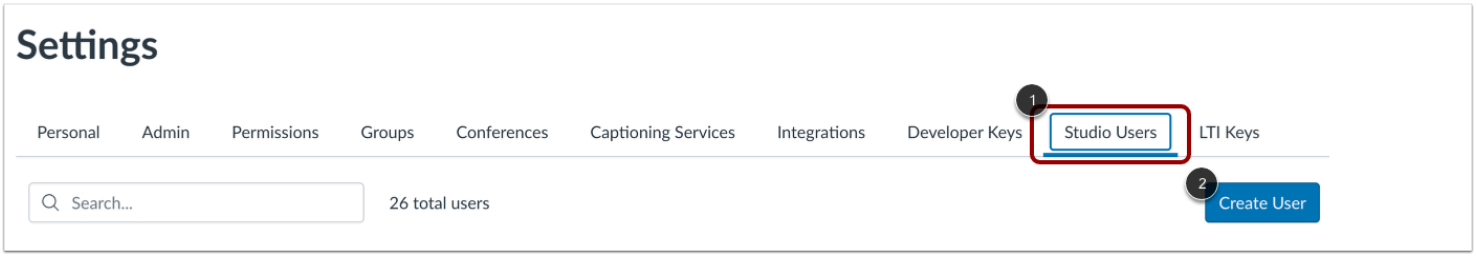
Note: Currently once you create a user, you cannot remove the user from the Studio account.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

Create User



Click the **Studio Users** tab [1]. Then, click the **Create User** button [2].

Enter User Details

Enter the user's information for the account. The user's information only affects how the user is viewed in the Studio account and does not have any affect on a user's Canvas account. However, for best results, a user's Studio account information should match the user's Canvas information.

In the **Full Name** field [1], enter the user's full name.

In the **Display Name** field [2], enter the name that should be seen by other users in the account.

In the **Email** field [3], enter the user's email address. The user will be sent an email address to create an account password.

If you want to give admin rights to the user, click the **Is Admin** checkbox [4].

Save User

Click the **Save** button.

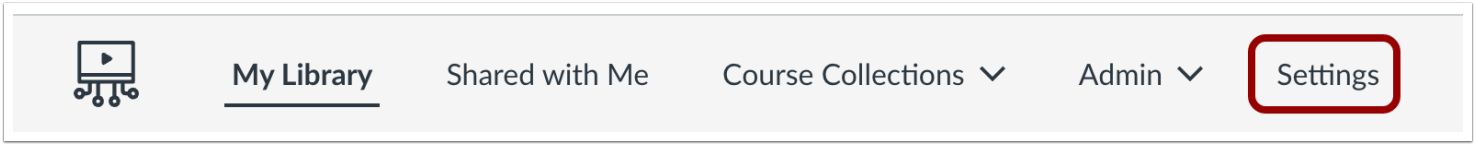
How do I manage Canvas Studio users as an admin?

As a Canvas Studio admin, you can add and manage Canvas Studio users in Studio Settings.

You can manually add users and assign their user role, or users may be automatically added and assigned a user role based on their user role when they access Studio links or content in Canvas LMS. Most commonly, admin users are added manually.

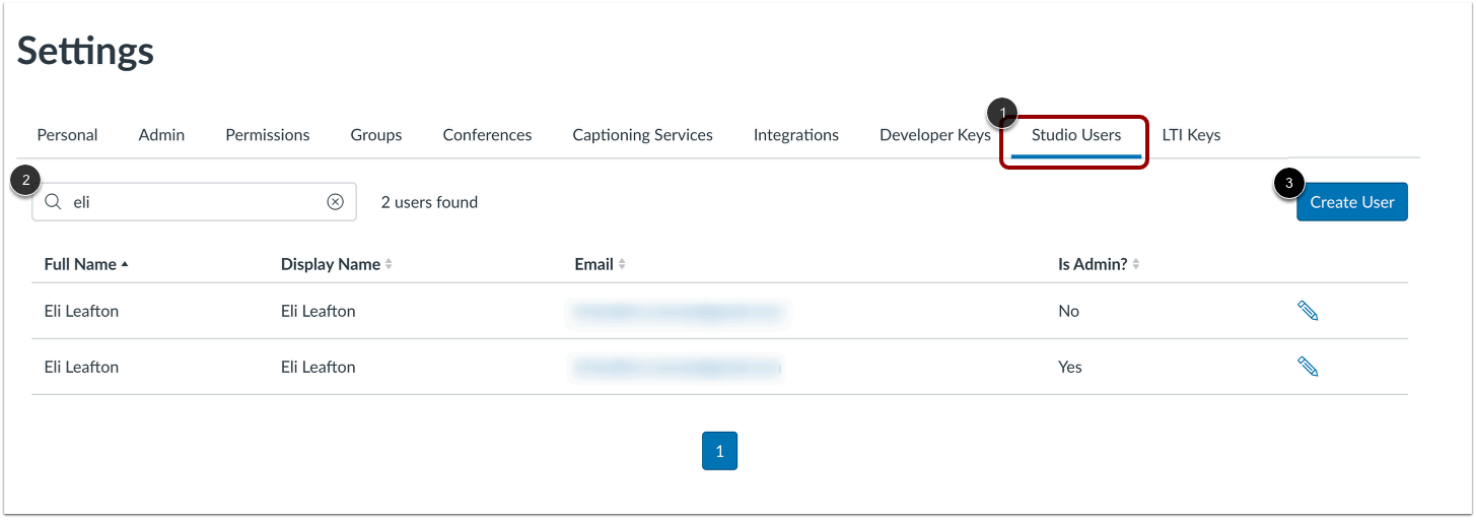
Currently you cannot remove users from the Studio account.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

View Studio Users

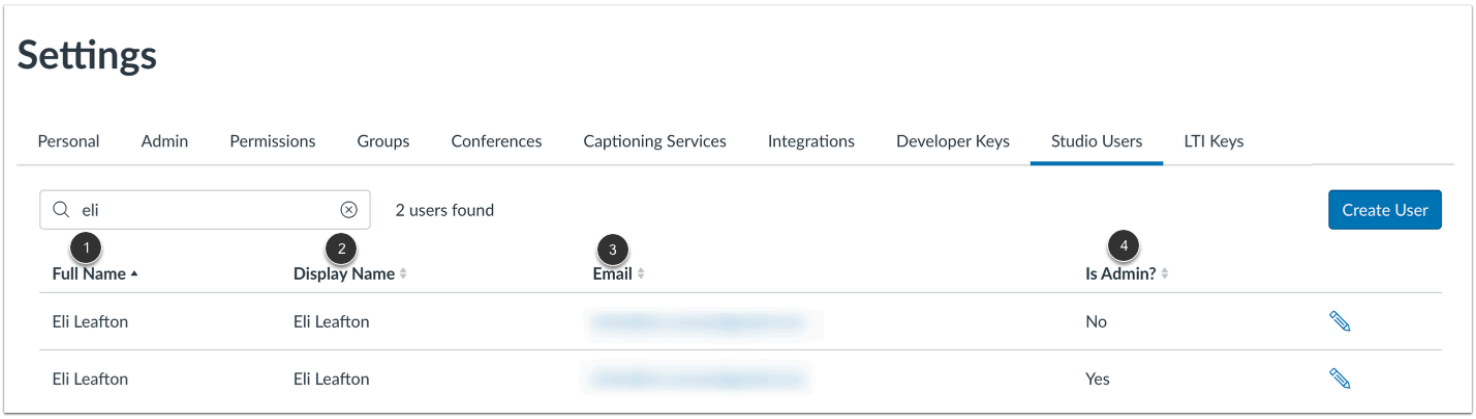


To view users in your Studio account, click the **Studio Users** tab [1].

You can search for a user by full name, display name, or email address by typing in the **Search** field [2].

To manually add a new user, click the **Create User** button [3].

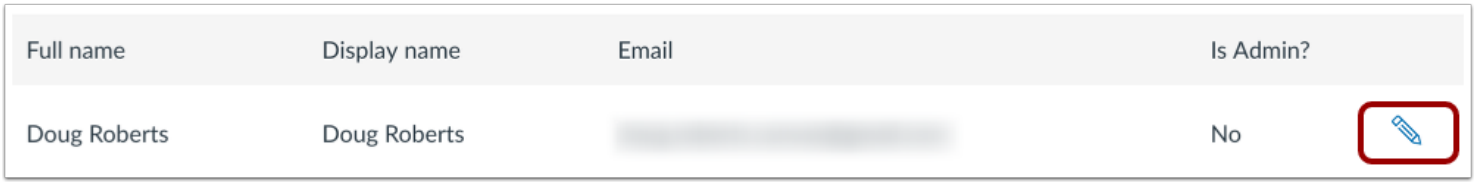
View User Information



You can view a user's full name [1], display name [2], email address [3], and admin status [4].

Note: Studio does not require email addresses for user accounts. If your institution uses a single sign-on (SSO) authentication system that does not rely on email addresses, some users who only access Studio directly through Canvas LMS may not display an associated email address.

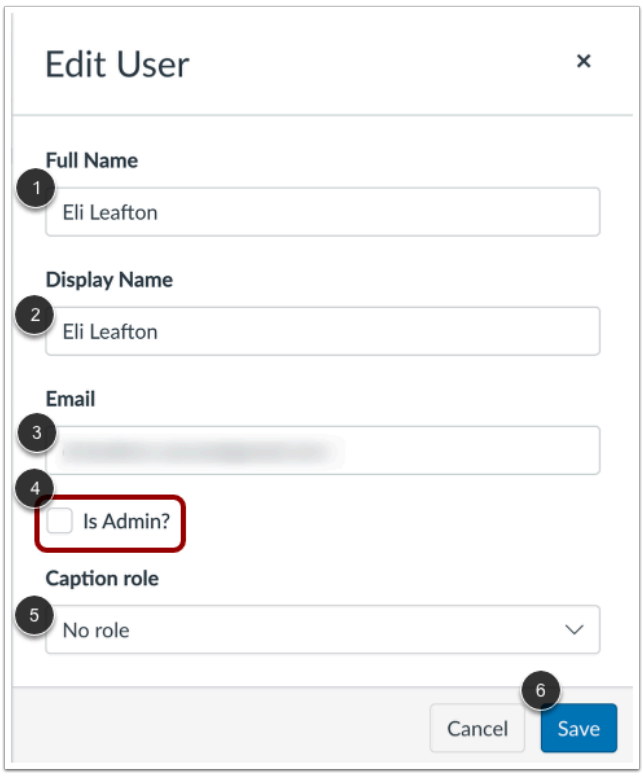
Manage Users



To edit information for an existing user, click the **Edit** button.

Currently you cannot remove a user from your account.

Edit User



To change the user's name [1], display name [2], and email address [3] as shown for the user's Studio account, enter text in the appropriate fields.

To change a user's access to or from Admin status, click the **Is Admin?** checkbox [4].

To update a user's professional captioning role, click the **Caption role** drop-down menu [5].

Click the **Save** button [6].

Notes:

- Canvas Studio does not automatically send email notifications to users about their updated admin user role status. When you update a user as an admin, you should notify the user of their Canvas Studio role status update. The user can validate their admin account using the password reset link in your institution's Canvas Studio site login page.
- Editing user fields does not affect a user's Canvas account.

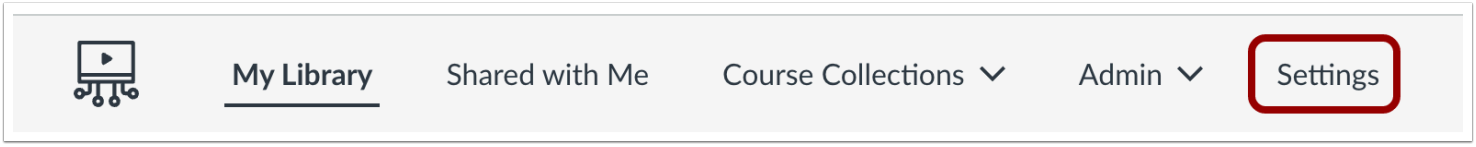
How do I view my institution's Canvas Studio LTI Keys as an admin?

As part of your institution's Canvas Studio configuration, your Studio account includes LTI keys that are used to integrate Studio into other compatible platforms, including Canvas.

If you need to access the LTI Keys for your institution, you can view them as a Studio admin.

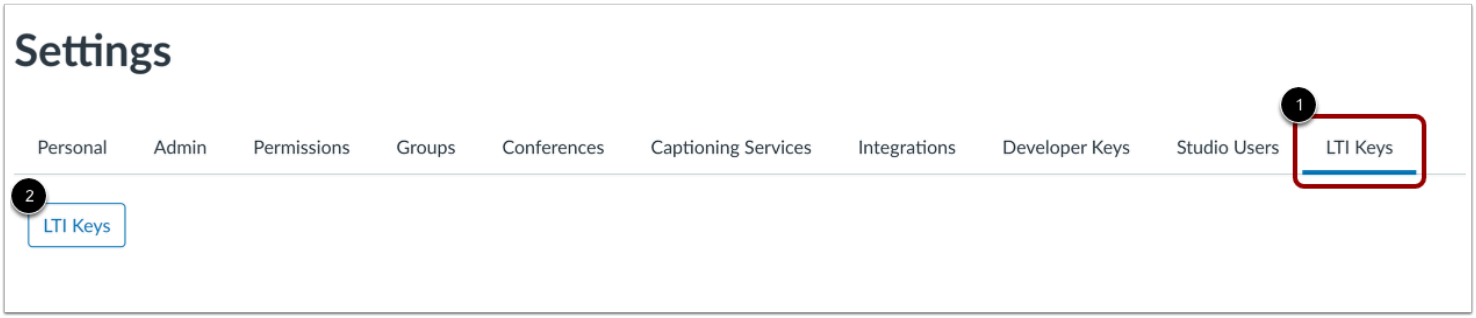
Note: The LTI Keys are for an entire institution, not just for you as an admin. If you need to change the LTI Keys, please contact your Customer Success Manager.

Open Studio Settings



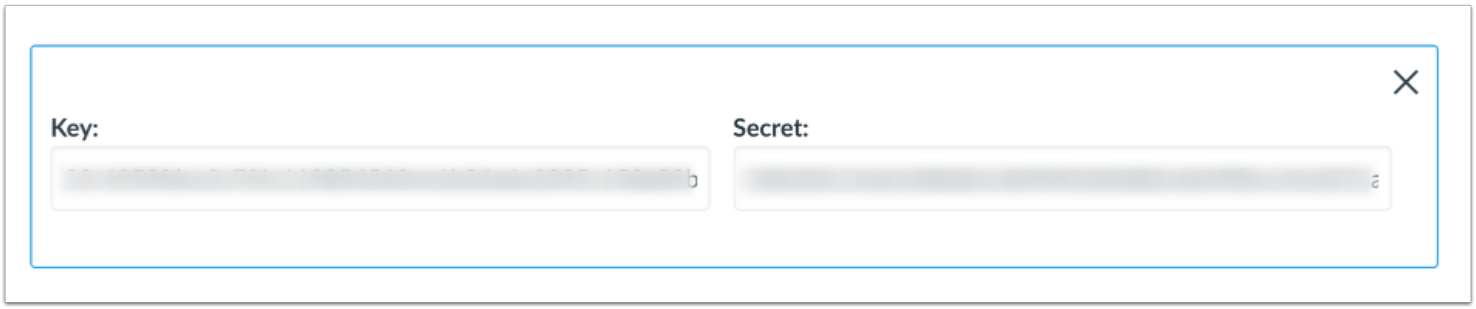
In the Studio Navigation menu, click the **Settings** tab.

Open LTI Keys



In Studio Settings, click the **LTI Keys** tab [1]. Then click the **LTI Keys** button [2].

View LTI Keys

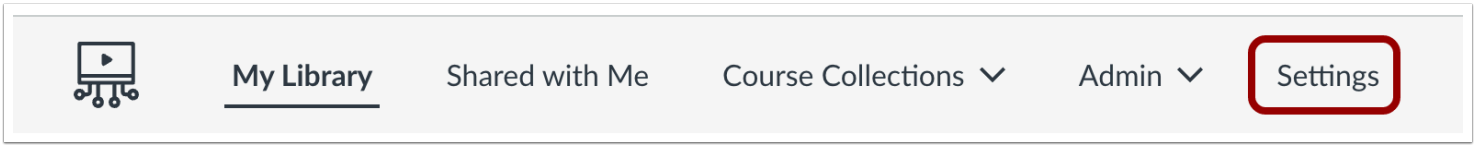


View the Key and Secret for your institution's account.

How do I manage Canvas Studio default settings for embedding and captioning media as an admin?

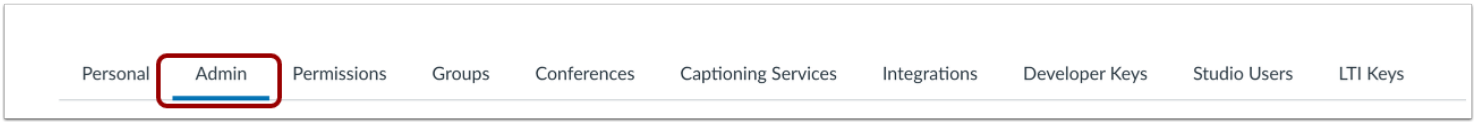
As a Canvas Studio admin, you can manage default options for embedding and captioning Studio media from the Admin tab of the Settings menu.

Open Studio Settings



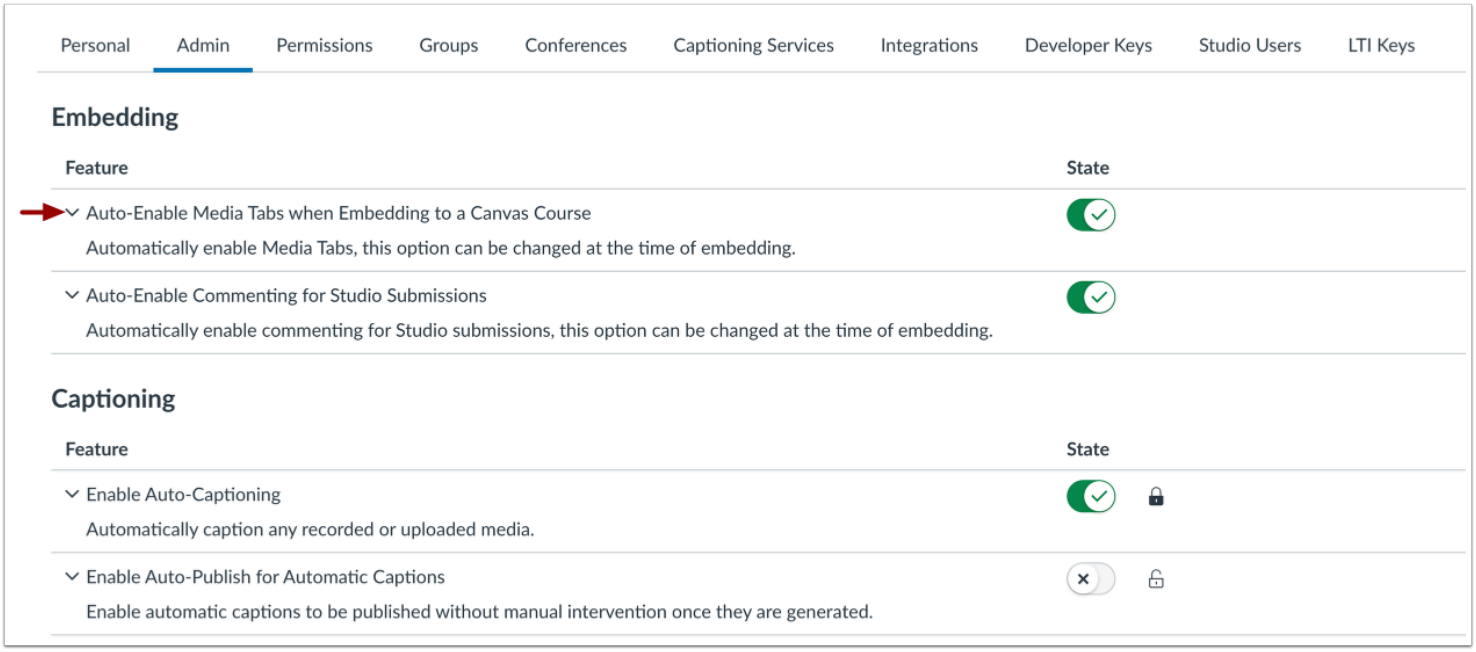
In the Studio Navigation menu, click the **Settings** tab.

Open Admin



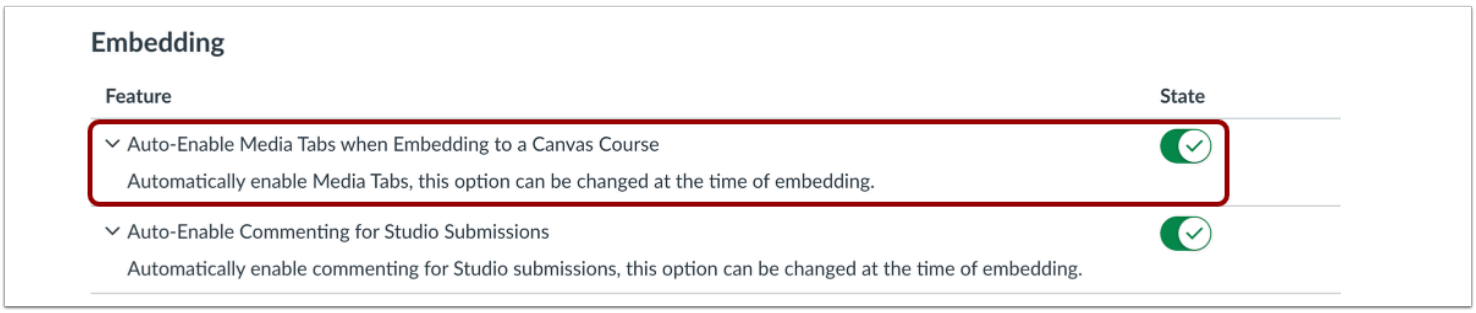
Click the **Admin** tab.

View Feature Descriptions



To view more feature details, click the **Expand** icon.

Auto-Enable Media Tabs When Teachers Embed

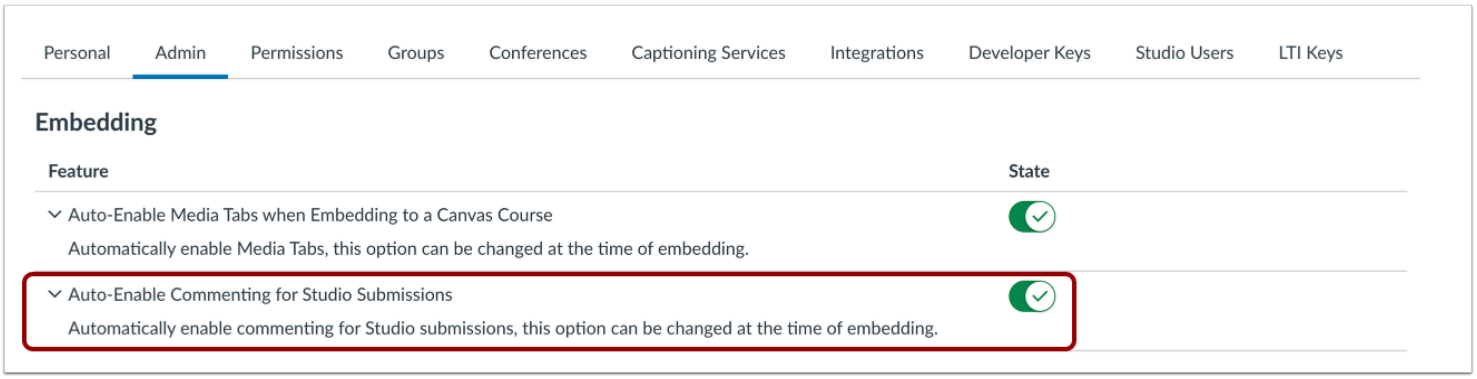


To enable media tabs by default when teachers embed media, click the **Auto-enable Media Tabs when embedding to a Canvas Course** toggle on.

Media tabs on embedded course media display media details, comments, insights, and captions. Students can also view details and enter comments.

Note: When a teacher embeds media, the teacher can select to hide media tabs.

Auto-Enable Commenting for Student Submissions

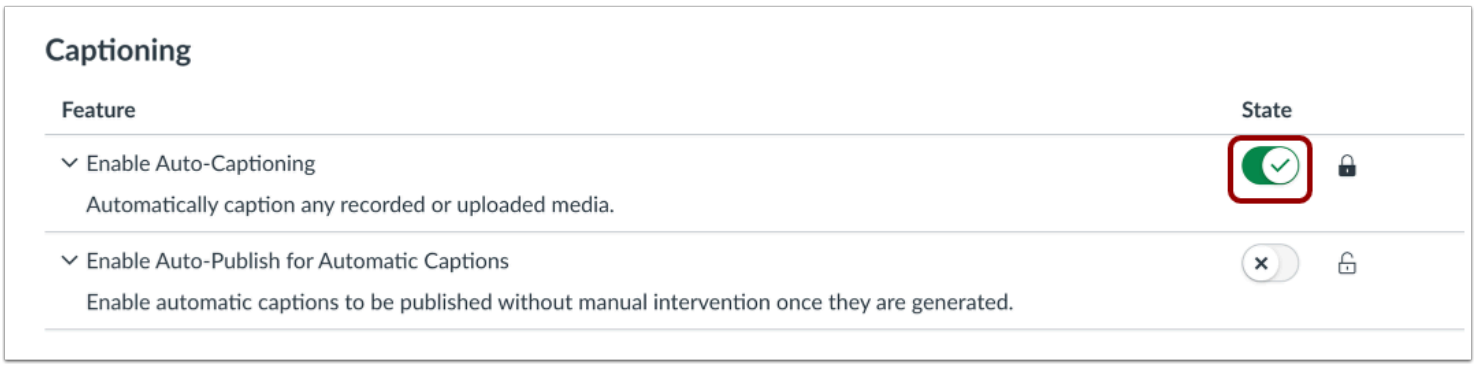


To enable media tabs by default when students embed media, click the **Auto-enable commenting for Studio submissions** toggle on.

Media tabs for student-embedded media allow comments on the media.

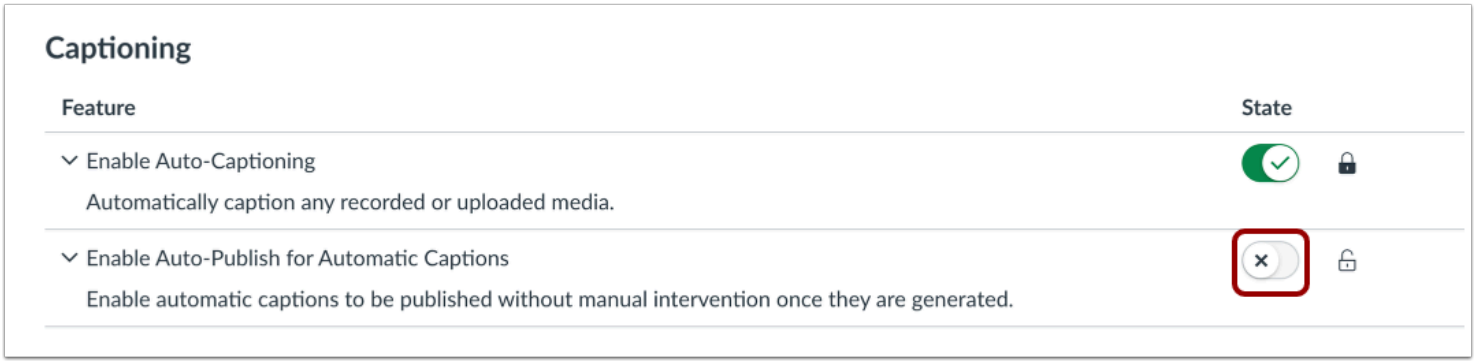
Note: When a student embeds media, the student can select to hide media tabs.

Enable Auto-Captioning



By default, auto-captioning is turned on. To disable auto-captioning for your account, click the **State** toggle off.

Enable Auto-Publish for Automatic Captions



By default, auto-publish for auto-captioning is turned off. To enable auto-publish for auto-captioning, click the **State** toggle on.

Lock Captioning Features

As an admin, you can set and lock captioning features for all user accounts.

To select a feature setting, click the **State** toggle to the desired state [1]. Then, click the **Lock** icon for that feature [2].

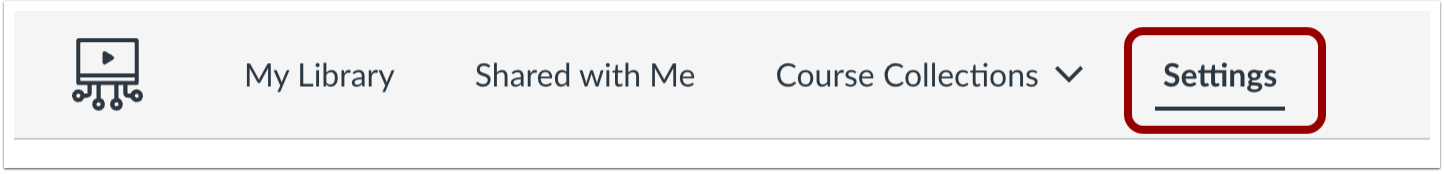
Note: Locking a feature setting overrides users' individual captioning settings.

How do I link Canvas Studio to professional captioning services as an admin?

As a Canvas Studio admin, you can manage API links to professional captioning services in Studio Settings.

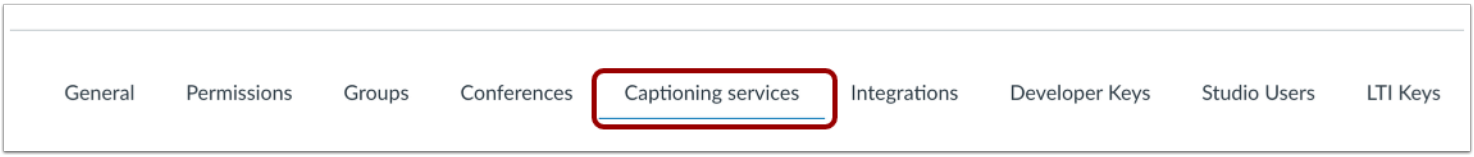
Note: Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.

Open Studio Settings



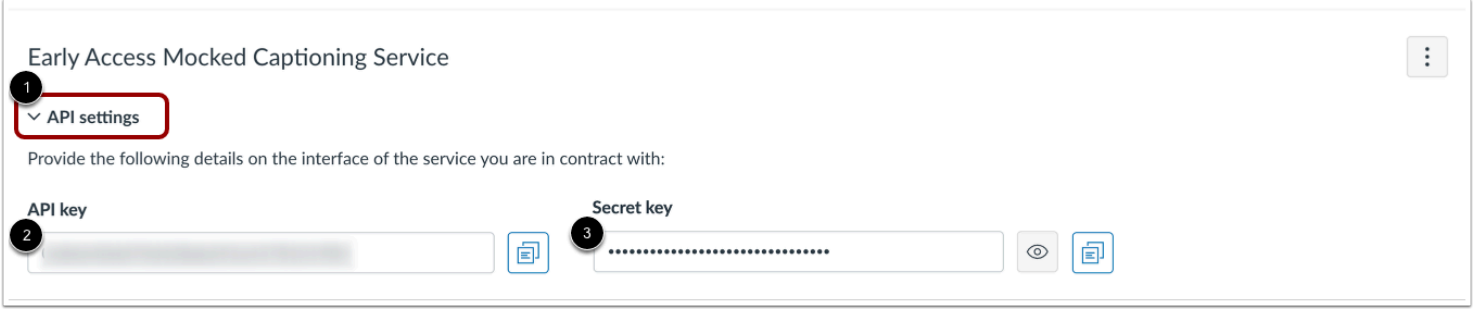
In the Studio Navigation menu, click the **Settings** tab.

Open Captioning Services



Click the **Captioning services** tab.

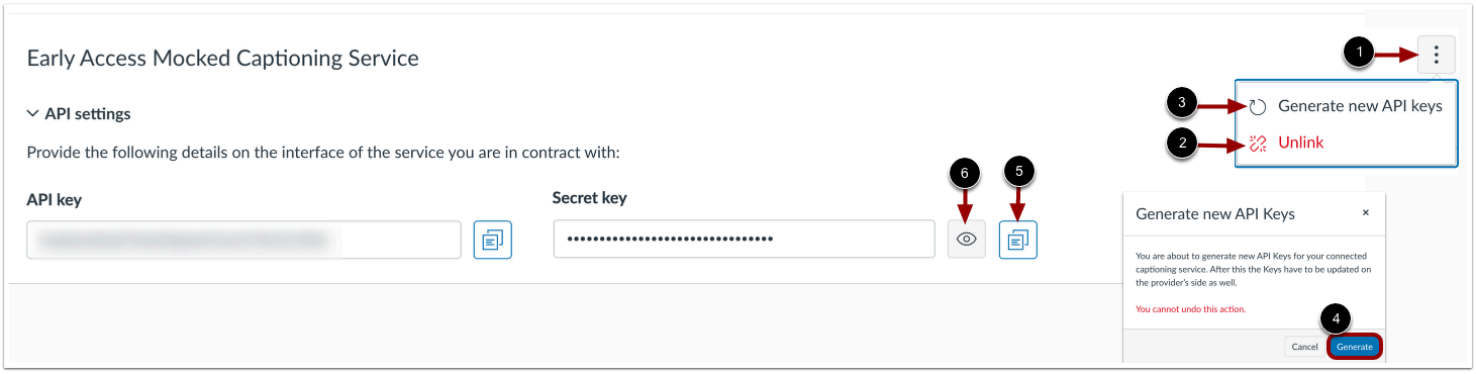
Enter API Settings



To link Canvas Studio to your professional captioning service by entering an API key, click the **API settings** header [1].

Enter the API key provided by the captioning service in the **API key** field [2]. Then, enter the provided Secret key in the **Secret key** field [3].

Manage API Keys



To manage API keys, click the **Options** button [1].

To unlink your Canvas Studio account from the captioning service, click the **Unlink** option [2].

To delete existing API keys and generate new keys, click the **Generate new API keys** option [3]. When Generate new API keys is selected, a confirmation window displays. When new API keys are generated, the existing keys are deleted and the new keys must be updated on the captioning provider's site. This action can not be undone. To confirm that you wish to generate new keys, click the **Generate** button [4].

To copy a key, click the **Copy** button [5].

To view the hidden Secret key, click the **View** button [6].

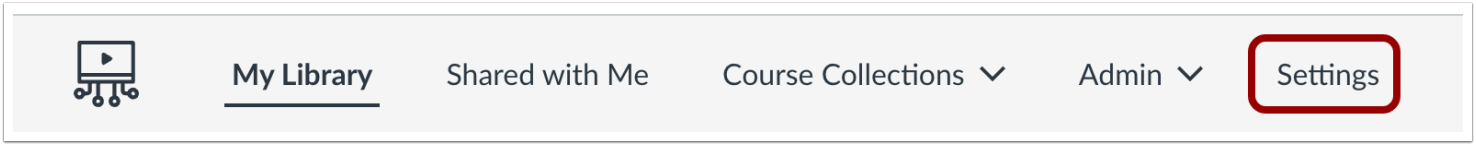
How do I manage professional captioning roles in Studio Settings as an admin?

If your district has a contract for professional captioning, admins can create and manage added captioning roles for Studio users in Studio Settings.

Notes:

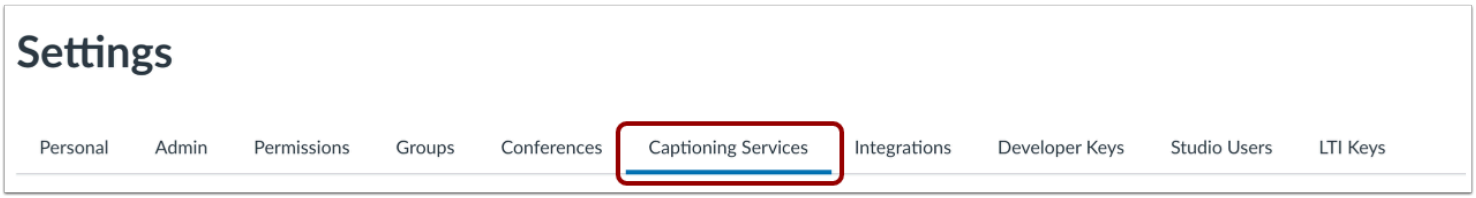
- By default, admins have access to all service types and all teachers in the district are automatically assigned the Teacher role.
- Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.

Open Studio Settings



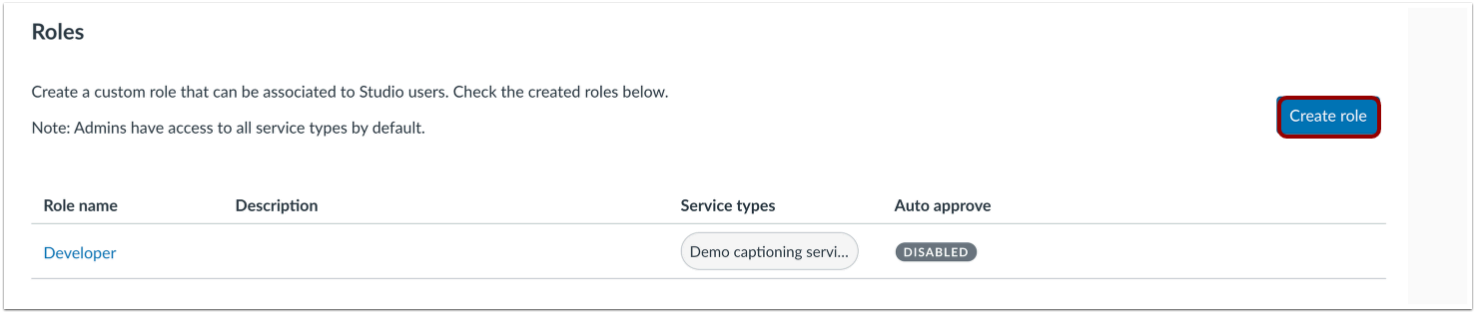
In the Studio Navigation Menu, click the **Settings** tab.

Open Captioning Services



Click the **Captioning services** tab.

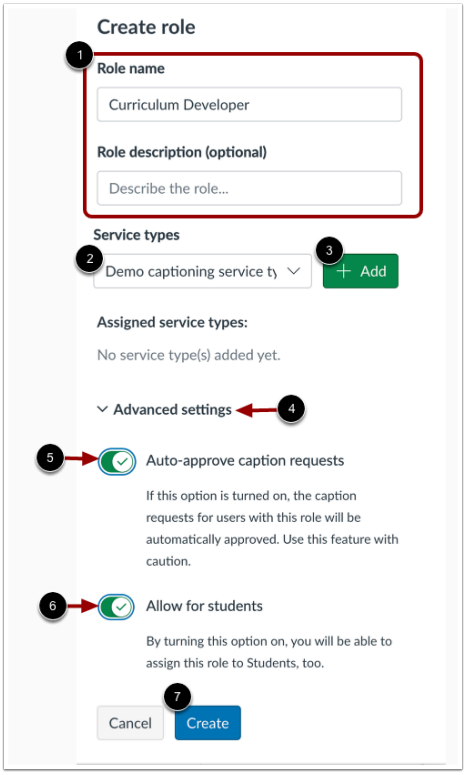
Open Create Role



In Canvas Studio captioning services, roles are defined by the service types they can access. By default, Studio admins have access to all role types, and all teachers are assigned to the Teacher role.

To create additional user roles, click the **Create role** button.

Create Role



Enter a role name and optional role description in the appropriate fields [1].

To select a service type allowed for the role, click the **Service types** drop-down menu [2]. Then to add the service type, click the **Add** button [3].

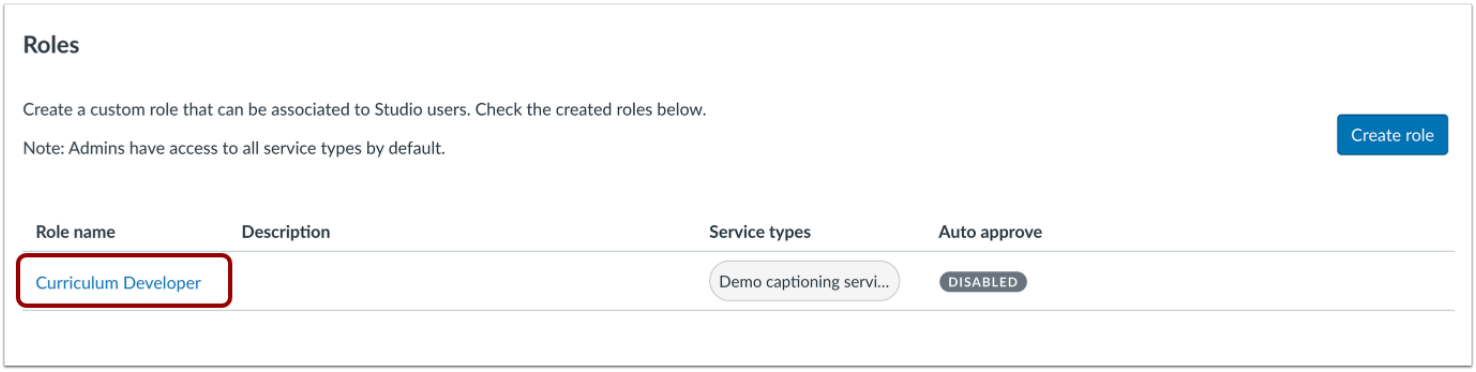
To view additional settings, click the **Advanced settings** drop-down [4].

To allow users with the role to auto-approve their caption requests, click the **Auto-approve caption requests** toggle to on [5].

To allow students to be assigned to the role, click the **Allow for students** toggle to on [6].

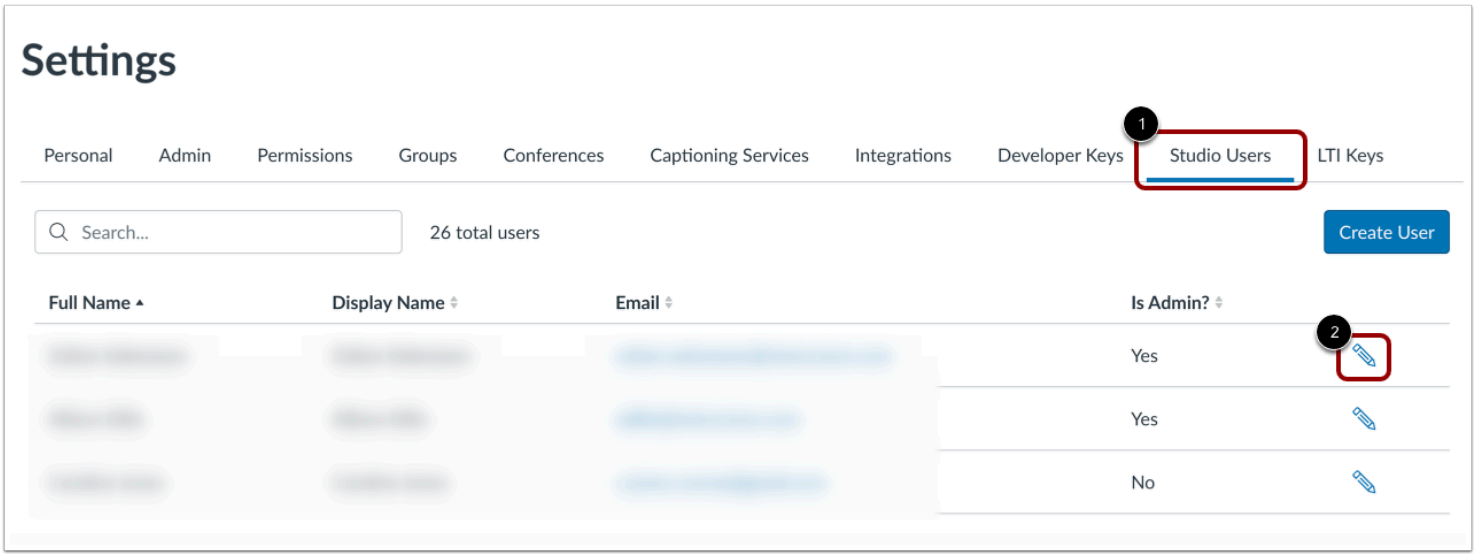
To save changes and create the new role, click the **Create** button [7].

View and Manage Roles



The created role displays in the Roles list. To make changes to a created role, click the role name link.

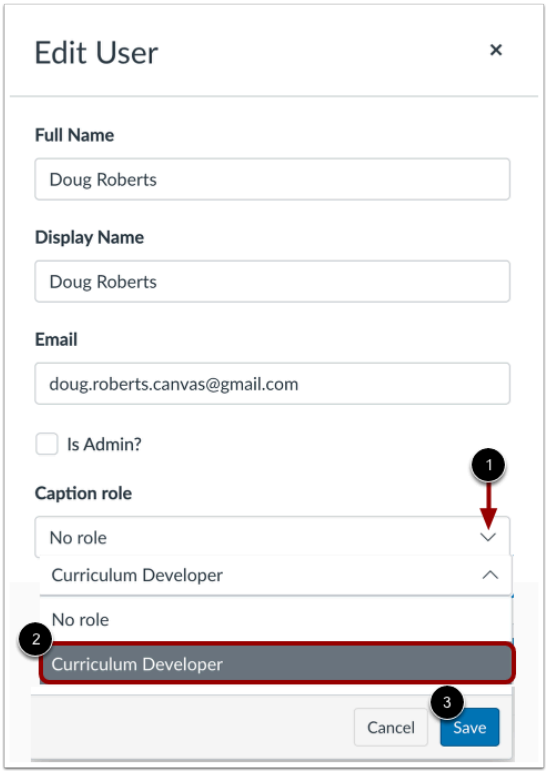
Assign Role



To assign a role, click the **Studio Users** link [1].

Locate the user in the list, and click the **Edit** button [2].

Edit User



In the Edit User window, to select an added caption role for the user, click the **Caption role** drop-down [1]. Then, select the role you wish to add from the list [2].

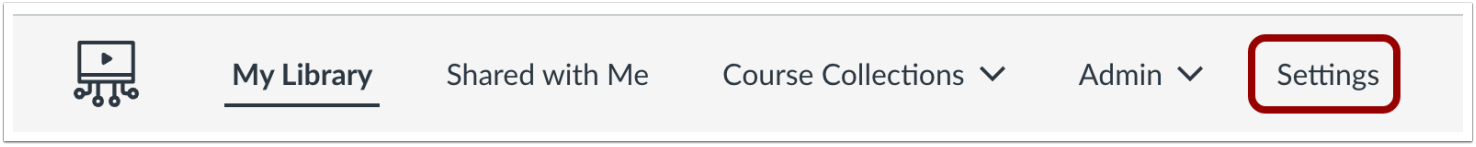
To add the role, click the **Save** button [3].

How do I manage professional captioning orders in Studio Settings as an admin?

If your district has a contract for professional captioning, as an admin you can view and approve captioning orders placed by Studio users in Caption orders.

Note: Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.

Open Studio Settings



In the Studio Navigation Menu, click the **Settings** tab.

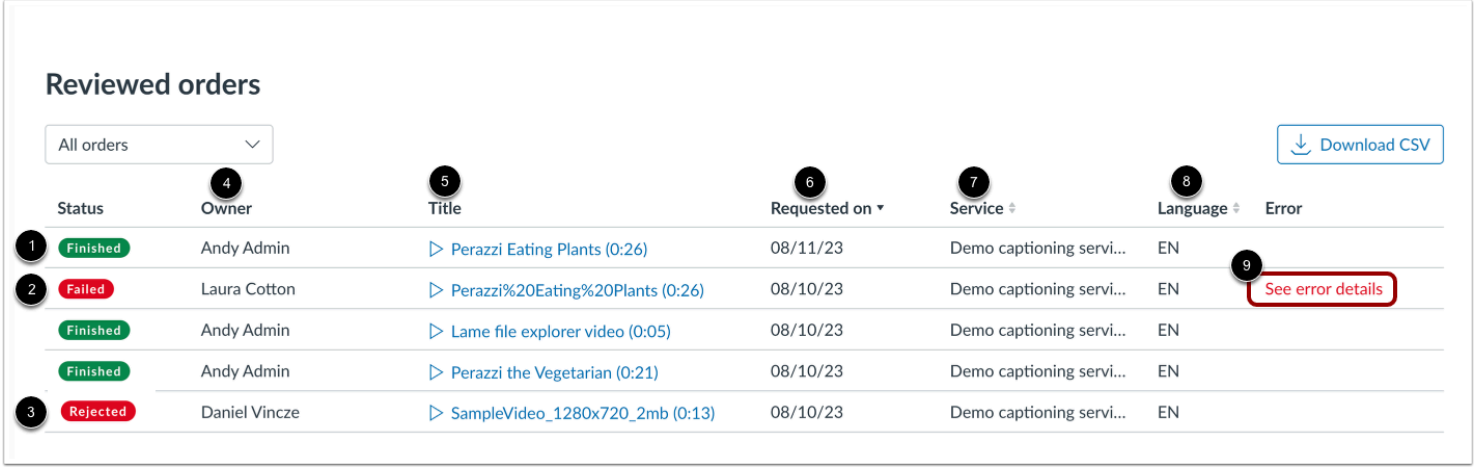
Approve or Reject Caption Orders

In the Caption orders page, new orders display in the New orders section.

To view the media file that contains the caption request, click the **Title** link [1].

To approve the captioning request, click the **Approve** button [2]. To reject the captioning request, click the **Reject** button [3].

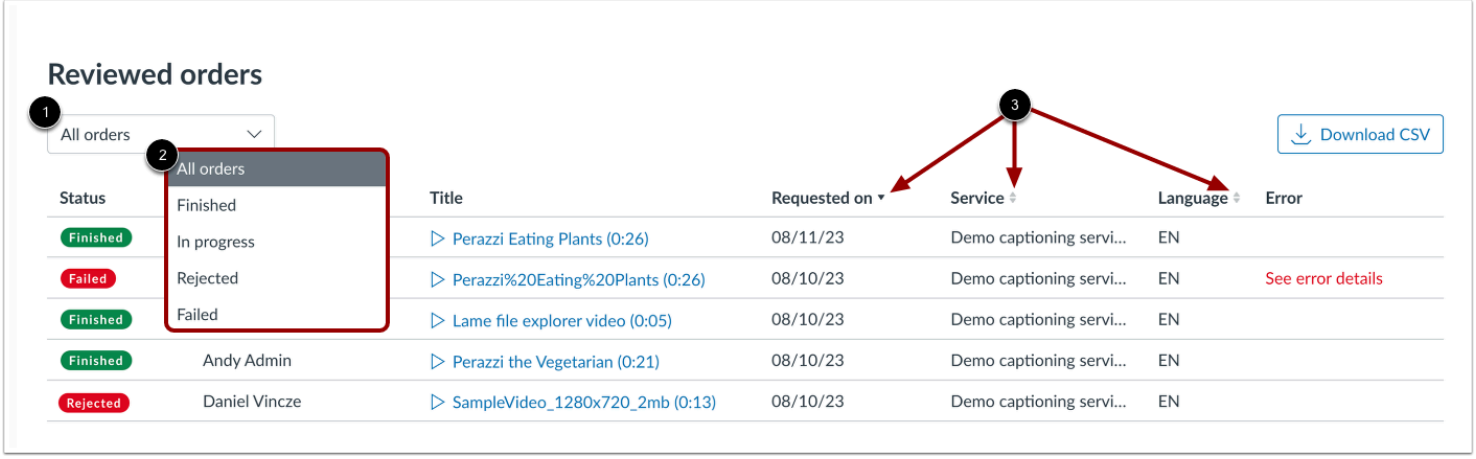
View Reviewed Caption Orders



In the Reviewed orders list, approved orders display the Finished label [1], failed requests display the Failed label [2], and rejected requests display the Rejected label [3].

For each order you can view the file owner [4], the media title [5], the order date[6], the service requested [7], and file language [8]. To view error details for failed request, in the Error column, click the **See error details** link [9].

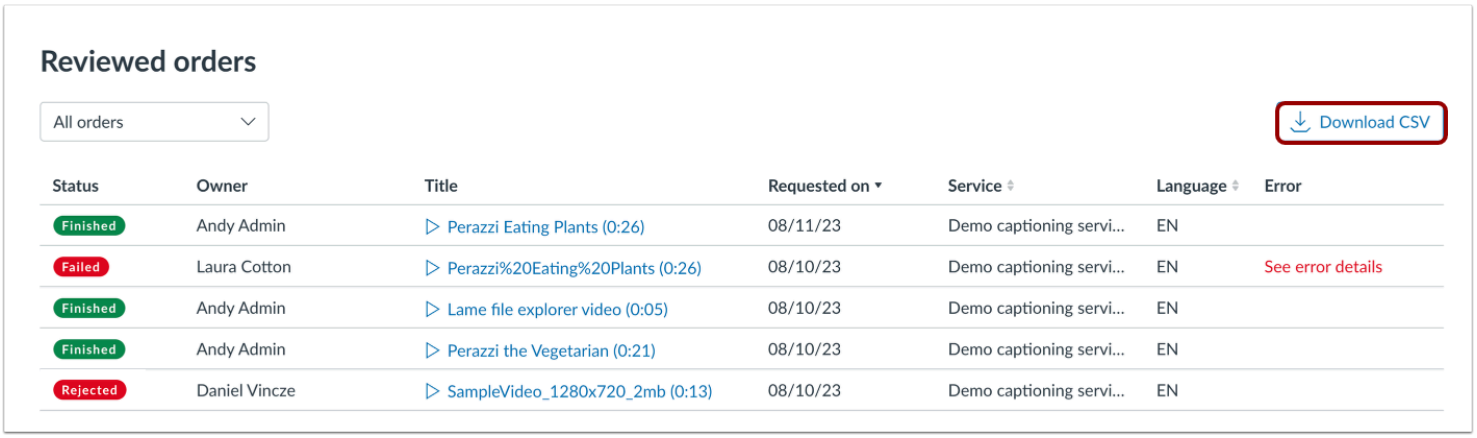
Sort Reviewed Caption Orders



To sort the Reviewed orders list by order status, click the **Order Status** drop-down [1] and select a status from the list [2].

To sort by request date, service type or file language, click the **Sort** icons [3]

Download Reviewed Caption Orders

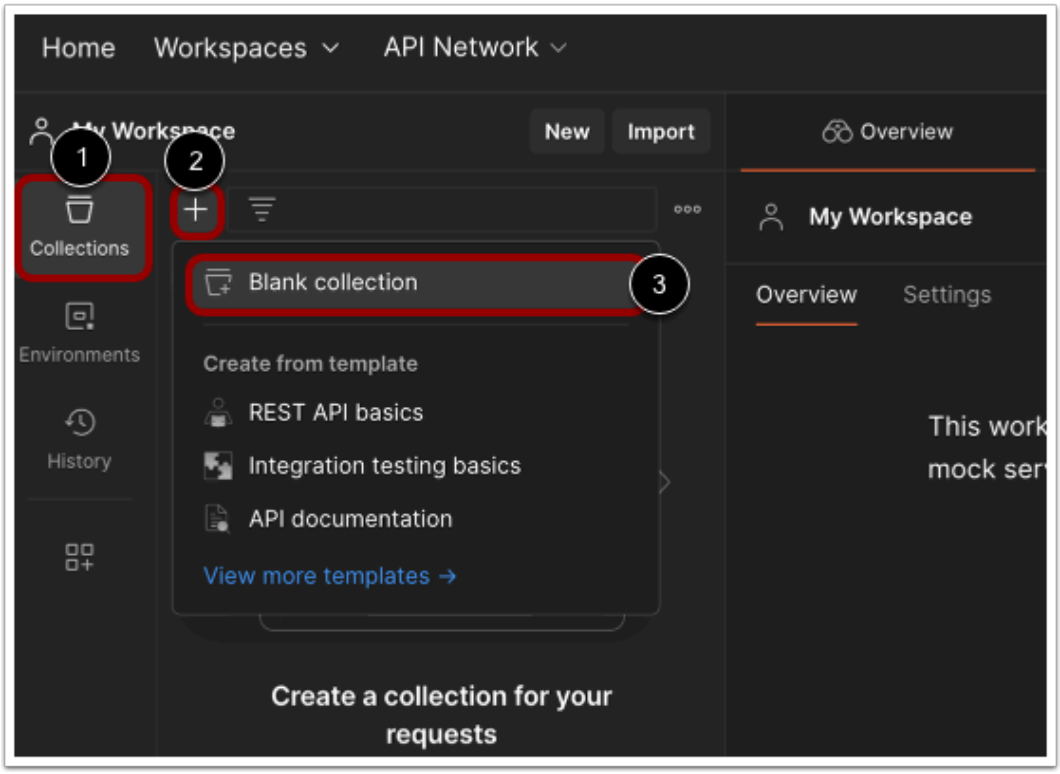


To download a CSV of the Reviewed orders list, click the **Download CSV** button.

How do I set up Studio OAuth with Postman?

You can connect Studio's OAuth implementation through Postman, an application that simplifies API development. Before starting any of the steps in this article, please verify you have access to Postman in a web browser or you have downloaded and installed Postman, and that you have access to a Studio account that can generate an OAuth Client ID and secret. For more information about the Studio API, see the StudioPublic API documentation.

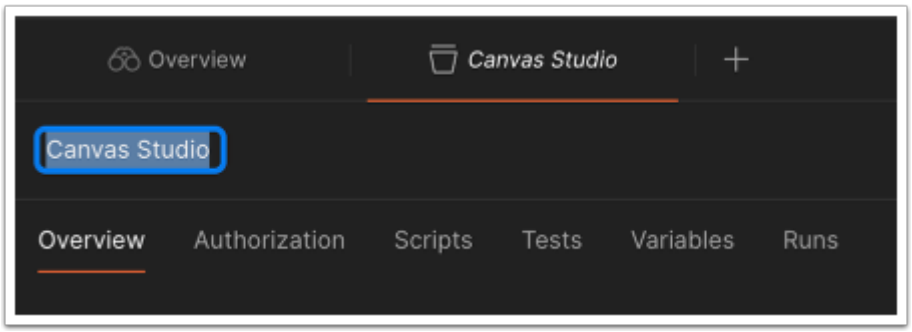
Open Postman



In Postman, click the **Collections** icon [1].

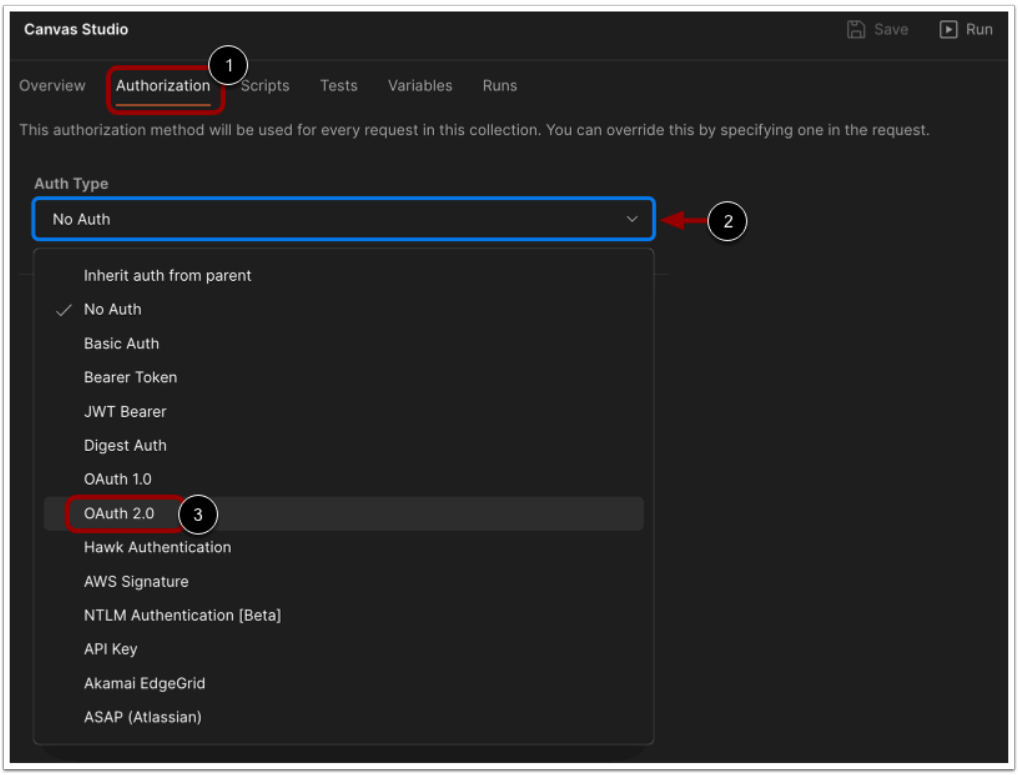
Click the **Plus** icon [2] and then click the **Blank collection** option [3].

Create Collection



Enter a name for the collection.

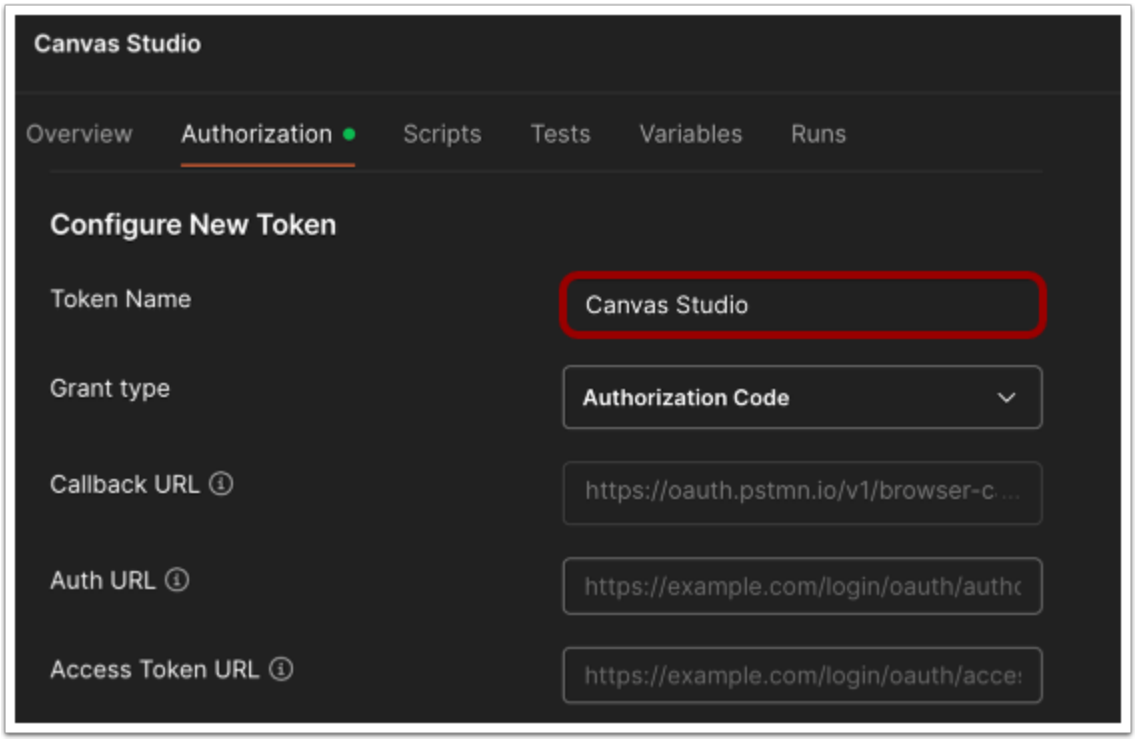
Open Authorization Tab



In the collection, click the **Authorization** tab [1].

Click the **Auth Type** drop-down menu [2], and select the **OAuth 2.0** option [3].

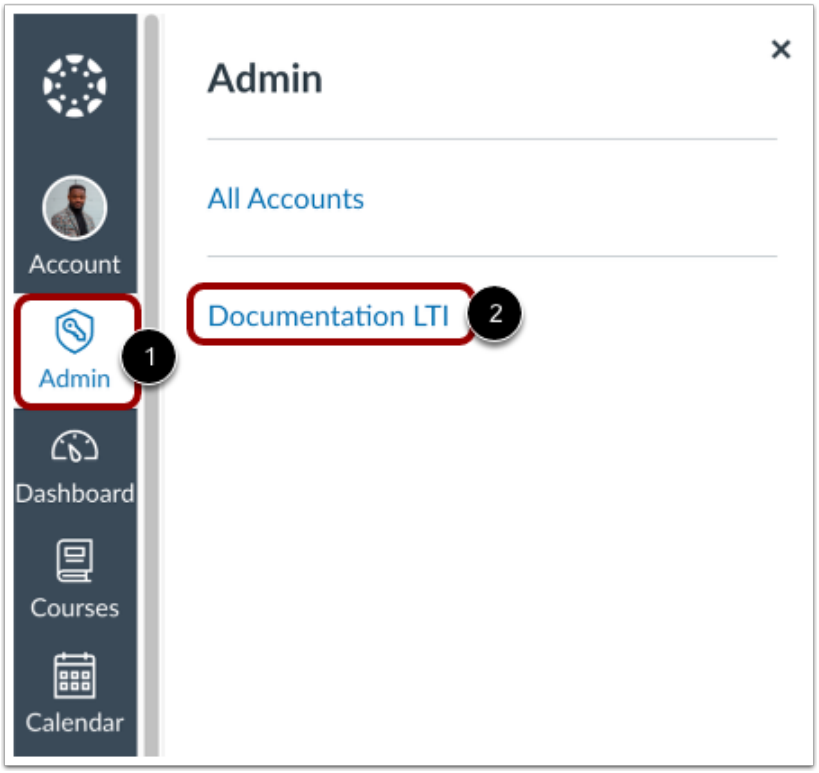
Configure New Token



Scroll to the Configure New Token section, and enter a name for the token.

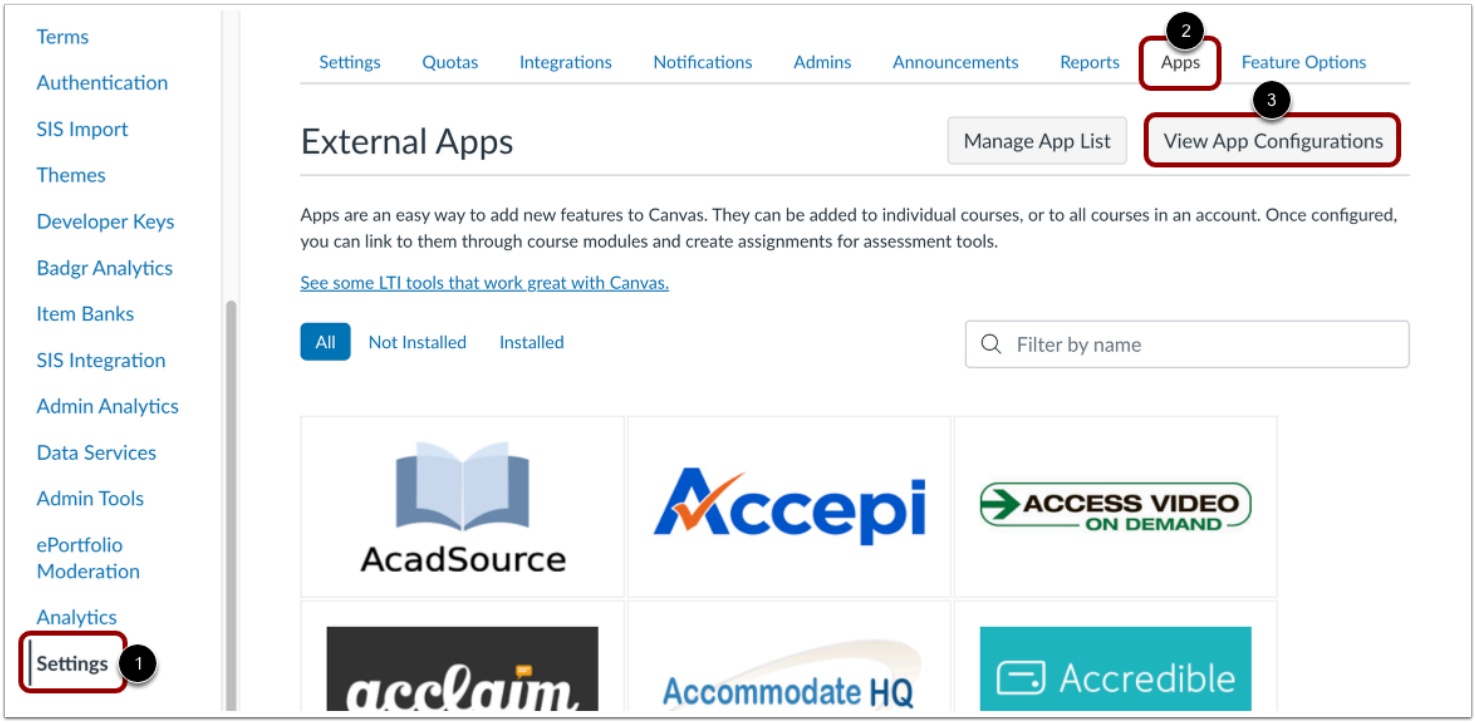
Note: If you are using the Postman desktop app, you may need to click the Authorize Using Browser checkbox.

Open Canvas



To locate the Auth URL and Access Token URL, open Canvas in a new browser window. In Canvas, click the **Admin** link [1], then click the name of your account [2].

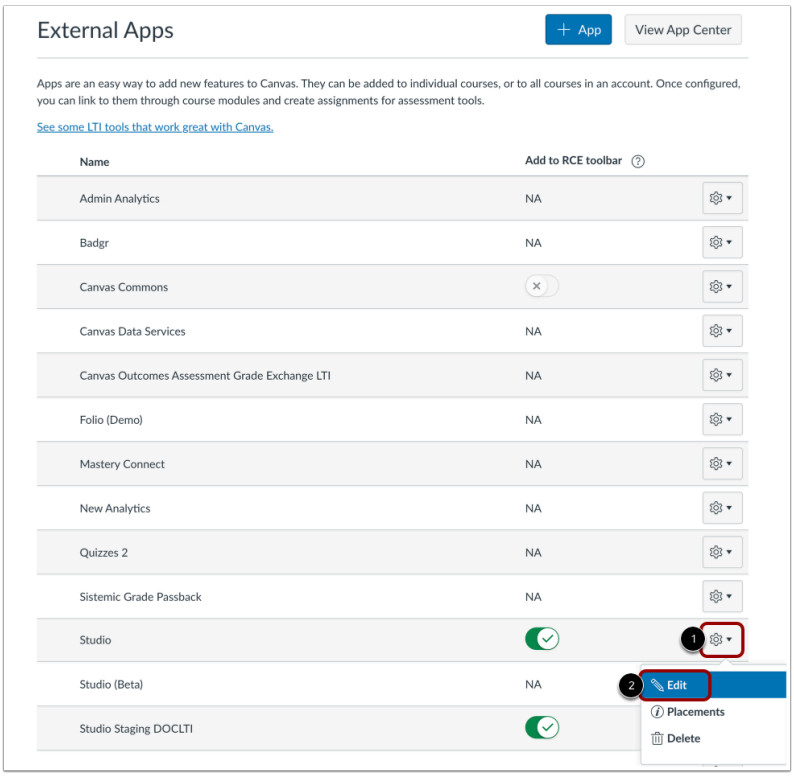
Open Apps Tab



In Account Navigation, click the **Settings** link [1], then click the **Apps** tab [2].

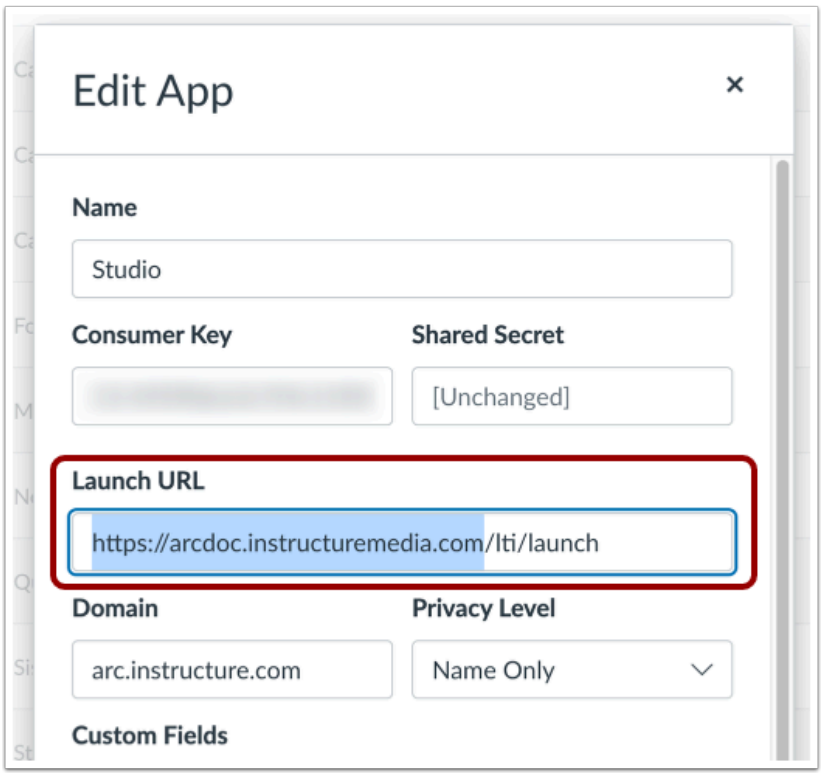
Click the **View App Configurations** button [3].

Locate Studio App



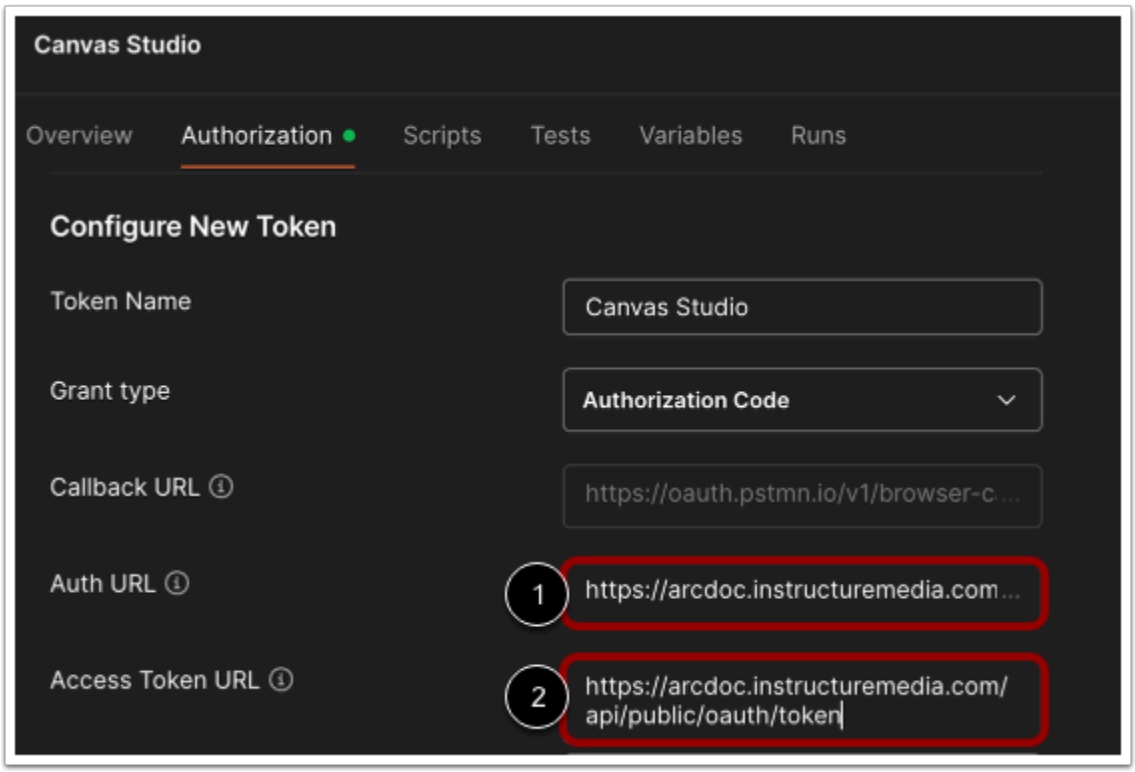
In the list of external apps, locate Studio. Then, click the **Settings** button [1] and select the **Edit** option [2].

View App Configuration Details



In the Edit App window, copy the Launch URL up to, but not including, the first slash after the host name.

Add URLs in Postman

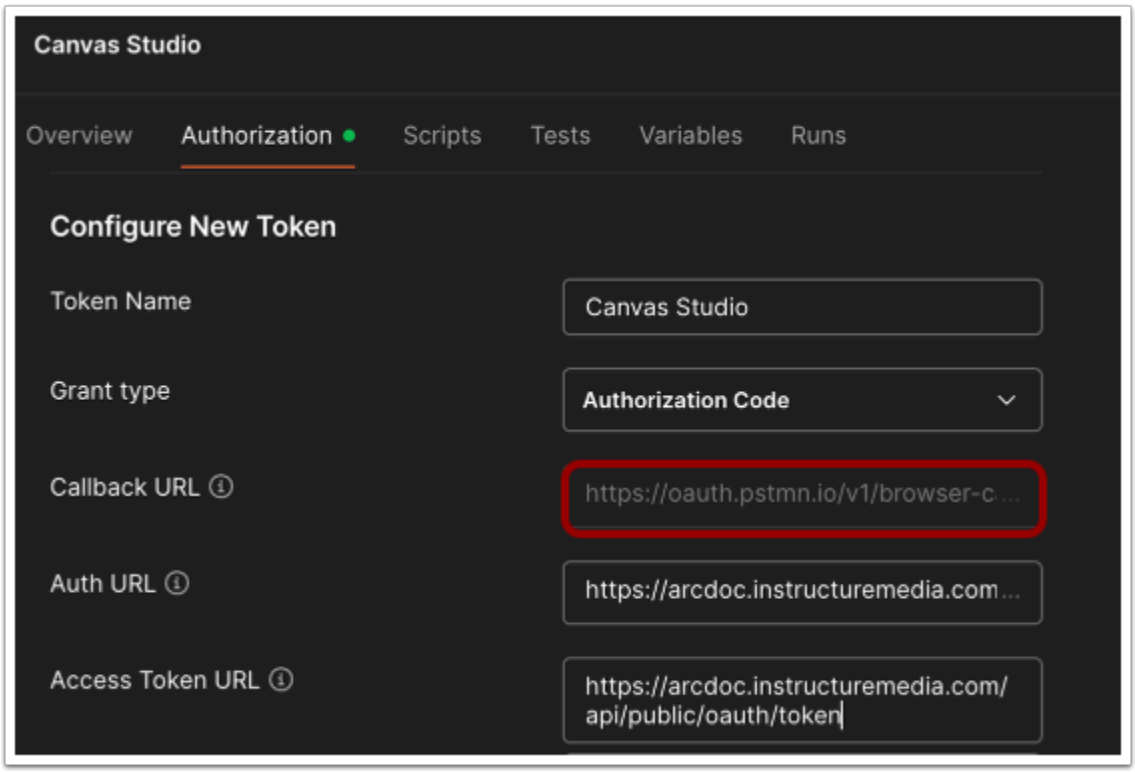


In Postman, paste the Studio Launch URL in both the Auth URL field and the Access Token URL field.

To the end of the Auth URL [1], add */api/public/oauth/authorize* to the URL.

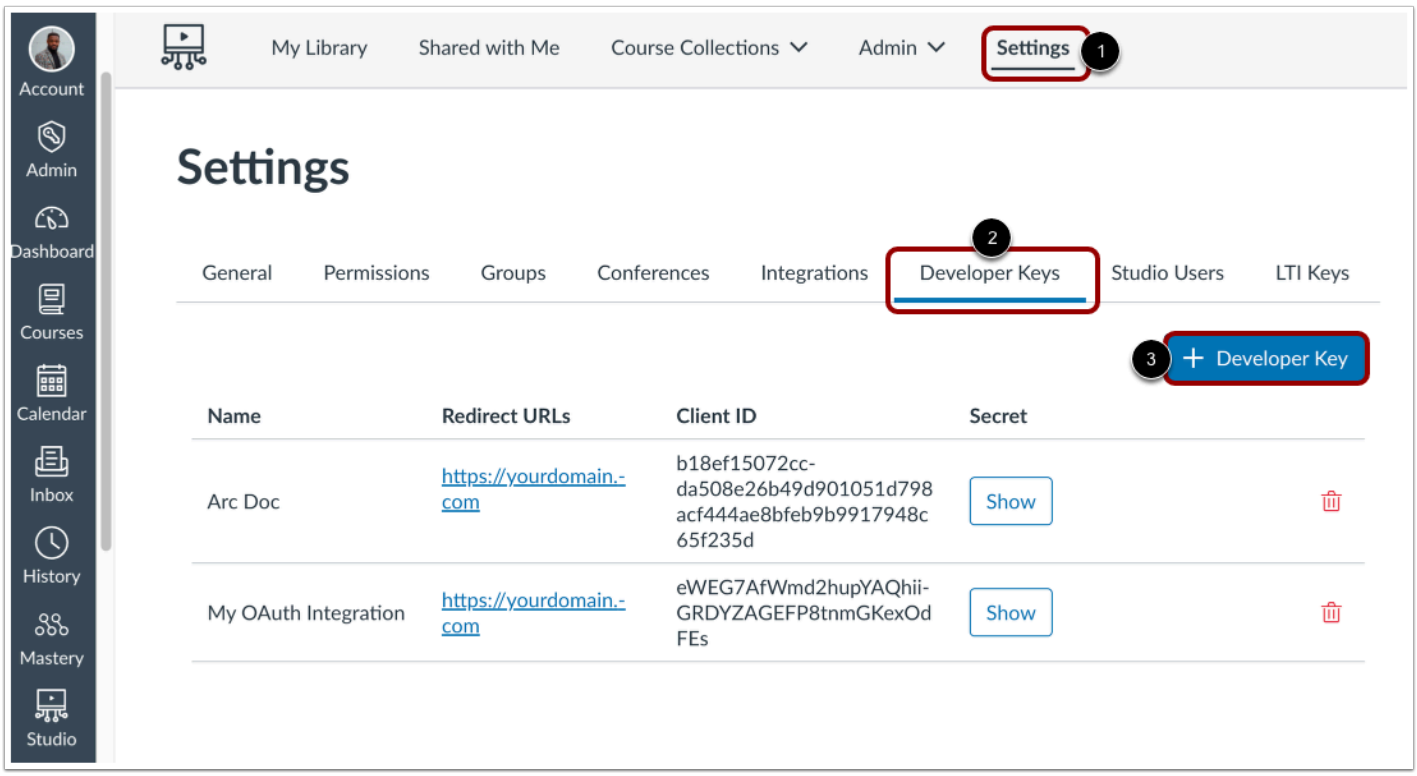
To end of the Access Token URL [2], add */api/public/oauth/token* to the URL.

Copy Callback URL



To create a developer key in Studio, you will need the Callback URL from Postman. Copy the Callback URL.

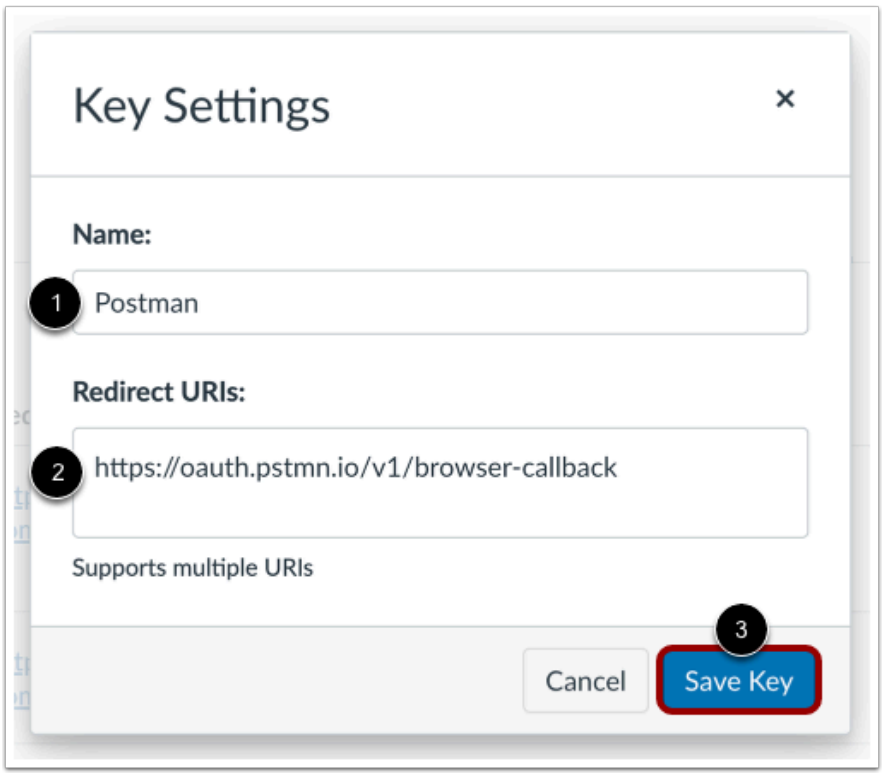
Open Studio



Open Studio, either through your stand-alone Studio instance or through Canvas.

In Studio, click the **Settings** link [1] and then click the **Developer Keys** tab [2]. To add a new developer key, click the **Add Developer Key** button [3].

Create Studio Developer Key

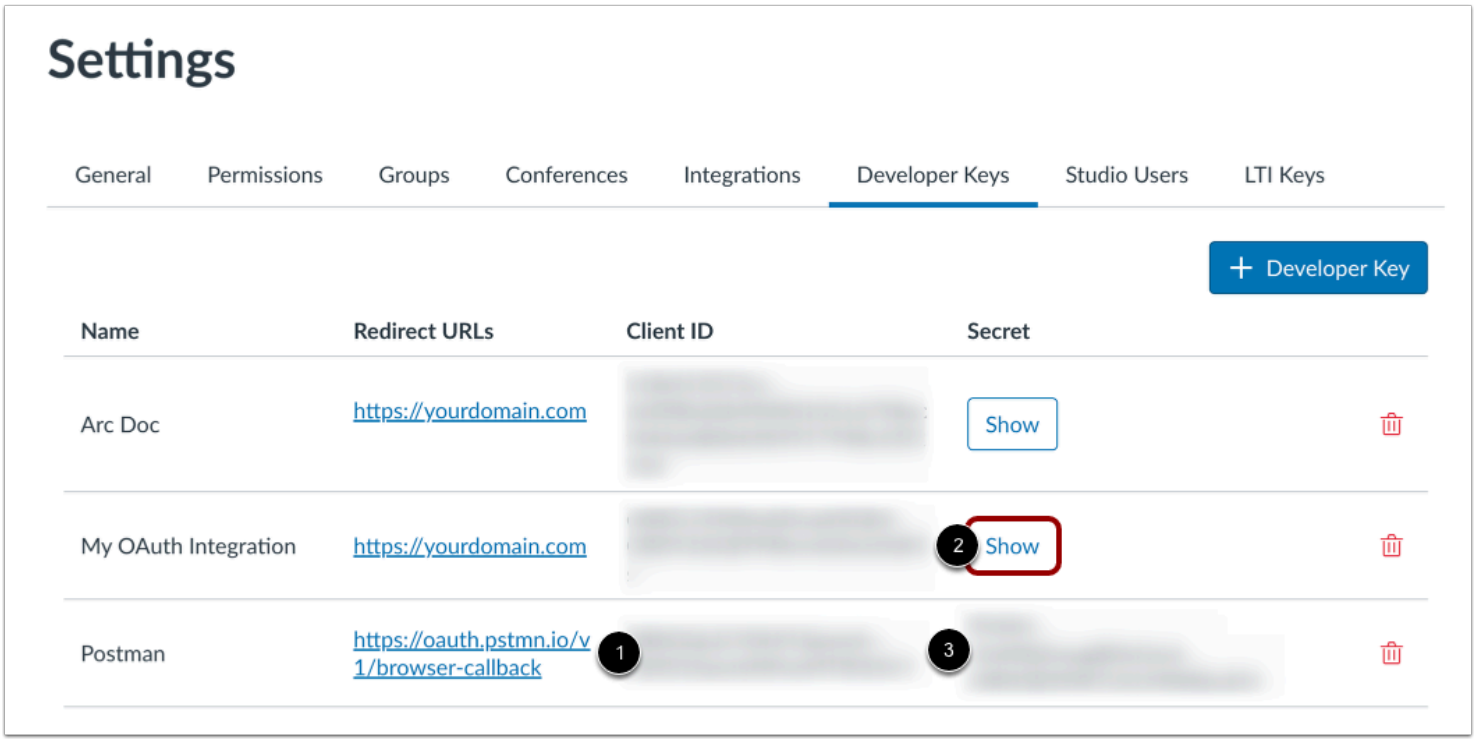


In the Key Settings window, enter a name for the key in the **Name** field [1].

In the **Redirect URIs** field [2], paste the Callback URL you copied from Postman.

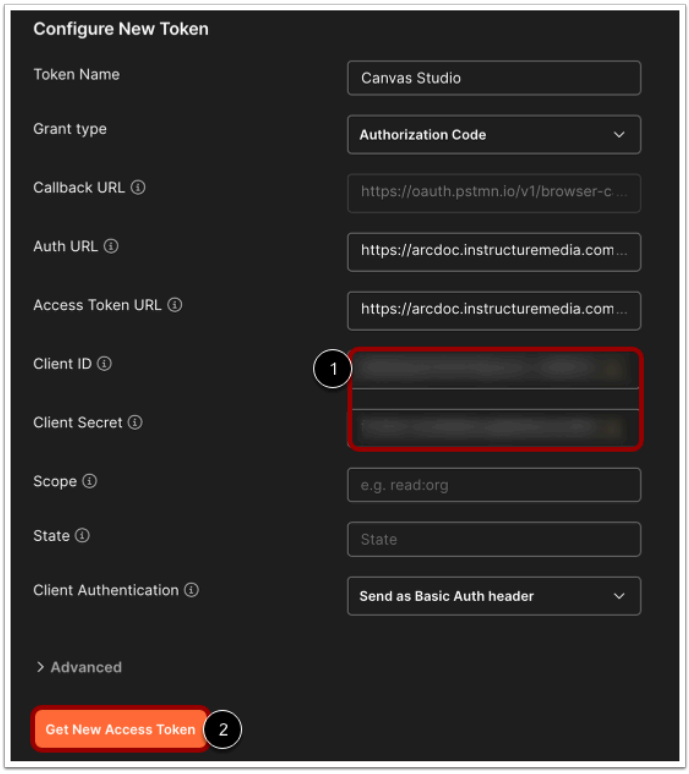
Once you have finalized the Key details, click the **Save Key** button [3].

Copy Client ID and Secret



The new developer key displays in Studio. Copy the **Client ID** [1]. To display the secret, click the **Show** button [2] and then copy the **Secret** [2].

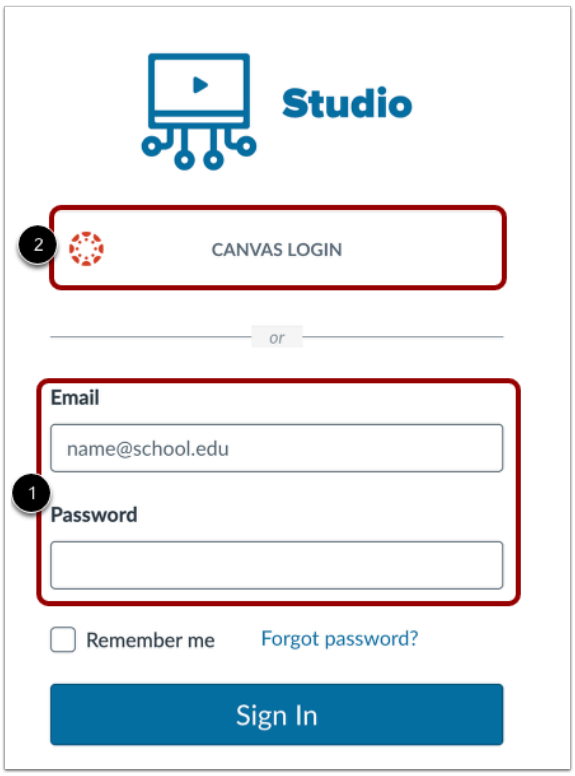
Get New Access Token



In Postman, paste the Client ID and Client Secret from Studio in the corresponding fields [1]. The remaining fields are optional.

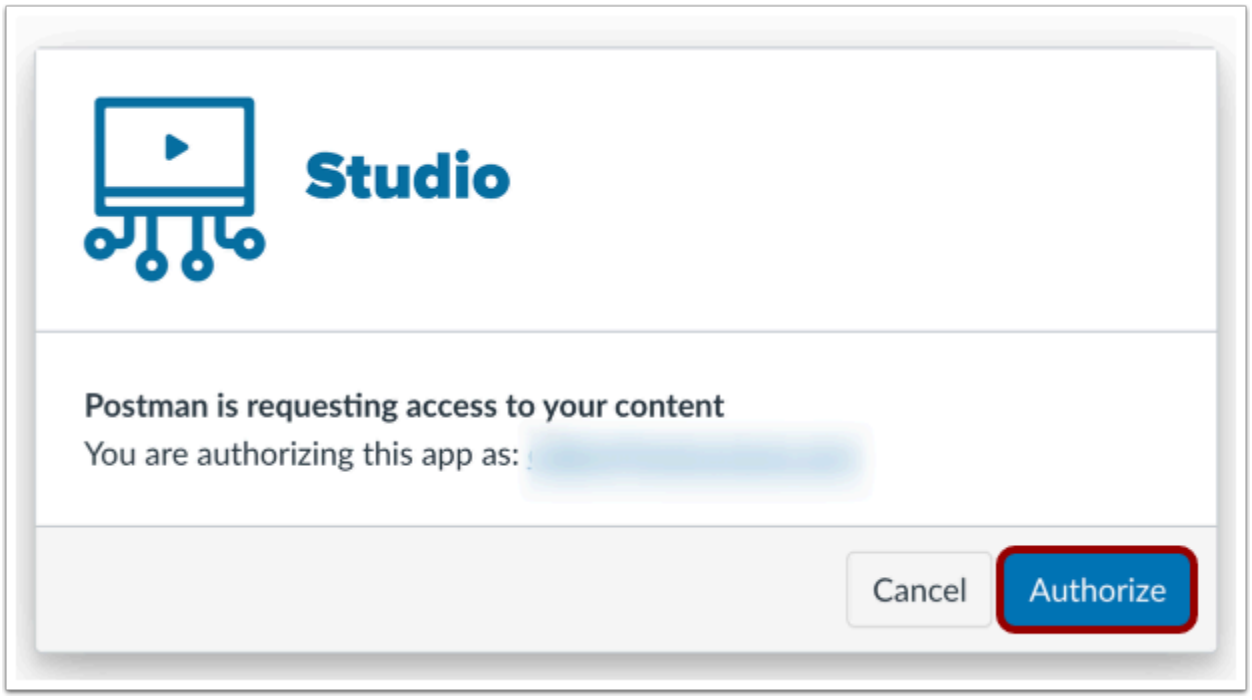
Once you have entered all the token details, click the **Get New Access Token** button [2].

Log in to Studio



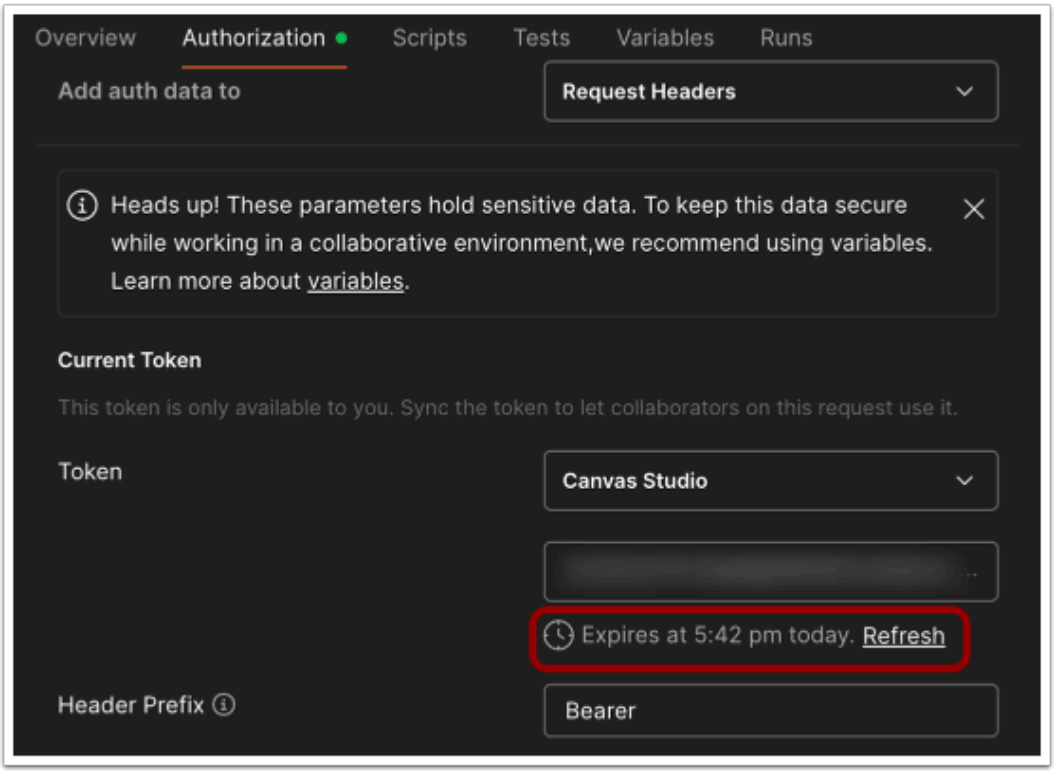
A pop-up window or new tab will prompt you to log in to Studio. You can log in using your Studio stand-alone account credentials [1] or using your Canvas credentials [2].

Authorize Postman



Studio will prompt you to authorize Postman access. In the Studio window, click the **Authorize** button.

View Token Expiration



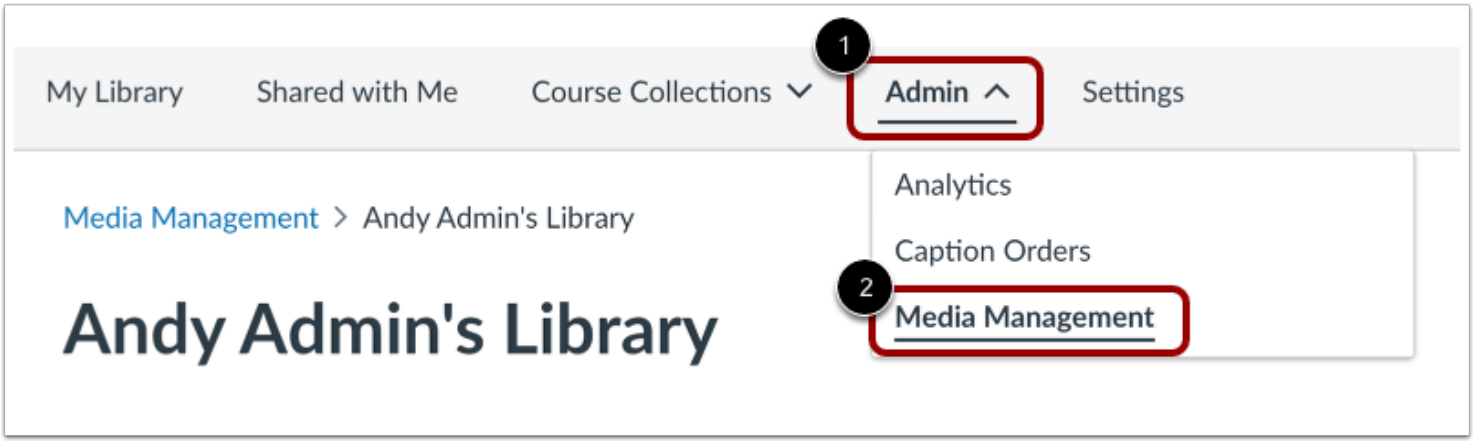
After you confirm authorization for the token, Postman displays the token details. Tokens have a limited availability. In the Current Token section, the token displays its expiration time and date.

How do I search and filter media as a Studio Admin?

As a Studio Admin, you can search and filter media in your institution's Studio media library in the Media Management page.

In the Media Management filter tray, you can filter to view media items by sub-account. You can also filter by course, user, and media information, and you can select to view only media that is inactive, does not have captions, or that includes a quiz.

Open Media Management

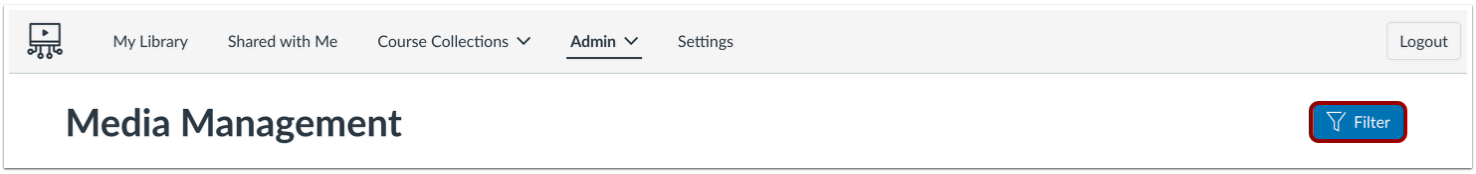


In the the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Search Media

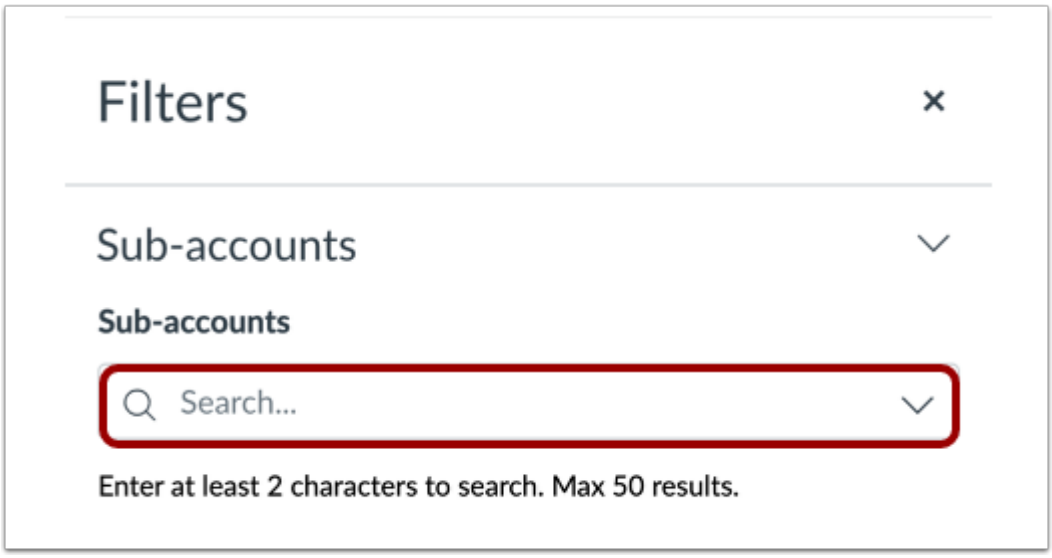
To search for a specific course, user, or media file, enter all or part of a name in the **Search** field.

Filter Media



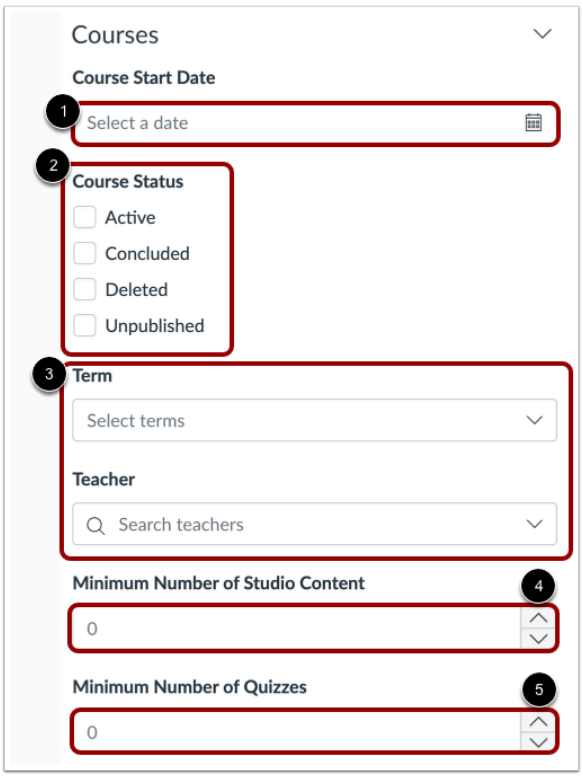
To filter media, click the **Filter** button.

Filter Sub-accounts



To view a specific sub-account, start typing the sub-account name in the **Sub-accounts** field.

Filter Courses



To filter by course date, enter a date in the **Course Start Date** field [1].

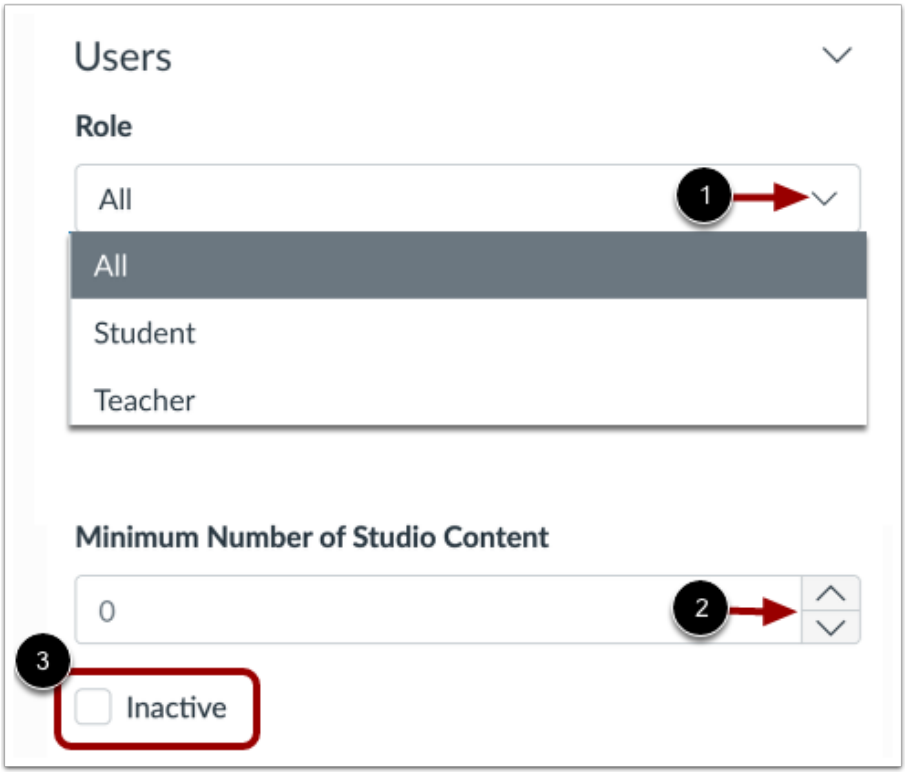
To filter by course status, click a **Course Status** check box [2].

To filter by term or teacher, enter the term or teacher name in the correct field [3].

To view only courses with a minimum number of Studio items, click the **Minimum Number of Studio Content** indicator [4].

To view only courses with a minimum number of Studio quizzes, click the **Minimum Number of Quizzes** indicator [5].

Filter Users



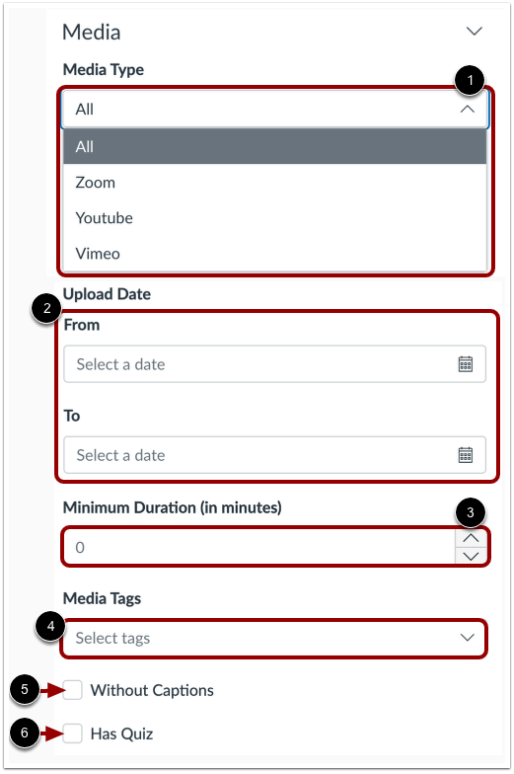
To view content by user role, click the **Role** drop-down menu [1].

To view user content by number of Studio items, click the **Minimum Number of Studio Content** indicator [2].

To view only inactive users, click the **Inactive** checkbox [3].

Note: A user is considered inactive if they have not launched Studio in at least one year.

Filter Media



To filter media by type, click the **Media Type** drop-down menu [1].

To filter by upload date, enter dates in the **From** and **To** fields [2].

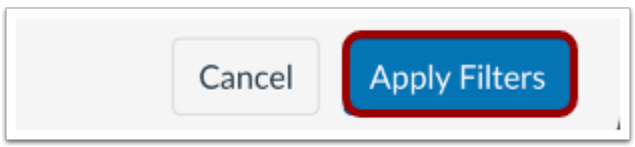
To filter by media duration, click the **Minimum Duration (in minutes)** indicator [3].

To filter by tags, enter text in the **Media Tags** field [4].

To view only media without captions, click the **Without Captions** text box [5].

To view only media that includes a quiz, click the **Has Quiz** checkbox [6].

Apply Filters



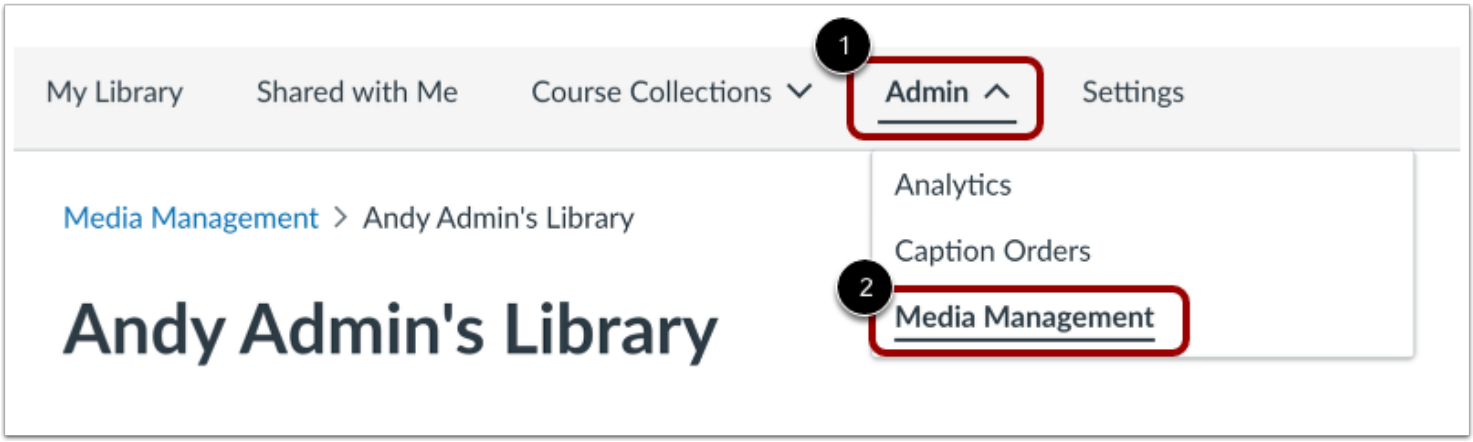
To apply selected filters, click the **Apply Filters** button.

How do I view and manage user libraries as a Studio Admin?

As a Studio Admin, you can view and manage media in all user libraries in your institution's account from the Media Management page. You can share, move, update thumbnails, tag and delete user media, and you can add media to user libraries. User media can be managed individually, or in bulk.

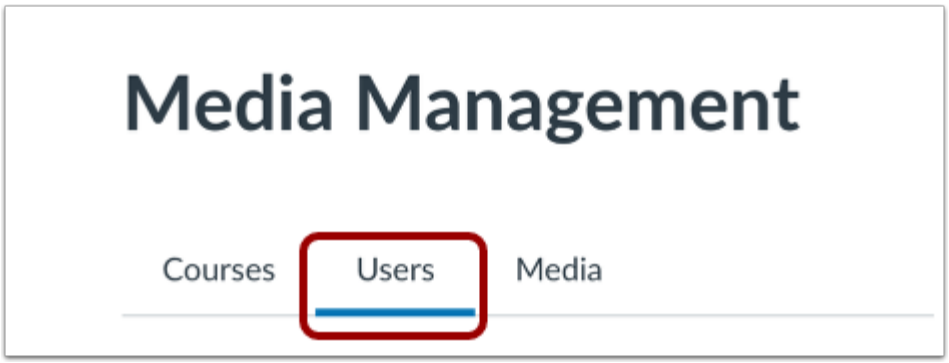
Note: When managing media items, media is accessed from the library of the media's owner.

Open Media Management



In the the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Open Users



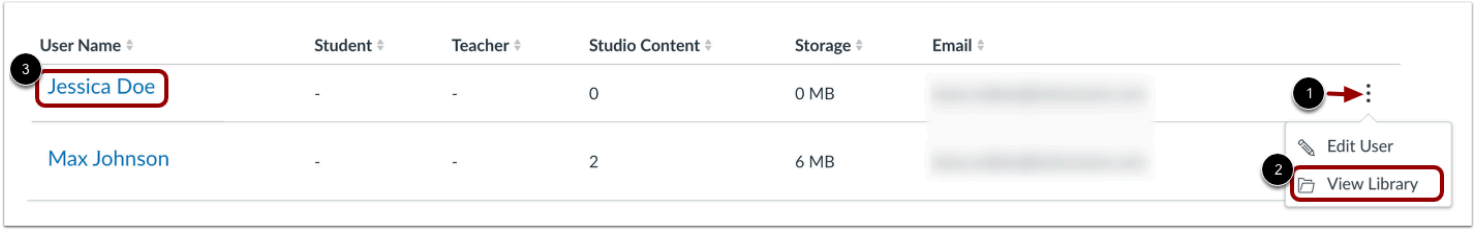
Click the **Users** tab.

Locate User

To search for a user, enter part of the user name in the **Search** field [1]. To filter users, click the **Filter** button [2].

Learn more about the search and filter options.

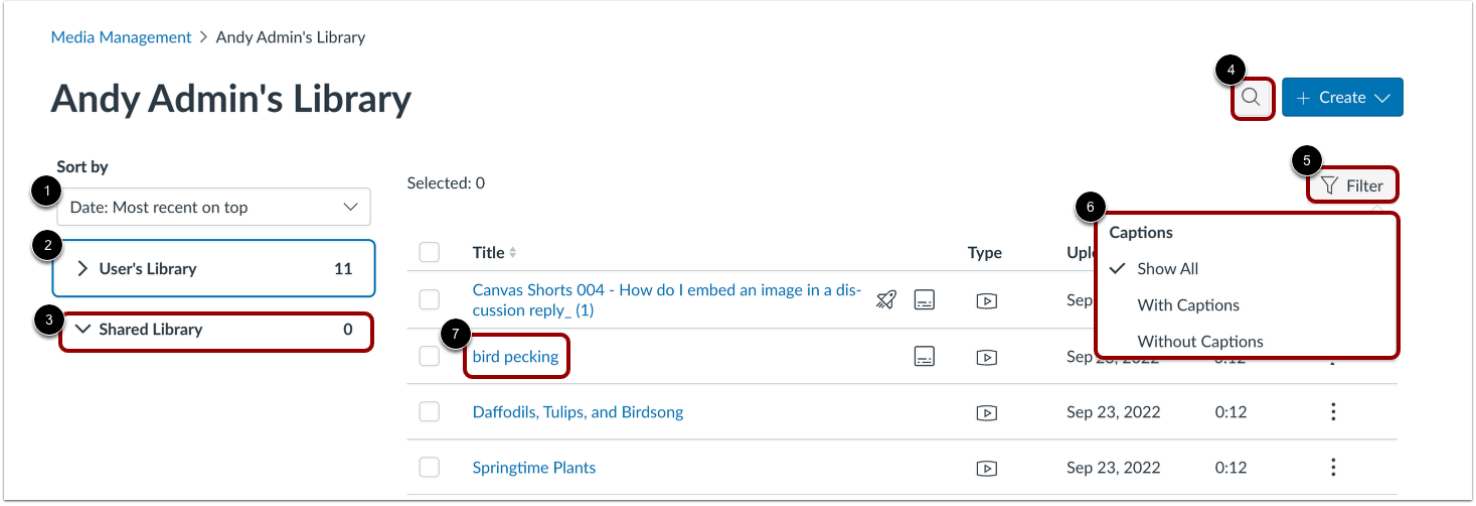
Open Library



To open a user's library, click the **Options** menu [1], then click the **View Library** link [2].

Alternatively, to open a user's library, click a user name link [3].

Sort, Filter, and View Media



To sort the user's library by date or media name, click the **Sort by** drop-down menu [1].

To view the collections in a users's library, click the **User's Library** link [2].

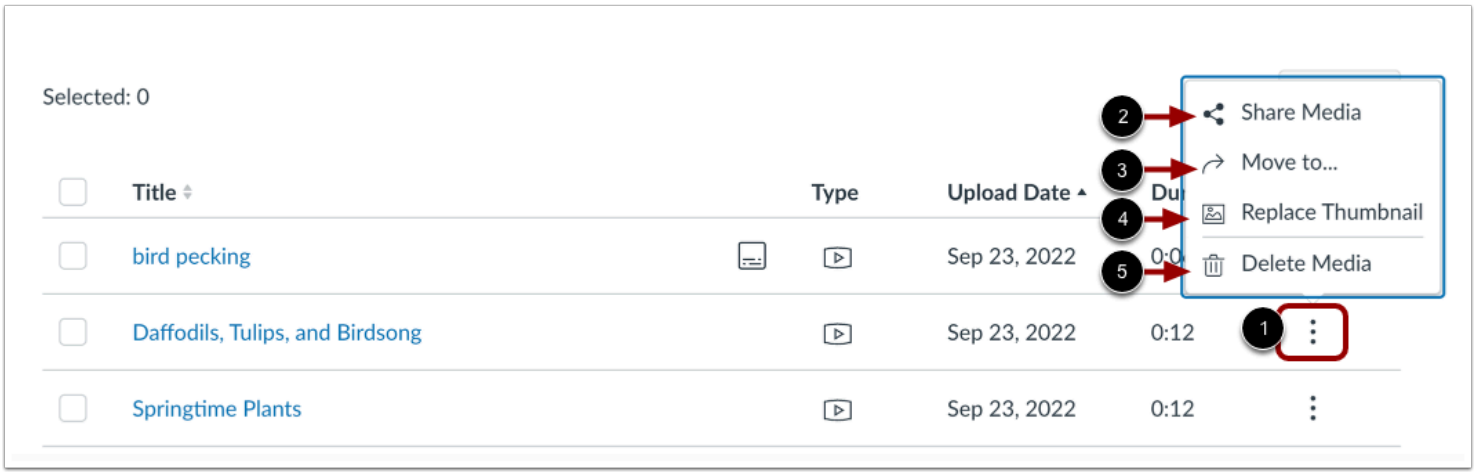
To view the user's shared libraries click the **Shared Library** link [3].

To search for media by title, click the **Search** button [4].

To filter media by caption status, click the **Filter** button [5], then click a caption status option [6].

To view media, click the media title link [7].

Manage Single Media Item



To manage a single media item, the media's **Options** menu [1].

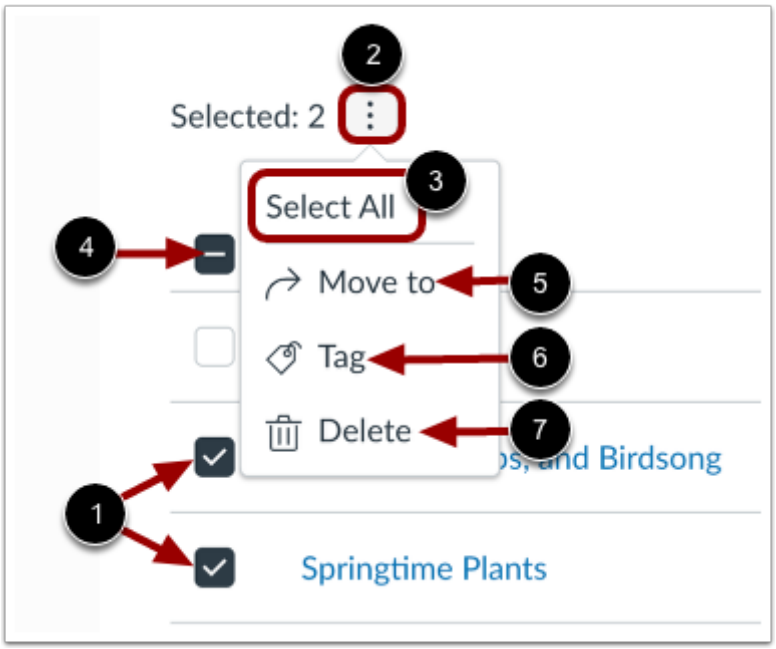
To share the media, click the **Share Media** link [2].

To move the media, click the **Move to...** link [3].

To replace the media thumbnail, click the **Replace Thumbnail** link [4].

To delete the media, click the **Delete Media** link [5].

Manage Multiple Media Items



To manage multiple media items, click the item check boxes [1]. Then, click the **More** menu [2].

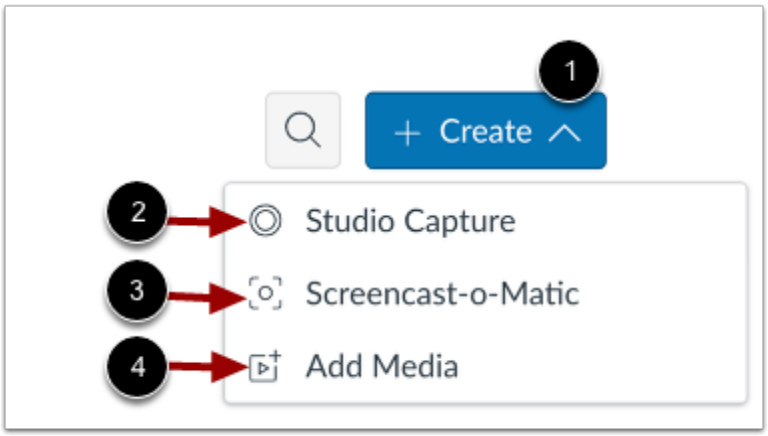
To select all media in the library, click **Select All** link [3]. Alternatively, in the More menu, you can click the **Select All** check box [4].

To move selected items to a different collection, click the **Move to** link [5].

To tag selected items, click the **Tag** link [6].

To delete selected items, click the **Delete** link [7].

Add Media to User Library



To add or upload media to a user's library, click the **Create** button [1].

To add media using Studio Capture, click the **Studio Capture** link [2].

To add media using Screencast-o-Matic, click the **Screencast-o-Matic** link [3].

To add media from YouTube or Vimeo, click the **Add Media** link [4].

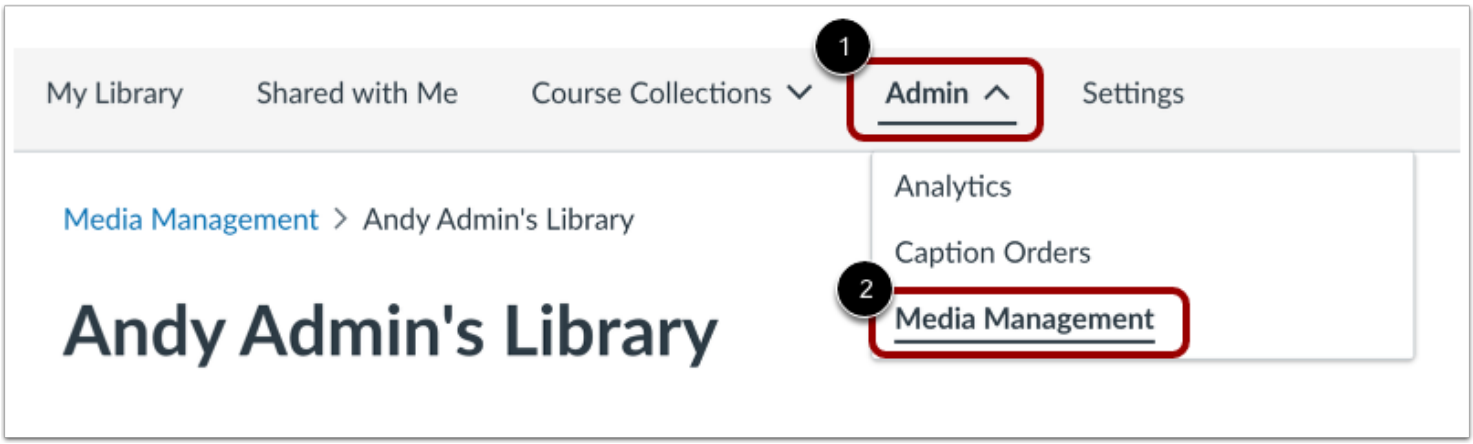
How do I assign and manage admin roles and permissions as a Studio Admin?

As a Studio Admin, you can assign and manage admin roles and permissions for other users.

Learn more about user roles in Studio.

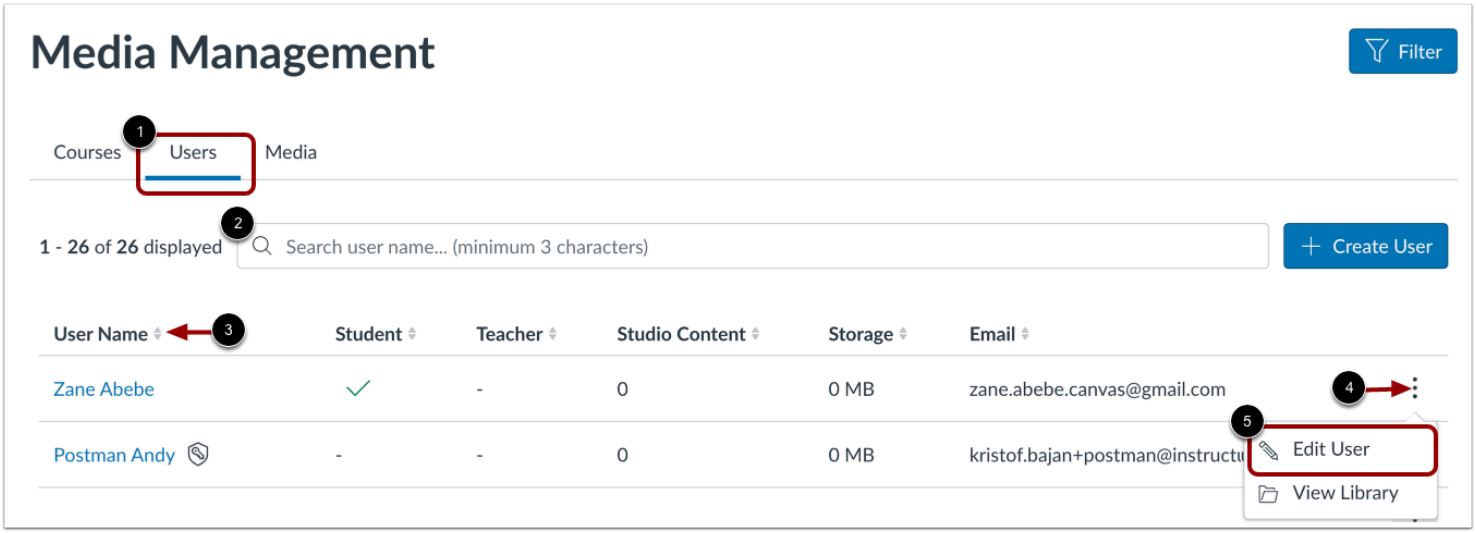
Note: You can be a Studio Admin even if you are not a Canvas Admin. As a Studio Admin, you can manage user permissions in Studio. However, you may not be able to manage permissions for users in Canvas.

Open Media Management



In the the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

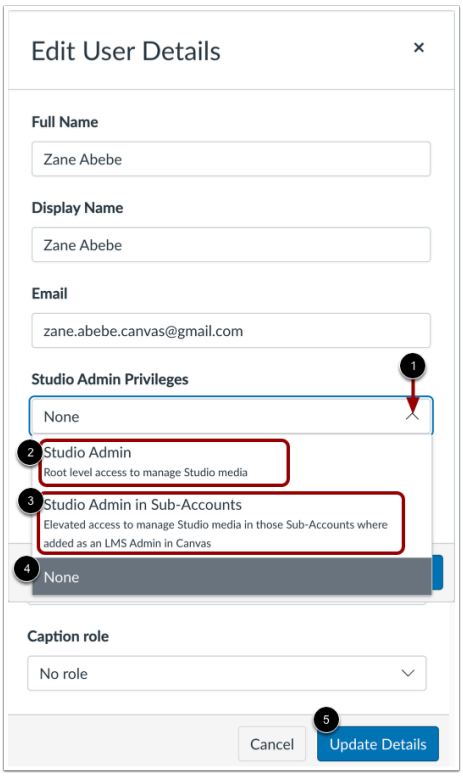
Select User



In the Media Management page, click the **Users** tab [1]. To search for a user by name, enter a minimum of 3 characters of the user name in the **Search** field [2]. To sort the User Name list in alphabetic or reverse-alphabetic order, click the **User Name** sort indicator [3].

In the listing for the user you wish to edit, click the **Options** drop-down menu [4], then click the **Edit User** link [5].

Assign Admin Role



In the Edit User Details menu, click the **Studio Admin Privileges** drop-down menu [1].

To assign root level access to all Studio media in the institution's account, click the **Studio Admin** option [2].

To assign sub-account admin access to allow the user to manage Studio media in sub-accounts where they are an LMS Admin in Canvas, click the **Studio Admin in Sub-Accounts** option [3].

To remove existing admin permissions, select the **None** option [4].

To save changes, click the **Update Details** button [5].

Note: Studio Admin access gives users access to all areas of the institution's Studio account. It is recommended that users with sub-account admin status in Canvas only be given Studio Admin in Sub-Accounts status for their own Canvas sub-accounts in Studio.

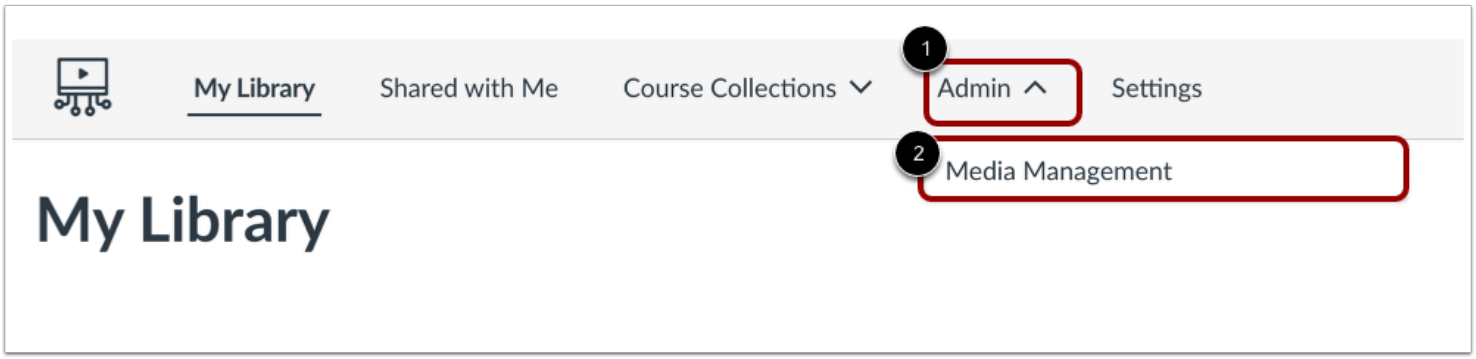
How do I view and manage my media as a Sub-Account Admin in Studio?

Studio users with Sub-Account Admin permissions in Canvas can have Sub-Account Admin access enabled in Studio. Sub-Account Admins in Studio have limited access to view and manage Studio media in their sub-accounts.

In the Media Management page, Sub-Account Admins can view and manage media sorted by the course(s) where it is used in the Courses tab, and by title and duration in the Media tab.

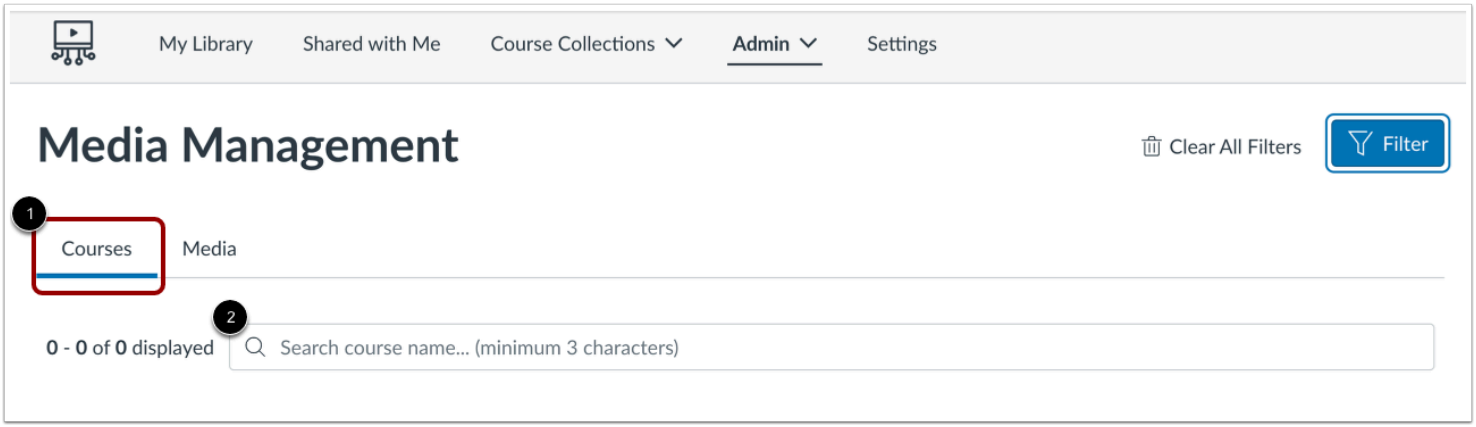
Note: Sub-Account Admins in Canvas do not inherit Sub-Account Admin in Studio access by default. Permissions in Studio must be enabled by the Studio Admin. Learn more about roles and permissions in Studio.

Open Media Management



In the the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

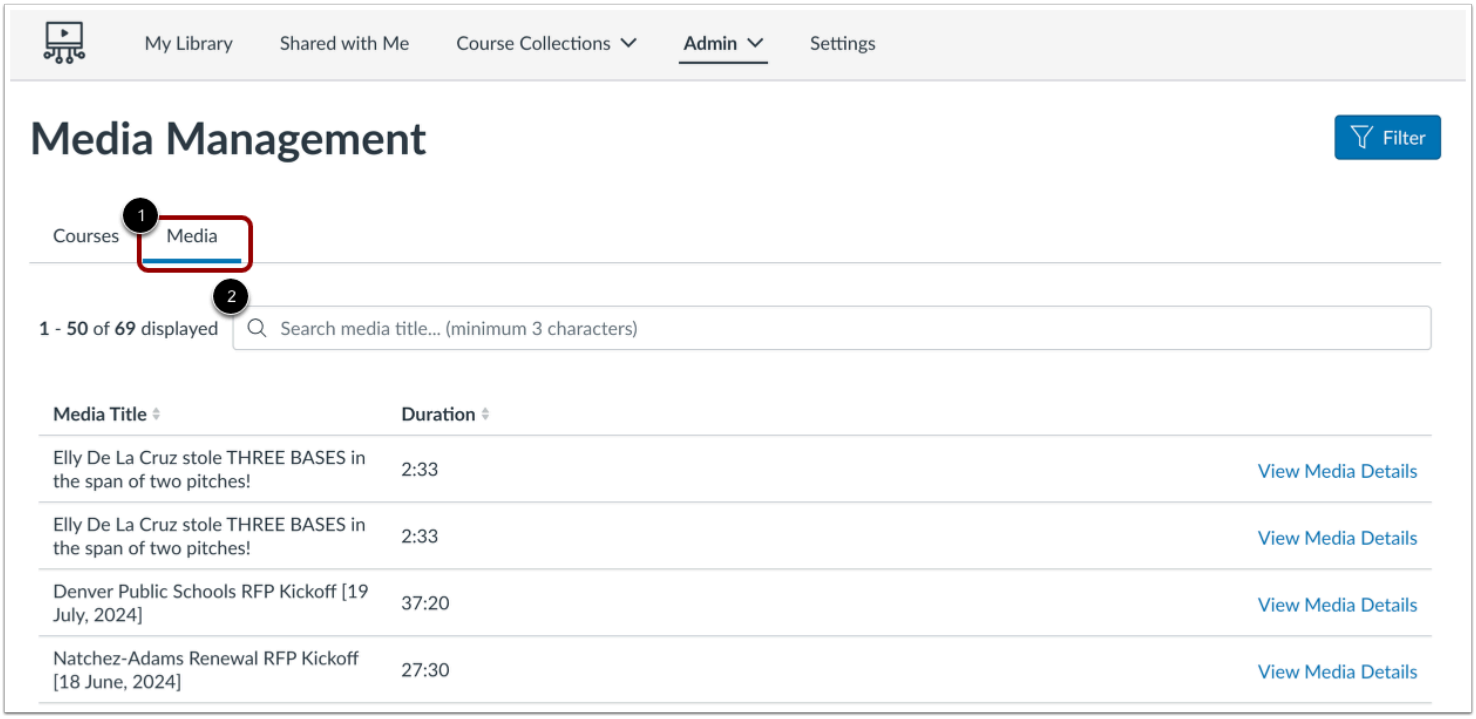
Search Courses



Click the **Courses** tab [1].

To search for a course by name, enter part of the name in the **Search** field [2].

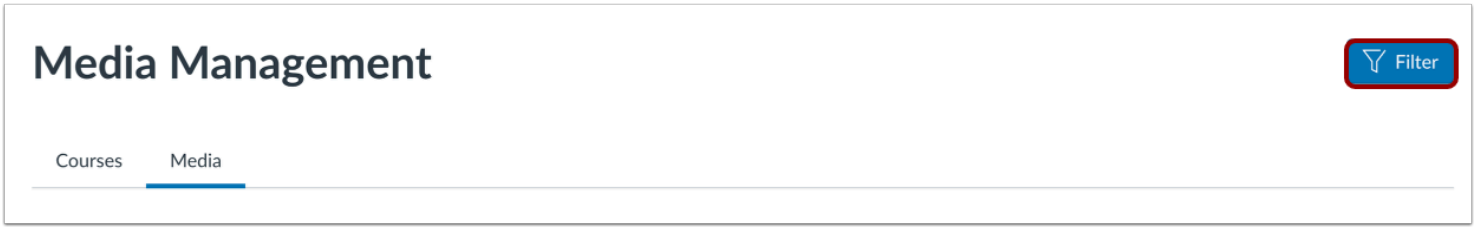
Search Media



Click the **Media** tab [1].

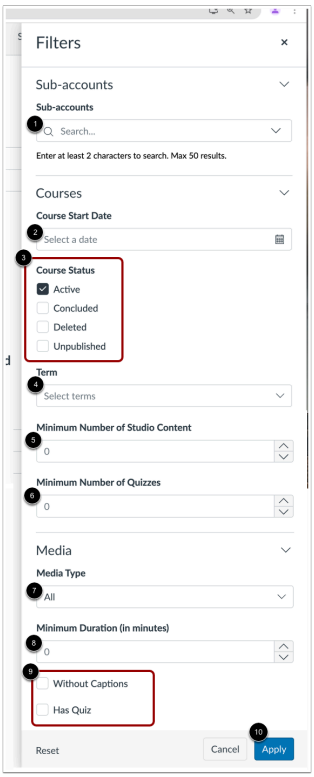
To search for a media item by name, enter part of the name in the **Search** field [2].

Open Filter Tray



To filter Courses or Media, click the **Filter** button.

Filter Courses or Media



To view a specific sub-account, type part of the sub-account name in the **Sub-accounts** field [1].

To filter by course date, enter a date in the **Course Start Date** field [2].

To filter by course status, click a **Course Status** check box [3].

To filter by term, click the **Term** drop-down menu [4].

To view only courses with a minimum number of Studio items, click the **Minimum Number of Studio Content** indicator [5].

To view only courses with a minimum number of Studio quizzes, click the **Minimum Number of Quizzes** indicator [6].

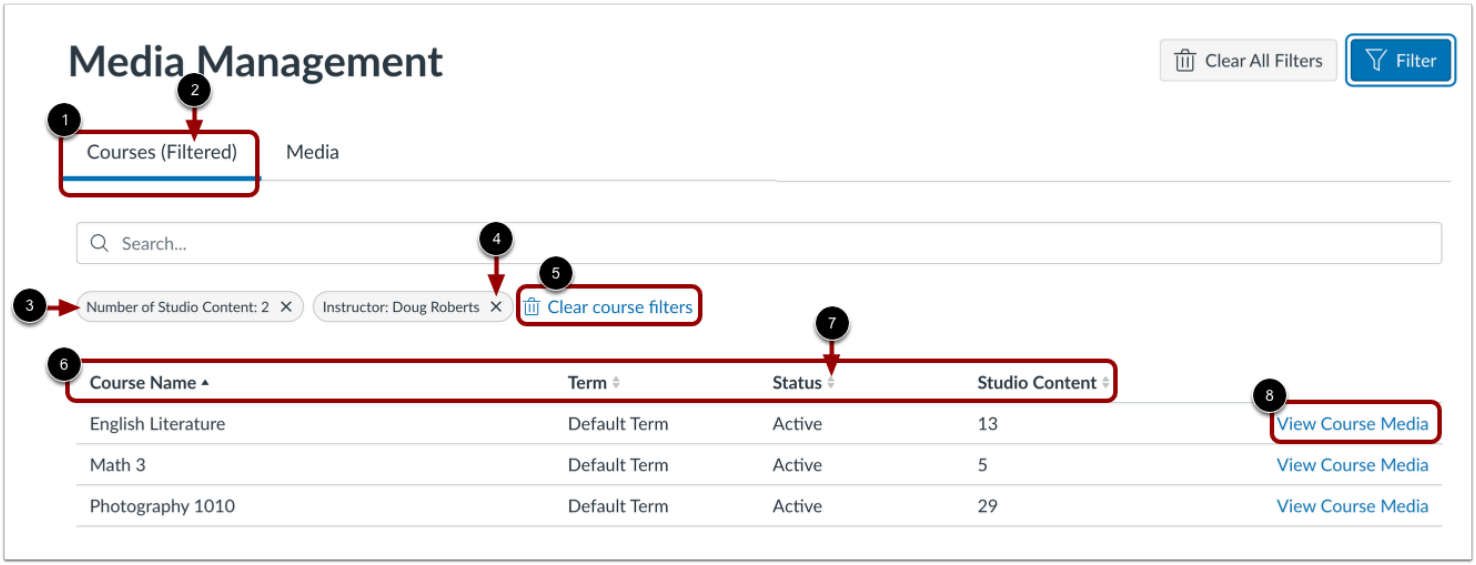
To filter media by type, click the **Media Type** drop-down menu [7].

To filter by media duration, click the **Minimum Duration (in minutes)** indicator [8].

To view only media without captions, and only media that includes a quiz, click the **Without Captions** and **Has Quiz** checkboxes [9].

To save selections, click the **Apply** button [10].

View Courses



To view courses, click the **Courses** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click a **Delete** icon [4].

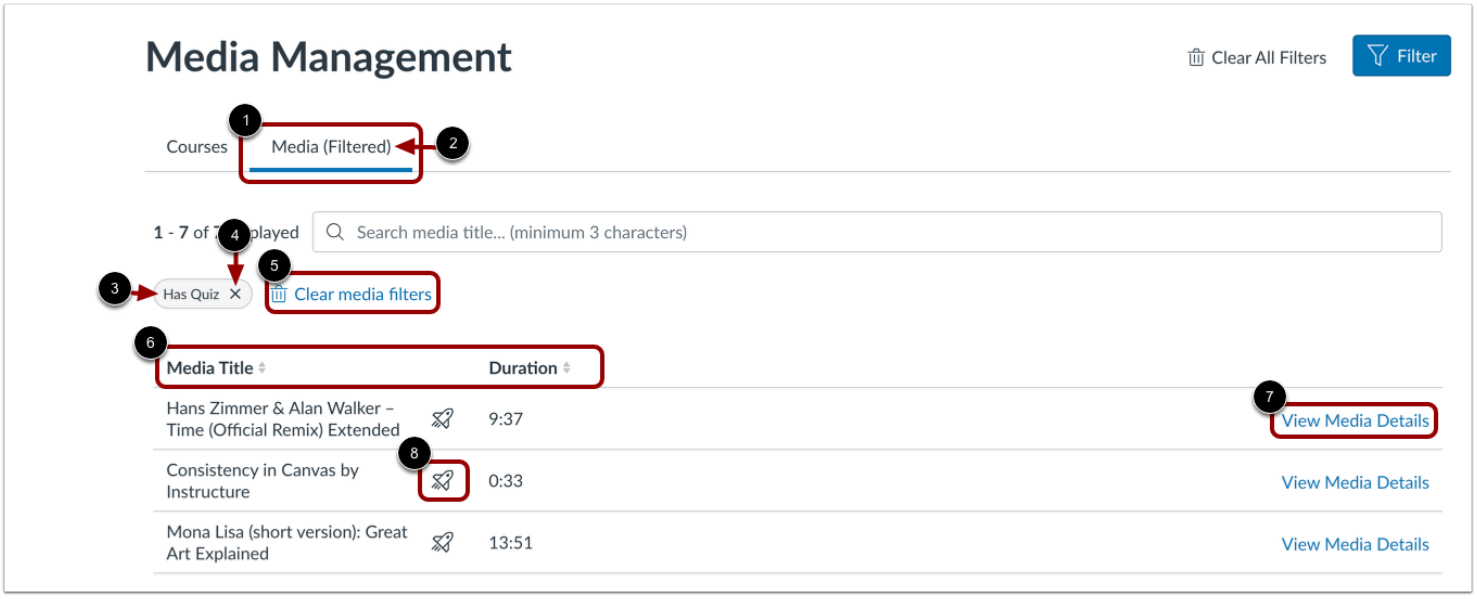
To clear all filters in the list, click the **Clear course filters** link [5].

To sort the list by course name, term, status, or number of media items the course contains, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To view a Course's media, click the **View Course Media** link [8].

Note: Courses that list Studio Content as 0 have had all media deleted.

View Media



To view all media sorted by title and duration, click the Media tab [1]. To view the If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

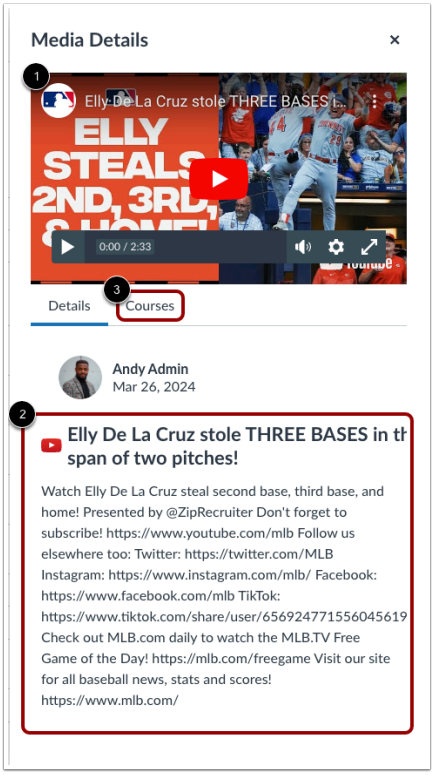
To clear all filters in the list, click the **Clear media filters** link [5].

To sort the list of media by title or duration, click the appropriate column header [6].

To view media details, click the **View Media Details** link [7].

Note: Media that includes a quiz displays the Quiz icon [8].

View Media Details



In the Media Details window, the media viewer displays [1].

By default, the Details tab displays a short description of the media [2].

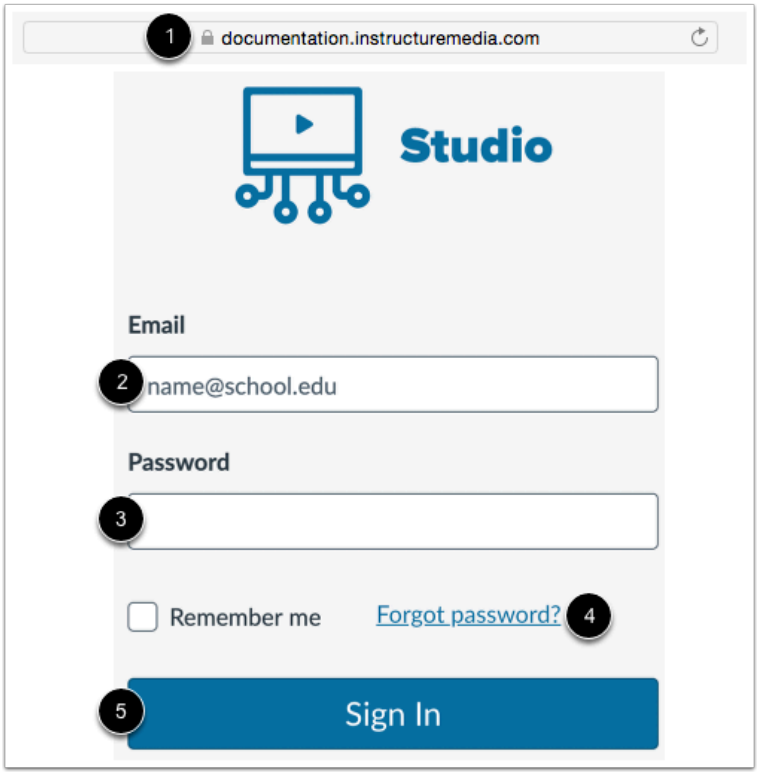
To view courses in which the media is embedded, click the **Courses** tab [3].

Studio Profile and User Settings

How do I view the Settings menu in a Canvas Studio site?

If you have access to your Canvas Studio site, you can view your Settings menu. As an admin user, your Settings menu allows you to manage settings for your institution's Studio account.

Sign in to Studio Site



In a browser window, enter the URL of your Studio account [1].

In the **Email** field [2], enter your email address. This is the email address where you received your invitation to create an Studio password.

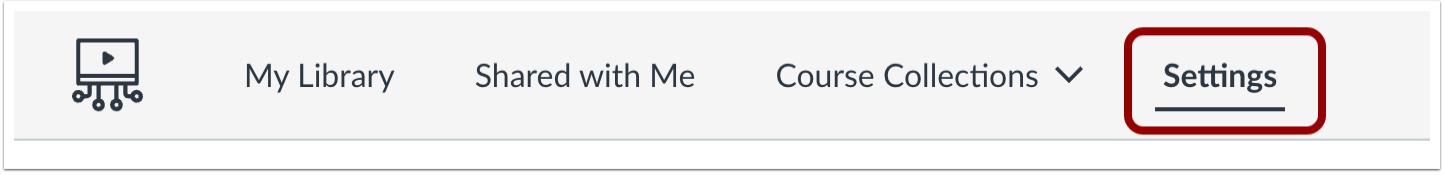
In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].

Notes:

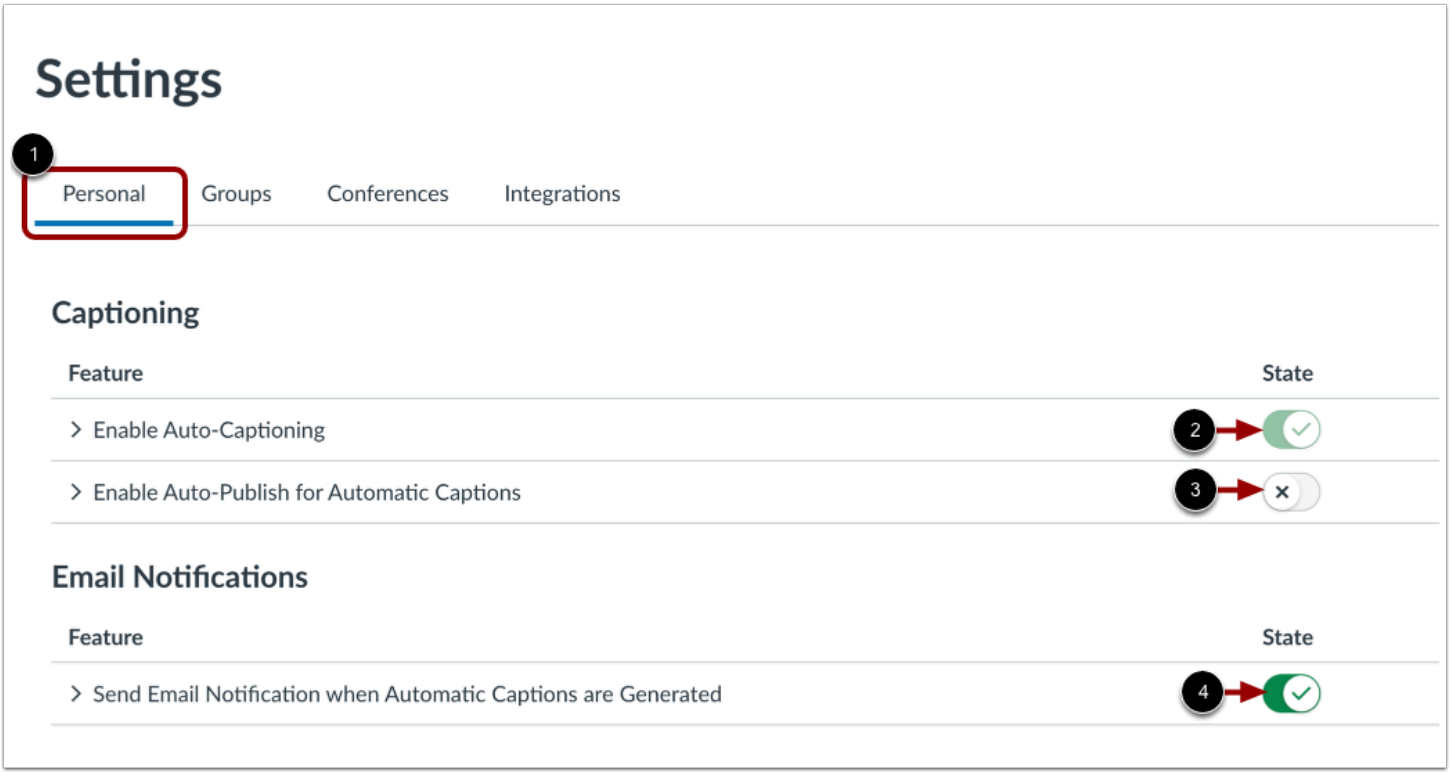
- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

View Personal Settings



To view and manage your personal settings for auto-captioning and auto-publishing , click the **Personal** tab [1].

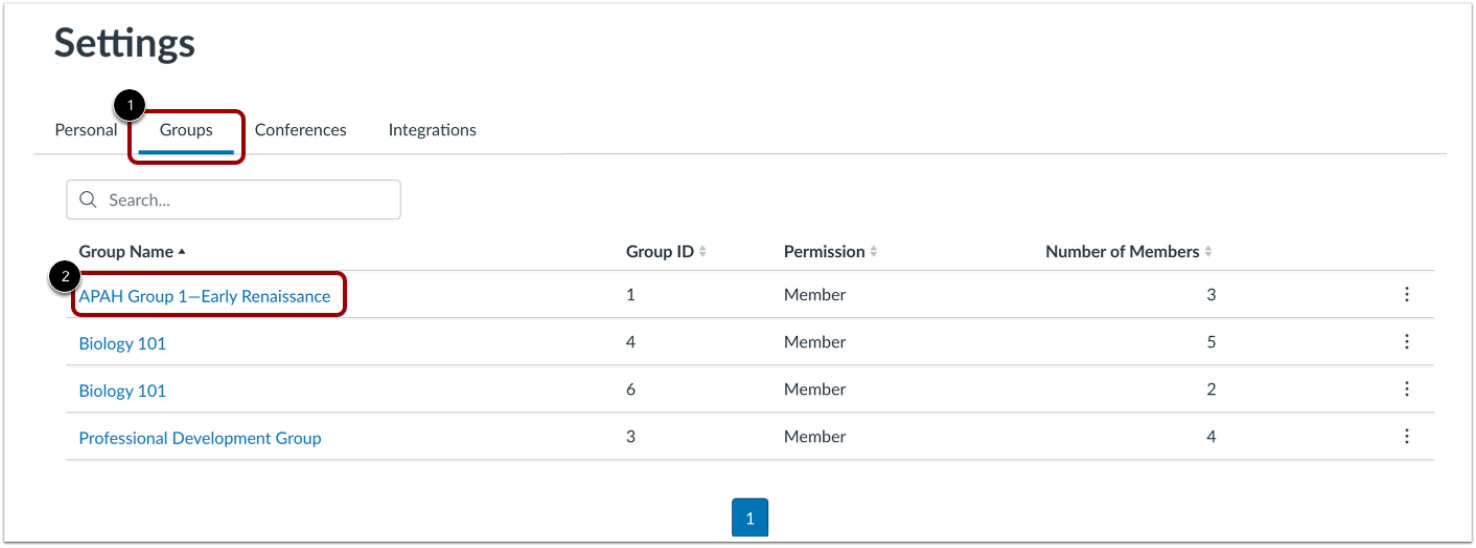
Unless it has been disabled by your district, auto-captioning is set to on by default. To disable auto-captioning for your account, click the **State** toggle off [2].

Unless it has been enabled by your district, auto-publishing for automatic captions is set to off by default. To turn on auto-publish for automatic captions, click the **State** toggle on [3].

By default, an email notification is sent when auto-captions are generated. To disable email notifications when auto-captions are generated, click the **State** toggle off [4].

Note: If a toggle displays as shaded and can't be changed, the setting has been locked by your district.

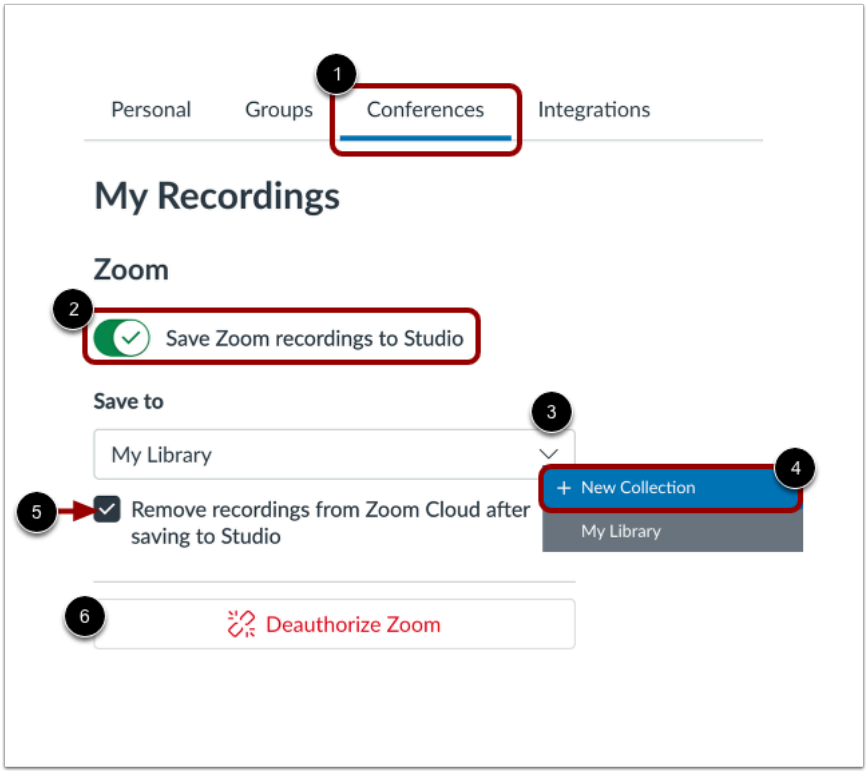
View Studio Groups



To view information about your groups, click the **Groups** tab [1].

To view more information about the group, click the group name link [2].

View Conferences



To manage Zoom recordings in Studio, click the **Conferences** link [1].

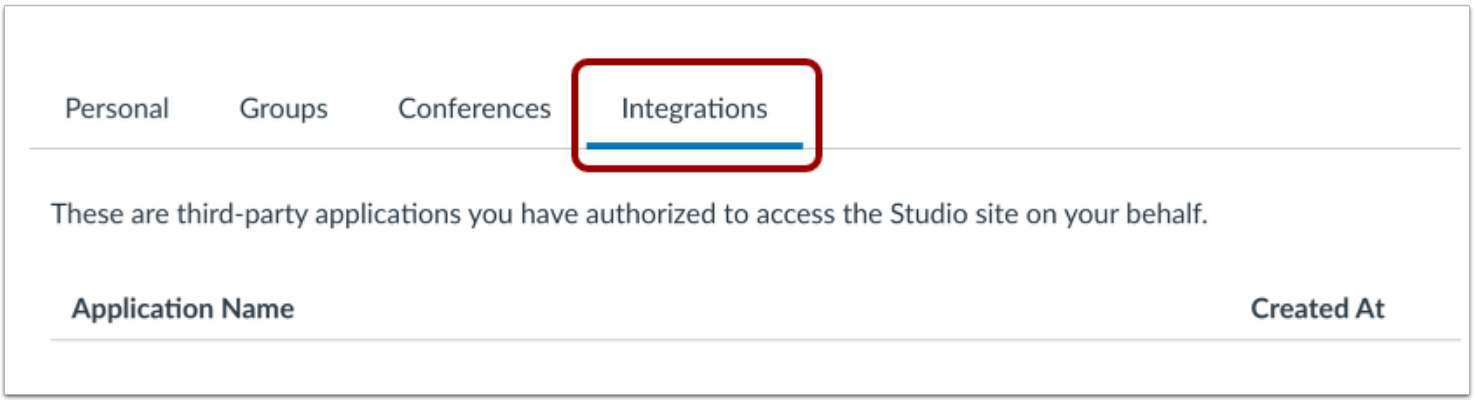
To save save your Zoom recordings to Studio, click the **Save Zoom recordings to Studio** toggle on [2].

By default, Zoom recordings will be saved to your library. To save Zoom recordings to a collection, click the **Save to** drop-down menu [3], and select the **New Collection** link [4].

To delete recordings from the Zoom cloud after they are saved to your Studio account, click the **Remove recordings from Zoom Cloud after saving to Studio** checkbox [5].

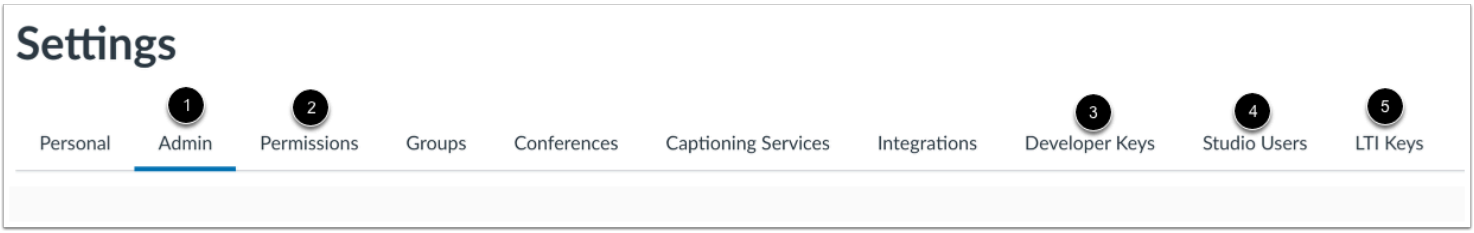
To stop saving Zoom recordings to your Studio account, click the **Deauthorize Zoom** button [6].

View Studio Integrations



To view a list of third-party applications you have authorized to access Studio on your behalf, click the **Integrations** tab.

View Studio Admin Settings Tabs



As an admin user, you can view additional admin settings in Studio Settings.

To manage embedding and captioning feature access for Studio users, click the **Admin** tab [1].

To view and manage user role permissions, click the **Permissions** tab [2].

To view and manage developer keys, click the **Developer Keys** tab [3].

To view and manage users in your Studio account, click the **Studio Users** tab [4].

To view LTI keys for your Studio account, click the **LTI Keys** tab [5].

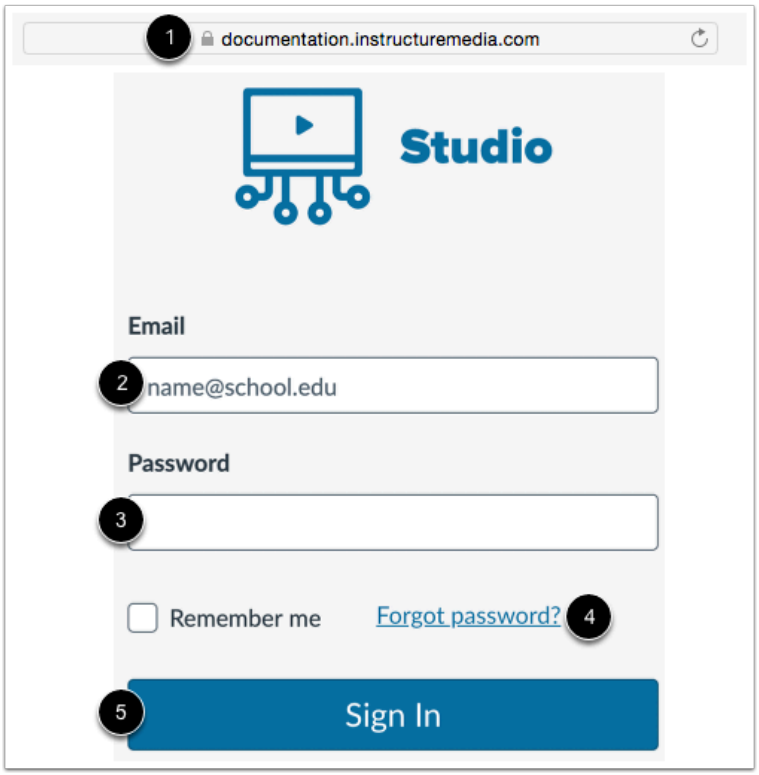
How do I enable high contrast styles in Studio?

If you need to enable high contrast styles while you are working in your Canvas Studio site, you can enable it in your user settings.

Notes:

- This setting only affects your view of the Studio site and does not affect any other users.
- If you are logged in to Studio through Canvas, high contrast styles are inherited from the Canvas account settings.
- Learn more about setting high contrast styles in Canvas as an instructor, as a student, or as an observer.

Sign in to Studio Site



In a browser window, enter the URL of your Studio account [1].

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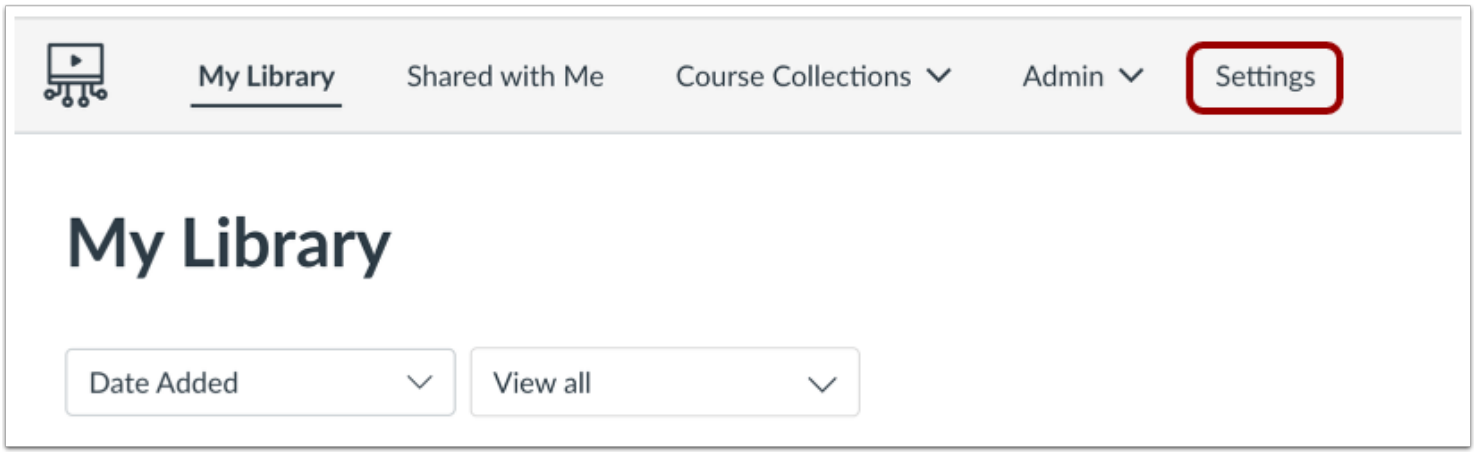
In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].

Notes:

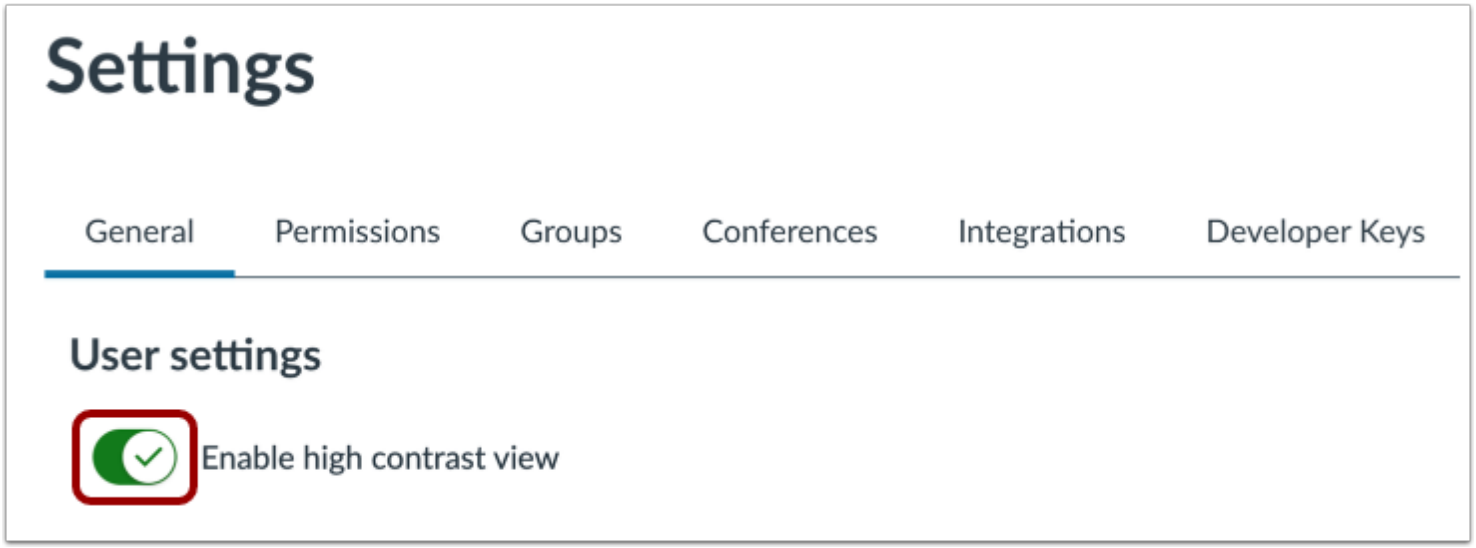
- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings



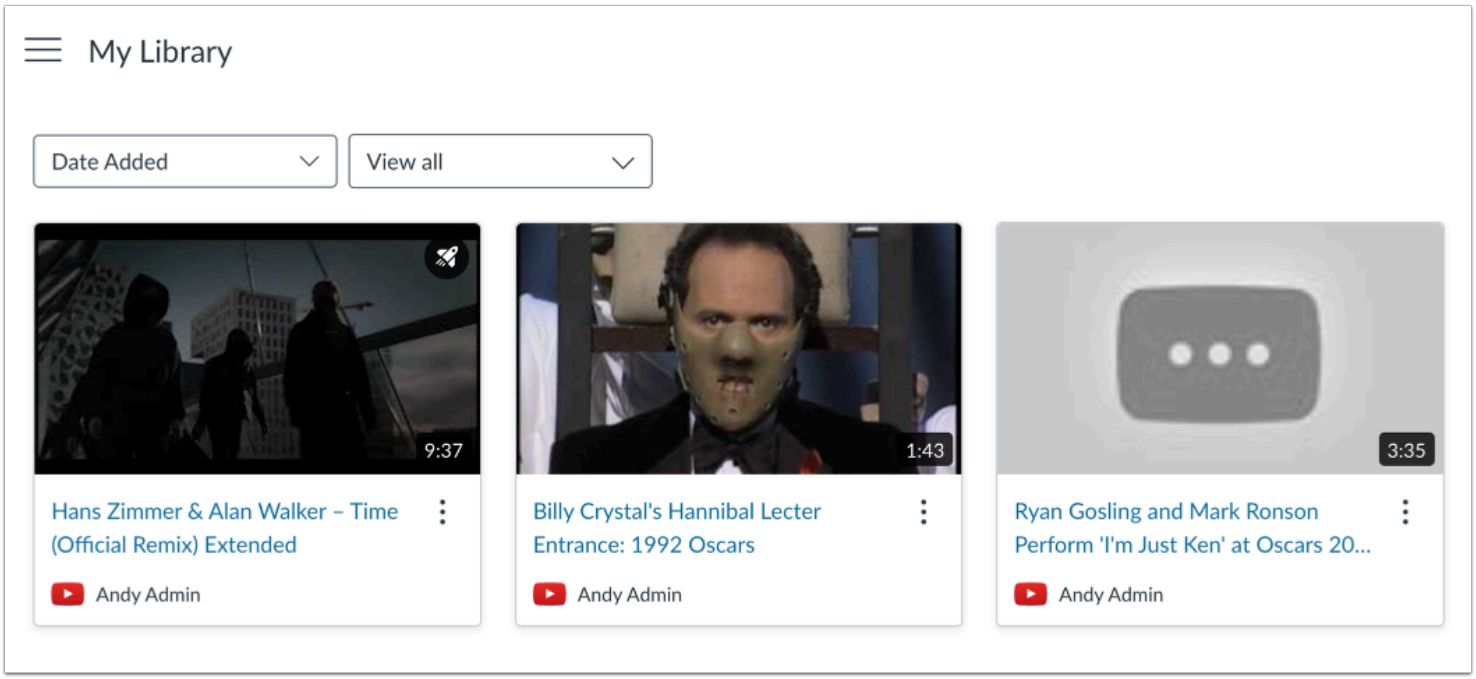
In the Studio Navigation menu, click the **Settings** link.

Enable High Contrast



Click the **Enable high contrast view** toggle on.

View Library



View your Studio Library with high contrast styles.