STUDIO GUIDE

CANVAS
Studio

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Table of Contents

Studio Basics 6

- What is Canvas Studio? 7
- How do I access Canvas Studio? 11
- How do I use Canvas Studio? 16
- How do I log in to an institution's Canvas Studio site? 22
- How do I log out of a Canvas Studio site? 27
- What file formats does Canvas Studio support? 28
- What are the computer specifications for Canvas Studio? 30
- How do I install the Studio Screen Capture Application? 32
- FAQ: What happens to a user's Canvas Studio media after they leave my institution? 33

Studio Media Management 34

- How do I play a media file in Canvas Studio? 35
- How do I upload media files in my Canvas Studio account? 43
- How do I add media from YouTube and Vimeo in my Studio account? 48
- How do I record a Canvas Studio video using a webcam? 52
- How do I record a Canvas Studio screen capture video? 58
- How do I record a screen capture in Canvas Studio on a Chromebook? 64
- How do I embed Canvas Studio media in a Canvas course? 70
- How do I use Canvas Studio through the Rich Content Editor in Canvas? 82
- How do I replace a Canvas Studio video thumbnail? 95
- How do I add annotations to my media in Canvas Studio? 99
- How do I view and manage annotations in my media in Canvas Studio? 103
- How do I use the Canvas Studio media editor? 106
- How do I cut sections of a media file in Canvas Studio? 110
- How do I trim a media file in Canvas Studio? 119
- How do I share media with a user in Canvas Studio? 125
- How do I share media with a group in Canvas Studio? 130

How do I view and manage media files shared with me and others in Canvas Studio? 137
How do I get a public link or embed code for media in Canvas Studio? 144
How do I delete media in Canvas Studio? 148
How do I authorize Zoom as a conferencing tool in Canvas Studio? 153
How do I manage my Zoom recording upload options in Canvas Studio? 157
How do I change the caption settings in a Canvas Studio media file? 163
How do I download media files or media transcript files in Canvas Studio? 168

Studio Collections 170
How do I create a collection in Canvas Studio? 171
How do I view a collection in Canvas Studio? 174
How do I add media to a collection in Canvas Studio? 179
How do I move media to a collection in Canvas Studio? 187
How do I share a collection in Canvas Studio? 192
How do I view and manage collections shared with me and others in Canvas Studio? 199

Studio Media Tabs 204
How do I edit details and tags for Canvas Studio media? 205
How do I add comments or replies to Canvas Studio media? 208
How do I upload a caption file to Canvas Studio media? 214
How do I add captions to my media file in Canvas Studio? 221
How do I manage comments for media in Canvas Studio? 229
How do I set my comment notification preferences for Canvas Studio video comments? 232
How do I view media insights for my Canvas Studio media? 235
How do I use the Canvas Studio Insights page? 239
How do I view Canvas Studio analytics for individual viewers? 245
How do I export Canvas Studio viewer analytics as a CSV file? 250
How do I use the Caption Editor to edit a caption file? 255

Studio Quizzing 263

How do I use Canvas Studio video quizzing? 264
How do I create a Canvas Studio video quiz? 270
How do I view Canvas Studio video quiz results? 282
How do I take a Canvas Studio video quiz in a Canvas course as a student? 287
How do I embed a Canvas Studio video quiz in the Canvas Rich Content Editor as an instructor? 294
How do I post Canvas Studio video quiz results in the Canvas Gradebook? 299

Instructors and Studio 307

How do I use Canvas Studio through my Canvas Course Navigation Menu as an instructor? 308
How do I add a Canvas Studio media module item in a Canvas course as an instructor? 311
How do I add a Canvas Studio media assignment in a Canvas course as an instructor? 321
How do I view Canvas Studio media using the Test Student as an instructor? 326
How do I grade Canvas Studio media submissions in SpeedGrader as an instructor? 330
How do I view and manage my Canvas Studio groups as an instructor? 336
How do I create custom sharing groups in my Canvas Studio account as an instructor? 344
How do I embed Canvas Studio media in a Canvas discussion as an instructor? 352

Students and Studio 365

How do I submit Canvas Studio media as a File Upload assignment in Canvas as a student? 366
How do I submit Canvas Studio media as a Text Entry assignment in Canvas as a student? 374
How do I embed Canvas Studio media in a discussion reply in Canvas as a student? 387
How do I view my Canvas Studio groups as a student? 399
How do I manage a Canvas Studio group as a student? 404
How do I create Canvas Studio groups as a student? 410

Studio Admins 418

How do I view Studio Analytics usage data for my institution's Canvas Studio account? 419
How do I view Studio Analytics media usage data for my institution's Canvas Studio account? 423
How do I view Studio Analytics for users in my institution's Canvas Studio account? 432
How do I manage Canvas Studio settings as an admin? 437

What user roles and permissions are available for a Canvas Studio account? 439
How do I manage Canvas Studio user role permissions as an admin? 442
How do I view and manage my Canvas Studio groups as an admin? 445
How do I create custom sharing groups in my Canvas Studio account as an admin? 453
How do I configure my institution's Zoom app to send cloud recordings to Canvas Studio? 461
How do I connect Zoom as a conference tool in Canvas Studio as an admin? 477
Where can I find my Zoom Account ID to connect Zoom as a conference tool in Canvas Studio? 481
How do I view and manage other Canvas Studio account groups as an admin? 484
How do I manage Canvas Studio developer keys as an admin? 491
How do I create a Canvas Studio user as an admin? 494
How do I manage Canvas Studio users as an admin? 497
How do I view my institution's Canvas Studio LTI Keys as an admin? 500
How do I manage Canvas Studio embed default settings as an admin? 502

Studio Profile and User Settings 506

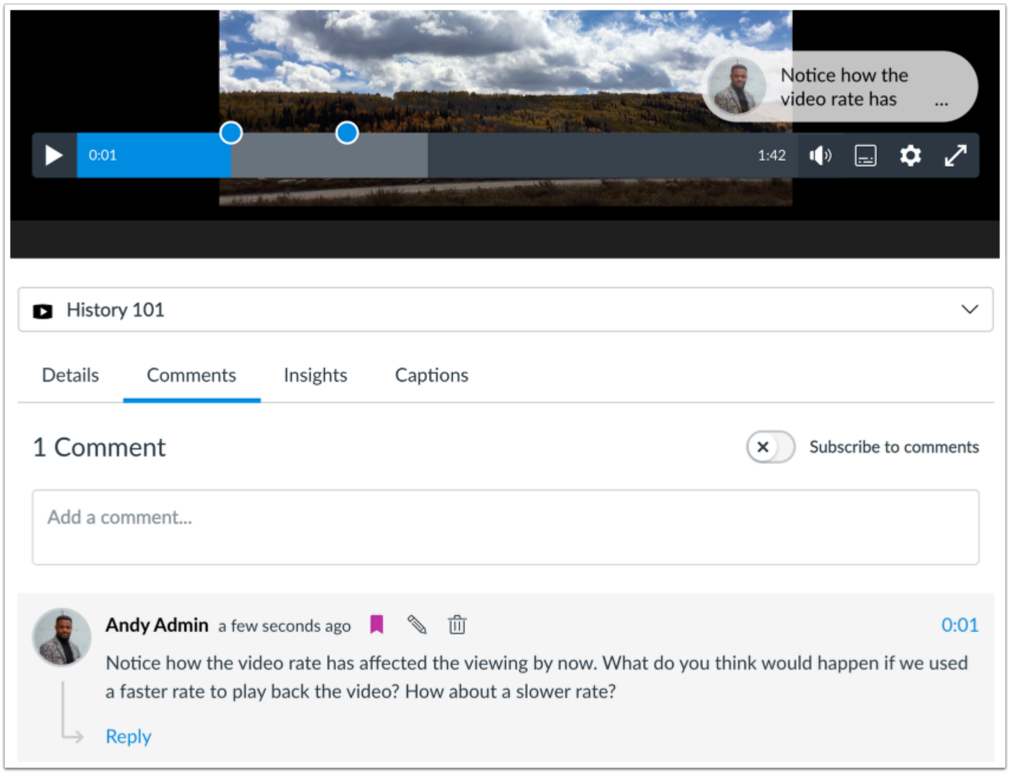
How do I view the user menu in a Canvas Studio site? 507
How do I enable high contrast styles in a Canvas Studio site? 510

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


Notice how the
video rate has ...
0:01
1:42
History 101
Details
Comments
Insights
Captions
1 Comment
Subscribe to comments
Add a comment...
Andy Admin
a few seconds ago
0:01
Reply

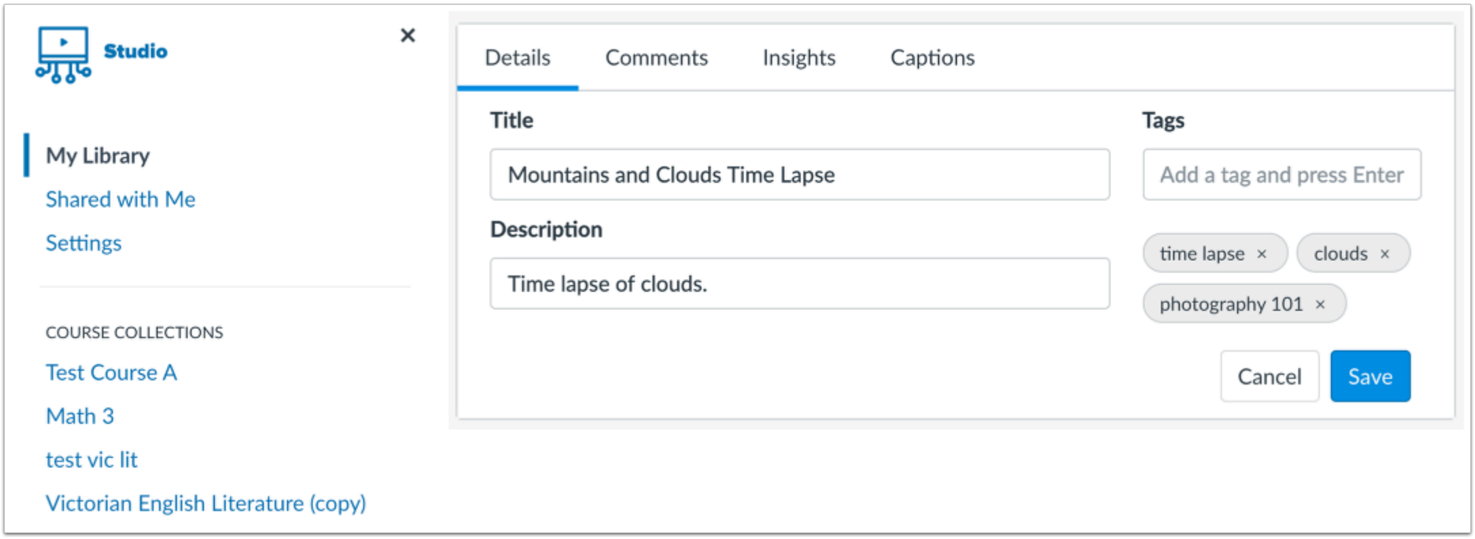
Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

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.

BY NC SA

Asset Management


Studio
My Library
Shared with Me
Settings
COURSE COLLECTIONS
Test Course A
Math 3
test vic lit
Victorian English Literature (copy)
Details
Comments
Insights
Captions
Cancel
Save

Title: Mountains and Clouds Time Lapse

Description: Time lapse of clouds.

Tags: Add a tag and press Enter

time lapse ×

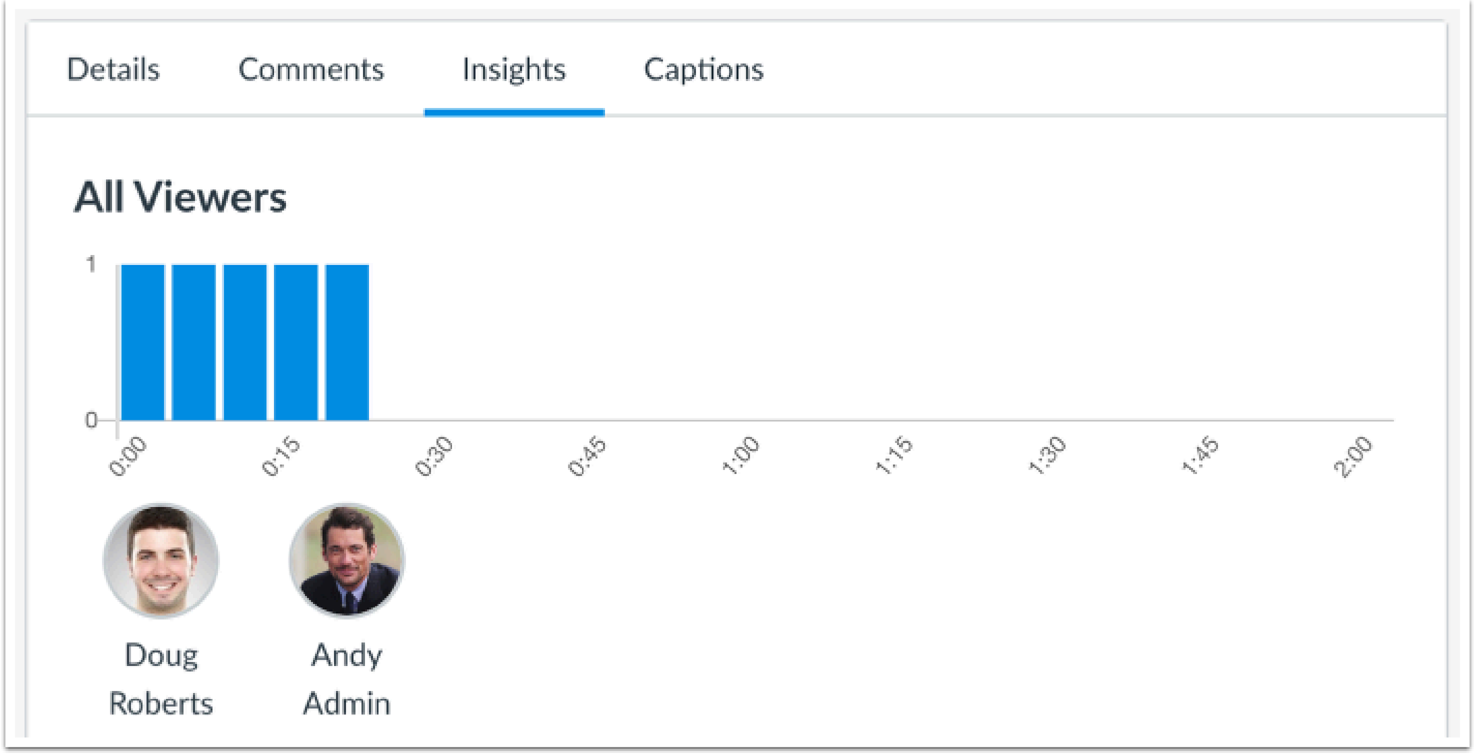
clouds ×

photography 101 ×

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.

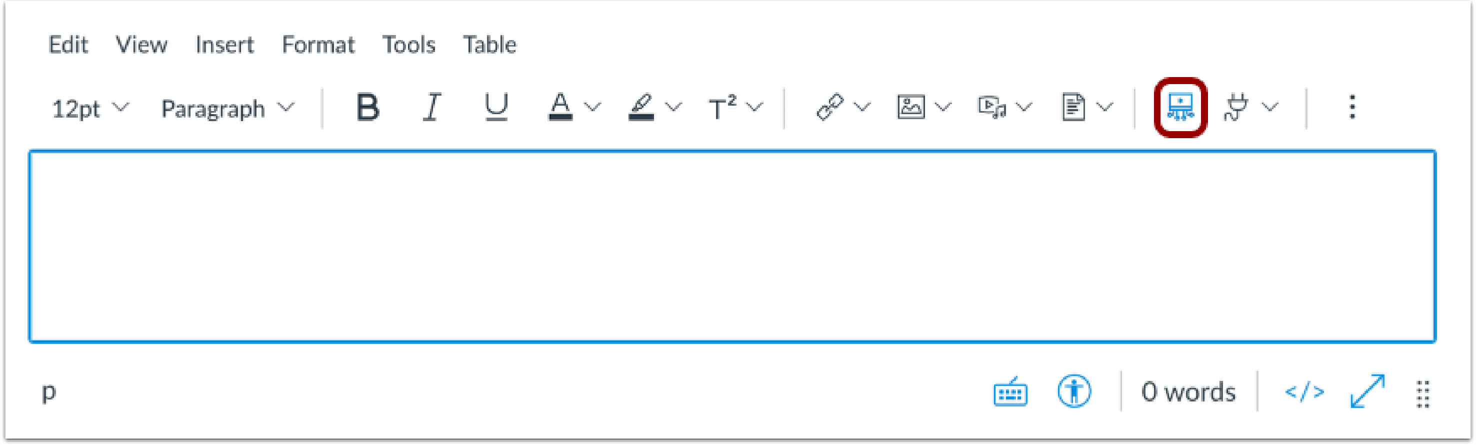
Analytics


Details
Comments
Insights
Captions
All Viewers
1
0
0:00
0:15
0:30
0:45
1:00
1:15
1:30
1:45
2:00
Doug Roberts
Andy Admin

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


Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
p
0 words
</>

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?

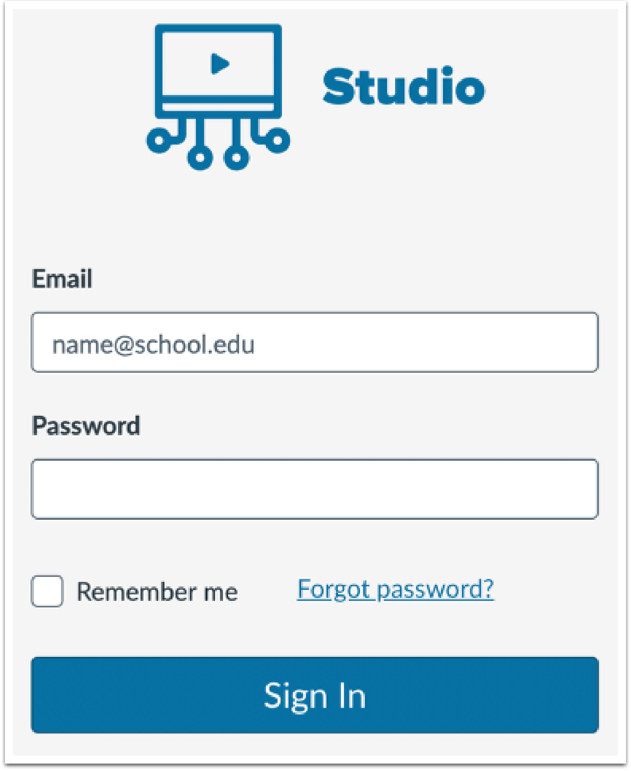
You may be able to access Canvas Studio using a standalone Canvas Studio site, or your institution may have configured the Canvas Studio integration for Canvas LMS.

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

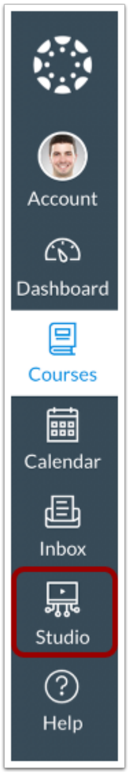
- Users must log in to a separate URL
- Users have the same access as standard Studio accounts
- Users with Studio admin roles can manage users

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.

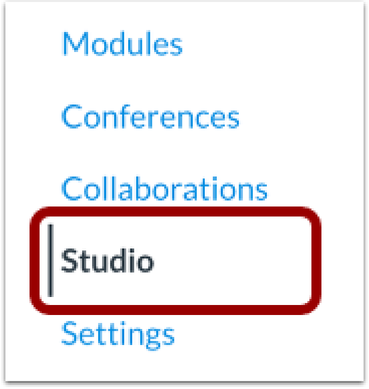
Canvas Global Navigation Menu


Account
Dashboard
Courses
Calendar
Inbox
Studio
Help

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.

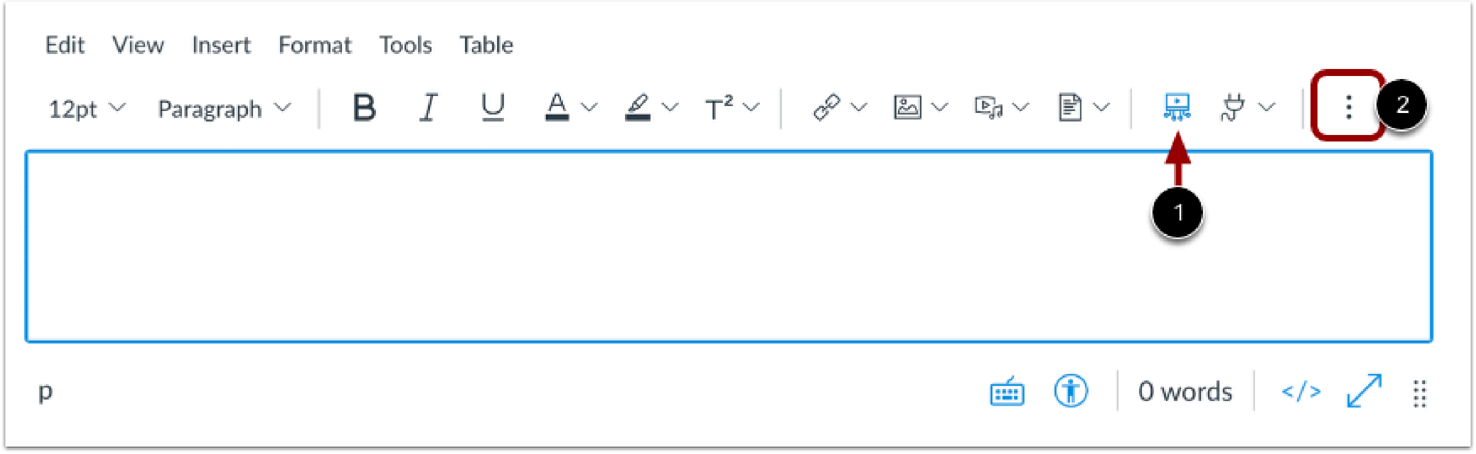
Note: If the Global Navigation Menu does not display a Studio link, you may still have access to Studio through the Rich Content Editor.

Course Navigation Link


Modules
Conferences
Collaborations
Studio
Settings

Instructors can view and access their Canvas Studio account from the [Course Navigation Studio link](#).

Rich Content Editor


Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
1
2
p
0 words
</>

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.

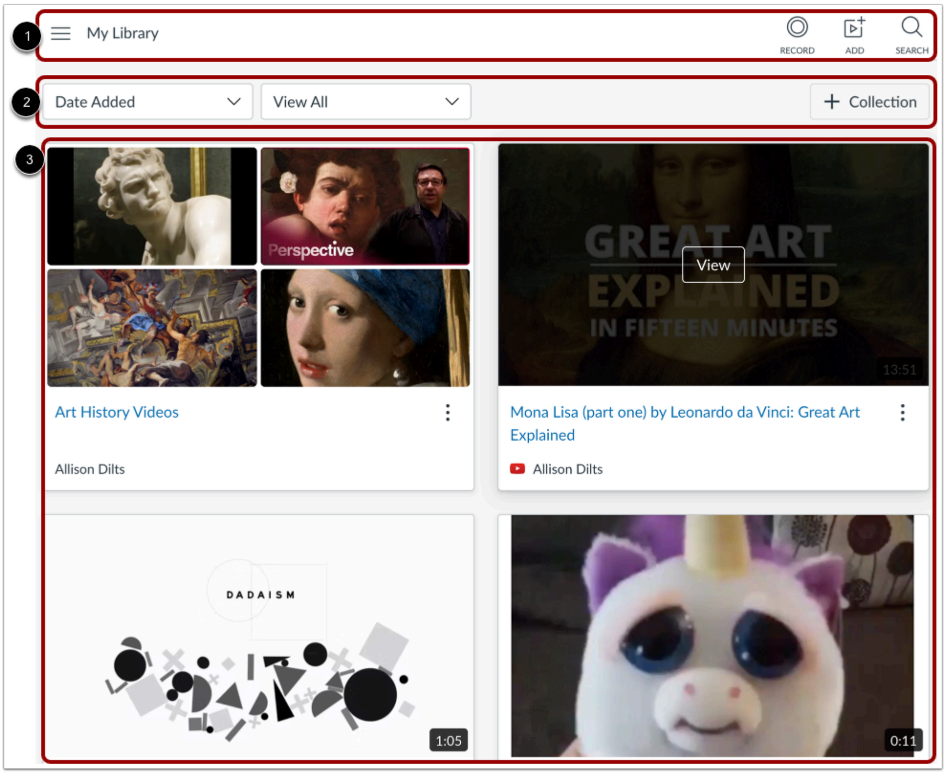
When Studio is integrated with Canvas, users with instructor roles can also embed media within their course.

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:

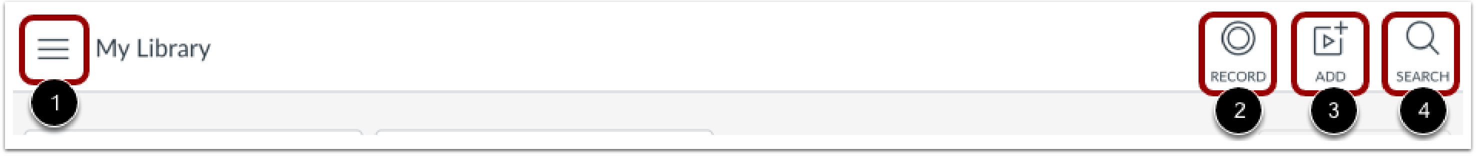
- If your Canvas Global Navigation Menu does not include a link to Studio, and your institution did not provide you with an email to log into the Studio site, you can always access Studio through the Rich Content Editor Studio icon, though full functionality is limited. If you are an instructor, you 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


1
My Library
RECORD
ADD
SEARCH
2
Date Added
View All
+ Collection
3
Perspective
GREAT ART EXPLAINED IN FIFTEEN MINUTES
View
13:51
Art History Videos
Allison Dilts
Mona Lisa (part one) by Leonardo da Vinci: Great Art Explained
Allison Dilts
DADAISM
1:05
0:11

Your Canvas Studio account displays a Navigation Toolbar [1], followed by sort and filter options [2]. In the media library, your individual media files and media collections display [3].

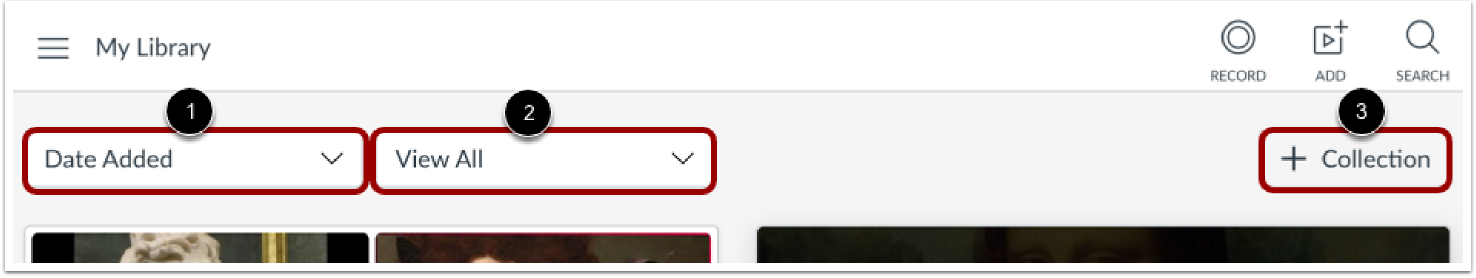
View Studio Navigation Toolbar


My Library
1
RECORD
2
ADD
3
SEARCH
4

The Studio Navigation Toolbar displays a Navigation Menu icon [1], and icons to record [2], add [3], and search media in Studio [4].

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

View Sort and Filter Options

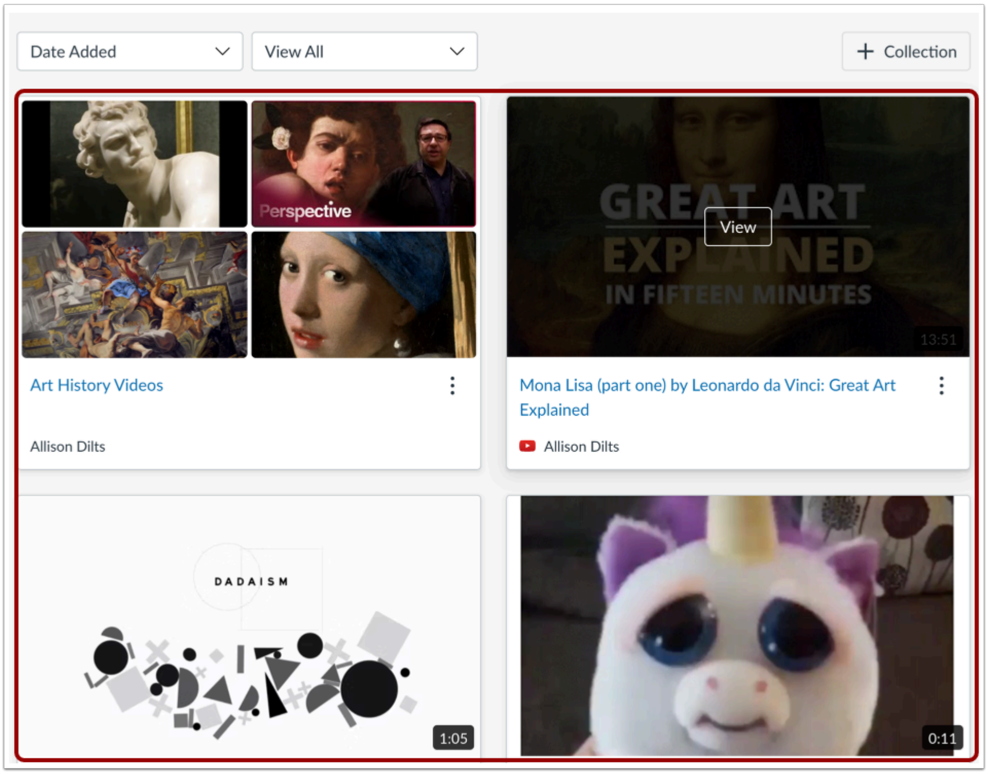


By default the media files and collections display in the order they were uploaded or created, starting with the most recently uploaded media or created collection. To sort the files by name or by date, click the **Sort by** drop-down menu [1].

Additionally, all files in the library display. To filter the displayed media by collection or individual file, click the **Filter by** drop-down menu [2].

To create a new collection in the media library, click the **Add Collection** button [3]. Learn more about collections.

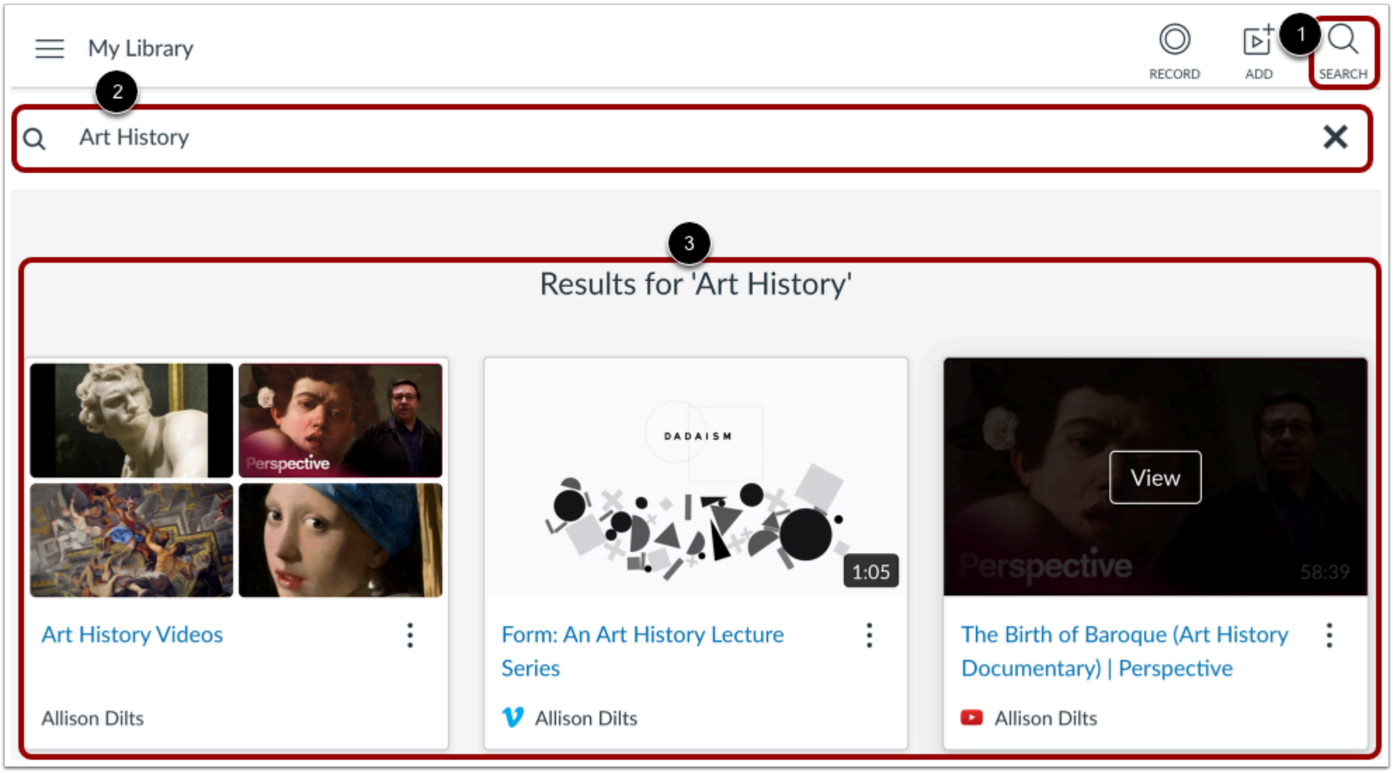
View Library


Date Added
View All
Collection
Perspective
Art History Videos
Allison Dilts
GREAT ART EXPLAINED IN FIFTEEN MINUTES
View
13:51
Mona Lisa (part one) by Leonardo da Vinci: Great Art Explained
Allison Dilts
DADAISM
1:05
0:11

Media files and collections display in the library. Learn more about viewing your media libraries in Canvas Studio.

Note: Media library pages display up to 20 media files per page. To view additional media files, use the page navigation options at the bottom of the page.

Search Media

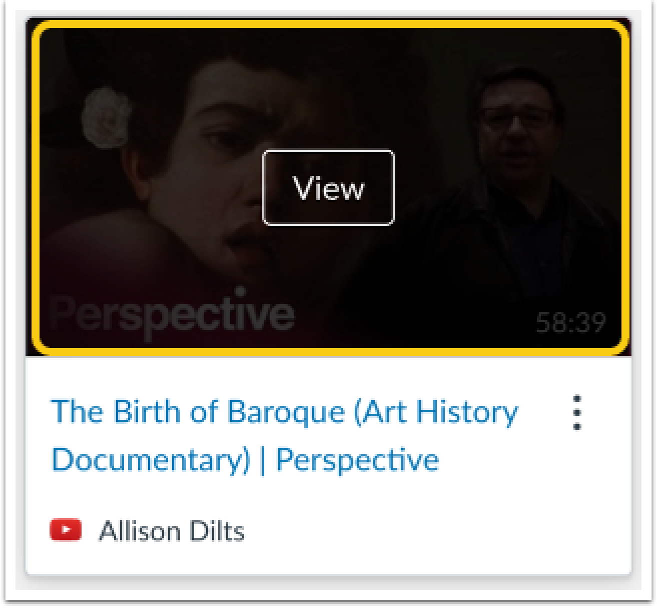

My Library
RECORD
ADD
SEARCH
1
2
Art History
3
Results for 'Art History'
Perspective
DADAISM
1:05
View
Perspective
58:39
Art History Videos
Allison Dilts
Form: An Art History Lecture Series
Allison Dilts
The Birth of Baroque (Art History Documentary) | Perspective
Allison Dilts

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

Enter titles, description terms, or terms that match specific tags in the **Search** field [2]. Then press the Enter or Return key on your keyboard. Learn more about adding tags and descriptions to media files.

Results display in the library [3].

View Media


View
Perspective
58:39

The Birth of Baroque (Art History Documentary) | Perspective

Allison Dilts

To view the media, click the media thumbnail.

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.

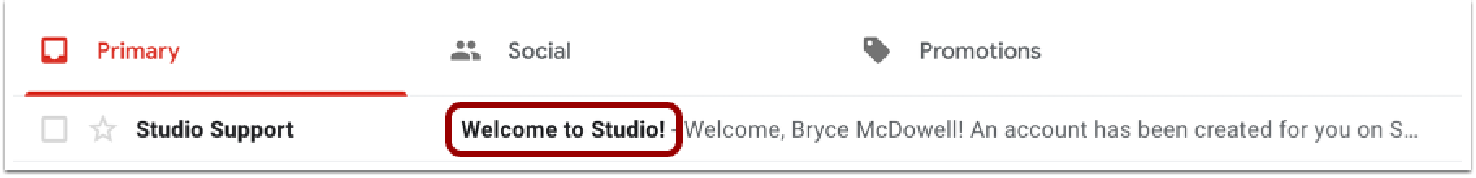
Most commonly, email invitations are only sent to users who are invited to Studio as admins. You can manage your Studio admin settings in Canvas.

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.

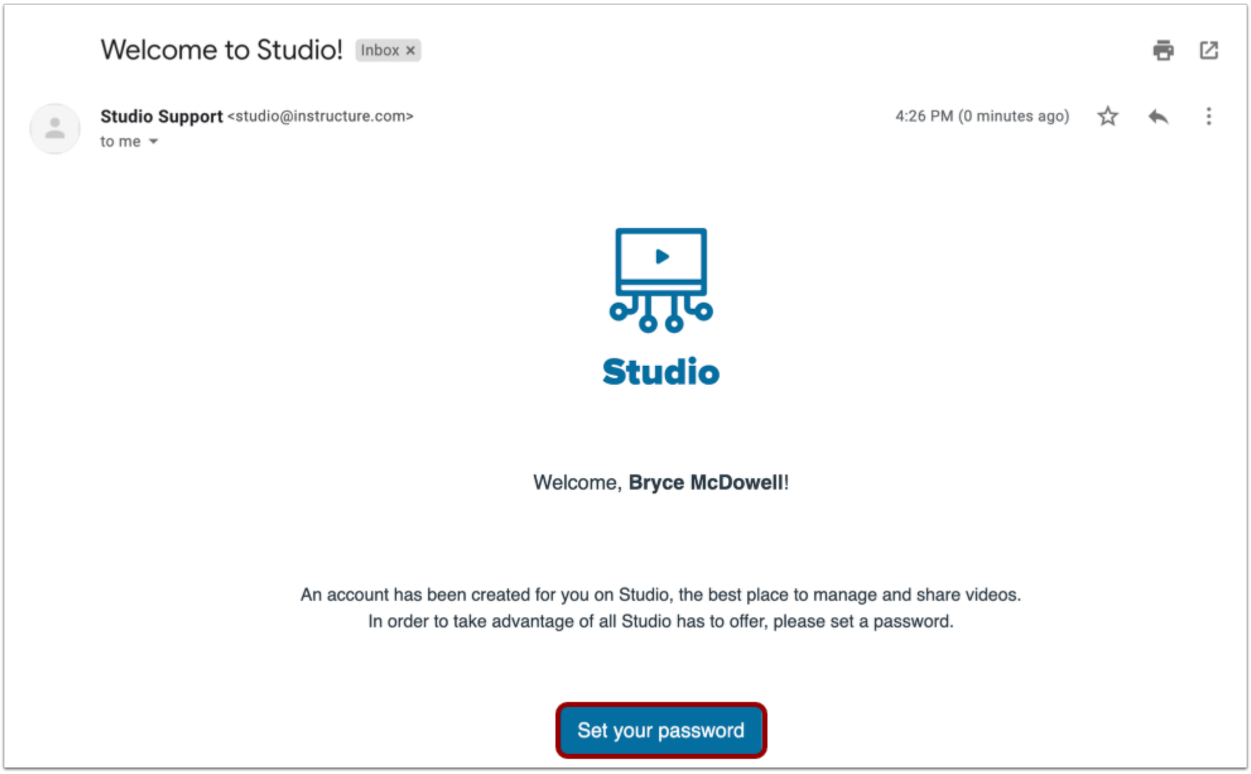
Open Email



Welcome, Bryce McDowell! An account has been created for you on S...

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

Set Password


Welcome to Studio!

Studio Support <studio@instructure.com>

to me

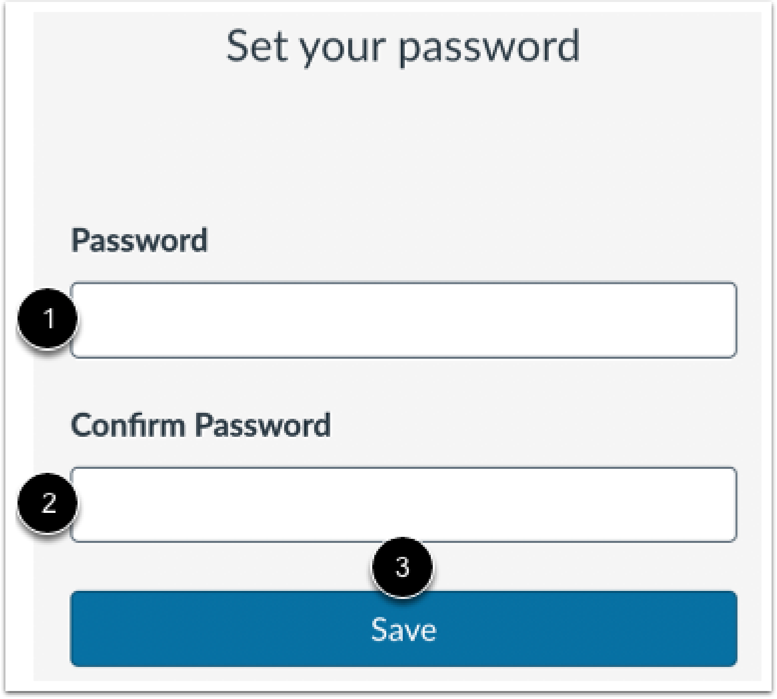
4:26 PM (0 minutes ago)

Welcome, **Bryce McDowell**!

An account has been created for you on Studio, the best place to manage and share videos.
In order to take advantage of all Studio has to offer, please set a password.

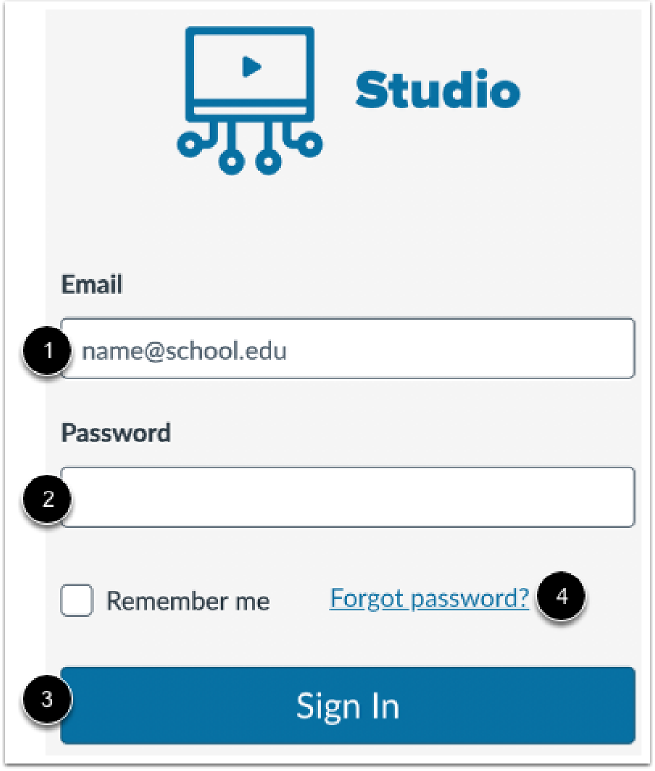
Click the **Set your password** link.

Create and Confirm Password


Set your password
Password
1
Confirm Password
2
3
Save

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


Studio
Email
1
name@school.edu
Password
2
☐ Remember me
Forgot password?
4
3
Sign In

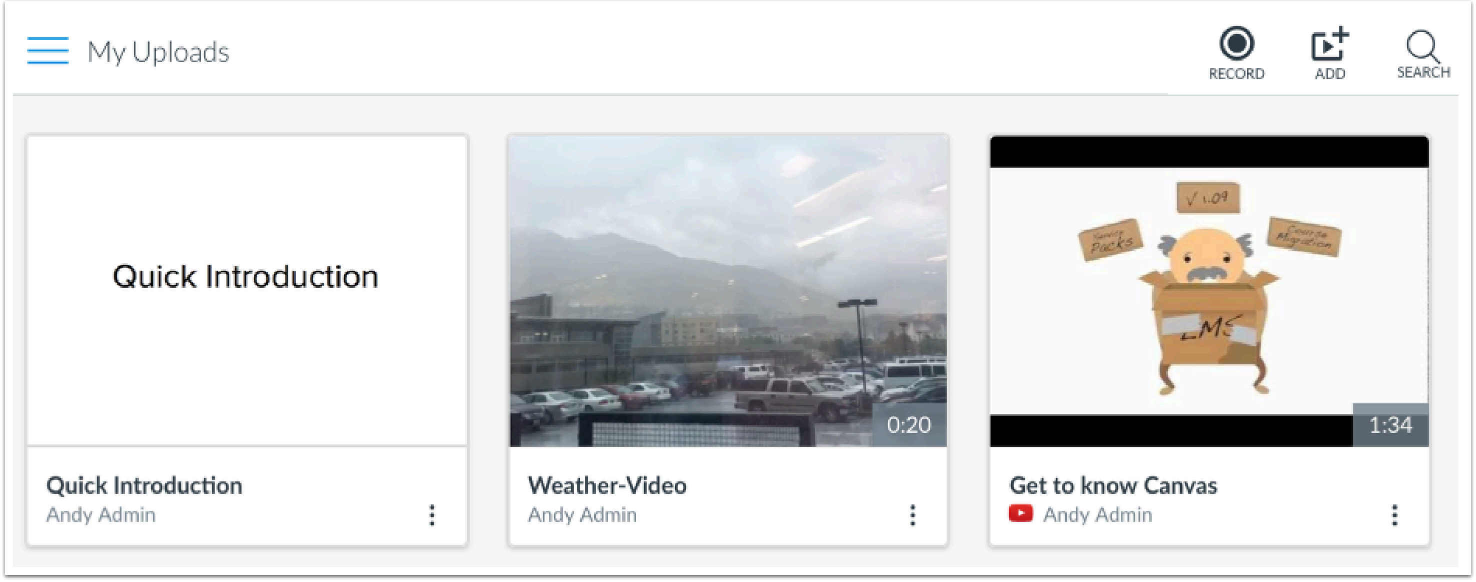
The password page refreshes and displays the login page for your Studio admin management site. You may want to bookmark this URL.

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

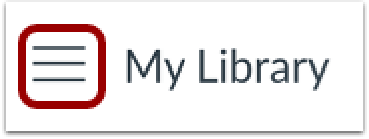

My Uploads
RECORD
ADD
SEARCH
Quick Introduction
Quick Introduction
Andy Admin
0:20
Weather-Video
Andy Admin
1:34
Get to know Canvas
Andy Admin

View your account in your Studio site.

How do I log out of a Canvas Studio site?

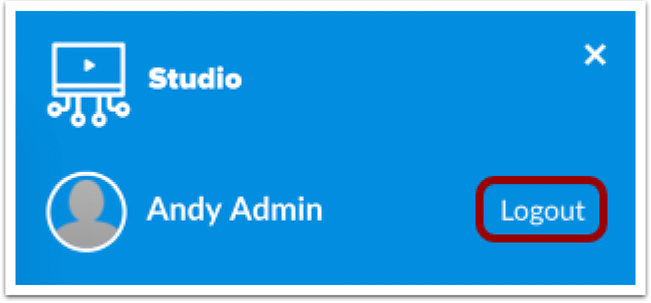
When you are finished in your Canvas Studio site, you can log out of your account.

Open Navigation Menu



Click the **Navigation Menu** icon.

Log Out


Studio
Andy Admin
Logout

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.

Note: Studio webcam capture is only supported by Chrome and Firefox 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 Studio Screen Capture Application?

The Studio 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.

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

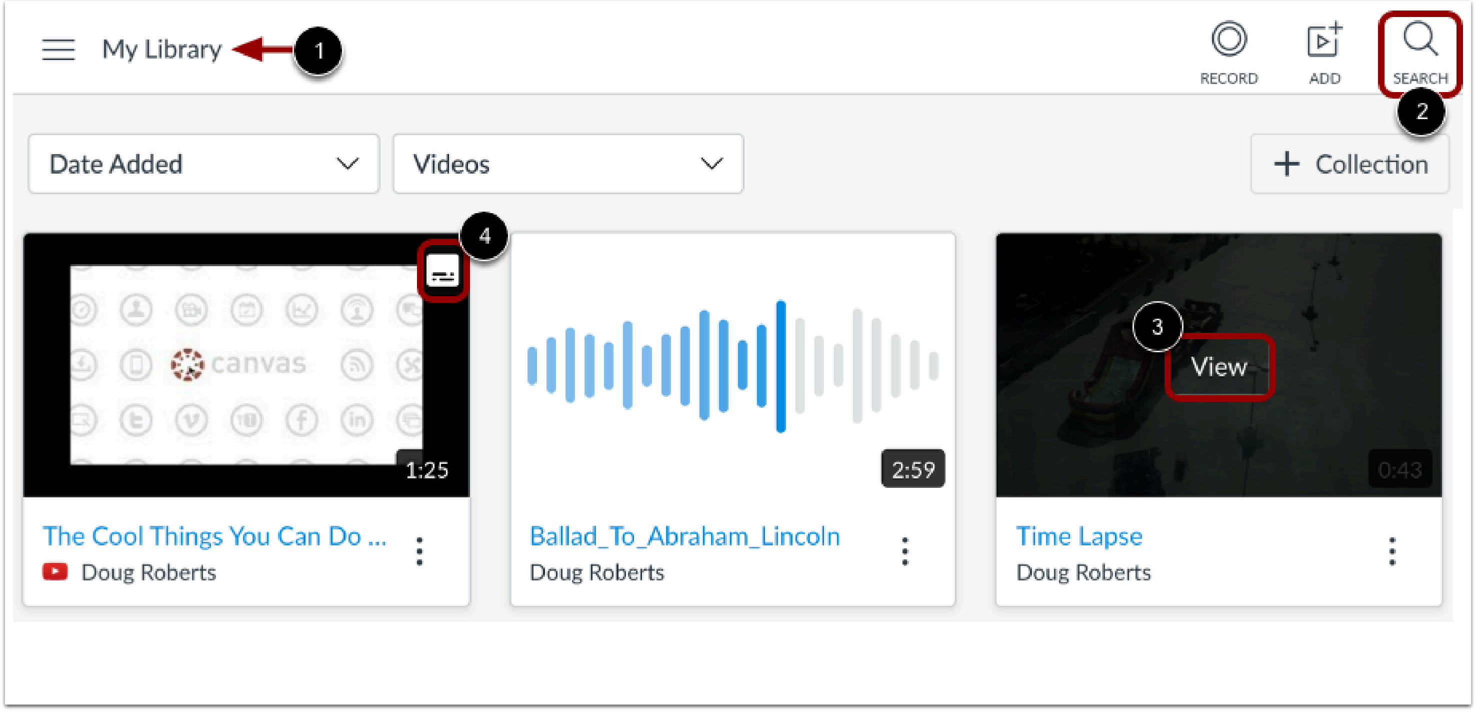
How do I play a media file in Canvas Studio?

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

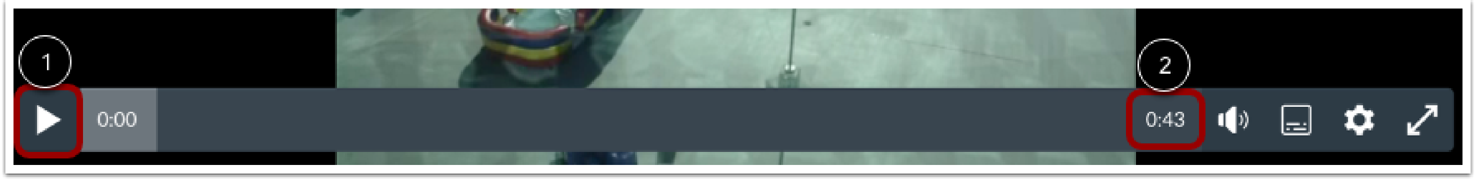

My Library
1
RECORD
ADD
SEARCH
2
Date Added
Videos
Collection
4
1:25
The Cool Things You Can Do ...
Doug Roberts
2:59
Ballad_To_Abraham_Lincoln
Doug Roberts
3
View
0:43
Time Lapse
Doug Roberts

In your Studio account, locate the media you want to view on the My Library page [1], or using the search field [2].

To open the media file, click the **View** link [3]. If the video has captions, the caption icon will appear [4].

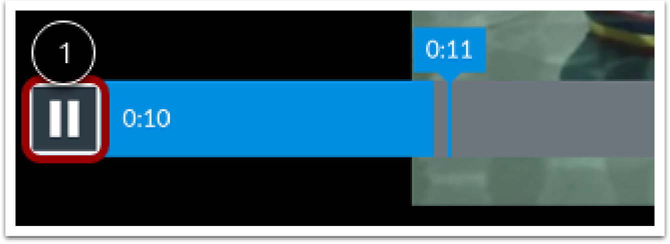
Note: Media library pages display up to 20 media files per page. To view additional media files, use the page navigation options at the bottom of the page.

Play Media



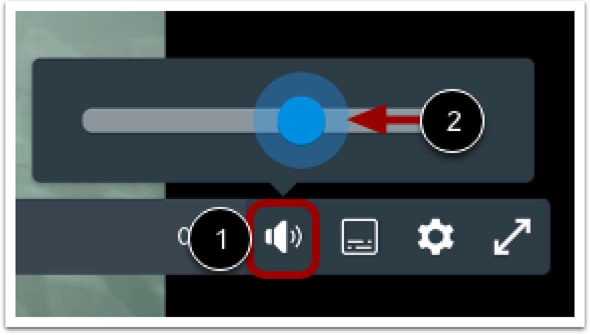
To play the video or audio file, click the **Play** button [1]. View the total length of the media in the timeline [2].

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.

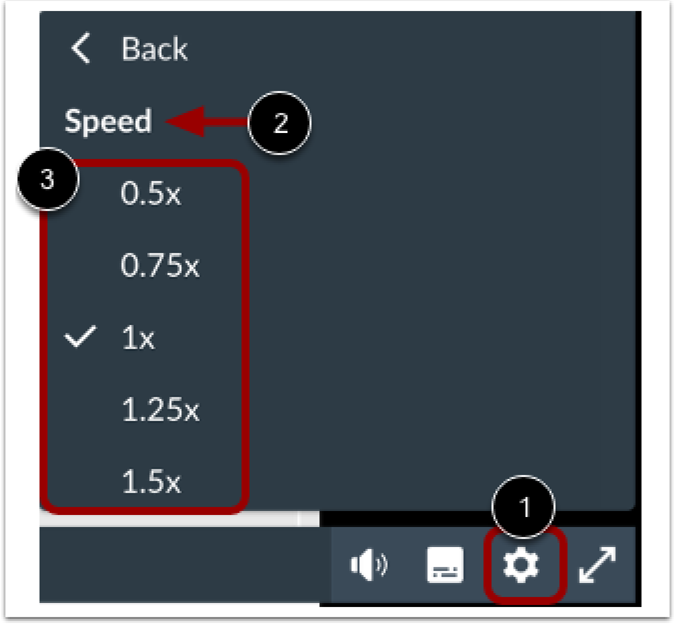
Set Volume



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.

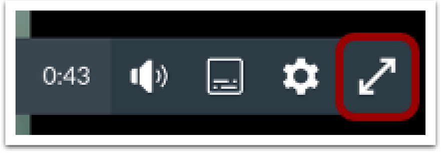
Set Playback Speed



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.

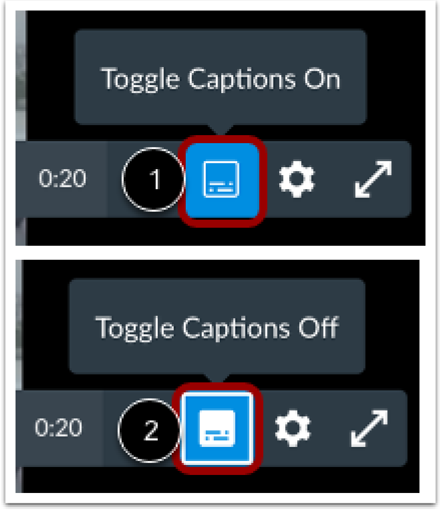
View Full Screen



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

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

Toggle Captions

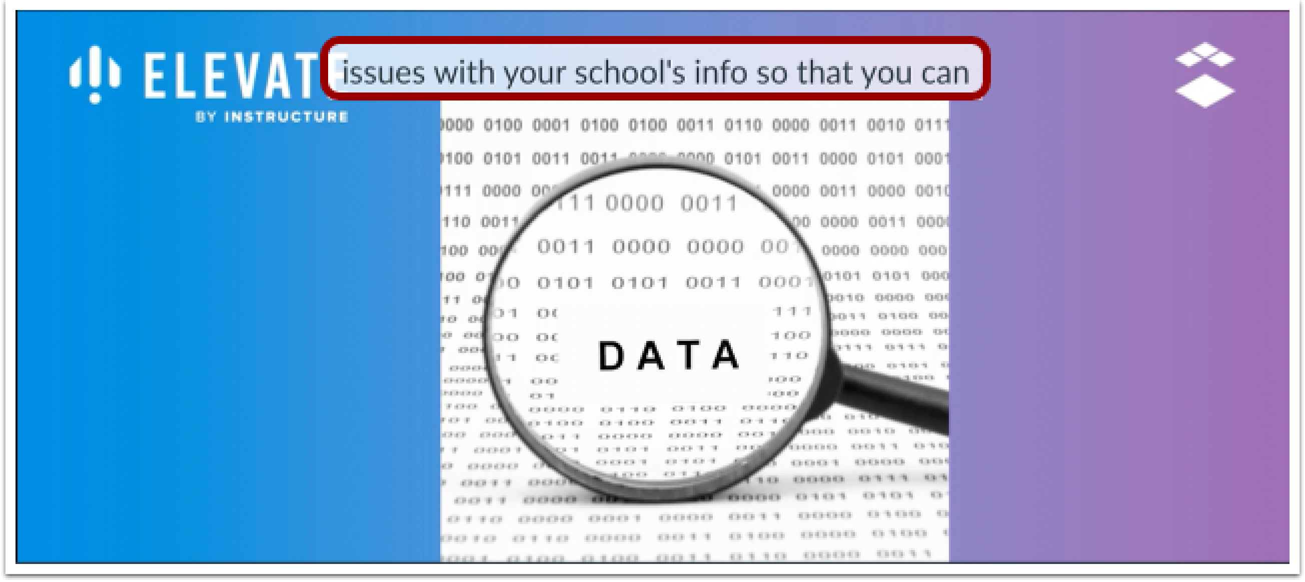

Toggle Captions On
0:20
1
Toggle Captions Off
0:20
2

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].

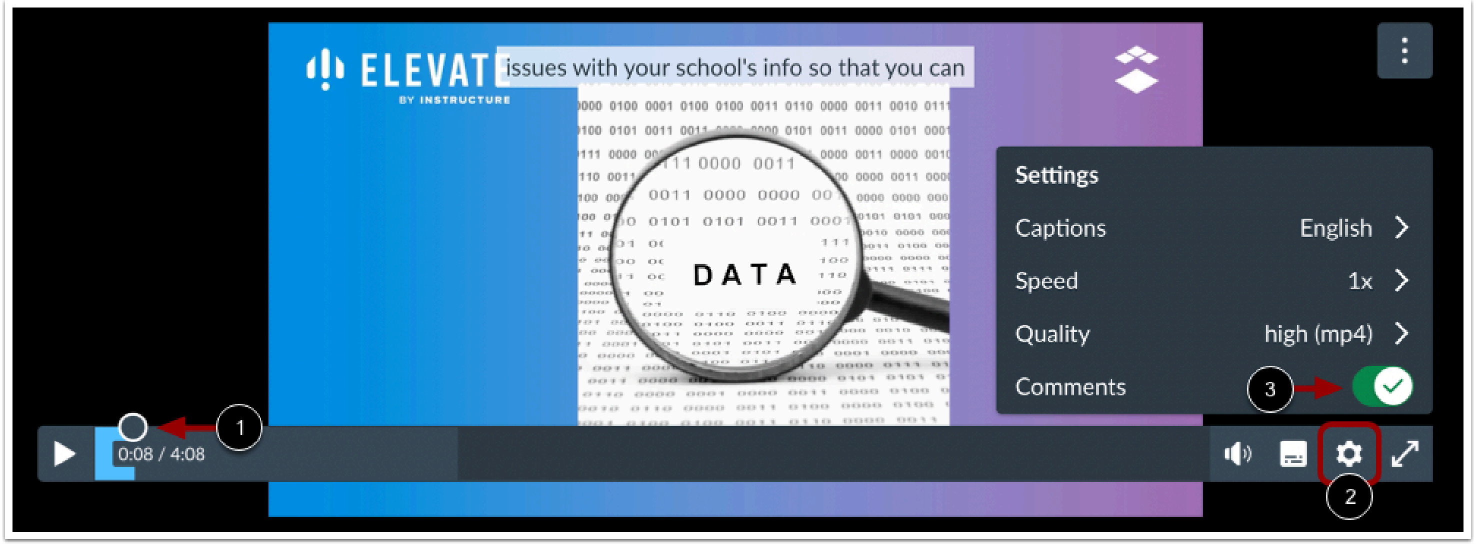
View Captions


ELEVAT
BY INSTRUCTURE
DATA

issues with your school's info so that you can

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

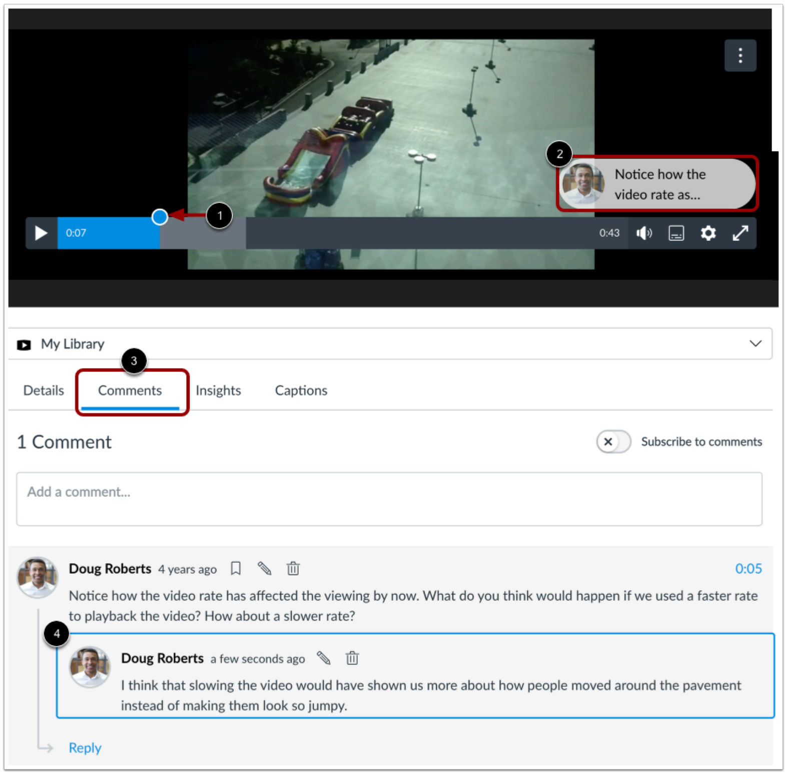
View Comments


ELEVATE
BY INSTRUCTURE
issues with your school's info so that you can
DATA
Settings
Captions
English
Speed
1x
Quality
high (mp4)
Comments
0:08 / 4:08
1
2
3

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


Notice how the video rate as...
0:07
0:43
1
2
3
4
My Library
Details
Comments
Insights
Captions
1 Comment
Subscribe to comments
Add a comment...
0:05
Reply

Doug Roberts 4 years ago

Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to playback the video? How about a slower rate?

Doug Roberts a few seconds ago

I think that slowing the video would have shown us more about how people moved around the pavement instead of making them look so jumpy.

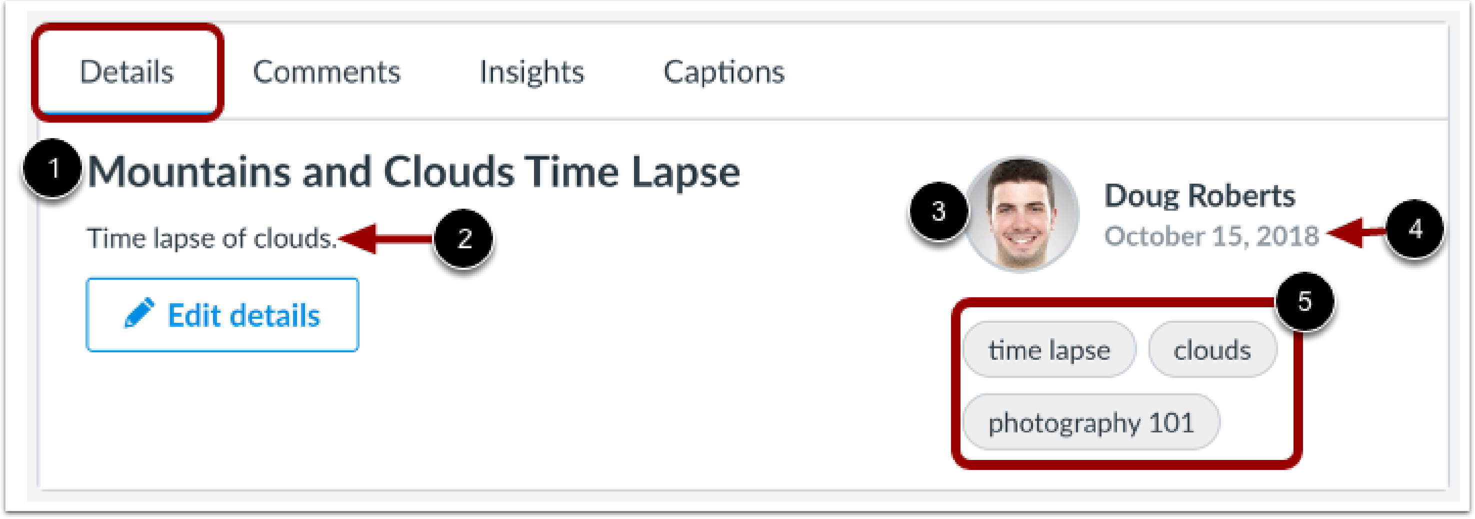
When inline comments are turned on, timeline dots indicate comments added by a user [1]. A comment preview also displays in the media player [2].

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


Details
Comments
Insights
Captions
1
2
3
4
5
Edit details

Mountains and Clouds Time Lapse

Time lapse of clouds.

Doug Roberts

October 15, 2018

time lapse

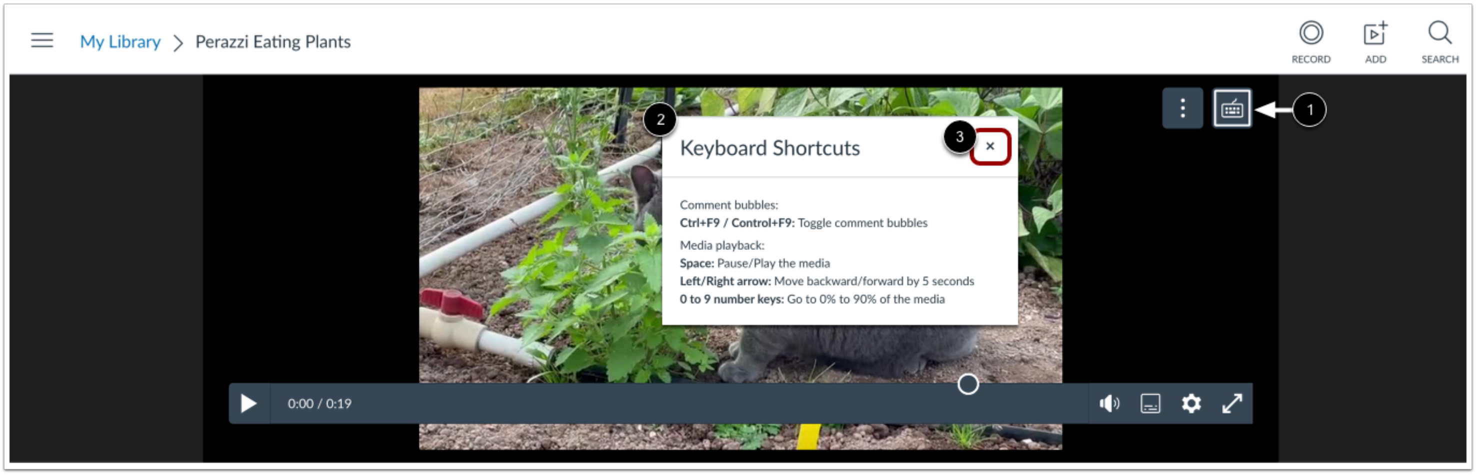
clouds

photography 101

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


My Library
Perazzi Eating Plants
RECORD
ADD
SEARCH
1
2
3
×
0:00 / 0:19

Keyboard Shortcuts

Comment bubbles:

Ctrl+F9 / Control+F9: Toggle comment bubbles

Media playback:

Space: Pause/Play the media

Left/Right arrow: Move backward/forward by 5 seconds

0 to 9 number keys: Go to 0% to 90% of the media

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?

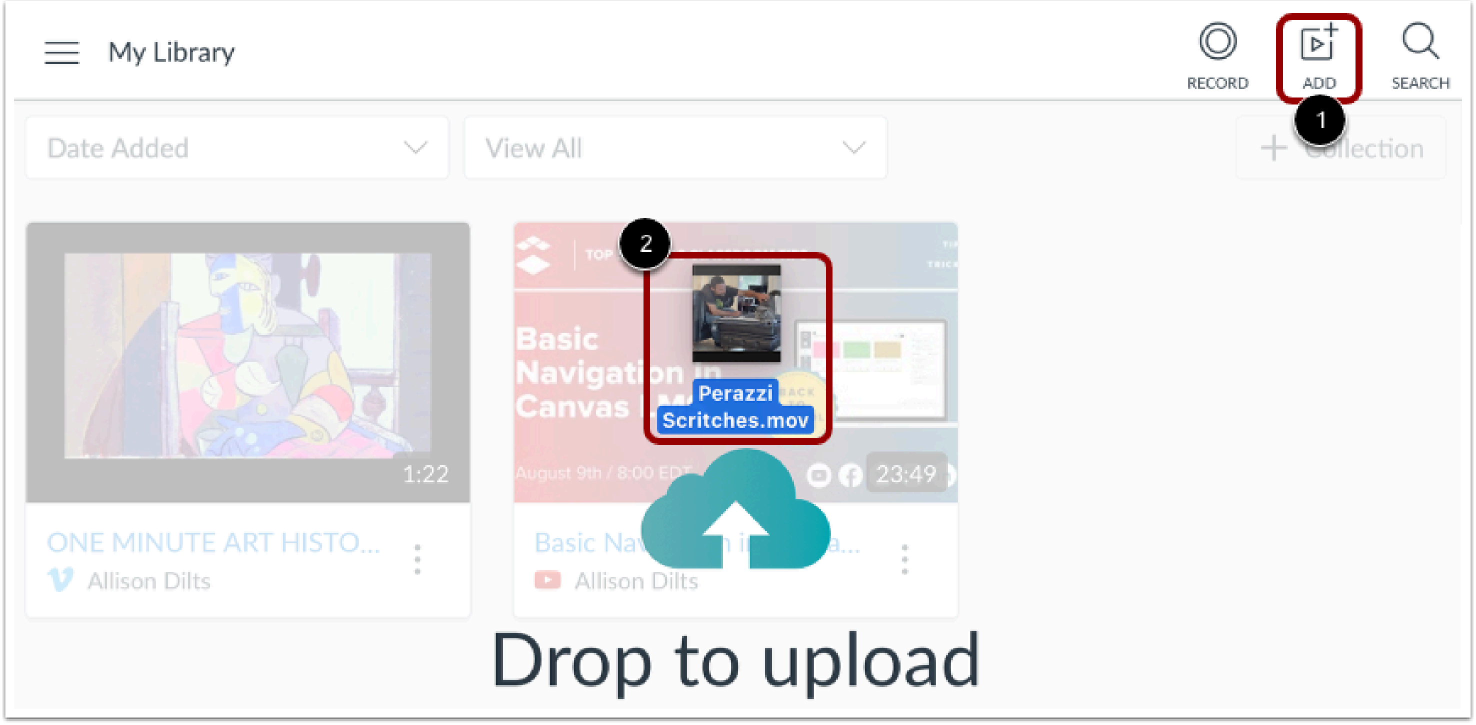
In Canvas Studio, you can upload media files from your device by dragging and dropping a file into the My Library page or using the Add Media icon. Studio supports uploading individual media files, and you can upload an individual media file or multiple individual files at once. The maximum file size 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


My Library
RECORD
ADD
SEARCH
1
Date Added
View All
Collection
2
Perazzi Scritches.mov
1:22
23:49
ONE MINUTE ART HISTO...
Allison Dilts
Basic Navigation in Canvas
Basic Na... in ...a...
Allison Dilts
Drop to upload

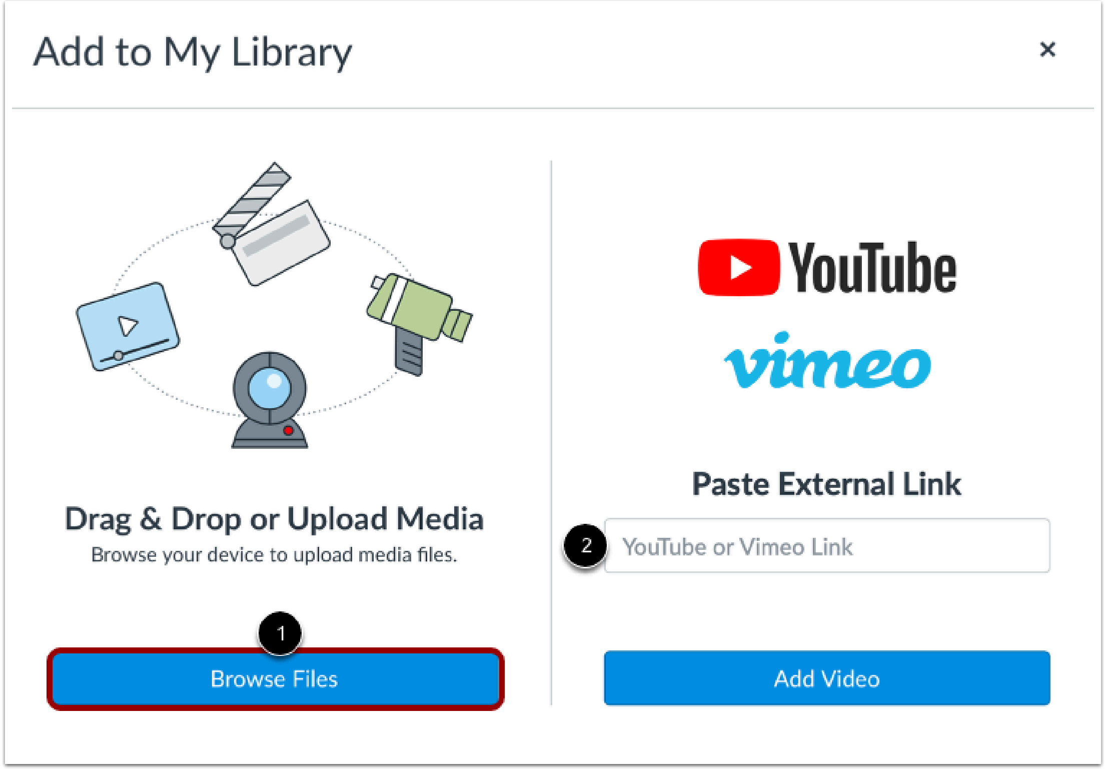
You can add media files from any page in Studio. To upload a media file, click the **Add Media** icon [1].

Alternatively, you can drag and drop files into Studio [2].

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



Add to My Library

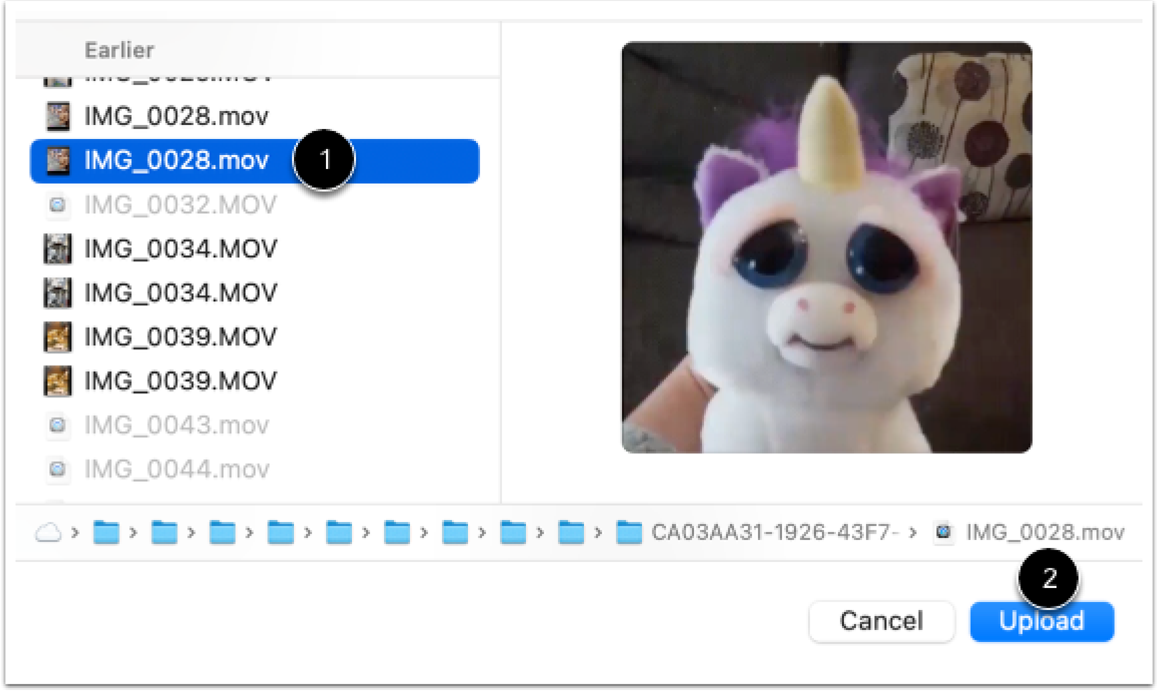
Drag & Drop or Upload Media

Browse your device to upload media files.

Paste External Link

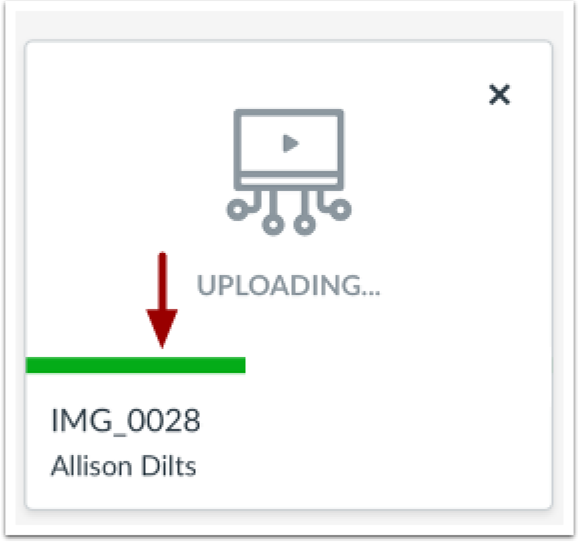
Click the **Browse Files** button [1]. You may also be able to add media via YouTube or Vimeo URL [2].

Upload File


Earlier
IMG_0028.mov
IMG_0028.mov
1
IMG_0032.MOV
IMG_0034.MOV
IMG_0034.MOV
IMG_0039.MOV
IMG_0039.MOV
IMG_0043.mov
IMG_0044.mov
CA03AA31-1926-43F7-
IMG_0028.mov
2
Cancel
Upload

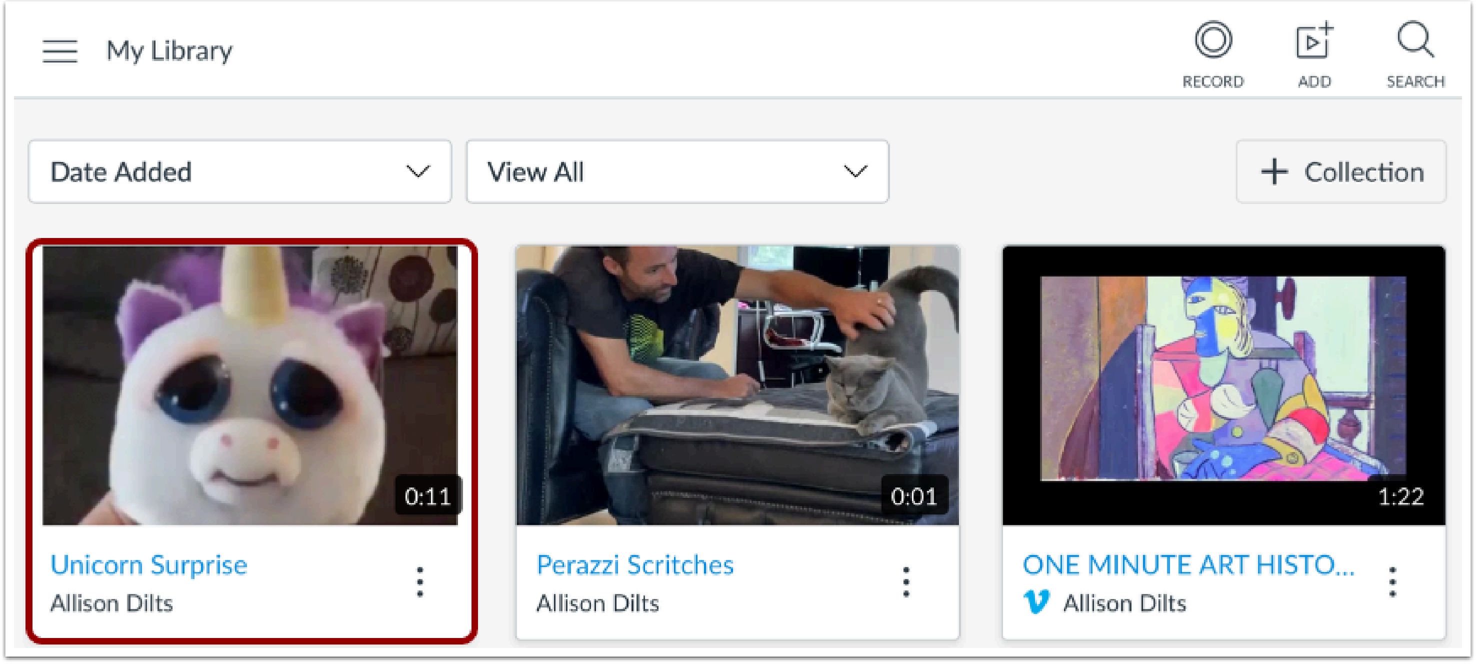
Select the media file you want to upload [1]. Then click the **Upload** button [2].

View Upload Progress


UPLOADING...
IMG_0028
Allison Dilts

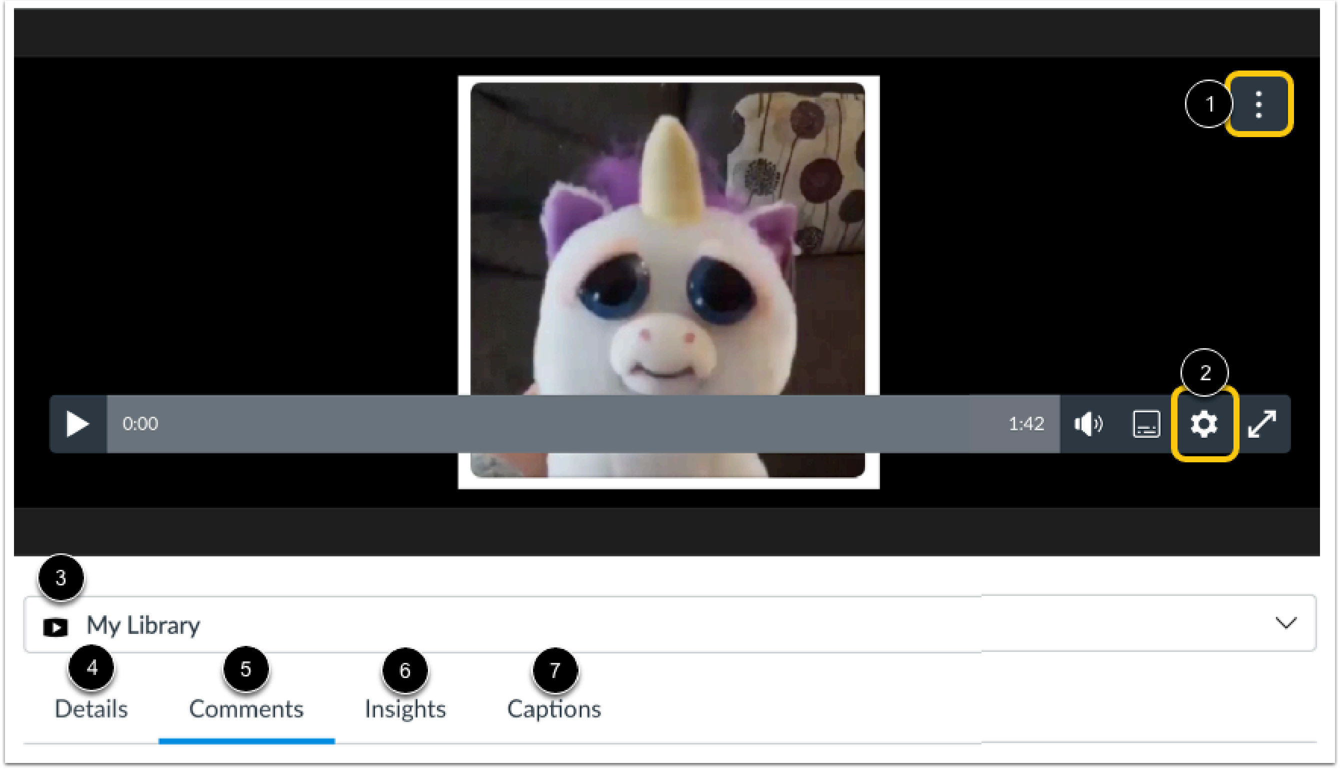
View the progress of your media upload.

View Uploaded Media


My Library
RECORD
ADD
SEARCH
Date Added
View All
+ Collection
0:11
Unicorn Surprise
Allison Dilts
0:01
Perazzi Scritches
Allison Dilts
1:22
ONE MINUTE ART HISTO...
Allison Dilts

View the media in your My Library page. Click to view the media.

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 add captions in Studio.

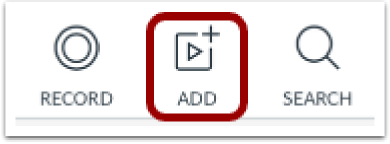
If a YouTube or Vimeo video's privacy settings change to restrict public access, the Studio player displays a notice. Contact the video owner and request an update to the video share settings.

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 embedded 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 uploaded from YouTube will play.
- Currently, Studio does not support the replacement of the video thumbnail for media added from YouTube or Vimeo.

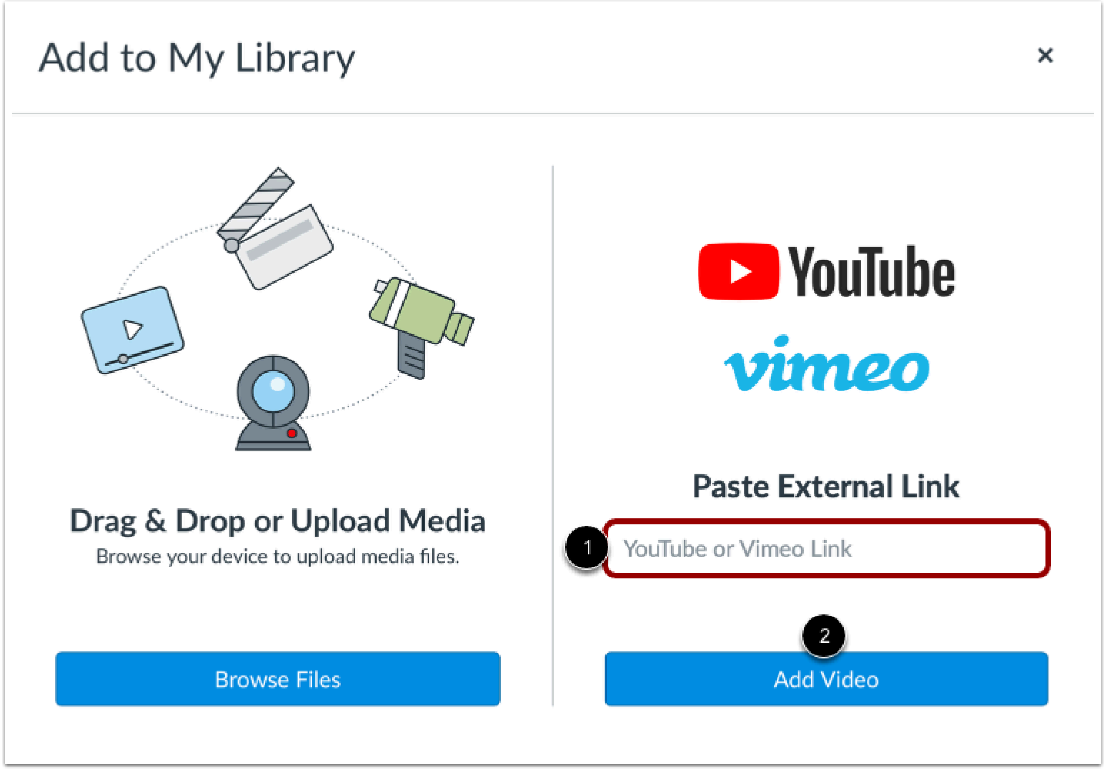
Add Media



In Studio, click the **Add Media** icon.

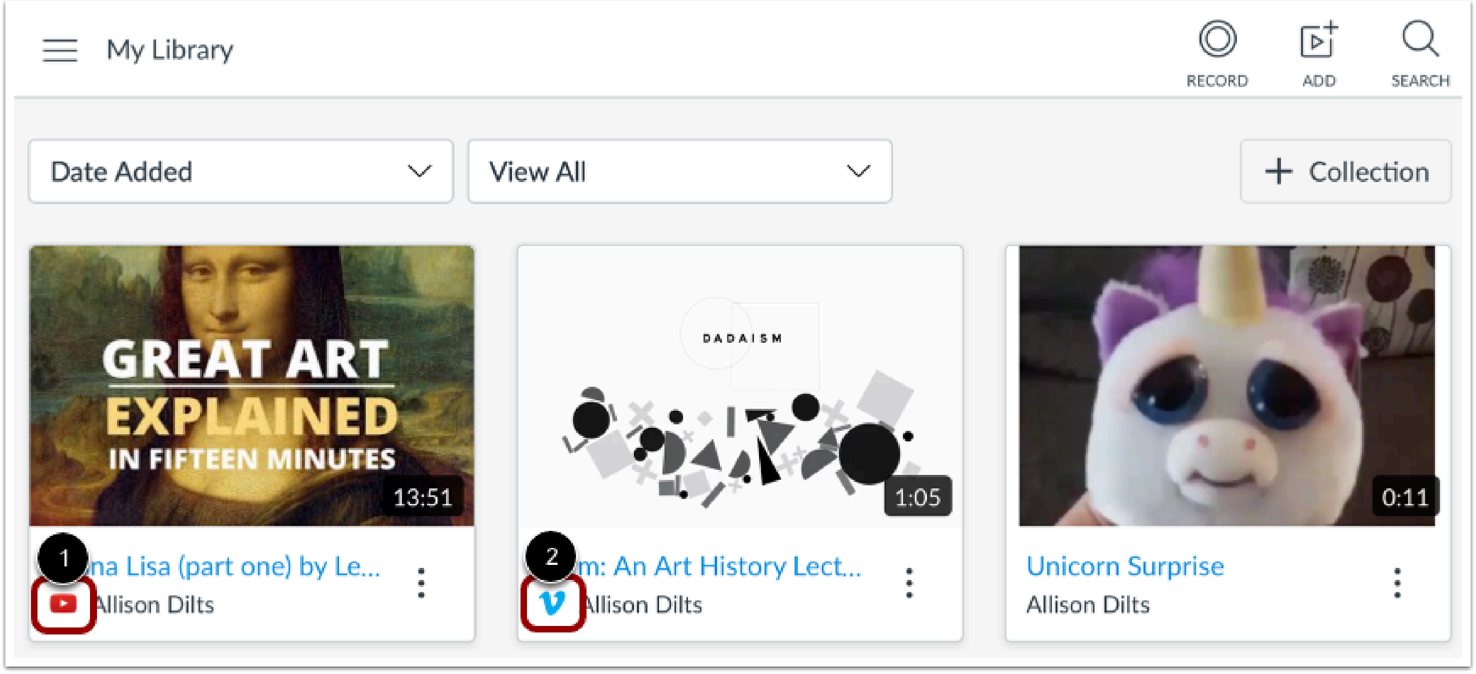
Note: Admins can restrict users from uploading media from a device. Learn more about managing permissions in Canvas Studio.

Add Media URL


Add to My Library
×
Drag & Drop or Upload Media
Browse your device to upload media files.
Browse Files
YouTube
vimeo
Paste External Link
1
YouTube or Vimeo Link
2
Add Video

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

View Added Media

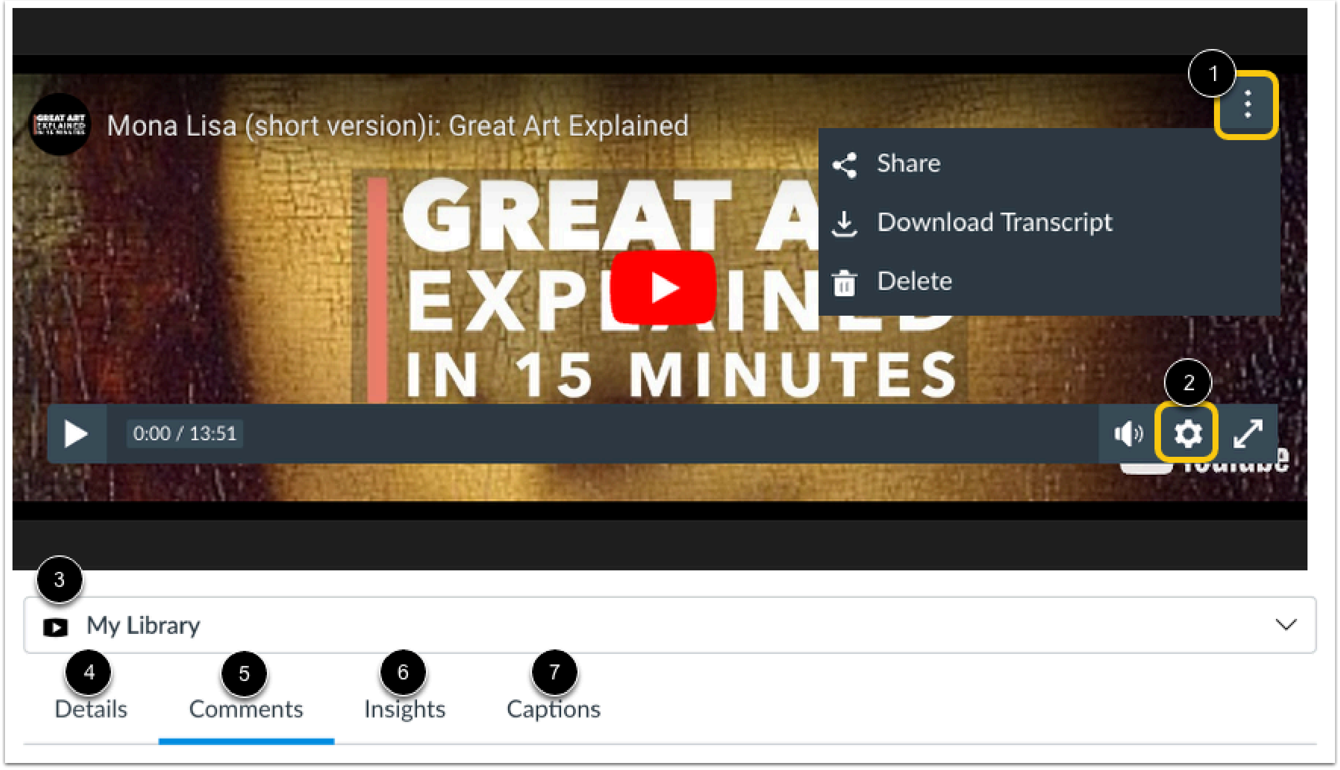

My Library
RECORD
ADD
SEARCH
Date Added
View All
+ Collection
GREAT ART EXPLAINED IN FIFTEEN MINUTES
13:51
1
na Lisa (part one) by Le...
Allison Dilts
DADAISM
1:05
2
m: An Art History Lect...
Allison Dilts
0:11
Unicorn Surprise
Allison Dilts

Media added via YouTube display a YouTube icon [1].

Media added via Vimeo display a Vimeo icon [2].

BY NC SA

Manage Media


Mona Lisa (short version)i: Great Art Explained
GREAT A
EXPLAINED
IN 15 MINUTES
1
Share
Download Transcript
Delete
2
0:00 / 13:51
3
My Library
4
Details
5
Comments
6
Insights
7
Captions

You can share the media, delete the media, or download a transcript of any added captions from 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].

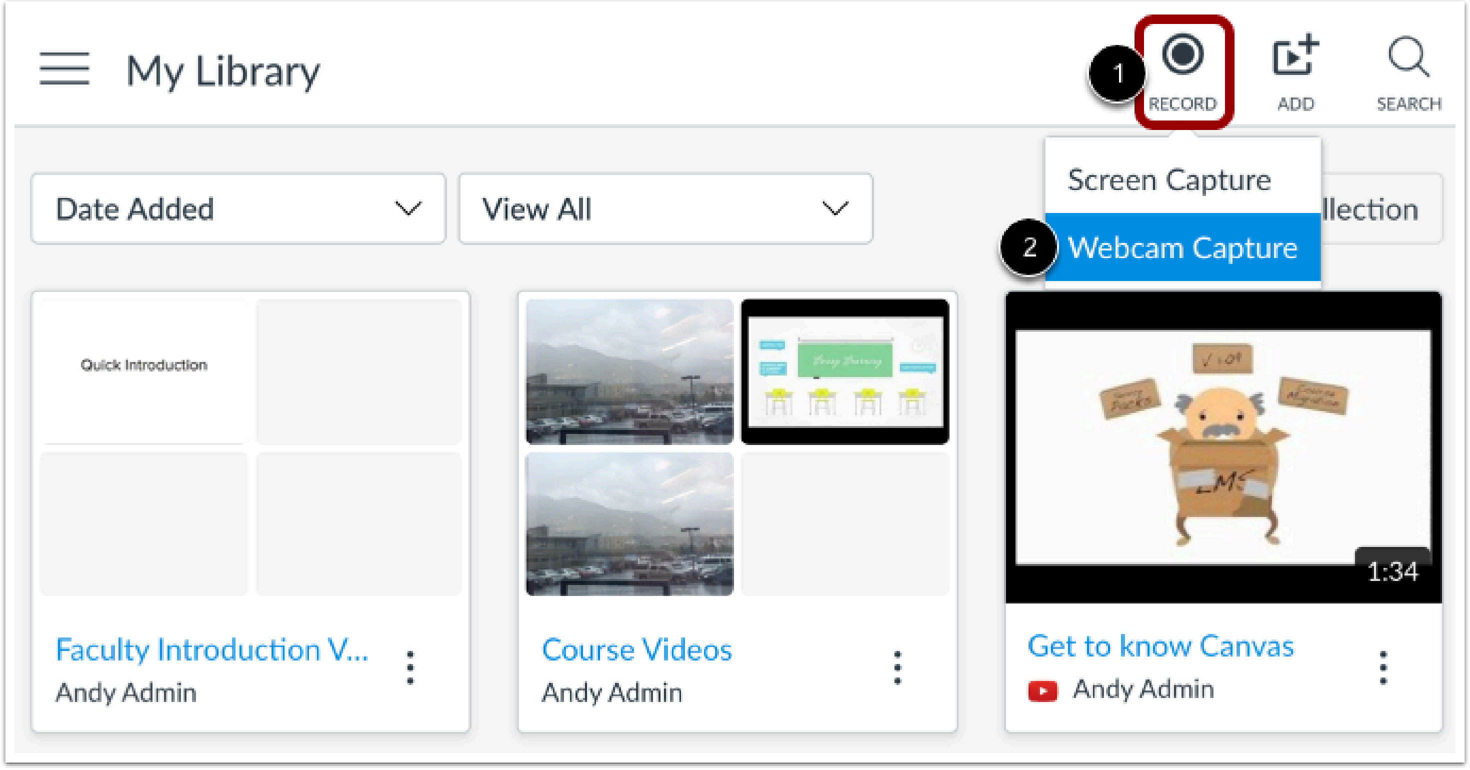
How do I record a Canvas Studio video using a webcam?

You can record a video using your webcam in Canvas Studio. Videos can be recorded from any page in your account. You can record media for any length of time, but shorter video recordings under 5 minutes long are recommended due to browser resource limitations.

Notes:

- Studio webcam capture is only supported by Chrome and Firefox browsers. If you use an unsupported browser, Studio will prompt you to switch browsers.
- 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.

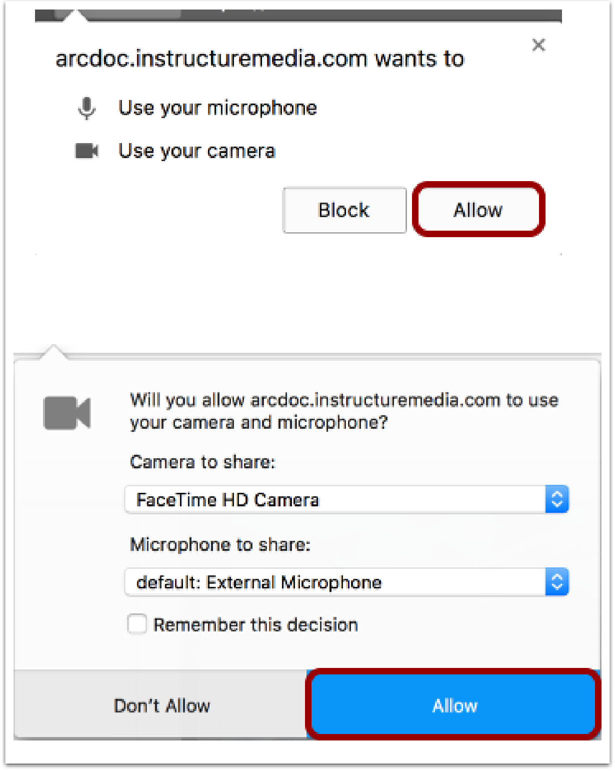
Record Video


My Library
1
RECORD
ADD
SEARCH
Date Added
View All
Screen Capture
2
Webcam Capture
llection
Quick Introduction
Faculty Introduction V...
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

To record a video, click the **Record** button [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



arcdoc.instructuremedia.com wants to

Use your microphone

Use your camera

Will you allow arcdoc.instructuremedia.com to use your camera and microphone?

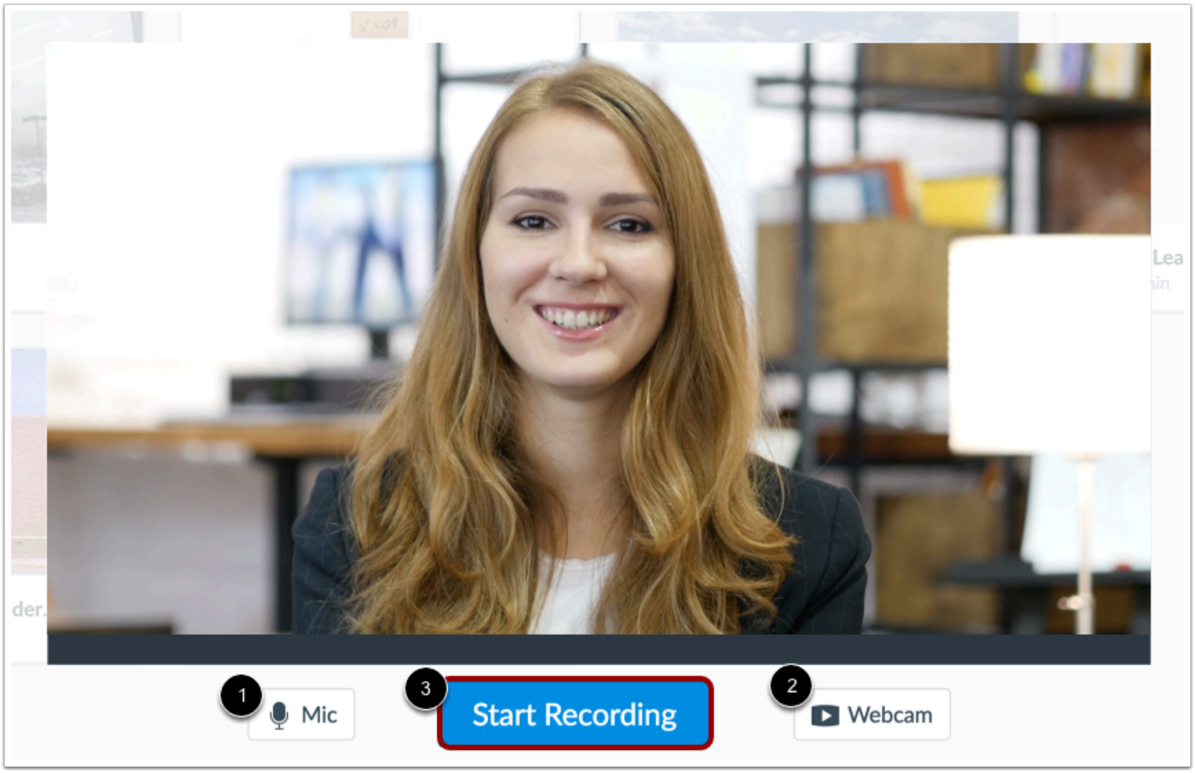
Camera to share: FaceTime HD Camera

Microphone to share: default: External Microphone

☐ Remember this decision

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

Start Recording



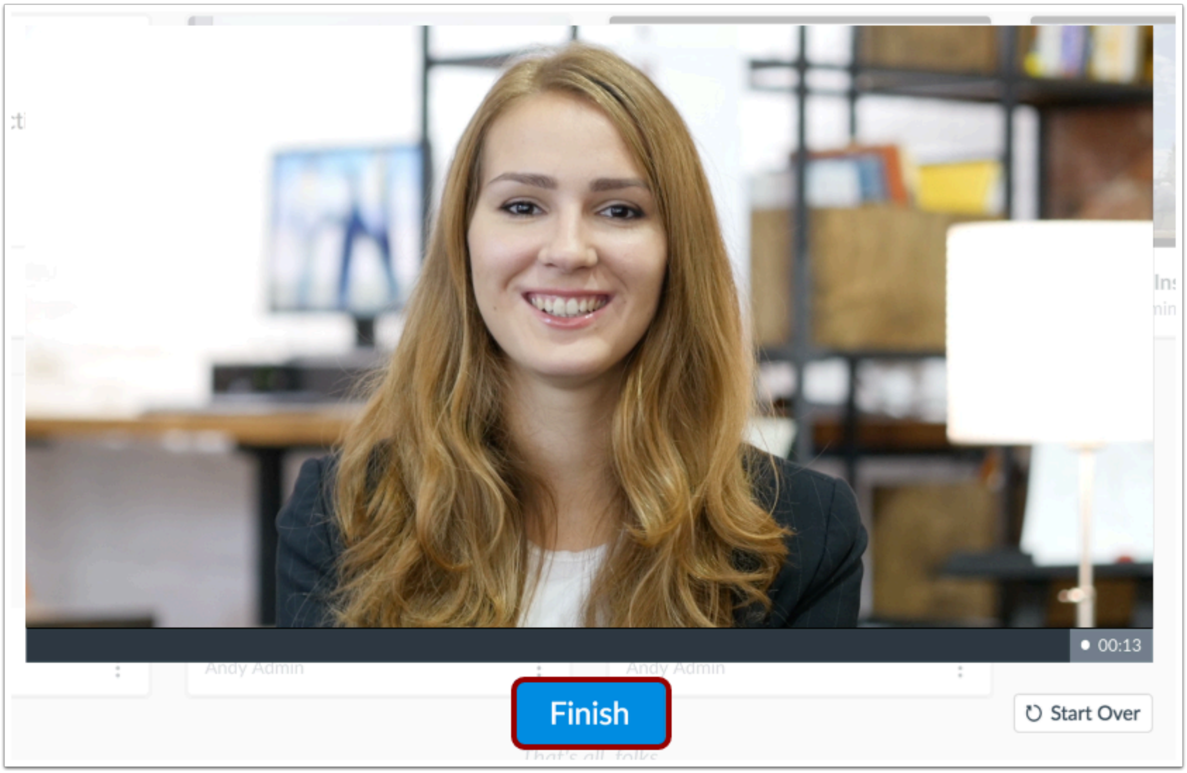
If multiple microphones are available, click the **Mic** button [1] and select a microphone from the list.

If multiple webcams are available, click the **Webcam** button [2] and select a webcam from the list.

Click the **Start Recording** button [3].

BY NC SA

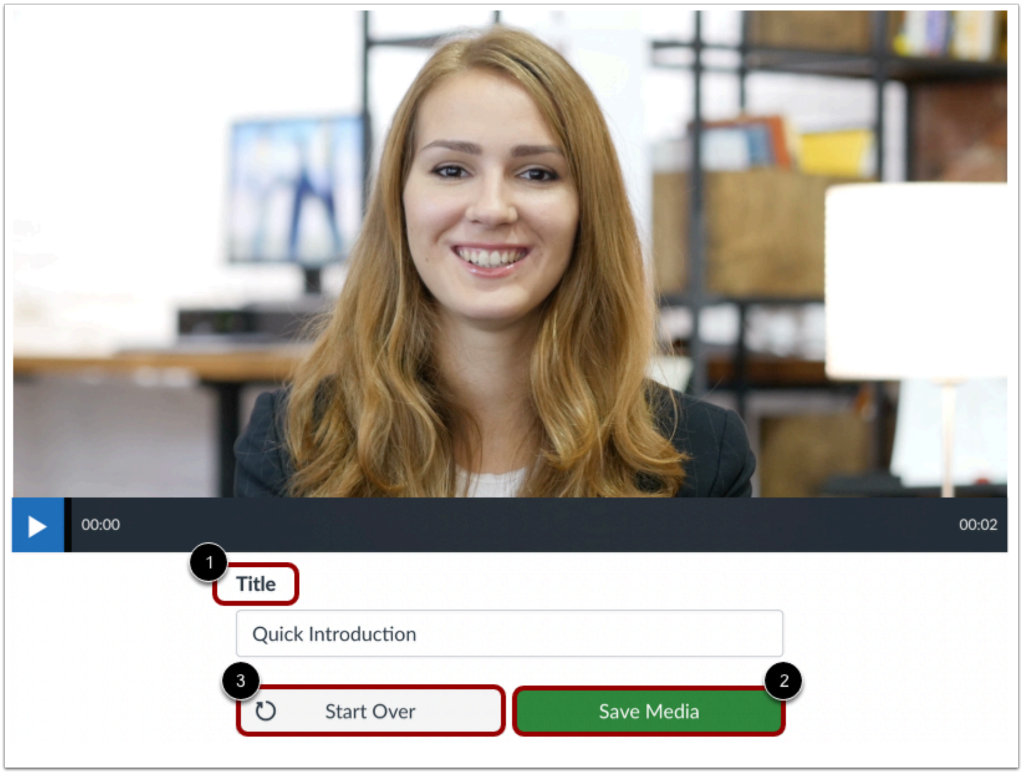
Finish Recording


00:13
Finish
Start Over

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

BY NC SA

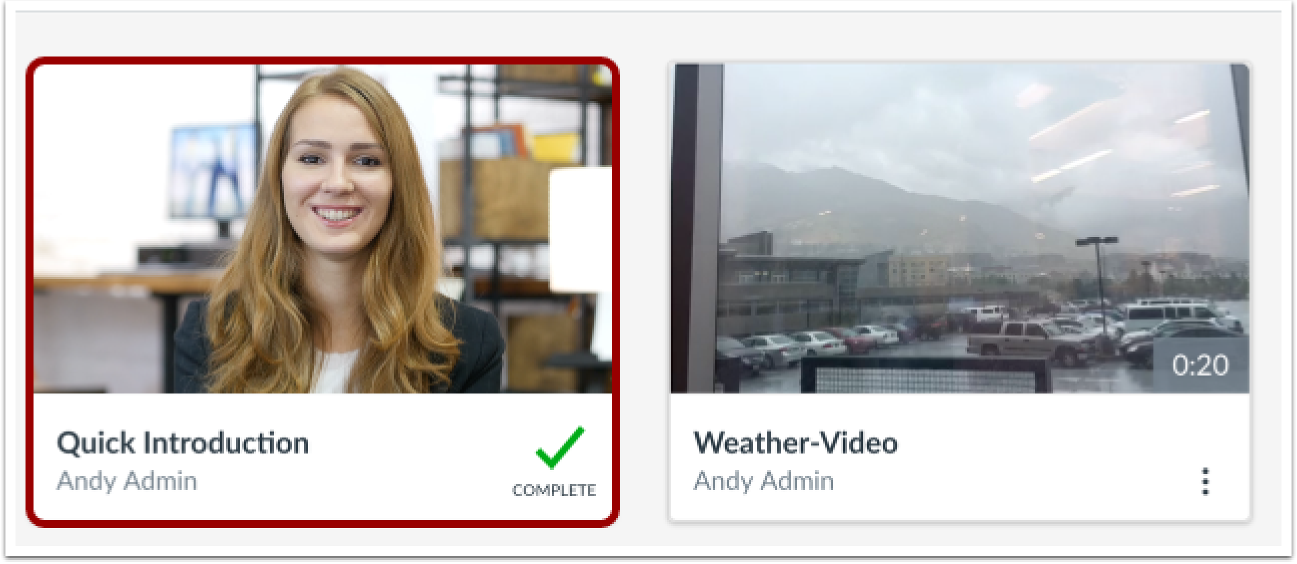
Save Recording


00:00
00:02
1
Title
Quick Introduction
3
Start Over
Save Media
2

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


Quick Introduction
Andy Admin
COMPLETE
0:20
Weather-Video
Andy Admin

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

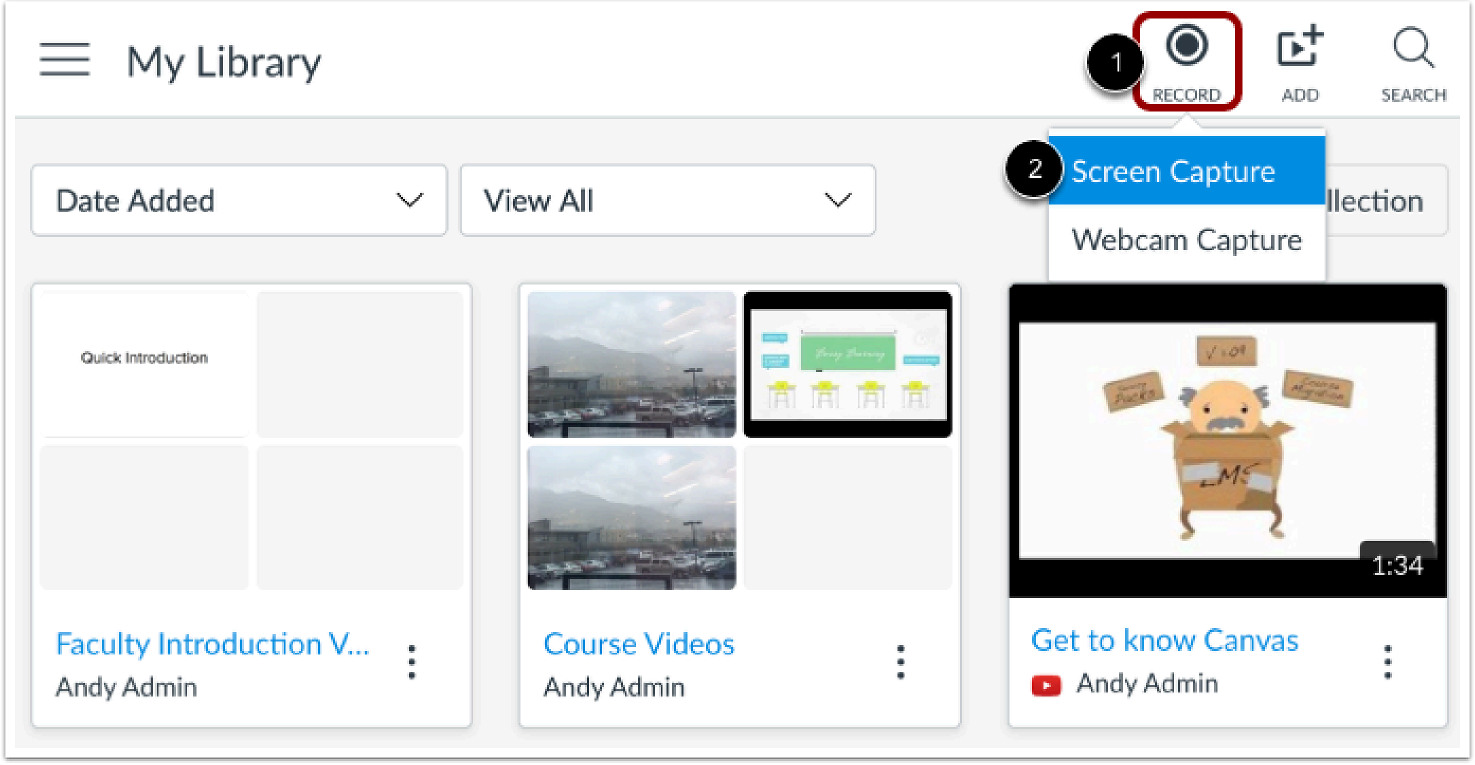
How do I record a Canvas Studio screen capture video?

You can record a screen capture video in Canvas Studio. 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.

Notes:

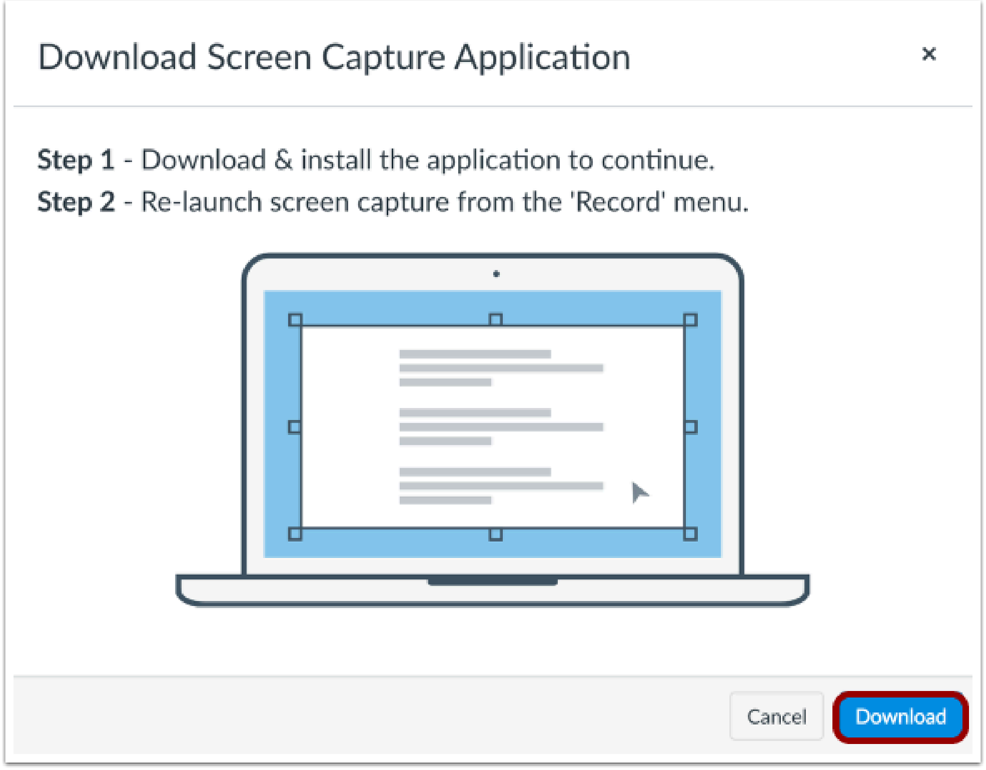
- For more information about the screen capture application functionality, visit the screen capture application tutorial videos.
- For more information about how screen readers work with screen capture video, please visit Accessibility within Studio.
- If you are using a Mac computer, you will need to adjust the Security and Privacy settings in your Mac's System Preferences to allow screen recording. You will also need to 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 computer, the process for recording a screen capture video varies slightly.

Record Screen Capture


My Library
1
RECORD
ADD
SEARCH
2
Screen Capture
Webcam Capture
Date Added
View All
llection
Quick Introduction
Faculty Introduction V...
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

To record a screen capture, click the **Record** button [1] and then click the **Screen Capture** link [2].

Download and Install Screen Capture Application



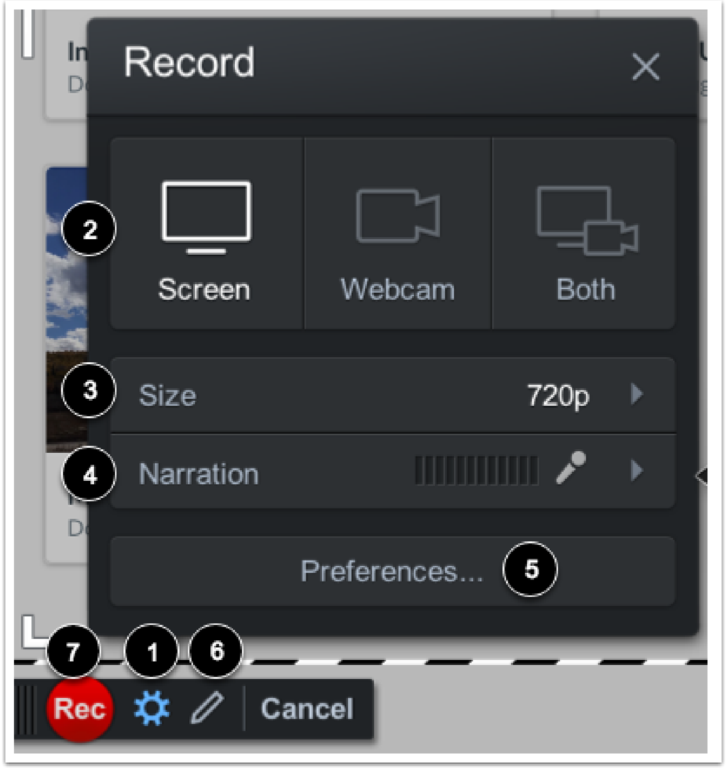
Download Screen Capture Application

Step 1 - Download & install the application to continue.
Step 2 - Re-launch screen capture from the 'Record' menu.

To record the screen, you will need to 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 recent version from Studio.

Record Screen Capture


Record
2
Screen
Webcam
Both
3
Size
720p
4
Narration
Preferences...
5
7
1
6
Rec
Cancel

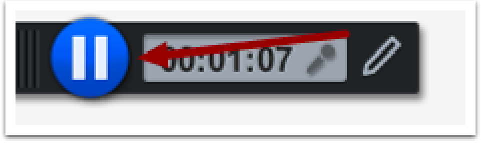
To manage recording settings, click the **Settings** icon [1]. You can also choose the type of recording [2], screen size [3], and narration volume [4].

To change your recording preferences, click the **Preferences** button [5]. The preferences you can change include the pause hotkey, webcam big hotkey, mark timeline hotkey, count down, control bar, webcam preview, fullscreen record controls, reposition cursor on resume, and keyboard controls while paused.

To use the draw and zoom tools, click the **pen** icon [6]. The draw and zoom tools include lines, arrows, boxes, highlights, speech bubbles, and colors, etc.

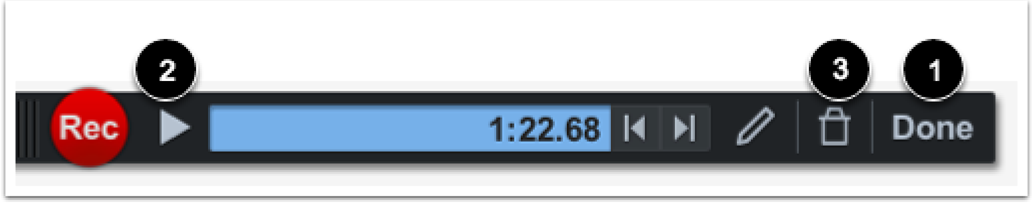
To start the screen capture, click the **Rec** button [7].

Pause Screen Capture



When the screen capture is done, click the **Pause** button.

Finish Screen Capture

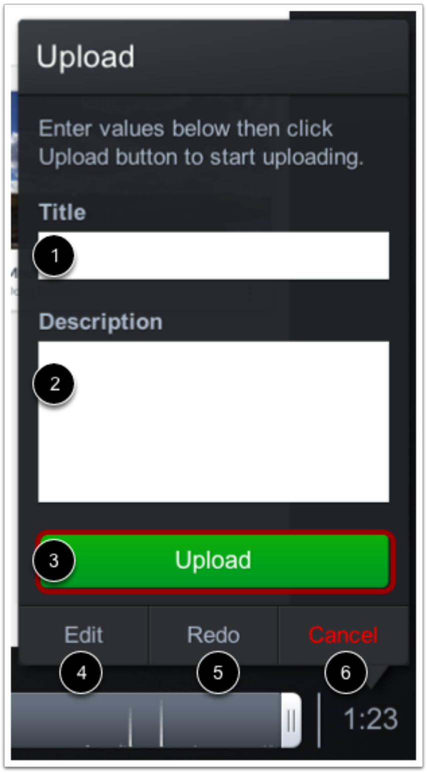


To upload the screen capture, click the **Done** button [1].

To preview the screen capture, click the **Play** button [2].

To delete the screen capture and start over, click the **Delete** button [3].

Upload Screen Capture

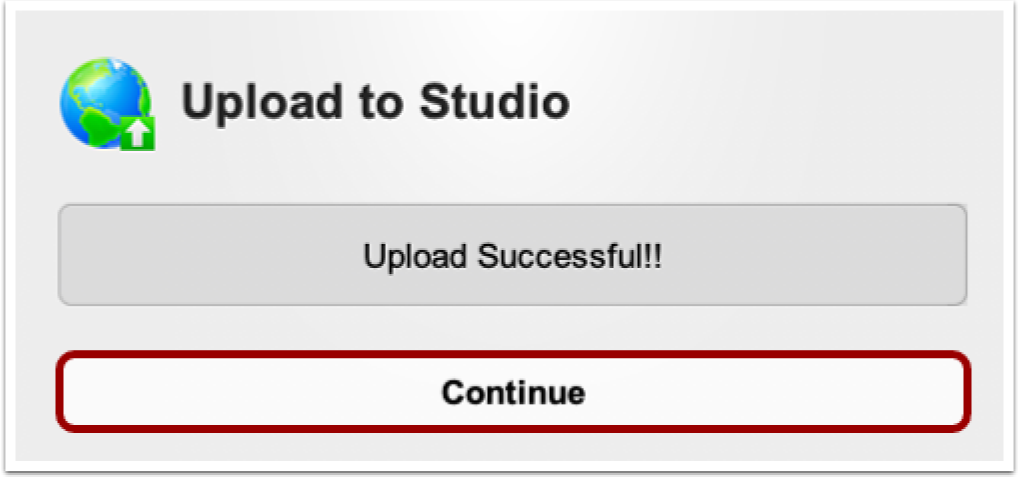


Enter values below then click Upload button to start uploading.

Upload
Title
1
Description
2
3
Upload
Edit
Redo
Cancel
4
5
6
1:23

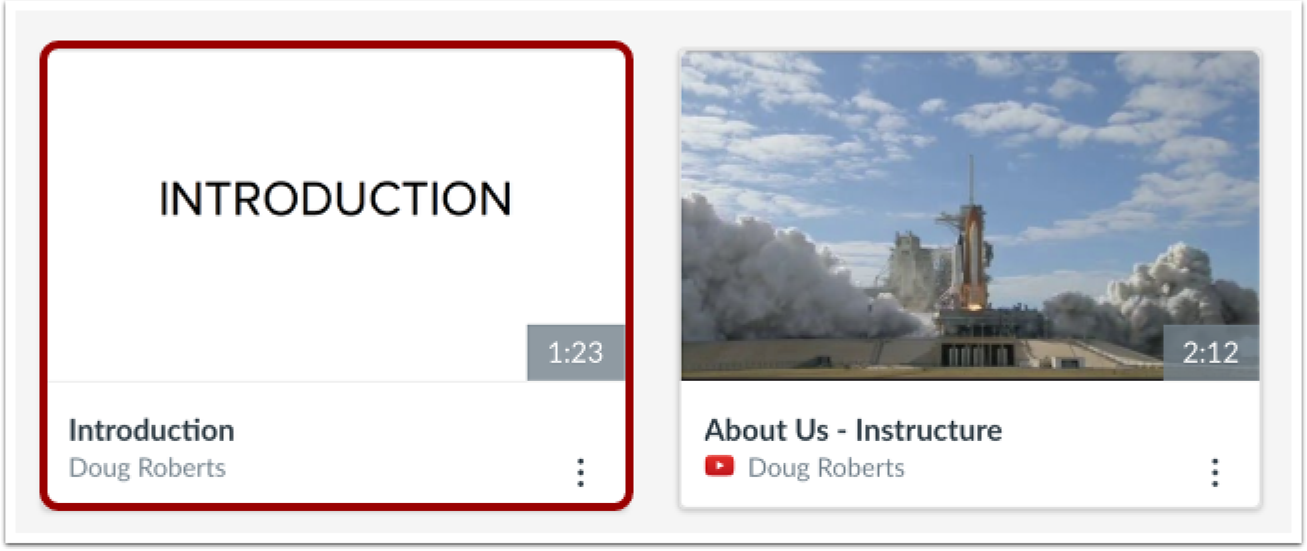
To upload the screen capture, enter a title [1], description [2], and then click the **Upload** button [3]. You can also edit the capture [4], redo the capture [5], or cancel the capture [6].

Return to Uploads


Upload to Studio
Upload Successful!!
Continue

Click the **Continue** button.

View Screen Capture


INTRODUCTION
1:23
Introduction
Doug Roberts
2:12
About Us - Instructure
Doug Roberts

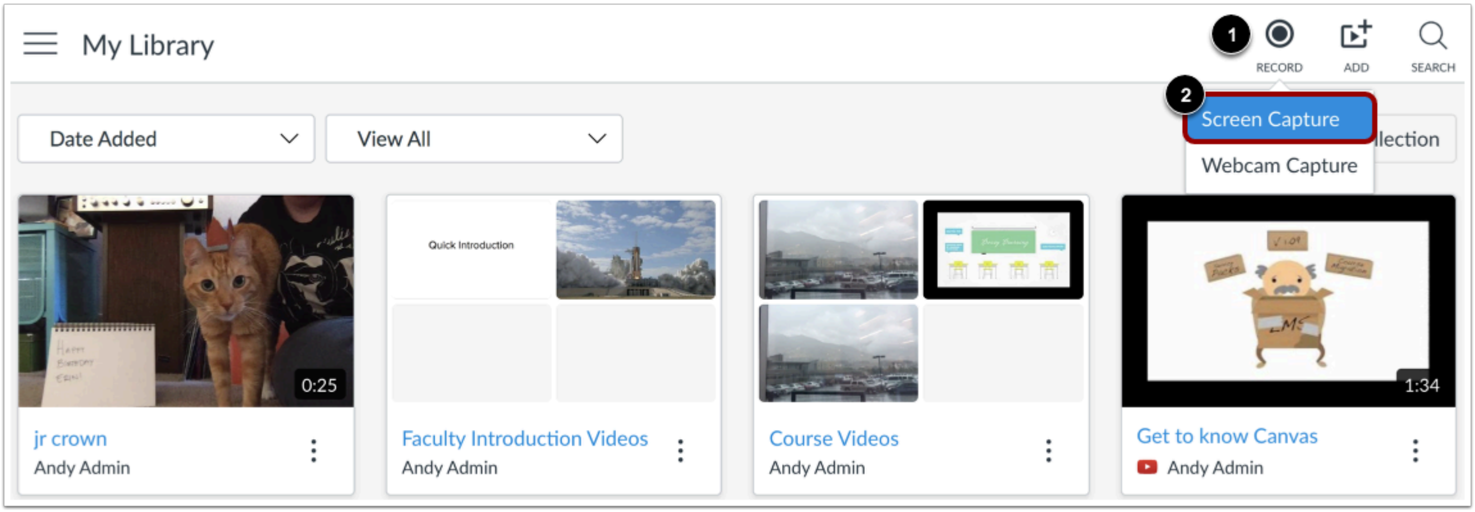
In the My Library page, view your screen capture. Once the screen capture is processed, you can manage all controls and settings.

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.

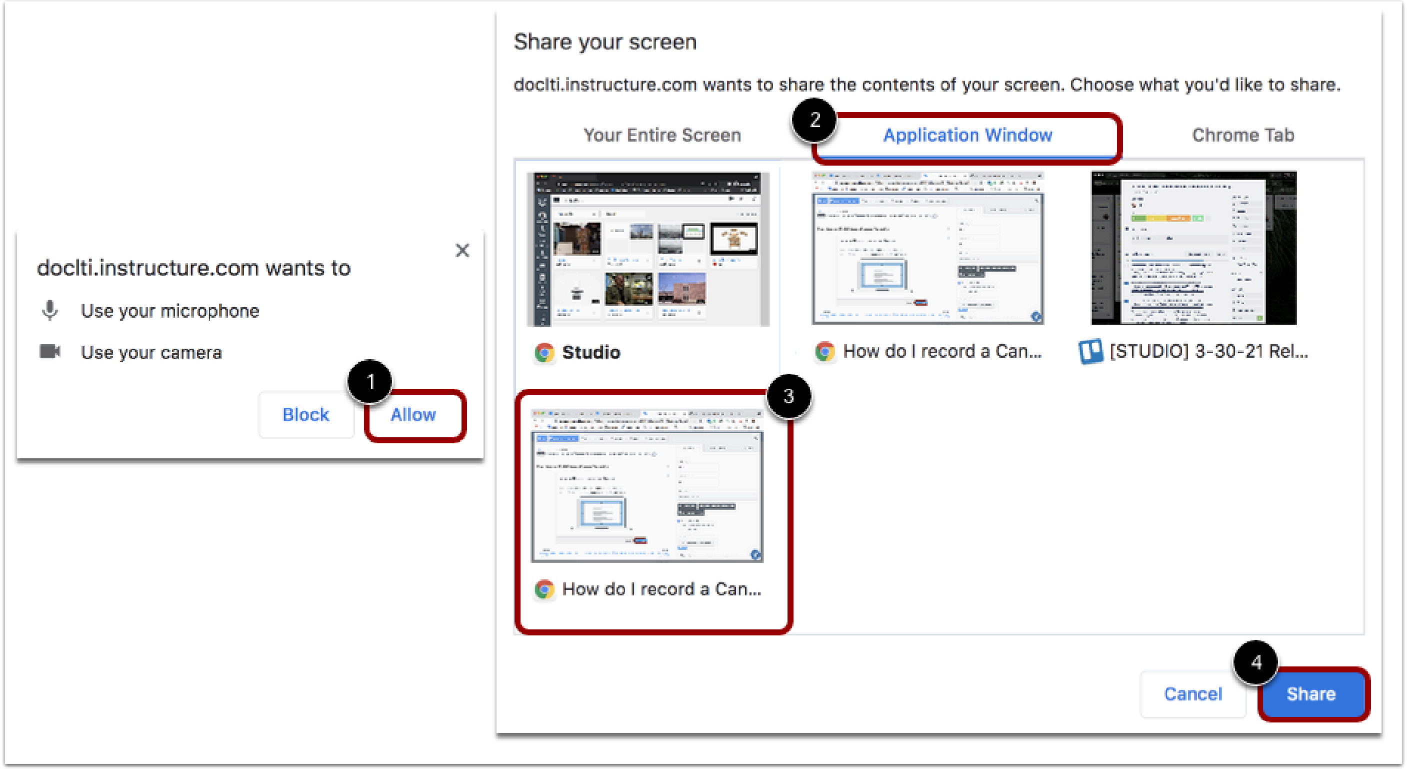
Note: For more information about how screen readers work with screen capture video, please visit Accessibility within Studio.

Open Screen Capture Tool


My Library
1
RECORD
ADD
SEARCH
2
Screen Capture
Webcam Capture
llection
Date Added
View All
0:25
jr crown
Andy Admin
Quick Introduction
Faculty Introduction Videos
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

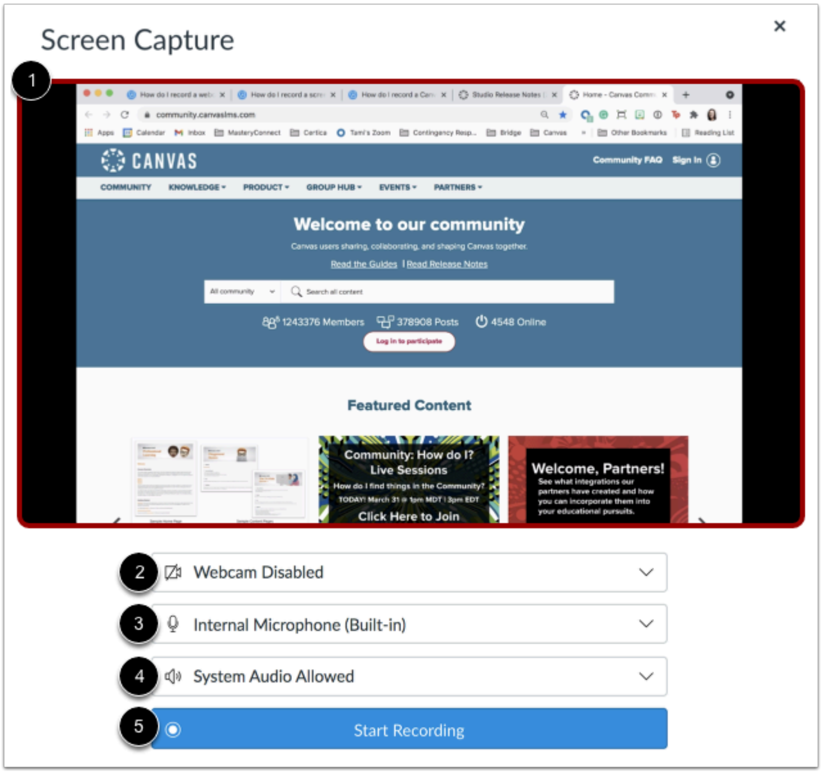
To record a screen capture, click the **Record** icon [1] and click the **Screen Capture** option [2].

Choose Screen to Capture


doclti.instructure.com wants to
Use your microphone
Use your camera
Block
Allow
1
Share your screen
doclti.instructure.com wants to share the contents of your screen. Choose what you'd like to share.
Your Entire Screen
Application Window
Chrome Tab
2
Studio
How do I record a Can...
[STUDIO] 3-30-21 Rel...
3
How do I record a Can...
4
Cancel
Share

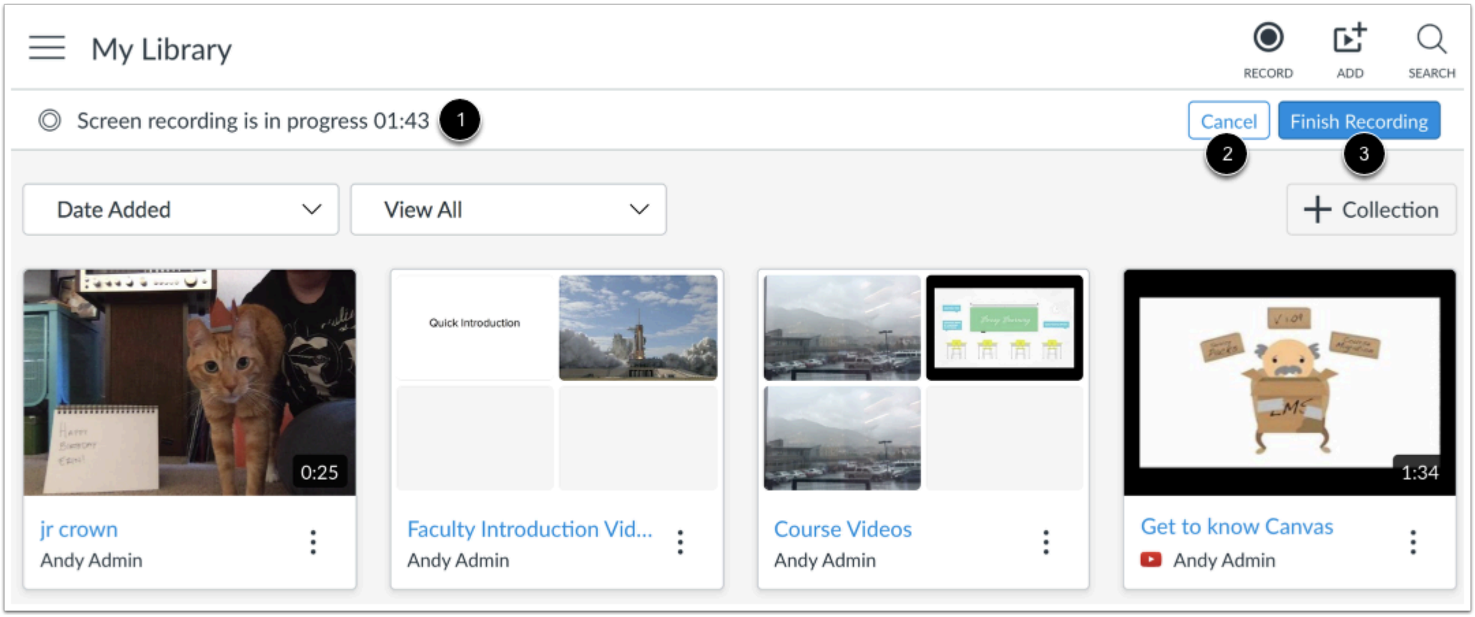
A window may display and request access to your microphone and camera. Click the **Allow** button [1]. Select which screen or application you want to record in your screen capture by clicking a tab [2] and then clicking the thumbnail of your chosen screen [3]. Click the **Share** button [4].

Record Screen Capture


Screen Capture
1
2
Webcam Disabled
3
Internal Microphone (Built-in)
4
System Audio Allowed
5
Start Recording

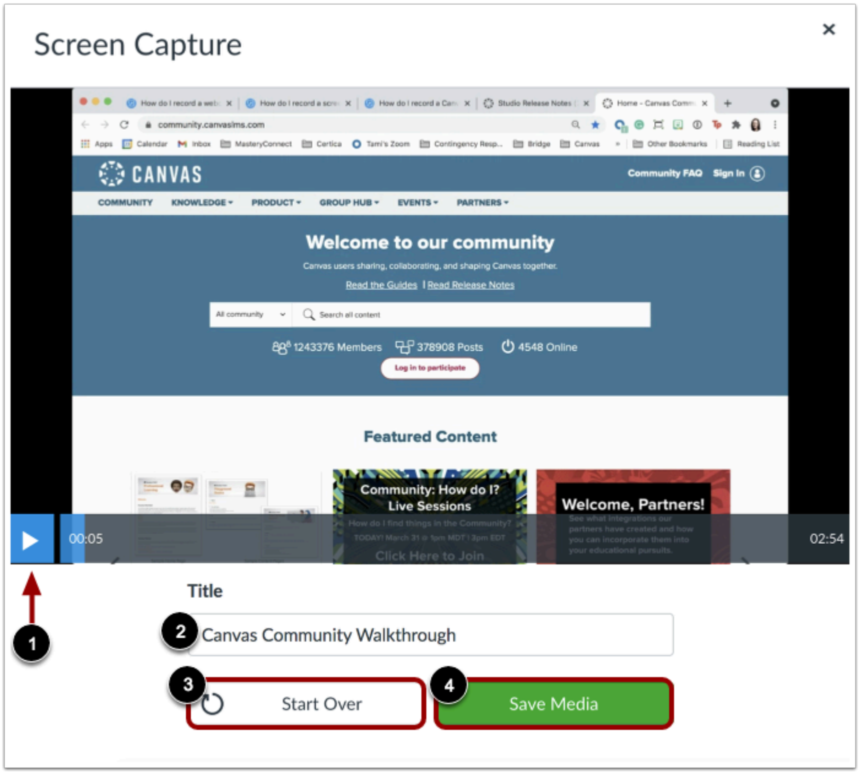
You can preview your chosen screen before you start recording [1]. You can also enable or disable your webcam [2], select your microphone [3], and allow or disable your system audio during your screen capture [4]. To begin your screen capture, click the **Start Recording** button [5].

Finish Screen Capture


My Library
RECORD
ADD
SEARCH
Screen recording is in progress 01:43
1
Cancel
Finish Recording
2
3
Date Added
View All
+ Collection
Quick Introduction
0:25
jr crown
Andy Admin
Faculty Introduction Vid...
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

The in-progress indicator in your Studio window will display the amount of time your screen capture has been recording [1]. To end and discard your screen capture, click the **Cancel** button [2]. To finish your recording, click the **Finish Recording** button [3].

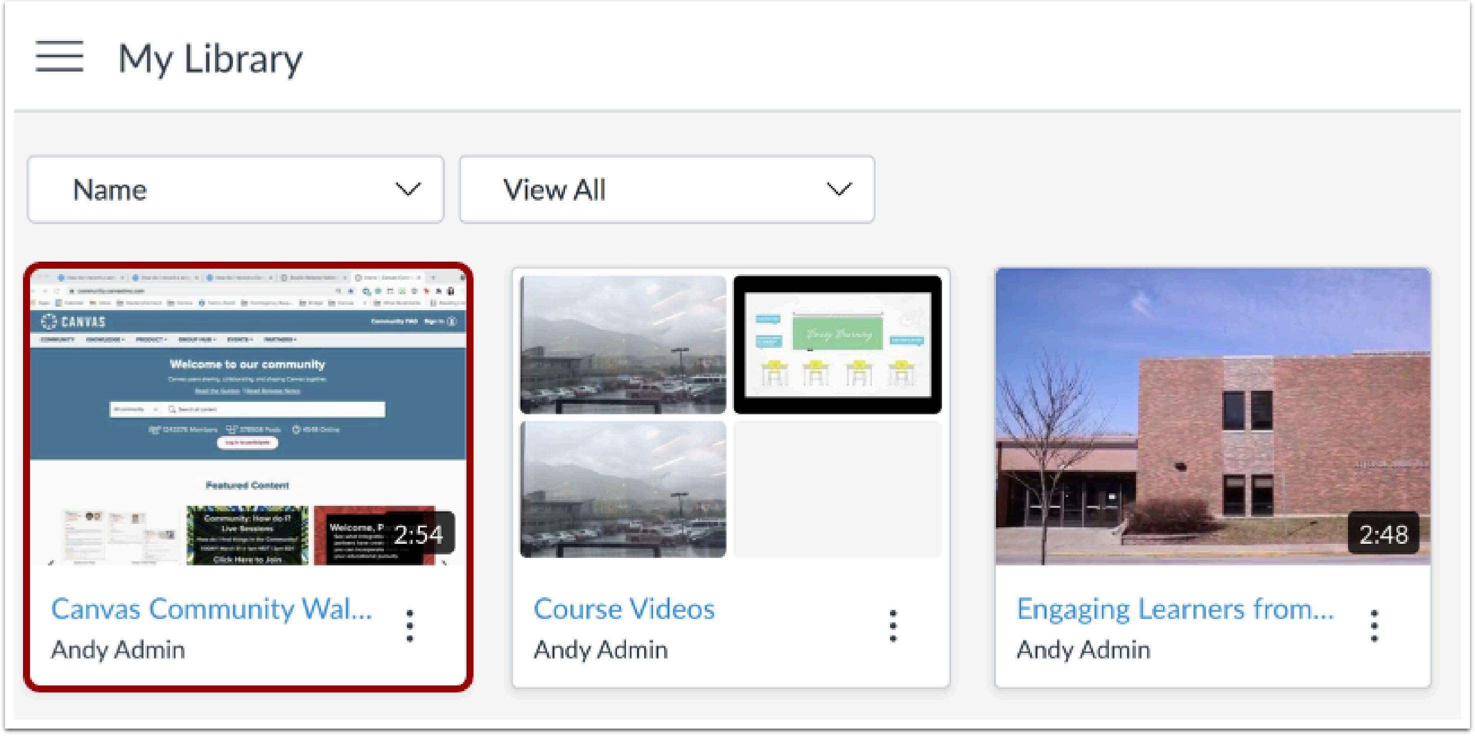
Save Screen Capture


Screen Capture
×
00:05
02:54
1
2
3
4
Start Over
Save Media

Title: Canvas Community Walkthrough

You can preview your screen capture by pressing the Play button [1]. To add a name for the recording, type a name in the **Title** field [2]. To redo the recording, click the **Start Over** button [3]. To save your screen capture as it is, click the **Save Media** button [4].

View Screen Capture


My Library
Name
View All
2:54
Canvas Community Wal...
Andy Admin
Course Videos
Andy Admin
2:48
Engaging Learners from...
Andy Admin

View your screen capture video in the My Library page. Once the screen capture is processed, you can manage all controls and settings.

BY NC SA

How do I embed Canvas Studio media in a Canvas course?

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 choose to disable 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.

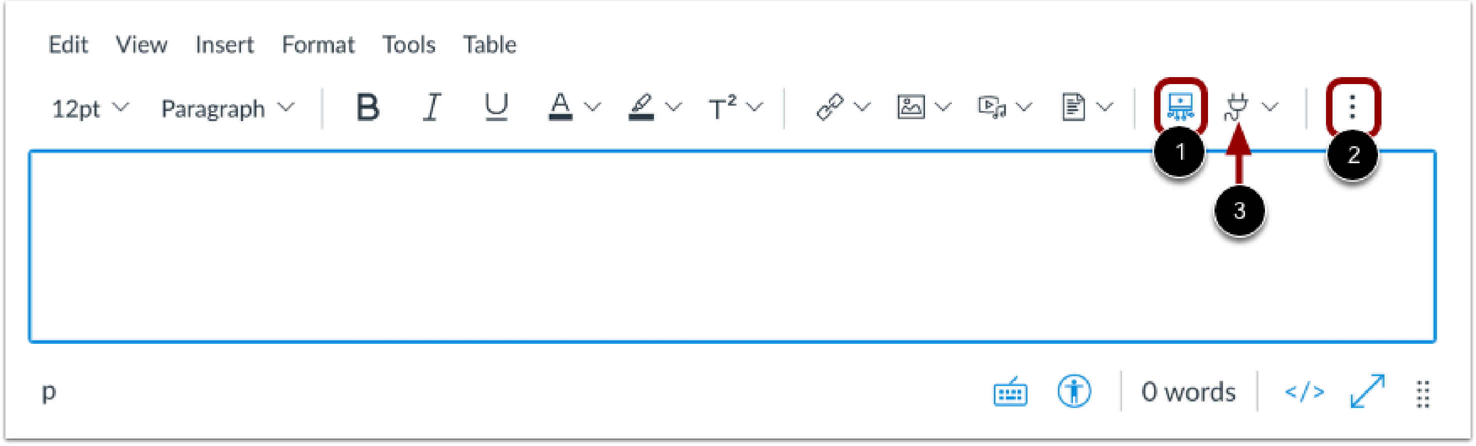
Embedding Media in Assignments and Discussions

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.

Open Studio in Rich Content Editor


Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
1
2
3
p
0 words

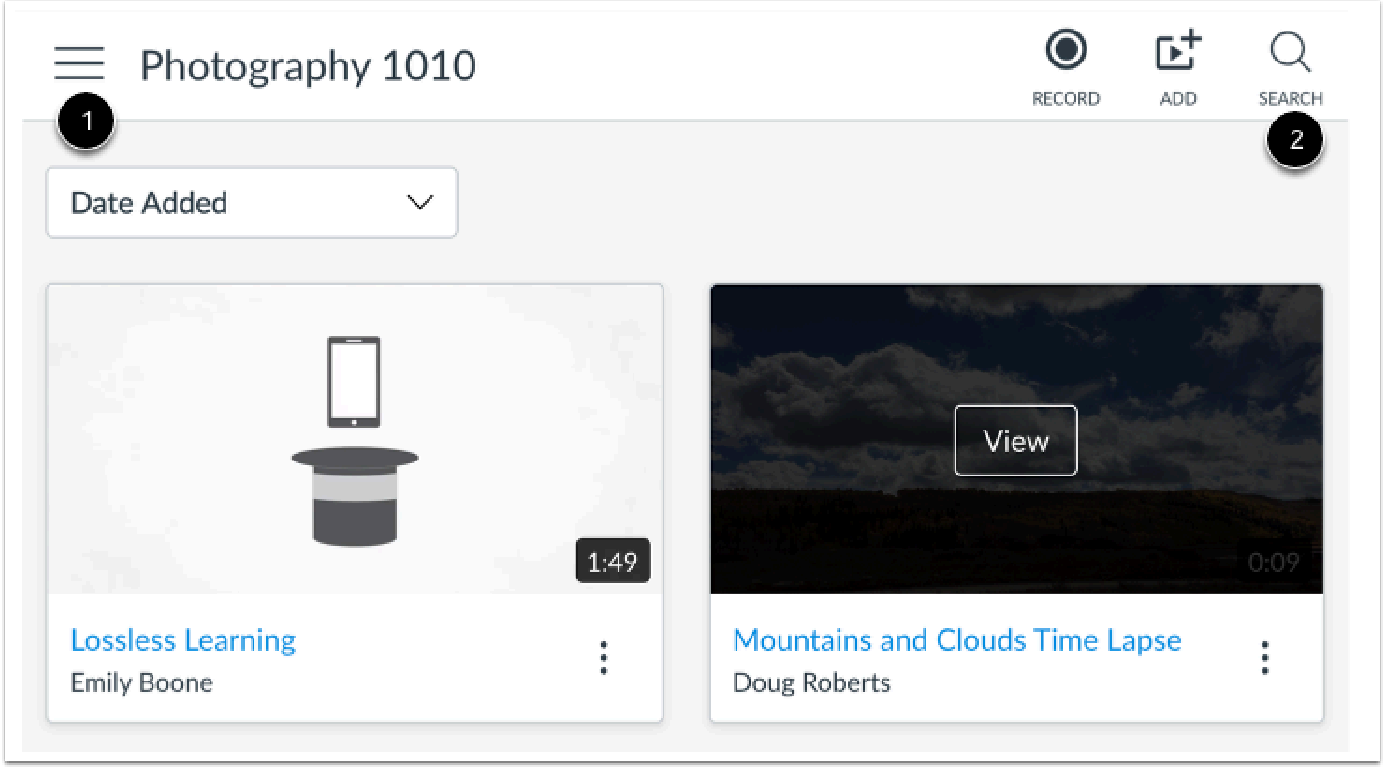
Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1].

Notes:

- If the Studio icon does not display in the toolbar, click the **Options** icon [2].
- You can also access the Studio tool from the **App** icon [3].

BY NC SA

Locate Media

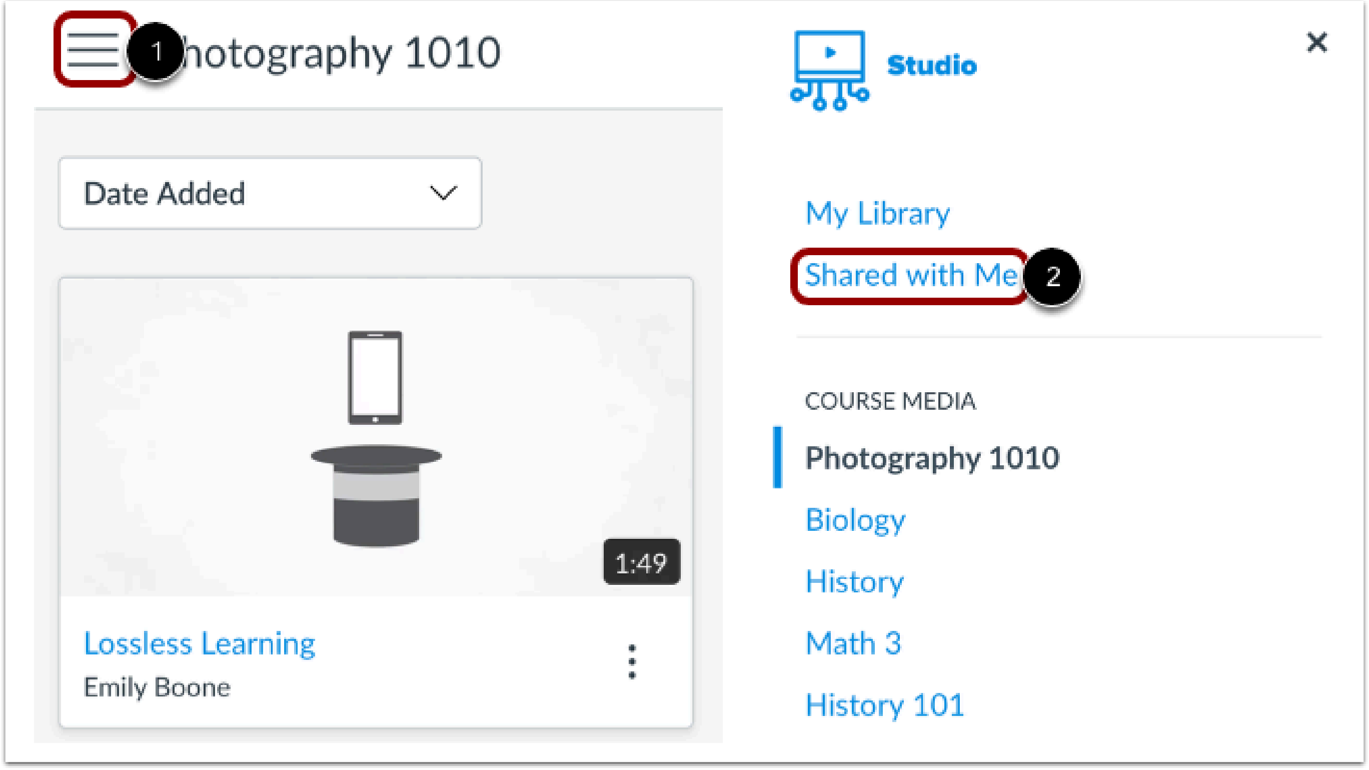

Photography 1010
RECORD
ADD
SEARCH
1
2
Date Added
1:49
Lossless Learning
Emily Boone
View
0:09
Mountains and Clouds Time Lapse
Doug Roberts

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 uploads for your courses.

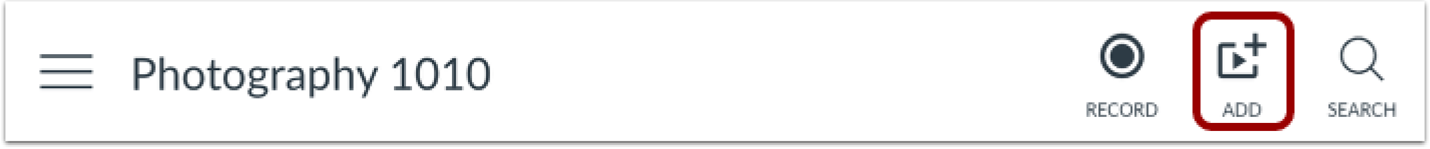
Locate Shared Media


1
Photography 1010
Date Added
1:49
Lossless Learning
Emily Boone
Studio
My Library
Shared with Me
2
COURSE MEDIA
Photography 1010
Biology
History
Math 3
History 101

To embed media shared by another user, click the **My Library** menu [1] and then click the **Shared with Me** link [2].

Note: Selecting shared media from the course it was shared from will not provide the embed option. To embed shared media, open the Shared with Me collection or search for the media by name.

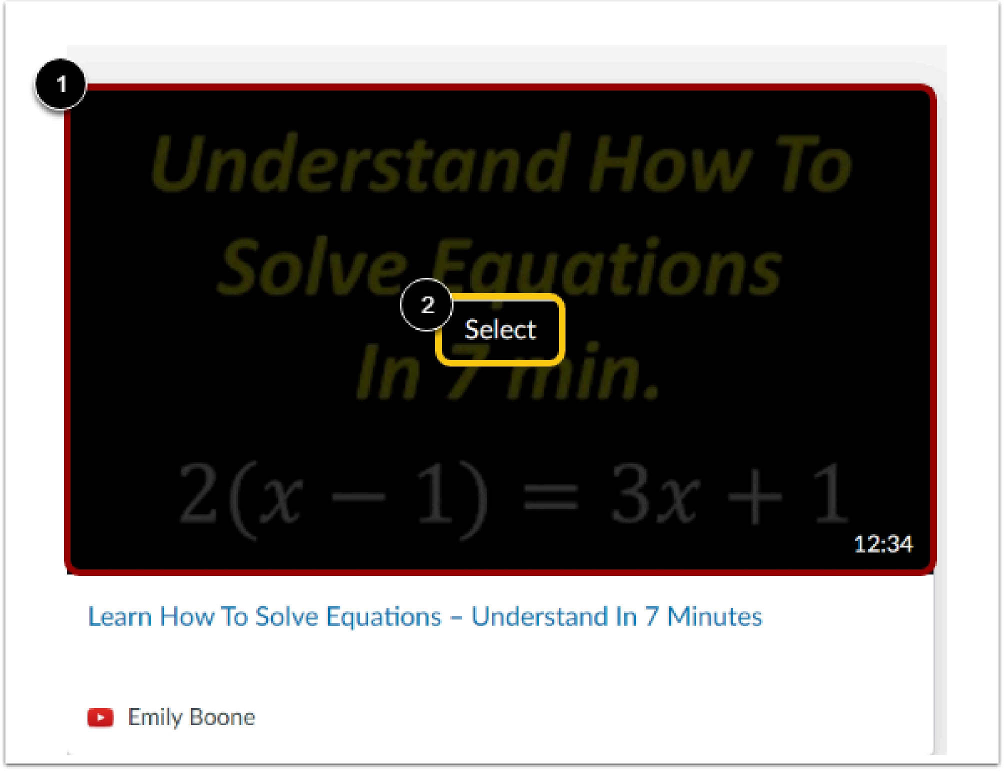
Upload New Media


Photography 1010
RECORD
ADD
SEARCH

To upload new media, click the **Add** button.

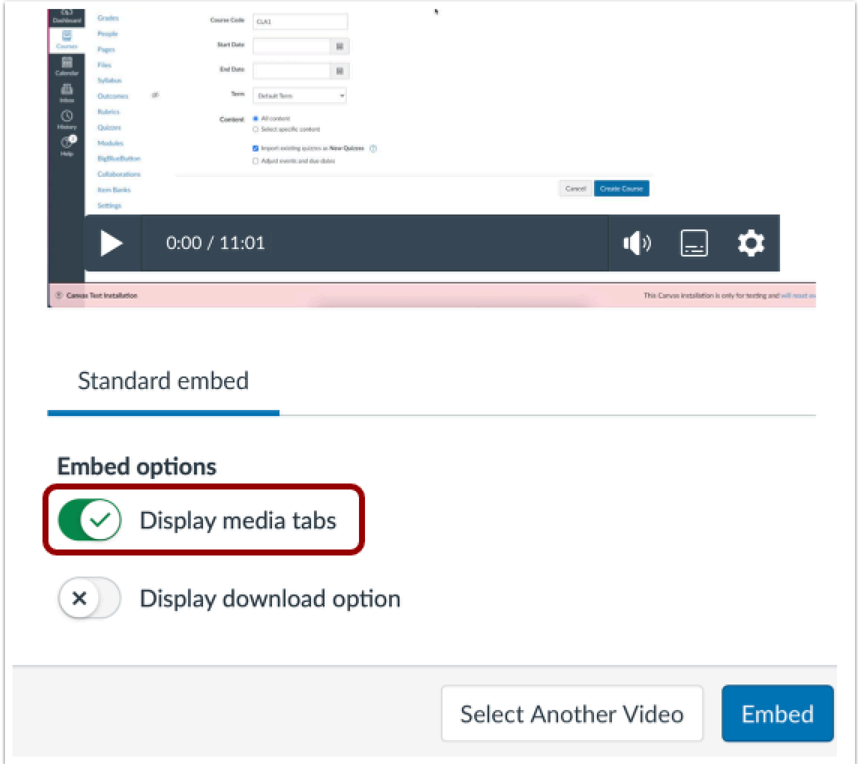
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media


1
Understand How To Solve Equations In 7 min.
2(x − 1) = 3x + 1
2
Select
12:34
Learn How To Solve Equations – Understand In 7 Minutes
Emily Boone

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

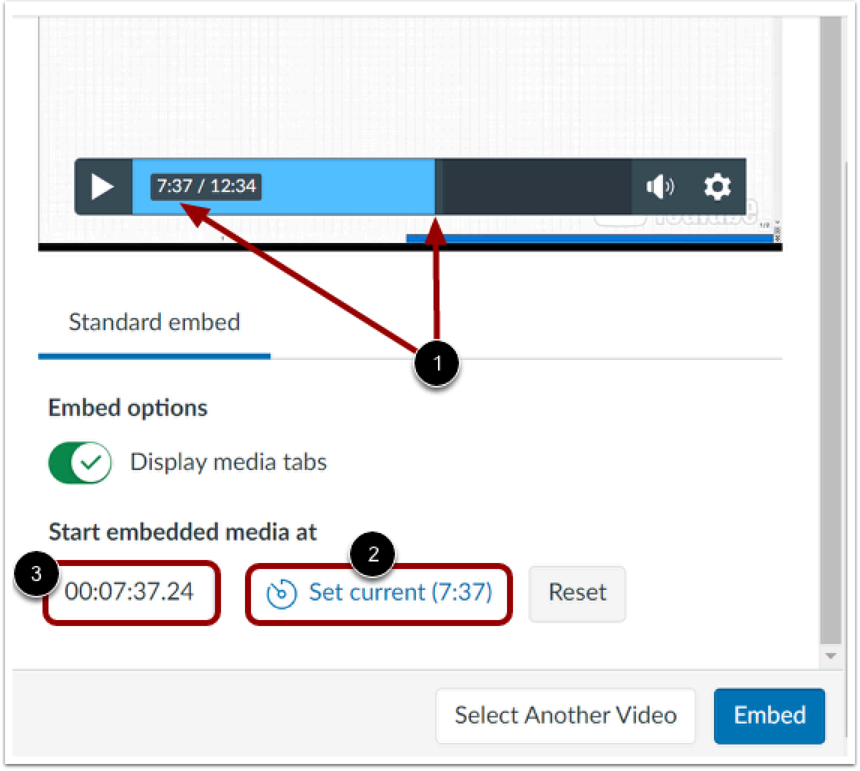
Display or Hide Media Tabs


0:00 / 11:01
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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

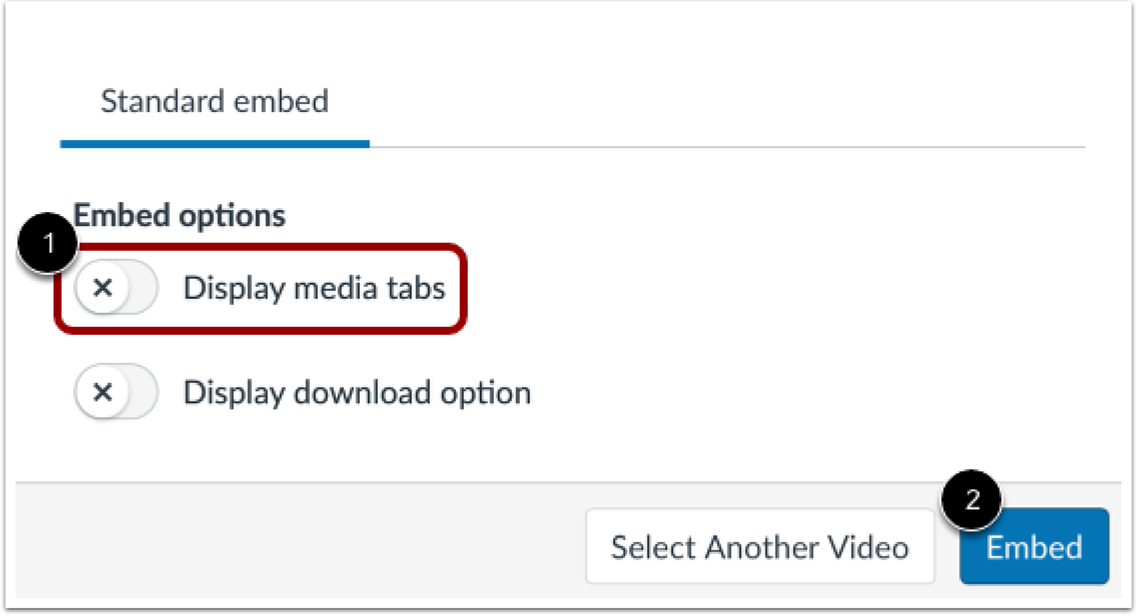

7:37 / 12:34
1
Standard embed
Embed options
Display media tabs
Start embedded media at
3
00:07:37.24
2
Set current (7:37)
Reset
Select Another Video
Embed

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.

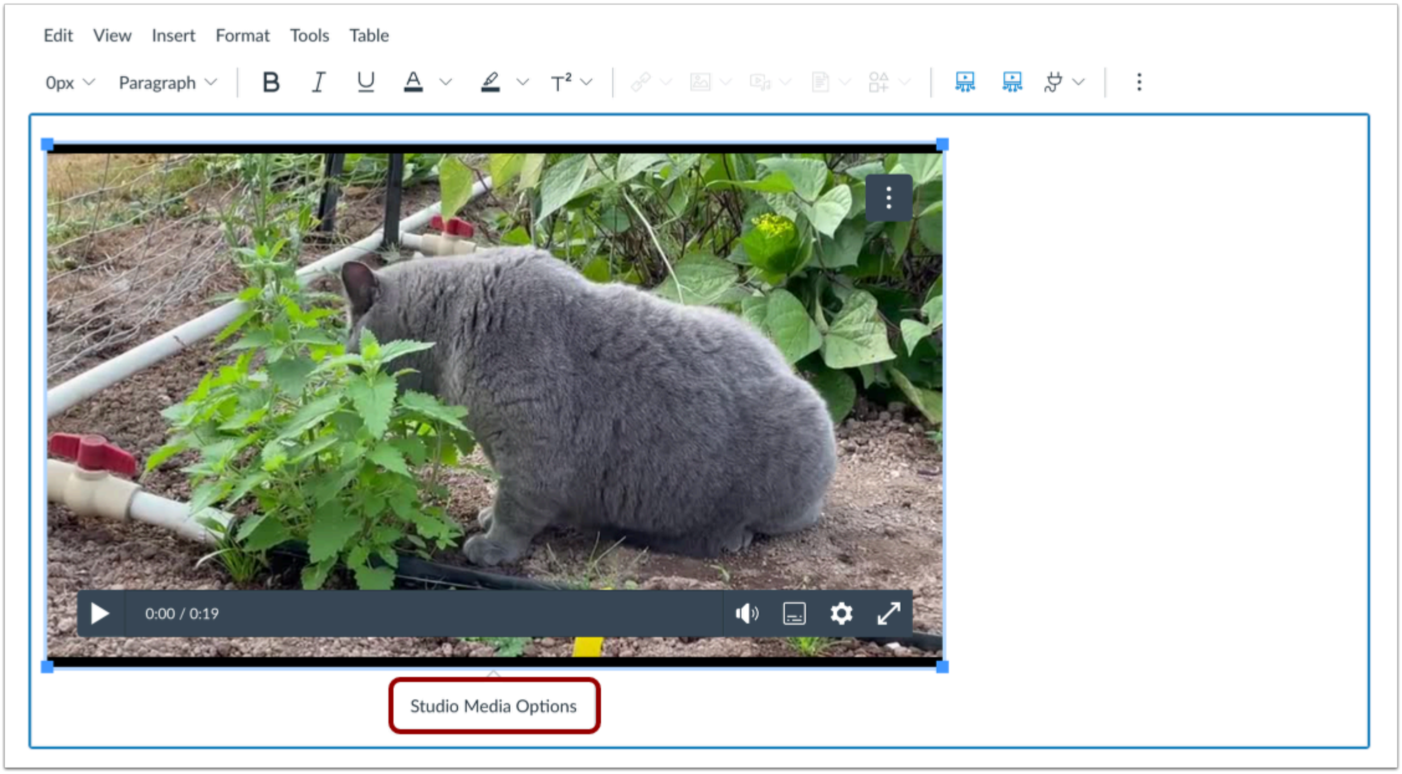
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

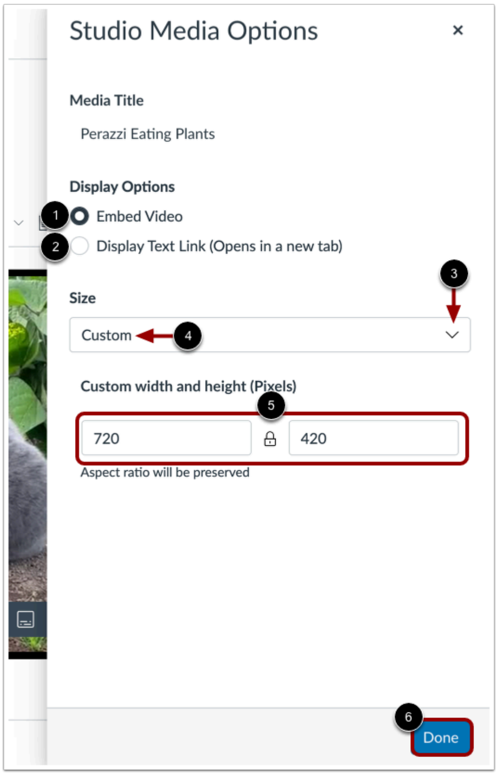

Standard embed
Embed options
1
Display media tabs
Display download option
2
Select Another Video
Embed

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

Open Studio Media Options


Edit
View
Insert
Format
Tools
Table
0px
Paragraph
0:00 / 0:19
Studio Media Options

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


Studio Media Options

Media Title

Perazzi Eating Plants

Display Options

1 ● Embed Video

2 ○ Display Text Link (Opens in a new tab)

Size

Custom 4

3

Custom width and height (Pixels)

5

720 420

Aspect ratio will be preserved

6 Done

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].

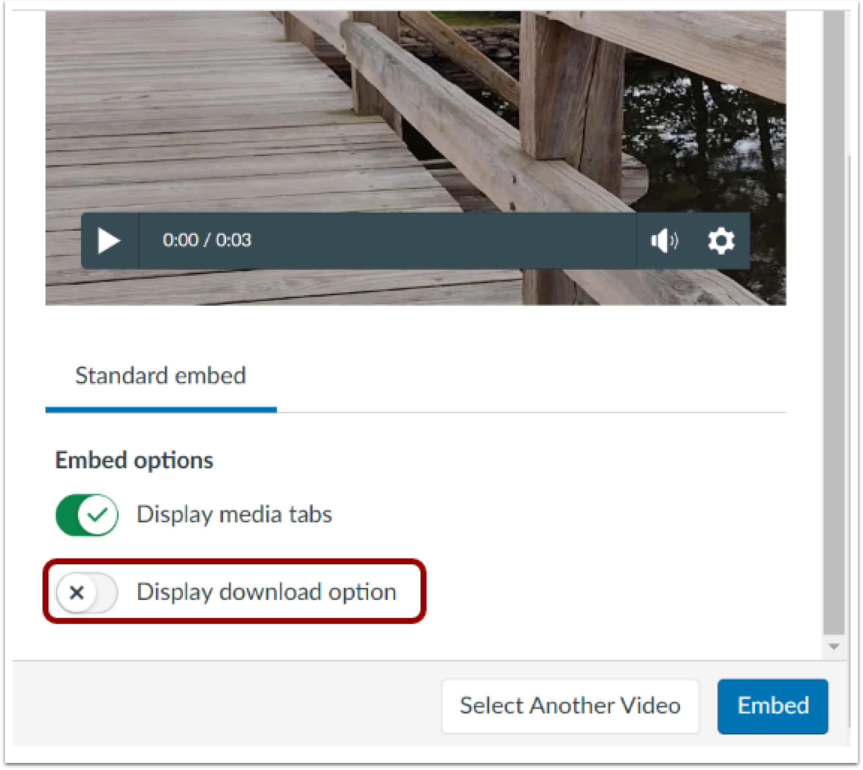
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

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.

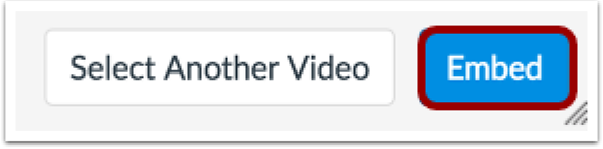
Enable or Disable Download Option


0:00 / 0:03
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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.

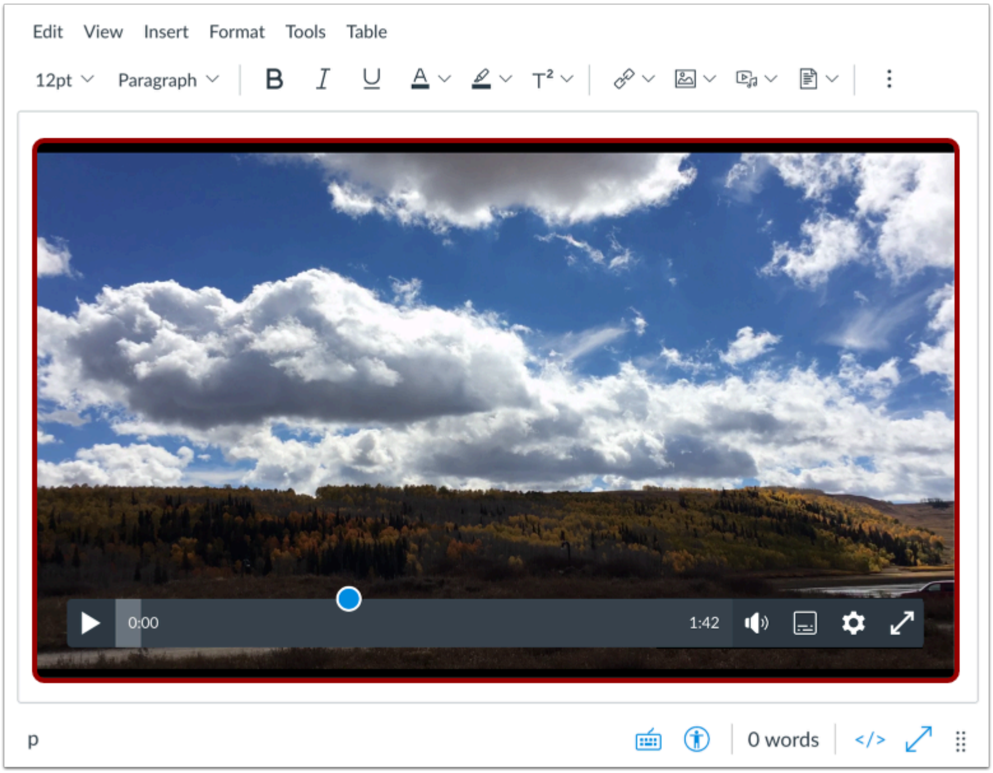
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media


Select Another Video
Embed

Click the **Embed** button.

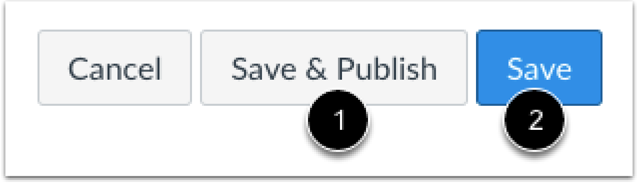
Manage Media


Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
0:00
1:42
p
0 words

Preview your embedded video in the Rich Content Editor field.

If you want to replace the existing media, delete the media from the Rich Content Editor field and access Studio through the Apps icon again.

Publish Media


Cancel
Save & Publish
Save
1
2

To publish your content immediately, click the **Save & Publish** button [1]. To save your content as a draft, click the **Save** button [2].

BY NC SA

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

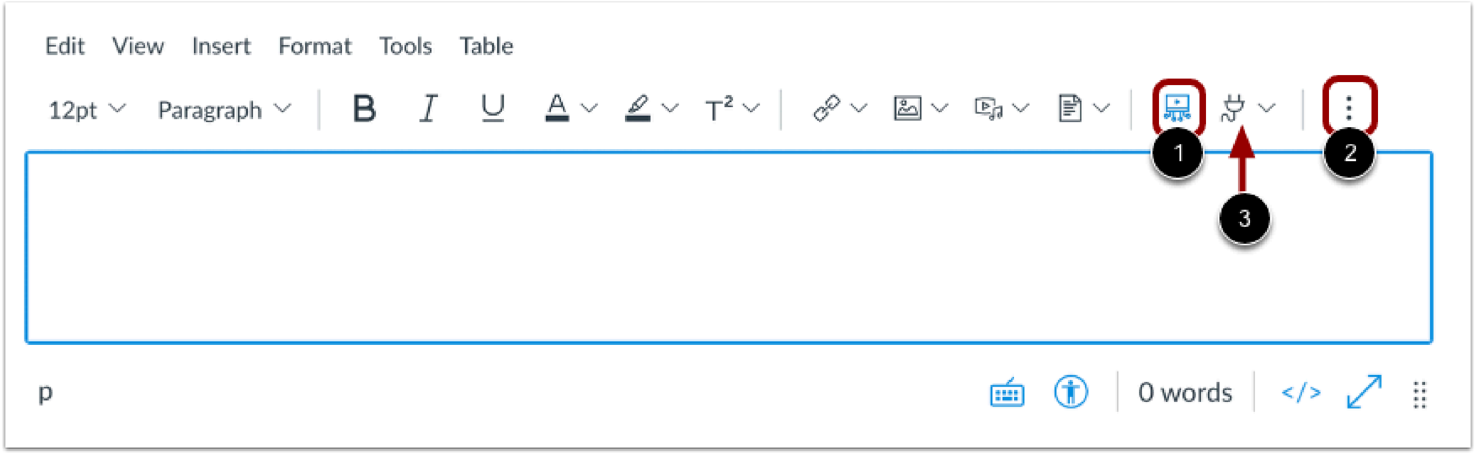
Canvas Studio can be used as a standalone product, but its strength lies in its integration power. Studio integrates with Canvas and allows instructors to seamlessly integrate media interaction into the classroom.

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



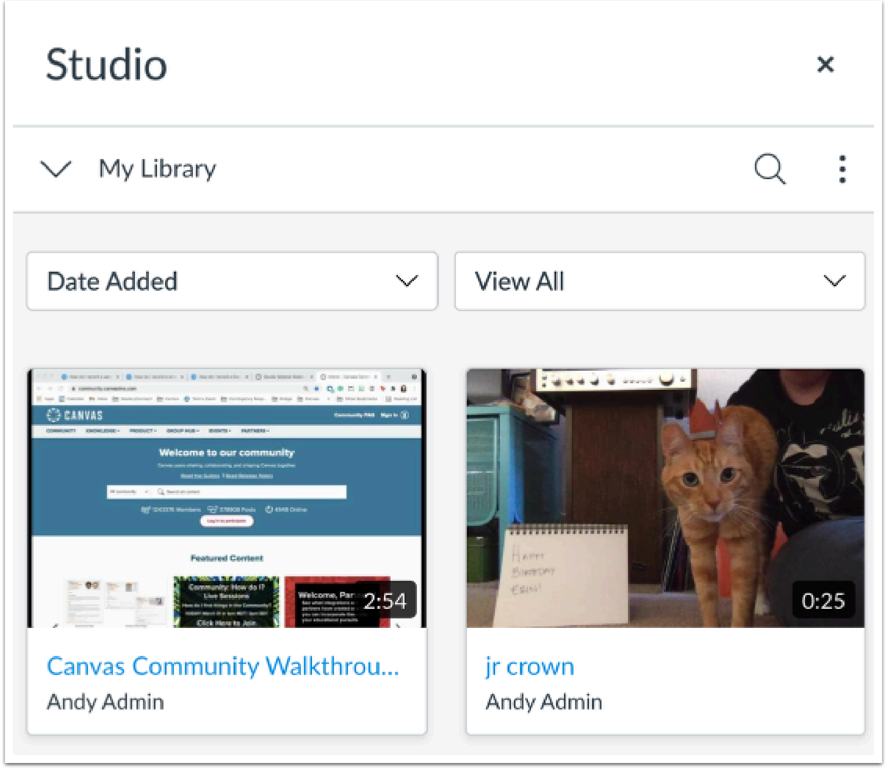
As an external tool, Studio can be accessed through the Studio icon in the Rich Content Editor [1]. The icon is used when embedding media into the Rich Content Editor.

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

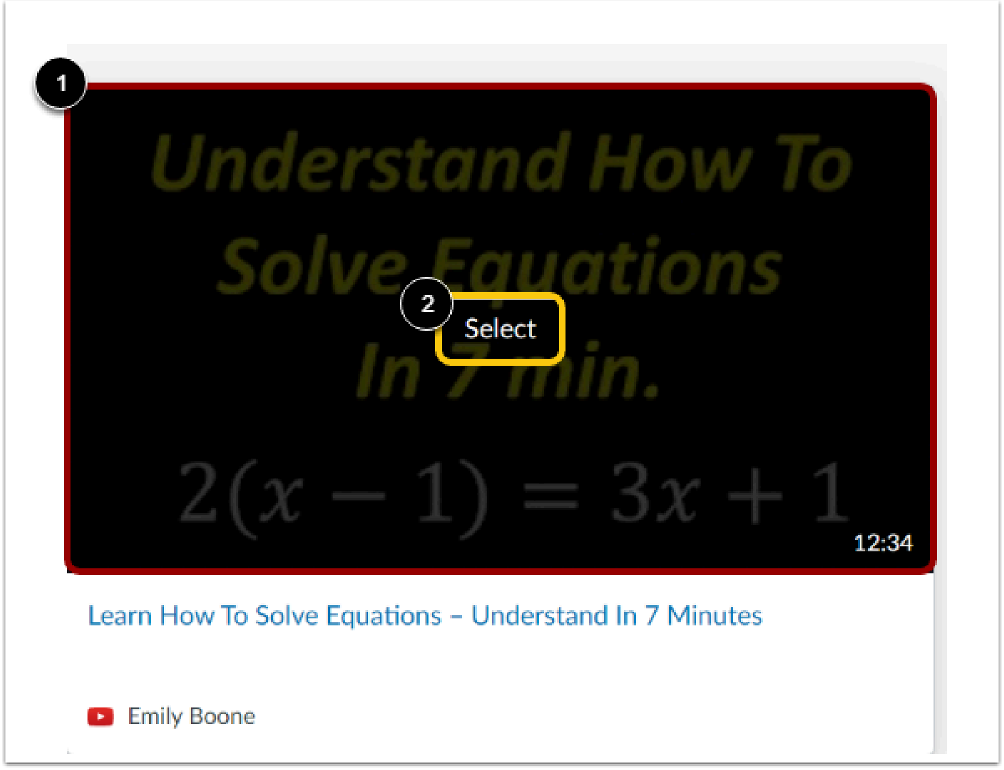

Studio
My Library
Date Added
View All
2:54
Canvas Community Walkthrou...
Andy Admin
0:25
jr crown
Andy Admin

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.

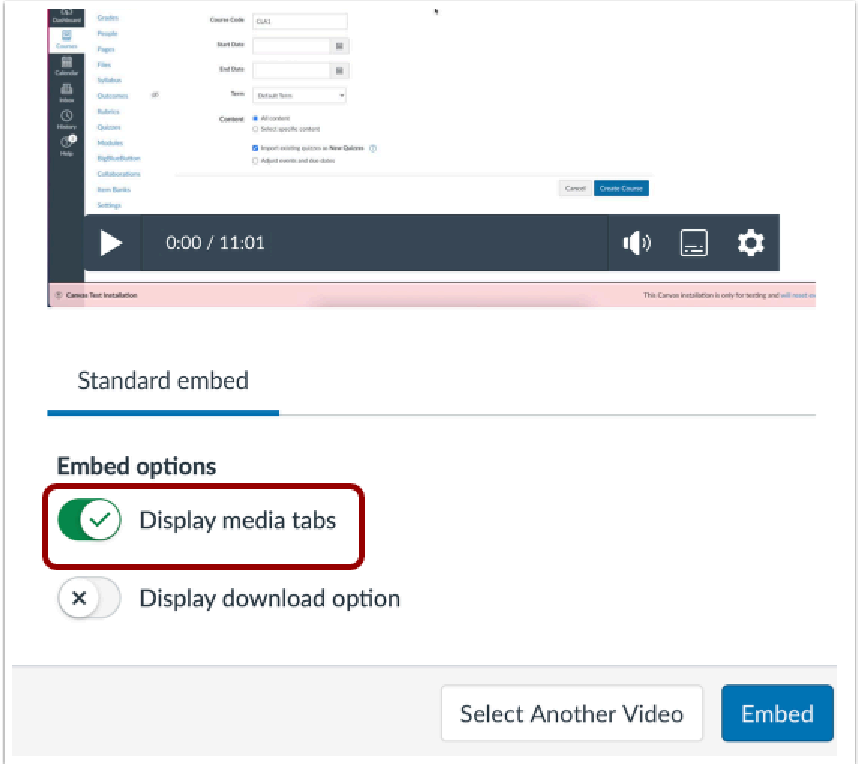
When submitting a video or audio file for an assignment, students can submit Studio media through the Rich Content Editor as a Text Entry submission, or they can access their Studio media directly as a File Upload submission.

Select Media


1
Understand How To Solve Equations In 7 min.
2(x – 1) = 3x + 1
2
Select
12:34
Learn How To Solve Equations – Understand In 7 Minutes
Emily Boone

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

Display or Hide Media Tabs



Embed options

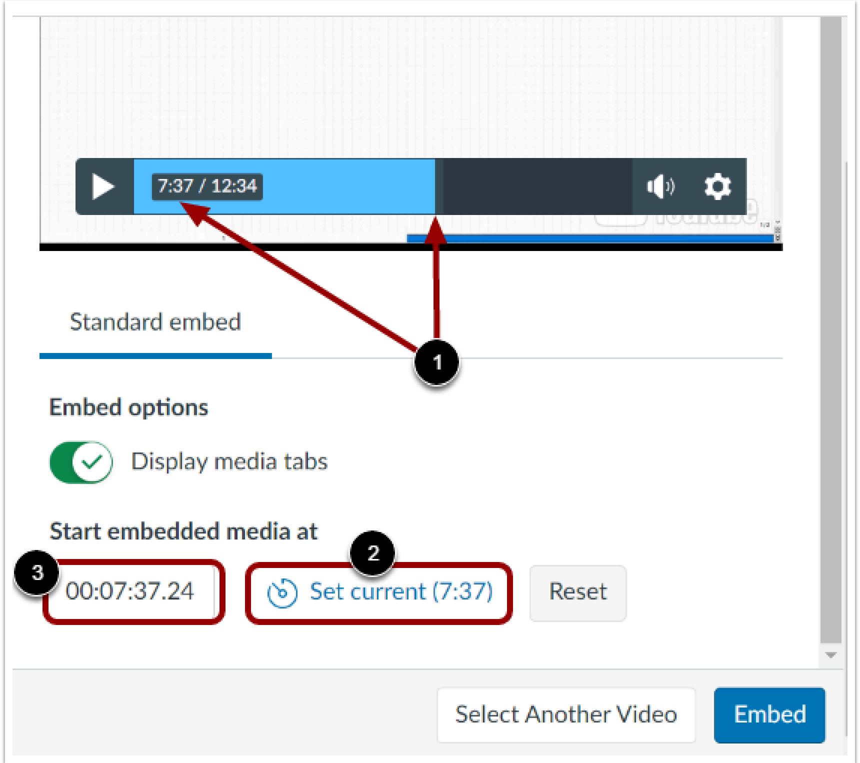
☑ Display media tabs

☒ Display download option

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



Embed options

Display media tabs

Start embedded media at

00:07:37.24

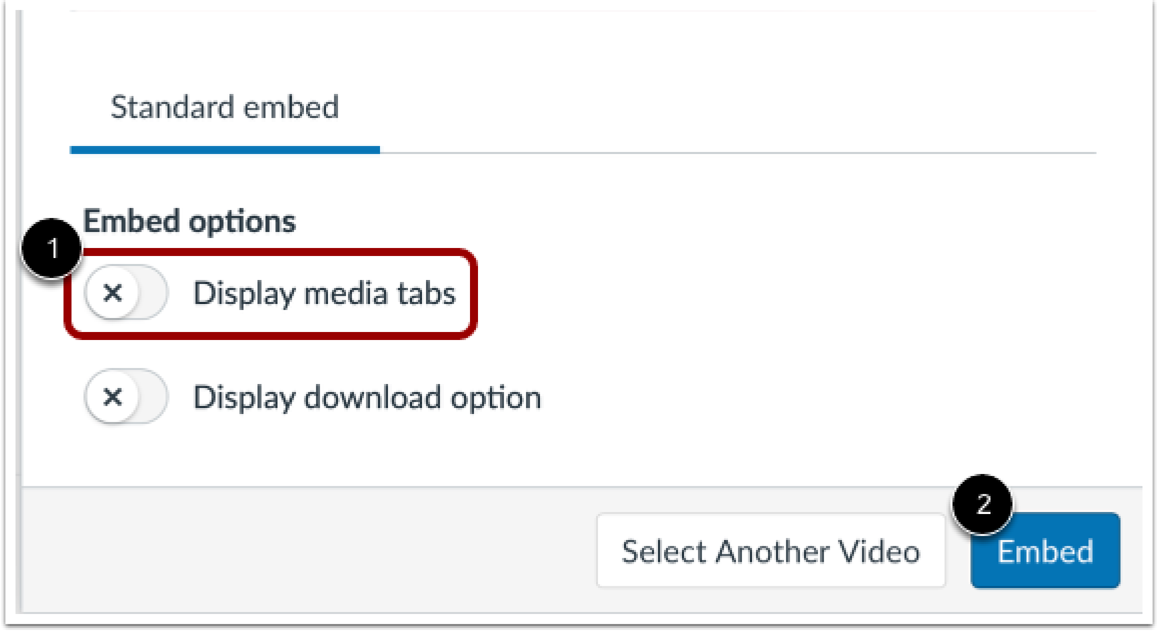
Set current (7:37)

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.

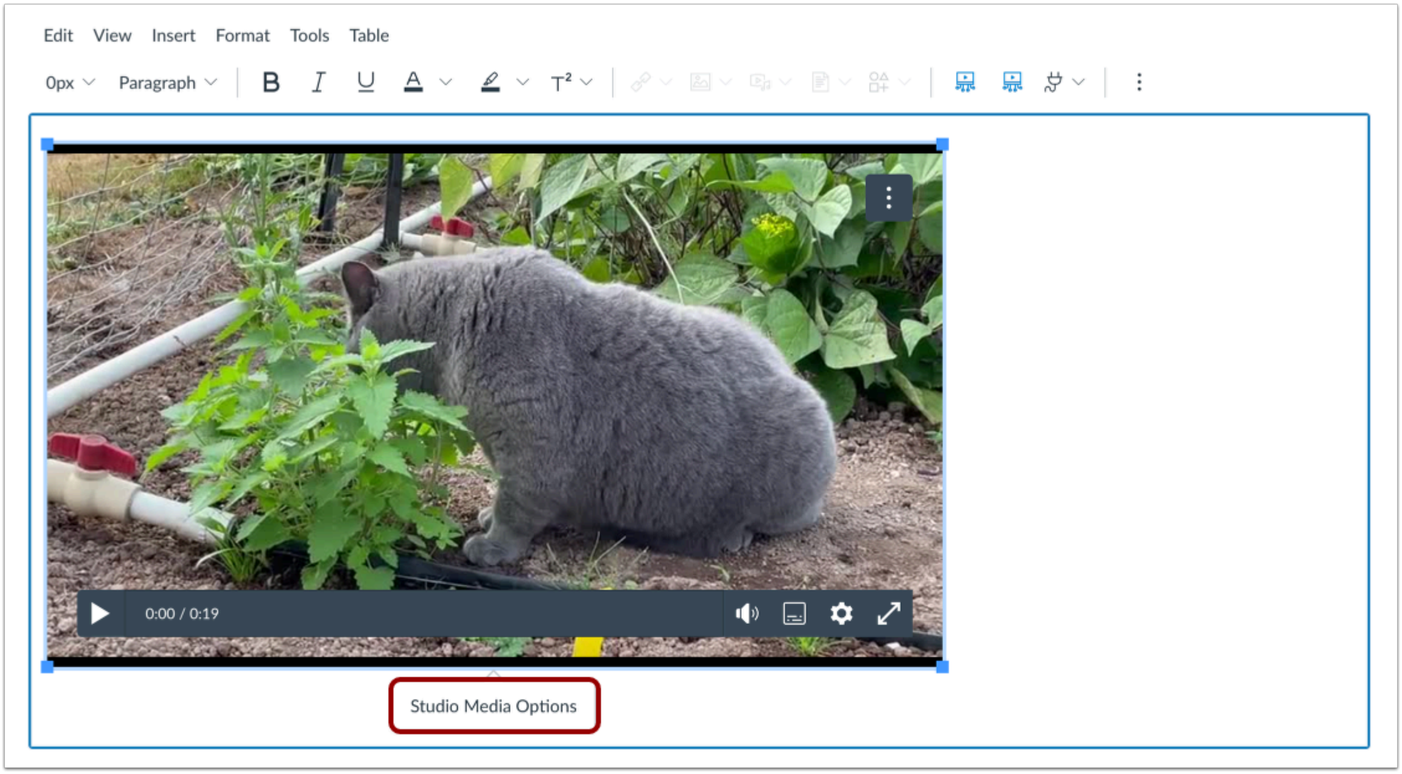
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

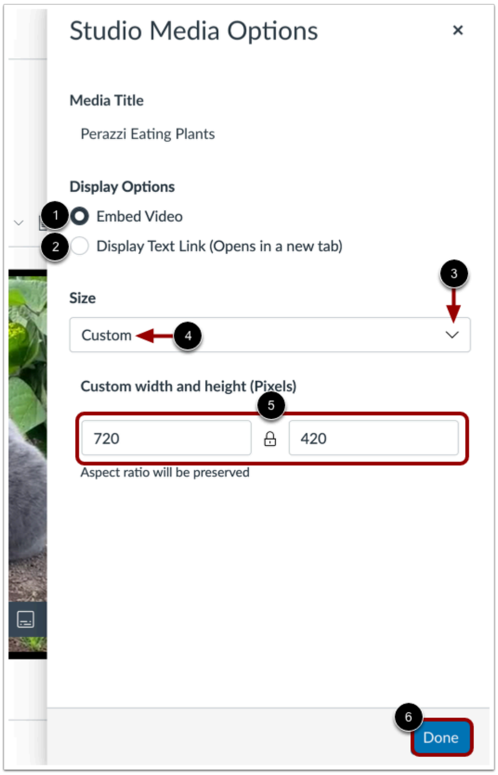

Standard embed
Embed options
1
Display media tabs
Display download option
2
Select Another Video
Embed

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

Open Studio Media Options


Edit
View
Insert
Format
Tools
Table
0px
Paragraph
0:00 / 0:19
Studio Media Options

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



Studio Media Options

Media Title

Perazzi Eating Plants

Display Options

● Embed Video

○ Display Text Link (Opens in a new tab)

Size

Custom

Custom width and height (Pixels)

720 | 420

Aspect ratio will be preserved

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].

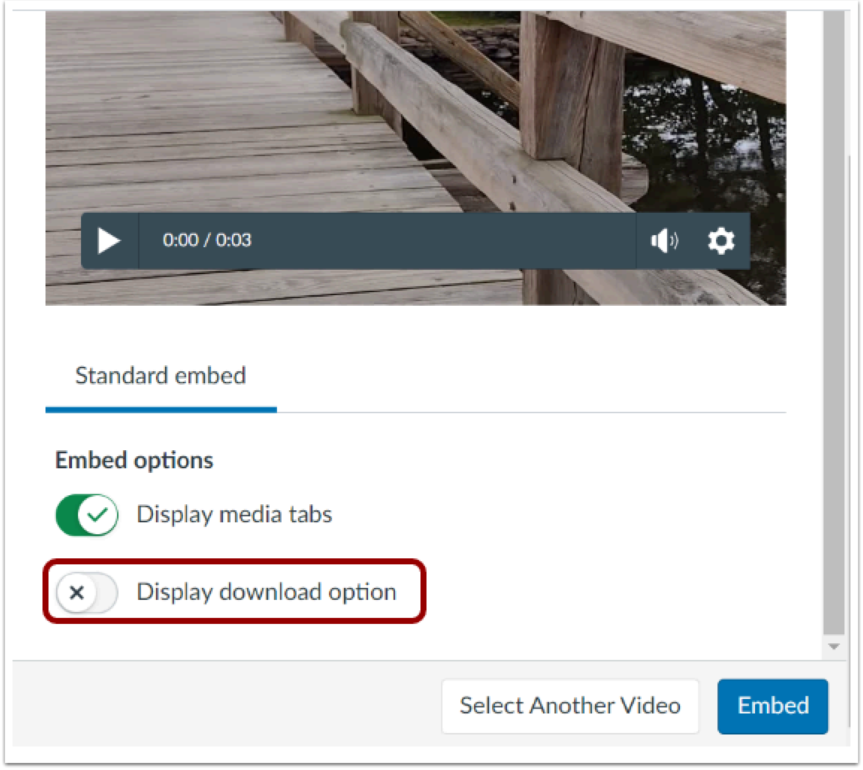
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

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.

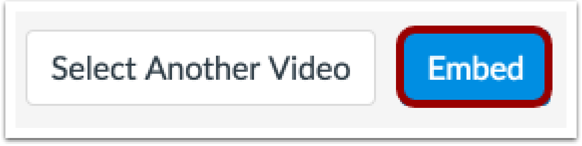
Enable or Disable Download Option


0:00 / 0:03
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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.

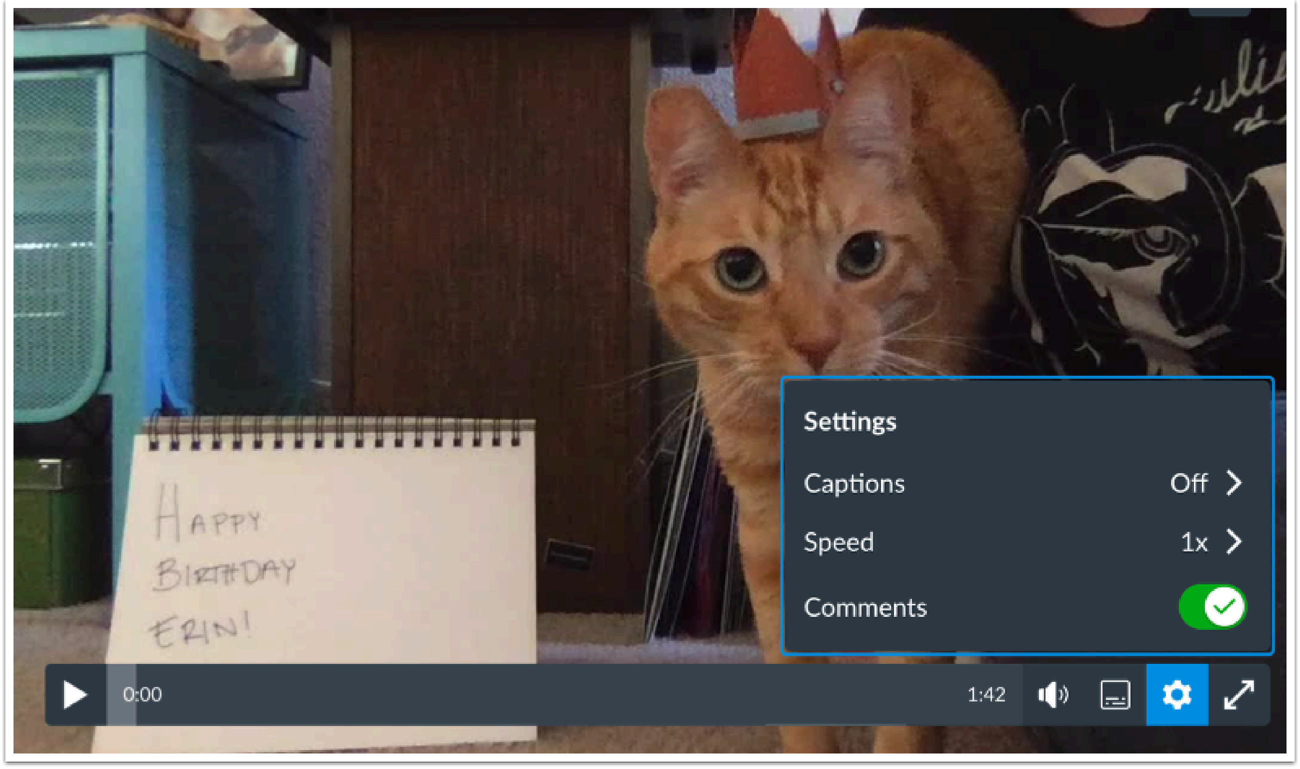
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media


Select Another Video
Embed

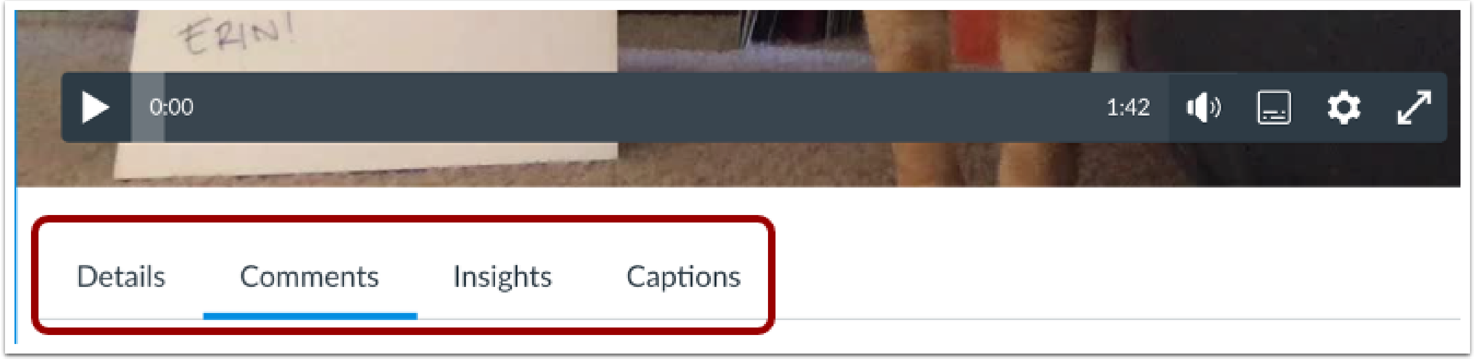
Click the **Embed** button.

View Media


HAPPY BIRTHDAY ERIN!
Settings
Captions
Off
Speed
1x
Comments
0:00
1:42

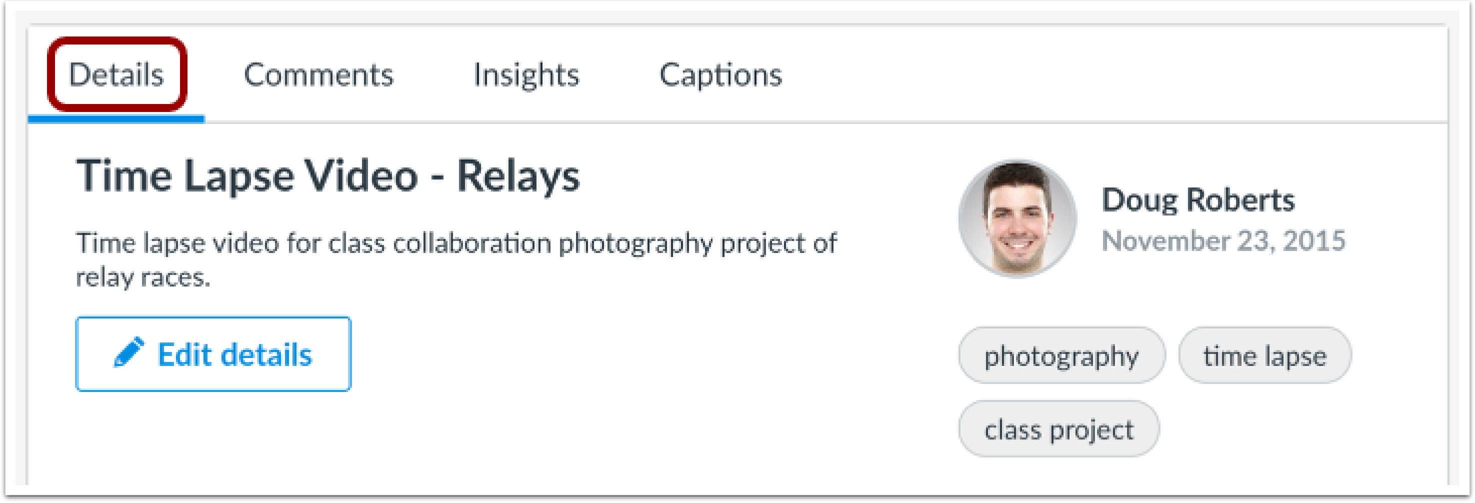
When viewing embedded media in the Rich Content Editor, users can customize their experience using the **Settings** menu playback controls.

View Comment-Enabled Media Options


ERIN!
0:00
1:42
Details
Comments
Insights
Captions

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



Time Lapse Video - Relays

Time lapse video for class collaboration photography project of relay races.

Doug Roberts

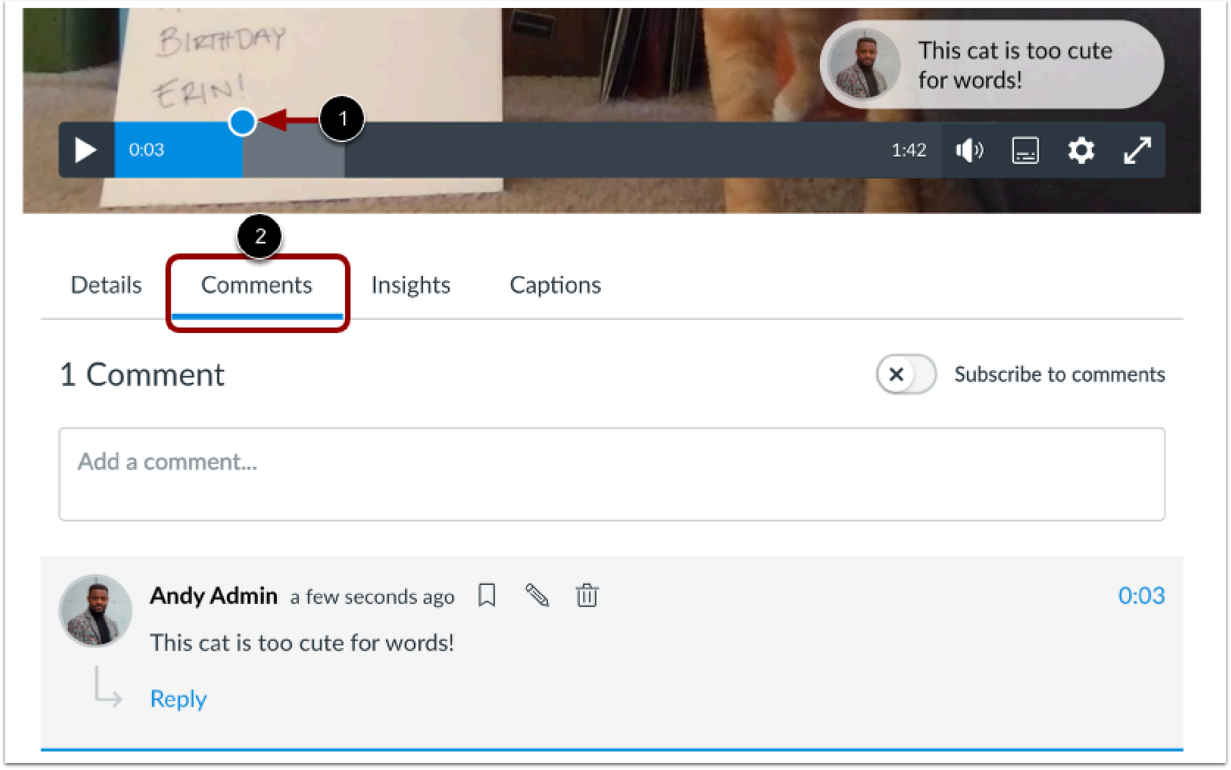
November 23, 2015

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


This cat is too cute for words!
1
0:03
1:42
2
Details
Comments
Insights
Captions
Subscribe to comments
Add a comment...
Reply

1 Comment

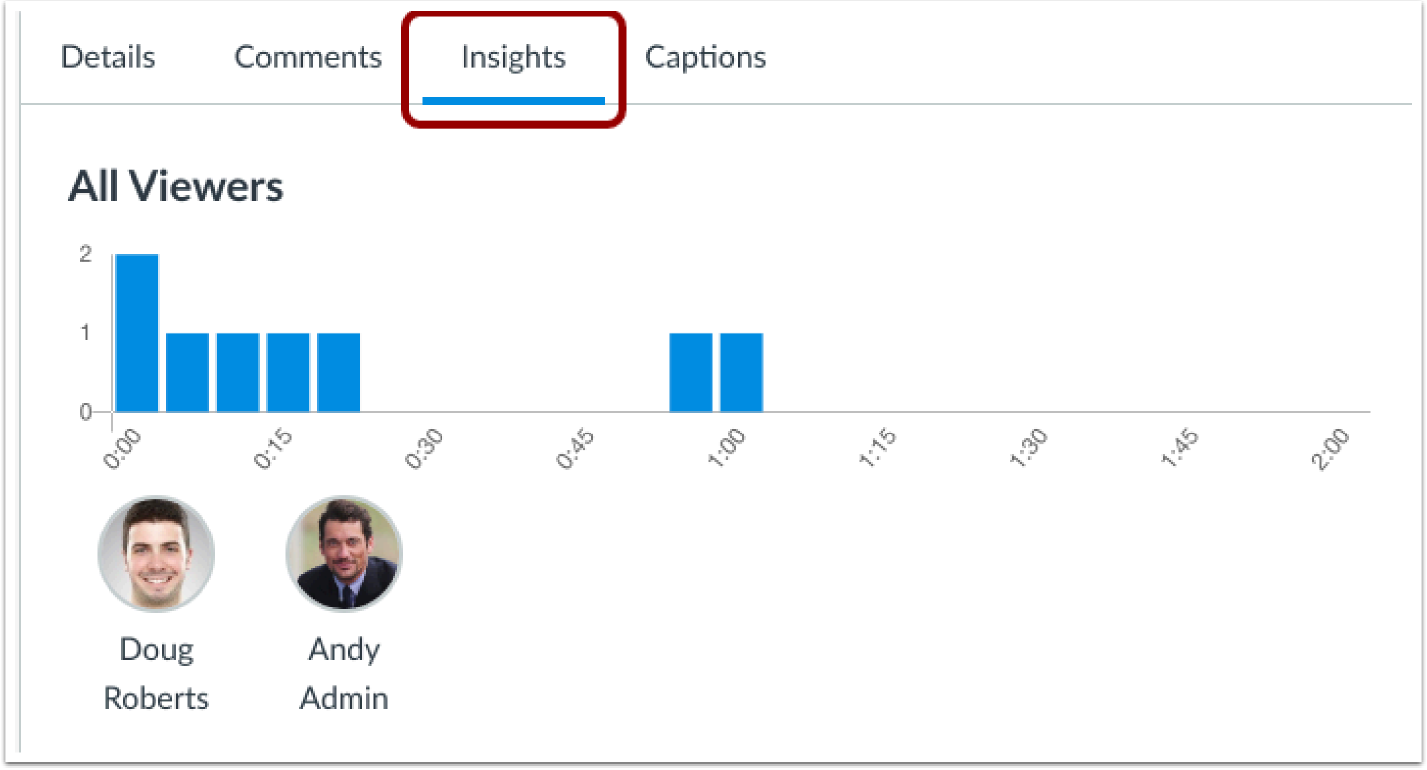
Andy Admin a few seconds ago 0:03

This cat is too cute for words!

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


Details
Comments
Insights
Captions
All Viewers
2
1
0
0:00
0:15
0:30
0:45
1:00
1:15
1:30
1:45
2:00
Doug Roberts
Andy Admin

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.

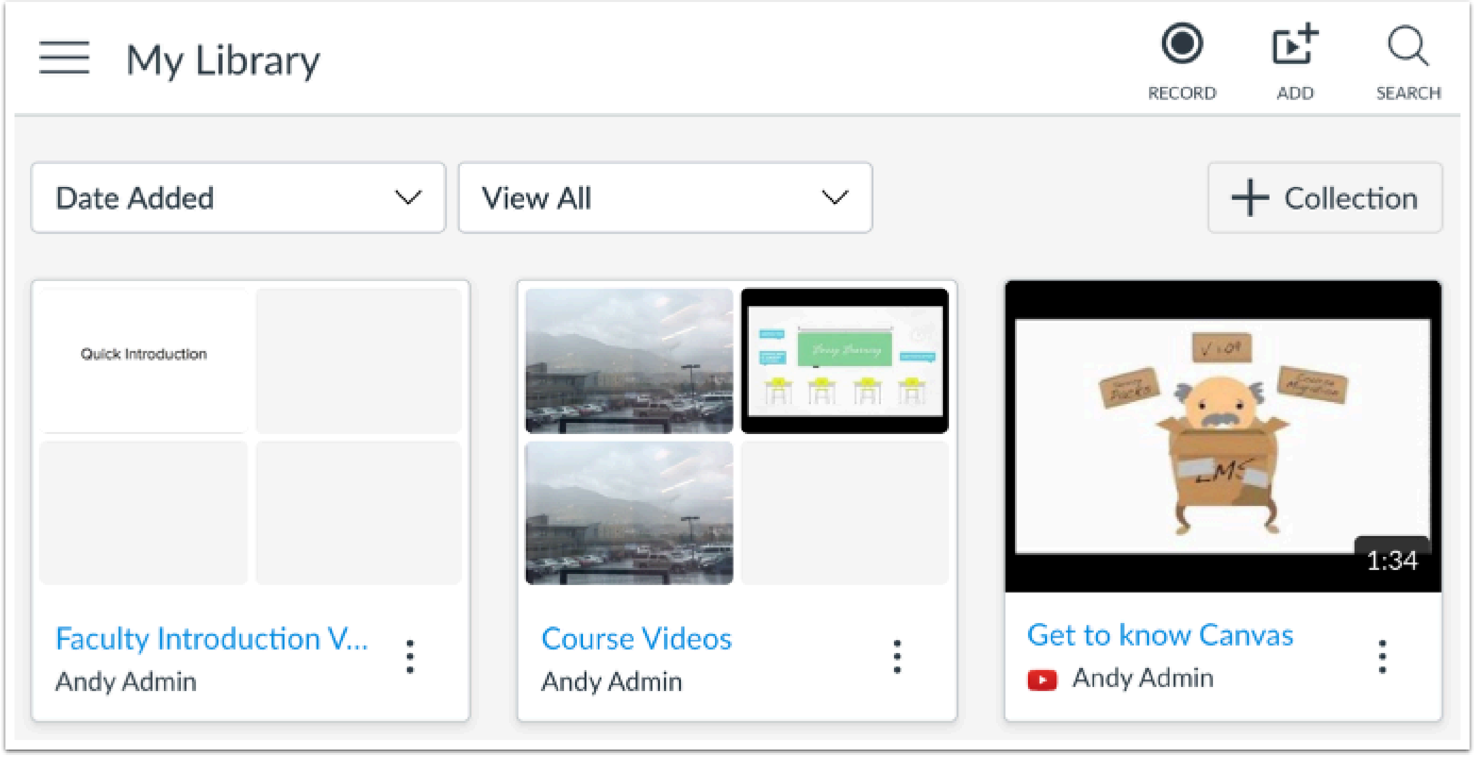
How do I replace a Canvas Studio video thumbnail?

You can replace Canvas Studio video thumbnails.

Notes:

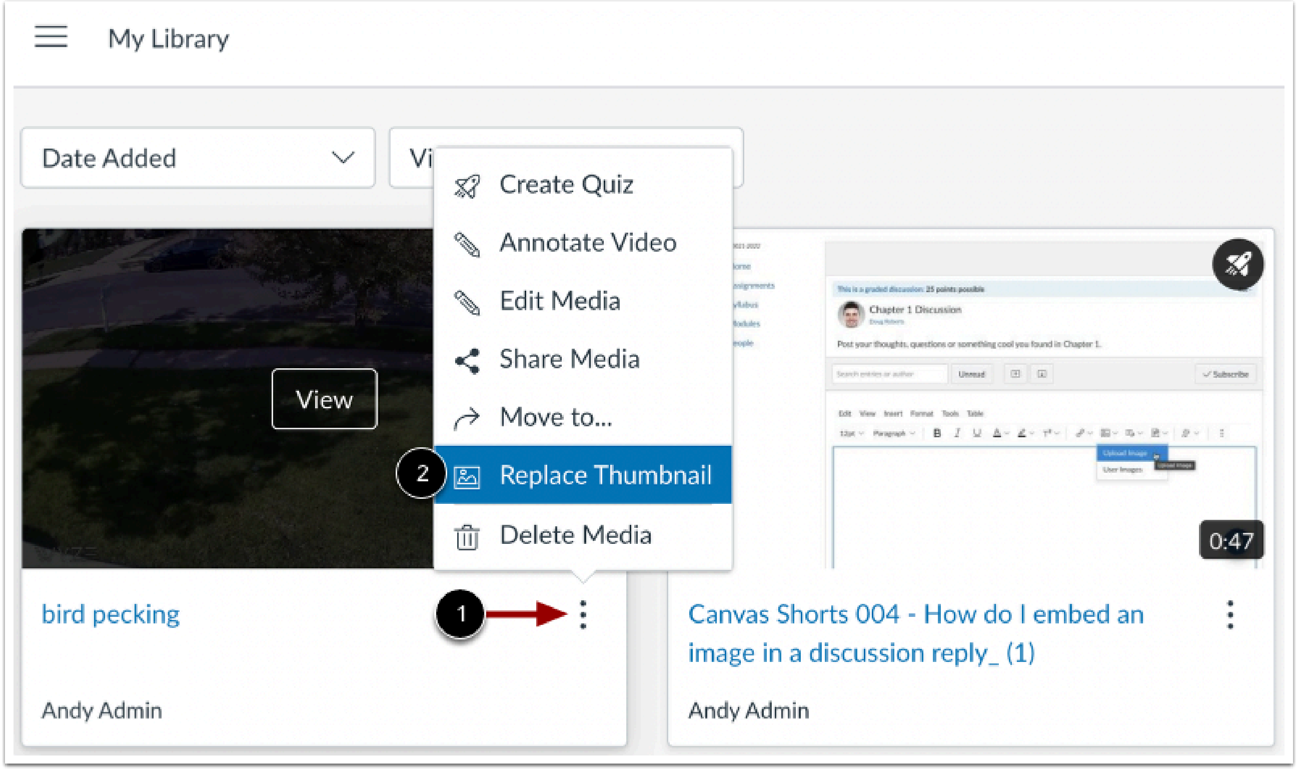
- You can add custom thumbnails to any of your own uploaded Studio content.
- Dimensions for thumbnail images should be approximately 1000 pixels wide x 512 pixels high. For best results, please retain the aspect ratio for the image to scale properly.

View Uploads


My Library
RECORD
ADD
SEARCH
Date Added
View All
Collection
Quick Introduction
Faculty Introduction V...
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

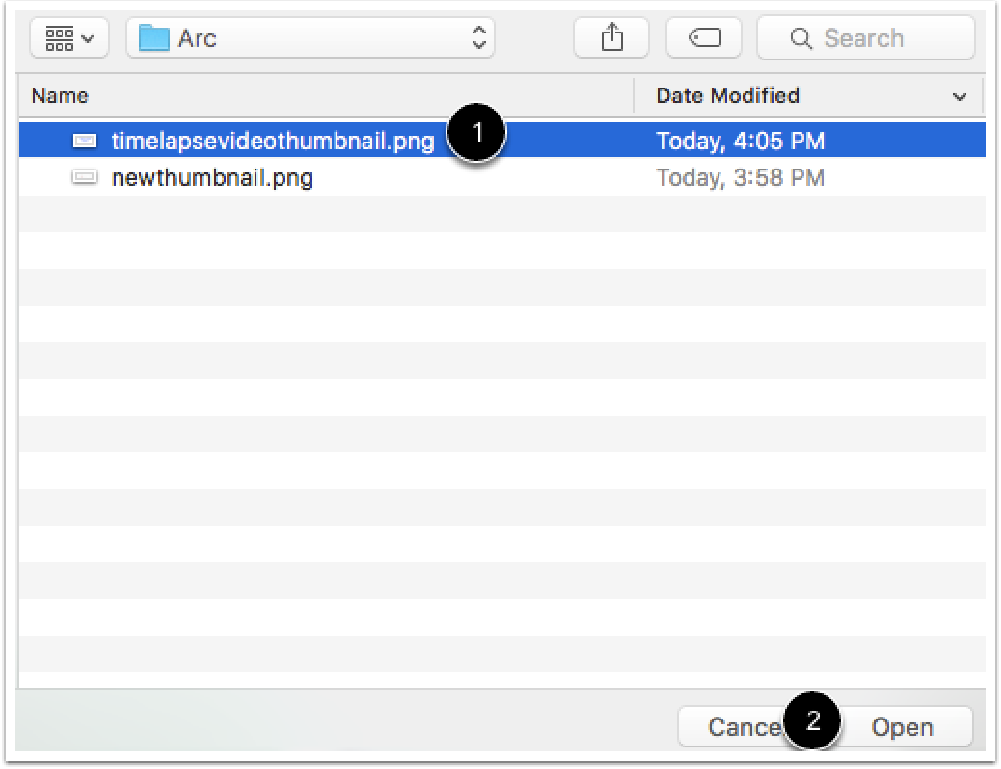
In your Studio account, view your My Library page or Course Collection.

Replace Thumbnail


My Library
Date Added
Vi
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
2
1
0:47
bird pecking
Andy Admin
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
Andy Admin

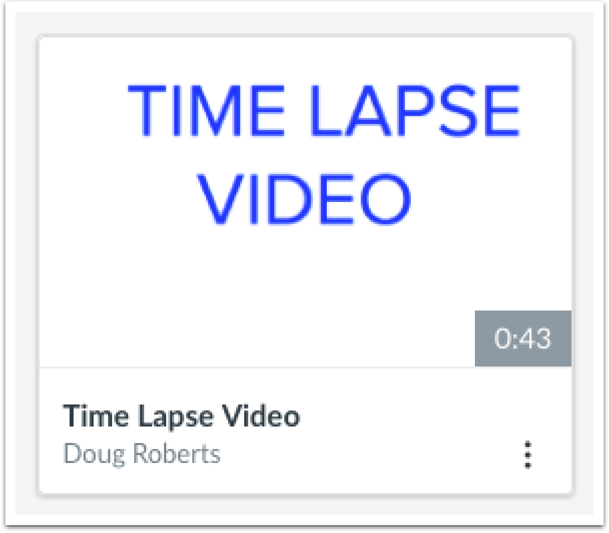
Locate the video. Then click the **Options** icon [1] and click the **Replace Thumbnail** link [2].

Open File


Arc
Search
Name
Date Modified
timelapsevideothumbnail.png
Today, 4:05 PM
newthumbnail.png
Today, 3:58 PM
1
Cance
2
Open

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

View Thumbnail


TIME LAPSE VIDEO
0:43
Time Lapse Video
Doug Roberts

View the new thumbnail.

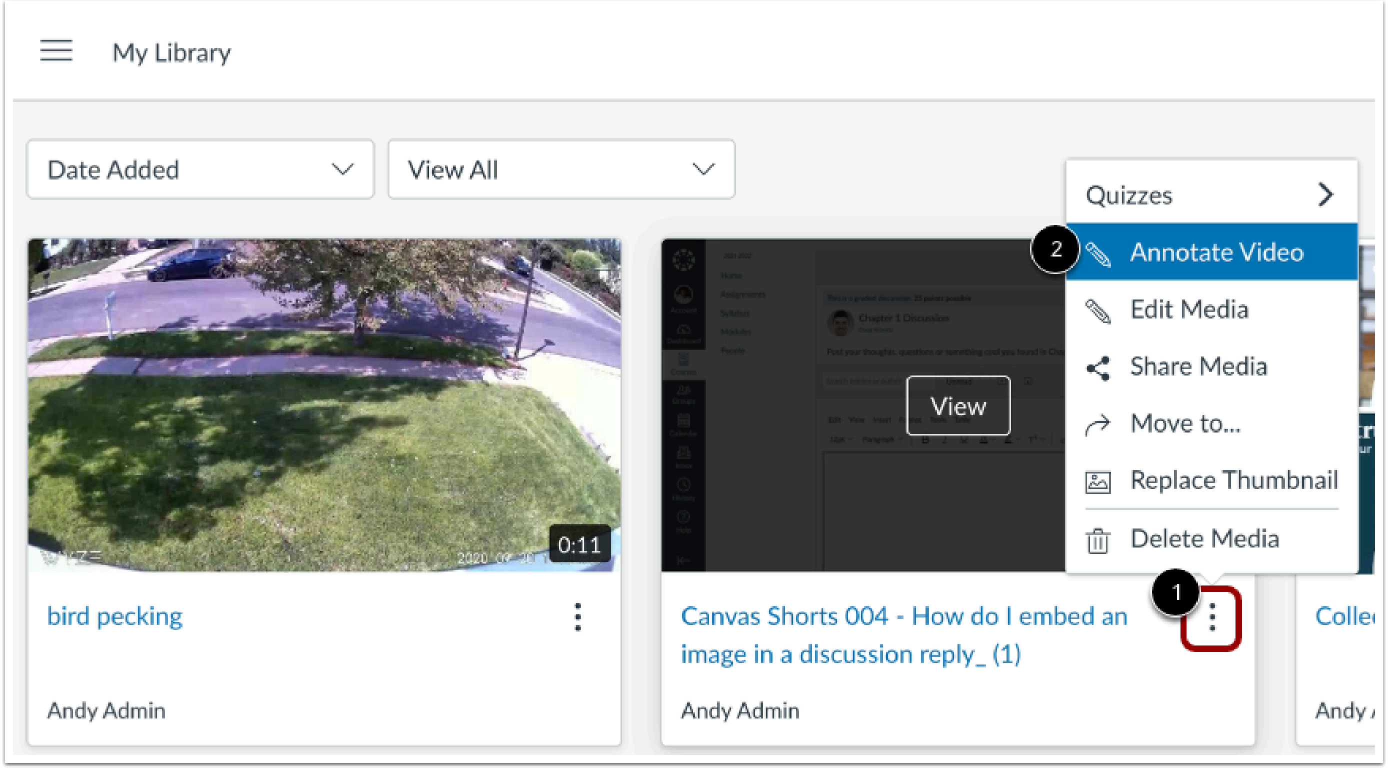
How do I add annotations to my media in Canvas Studio?

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:

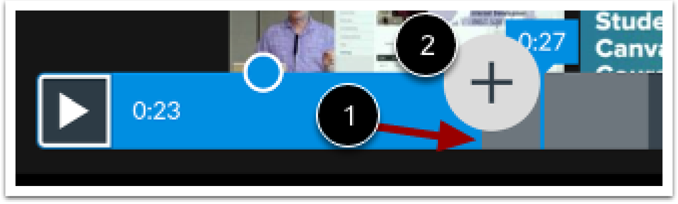
- After logging into Canvas Studio through Canvas Global Navigation, you can add annotations to your uploaded media. Annotations cannot be added to your media anywhere else in the Canvas interface.
- You can only add annotations to your own uploaded media. However, you can add time-stamped comments to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

Open Media Annotation Tool


My Library
Date Added
View All
Quizzes
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
2
1
View
0:11
bird pecking
Andy Admin
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
Andy Admin

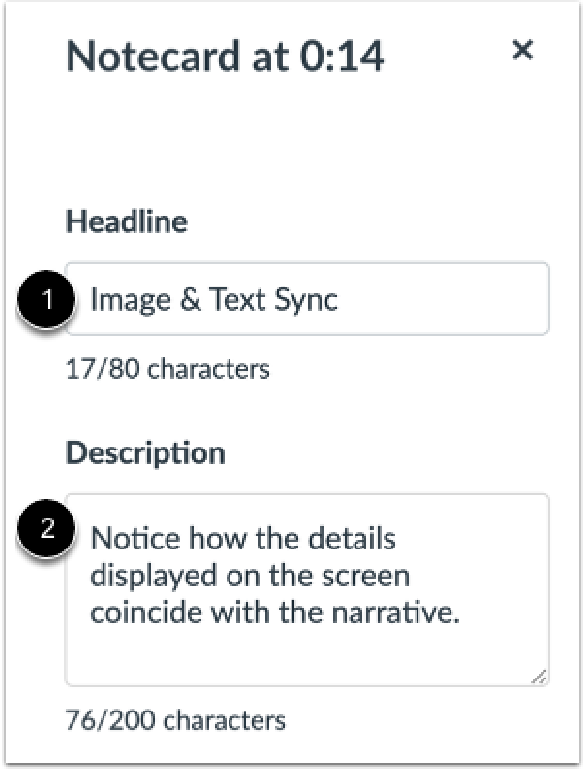
On the My Library page, locate the media you want to annotate. Click the **Options** icon [1] and select the **Annotate Video** option [2].

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



Notecard at 0:14

Headline

1 Image & Text Sync

17/80 characters

Description

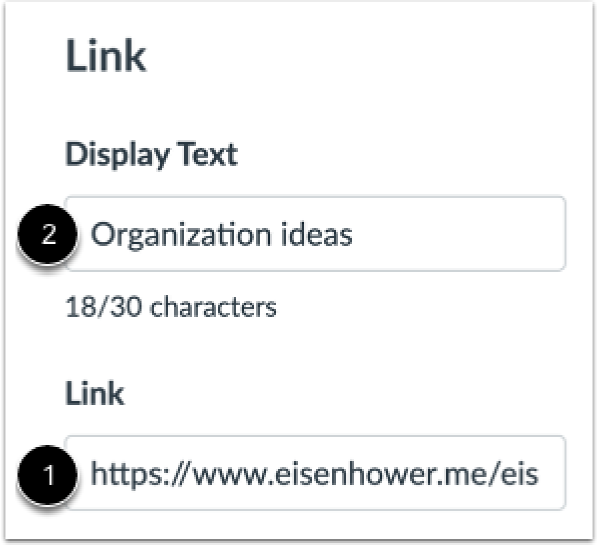
2 Notice how the details displayed on the screen coincide with the narrative.

76/200 characters

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



Link

Display Text

Organization ideas

18/30 characters

Link

https://www.eisenhower.me/eis

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

Cancel
Save

Click the **Save** button.

View Annotation

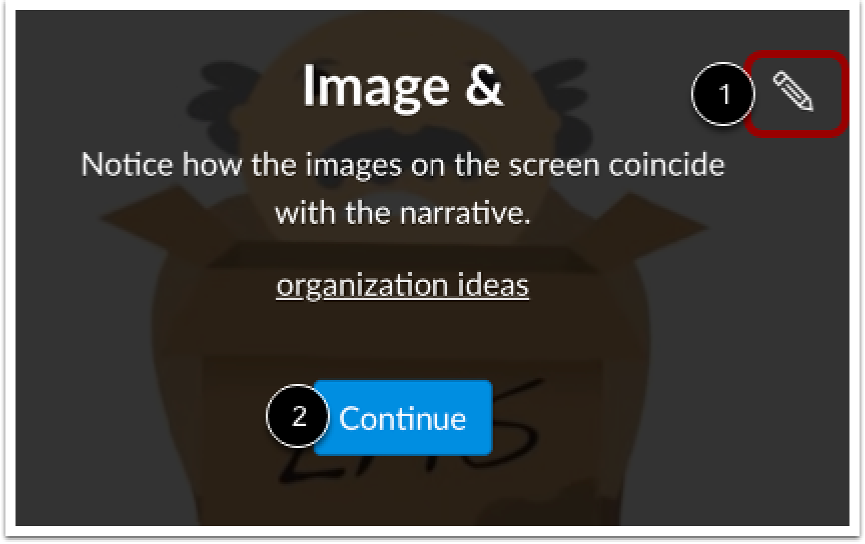
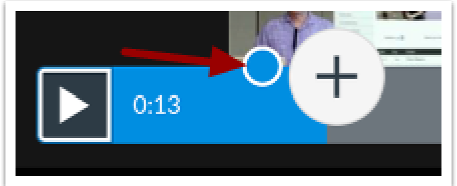


Image &
Notice how the images on the screen coincide with the narrative.
organization ideas
Continue
1
2

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.

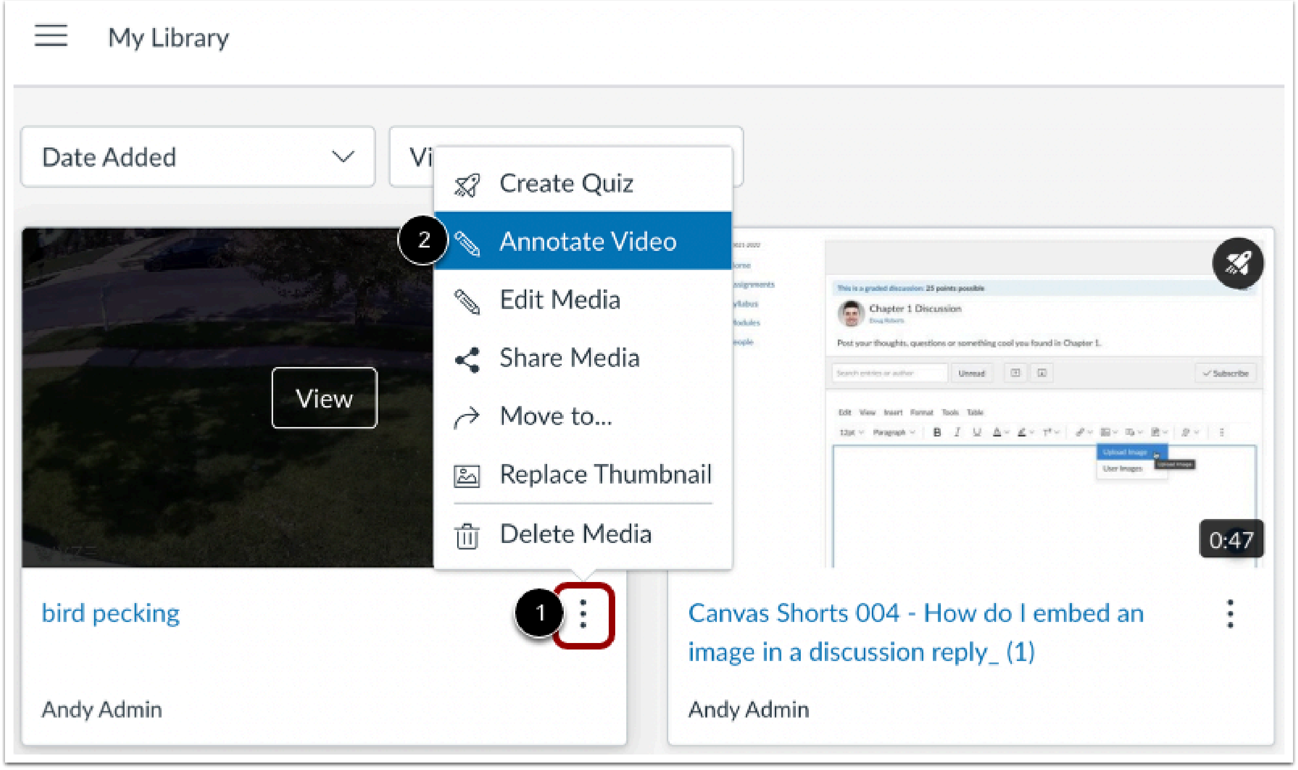
How do I view and manage annotations in my media in Canvas Studio?

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:

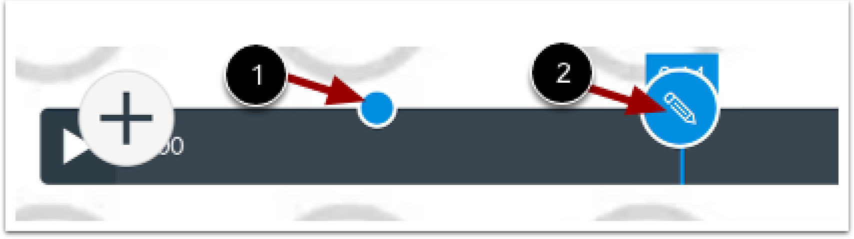
- After logging into Canvas Studio through Canvas Global Navigation, you can add annotations to your uploaded media. Annotations cannot be added to your media anywhere else in the Canvas interface.
- You can only add annotations to your own uploaded media. However, you can add time-stamped comments to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

Open Media Annotation Tool


My Library
Date Added
Vi
Create Quiz
2
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
bird pecking
1
Andy Admin
0:47
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
Andy Admin

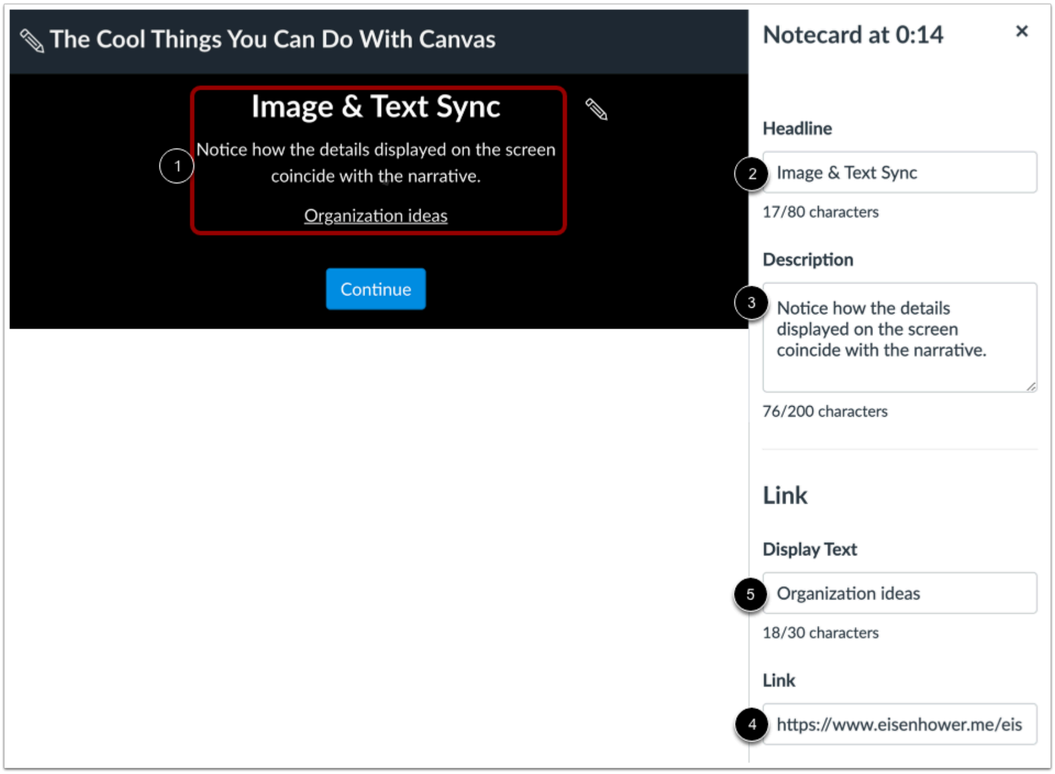
On the My Library page, locate the media you want to annotate. Click the **Options** icon [1] and select the **Annotate Video** option [2].

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 Cool Things You Can Do With Canvas
Image & Text Sync
Notice how the details displayed on the screen coincide with the narrative.
Organization ideas
Continue
1
2
3
4
5
Notecard at 0:14
×
Link

Headline: Image & Text Sync

17/80 characters

Description: Notice how the details displayed on the screen coincide with the narrative.

76/200 characters

Display Text: Organization ideas

18/30 characters

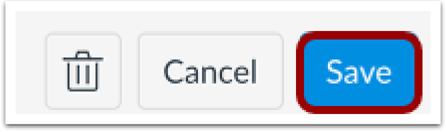
Link: https://www.eisenhower.me/eis

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].

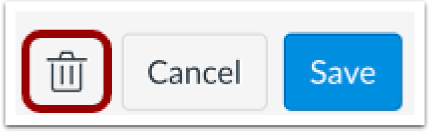
Note: Character limits display below each field.

Save Edits


Cancel
Save

Click the **Save** button.

Delete Annotation


Cancel
Save

Click the **Delete** button.

How do I use the Canvas Studio media editor?

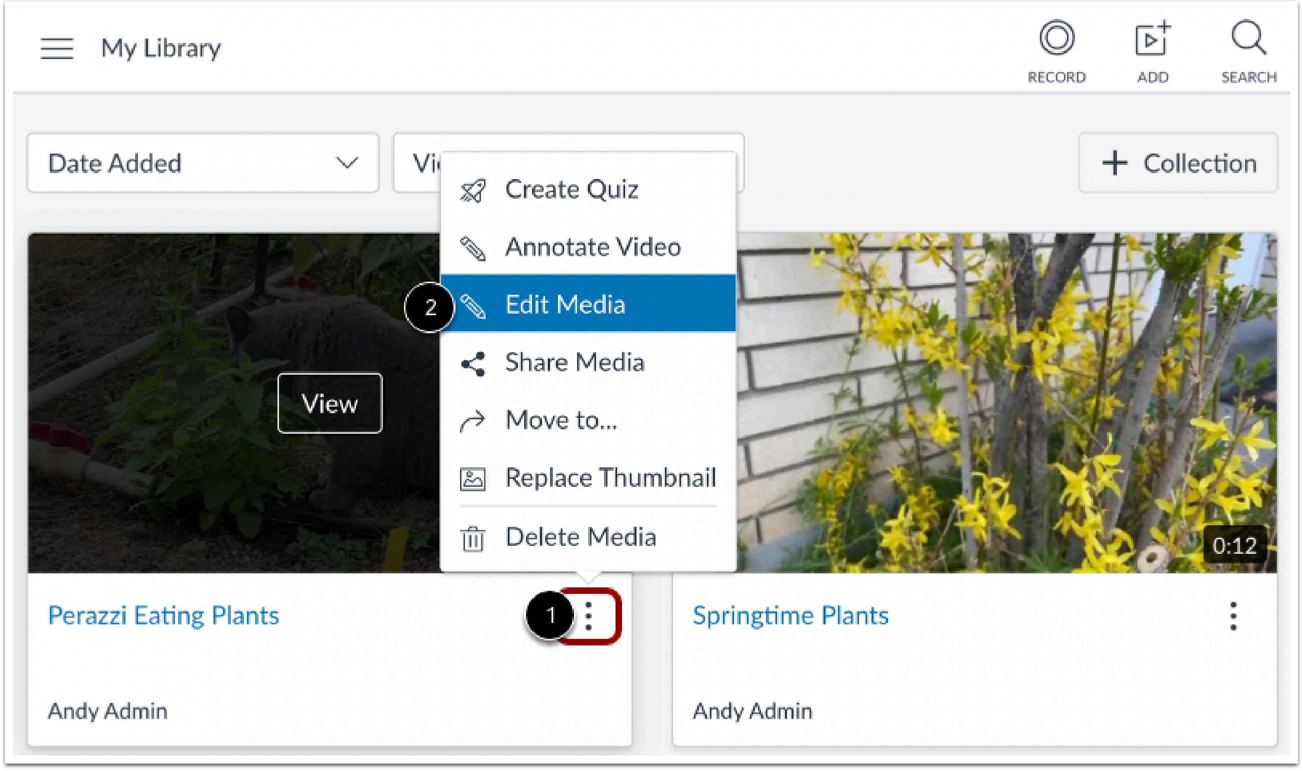
After uploading a file to your media library, you can use the Studio media editor to make changes to your file.

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.

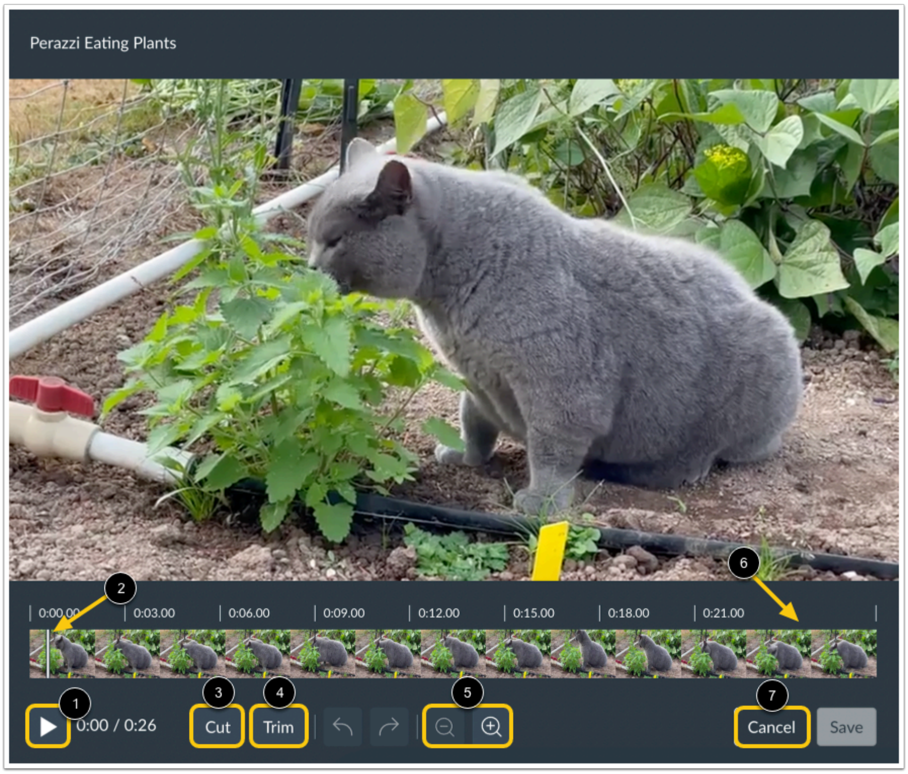
Open Media Editor


My Library
RECORD
ADD
SEARCH
Date Added
Vi
+ Collection
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
0:12
Perazzi Eating Plants
Springtime Plants
Andy Admin
Andy Admin
1
2

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


Perazzi Eating Plants
0:00.00
0:03.00
0:06.00
0:09.00
0:12.00
0:15.00
0:18.00
0:21.00
0:00 / 0:26
Cut
Trim
Cancel
Save
1
2
3
4
5
6
7

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].

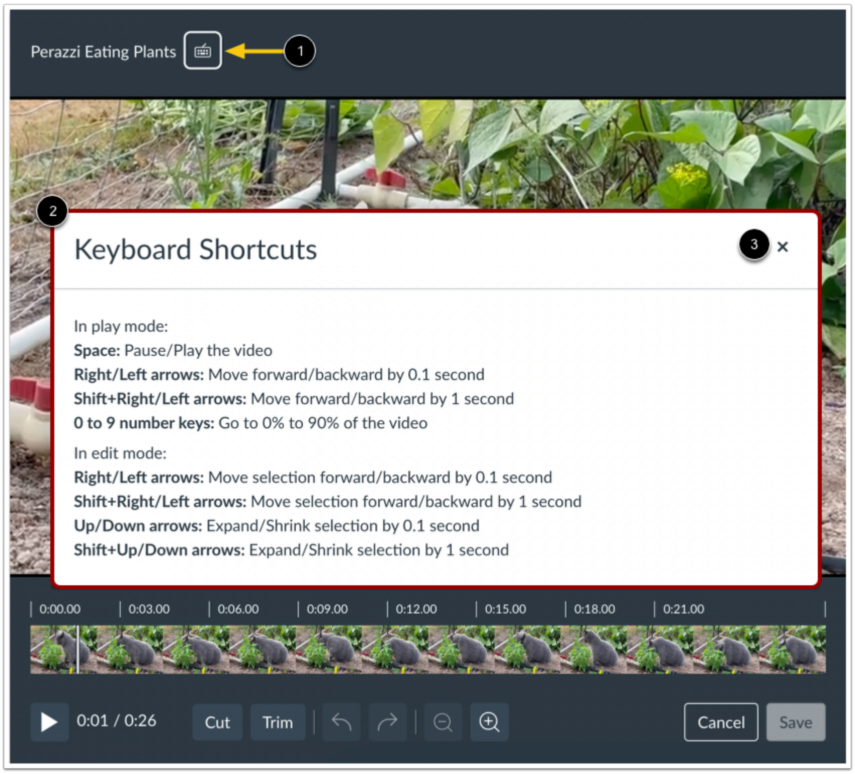
To zoom in or out of the media timeline, click the **Zoom** buttons [5].

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



Keyboard Shortcuts

In play mode:
Space: Pause/Play the video
Right/Left arrows: Move forward/backward by 0.1 second
Shift+Right/Left arrows: Move forward/backward by 1 second
0 to 9 number keys: Go to 0% to 90% of the video

In edit mode:
Right/Left arrows: Move selection forward/backward by 0.1 second
Shift+Right/Left arrows: Move selection forward/backward by 1 second
Up/Down arrows: Expand/Shrink selection by 0.1 second
Shift+Up/Down arrows: Expand/Shrink selection by 1 second

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?

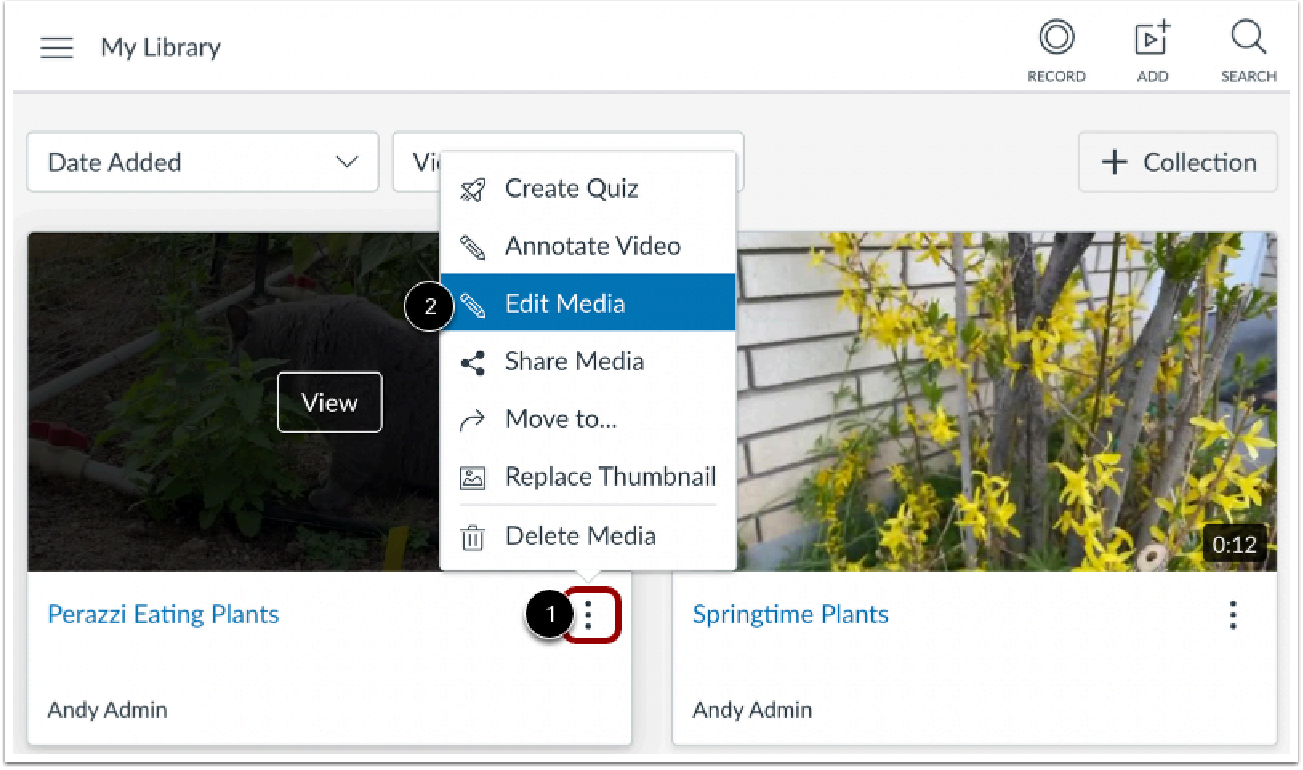
After uploading a media file to your media library, you can use the Studio media editor to cut and remove unwanted sections of your media file.

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.

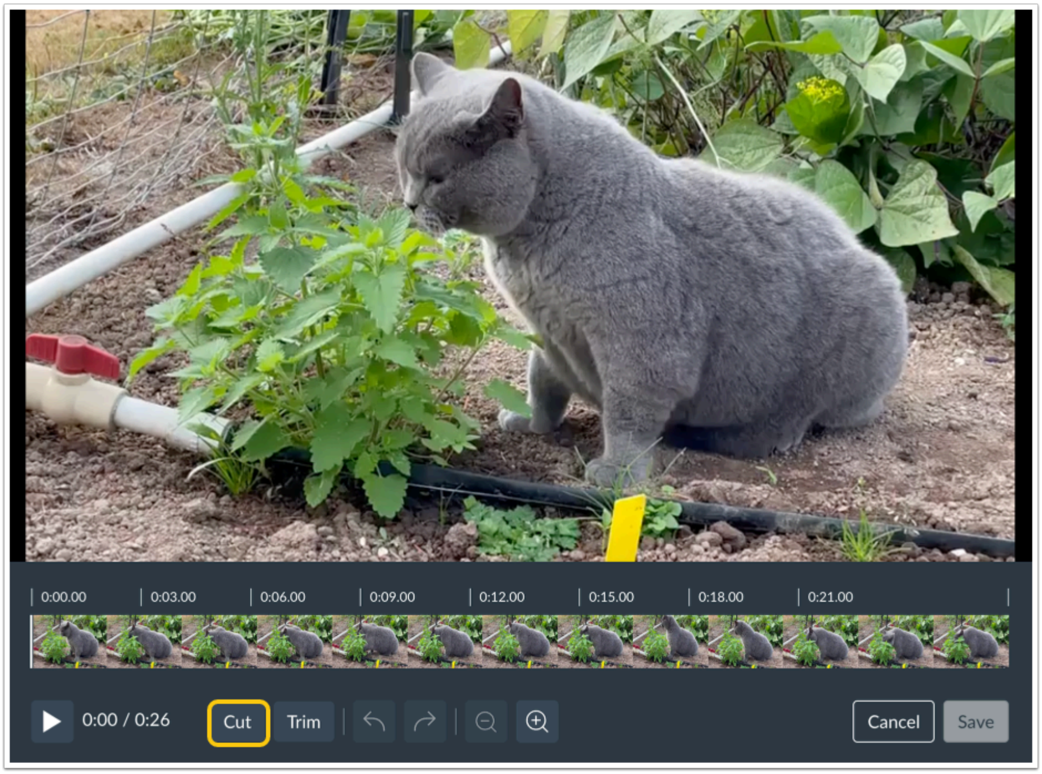
Open Media Editor


My Library
RECORD
ADD
SEARCH
Date Added
Vi
+ Collection
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
0:12
Perazzi Eating Plants
Springtime Plants
Andy Admin
Andy Admin
1
2

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

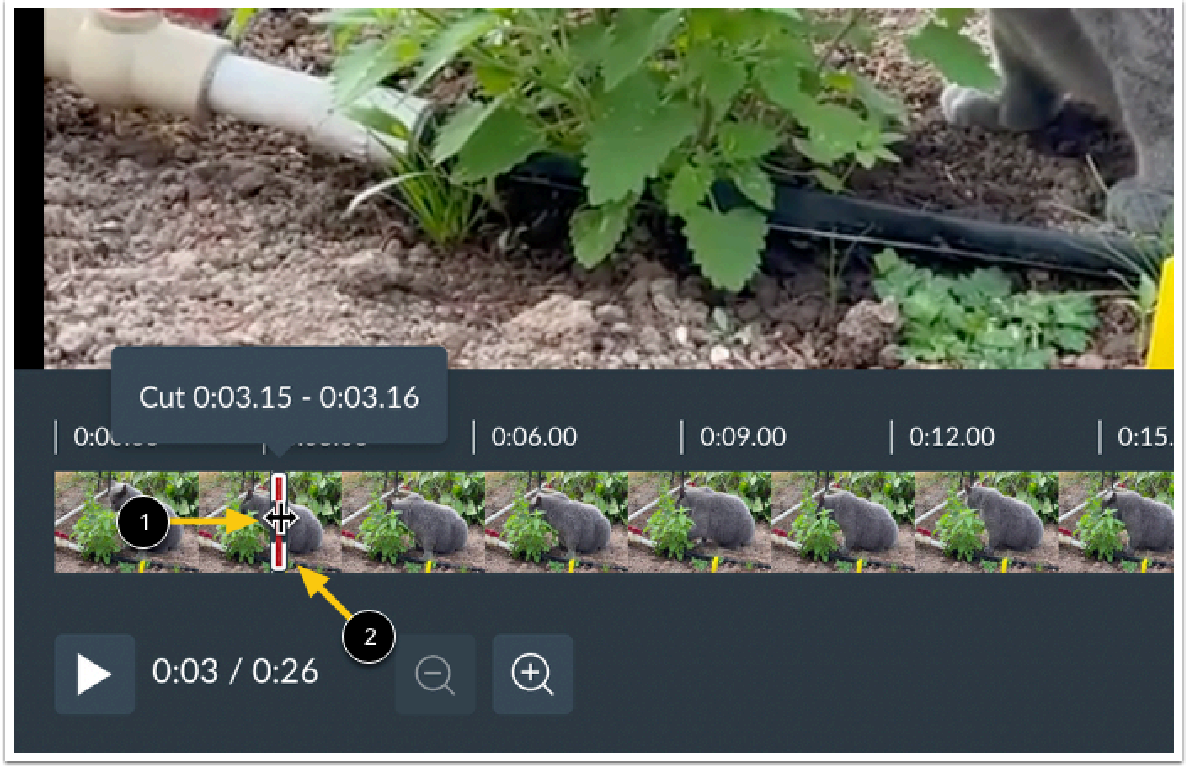

0:00.00
0:03.00
0:06.00
0:09.00
0:12.00
0:15.00
0:18.00
0:21.00
0:00 / 0:26
Cut
Trim
Cancel
Save

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.

BY NC SA

View Selection Slider


Cut 0:03.15 - 0:03.16
0:06.00
0:09.00
0:12.00
0:15.
1
2
0:03 / 0:26

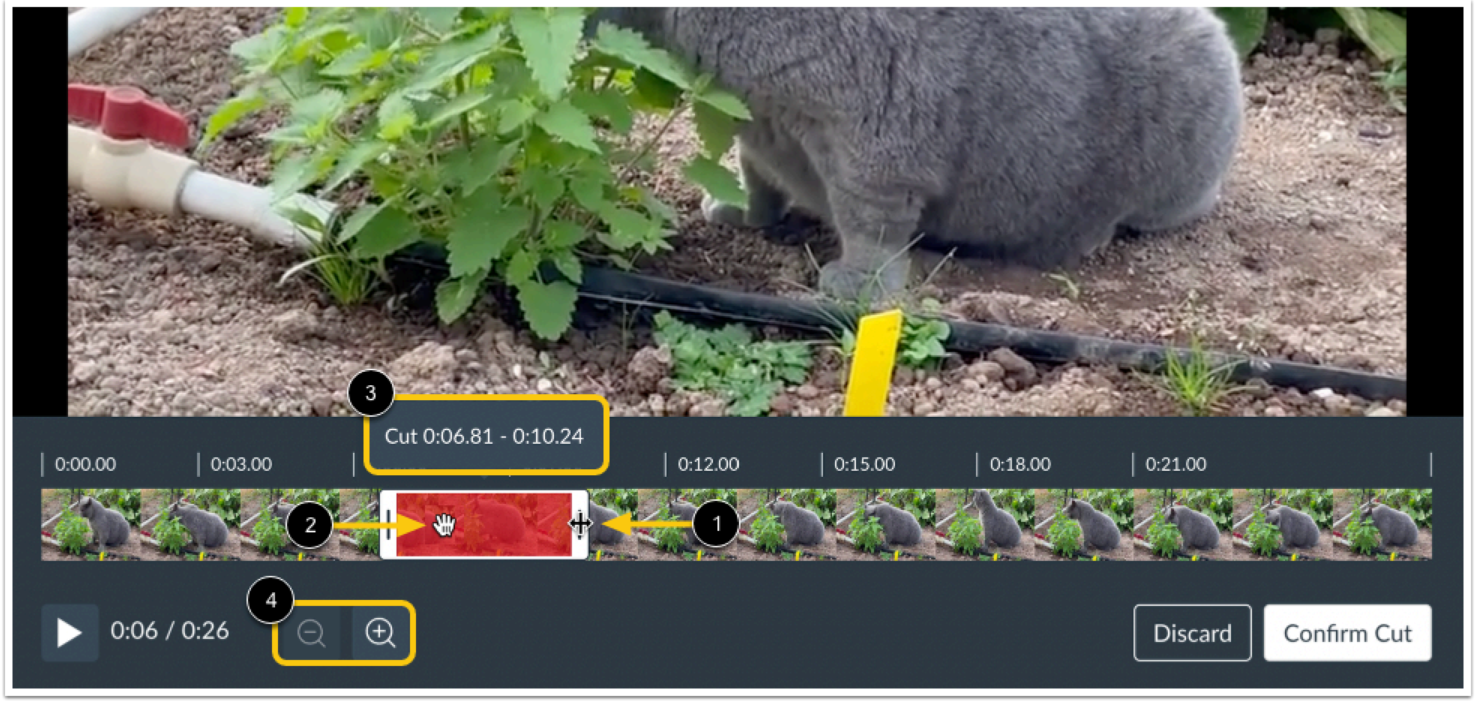
Hover your cursor over the selection slider to view the double-headed arrow cursor [1].

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


3
Cut 0:06.81 - 0:10.24
0:00.00
0:03.00
0:12.00
0:15.00
0:18.00
0:21.00
2
1
4
0:06 / 0:26
Discard
Confirm Cut

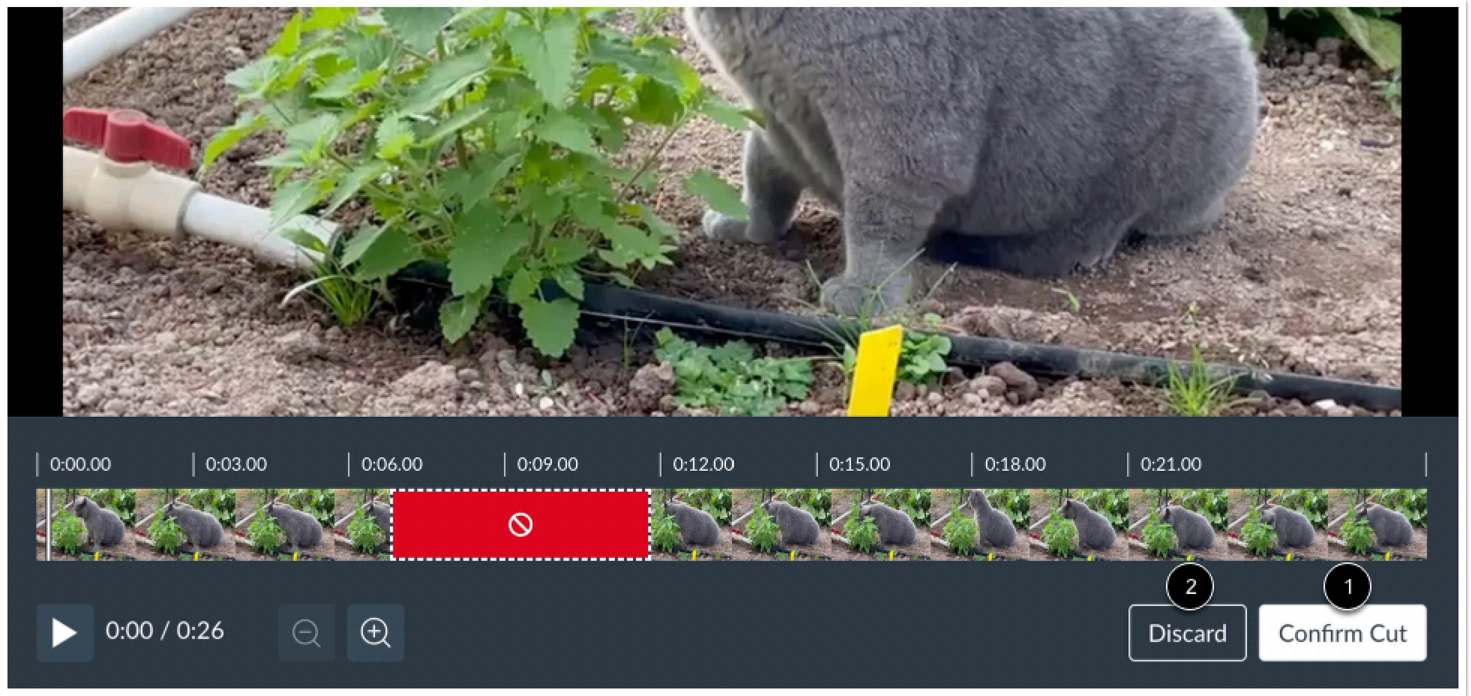
Next, click and drag the double-headed arrow cursor to widen or narrow the selection slider [1]. The selected portion of the timeline is red and shaded.

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


0:00.00
0:03.00
0:06.00
0:09.00
0:12.00
0:15.00
0:18.00
0:21.00
0:00 / 0:26
2
1
Discard
Confirm Cut

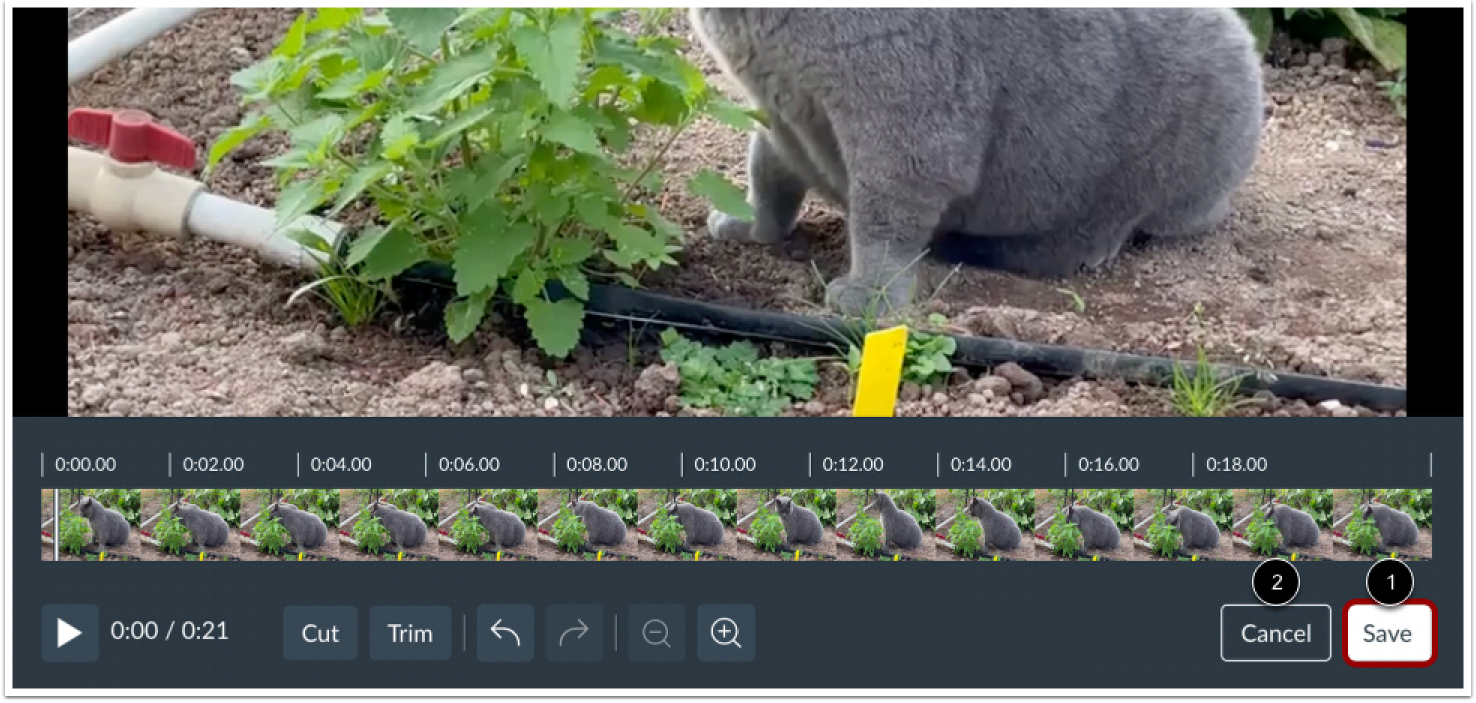
To cut the media, click the **Confirm Cut** button [1].

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.

BY NC SA

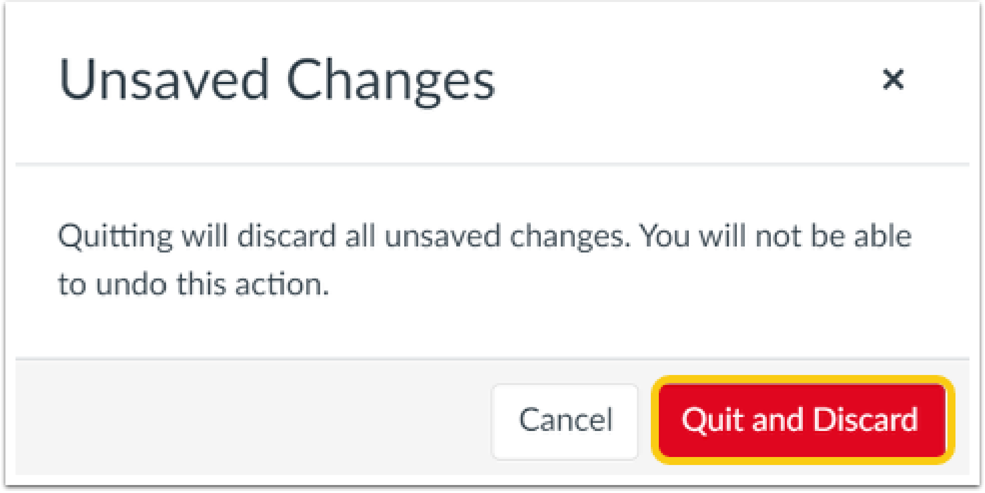
Save or Discard Cut Media File


0:00.00
0:02.00
0:04.00
0:06.00
0:08.00
0:10.00
0:12.00
0:14.00
0:16.00
0:18.00
0:00 / 0:21
Cut
Trim
2
1
Cancel
Save

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].

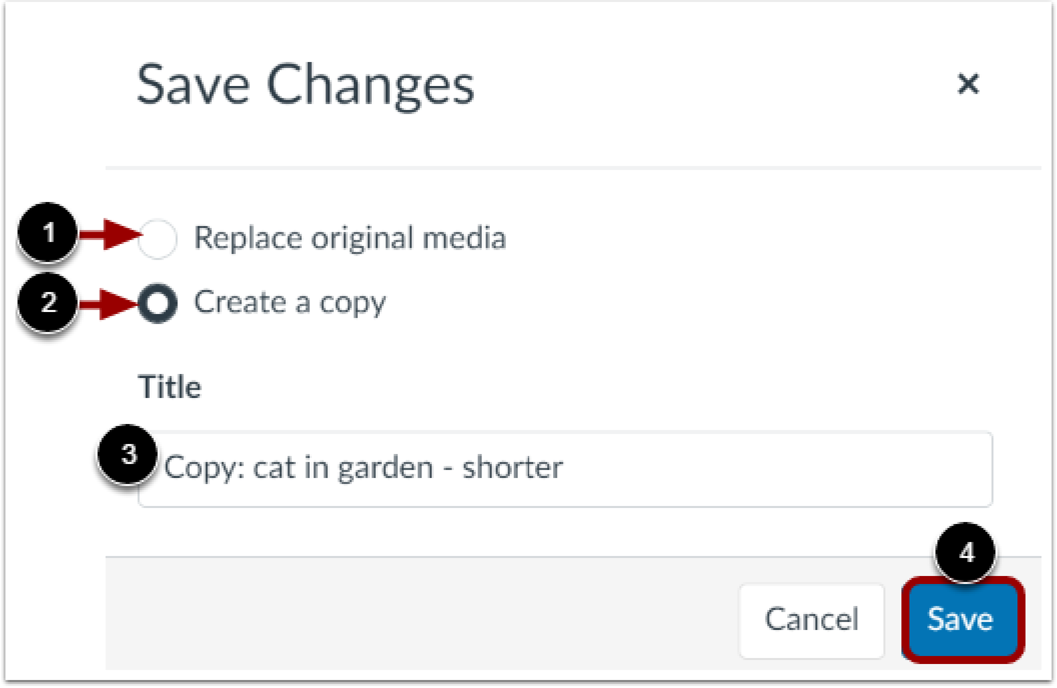
Confirm Discard


Unsaved Changes

Quitting will discard all unsaved changes. You will not be able to undo this action.

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

Save Changes


Save Changes

1 ○ Replace original media
2 ● Create a copy

Title

3 Copy: cat in garden - shorter

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?

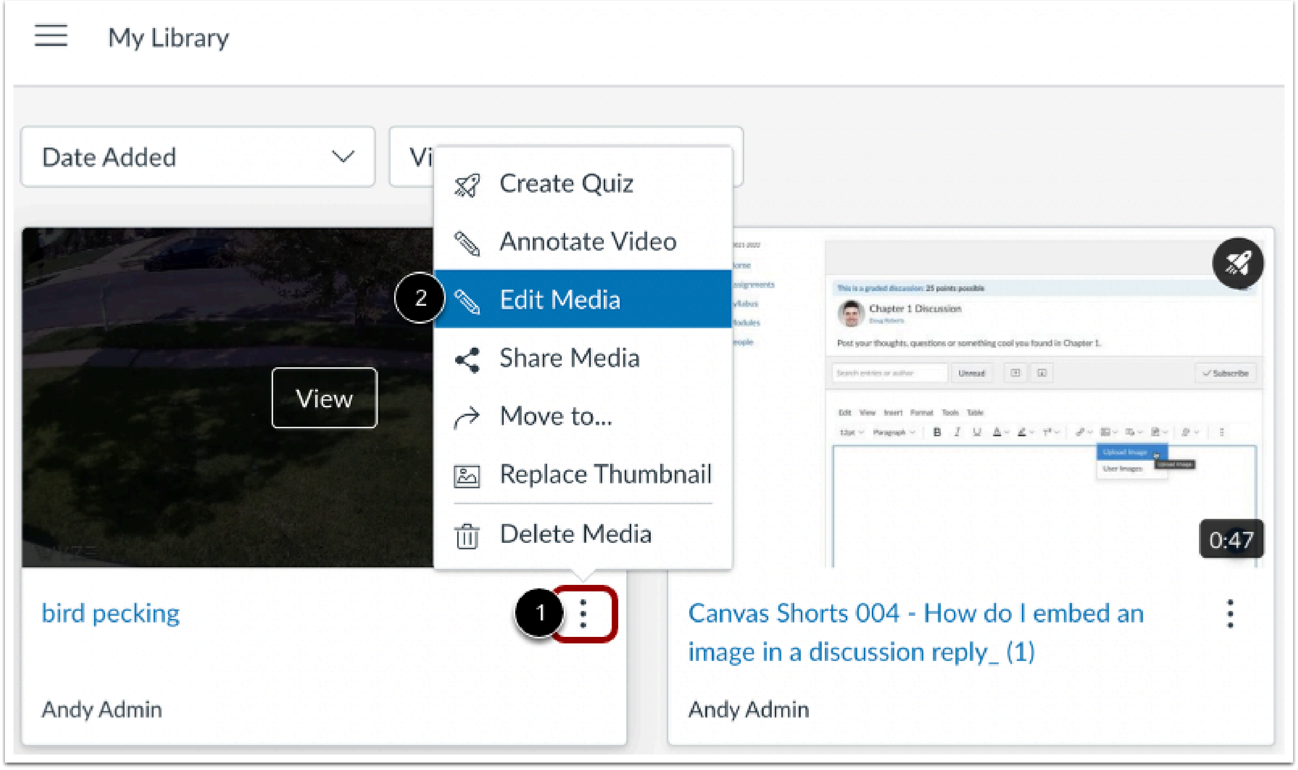
You can trim a Studio media file by selecting and removing material from the file at the beginning, end, or both.

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.

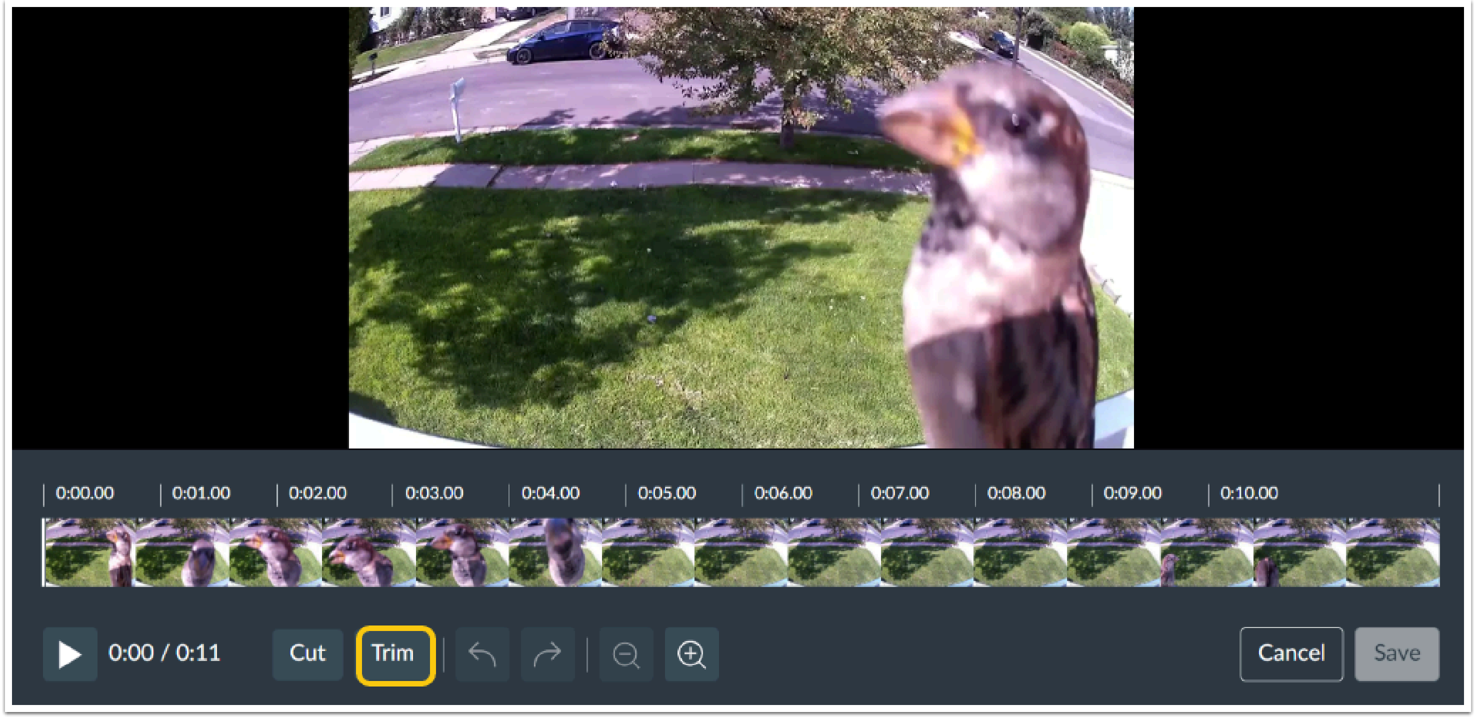
Open Media Editor


My Library
Date Added
Vi
Create Quiz
Annotate Video
2
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
bird pecking
1
Andy Admin
0:47
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
Andy Admin

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](#).

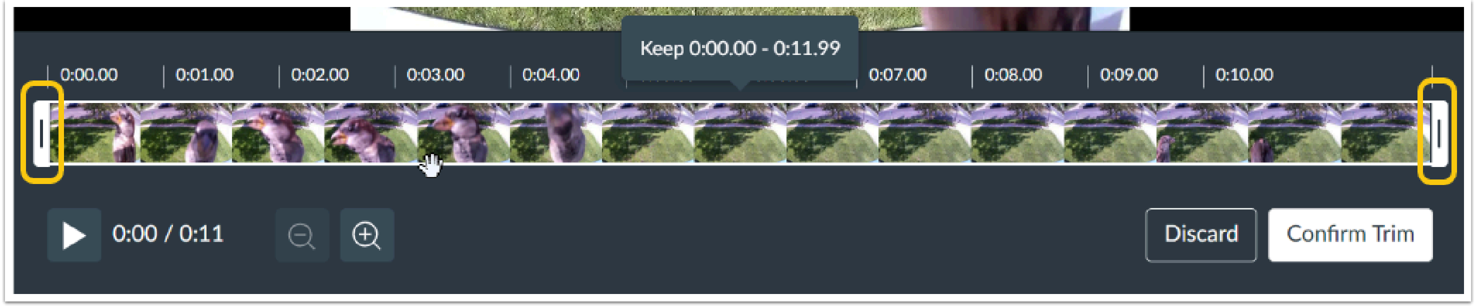
Open Trim Mode


0:00.00
0:01.00
0:02.00
0:03.00
0:04.00
0:05.00
0:06.00
0:07.00
0:08.00
0:09.00
0:10.00
0:00 / 0:11
Cut
Trim
Cancel
Save

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

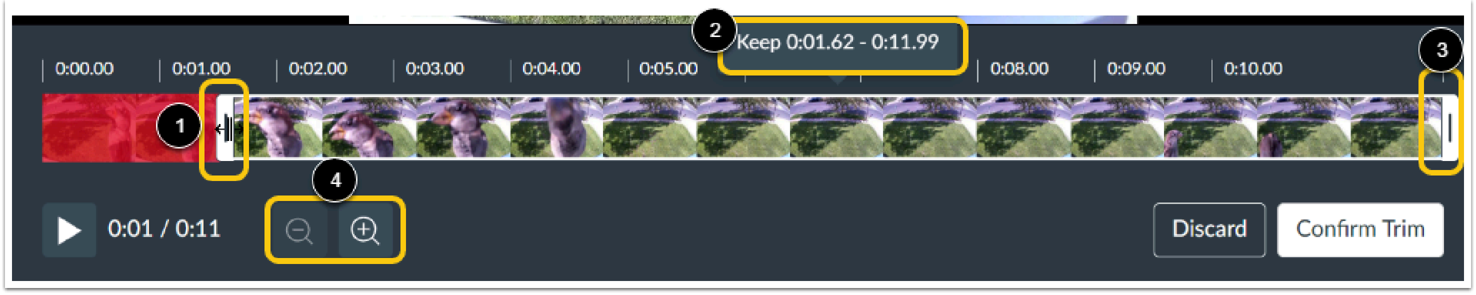
Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Selection Sliders


Keep 0:00.00 - 0:11.99
0:00.00
0:01.00
0:02.00
0:03.00
0:04.00
0:07.00
0:08.00
0:09.00
0:10.00
0:00 / 0:11
Discard
Confirm Trim

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

Drag Selection Sliders


Keep 0:01.62 - 0:11.99
0:00.00
0:01.00
0:02.00
0:03.00
0:04.00
0:05.00
0:08.00
0:09.00
0:10.00
1
2
3
4
0:01 / 0:11
Discard
Confirm Trim

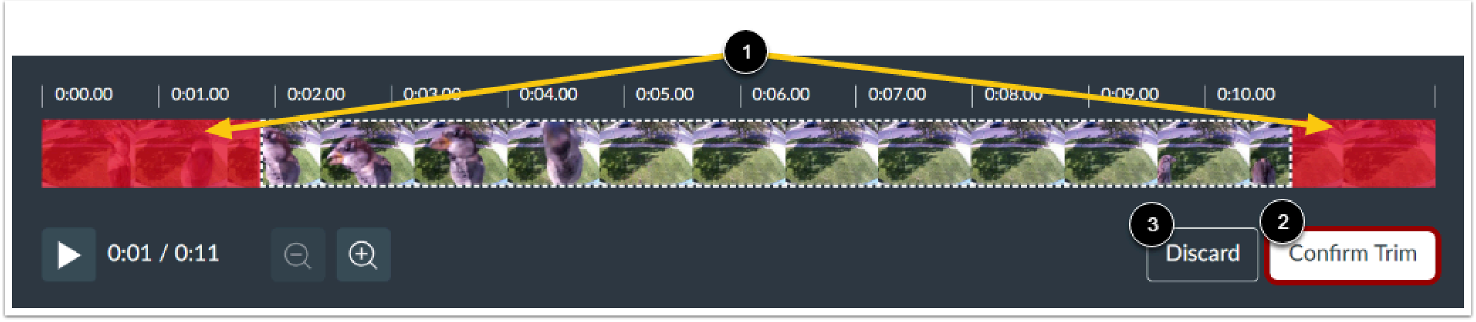
To select part of the media to remove at the beginning, click the left selection slider and drag to a location on the timeline [1]. The portion of the timeline selected for trimming becomes red and shaded.

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

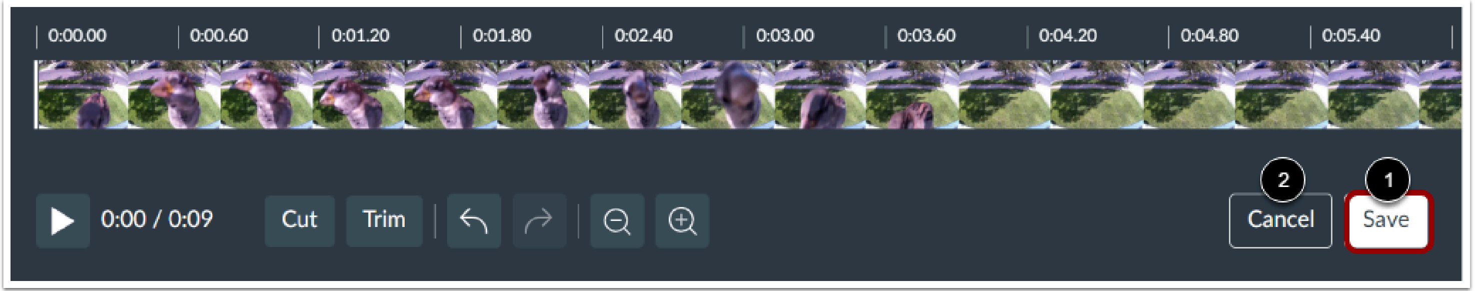

1
0:00.00
0:01.00
0:02.00
0:03.00
0:04.00
0:05.00
0:06.00
0:07.00
0:08.00
0:09.00
0:10.00
0:01 / 0:11
3
Discard
2
Confirm Trim

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

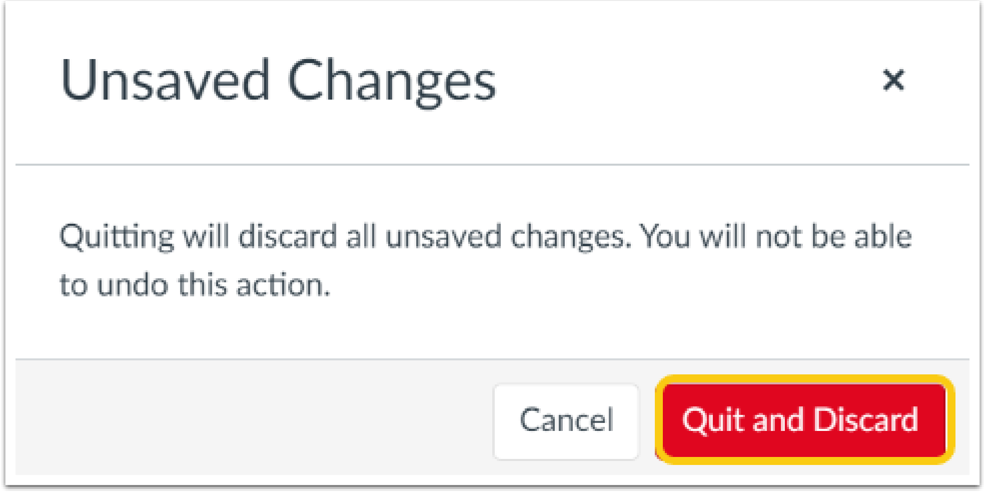

0:00.00
0:00.60
0:01.20
0:01.80
0:02.40
0:03.00
0:03.60
0:04.20
0:04.80
0:05.40
0:00 / 0:09
Cut
Trim
2
Cancel
1
Save

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

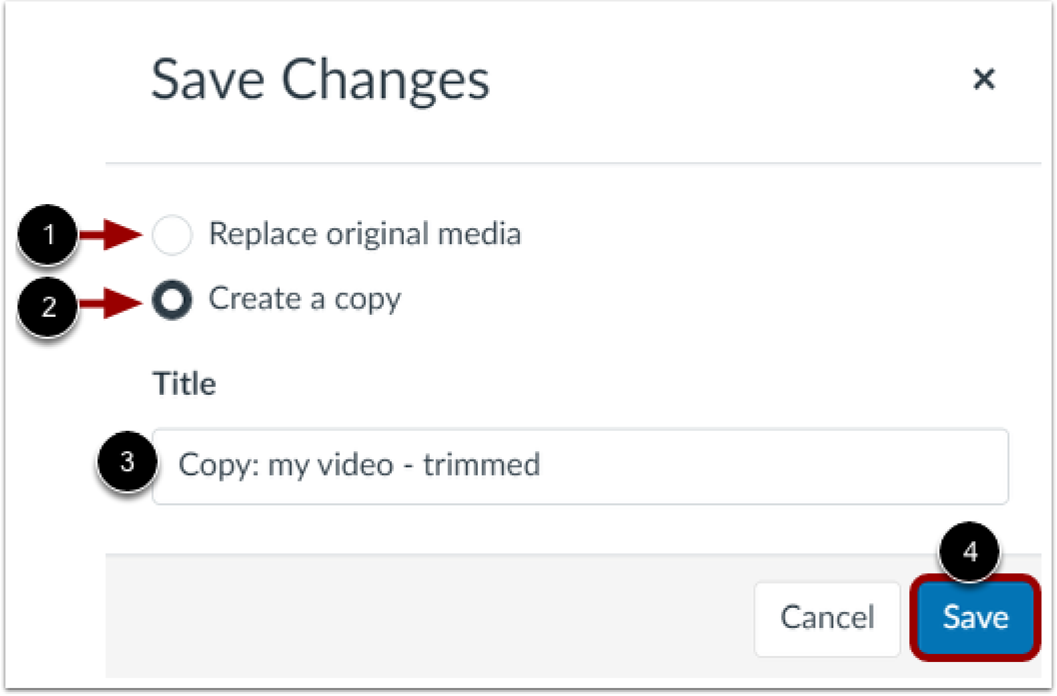

Unsaved Changes
×

Quitting will discard all unsaved changes. You will not be able to undo this action.

Cancel
Quit and Discard

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

Save Changes



Save Changes

○ Replace original media

● Create a copy

Title

Copy: my video - trimmed

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.

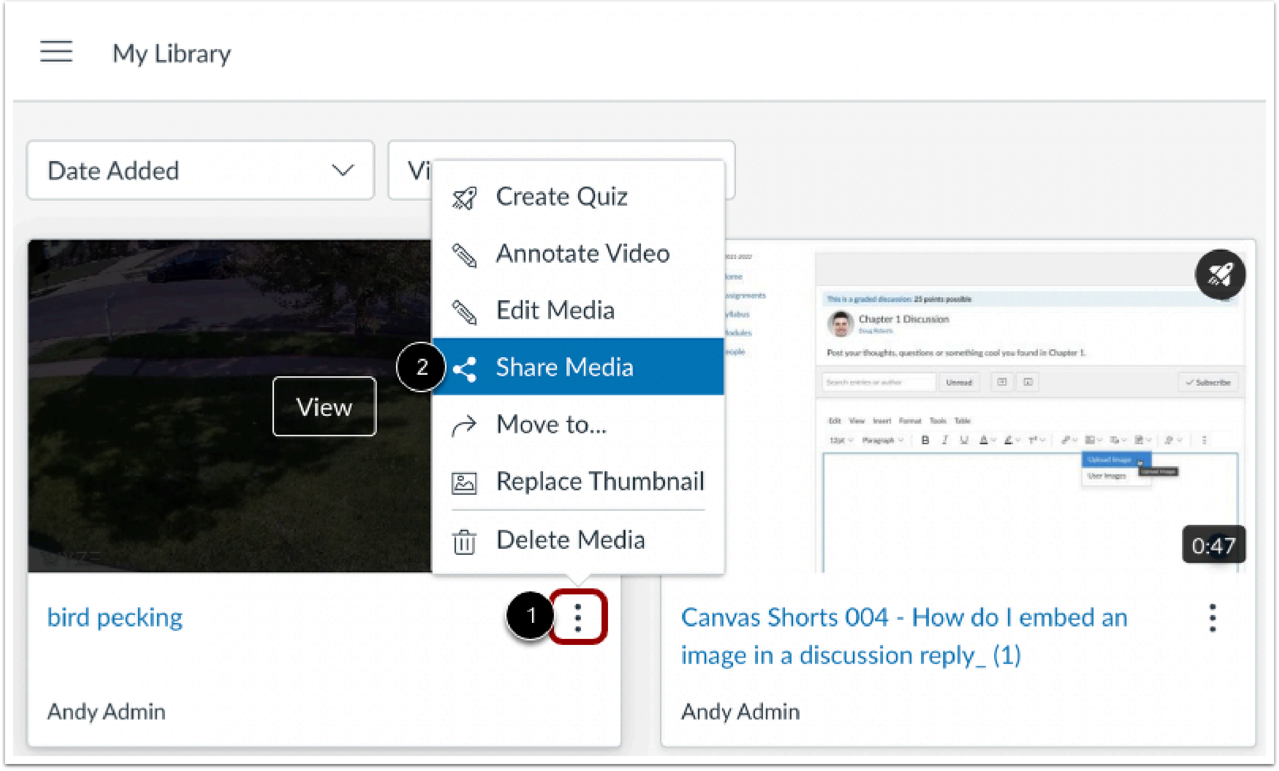
Canvas Studio Media Sharing Rules:

- 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.

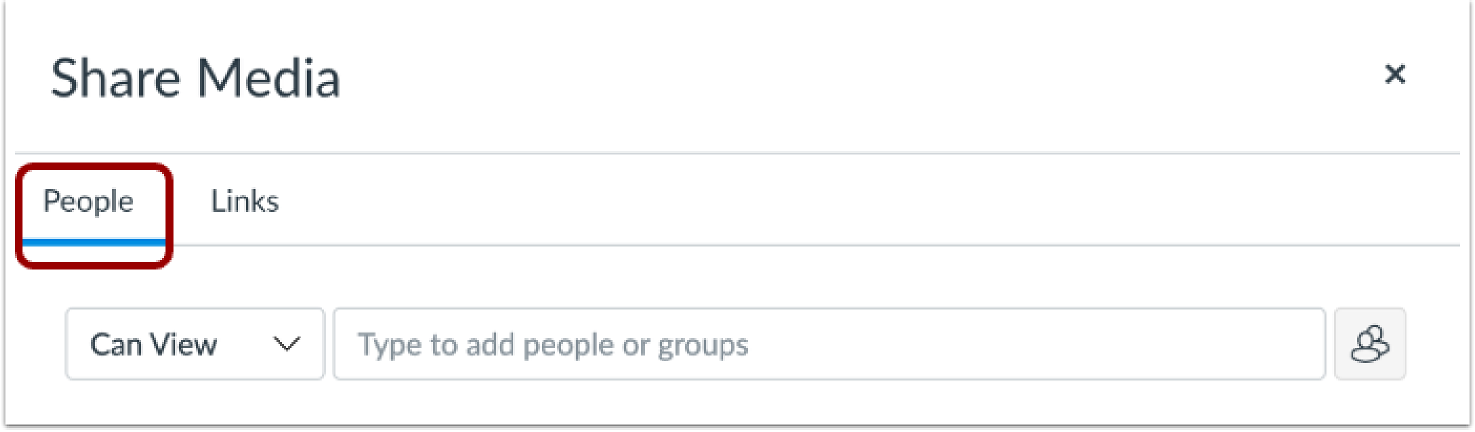
Open Share Media


My Library
Date Added
Vi
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
bird pecking
Andy Admin
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
Andy Admin
0:47
1
2

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

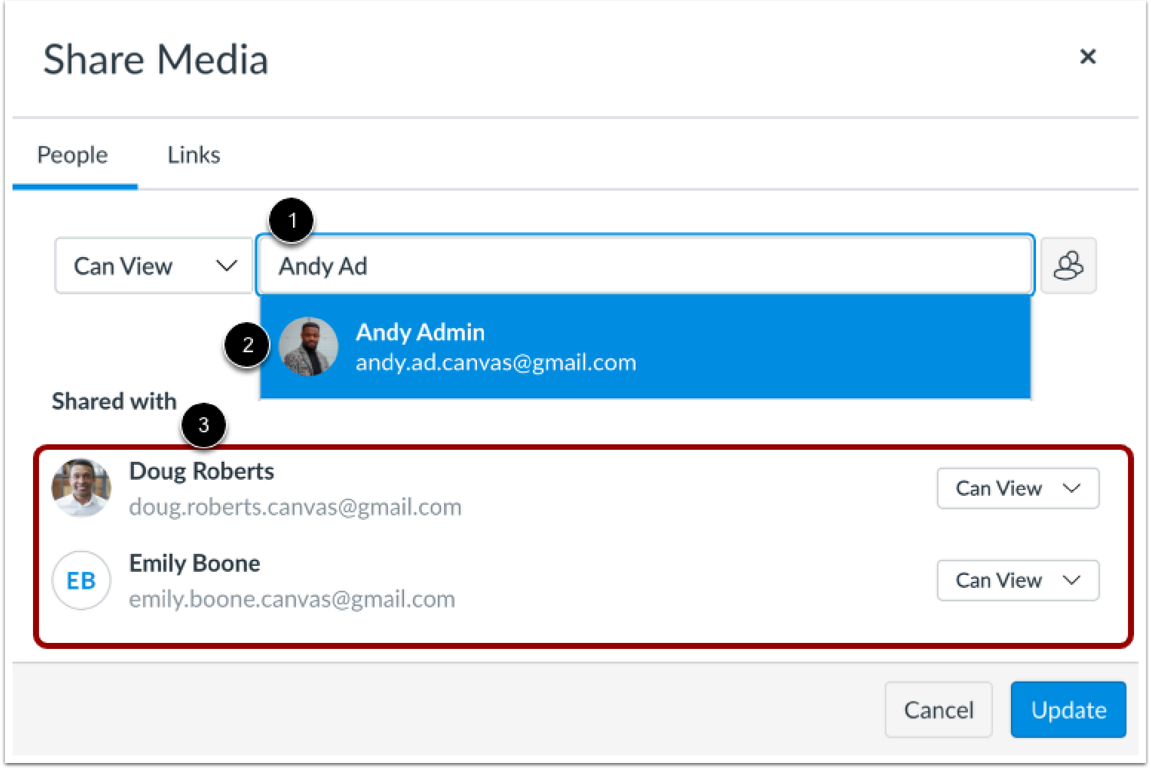
Note: You can also share media from the Studio Media Player Options menu.

Share Media


Share Media
People
Links
Can View
Type to add people or groups

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

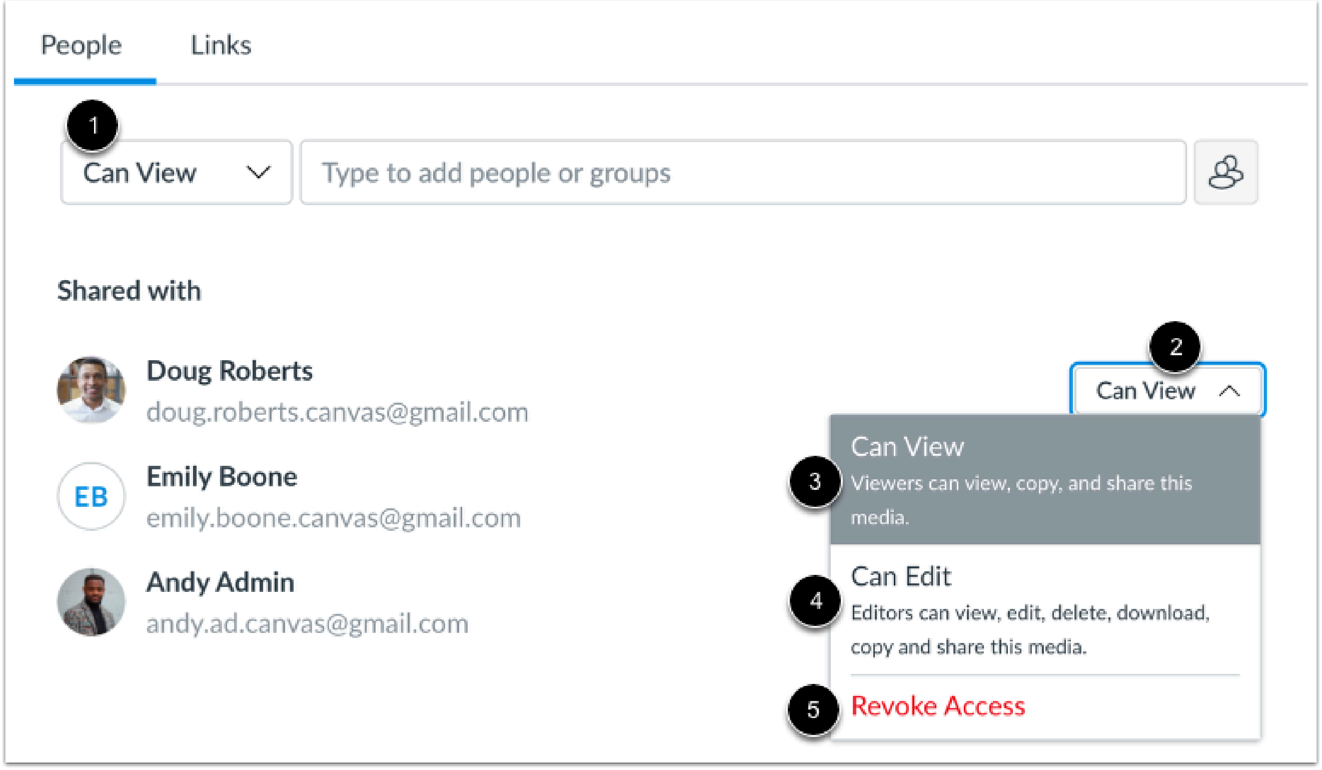
Add People


Share Media
People
Links
1
Can View
Andy Ad
2
Andy Admin
andy.ad.canvas@gmail.com
Shared with
3
Doug Roberts
doug.roberts.canvas@gmail.com
Can View
EB
Emily Boone
emily.boone.canvas@gmail.com
Can View
Cancel
Update

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


People
Links
1
Can View
Type to add people or groups
Shared with
Doug Roberts
doug.roberts.canvas@gmail.com
EB
Emily Boone
emily.boone.canvas@gmail.com
Andy Admin
andy.ad.canvas@gmail.com
2
Can View
3
Can View
Viewers can view, copy, and share this media.
4
Can Edit
Editors can view, edit, delete, download, copy and share this media.
5
Revoke Access

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

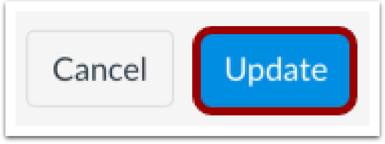
To manage shared access when sharing your media, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

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.

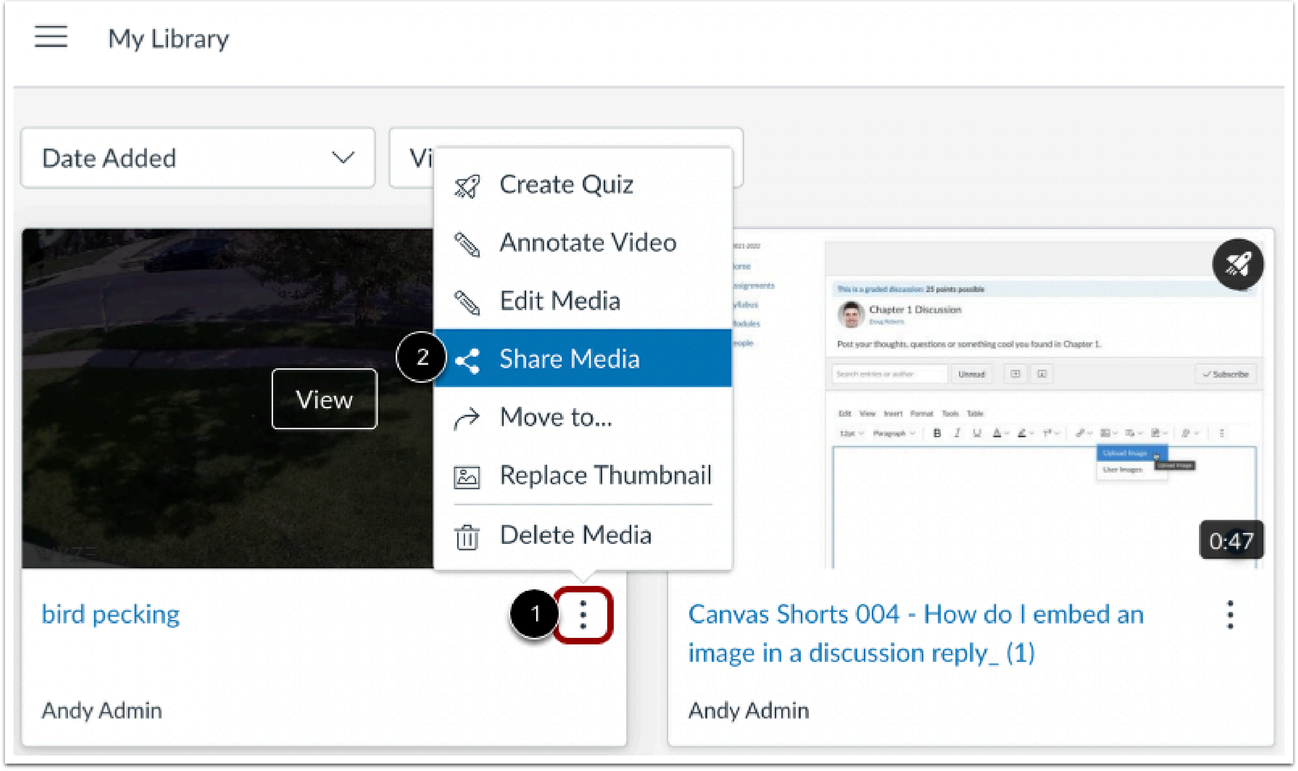
Canvas Studio Media Sharing Rules:

- 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.

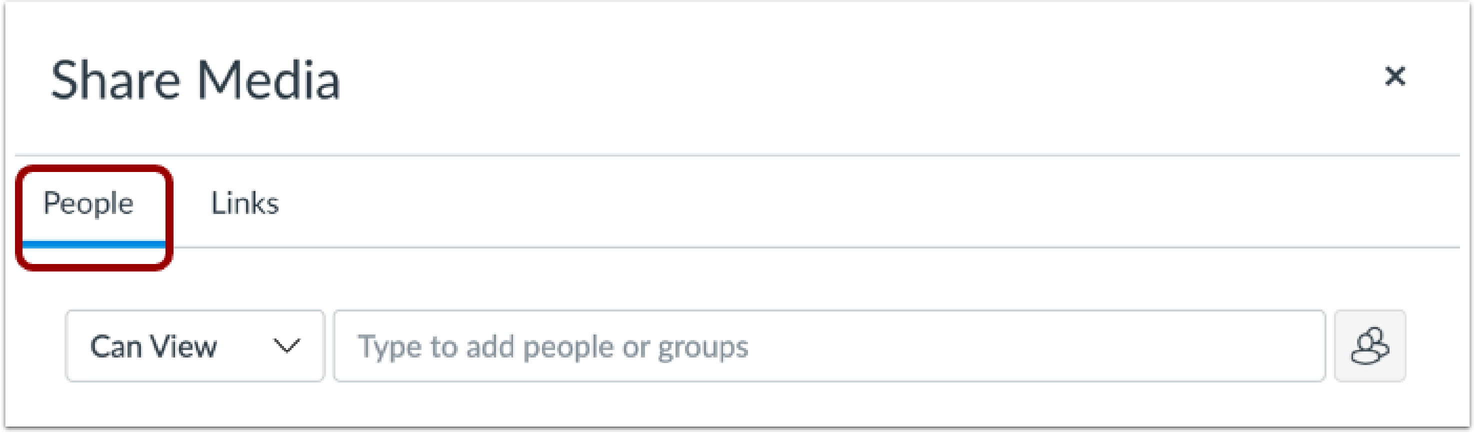
Open Share Media


My Library
Date Added
Vi
Create Quiz
Annotate Video
Edit Media
2
Share Media
Move to...
Replace Thumbnail
Delete Media
View
0:47
bird pecking
1
Andy Admin
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
Andy Admin

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

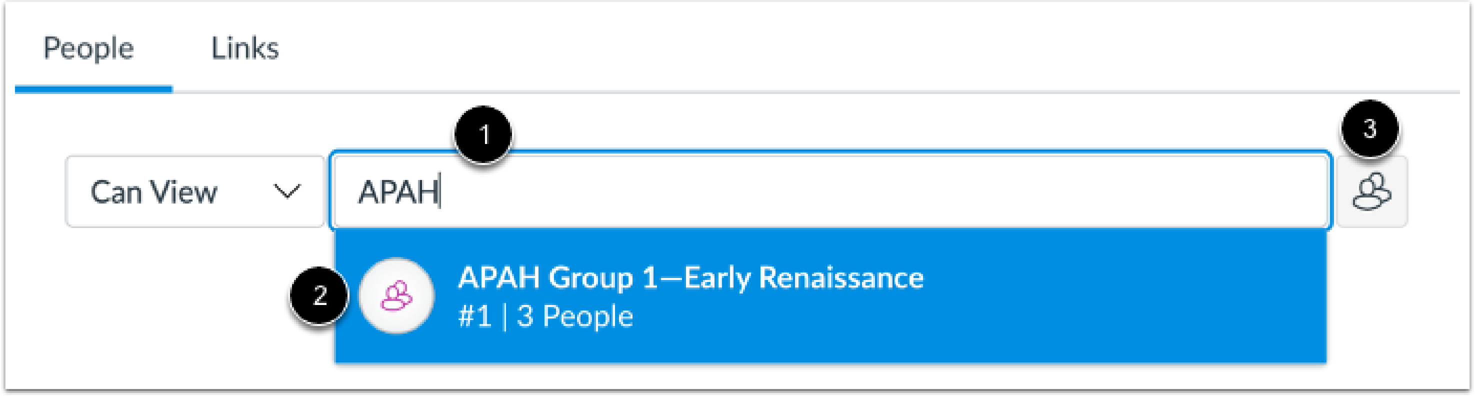
Note: You can also share media from the Studio Media Player Options menu.

Share Media


Share Media
People
Links
Can View
Type to add people or groups

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

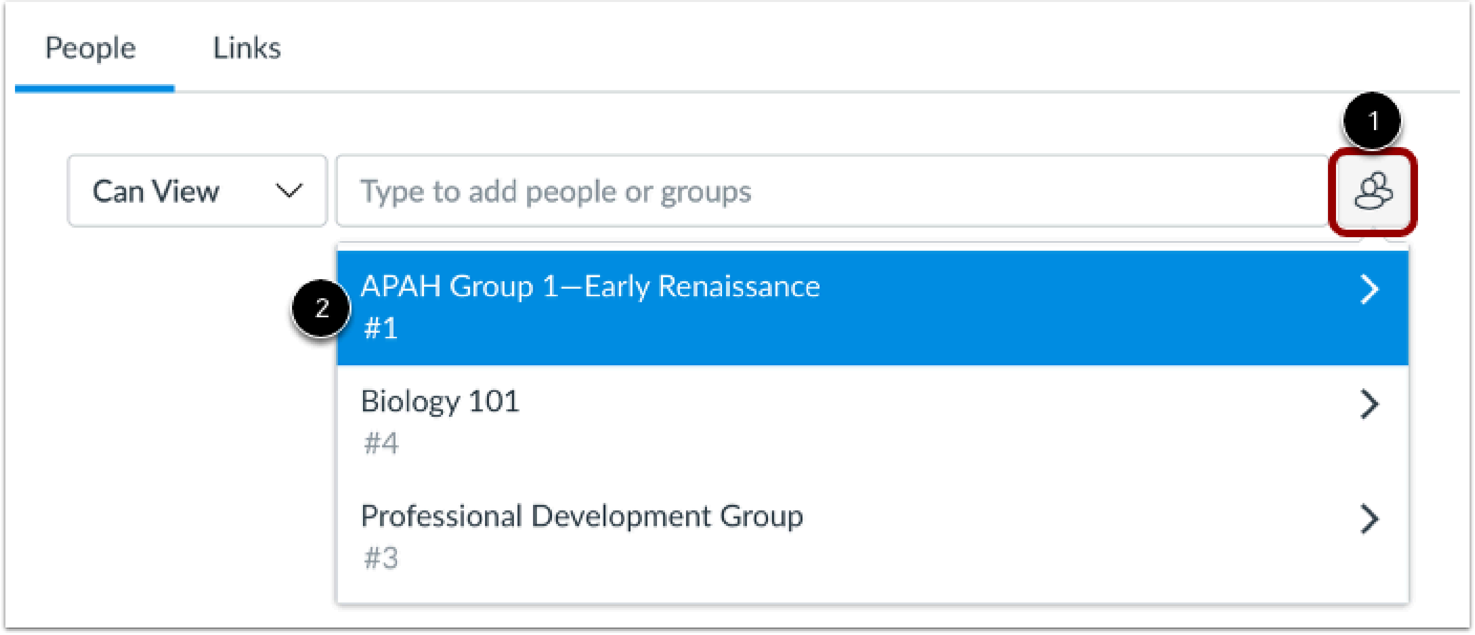
Add Groups


People
Links
1
3
Can View
APAH
2
APAH Group 1—Early Renaissance
#1 | 3 People

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].

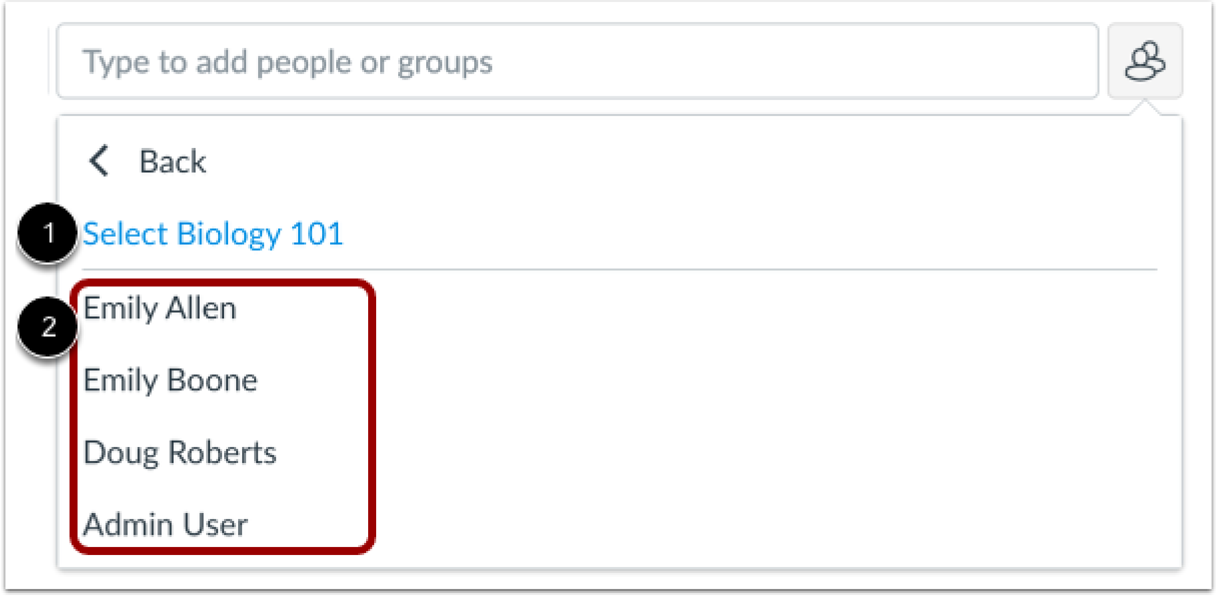
Alternatively, you can add groups or specific group members from the **Groups** icon [3].

View Group Members


People
Links
1
Can View
Type to add people or groups
2
APAH Group 1—Early Renaissance
#1
Biology 101
#4
Professional Development Group
#3

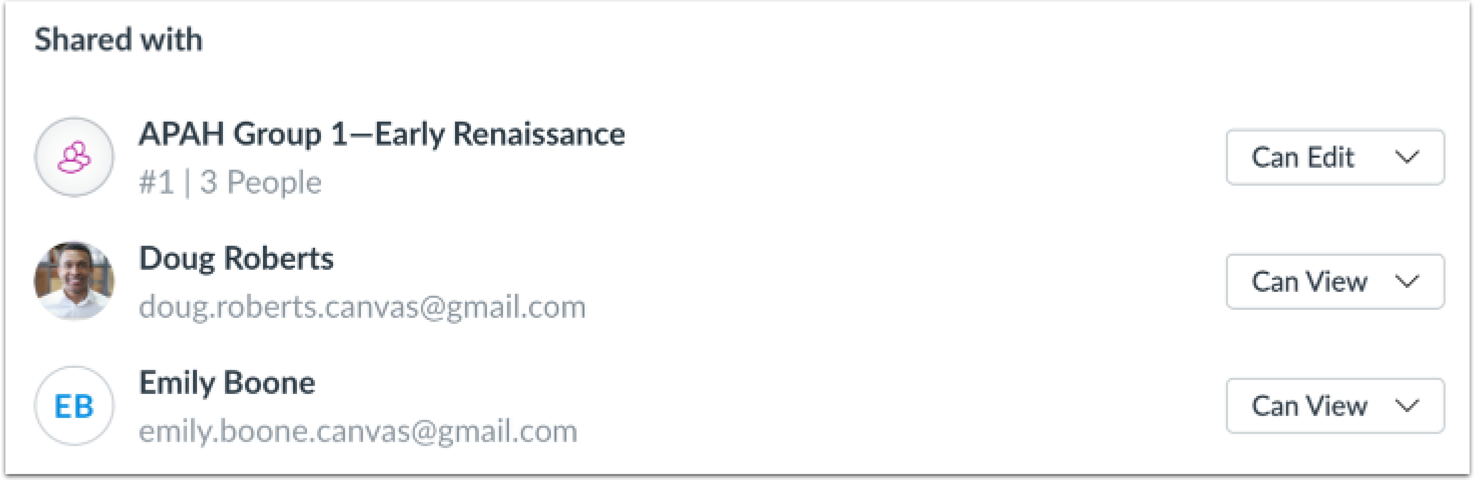
To add individual members from one of your groups, click the **Groups** icon [1]. Then click a group name link [2].

Select Group Members


Type to add people or groups
Back
1
Select Biology 101
2
Emily Allen
Emily Boone
Doug Roberts
Admin User

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



Shared with

APAH Group 1—Early Renaissance
#1 | 3 People

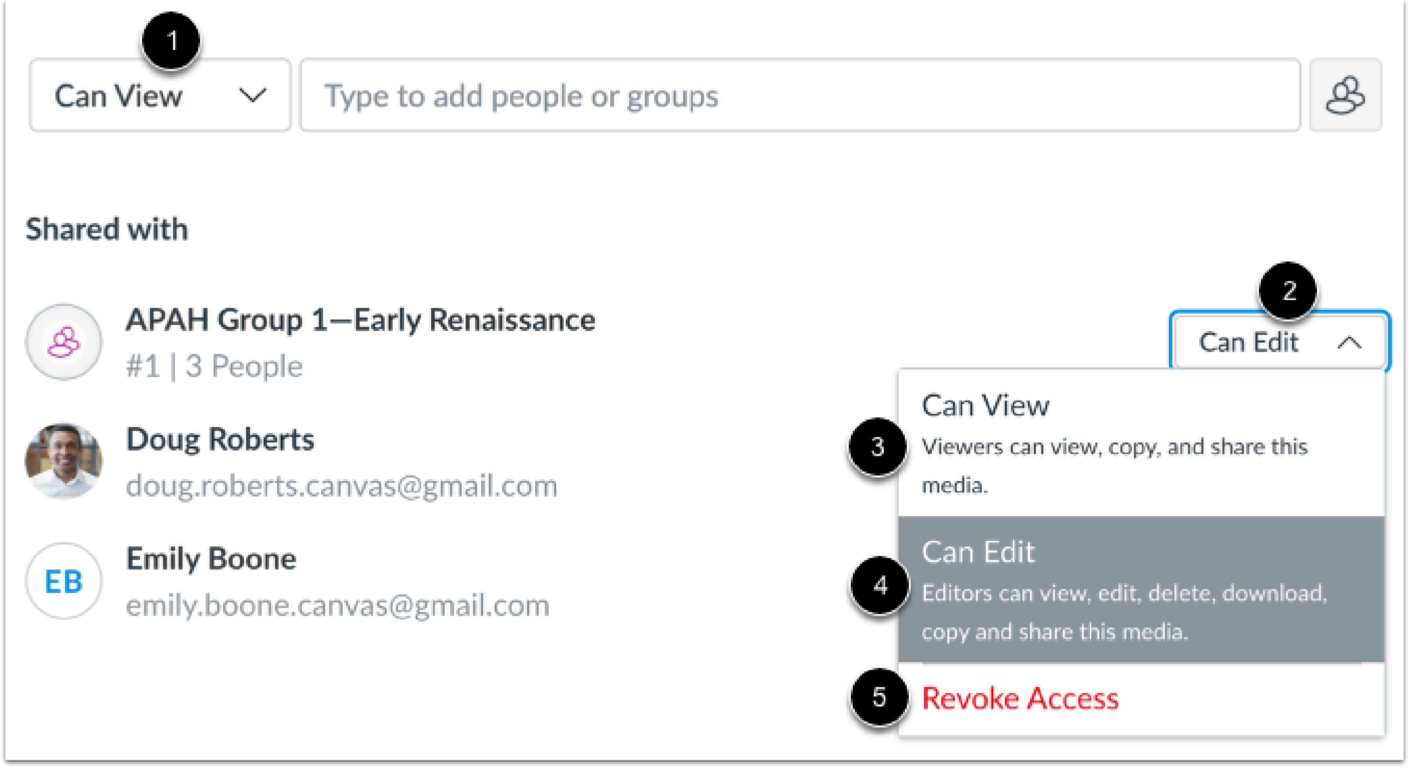
Doug Roberts
doug.roberts.canvas@gmail.com

Emily Boone
emily.boone.canvas@gmail.com

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

BY NC SA

Manage Media Access


1
Can View
Type to add people or groups
Shared with
APAH Group 1—Early Renaissance
#1 | 3 People
Doug Roberts
doug.roberts.canvas@gmail.com
EB
Emily Boone
emily.boone.canvas@gmail.com
2
Can Edit
3
Can View
Viewers can view, copy, and share this media.
4
Can Edit
Editors can view, edit, delete, download, copy and share this media.
5
Revoke Access

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

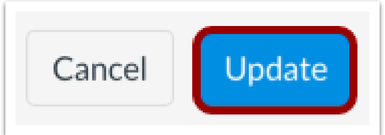
To manage shared access when sharing your media, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

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


Cancel
Update

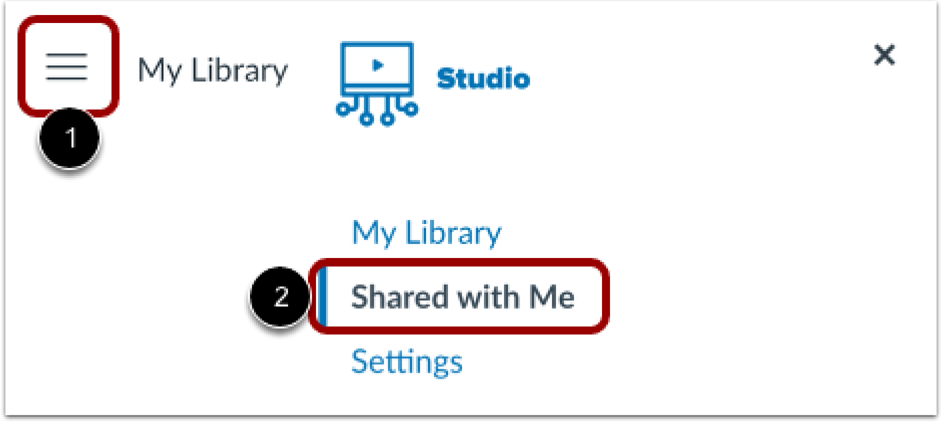
To share the media with the selected users, click the **Update** button.

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.

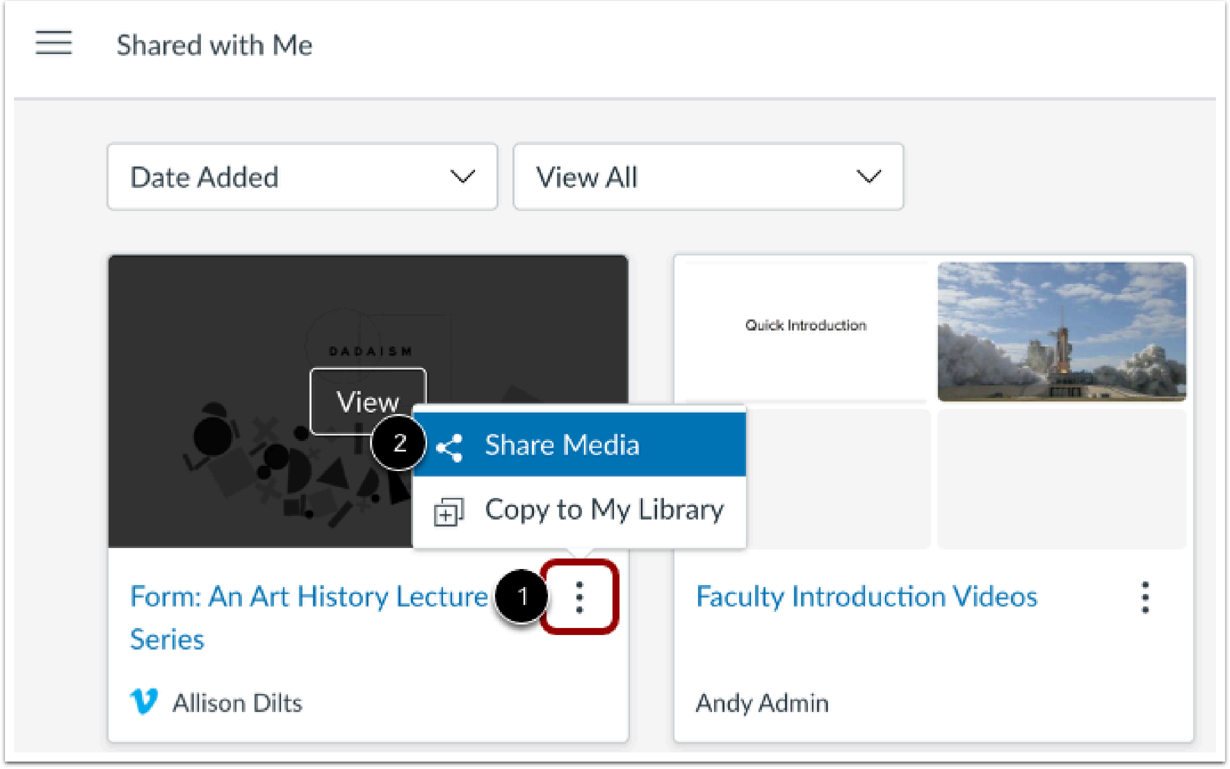
If media is shared with you, you can also create a copy of it in your own library.

Open Shared With Me



In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Shared with Me** link [2].

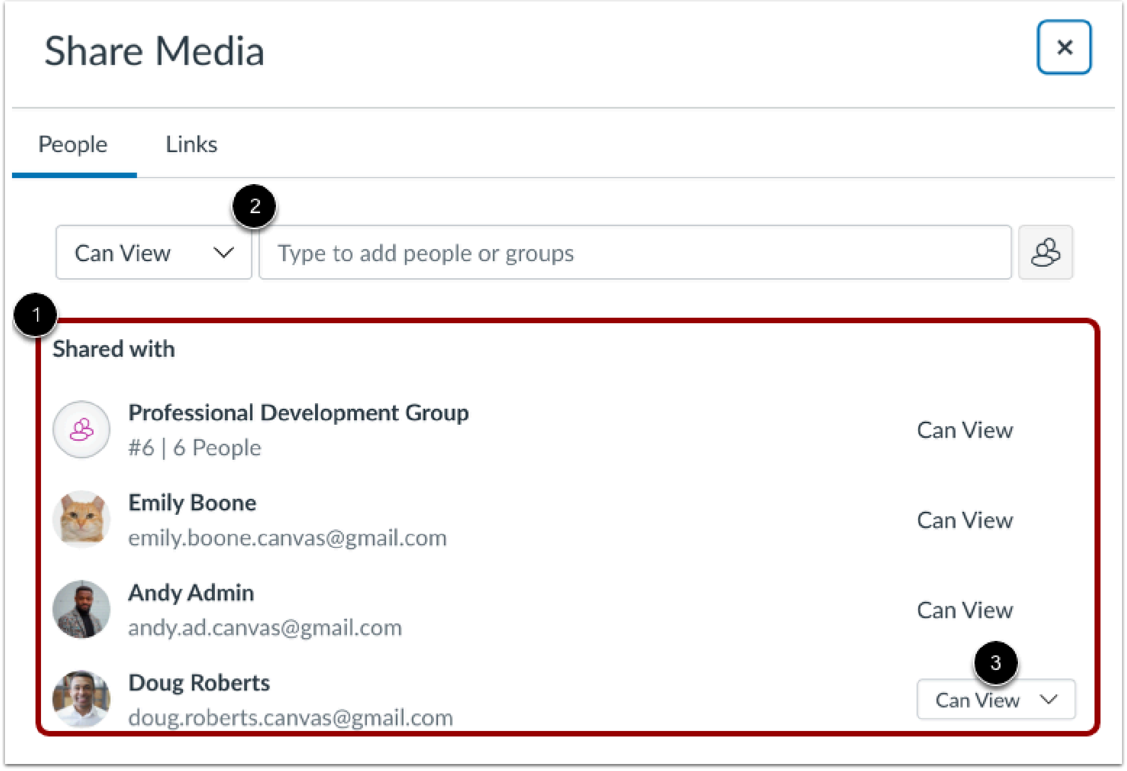
Open Share Media


Shared with Me
Date Added
View All
DADAISM
View
2
Share Media
Copy to My Library
Quick Introduction
Form: An Art History Lecture Series
1
Allison Dilts
Faculty Introduction Videos
Andy Admin

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



Shared with

Professional Development Group
#6 | 6 People
Can View

Emily Boone
emily.boone.canvas@gmail.com
Can View

Andy Admin
andy.ad.canvas@gmail.com
Can View

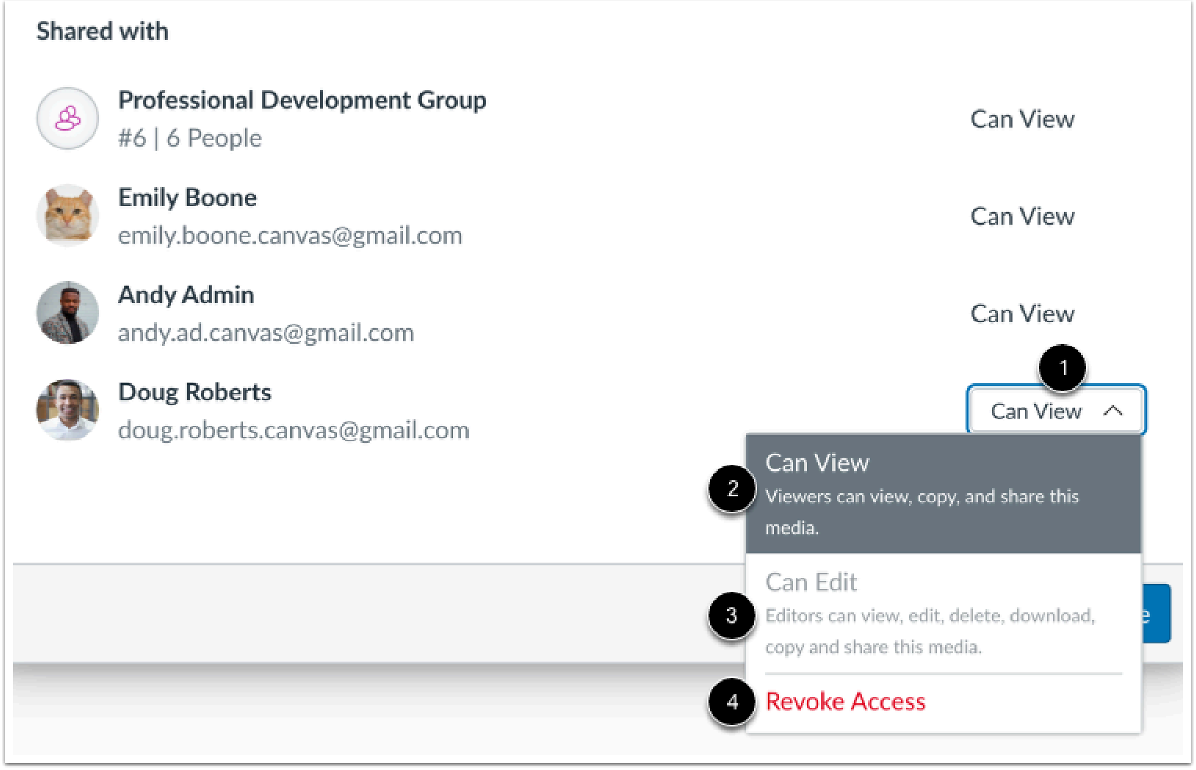
Doug Roberts
doug.roberts.canvas@gmail.com
Can View

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


Shared with

Professional Development Group
#6 | 6 People
Can View

Emily Boone
emily.boone.canvas@gmail.com
Can View

Andy Admin
andy.ad.canvas@gmail.com
Can View

Doug Roberts
doug.roberts.canvas@gmail.com
Can View

Can View
Viewers can view, copy, and share this media.

Can Edit
Editors can view, edit, delete, download, copy and share this media.

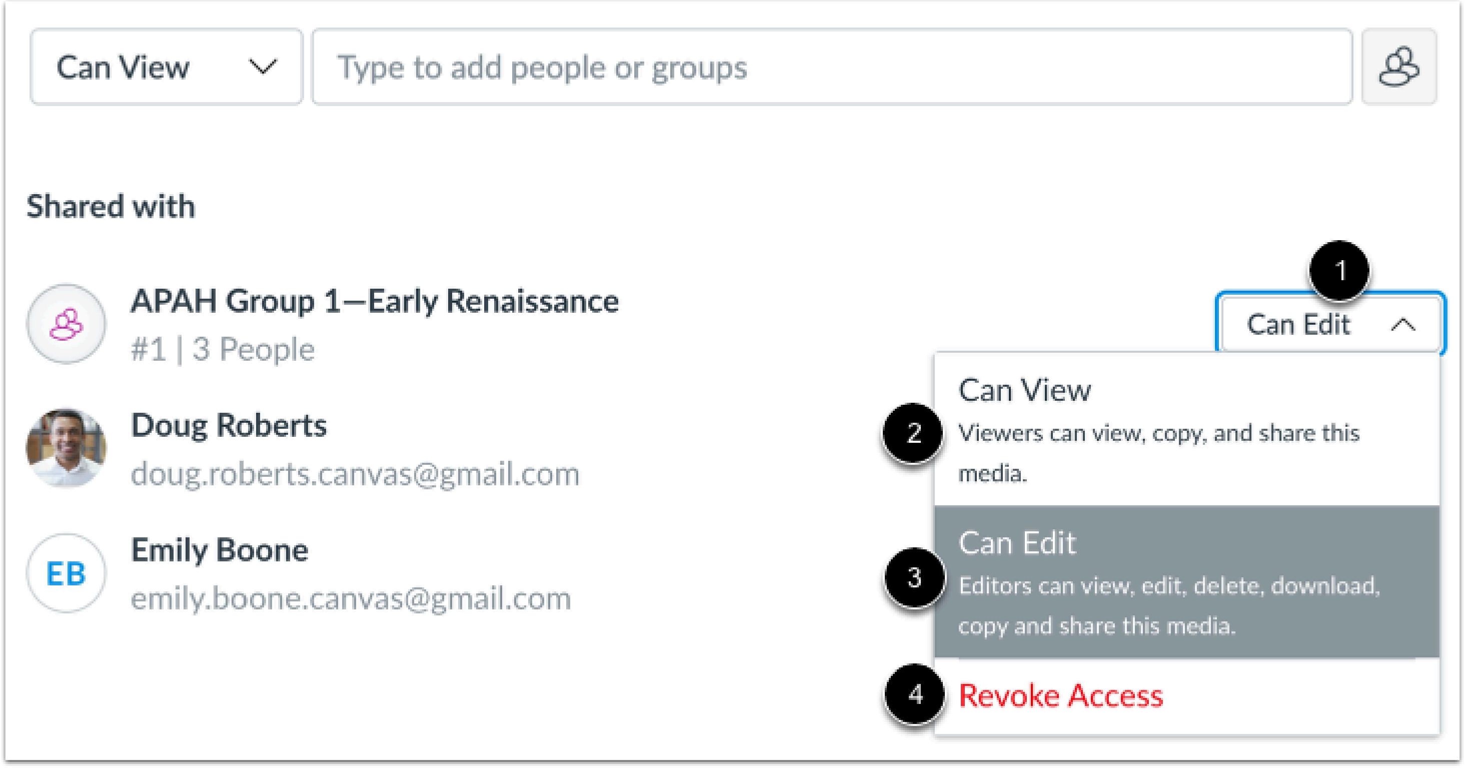
Revoke Access

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



APAH Group 1—Early Renaissance
#1 | 3 People

Doug Roberts
doug.roberts.canvas@gmail.com

EB
Emily Boone
emily.boone.canvas@gmail.com

Can View
Viewers can view, copy, and share this media.

Can Edit
Editors can view, edit, delete, download, copy and share this media.

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].

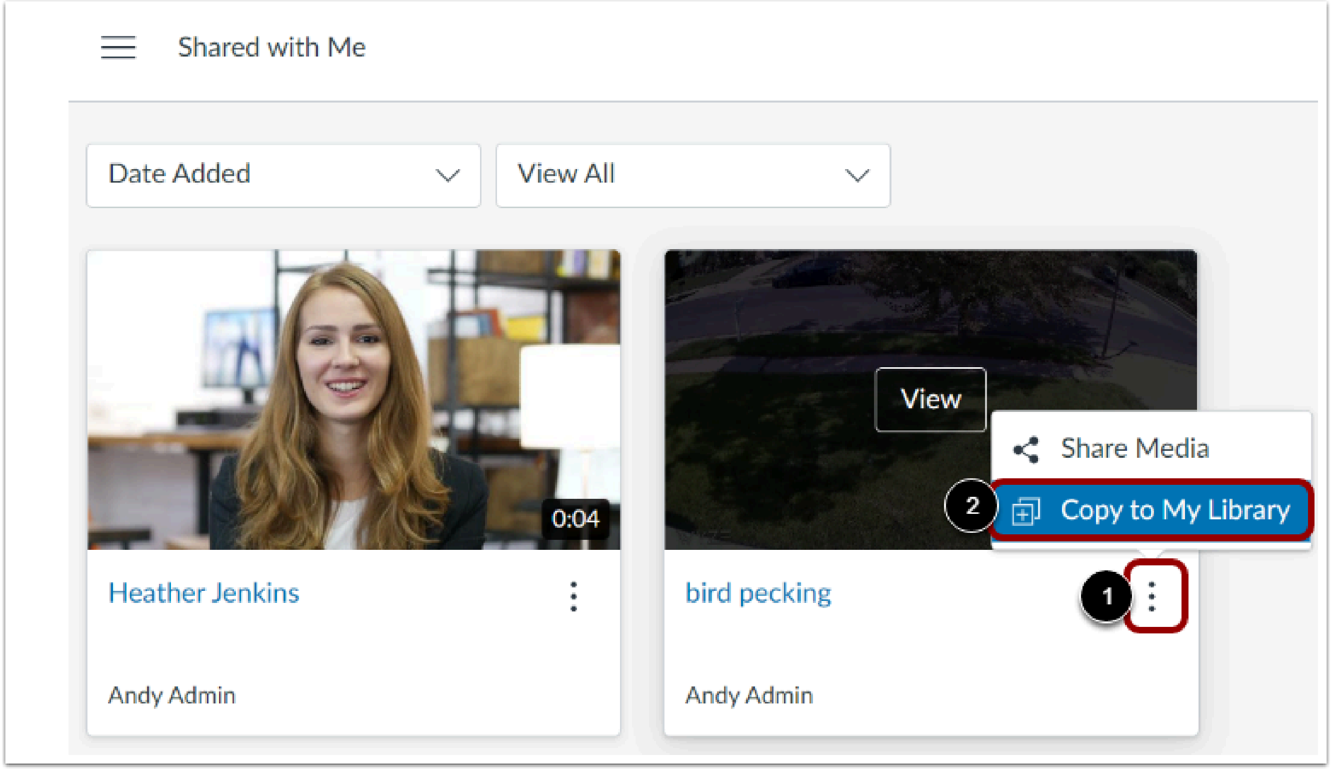
To remove a user's shared access, click the **Revoke Access** option [4].

Update Shared Media

Cancel
Update

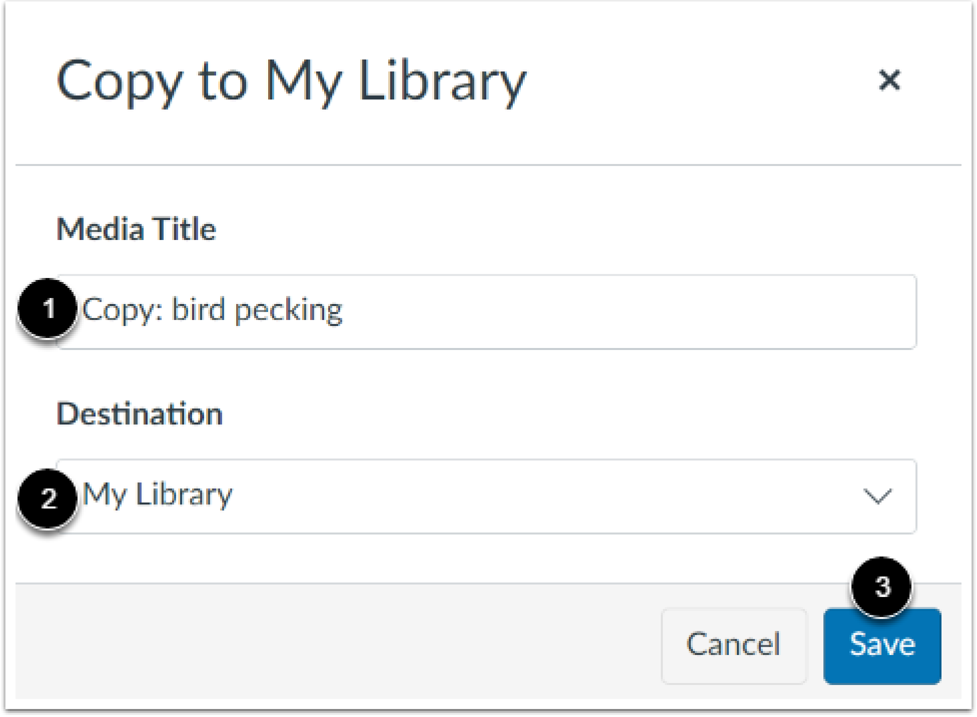
Click the **Update** button.

Create Copy


Shared with Me
Date Added
View All
0:04
Heather Jenkins
Andy Admin
View
Share Media
2
Copy to My Library
bird pecking
1
Andy Admin

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



Media Title

Copy: bird pecking

Destination

My Library

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?

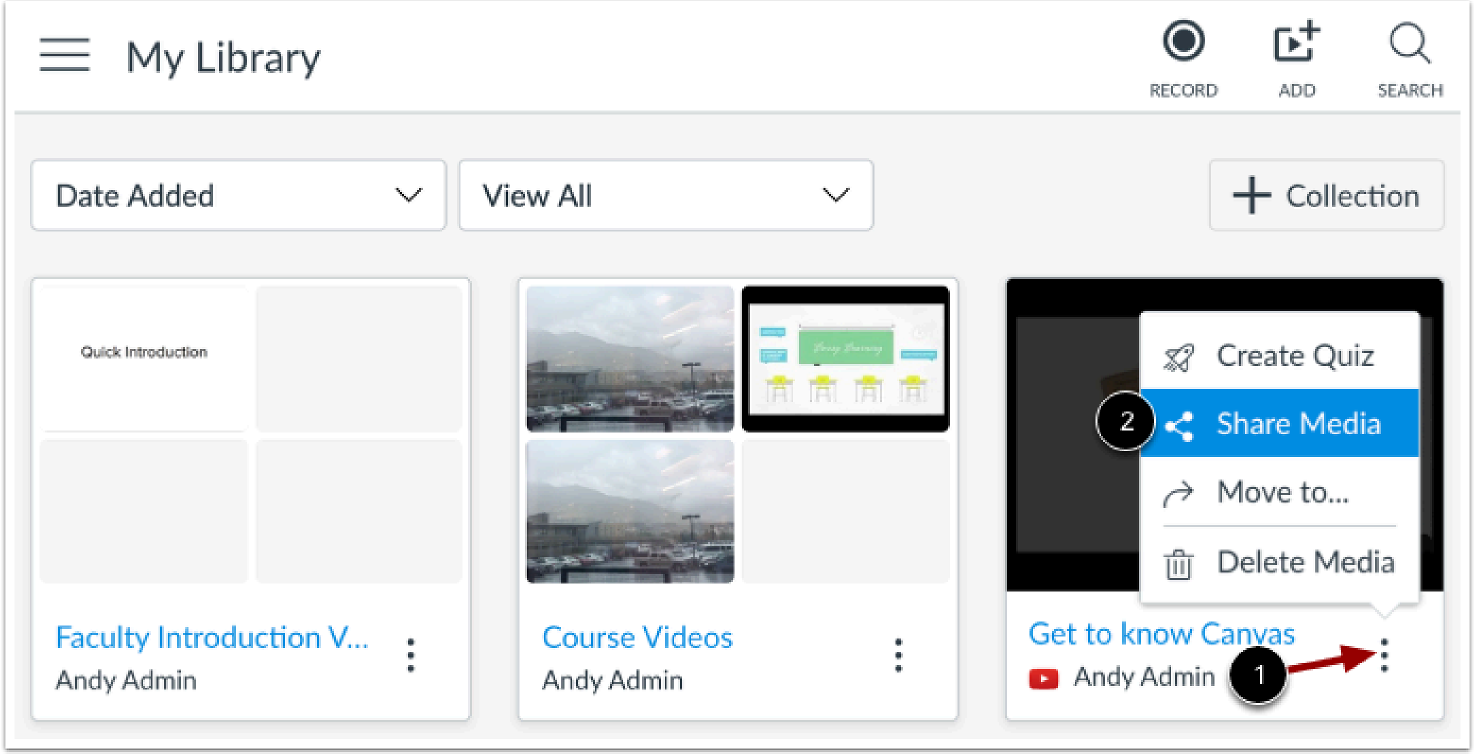
You can create a public link and an embed code for your media, allowing you to show your Studio media in public websites. You can also disable the public link and embed code in order to remove access to the media file.

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.

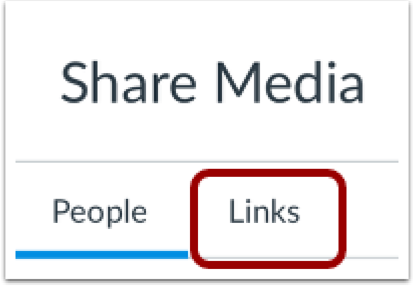
Share Media


My Library
RECORD
ADD
SEARCH
Date Added
View All
Collection
Quick Introduction
Faculty Introduction V...
Andy Admin
Course Videos
Andy Admin
Create Quiz
Share Media
Move to...
Delete Media
Get to know Canvas
Andy Admin
1
2

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.

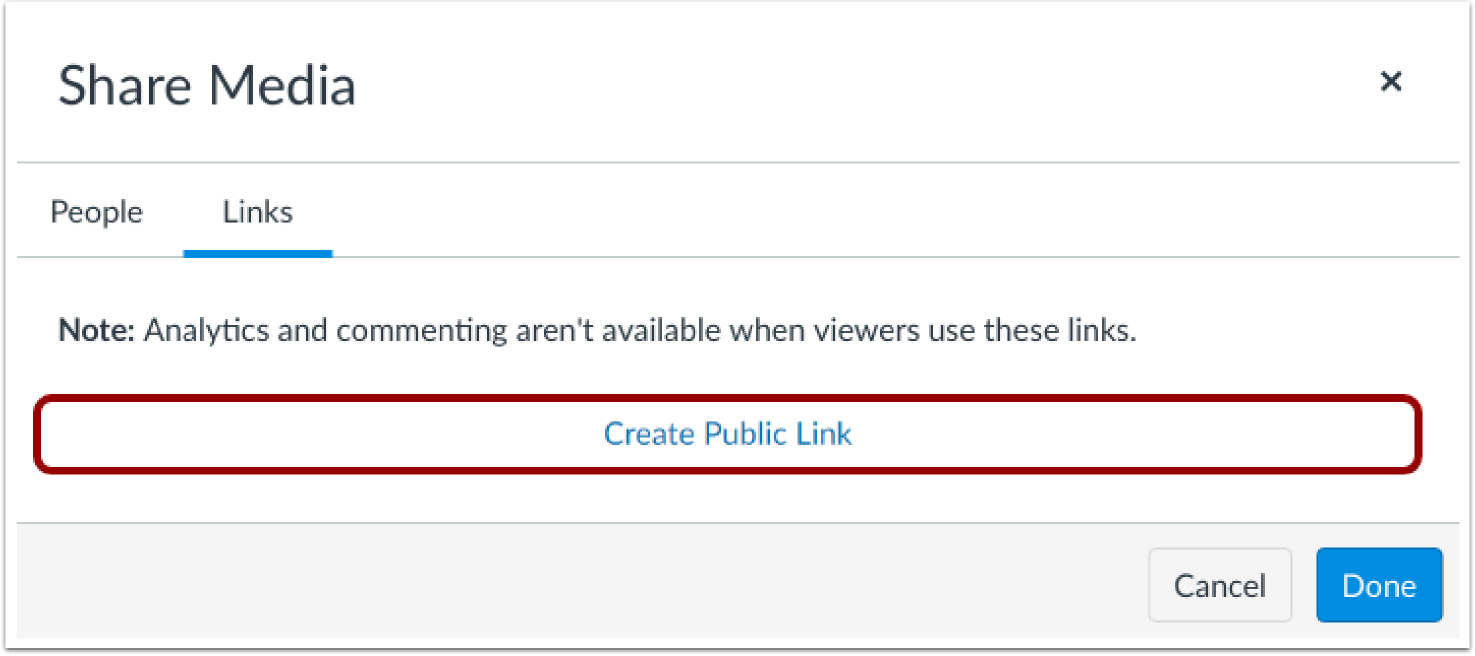
Open Links


Share Media
People
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


Share Media
×
People
Links

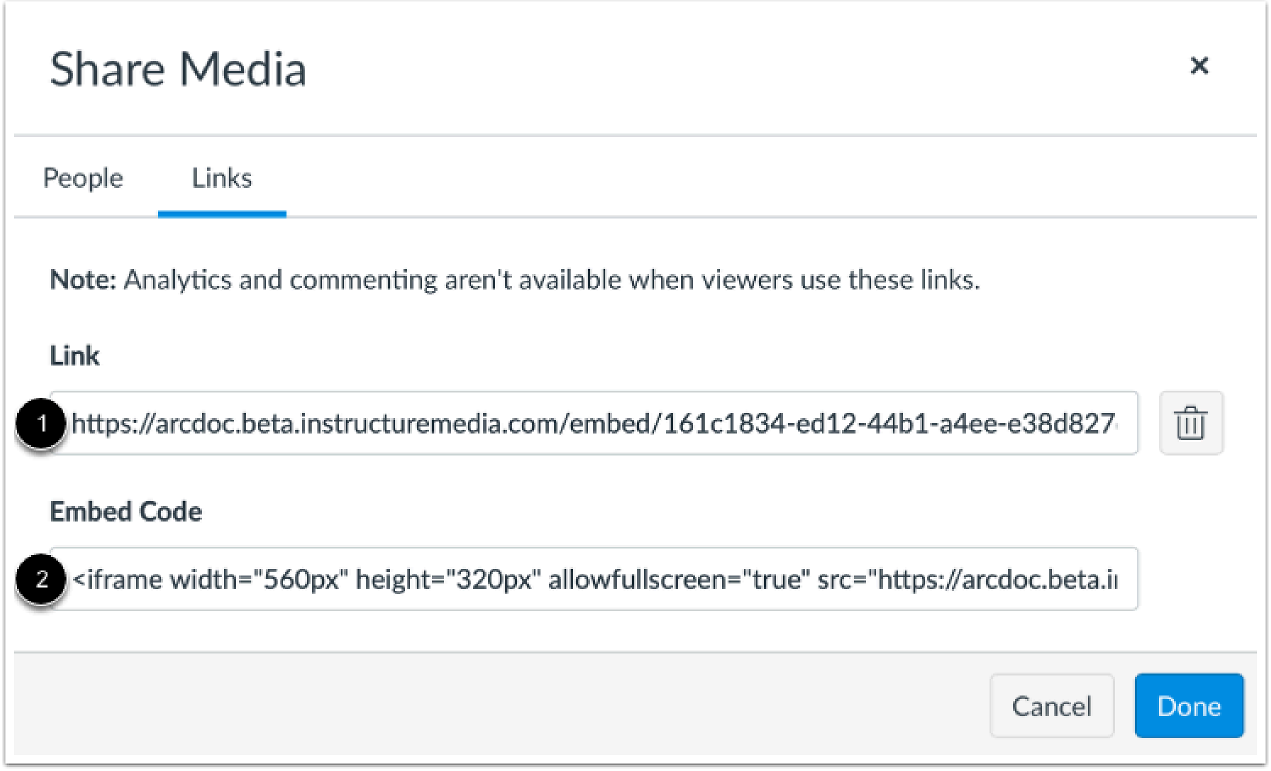
Note: Analytics and commenting aren't available when viewers use these links.

Create Public Link
Cancel
Done

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



Share Media

Note: Analytics and commenting aren't available when viewers use these links.

Link

1 https://arcdoc.beta.instructuremedia.com/embed/161c1834-ed12-44b1-a4ee-e38d827

Embed Code

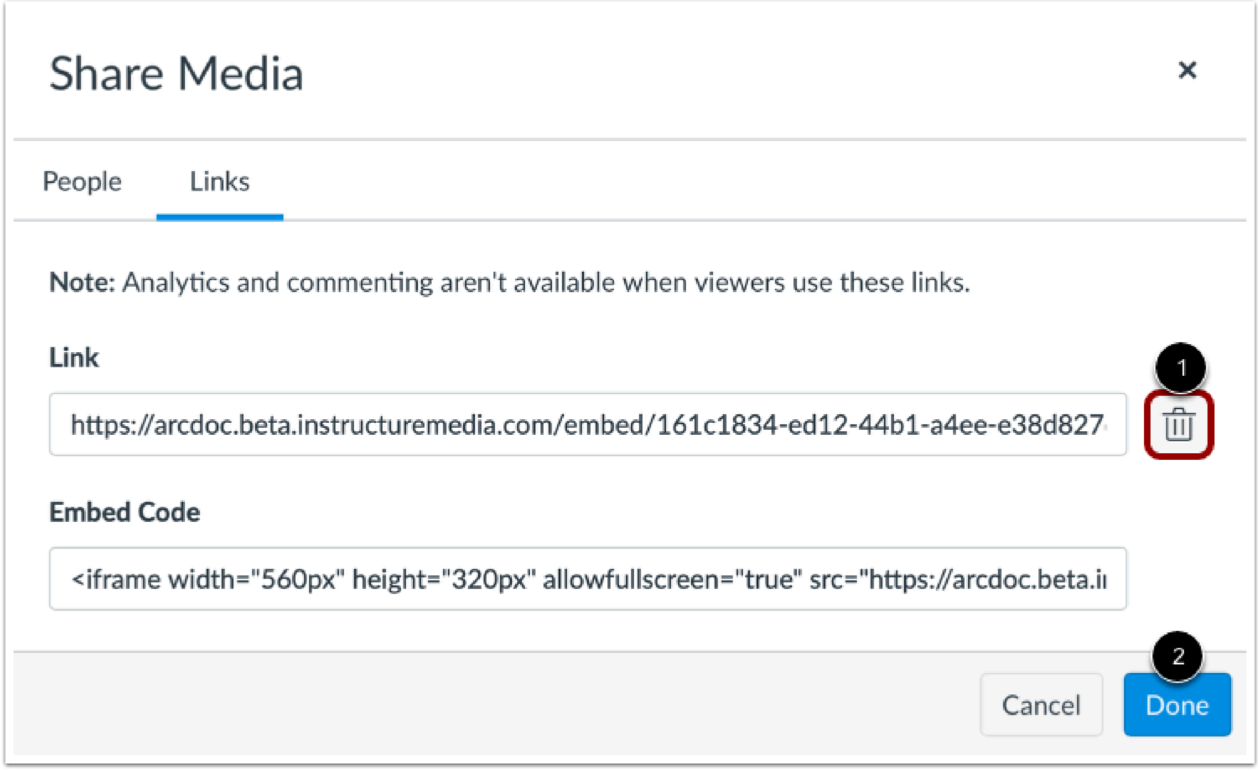
2 <iframe width="560px" height="320px" allowfullscreen="true" src="https://arcdoc.beta.i

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



Share Media
×
People
Links
Link
1
Embed Code
2
Cancel
Done

Note: Analytics and commenting aren't available when viewers use these links.

Link: https://arcdoc.beta.instructuremedia.com/embed/161c1834-ed12-44b1-a4ee-e38d827

Embed Code: <iframe width="560px" height="320px" allowfullscreen="true" src="https://arcdoc.beta.i

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?

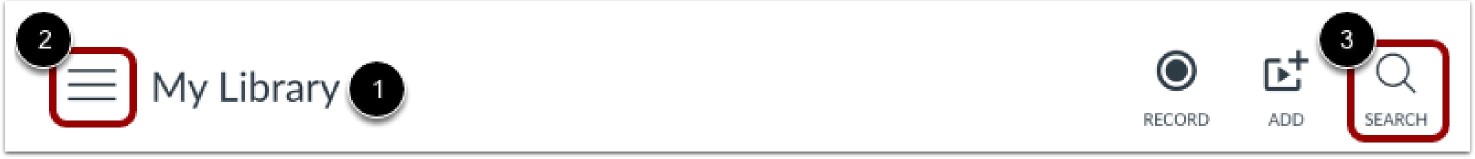
If necessary, you can delete a video or audio file from Canvas Studio.

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

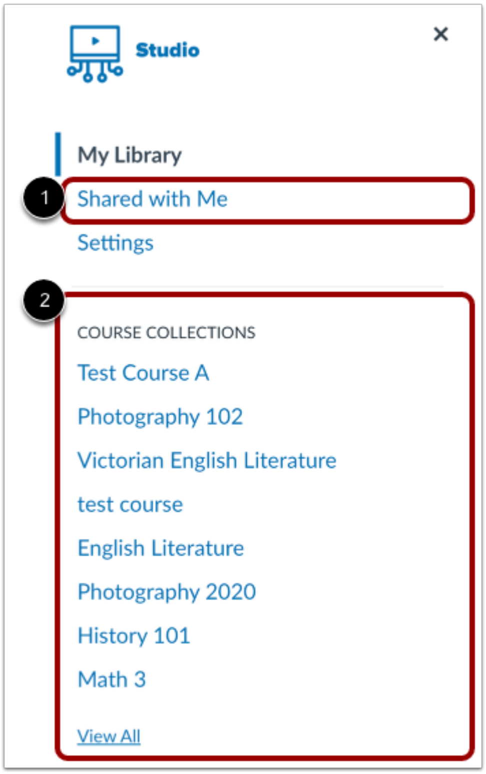


Access Canvas Studio and locate the media you want to delete. You can find your uploaded media on the My Library page [1].

To locate shared media or media used in courses, click the **Navigation Menu** icon [2].

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

Locate Shared or Embedded Media

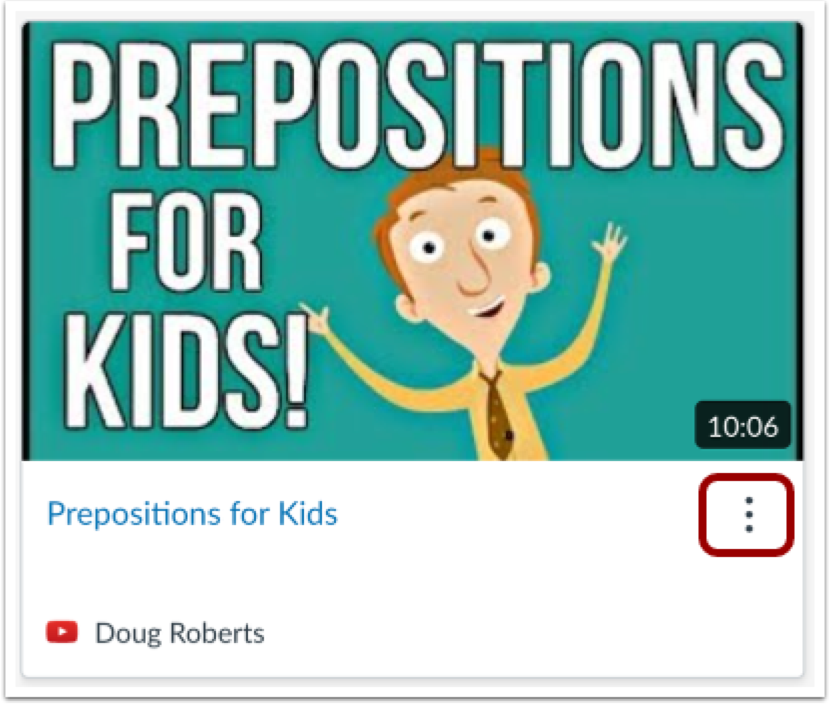

Studio
My Library
1
Shared with Me
Settings
2
COURSE COLLECTIONS
Test Course A
Photography 102
Victorian English Literature
test course
English Literature
Photography 2020
History 101
Math 3
View All

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

To view media embedded in courses, click a course collection link [2].

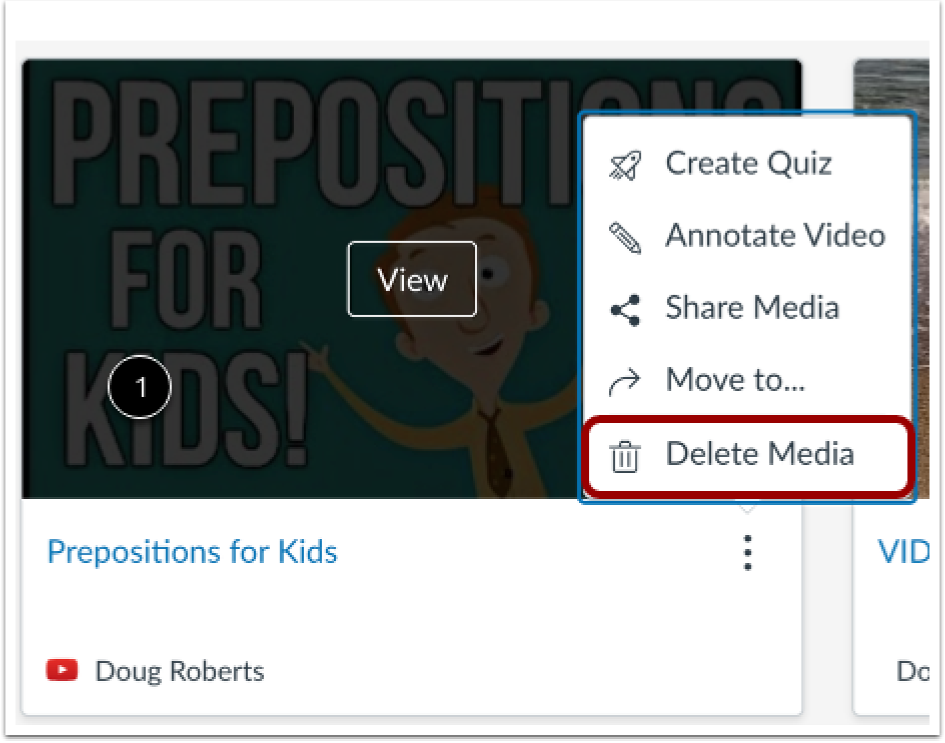
Note: You can only delete shared media if you have edit access to the media.

Open More Options


PREPOSITIONS FOR KIDS!
10:06
Prepositions for Kids
⋮
Doug Roberts

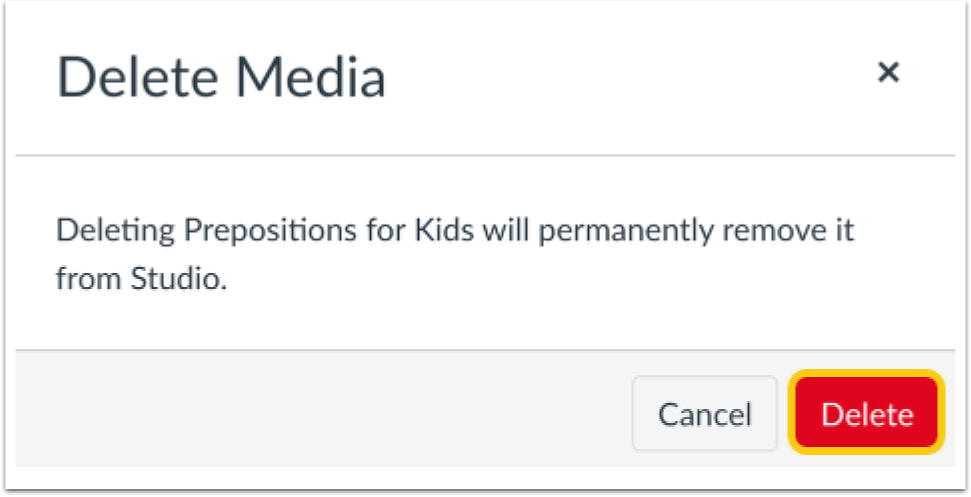
Click the **More** icon.

Delete Media


PREPOSITIONS FOR KIDS!
View
1
Create Quiz
Annotate Video
Share Media
Move to...
Delete Media
Prepositions for Kids
Doug Roberts
VID
Do

Select the **Delete Media** option.

Confirm Delete


Delete Media
×
Cancel
Delete

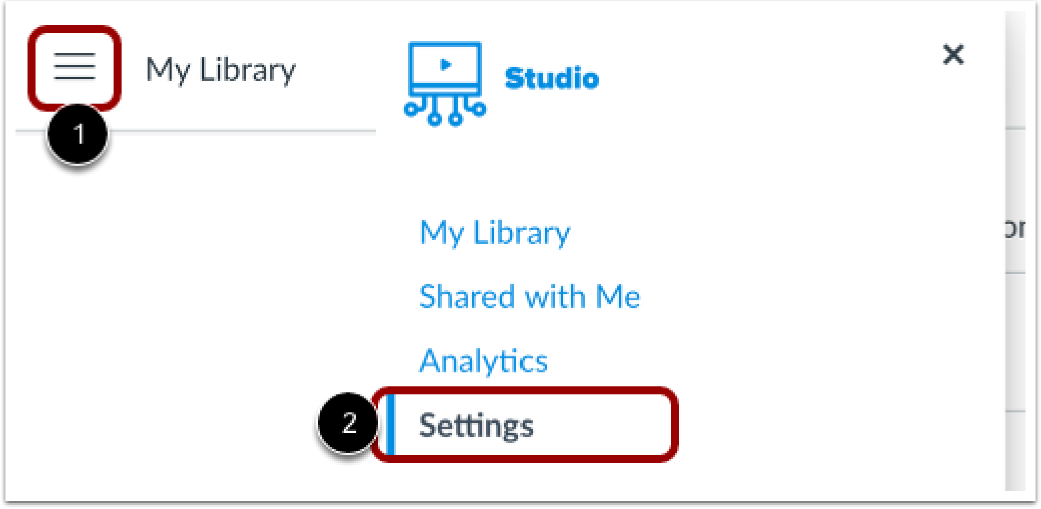
Deleting Prepositions for Kids will permanently remove it from Studio.

Click the **Delete** button.

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

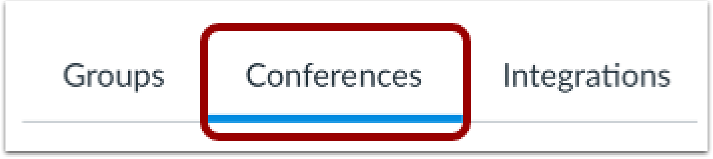
Canvas Studio supports an integration with Zoom that allows Zoom to automatically upload recorded meetings into Studio. If this integration has been configured by your Studio account admin, you can authorize the Studio Zoom integration in your Studio Settings.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

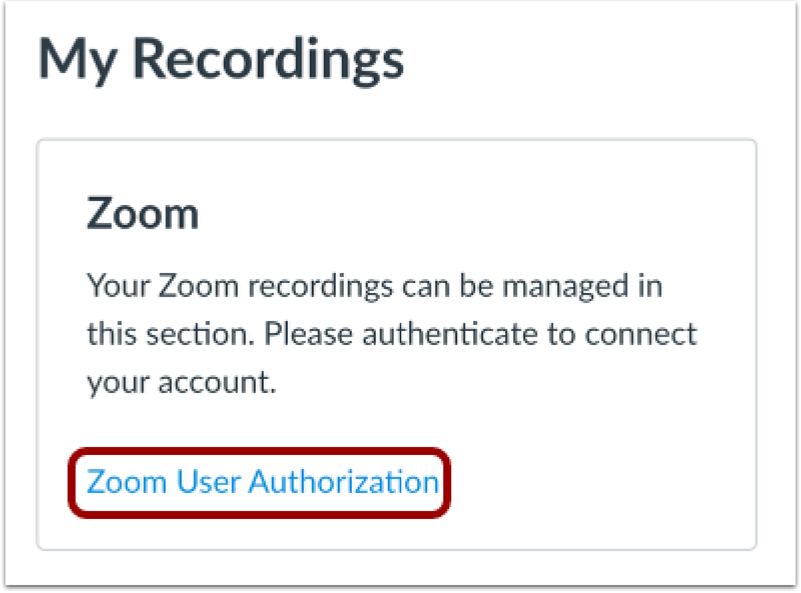
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

Open Conferences


Groups
Conferences
Integrations

Click the **Conferences** tab.

Authorize Zoom


My Recordings

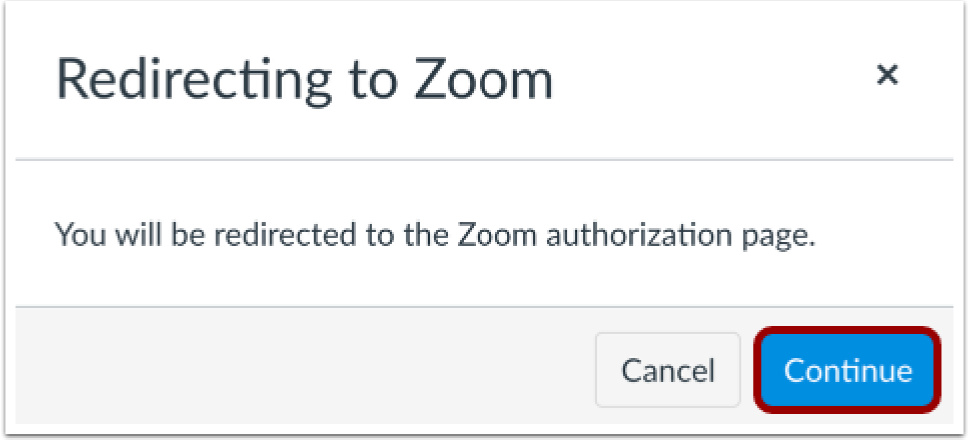
Zoom

Your Zoom recordings can be managed in this section. Please authenticate to connect your account.

Zoom User Authorization

Click the **Zoom User Authorization** link.

Continue to Zoom

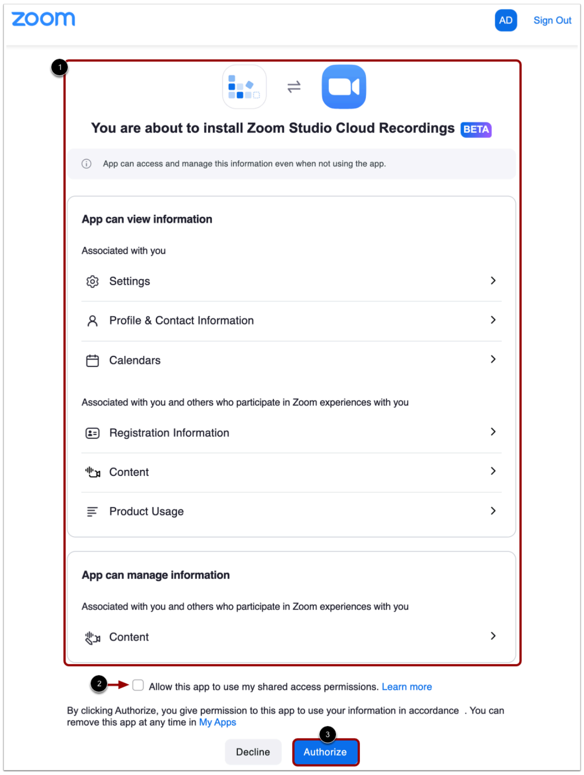

Redirecting to Zoom

You will be redirected to the Zoom authorization page.

×
Cancel
Continue

Click the **Continue** button.

Authorize Zoom App



You are about to install Zoom Studio Cloud Recordings BETA

App can access and manage this information even when not using the app.

☐ Allow this app to use my shared access permissions. Learn more

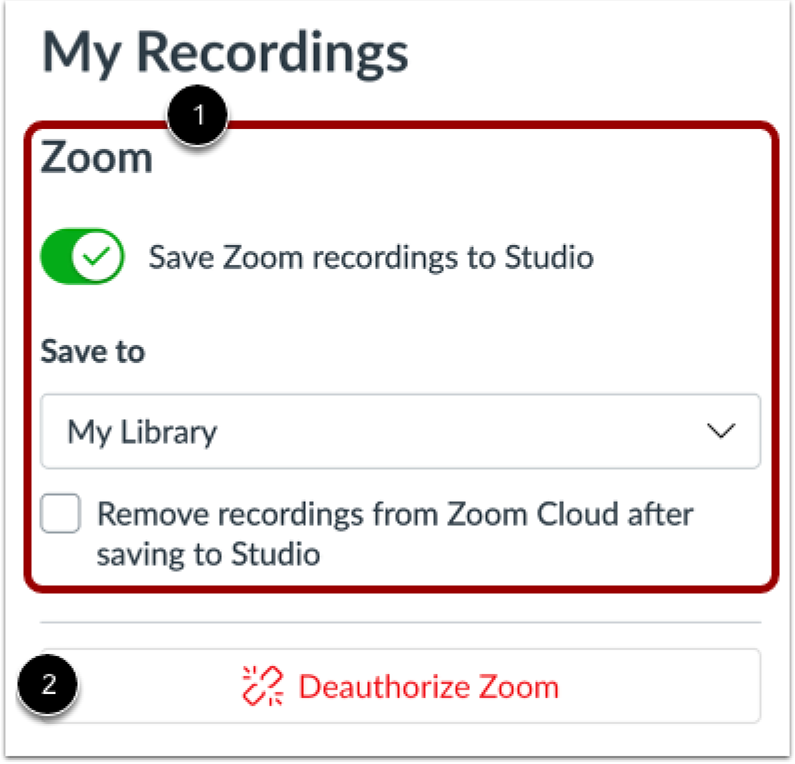
By clicking Authorize, you give permission to this app to use your information in accordance . You can remove this app at any time in My Apps

zoom
AD
Sign Out
1
App can view information
Associated with you
Settings
Profile & Contact Information
Calendars
Associated with you and others who participate in Zoom experiences with you
Registration Information
Content
Product Usage
App can manage information
Associated with you and others who participate in Zoom experiences with you
Content
2
3
Decline
Authorize

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



● Save Zoom recordings to Studio

Save to: My Library

☐ Remove recordings from Zoom Cloud after saving to Studio

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].

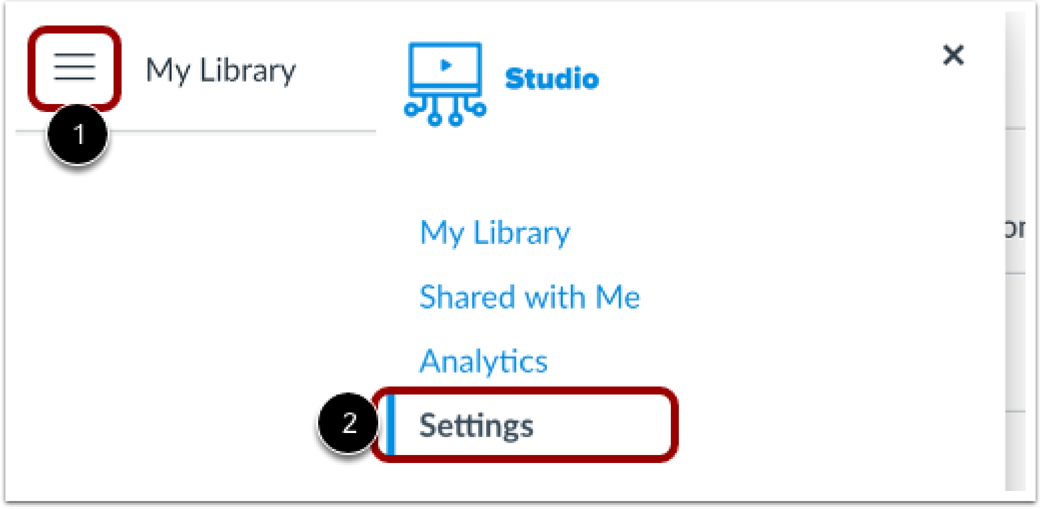
How do I manage my Zoom recording upload options in Canvas Studio?

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:

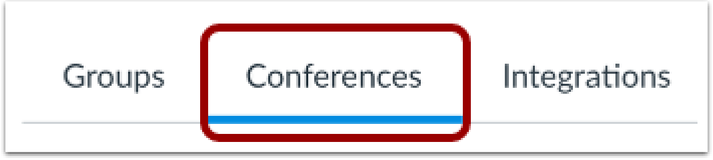
- Zoom captions and transcripts do not automatically save in Canvas Studio along with the Zoom recordings. However, you can manually download captions and transcripts from Zoom and upload them to Studio, or you can request captions in Canvas Studio.
- Zoom thumbnails are not used by Canvas Studio. However,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

Open Studio Settings



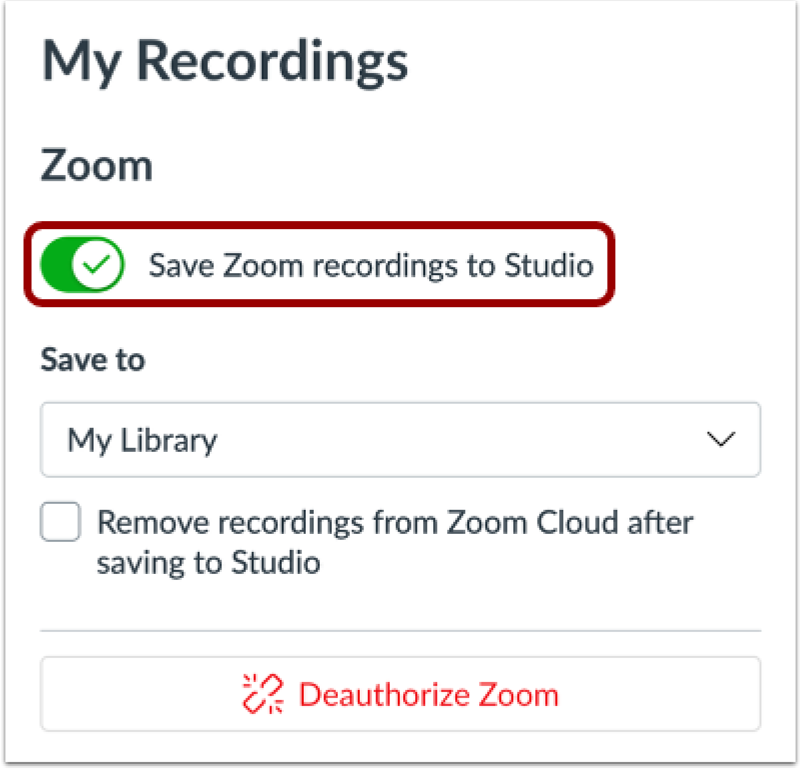
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

Open Conferences



Click the **Conferences** tab.

Manage Automatic Zoom Uploads



My Recordings

Zoom

Save Zoom recordings to Studio

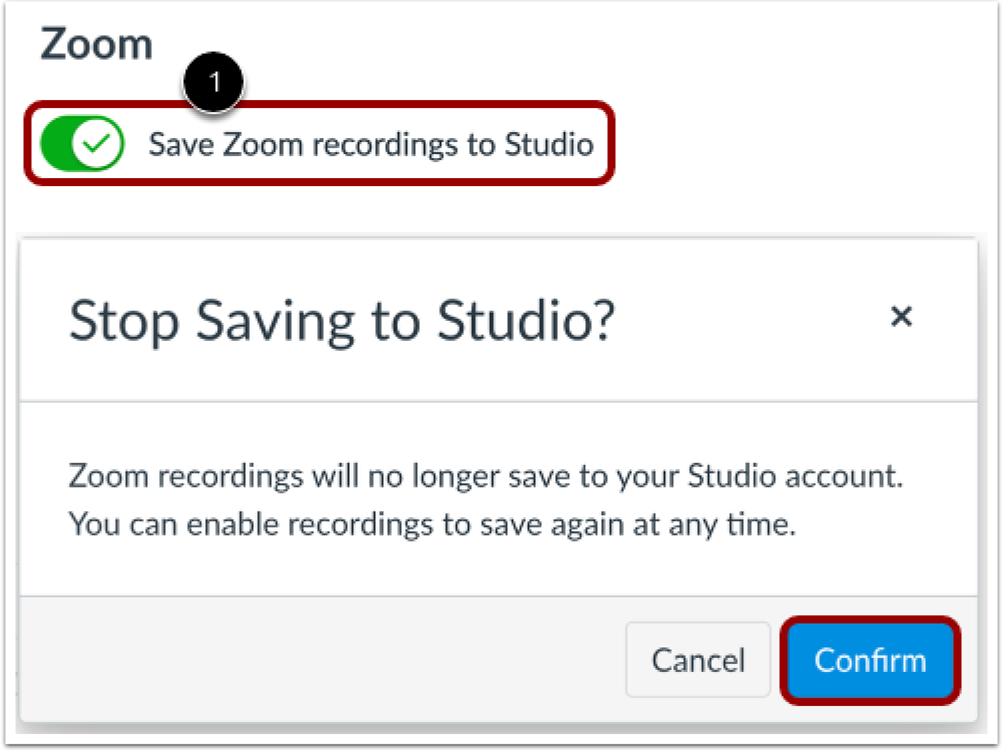
Save to

My Library

☐ Remove recordings from Zoom Cloud after saving to Studio

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


Zoom
1
Save Zoom recordings to Studio
Stop Saving to Studio?
×

Zoom recordings will no longer save to your Studio account. You can enable recordings to save again at any time.

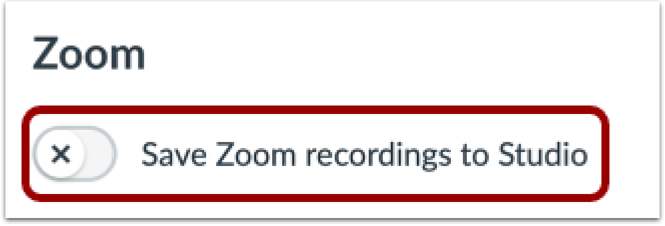
Cancel
Confirm

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

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

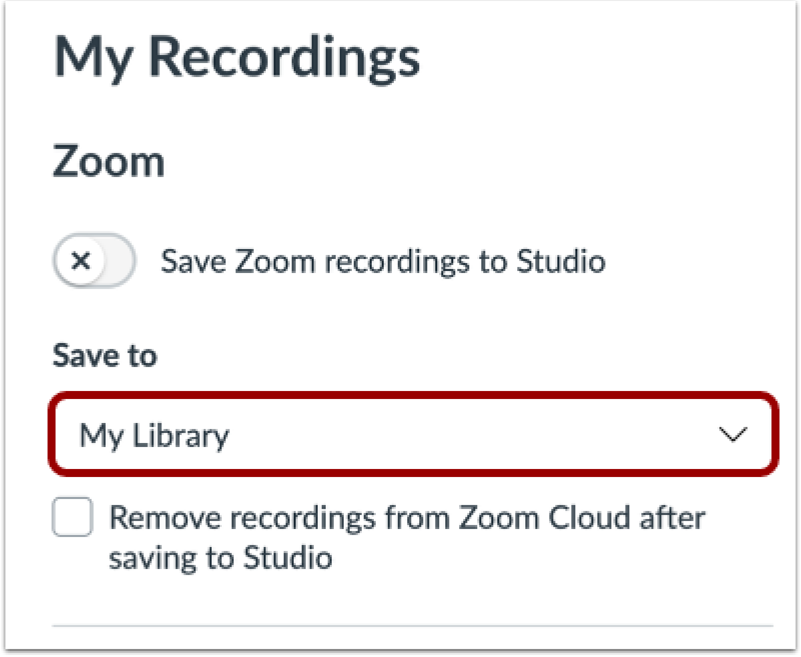
Note: Before Zoom recordings can upload to your Studio account, you must turn on the automatic upload option again.

Turn On Automatic Uploads


Zoom
Save Zoom recordings to Studio

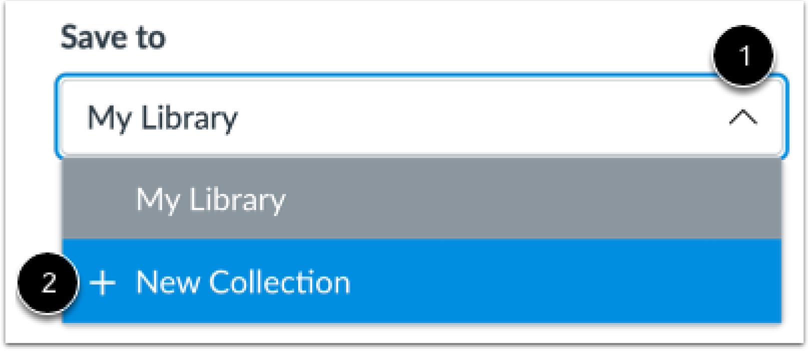
To turn on automatic uploads, click the **Save Zoom recordings to Studio** toggle.

Manage Uploads Location


My Recordings
Zoom
Save Zoom recordings to Studio
Save to
My Library
Remove recordings from Zoom Cloud after saving to Studio

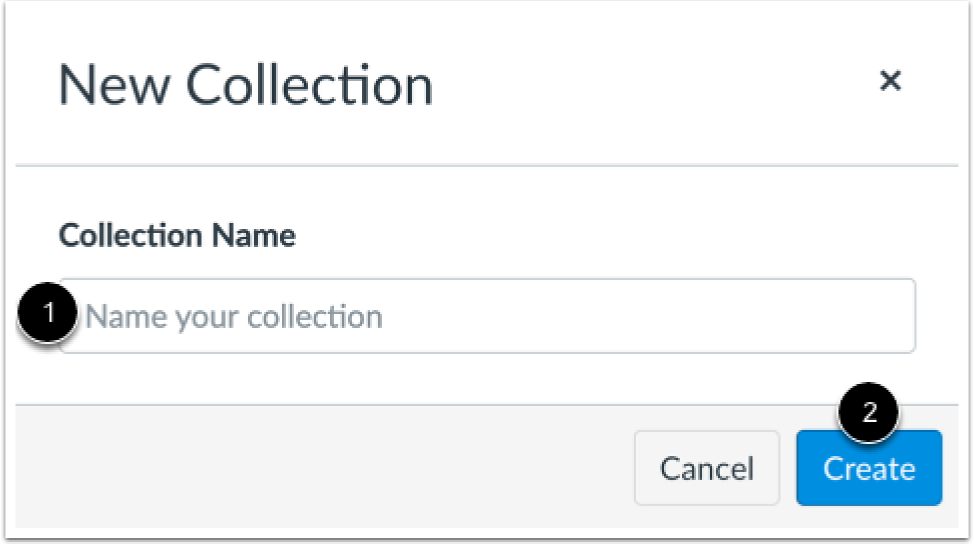
By default, all Zoom recordings display in your My Library page.

Select Collection for Zoom Uploads


Save to
1
My Library
My Library
2
+ New Collection

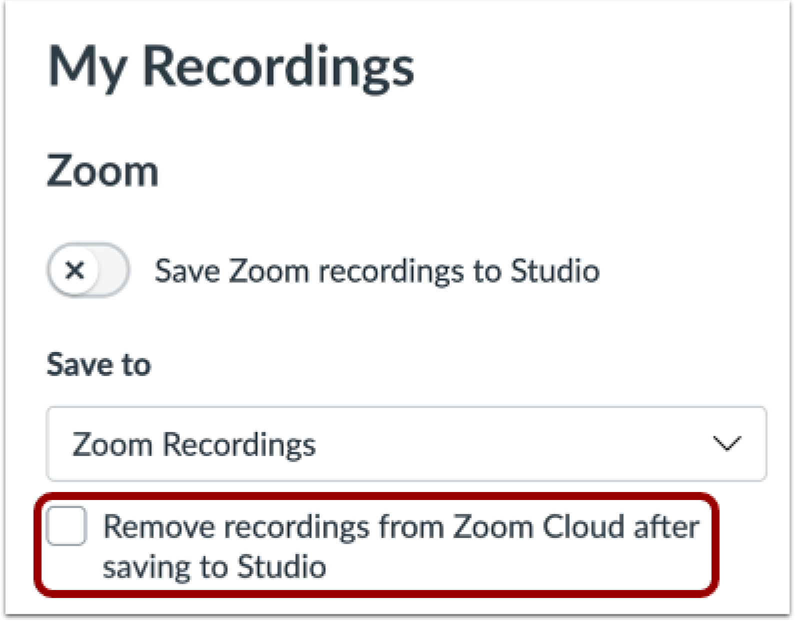
To specify a collection for your Zoom recordings, click the **Save to** drop-down menu [1]. You can select an option from your collections list, or you can select the **Add New Collection** option [2].

Create New Collection


New Collection
×
Collection Name
1
Name your collection
2
Cancel
Create

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

Manage Zoom Cloud Recordings

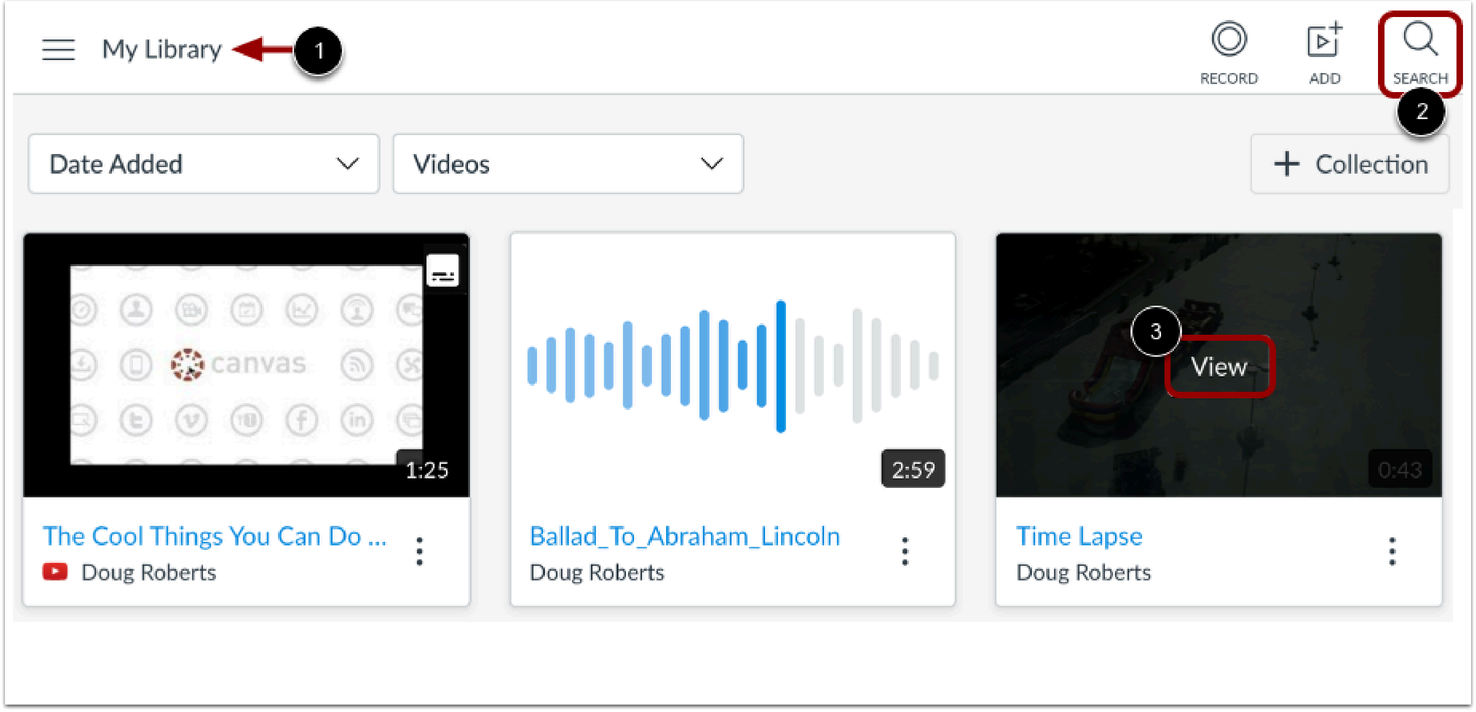

My Recordings
Zoom
Save Zoom recordings to Studio
Save to
Zoom Recordings
Remove recordings from Zoom Cloud after saving to Studio

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

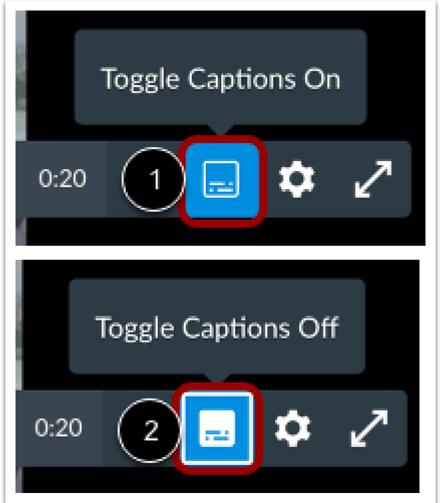

My Library
1
RECORD
ADD
SEARCH
2
Date Added
Videos
Collection
1:25
The Cool Things You Can Do ...
Doug Roberts
2:59
Ballad_To_Abraham_Lincoln
Doug Roberts
3
View
0:43
Time Lapse
Doug Roberts

In your Studio account, locate the media you want to view on the My Library page [1], or using the search field [2].

To open the media file, click the **View** link [3].

Note: Media library pages display up to 20 media files per page. To view additional media files, use the page navigation options at the bottom of the page.

View Captions

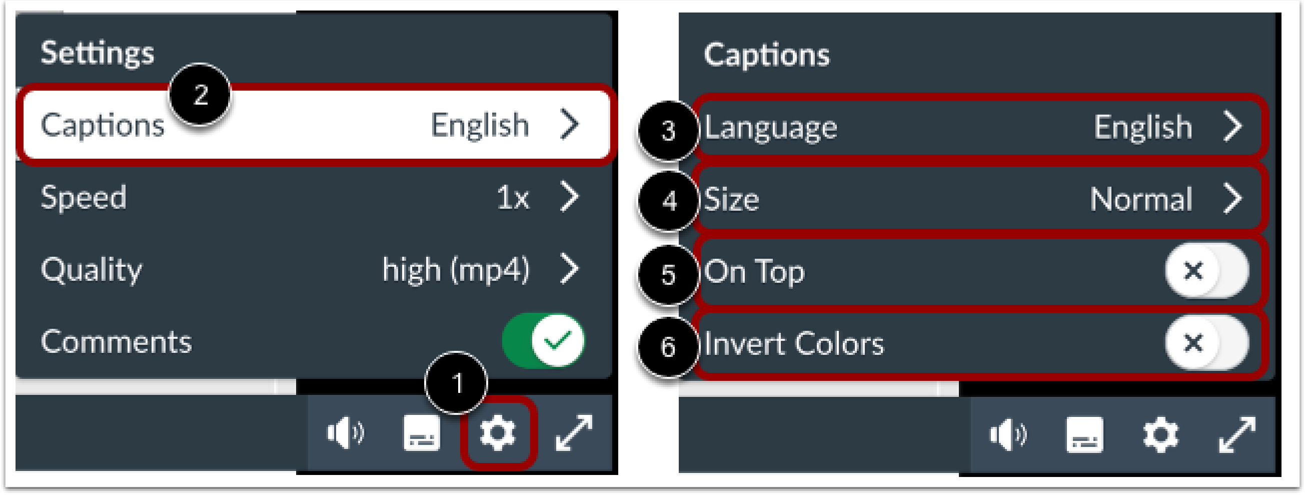


If the media file includes a caption transcript, you can turn captions on and off from the media player.

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



Settings

Captions English

Speed 1x

Quality high (mp4)

Comments ✓

Captions

Language English

Size Normal

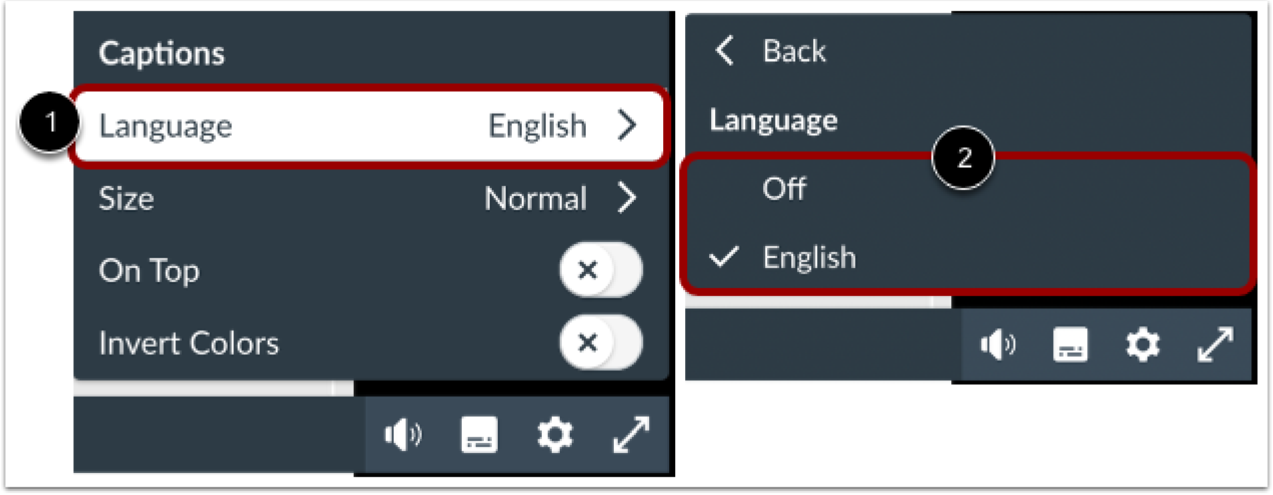
On Top ✕

Invert Colors ✕

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

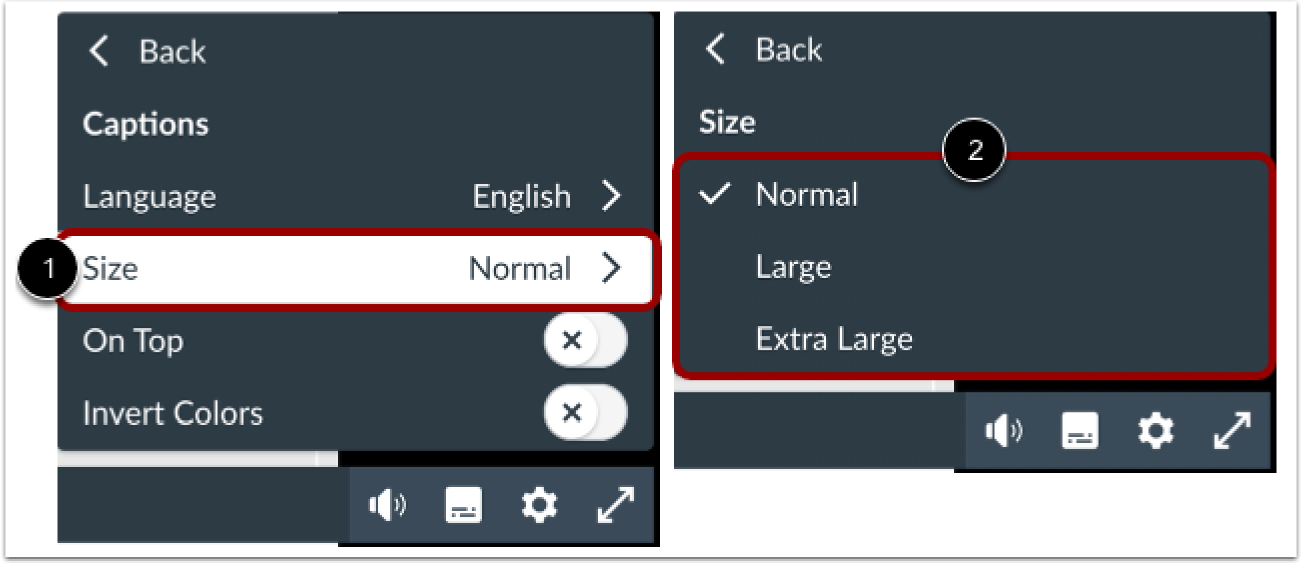
The available captions options include: language [3], size [4], caption placement [5], inverted caption color [6].

Change Language Settings


Captions
1
Language English
Size Normal
On Top
Invert Colors
Back
Language
2
Off
English

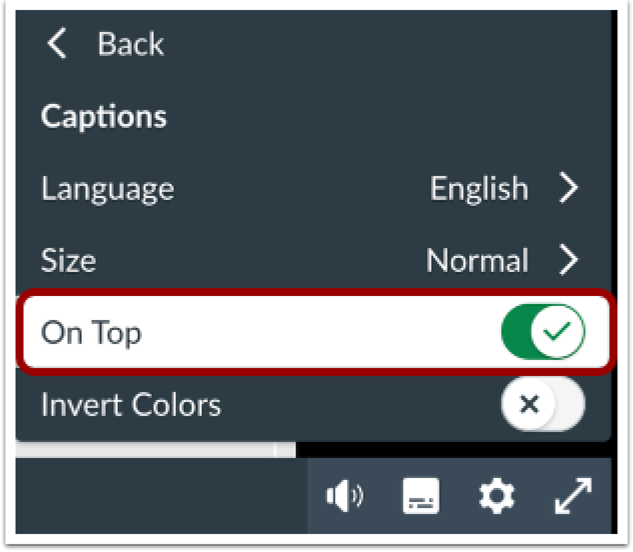
To change the caption language settings, select **Language** [1] , then select an available language option [2].

Change Size Settings


Back
Captions
Language English
1
Size Normal
On Top
Invert Colors
Back
Size
2
Normal
Large
Extra Large

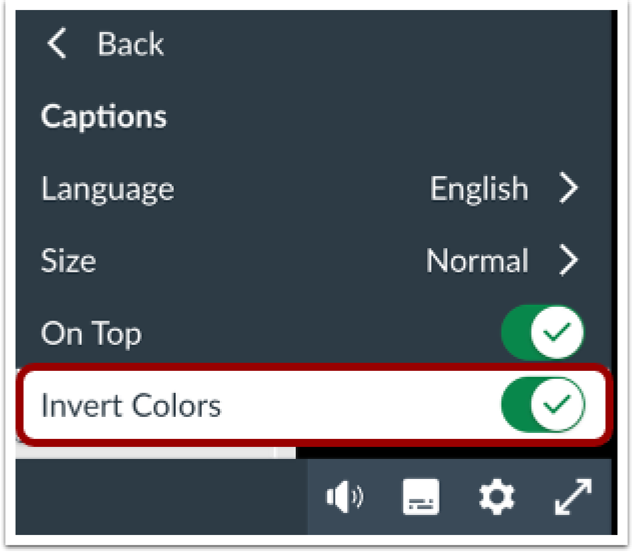
To change the caption size settings, select **Size** [1], then select an available size option [2].

Caption Placement Settings


Back
Captions
Language
English
Size
Normal
On Top
Invert Colors

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


Back
Captions
Language
English
Size
Normal
On Top
Invert Colors

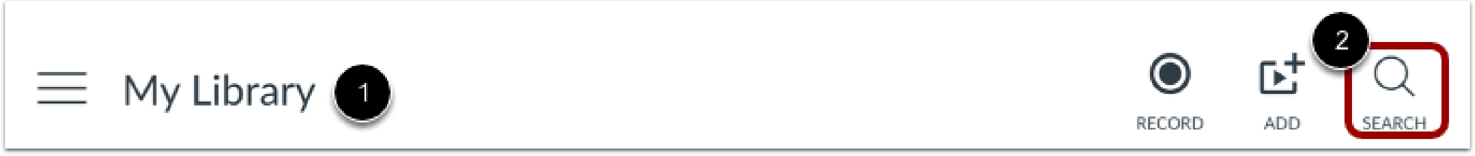
To invert the caption color, click the **Invert Colors** toggle button. When this setting is turned on, captions display as dark text on a light background. When this setting is turned off, captions display as light text on a dark background.

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.

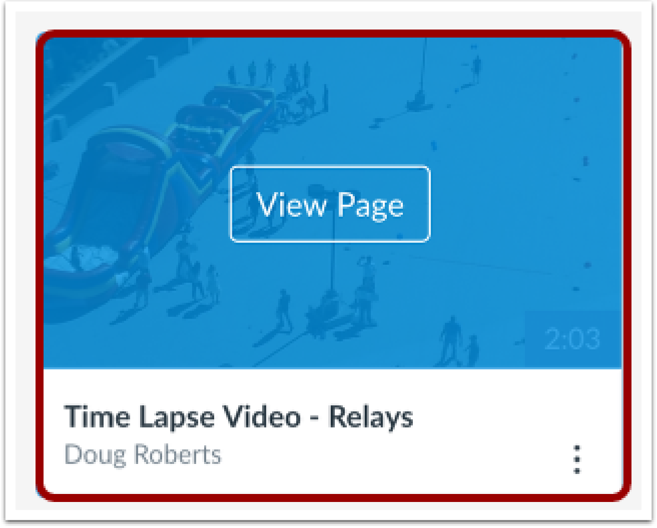
Note: You can not download media files from YouTube or Vimeo.

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

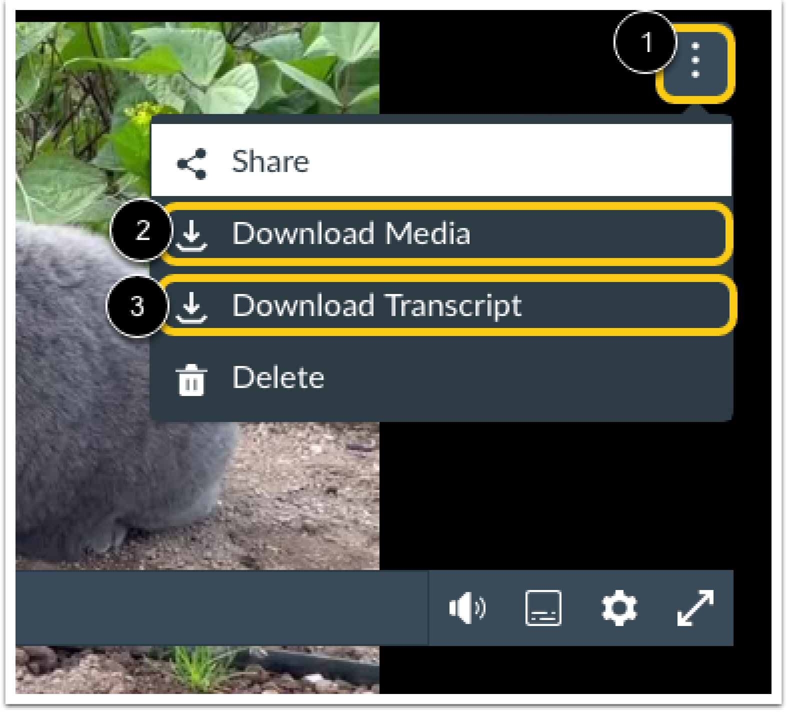
In your Studio account, locate the media you want to view. You can view your uploaded media on the My Library page [1], or search for the media in the **Search** field [2].

Open Media


View Page
2:03
Time Lapse Video - Relays
Doug Roberts

Hover over the media and click the media thumbnail.

Download Media or Transcript File


1
Share
2
Download Media
3
Download Transcript
Delete

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:

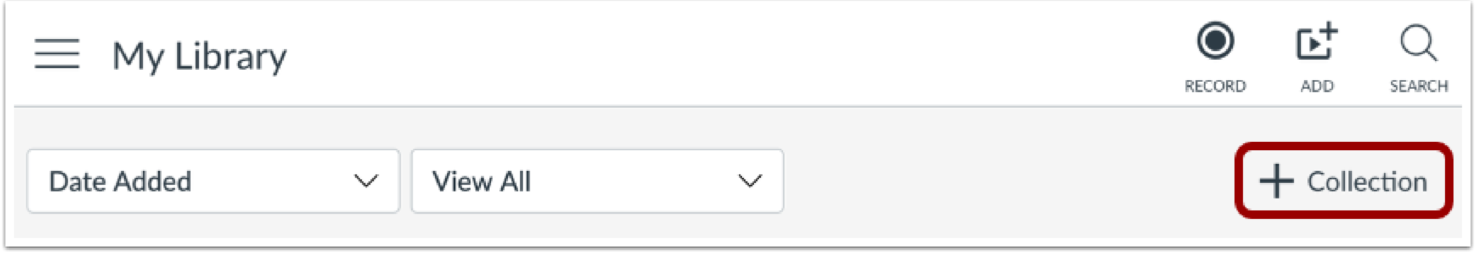
- If the Download Media link does not appear in the list, the media is copyright protected and can not be downloaded.
- If the Download Transcript link does not appear, the media does not include captioning.

Studio Collections

How do I create a collection in Canvas Studio?

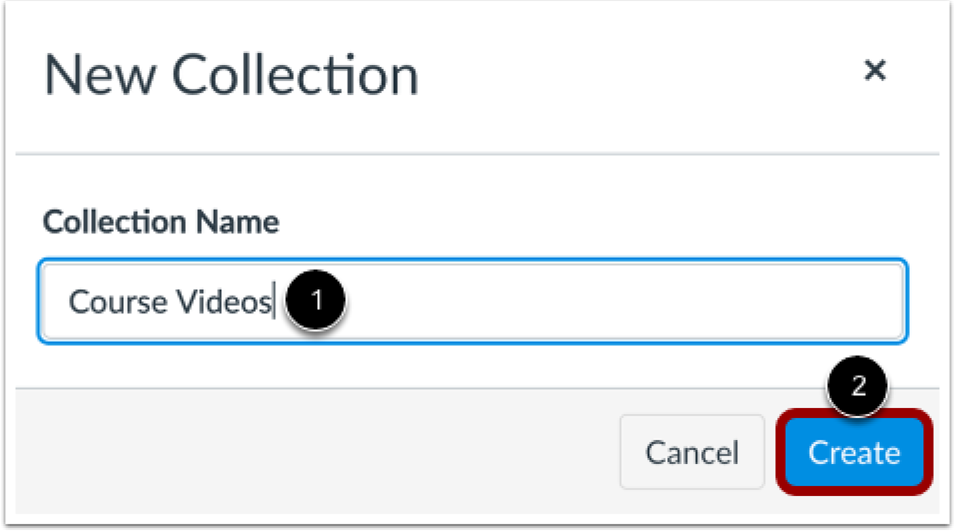
You can create collections in your Canvas Studio library. Creating a collection allows you to organize your media library and share specific collections and media with other users.

Add Collection


My Library
RECORD
ADD
SEARCH
Date Added
View All
+ Collection

Click the **Add Collection** button.

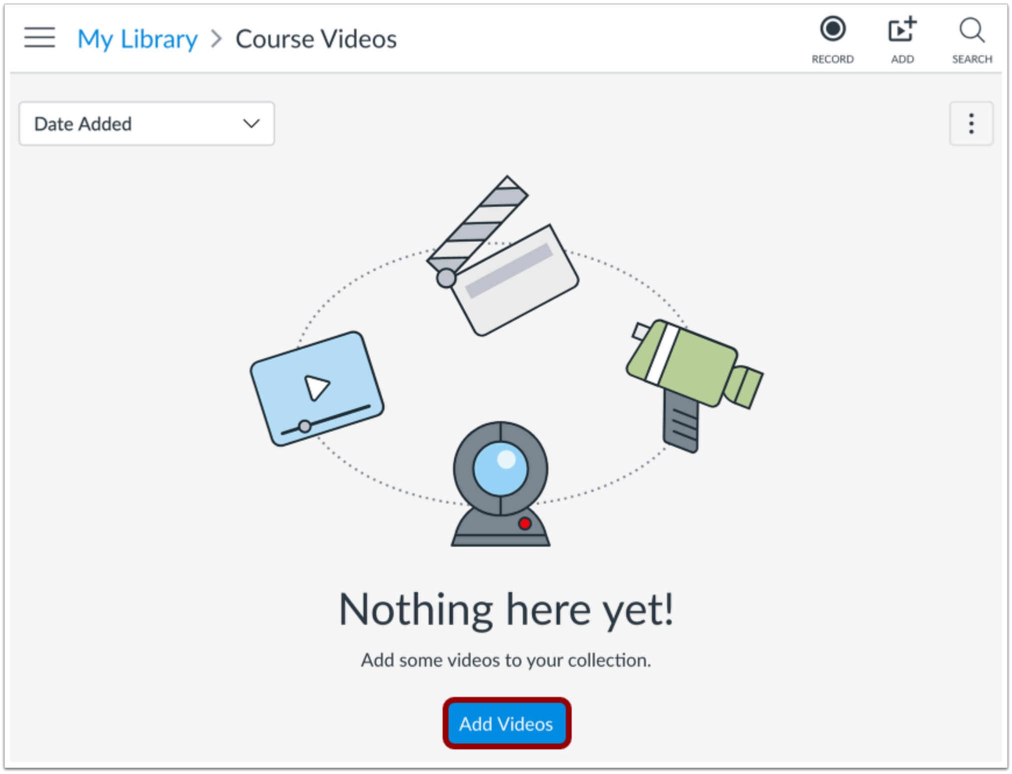
Enter Collection Name


New Collection
×
Collection Name
Course Videos
1
2
Cancel
Create

Enter a name for the collection [1].

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

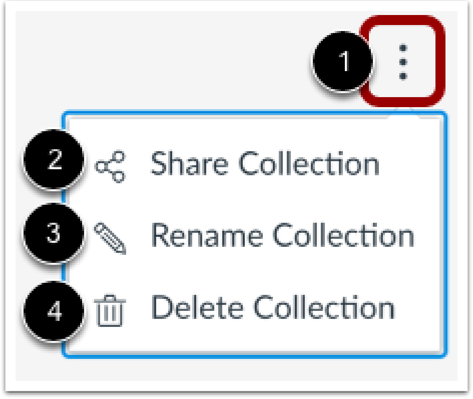
View Created Collection


My Library > Course Videos
RECORD
ADD
SEARCH
Date Added
Nothing here yet!
Add some videos to your collection.
Add Videos

View the created collection.

Learn about adding media to a collection.

View Collection Options

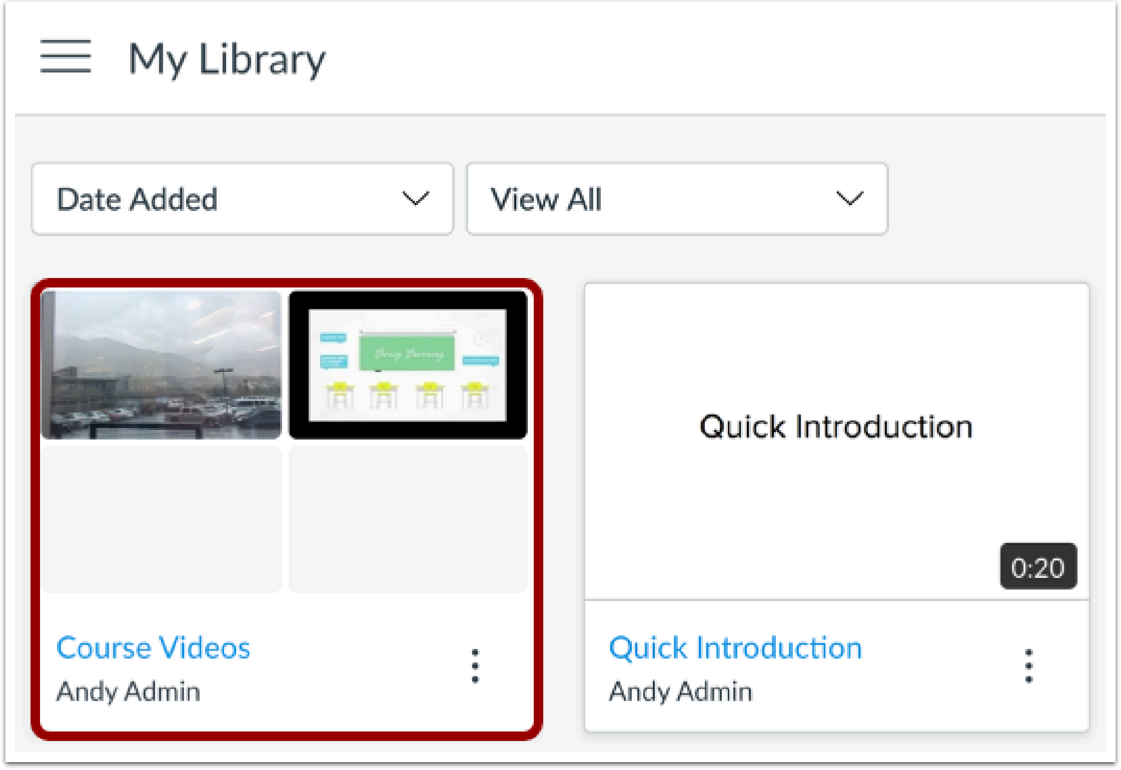

1
2
Share Collection
3
Rename Collection
4
Delete Collection

To manage options for the collections, click the **Options** menu [1]. You can share the collection with another user [2], rename the collection [3], or delete the collection [4].

How do I view a collection in Canvas Studio?

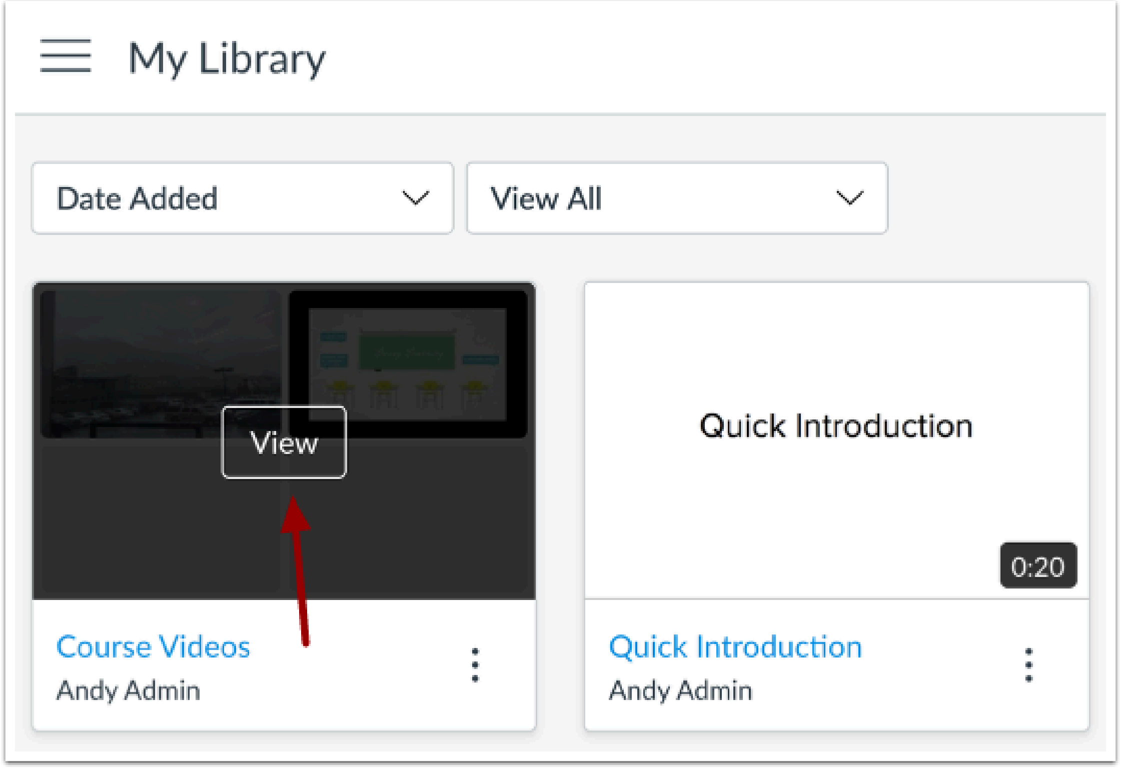
You can view collections created by you and collections shared with you in your Canvas Studio library. Depending on who created the collection and media in the collection, you will see different options to manage collections and content.

Locate Collection


My Library
Date Added
View All
Quick Introduction
0:20
Course Videos
Andy Admin
Quick Introduction
Andy Admin

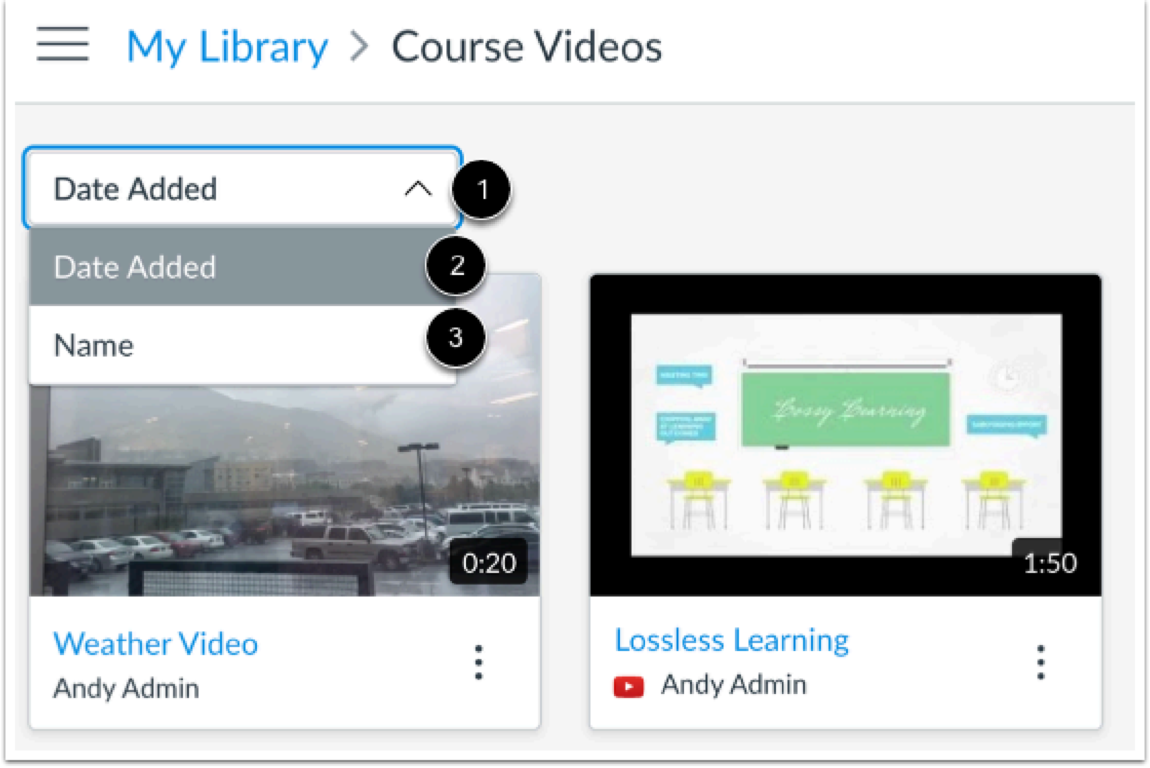
In your Studio library, locate the collection you want to view.

Open Collection


My Library
Date Added
View All
View
Quick Introduction
0:20
Course Videos
Andy Admin
Quick Introduction
Andy Admin

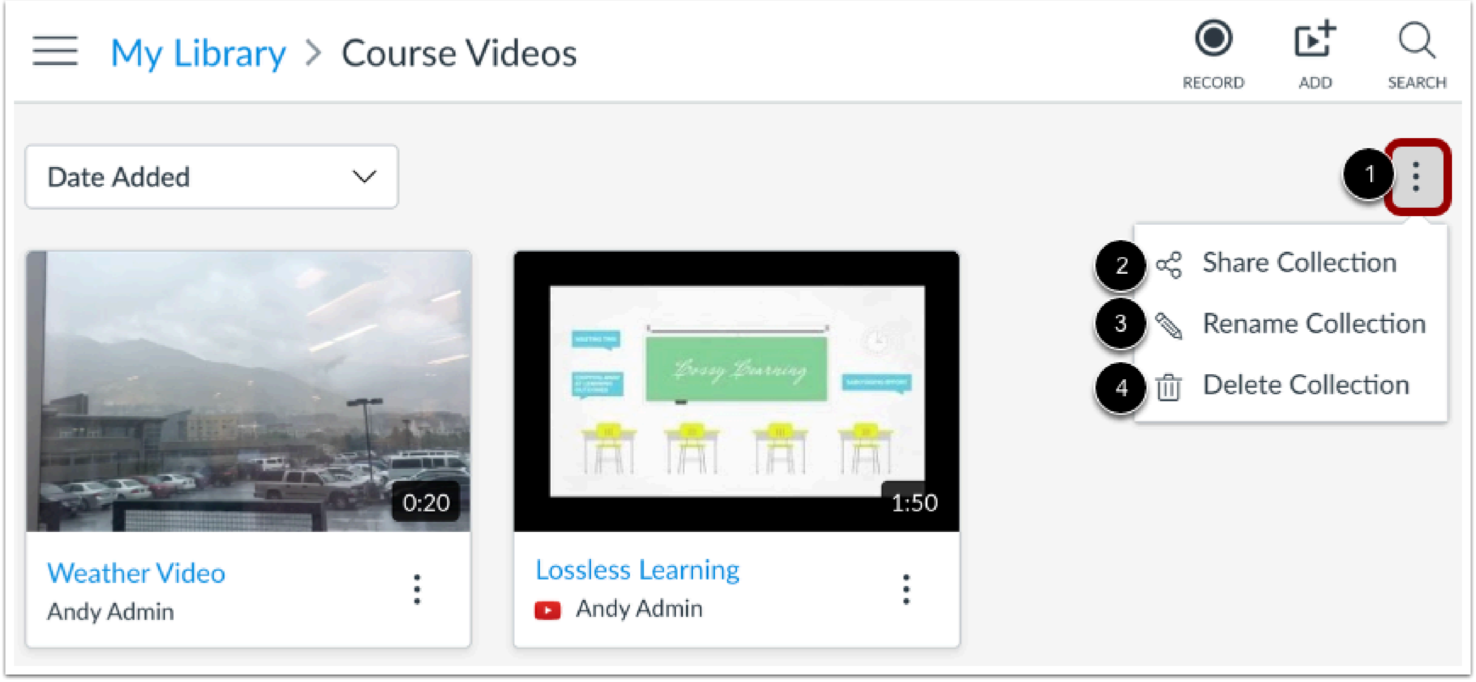
Hover over the collection and click the media thumbnail.

Filter Media


My Library > Course Videos
Date Added
1
Date Added
2
Name
3
0:20
1:50
Weather Video
Andy Admin
Lossless Learning
Andy Admin

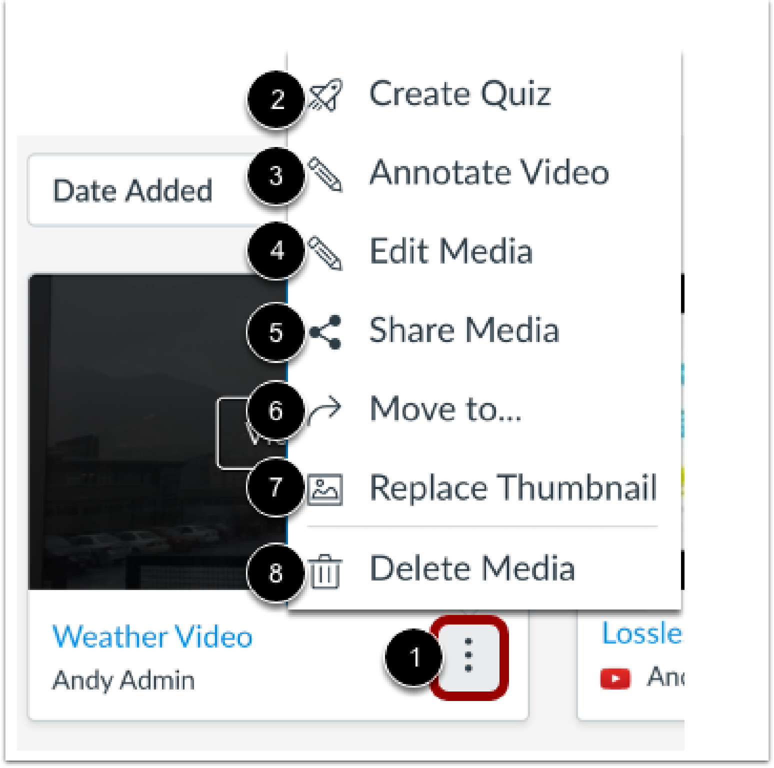
In the Collection page, you can filter media added to the collection. Click the **Filter** menu [1], and select to filter by **Date Added** [2] or **Name** [3].

Manage Collection Options


My Library > Course Videos
RECORD
ADD
SEARCH
Date Added
1
2
Share Collection
3
Rename Collection
4
Delete Collection
0:20
Weather Video
Andy Admin
1:50
Lossless Learning
Andy Admin

In the collection's options menu [1], you can share the collection [2], rename the collection [3], or delete the collection [4].

Manage Media Options

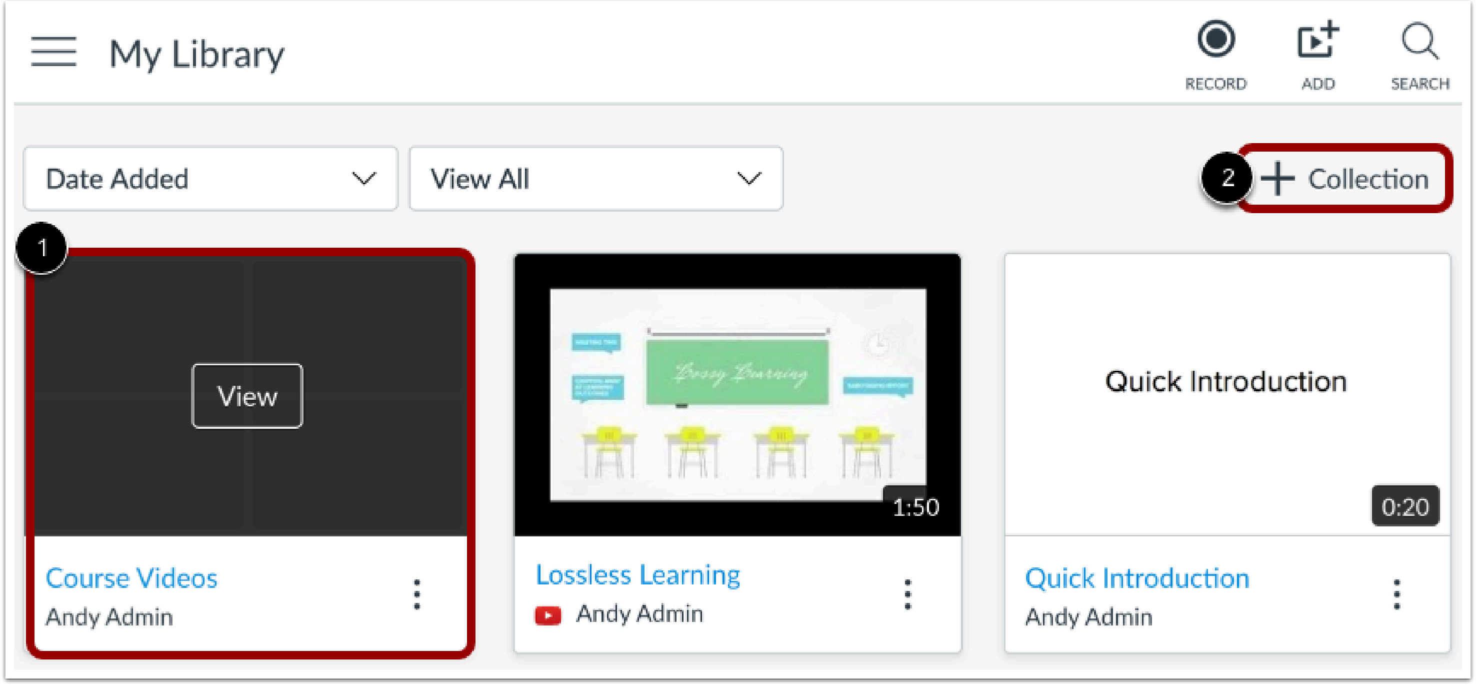

2 Create Quiz
3 Annotate Video
4 Edit Media
5 Share Media
6 Move to...
7 Replace Thumbnail
8 Delete Media
Date Added
Weather Video
Andy Admin
1
Lossle
And

You can manage options for individual media items in the collection. Depending on the item you may see different options. Click the media's **Options** menu [1]. You can create a quiz [2], annotate the video [3], edit the media [4], share the media [5], move the media [6], replace the thumbnail [7], or delete the media [8].

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

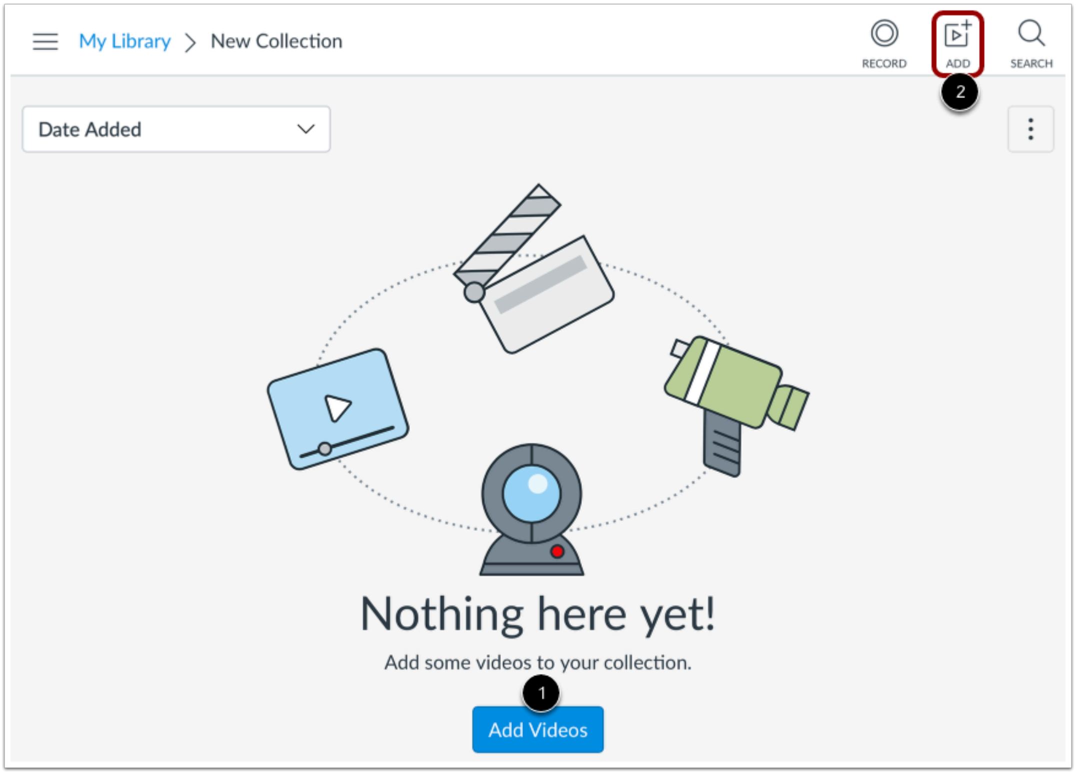

My Library
RECORD
ADD
SEARCH
Date Added
View All
2
Collection
1
View
Course Videos
Andy Admin
Lossless Learning
Andy Admin
1:50
Quick Introduction
0:20
Quick Introduction
Andy Admin

In the Studio library, click the collection [1].

You can also create a new collection [2].

BY NC SA

Add Media to Collection

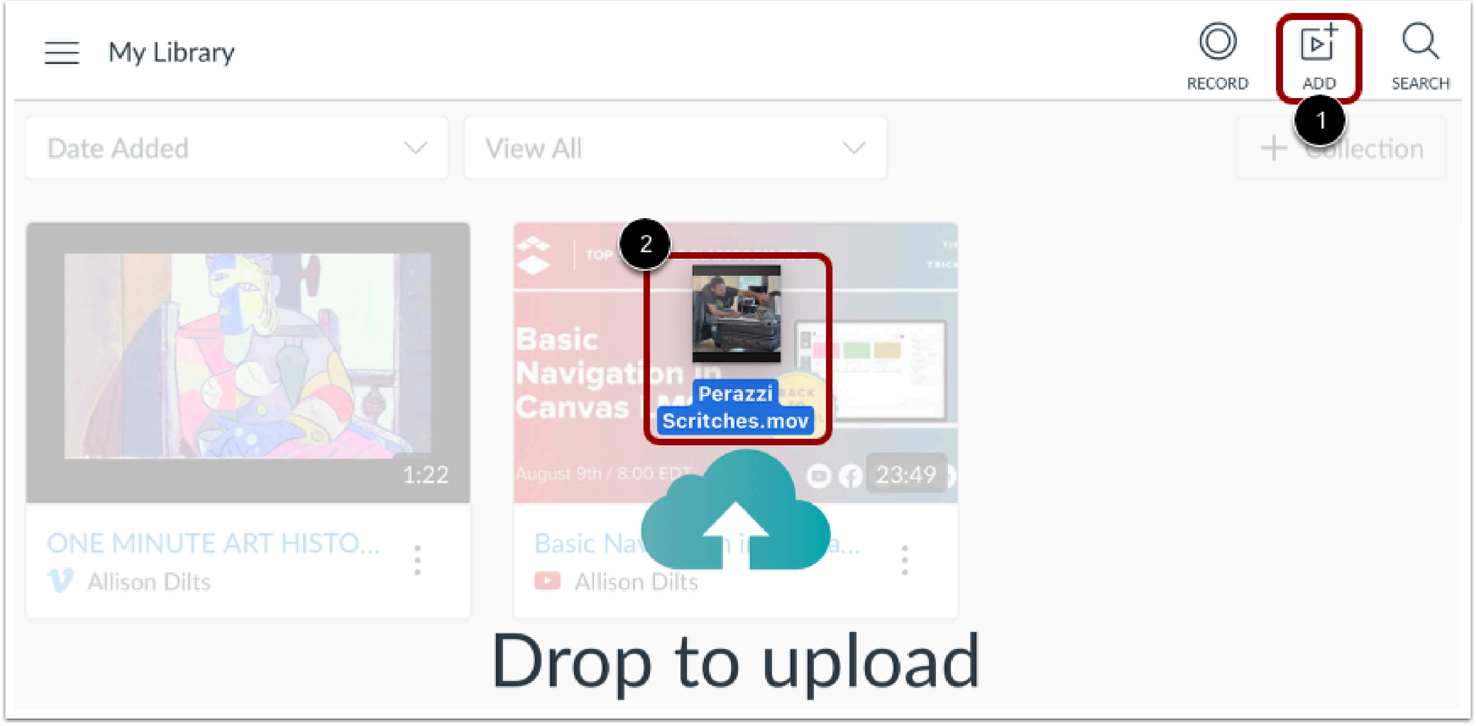

My Library > New Collection
RECORD
ADD
SEARCH
2
Date Added
Nothing here yet!
Add some videos to your collection.
1
Add Videos

To add media in a new collection, click the **Add Videos** button [1].

You can also add videos from the **Add Media** icon [2].

BY NC SA

Upload Media Files


My Library
RECORD
ADD
SEARCH
1
Date Added
View All
Collection
2
1:22
ONE MINUTE ART HISTO...
Allison Dilts
Basic Navigation in Canvas
Perazzi Scritches.mov
23:49
Allison Dilts
Drop to upload

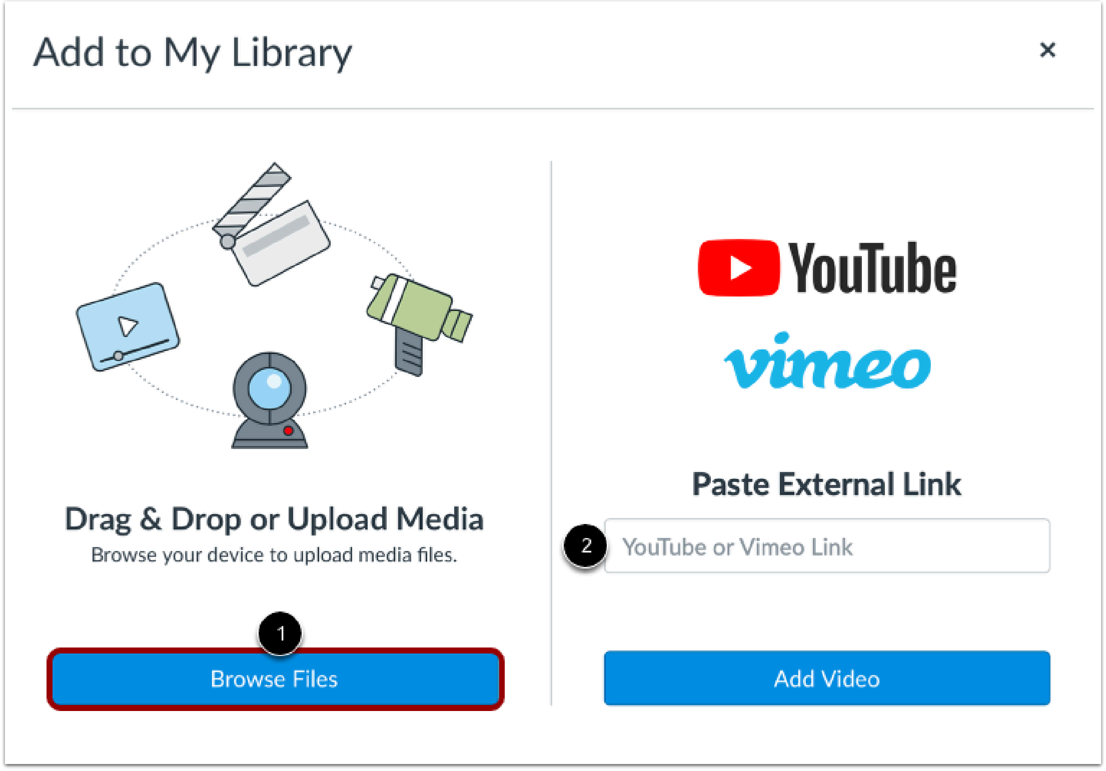
You can add media files from any page in Studio. To upload a media file, click the **Add Media** icon [1].

Alternatively, you can drag and drop files into Studio [2].

Notes:

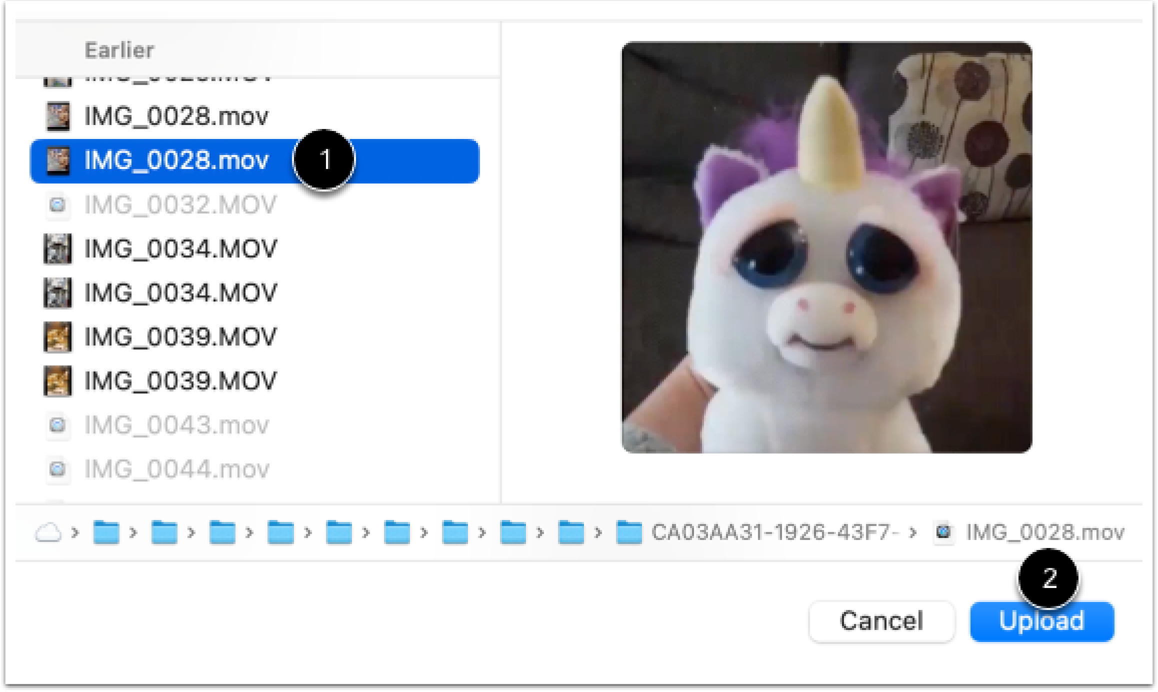
- You can upload multiple media files at once. However, Studio cannot upload compressed (ZIP) files. The maximum file size for a media file upload is 10 GB. Learn more about supported file formats.
- Admins can restrict users from uploading media from a device. Learn more about managing permissions in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

Browse Files


Add to My Library
×
Drag & Drop or Upload Media
Browse your device to upload media files.
1
Browse Files
YouTube
vimeo
Paste External Link
2
YouTube or Vimeo Link
Add Video

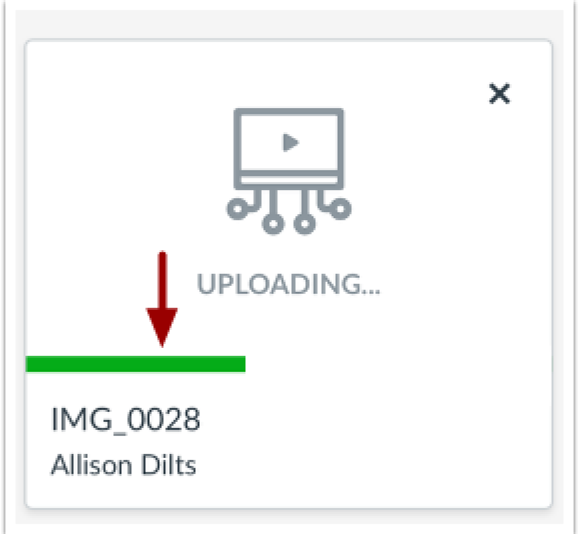
Click the **Browse Files** button [1]. You may also be able to add media via YouTube or Vimeo URL [2].

Upload File


Earlier
IMG_0028.mov
IMG_0028.mov
1
IMG_0032.MOV
IMG_0034.MOV
IMG_0034.MOV
IMG_0039.MOV
IMG_0039.MOV
IMG_0043.mov
IMG_0044.mov
CA03AA31-1926-43F7-
IMG_0028.mov
2
Cancel
Upload

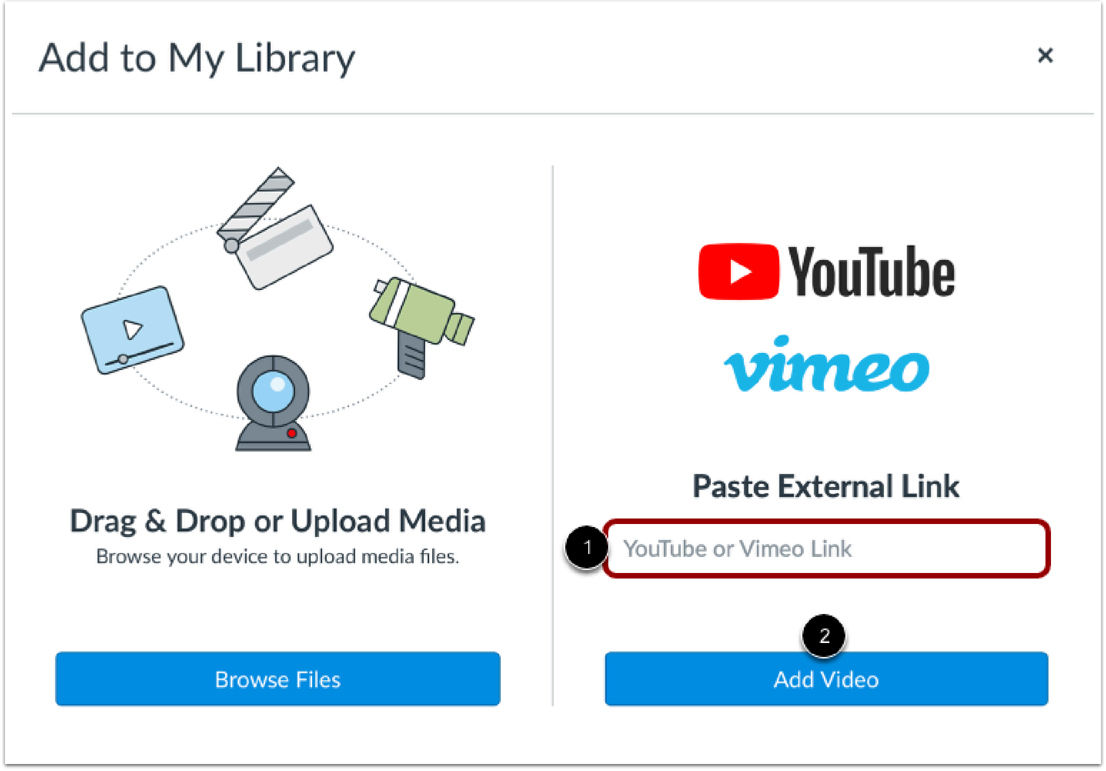
Select the media file you want to upload [1]. Then click the **Upload** button [2].

View Upload Progress


UPLOADING...
IMG_0028
Allison Dilts

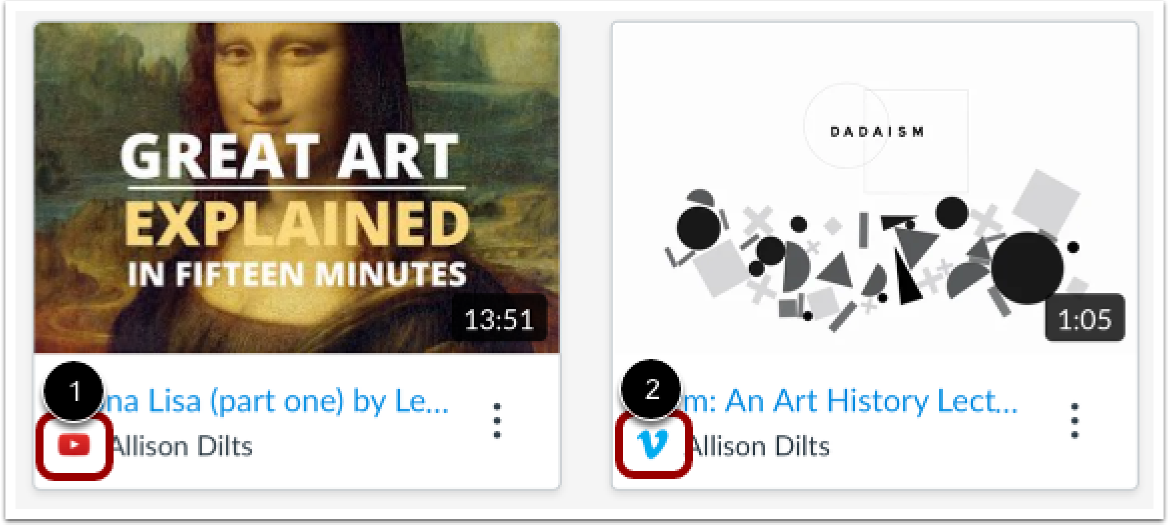
View the progress of your media upload.

Add Media URL


Add to My Library
×
Drag & Drop or Upload Media
Browse your device to upload media files.
Browse Files
YouTube
vimeo
Paste External Link
1
YouTube or Vimeo Link
2
Add Video

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

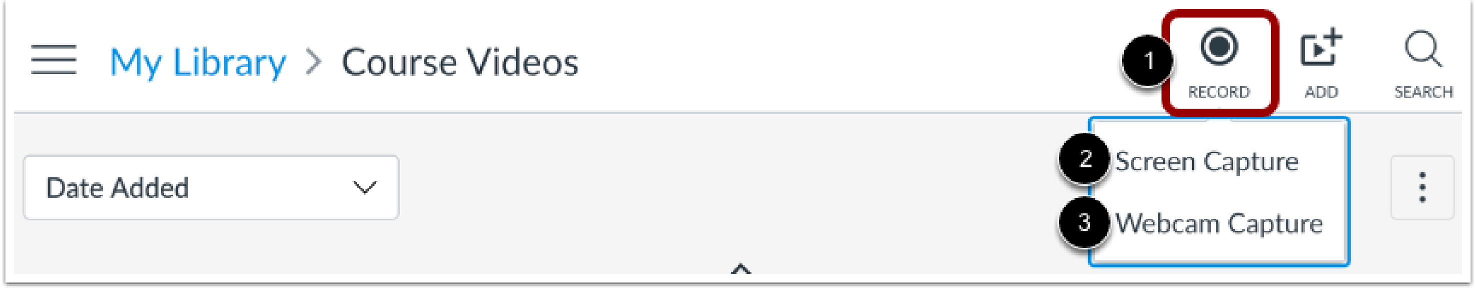
View Added Media


GREAT ART EXPLAINED IN FIFTEEN MINUTES
13:51
1
na Lisa (part one) by Le...
Allison Dilts
DADAISM
1:05
2
m: An Art History Lect...
Allison Dilts

Media added via YouTube display a YouTube icon [1].

Media added via Vimeo display a Vimeo icon [2].

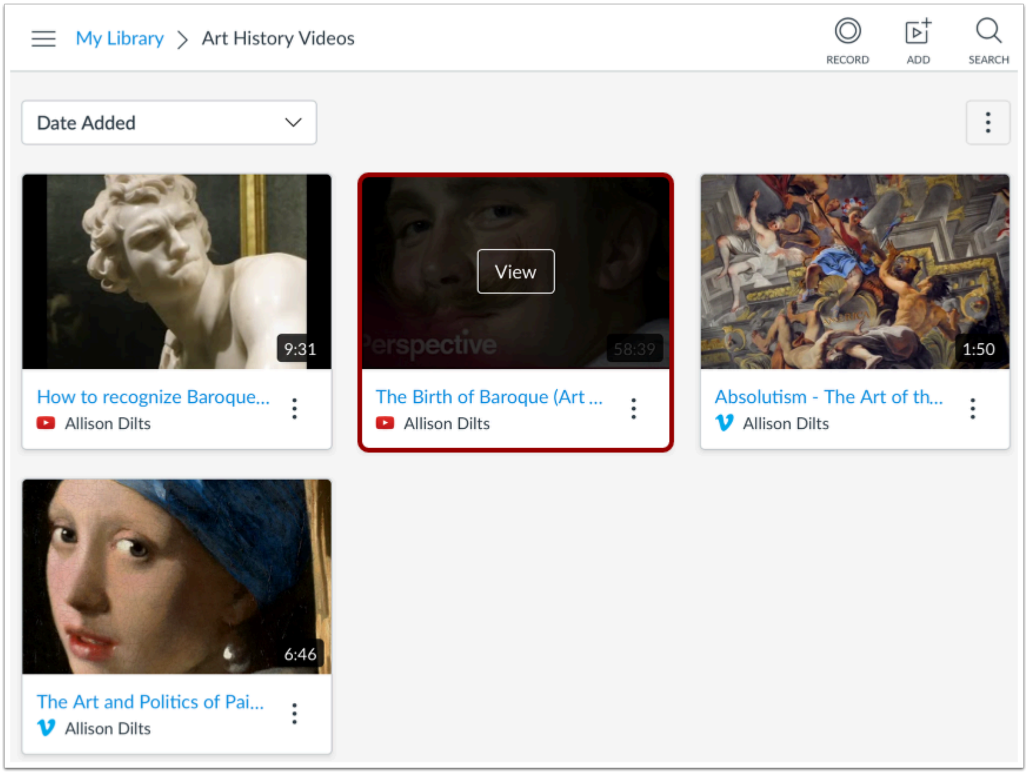
Record Media for Collection


My Library > Course Videos
1
RECORD
ADD
SEARCH
Date Added
2 Screen Capture
3 Webcam Capture

You can record and upload media directly to the collection.

Click the **Record** icon [1], then select the **Screen Capture** [2] or **Webcam Capture** [3] option.

View Added Media


My Library
Art History Videos
RECORD
ADD
SEARCH
Date Added
View
9:31
How to recognize Baroque...
Allison Dilts
58:39
The Birth of Baroque (Art ...
Allison Dilts
1:50
Absolutism - The Art of th...
Allison Dilts
6:46
The Art and Politics of Pai...
Allison Dilts

View the collection media.

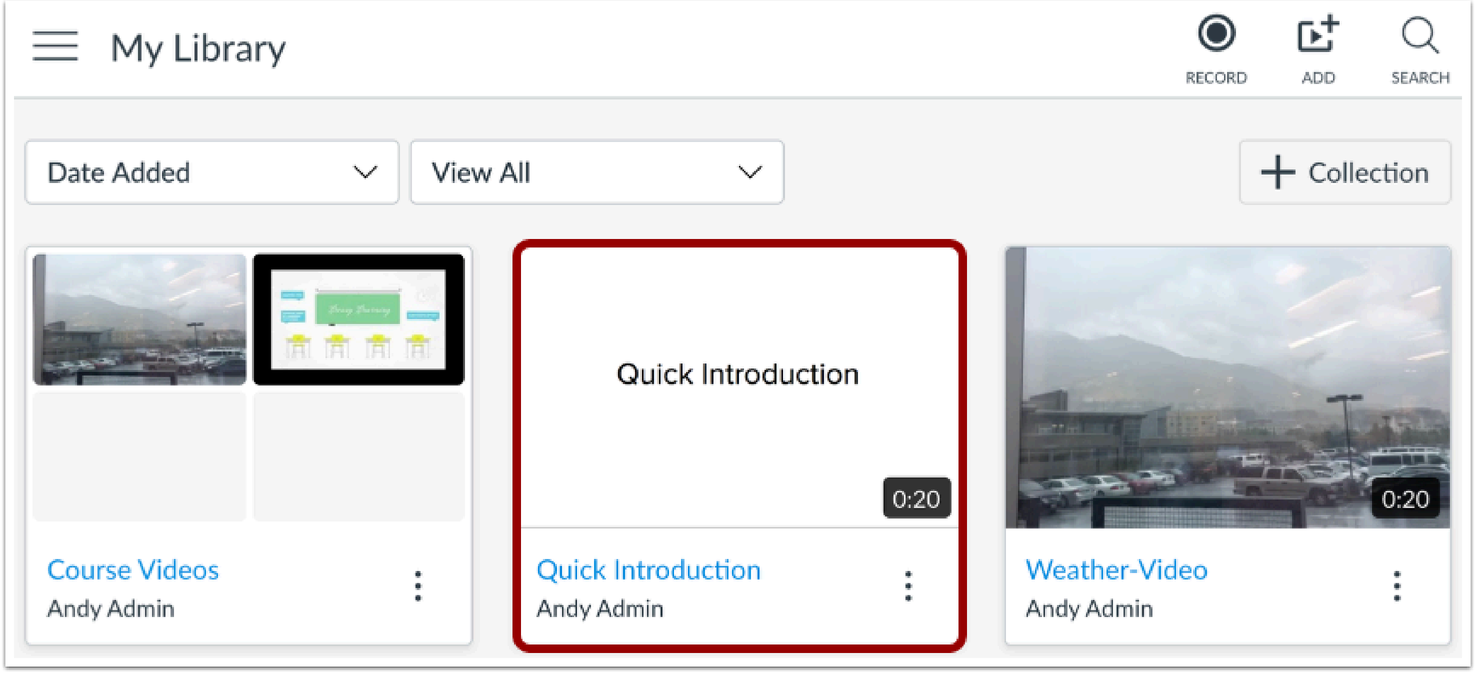
To view a video in the collection, click the media thumbnail.

BY NC SA

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

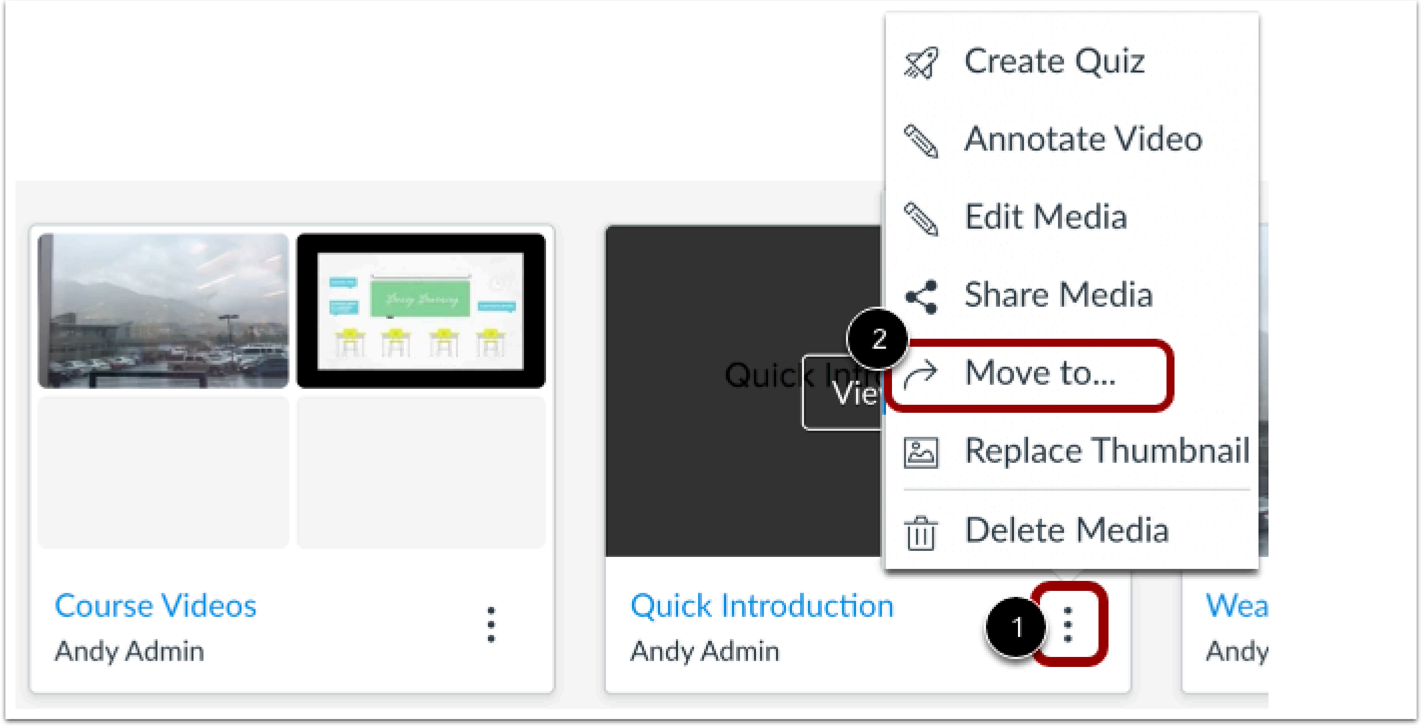
You can move media already uploaded to your library into a collection. When moving media, you can select a previously created collection as the destination or you can create a new collection. Additionally, you can move media out of a collection at any time.

Locate Media


My Library
RECORD
ADD
SEARCH
Date Added
View All
Collection
Course Videos
Andy Admin
Quick Introduction
0:20
Quick Introduction
Andy Admin
0:20
Weather-Video
Andy Admin

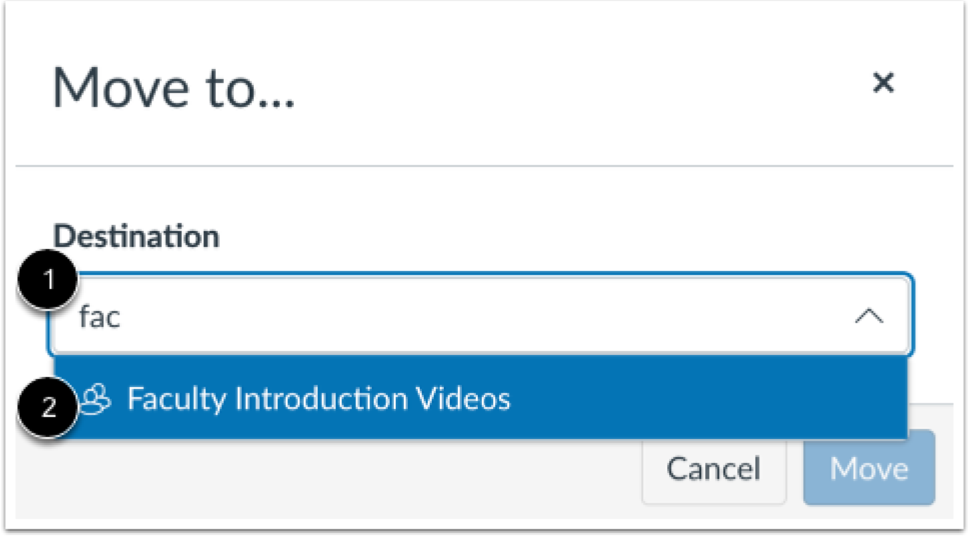
In your Studio library, locate the media you want to move.

Move Media


Create Quiz
Annotate Video
Edit Media
Share Media
2
Move to...
Replace Thumbnail
Delete Media
Course Videos
Andy Admin
Quick Introduction
Andy Admin
1
Wea
Andy

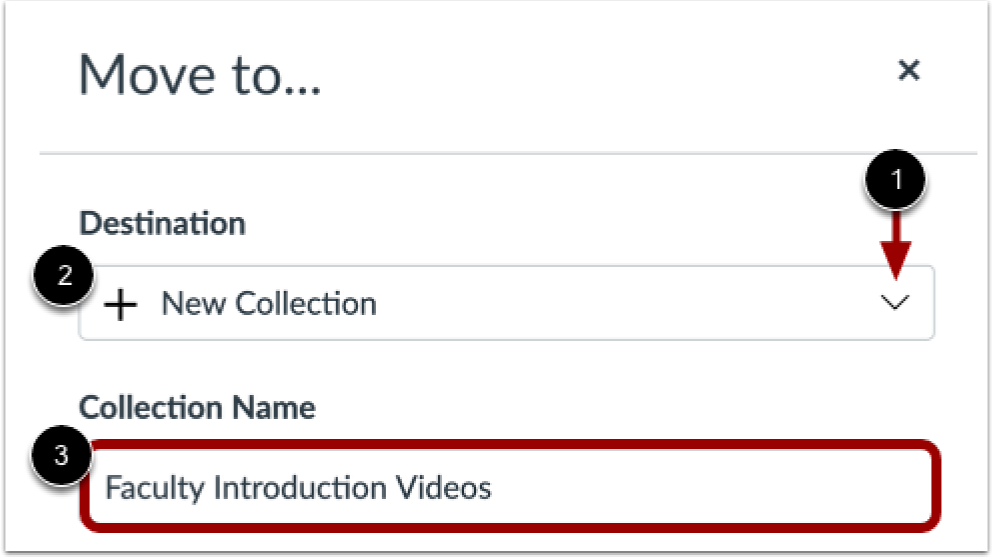
Click the media's **Options** menu [1] and click the **Move to...** link [2].

Select Destination


Move to...
Destination
1
fac
2
Faculty Introduction Videos
Cancel
Move

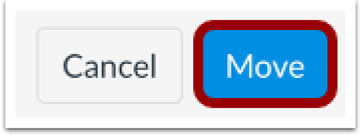
To move the media to a specific collection, enter part of the collection name in the **Destination** field [1]. Then, click the collection name [2].

Create New Collection


Move to...
1
Destination
2
New Collection
Collection Name
3
Faculty Introduction Videos

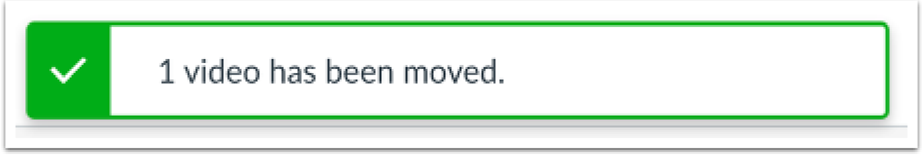
To create a new collection, click the **Destination** drop-down menu [1]. Then, select the **New Collection** option [2]. In the **Collection Name** field, enter a name for the new collection.

Move Media


Cancel
Move

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

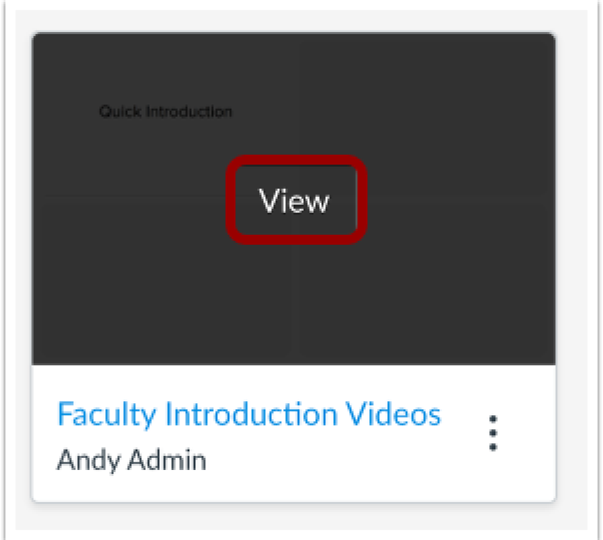
View Success Message



1 video has been moved.

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

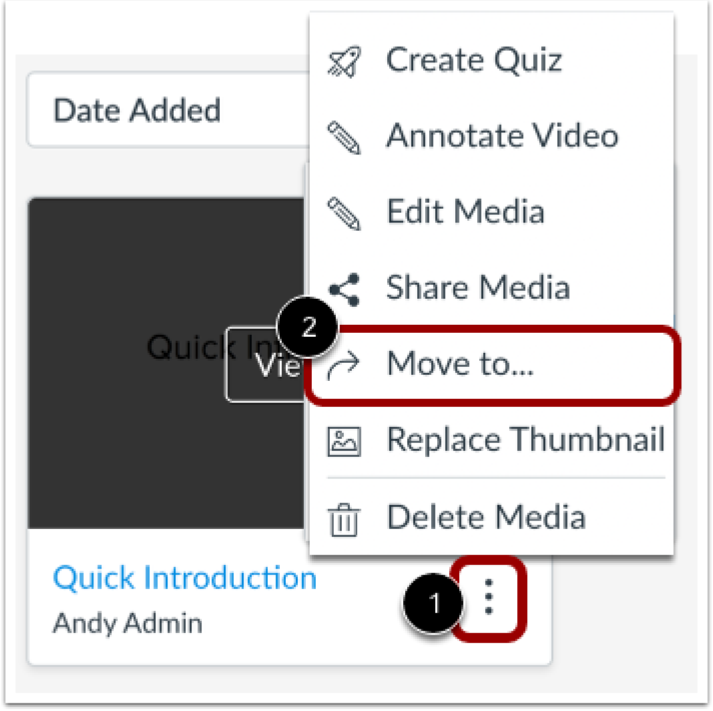
Open Collection


Quick Introduction
View
Faculty Introduction Videos
Andy Admin

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

BY NC SA

Remove Media from Collection


Date Added
Create Quiz
Annotate Video
Edit Media
Share Media
2
Move to...
Replace Thumbnail
Delete Media
Quick In
Vie
Quick Introduction
Andy Admin
1

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.

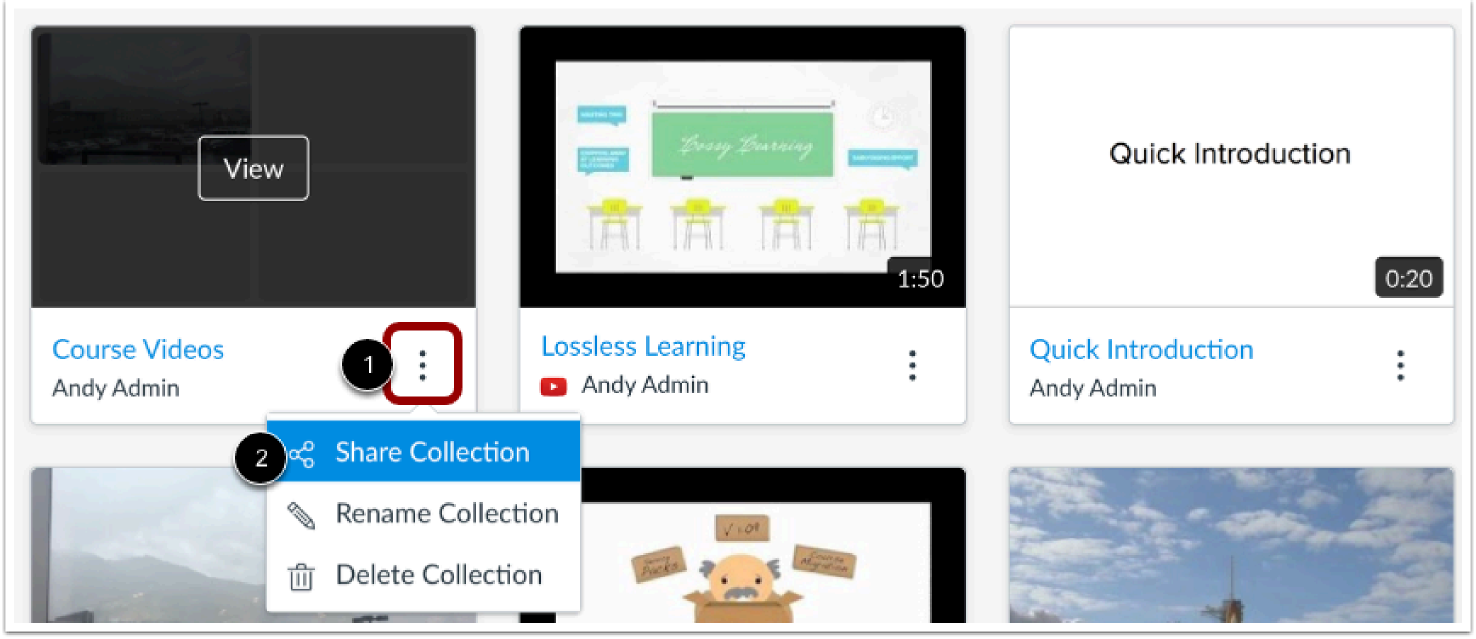
Canvas Studio Media Sharing Rules:

- 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:

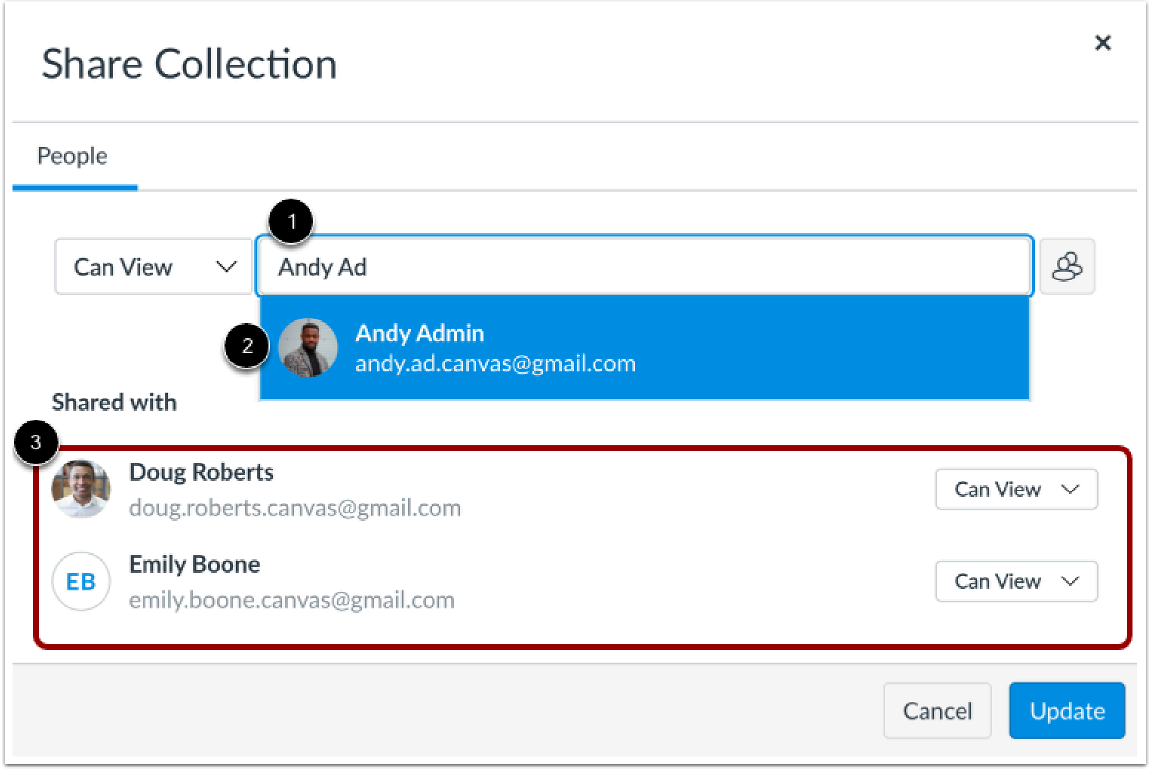
- You can only share Studio media collections with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an instructor 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


View
1:50
Quick Introduction
0:20
Course Videos
Andy Admin
1
Lossless Learning
Andy Admin
Quick Introduction
Andy Admin
2
Share Collection
Rename Collection
Delete Collection

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

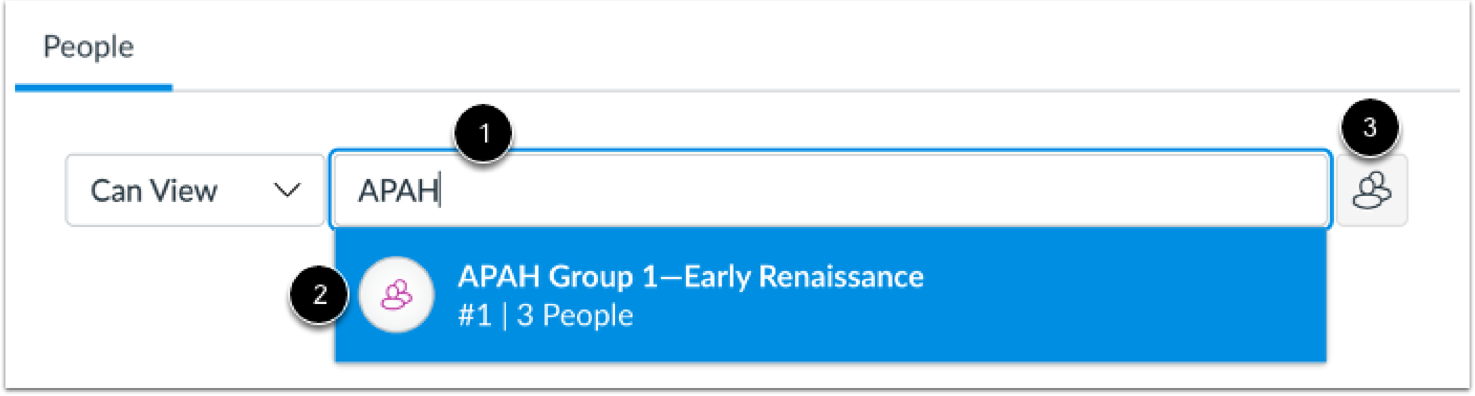
Add People


Share Collection
People
1
Can View
Andy Ad
2
Andy Admin
andy.ad.canvas@gmail.com
Shared with
3
Doug Roberts
doug.roberts.canvas@gmail.com
Can View
EB
Emily Boone
emily.boone.canvas@gmail.com
Can View
Cancel
Update

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].

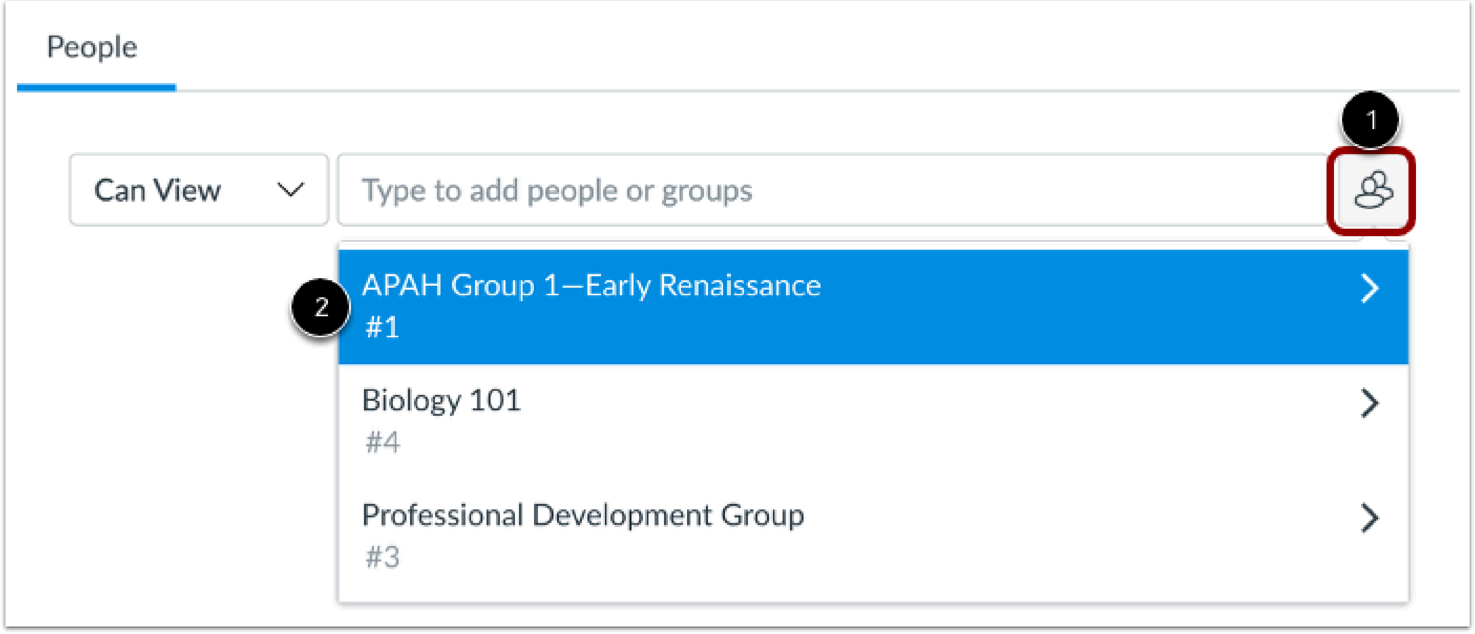
Add Groups


People
Can View
APAH
APAH Group 1—Early Renaissance
#1 | 3 People
1
2
3

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].

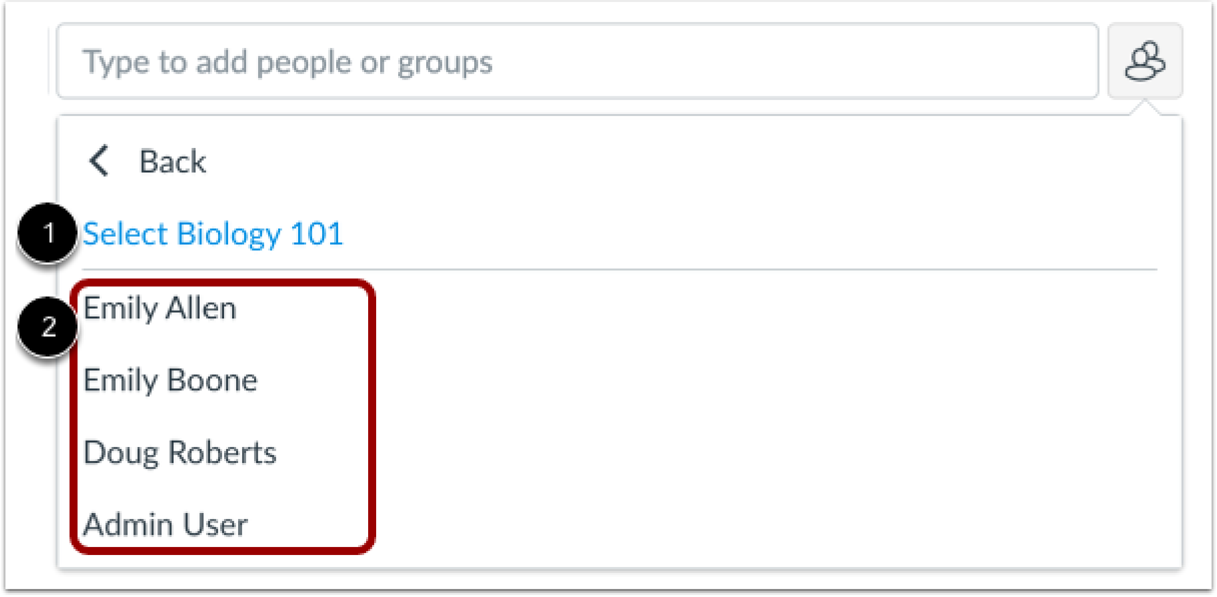
Alternatively, you can add groups or specific group members from the **Groups** icon [3].

View Group Members


People
Can View
Type to add people or groups
APAH Group 1—Early Renaissance
#1
Biology 101
#4
Professional Development Group
#3
1
2

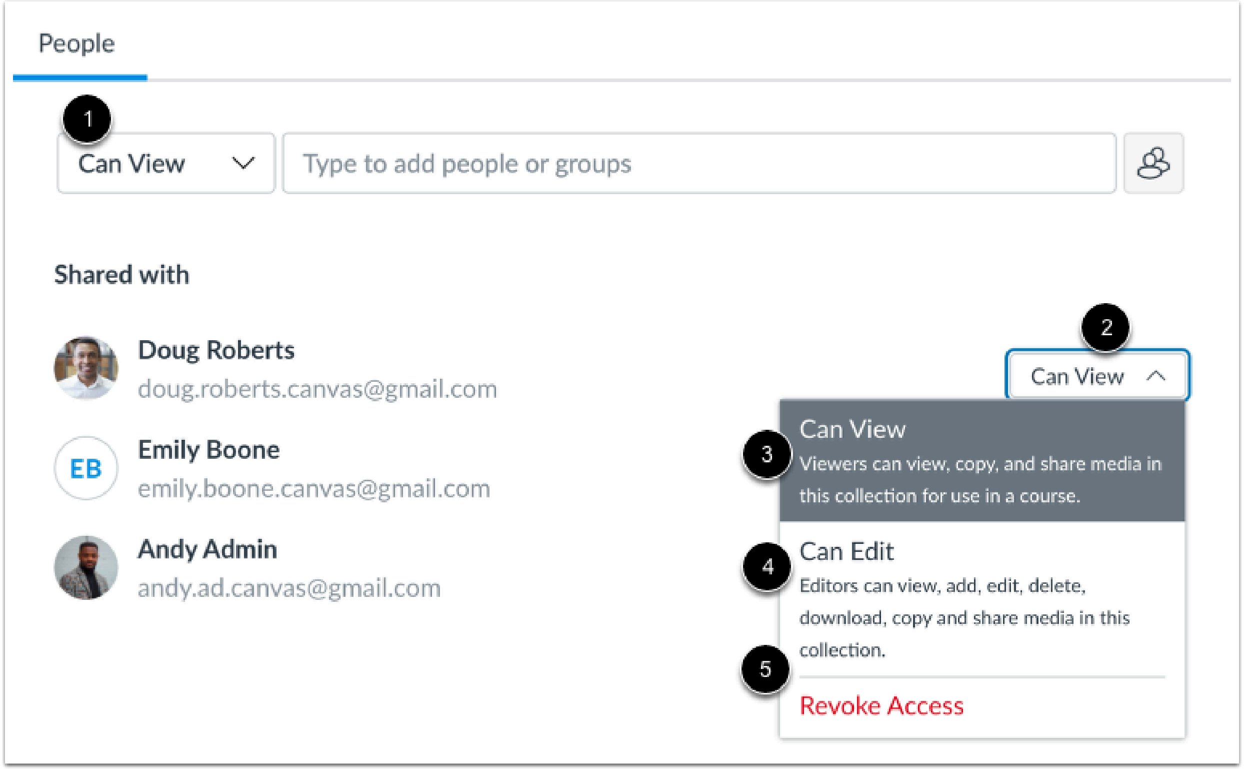
To add individual members from one of your groups, click the **Groups** icon [1]. Then click a group name link [2].

Select Group Members


Type to add people or groups
Back
1
Select Biology 101
2
Emily Allen
Emily Boone
Doug Roberts
Admin User

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


People
1
Can View
Type to add people or groups
Shared with
Doug Roberts
doug.roberts.canvas@gmail.com
EB
Emily Boone
emily.boone.canvas@gmail.com
Andy Admin
andy.ad.canvas@gmail.com
2
Can View
3
Can View
Viewers can view, copy, and share media in this collection for use in a course.
4
Can Edit
Editors can view, add, edit, delete, download, copy and share media in this collection.
5
Revoke Access

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

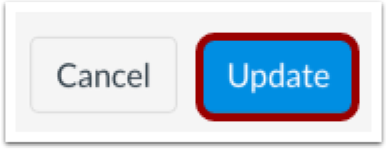
To manage shared access when sharing your collection, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

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


Cancel
Update

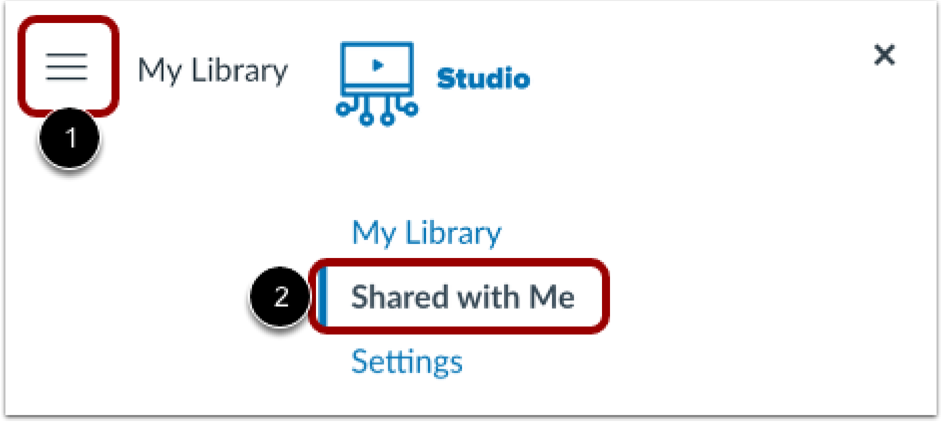
To share the collection with the selected users, click the **Update** button.

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.

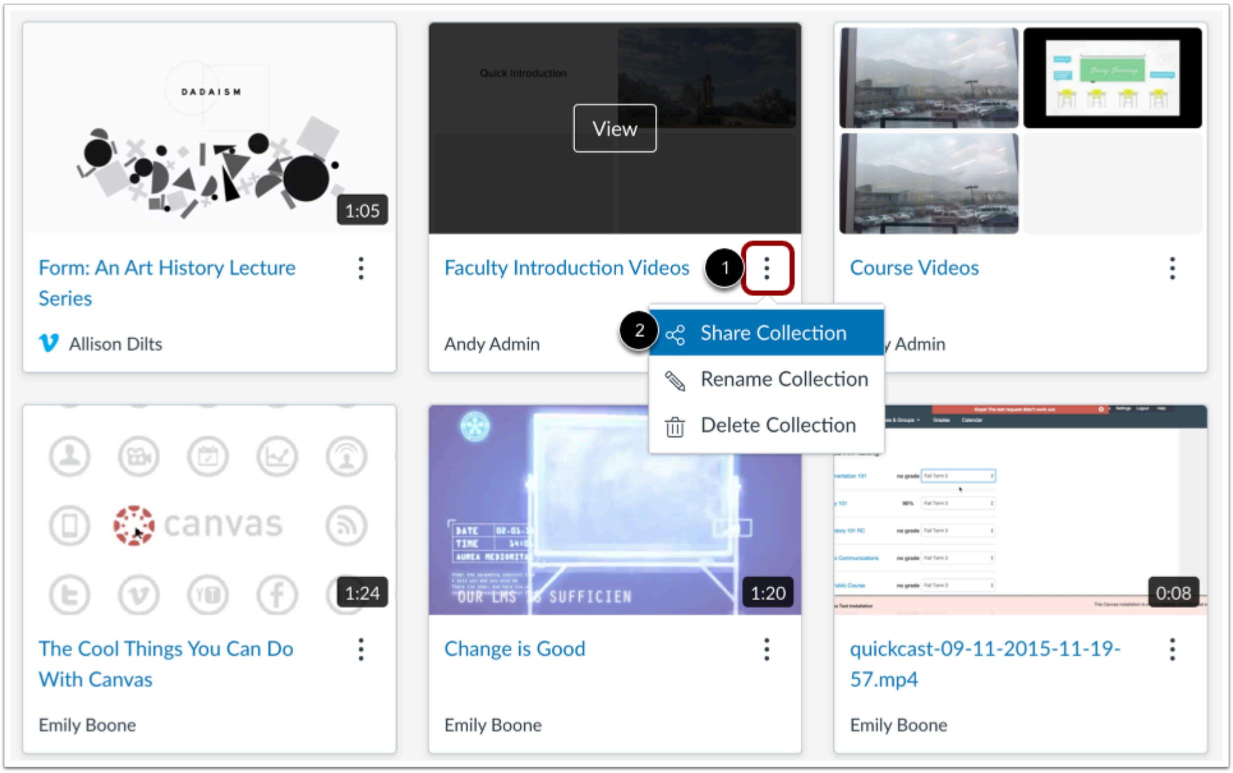
From the Shared with list, you can manage your shared access, including removing your own access. If you added the collection to Studio, or if you can edit a the collection that is shared with you, you can also manage shared access for all others with whom the collection is shared.

Open Shared With Me



In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Shared with Me** link [2].

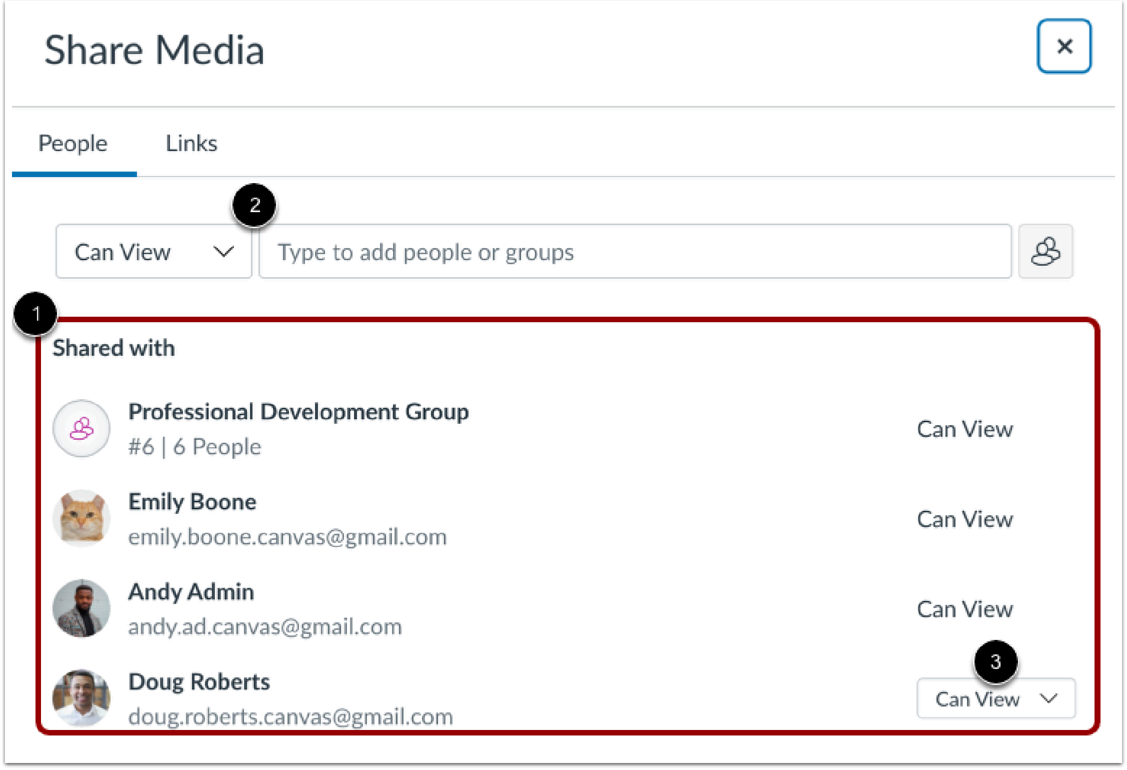
Open Share Collection


1:05
Form: An Art History Lecture Series
Allison Dilts
View
Faculty Introduction Videos
Andy Admin
Course Videos
Admin
1
2
Share Collection
Rename Collection
Delete Collection
1:24
The Cool Things You Can Do With Canvas
Emily Boone
1:20
Change is Good
Emily Boone
0:08
quickcast-09-11-2015-11-19-57.mp4
Emily Boone

On the Shared with Me page, locate the collection 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

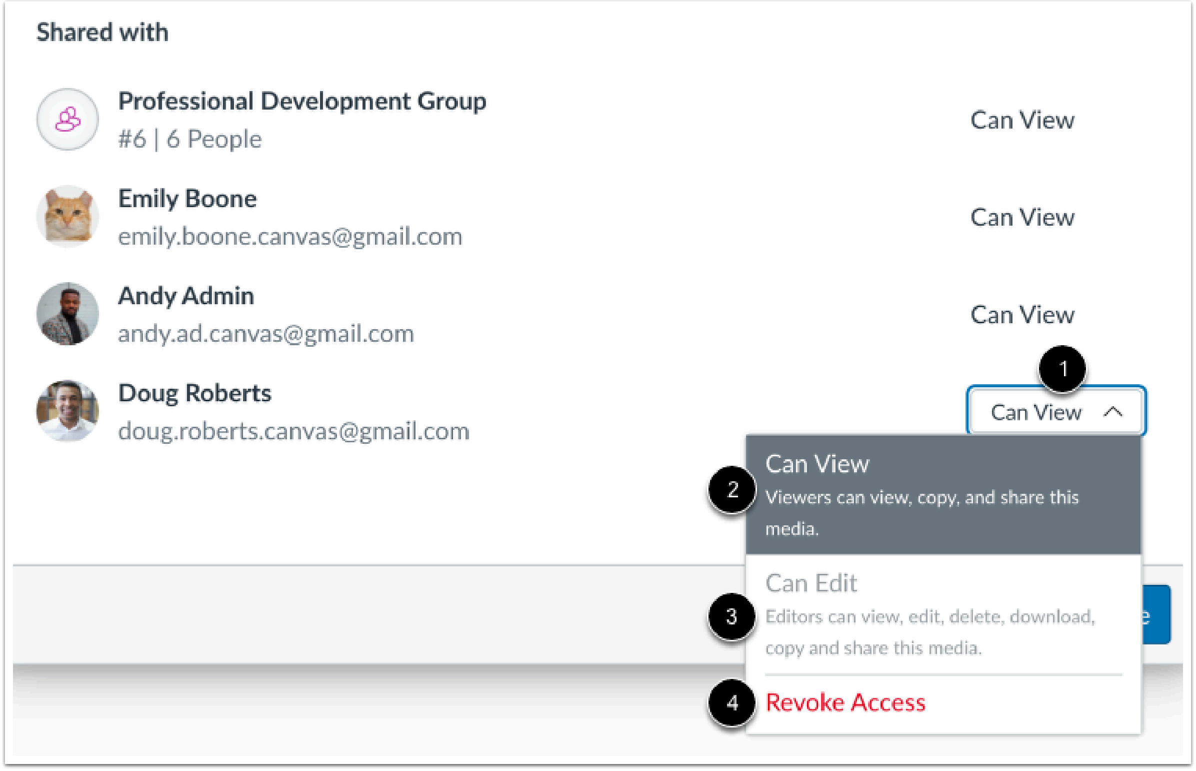

Share Media
×
People
Links
2
Can View
Type to add people or groups
1
Shared with
Professional Development Group
#6 | 6 People
Can View
Emily Boone
emily.boone.canvas@gmail.com
Can View
Andy Admin
andy.ad.canvas@gmail.com
Can View
3
Doug Roberts
doug.roberts.canvas@gmail.com
Can View

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



Shared with

Professional Development Group
#6 | 6 People

Emily Boone
emily.boone.canvas@gmail.com

Andy Admin
andy.ad.canvas@gmail.com

Doug Roberts
doug.roberts.canvas@gmail.com

Can View
Viewers can view, copy, and share this media.

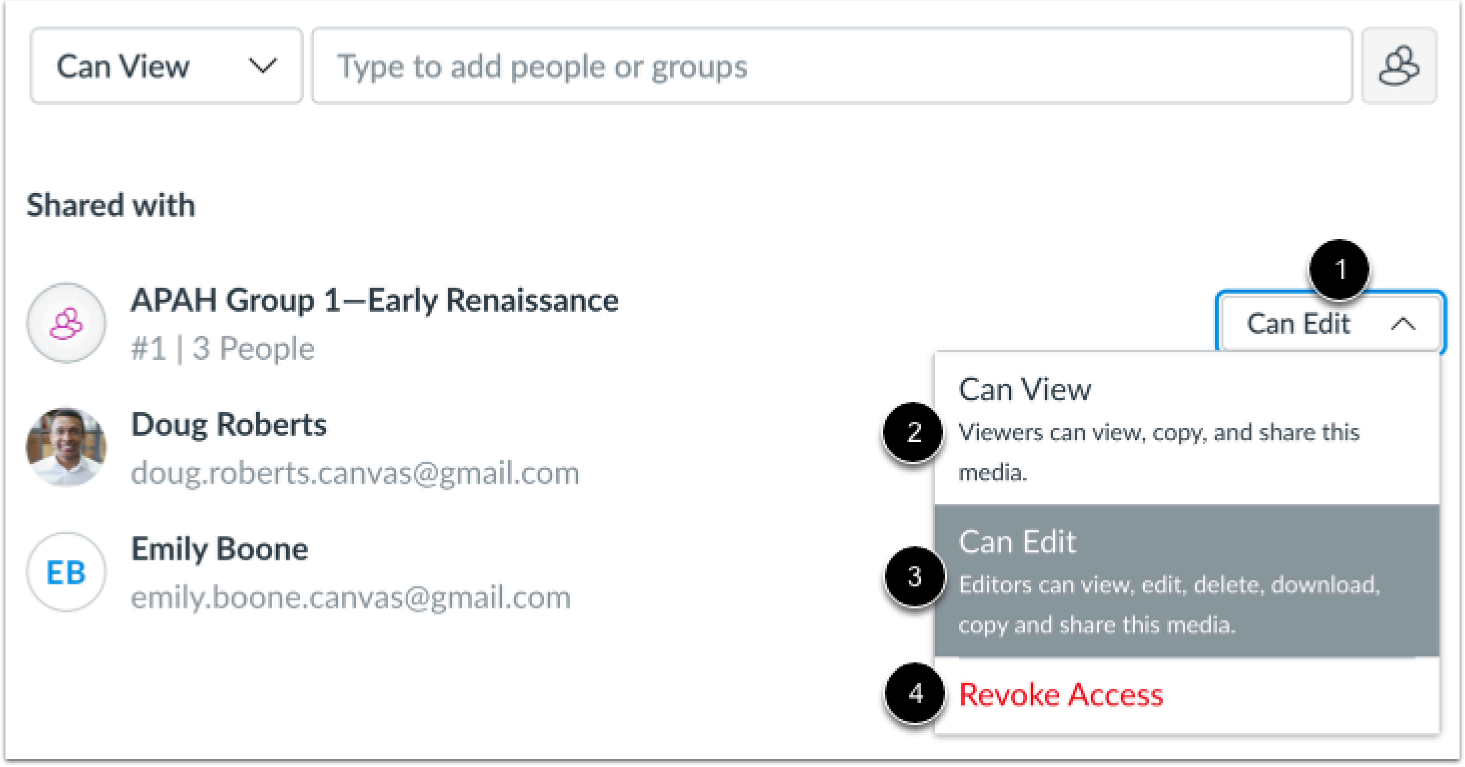
Can Edit
Editors can view, edit, delete, download, copy and share this media.

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


Can View
Type to add people or groups
Shared with
APAH Group 1—Early Renaissance
#1 | 3 People
Doug Roberts
doug.roberts.canvas@gmail.com
EB
Emily Boone
emily.boone.canvas@gmail.com
1
Can Edit
2
Can View
Viewers can view, copy, and share this media.
3
Can Edit
Editors can view, edit, delete, download, copy and share this media.
4
Revoke Access

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

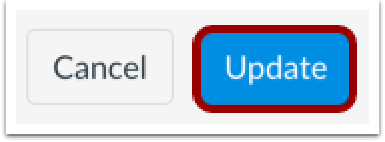
In the Shared with section, locate the user or group in the list. Then click the **Sharing Access** drop-down menu [1].

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


Cancel
Update

Click the **Update** button.

Studio Media Tabs

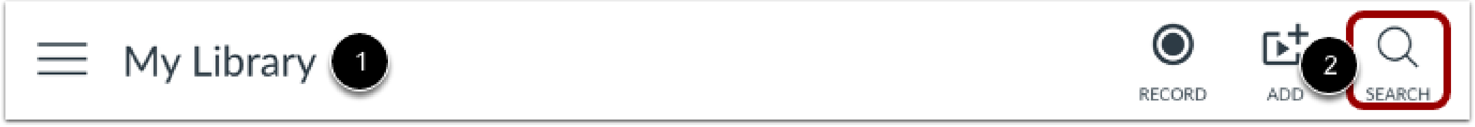
How do I edit details and tags for Canvas Studio media?

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.

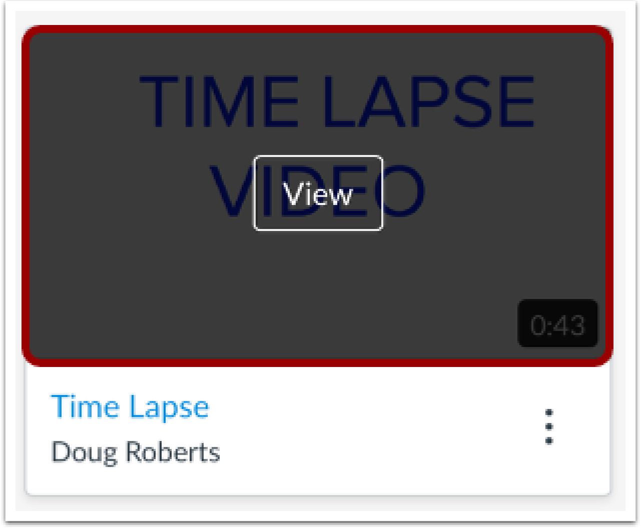
Tags help organize the media and also act as search terms to help users find relevant media.

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

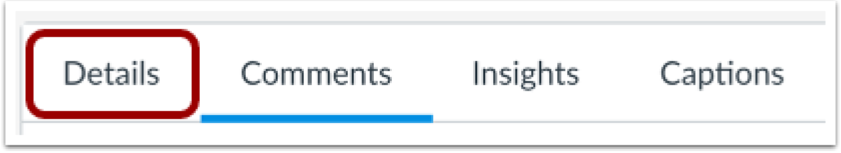
In your Studio account, locate the media you want to view. You can view your uploaded media on the My Library page [1], or search for the media in the search field [2].

Open Media


TIME LAPSE VIDEO
View
0:43
Time Lapse
Doug Roberts

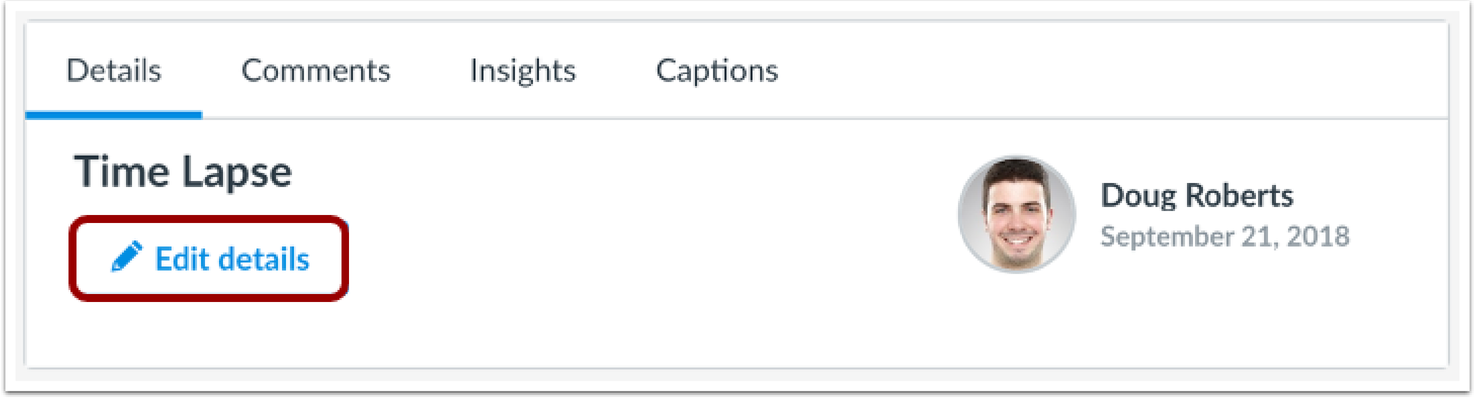
Hover over the media and click the media thumbnail.

Open Details


Details
Comments
Insights
Captions

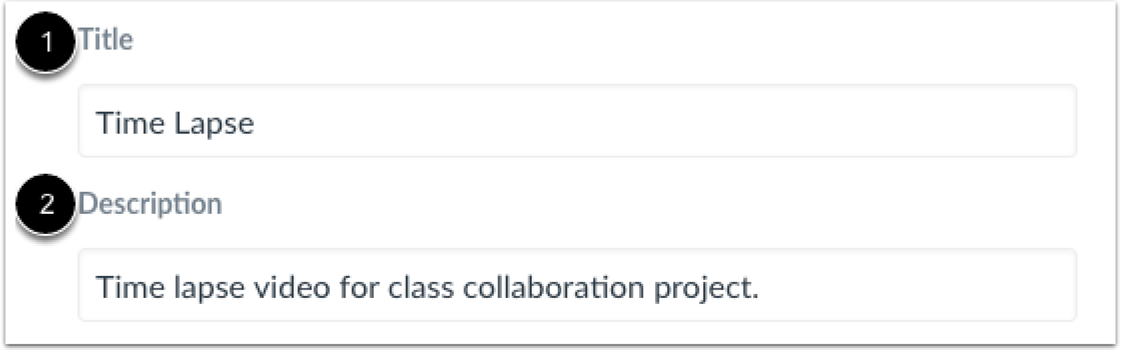
Click the **Details** tab.

Edit Details


Details
Comments
Insights
Captions
Time Lapse
Edit details
Doug Roberts
September 21, 2018

Click the **Edit Details** button.

Edit Title and Description



Title

Time Lapse

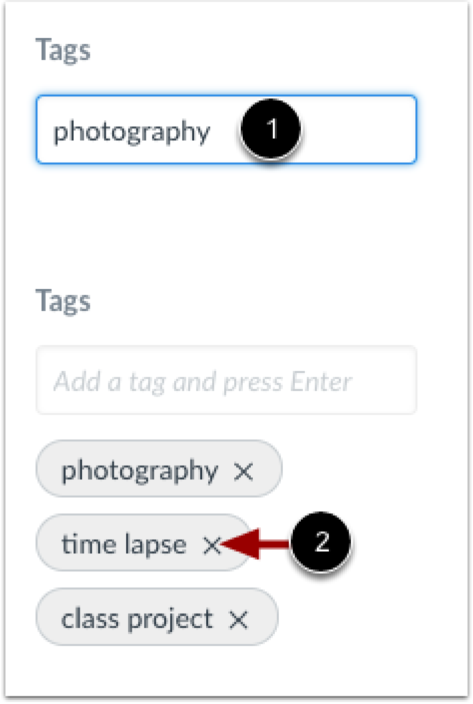
Description

Time lapse video for class collaboration project.

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].

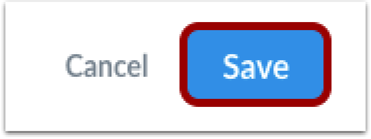
Add Tags


Tags
photography
1
Tags
Add a tag and press Enter
photography ×
time lapse ×
2
class project ×

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


Cancel
Save

Click the **Save** button.

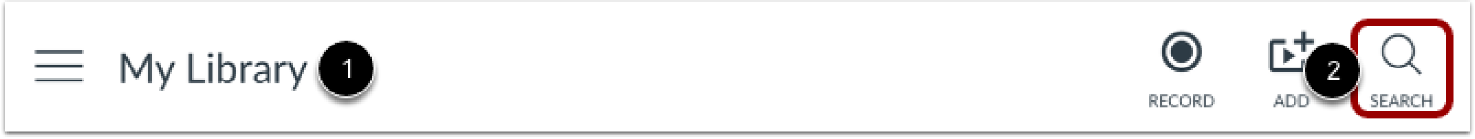
How do I add comments or replies to Canvas Studio media?

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.

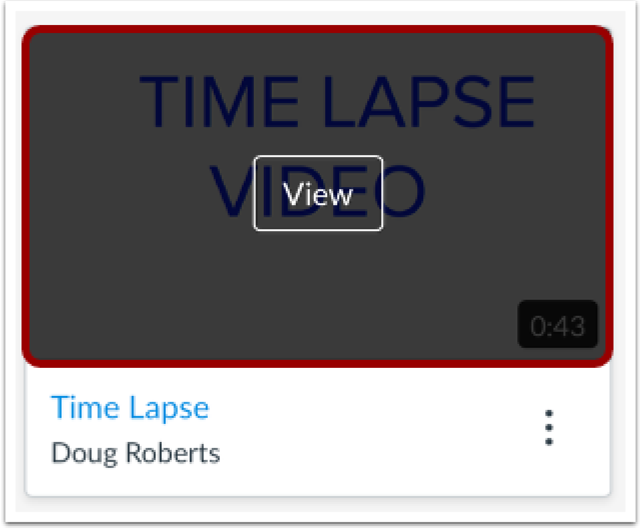
Note: Users with editing rights can delete any comment at any time.

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

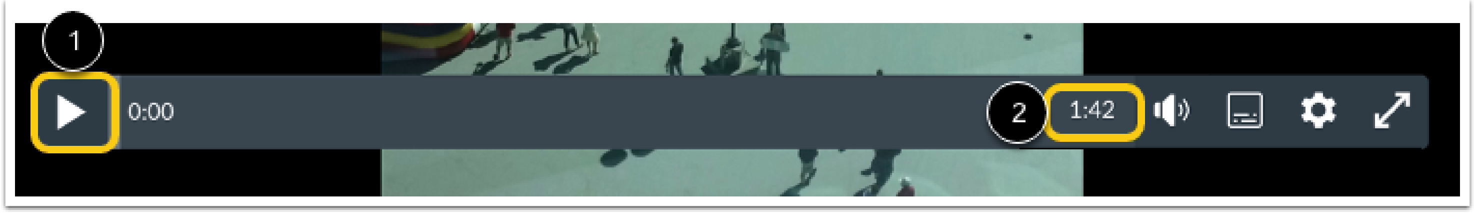
In your Studio account, locate the media you want to view. You can view your uploaded media on the My Library page [1], or search for the media in the search field [2].

Open Media


TIME LAPSE VIDEO
View
0:43
Time Lapse
Doug Roberts

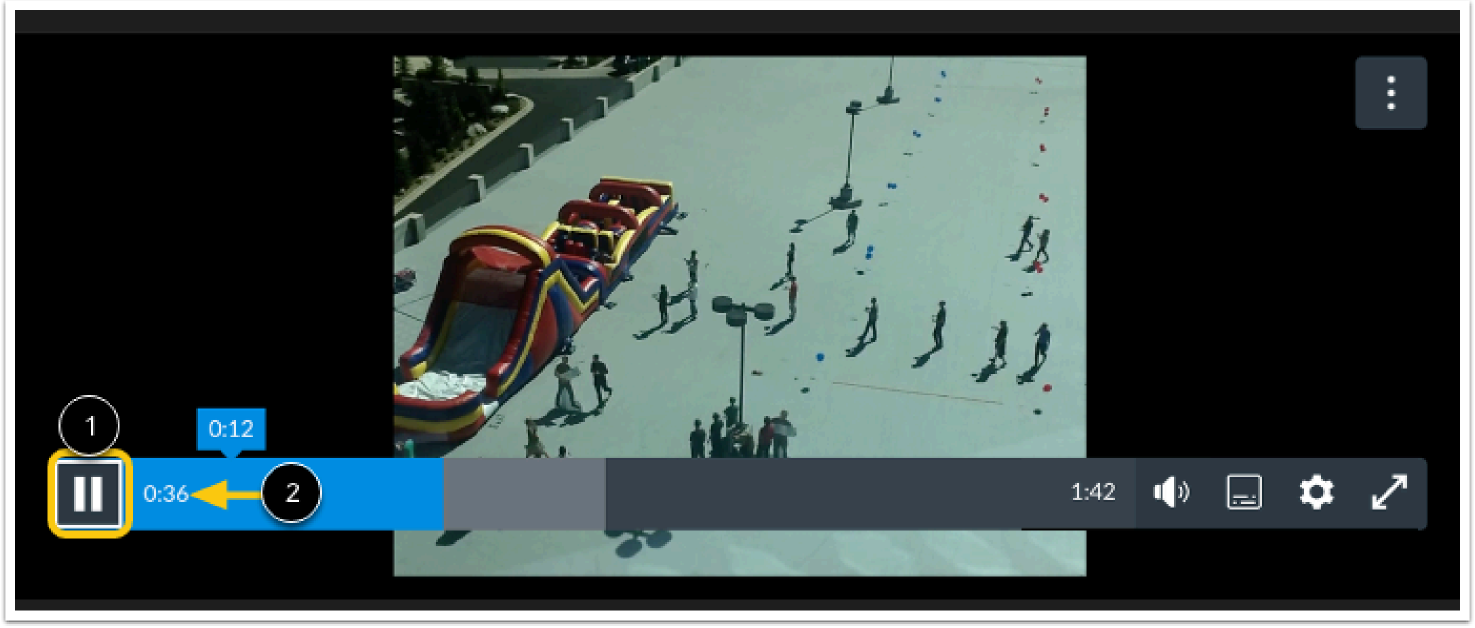
Hover over the media and click the media thumbnail.

Play Media



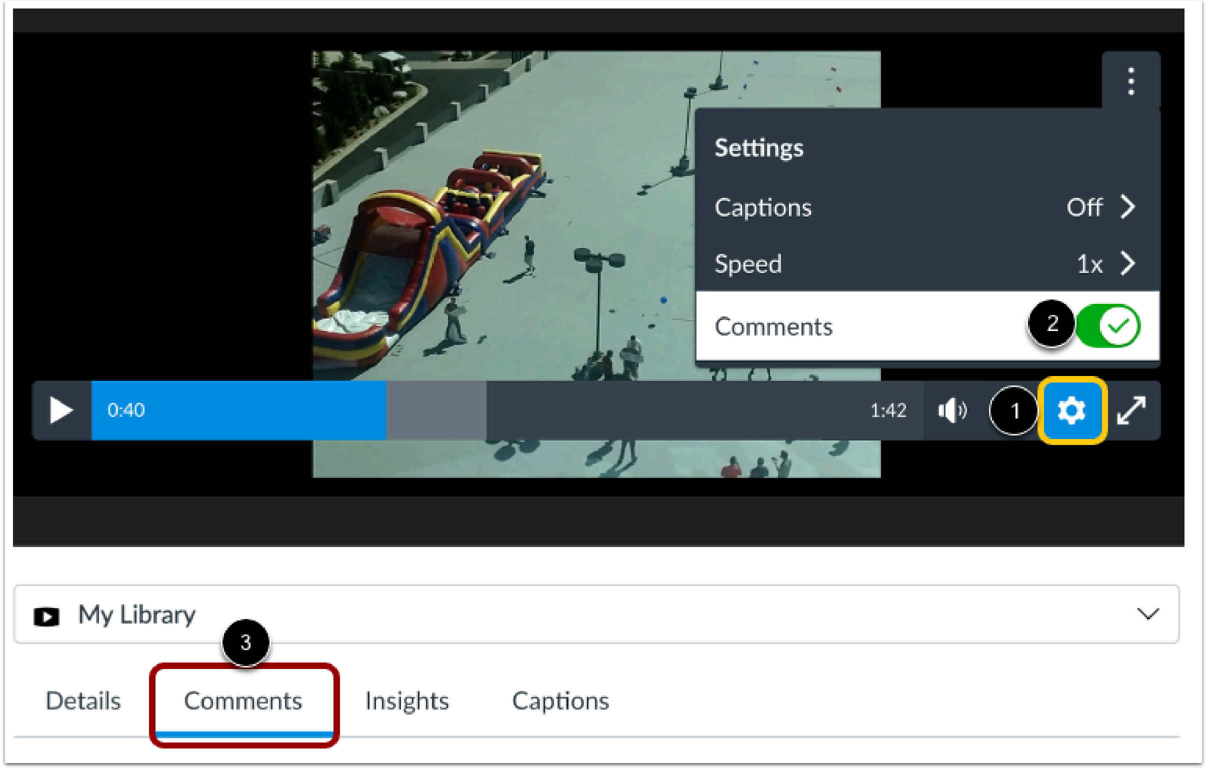
To play the media file, click the **Play** button [1]. The timeline displays the total length of the media [2].

View Timeline



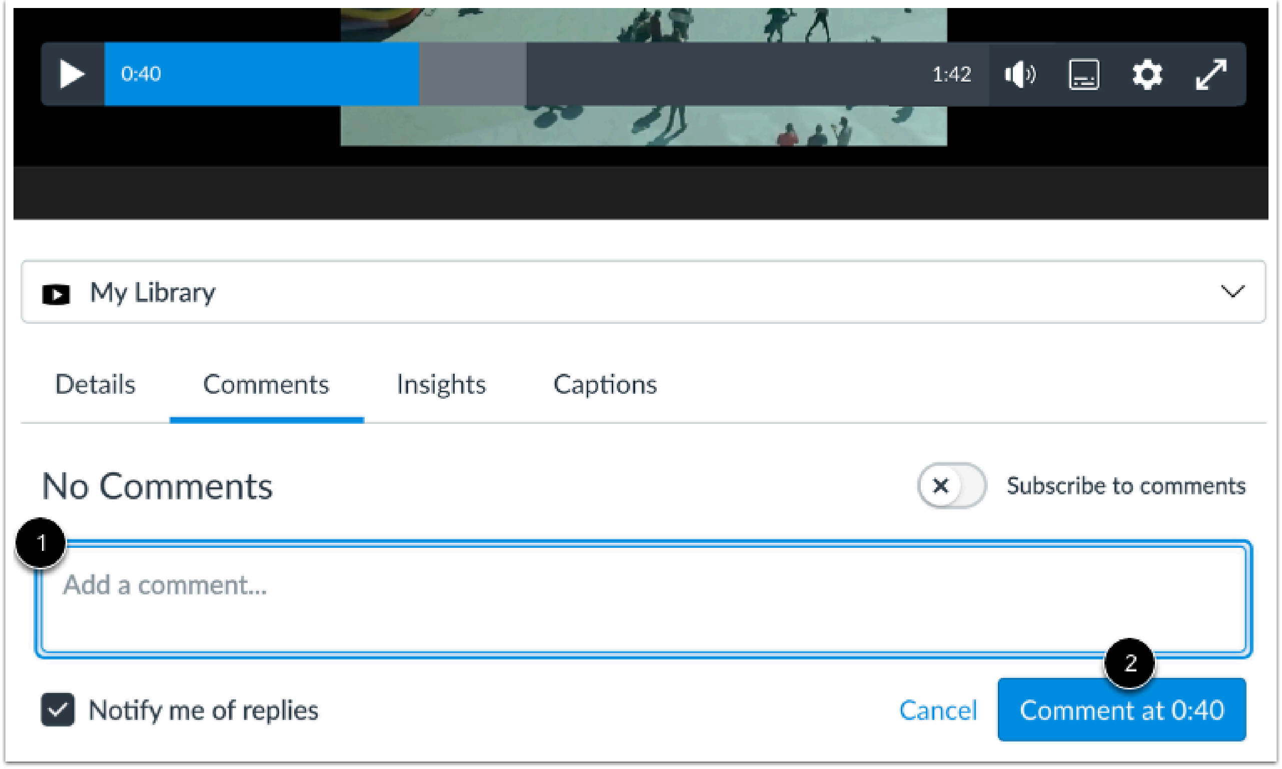
To pause the media as it plays, click the **Pause** button [1]. As the media plays, the bar acts as a timer for the media. Starting with 00:00, the numbers change to show the elapsed time in the media [2].

Enable Comments


Settings
Captions Off
Speed 1x
Comments
2
0:40
1:42
1
My Library
3
Details
Comments
Insights
Captions

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.

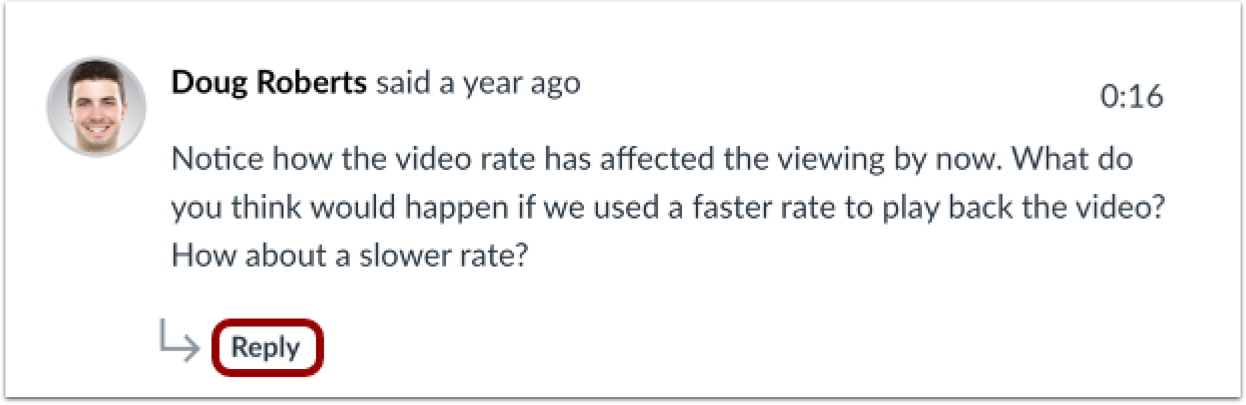
Add Comment


0:40
1:42
My Library
Details
Comments
Insights
Captions
No Comments
Subscribe to comments
1
Add a comment...
2
☑ Notify me of replies
Cancel
Comment at 0:40

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

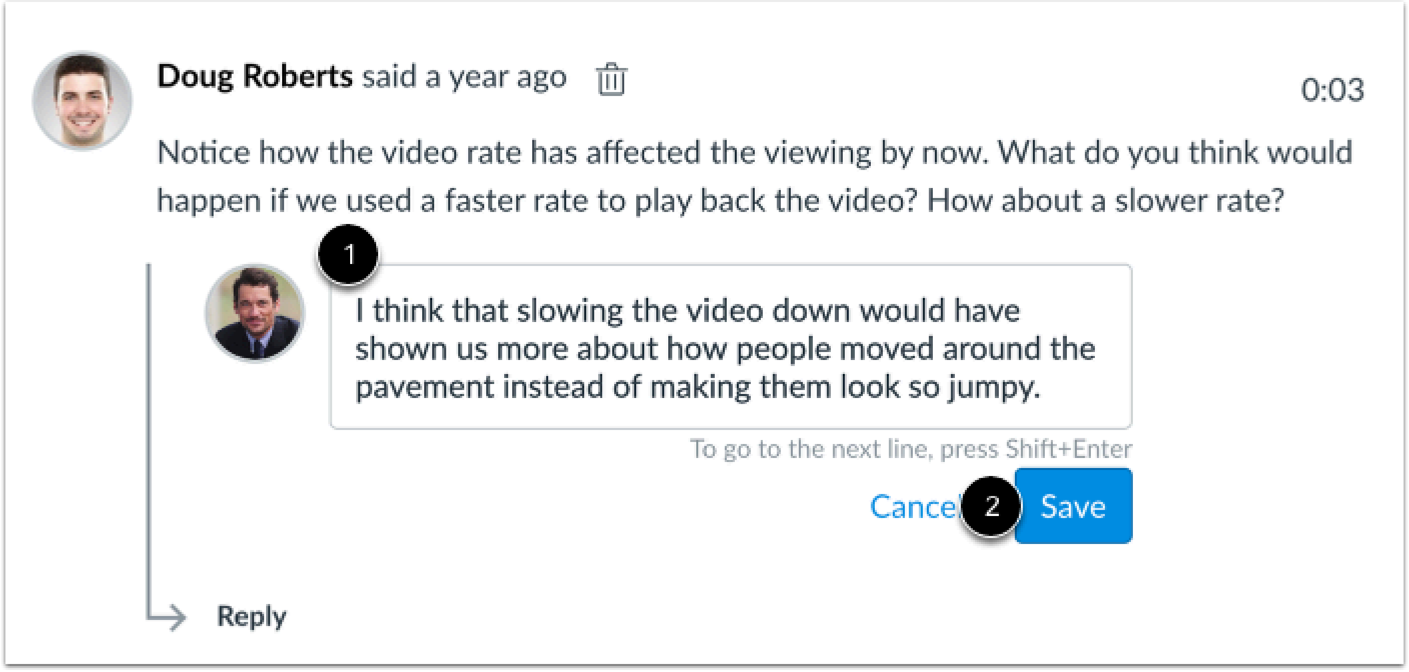


Doug Roberts said a year ago 0:16

Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

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

Save Reply



Doug Roberts said a year ago 0:03

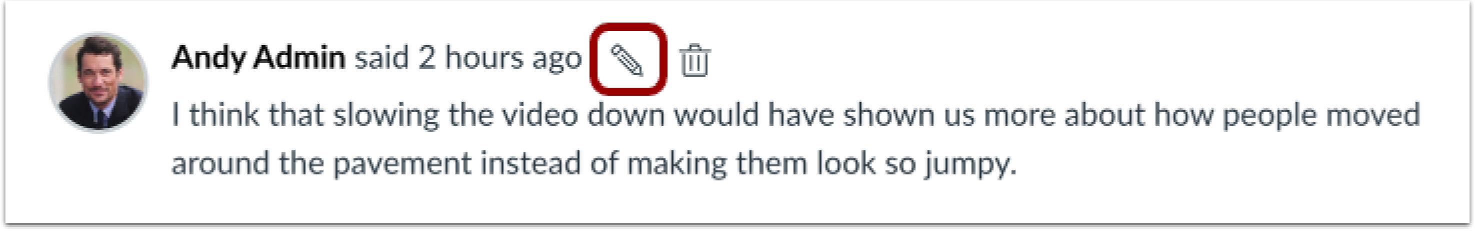
Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

1 I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

To go to the next line, press Shift+Enter

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

Edit Comment

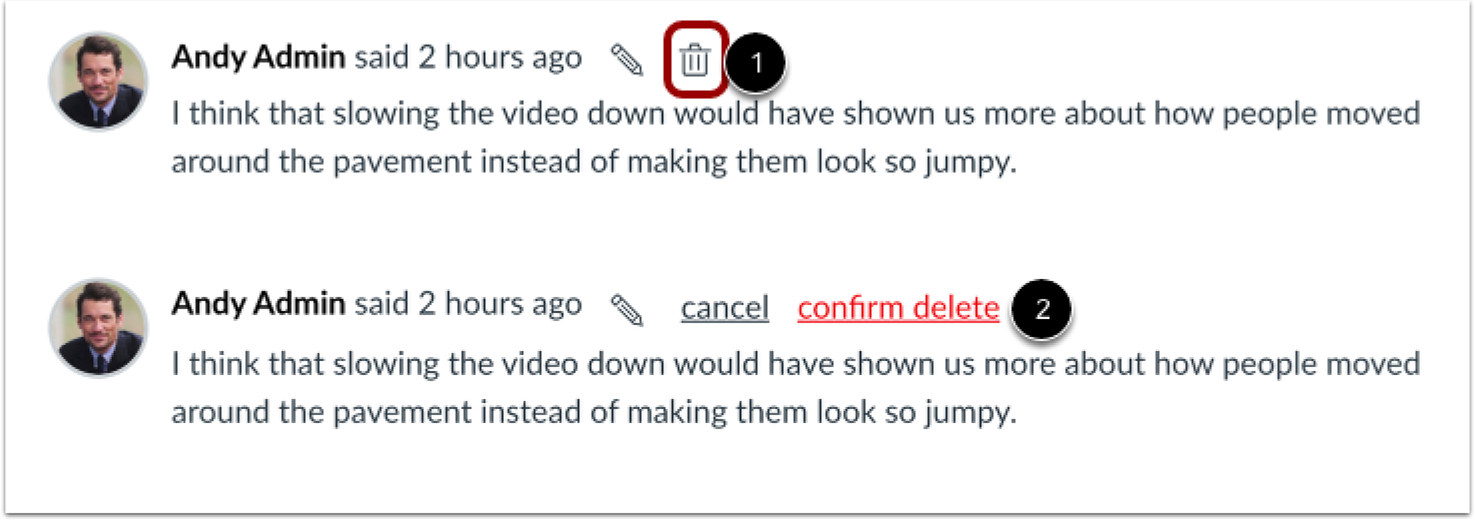


Andy Admin said 2 hours ago

I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

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

Delete Comment



Andy Admin said 2 hours ago

I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

Andy Admin said 2 hours ago

I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

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.

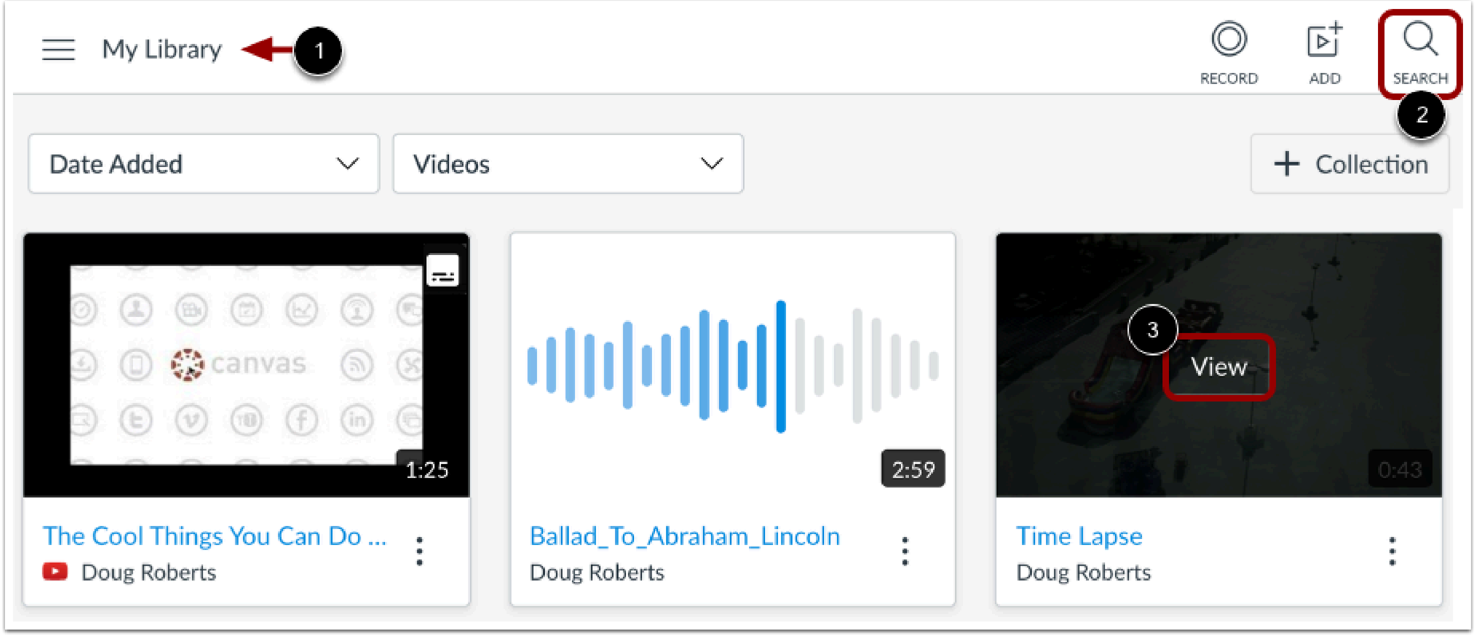
How do I upload a caption file to Canvas Studio media?

In Canvas Studio, you can upload caption files for your uploaded media and for media linked from YouTube and Vimeo. Studio supports SRT file types, the most common transcript file type, and VTT file types, a more mobile-device-friendly transcript file type.

For help creating a media caption file, you can use a captioning site such as Amara.

Note: Canvas Studio allows you to generate a caption file for your uploaded media. For media files that do not already have captions, learn about generating captions using the Caption Request tool.

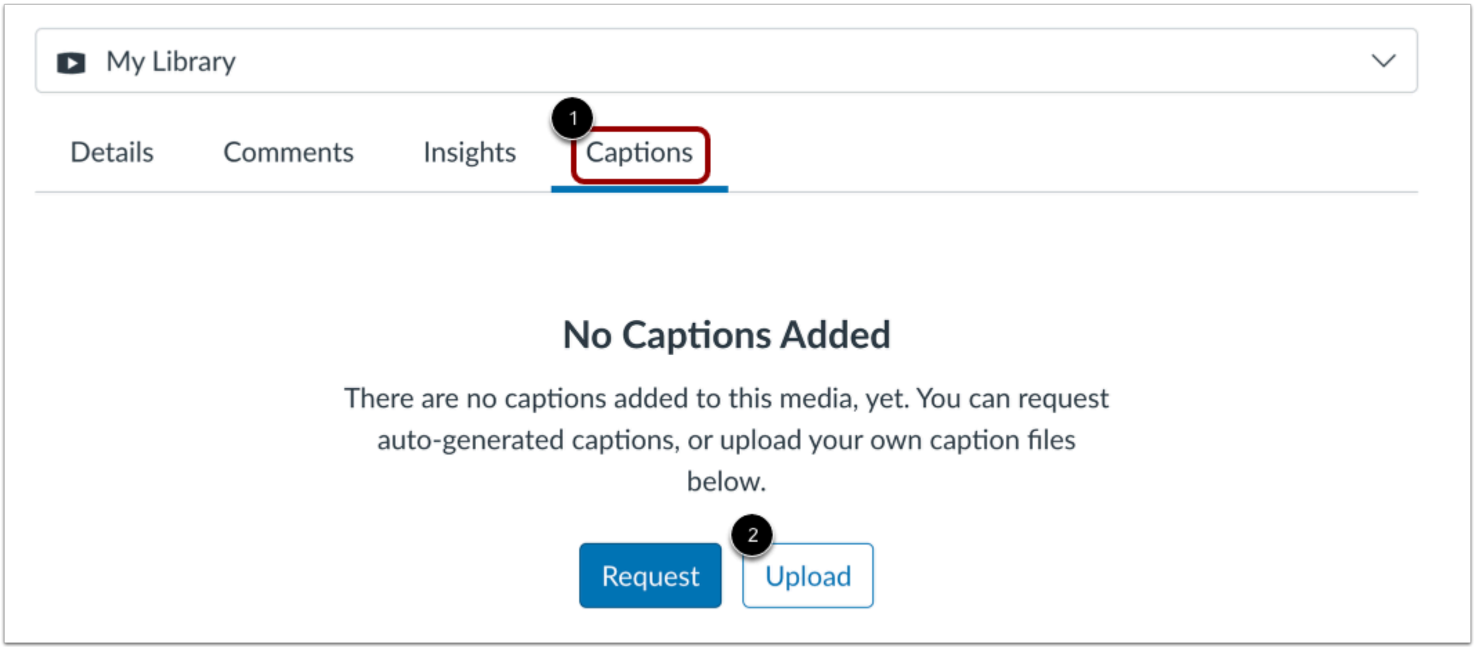
Open Media


My Library
1
RECORD
ADD
SEARCH
2
Date Added
Videos
Collection
1:25
The Cool Things You Can Do ...
Doug Roberts
2:59
Ballad_To_Abraham_Lincoln
Doug Roberts
3
View
0:43
Time Lapse
Doug Roberts

In your Studio account, locate the media you want to view on the My Library page [1], or using the search field [2].

To open the media file, click the **View** link [3].

Open Captions

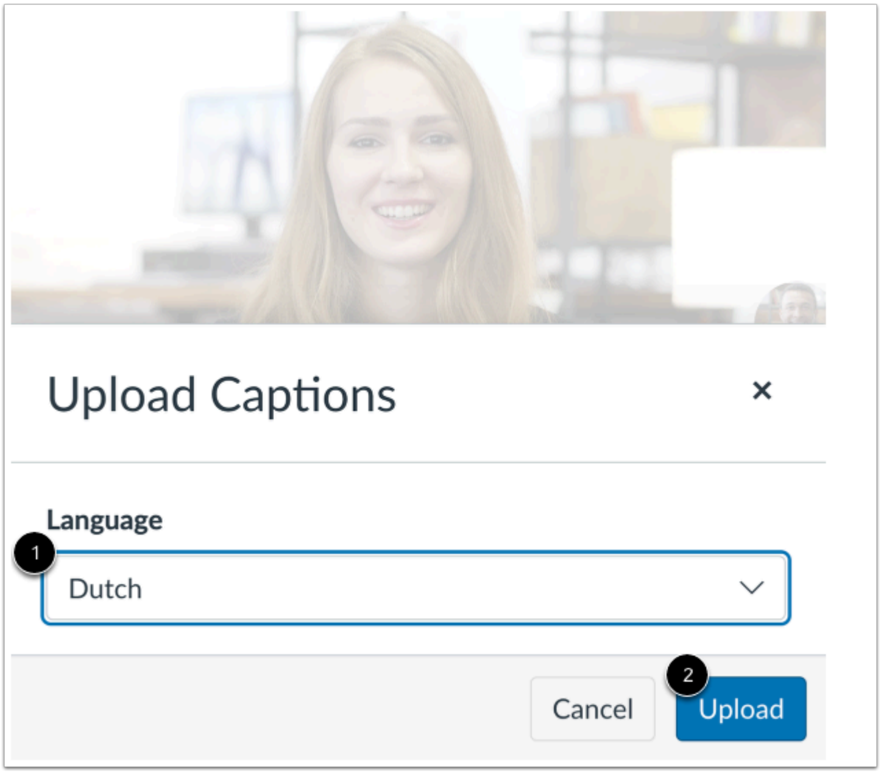

My Library
Details
Comments
Insights
Captions
1
2
Request
Upload

No Captions Added

There are no captions added to this media, yet. You can request auto-generated captions, or upload your own caption files below.

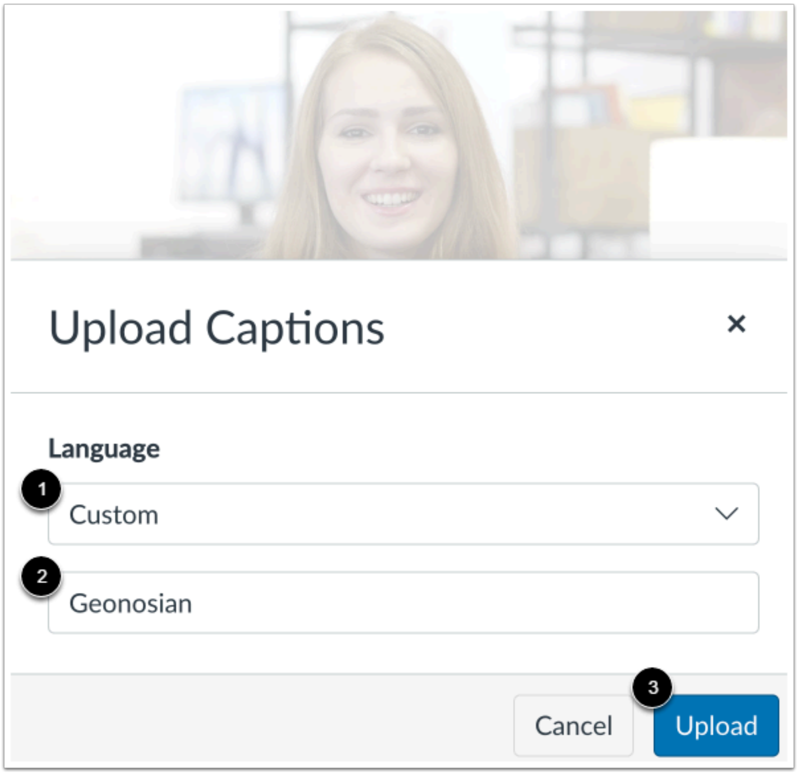
Click the **Captions** tab [1]. Then, to upload a caption file, click the **Upload** button [2].

Select Caption File Language


Upload Captions
×
Language
1
Dutch
Cancel
2
Upload

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


Upload Captions

Language

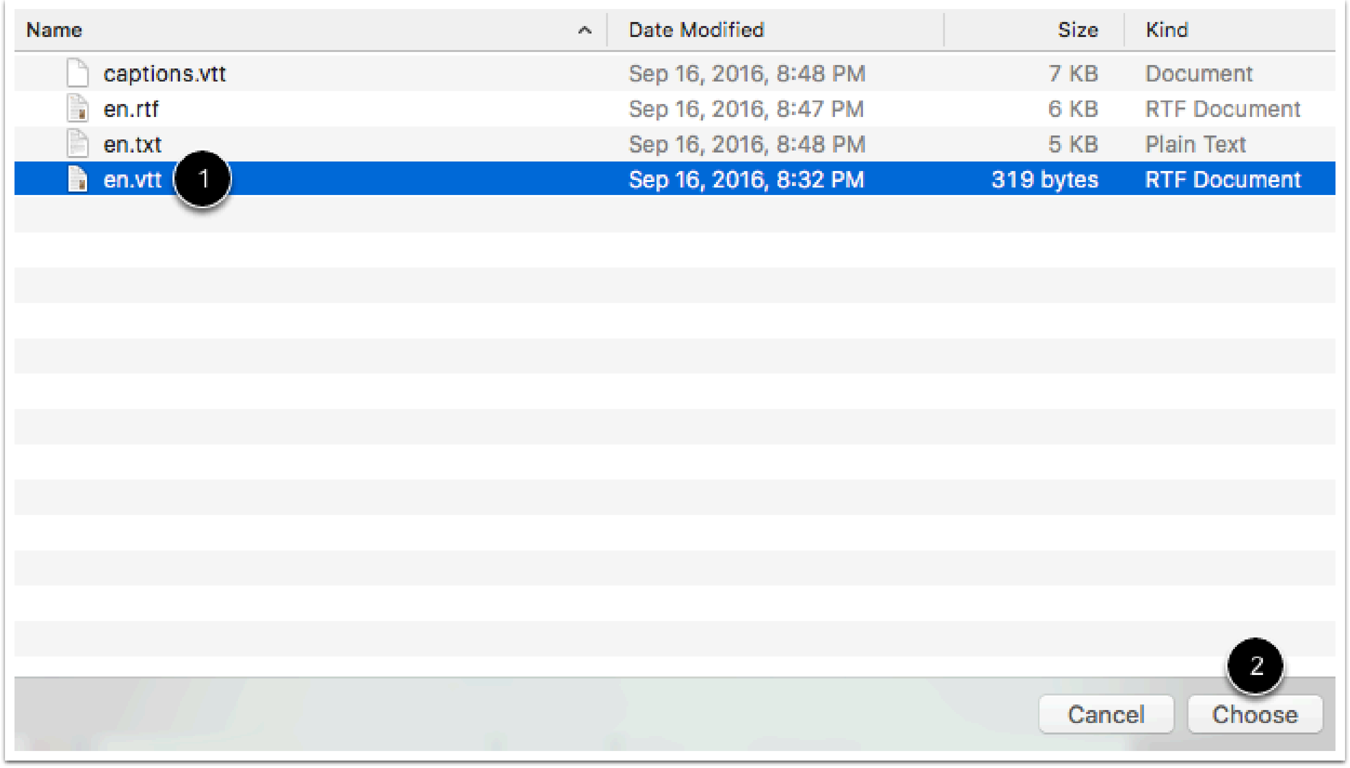
Custom

Geonosian

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].

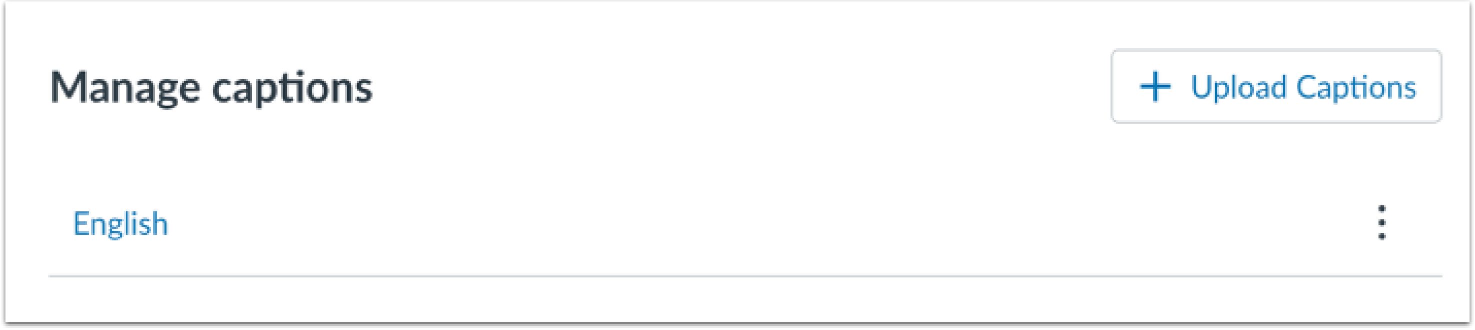
Open File



Name	Date Modified	Size	Kind
captions.vtt	Sep 16, 2016, 8:48 PM	7 KB	Document
en.rtf	Sep 16, 2016, 8:47 PM	6 KB	RTF Document
en.txt	Sep 16, 2016, 8:48 PM	5 KB	Plain Text
en.vtt	Sep 16, 2016, 8:32 PM	319 bytes	RTF Document

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

View Captions



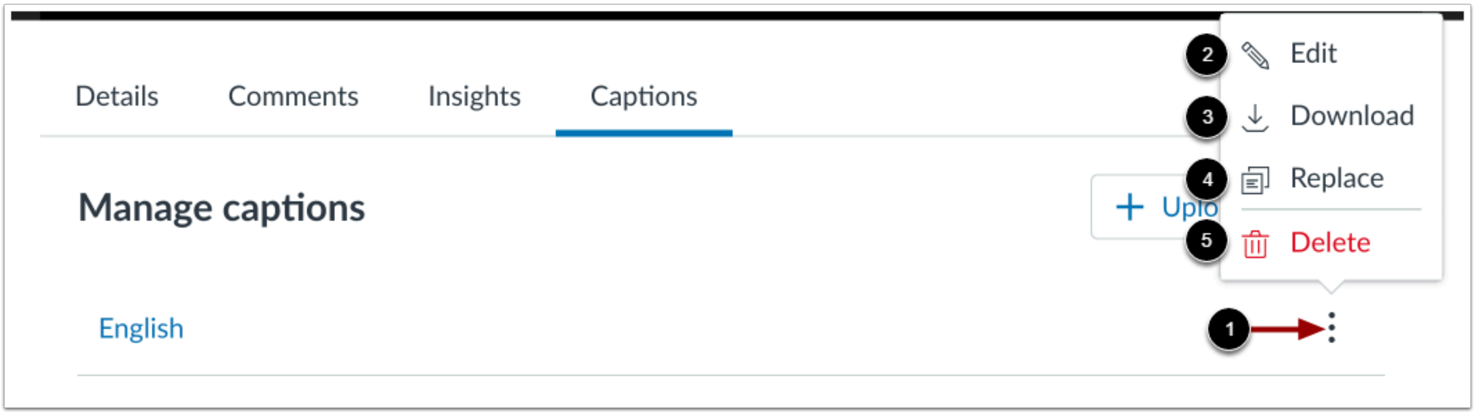
Manage captions

English

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

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

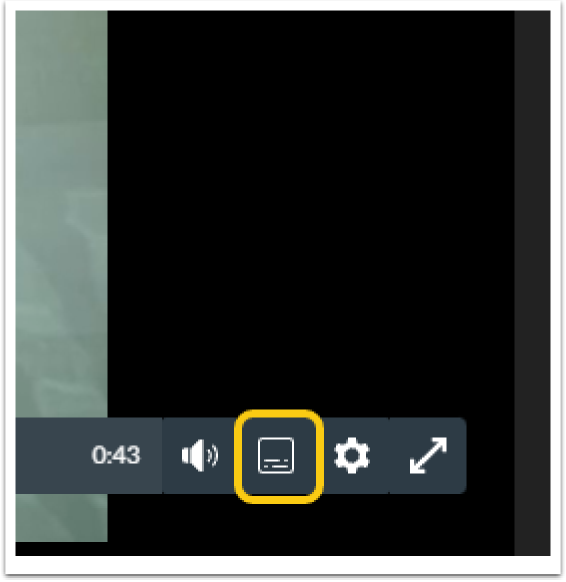
View Caption Options


Details
Comments
Insights
Captions
Manage captions
Uplo
English
1
2
Edit
3
Download
4
Replace
5
Delete

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



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

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

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

In Canvas Studio there are several ways to add a transcript file to your media.

The Automatic Caption Request tool is included with Canvas Studio. The automatic tool uses technology to transcribe media file language with 85% accuracy.

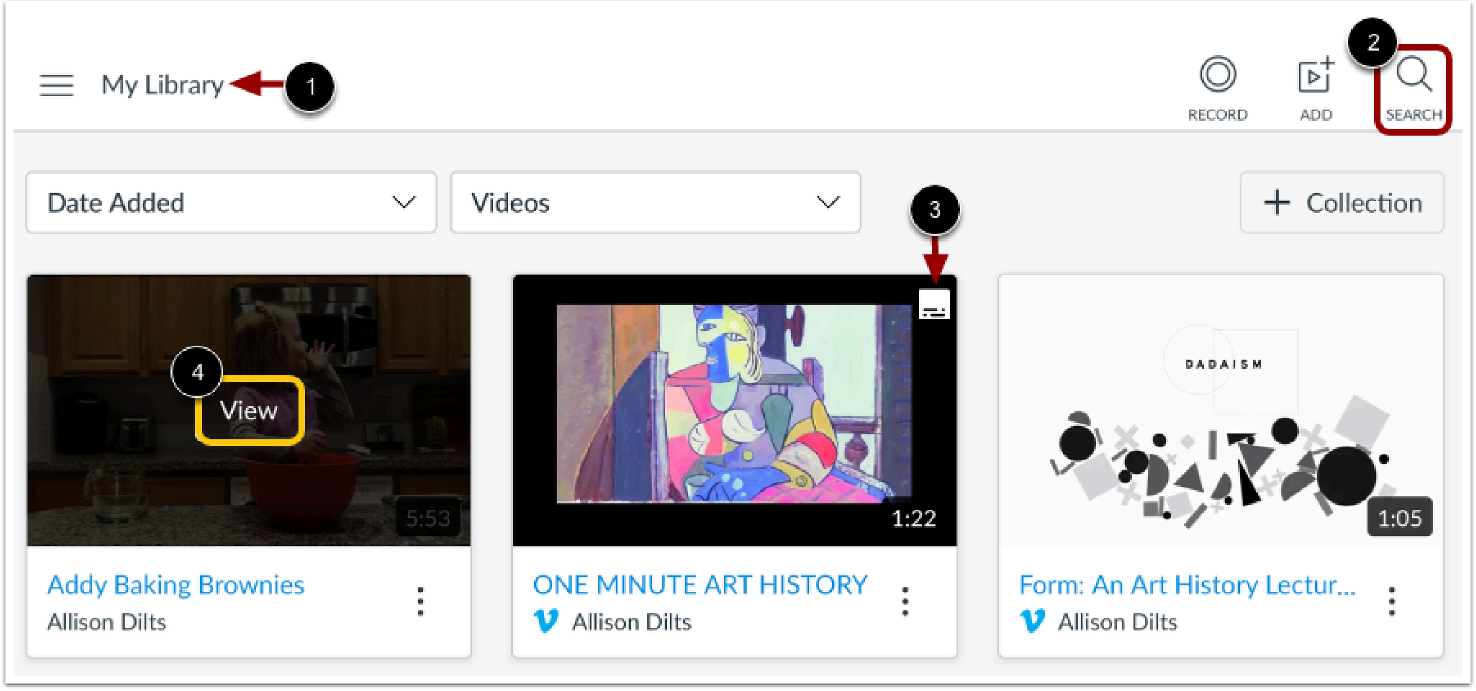
If professional captioning is available in your district, the Professional option is available in the Captions request window. Professional captioning uses a human captioner who transcribes media files with up to 99% accuracy.

You can also upload caption files for your Canvas Studio media.

Notes:

- After Canvas Studio Media contains captions, other users can download the transcript of the media.
- 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.

Open Media

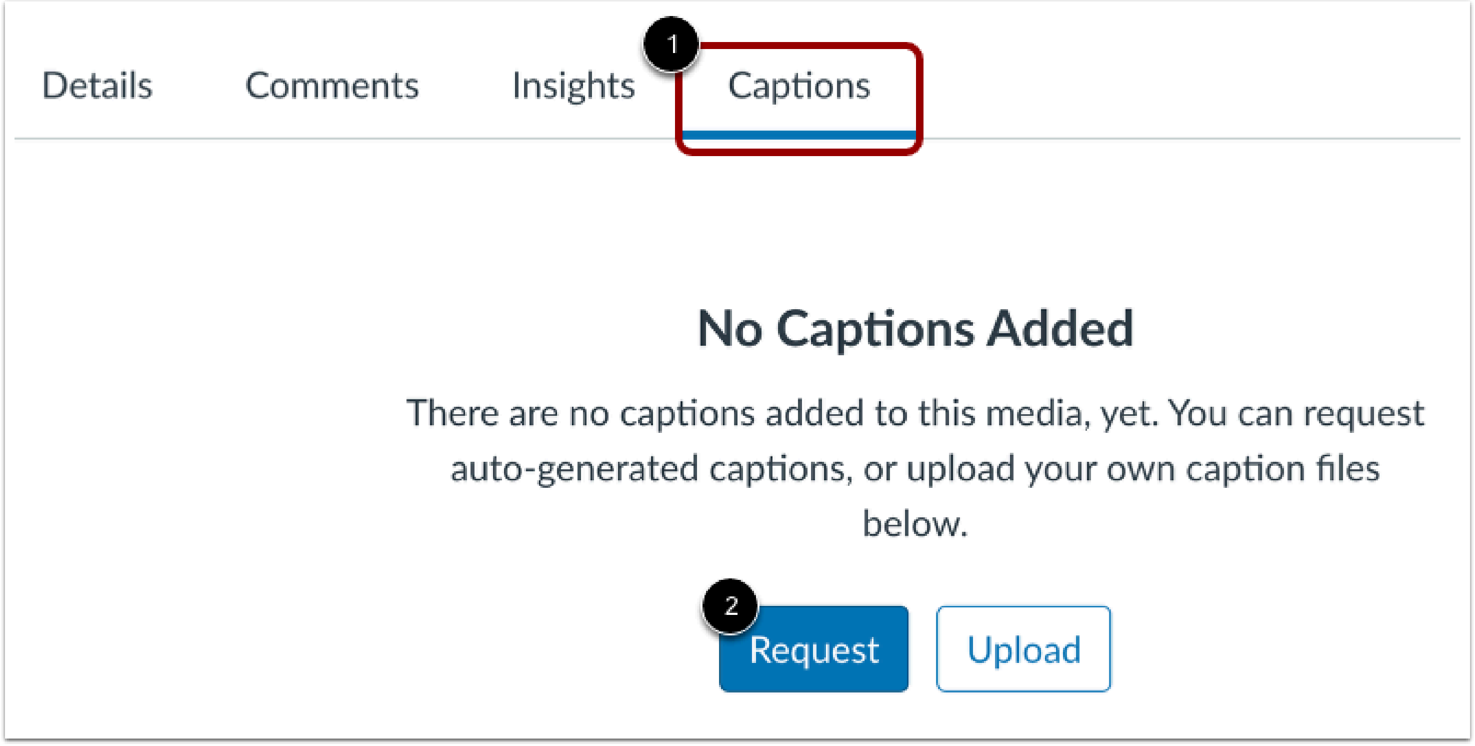

My Library
1
2
RECORD
ADD
SEARCH
Date Added
Videos
3
Collection
4
View
5:53
1:22
1:05
DADAISM
Addy Baking Brownies
Allison Dilts
ONE MINUTE ART HISTORY
Allison Dilts
Form: An Art History Lectur...
Allison Dilts

In your Studio account, locate the media you want to view on the My Library page [1], or using the search field [2].

Media that includes a captioning file displays the captioning badge [3].

To open the media file, click the **View** link [4].

Open Captions

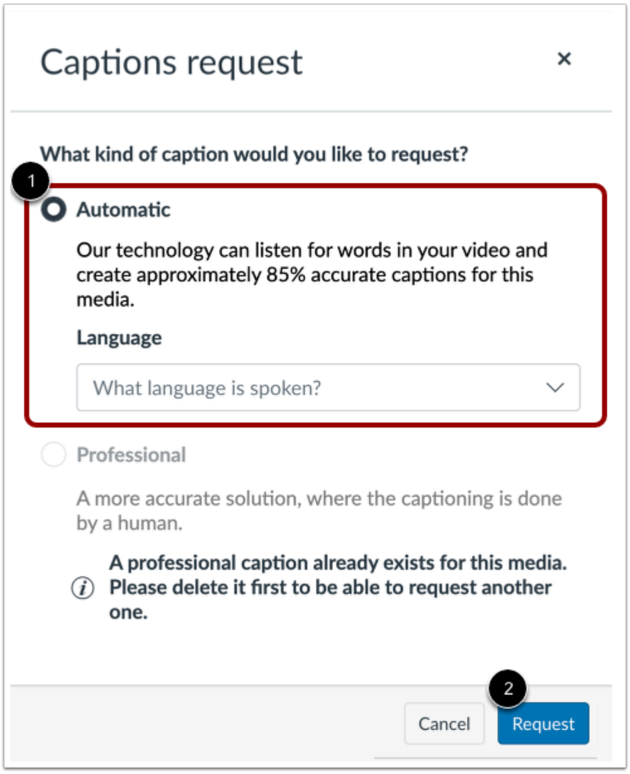

Details
Comments
Insights
1
Captions
2
Request
Upload

No Captions Added

There are no captions added to this media, yet. You can request auto-generated captions, or upload your own caption files below.

Click the **Captions** tab [1]. To request a caption transcript, click the **Request** button [2].

Request Automatic Captions



Captions request

What kind of caption would you like to request?

1

● Automatic

Our technology can listen for words in your video and create approximately 85% accurate captions for this media.

Language

What language is spoken?

○ Professional

A more accurate solution, where the captioning is done by a human.

A professional caption already exists for this media. Please delete it first to be able to request another one.

2

If the media file does not already have an associated caption file, you can use the Captions Request tool to request Automatic captioning.

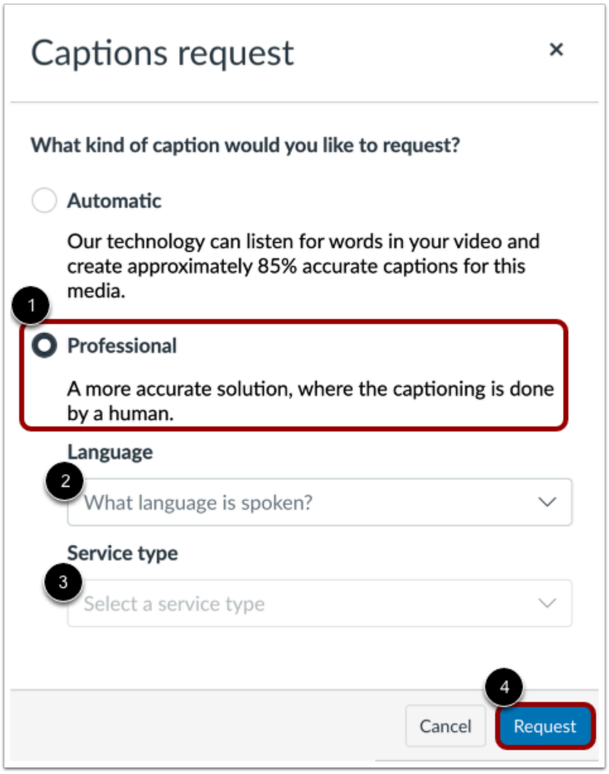
To select the language spoken in the file, click the **Language** drop-down menu [1].

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

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

BY NC SA

Request Professional Captions



Captions request

What kind of caption would you like to request?

○ Automatic

Our technology can listen for words in your video and create approximately 85% accurate captions for this media.

● Professional

A more accurate solution, where the captioning is done by a human.

Language

What language is spoken?

Service type

Select a service type

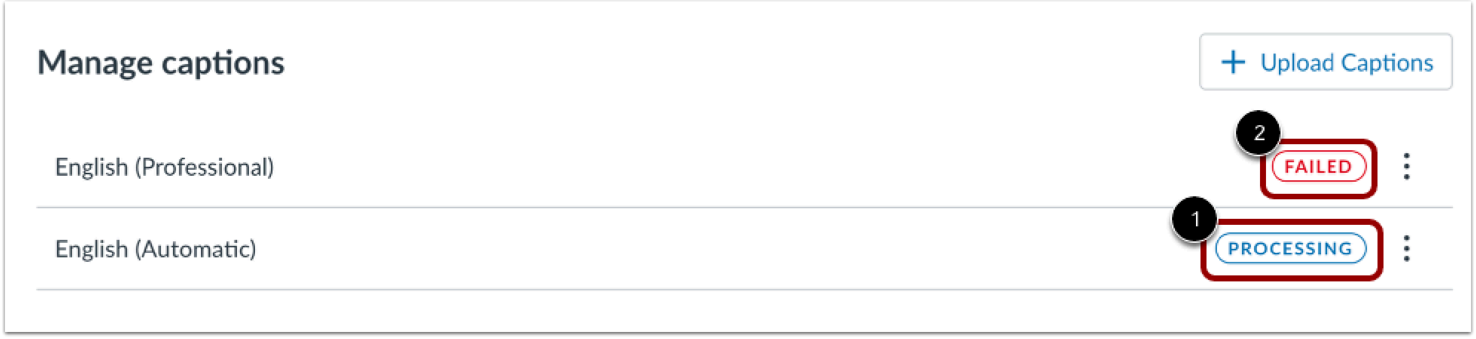
If professional human captioning is available in your district, the Professional option displays. To select professional captioning, click the **Professional** radio button [1].

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


Manage captions
+ Upload Captions
English (Professional)
2
FAILED
English (Automatic)
1
PROCESSING

View the queued caption requests.

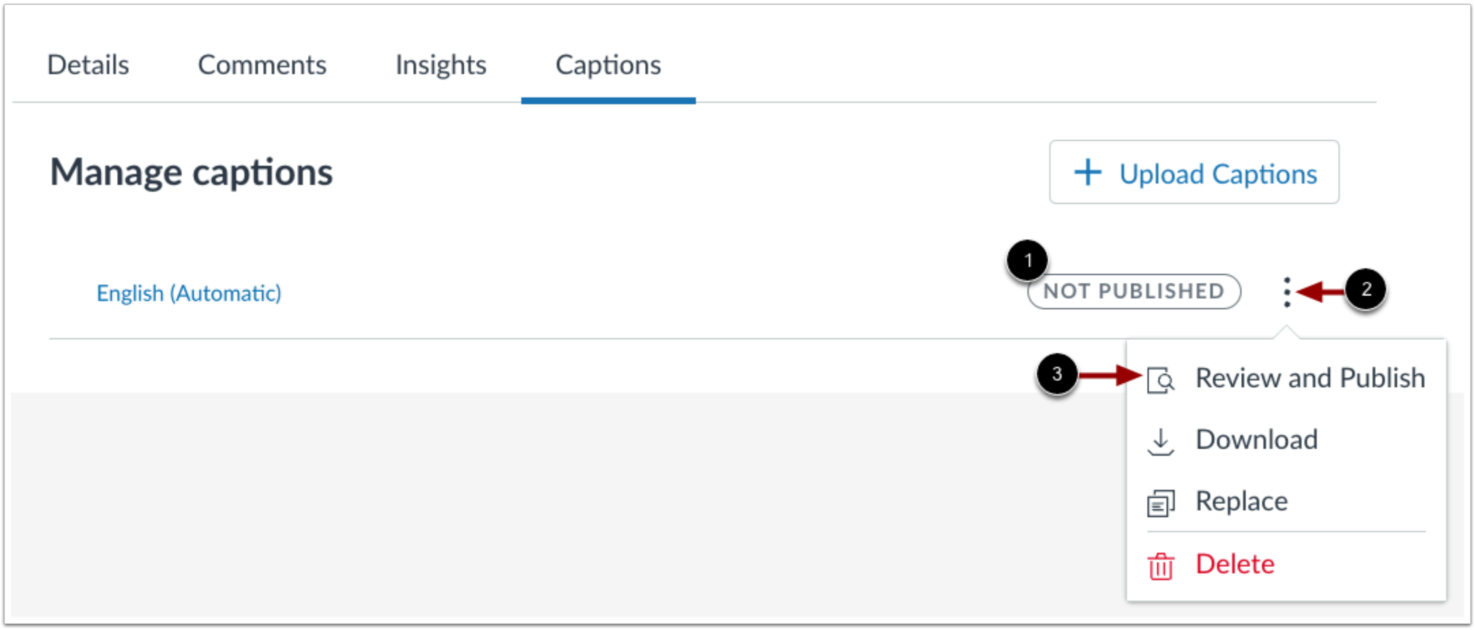
Caption requests that are in progress display the Processing status marker [1].

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.

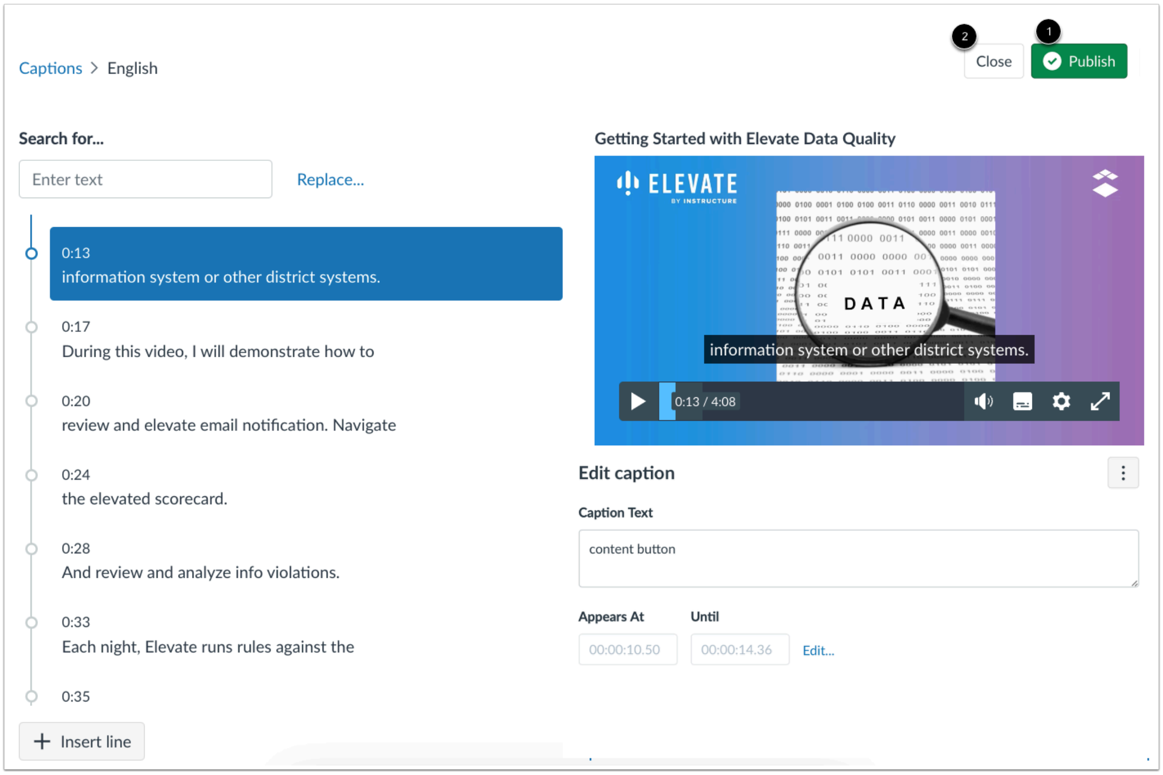
Review and Publish Automatic Caption File


Details
Comments
Insights
Captions
Manage captions
+ Upload Captions
English (Automatic)
1
NOT PUBLISHED
2
3
Review and Publish
Download
Replace
Delete

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


Captions > English
2
Close
1
Publish
Search for...
Enter text
Replace...
Getting Started with Elevate Data Quality
ELEVATE BY INSTRUCTURE
DATA
0:13 / 4:08
Edit caption
Caption Text
Appears At
Until
Edit...
Insert line

0:13
information system or other district systems.

0:17
During this video, I will demonstrate how to

0:20
review and elevate email notification. Navigate

0:24
the elevated scorecard.

0:28
And review and analyze info violations.

0:33
Each night, Elevate runs rules against the

0:35

information system or other district systems.

Caption Text: content button

Appears At: 00:00:10.50

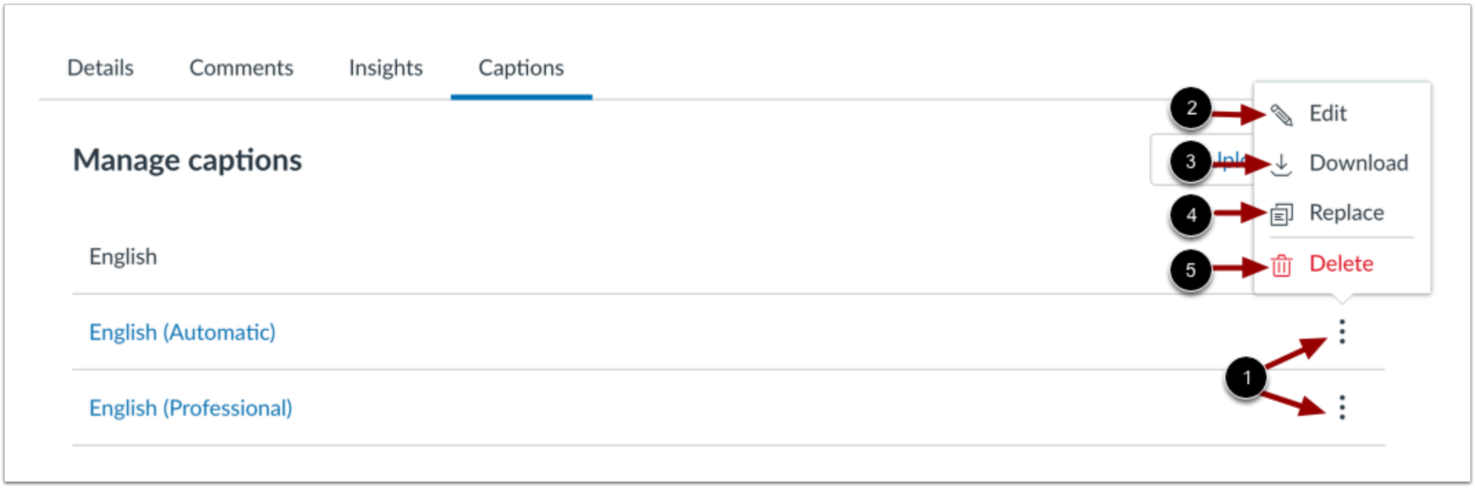
Until: 00:00:14.36

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].

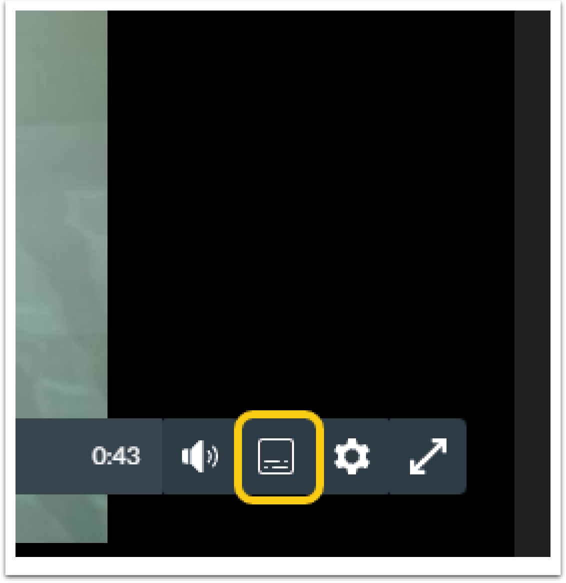
Manage Published Captions


Details
Comments
Insights
Captions
Manage captions
English
English (Automatic)
English (Professional)
Edit
Download
Replace
Delete
1
2
3
4
5

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 [1].

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.

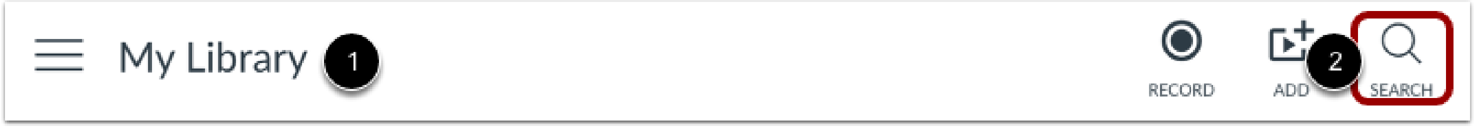
BY NC SA

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.

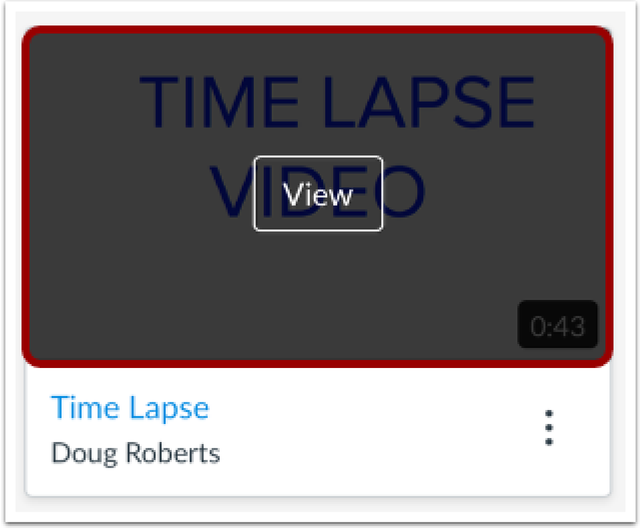
Note: Deleted comments cannot be recovered.

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

In your Studio account, locate the media you want to view. You can view your uploaded media on the My Library page [1], or search for the media in the search field [2].

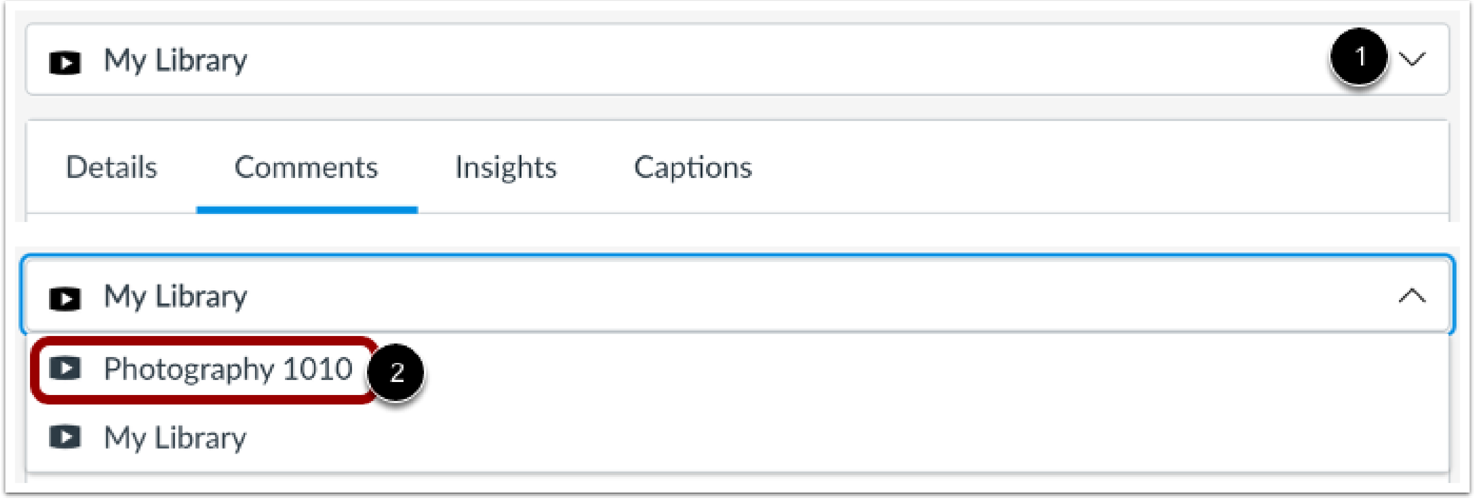
Open Media


TIME LAPSE VIDEO
View
0:43
Time Lapse
Doug Roberts

Hover over the media and click the media thumbnail.

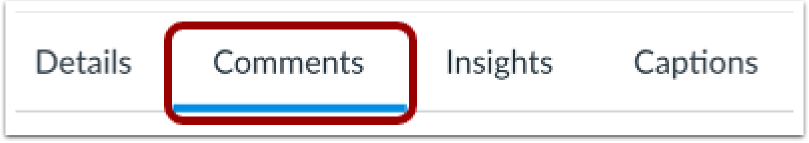
BY NC SA

Select Course


My Library
1
Details
Comments
Insights
Captions
My Library
Photography 1010
2
My Library

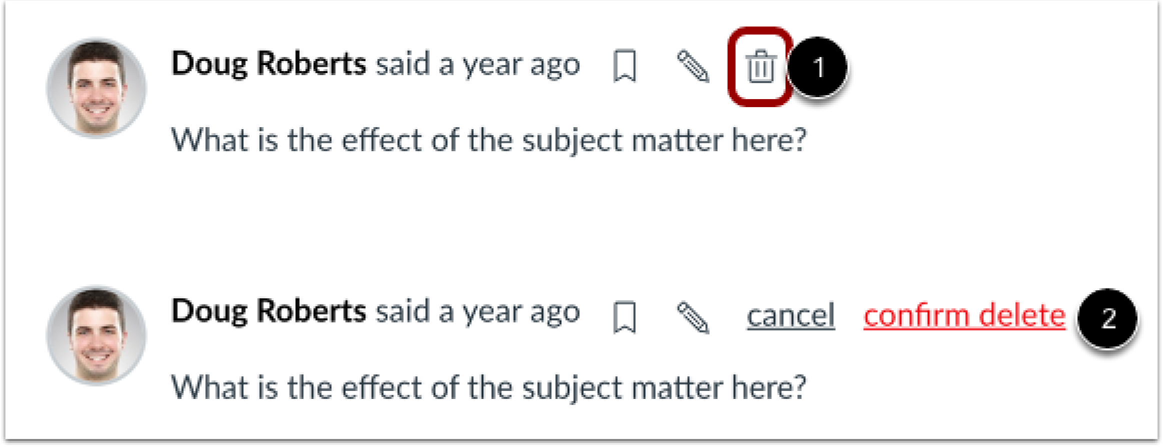
If your media has been uploaded to multiple courses, you can toggle the course by using the **Course Filter** icon [1]. Select the course you want to view [2] to display the comments and insights unique to that course.

View Comments


Details
Comments
Insights
Captions

Click the **Comments** tab.

Delete Comment



Doug Roberts said a year ago

What is the effect of the subject matter here?

Doug Roberts said a year ago

What is the effect of the subject matter here?

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.

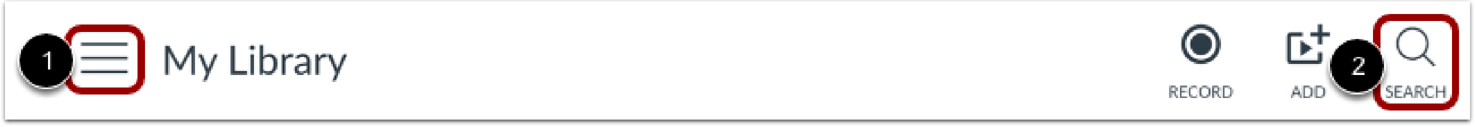
How do I set my comment notification preferences for Canvas Studio video comments?

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.

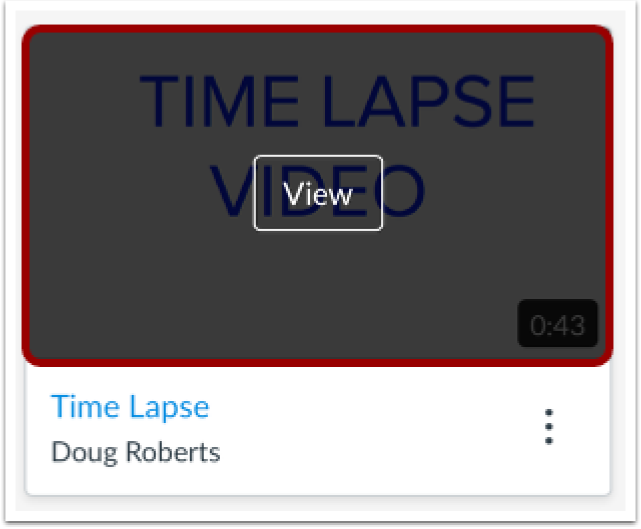
You can subscribe to video comment notifications in the Comments tab. Notifications are sent to your default email address.

Locate Media



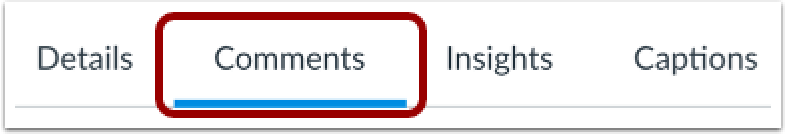
In your Canvas Studio account, locate the media you want to view. You can view specific media in the Navigation Menu [1], or search for the media in the search field [2].

Open Media



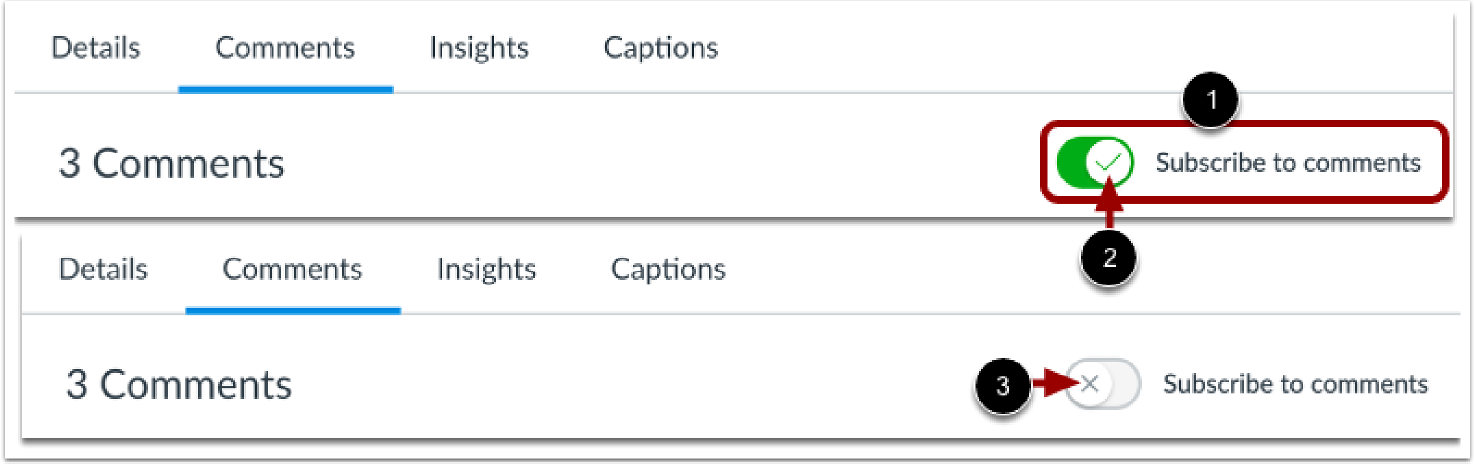
Click the media thumbnail.

View Comments


Details
Comments
Insights
Captions

Click the **Comments** tab.

Manage All Comments Subscription

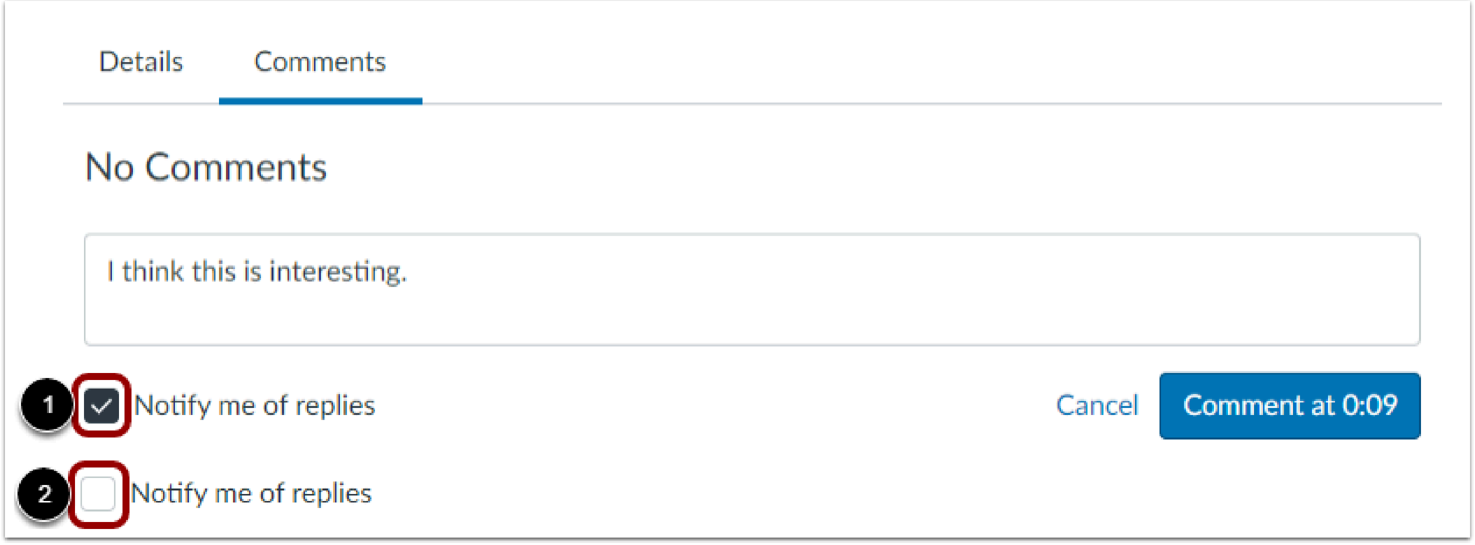

Details
Comments
Insights
Captions
3 Comments
1
Subscribe to comments
2
Details
Comments
Insights
Captions
3 Comments
3
Subscribe to comments

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

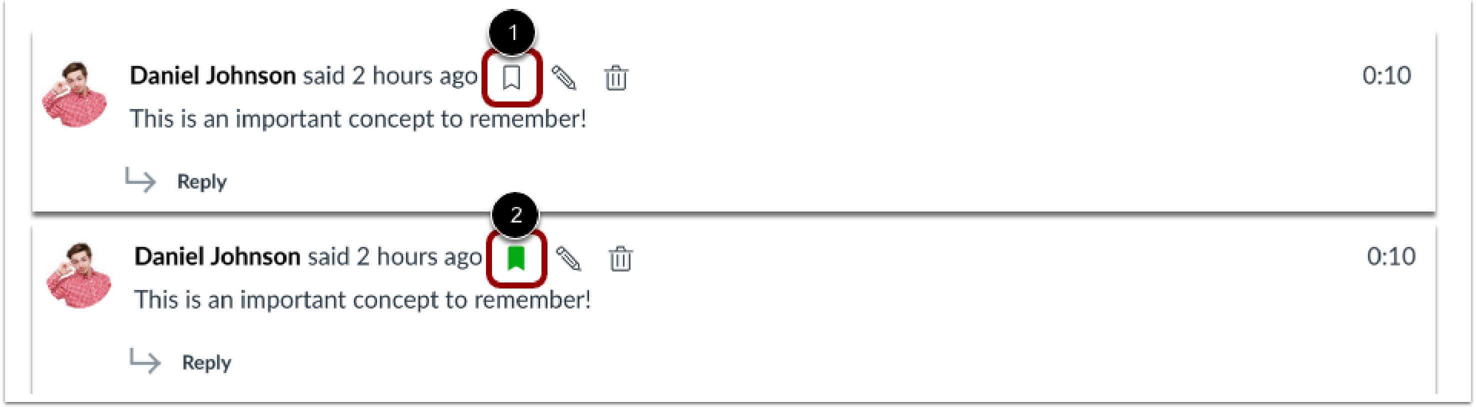

Details
Comments
No Comments
1
2
Notify me of replies
Notify me of replies
Cancel
Comment at 0:09

I think this is interesting.

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


1
2
Reply
Reply
0:10
0:10

Daniel Johnson said 2 hours ago

This is an important concept to remember!

Daniel Johnson said 2 hours ago

This is an important concept to remember!

When you view a comment you posted to Studio media, you can use icons to control reply notifications.

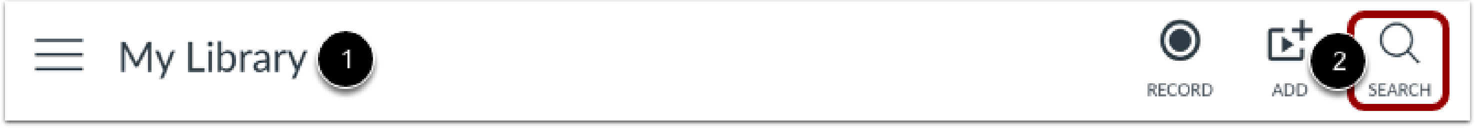
To receive notifications for replies to a comment you posted, click the **Turn reply notifications on** icon [1].

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?

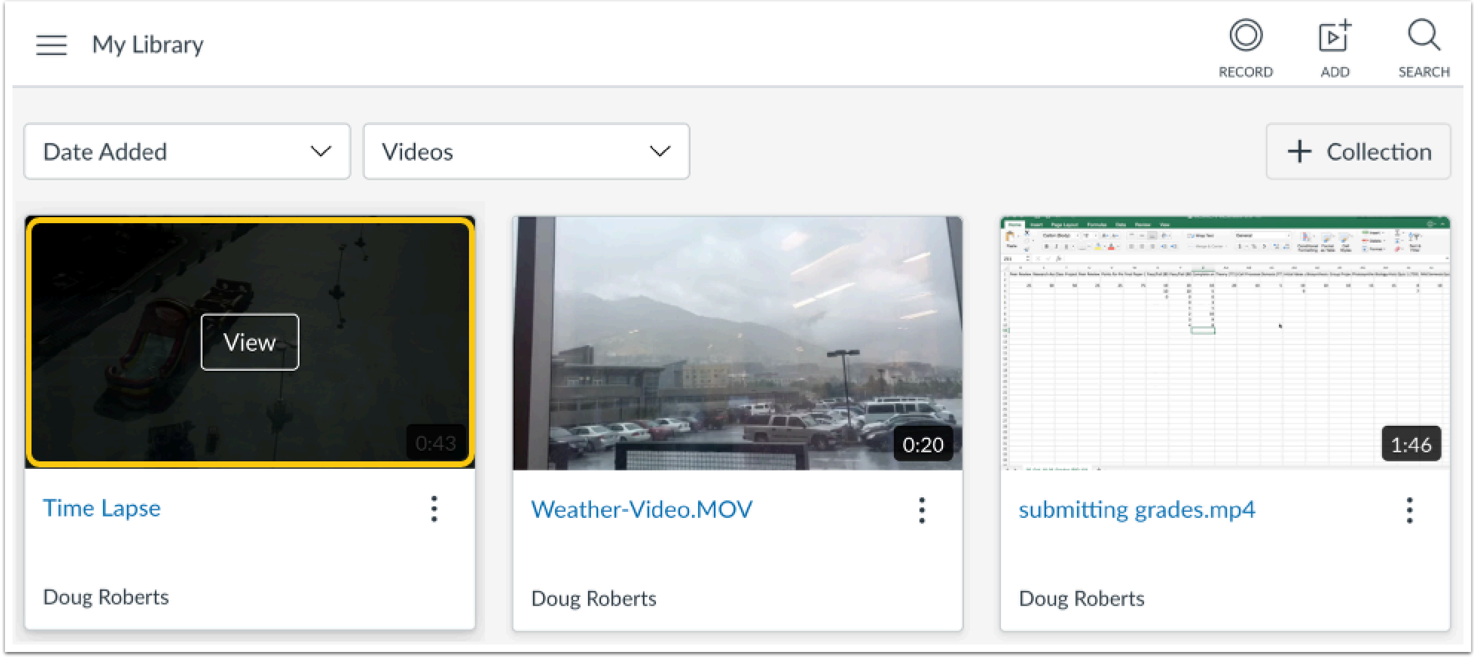
In Canvas Studio, you can view details about how viewers interact with and view your media from the Insights media tab. Learn more about Canvas Studio Insights.

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

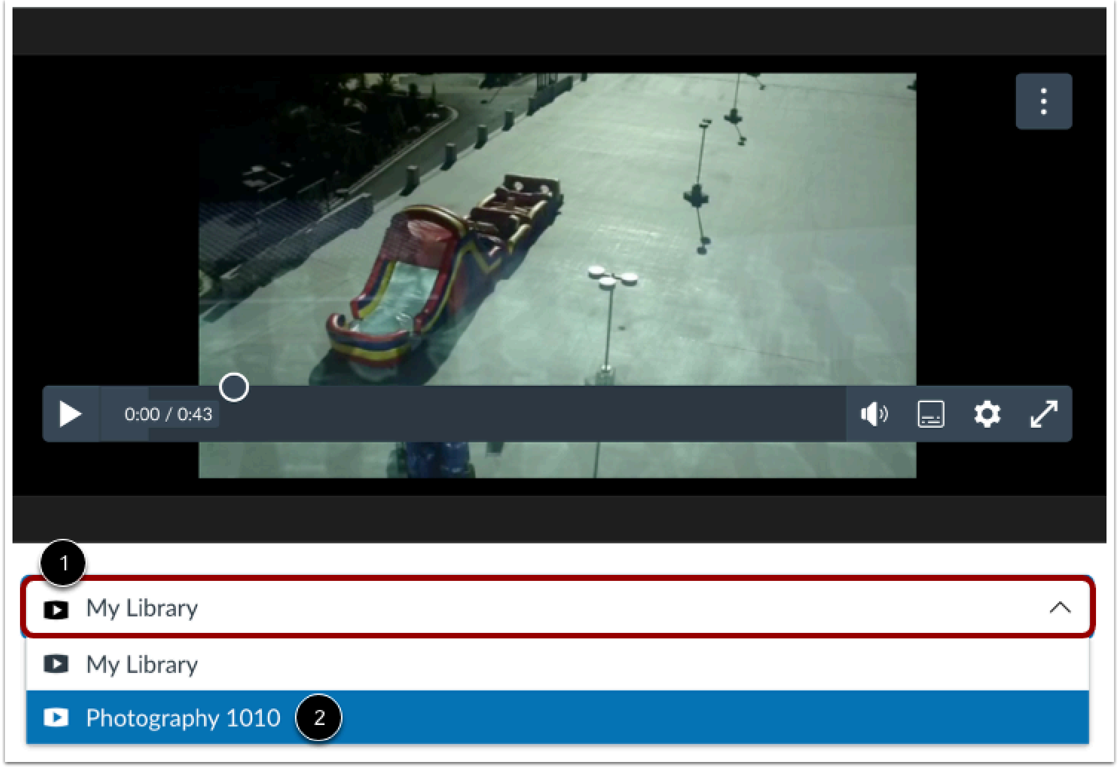
In your Studio account, locate the media you want to view. View your uploaded media on the **My Library** page [1]. You can also search for a specific media file by clicking the **Search** icon [2].

Open Media


My Library
RECORD
ADD
SEARCH
Date Added
Videos
+ Collection
View
0:43
Time Lapse
Doug Roberts
0:20
Weather-Video.MOV
Doug Roberts
1:46
submitting grades.mp4
Doug Roberts

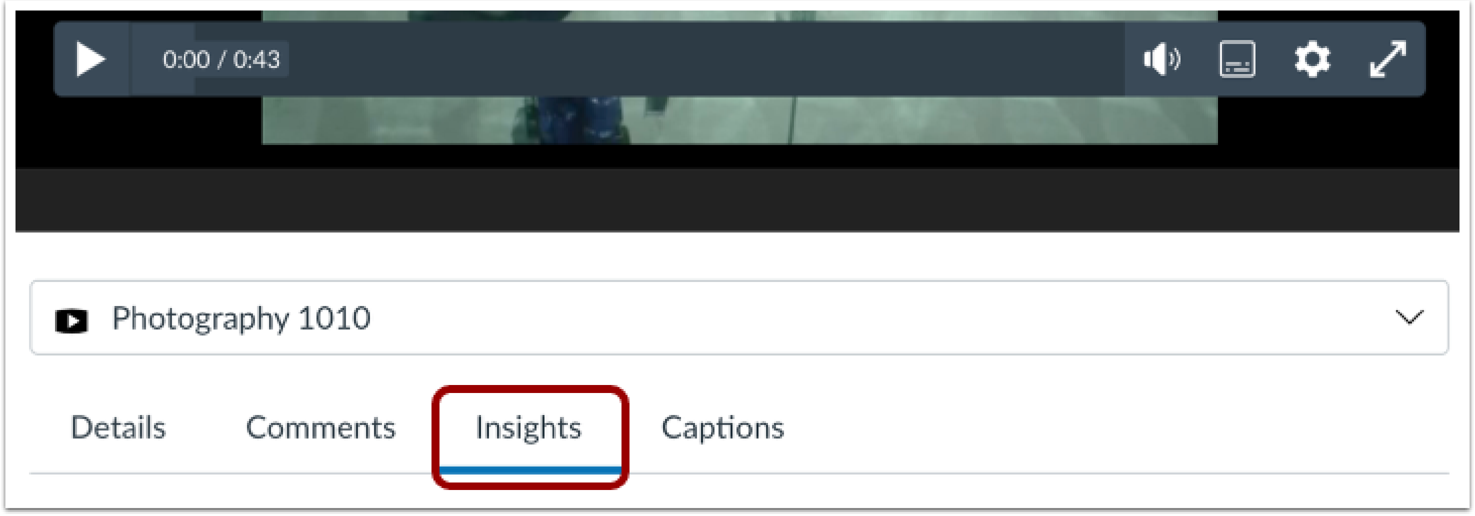
Hover over the media and click the media thumbnail.

Select Course


0:00 / 0:43
1
My Library
My Library
Photography 1010
2

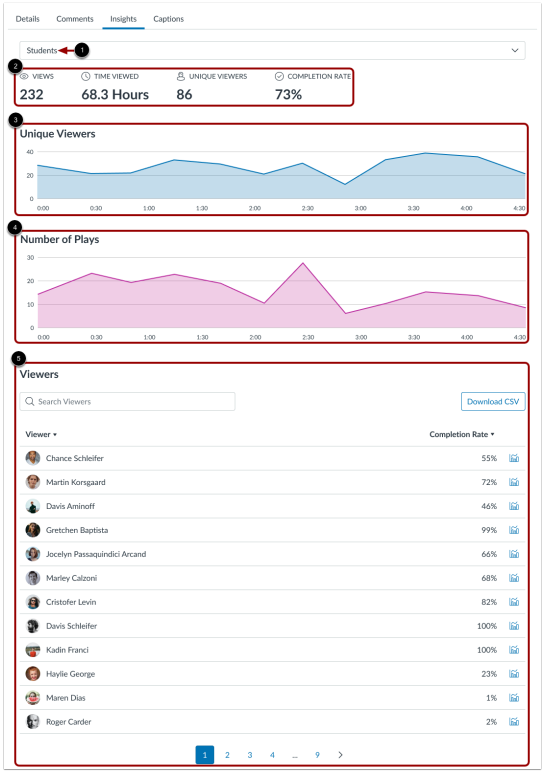
If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights


0:00 / 0:43
Photography 1010
Details
Comments
Insights
Captions

Click the **Insights** tab.

View Insights


Details
Comments
Insights
Captions
Students
1
2
3
Unique Viewers
40
20
0
0:00
0:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
4
Number of Plays
30
20
10
0
0:00
0:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
5
Viewers
Search Viewers
Download CSV
1
2
3
4
...
9
>

VIEWS	TIME VIEWED	UNIQUE VIEWERS	COMPLETION RATE
232	68.3 Hours	86	73%

Viewer ▾	Completion Rate ▾
Chance Schleifer	55%
Martin Korsgaard	72%
Davis Aminoff	46%
Gretchen Baptista	99%
Jocelyn Passaquindici Arcand	66%
Marley Calzoni	68%
Cristofer Levin	82%
Davis Schleifer	100%
Kadin Franci	100%
Haylie George	23%
Maren Dias	1%
Roger Carder	2%

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.

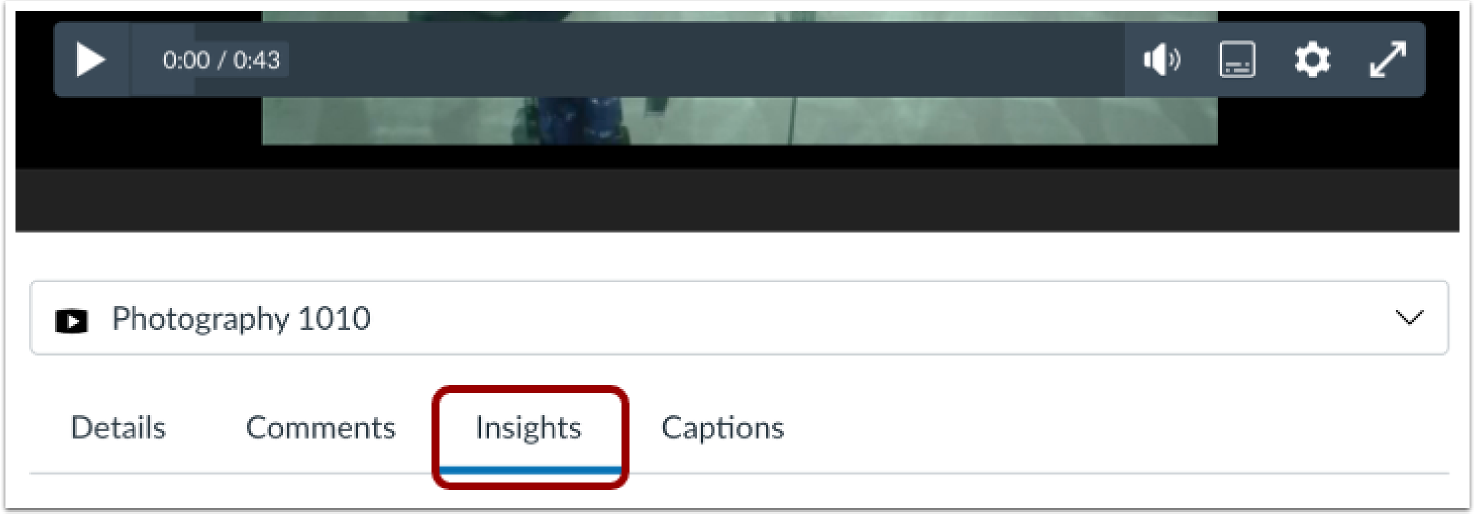
How do I use the Canvas Studio Insights page?

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.

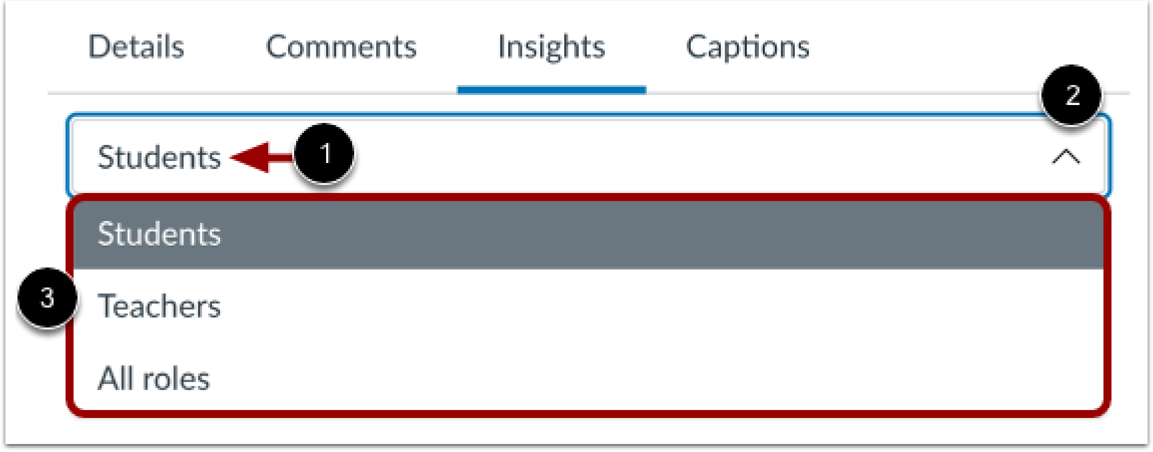
Learn more about viewing media insights for your Canvas Studio media.

Open Insights



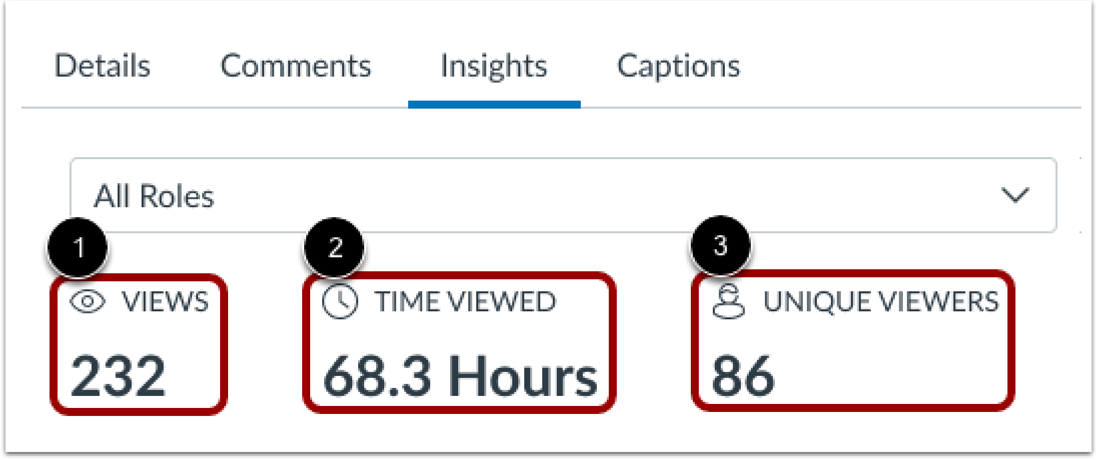
For your selected media and course, click the **Insights** tab. Learn more about viewing media insights for your Canvas Studio media.

Select Data Set


Details
Comments
Insights
Captions
Students
1
2
Students
3
Teachers
All roles

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


Details
Comments
Insights
Captions
All Roles
1
2
3
VIEWS
232
TIME VIEWED
68.3 Hours
UNIQUE VIEWERS
86

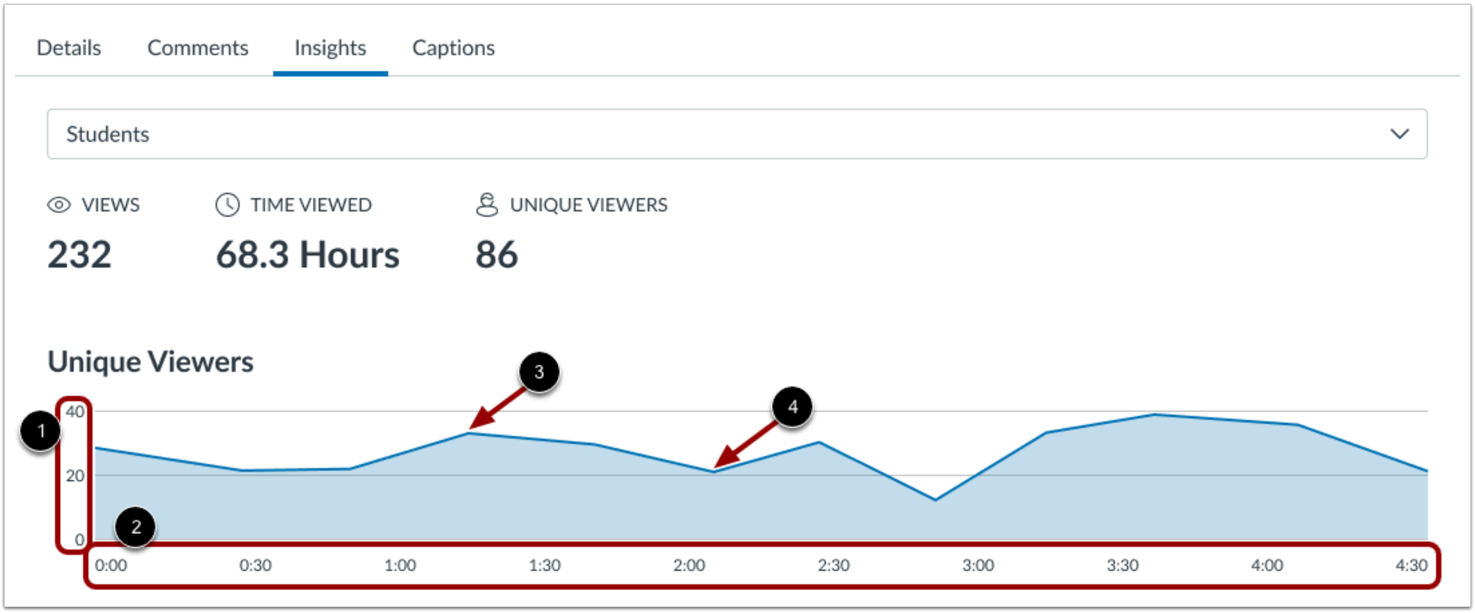
Usage Metrics display general statistics for the selected media.

- **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

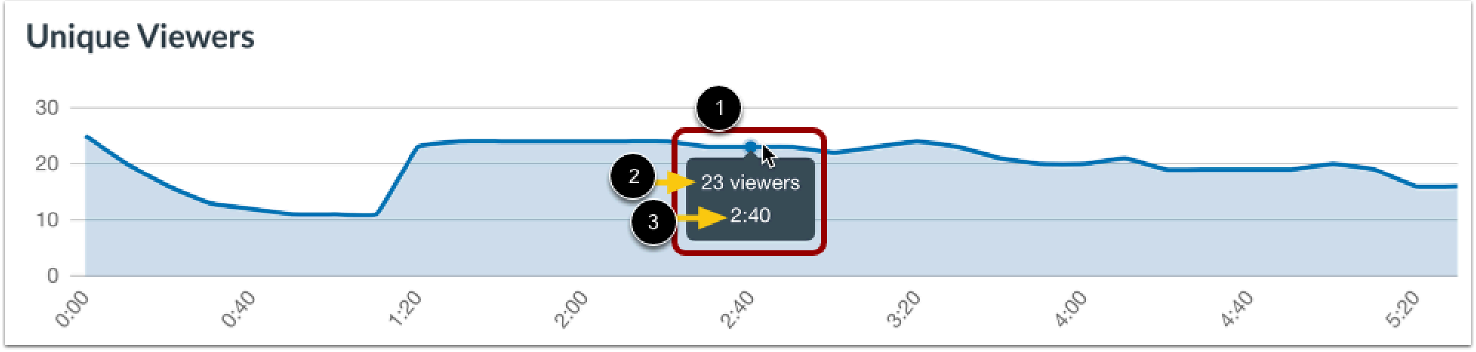

Details
Comments
Insights
Captions
Students
VIEWS
232
TIME VIEWED
68.3 Hours
UNIQUE VIEWERS
86
Unique Viewers
40
20
0
0:00
0:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
1
2
3
4

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].

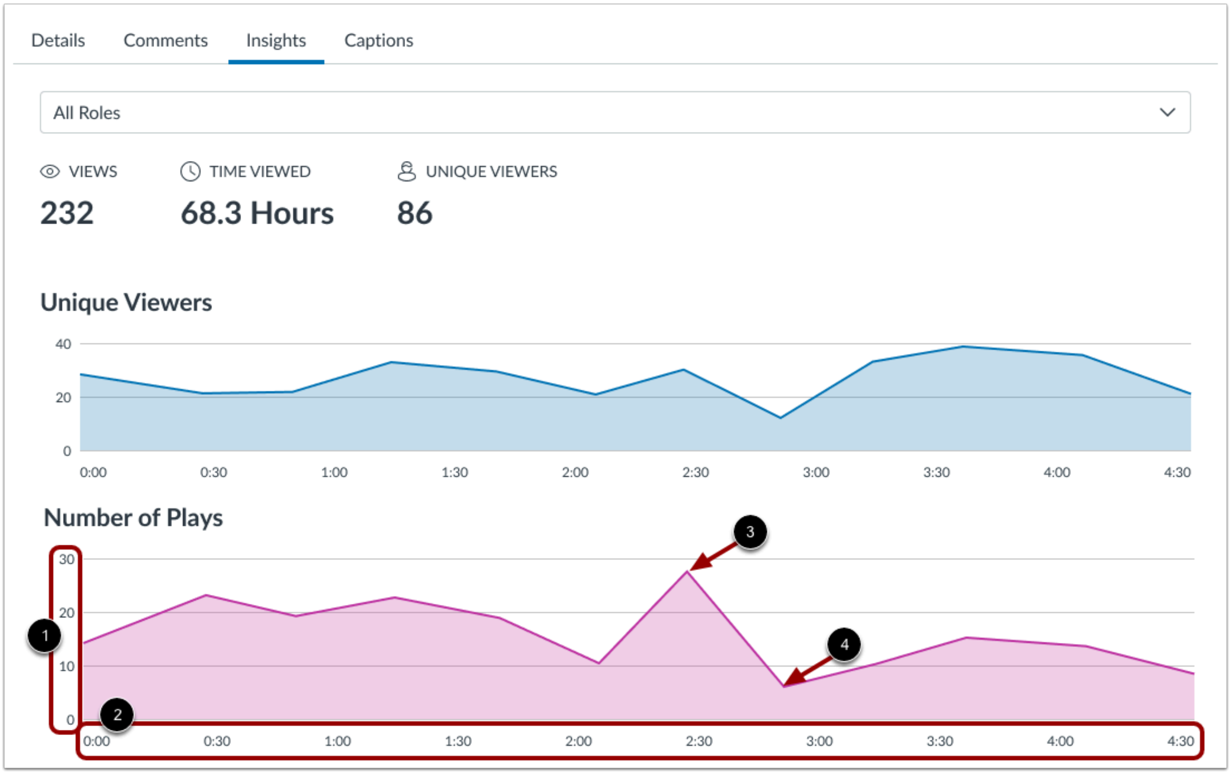
View Graph Details


Unique Viewers
30
20
10
0
0:00
0:40
1:20
2:00
2:40
3:20
4:00
4:40
5:20
23 viewers
2:40
1
2
3

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


Details
Comments
Insights
Captions

All Roles

VIEWS 232

TIME VIEWED 68.3 Hours

UNIQUE VIEWERS 86

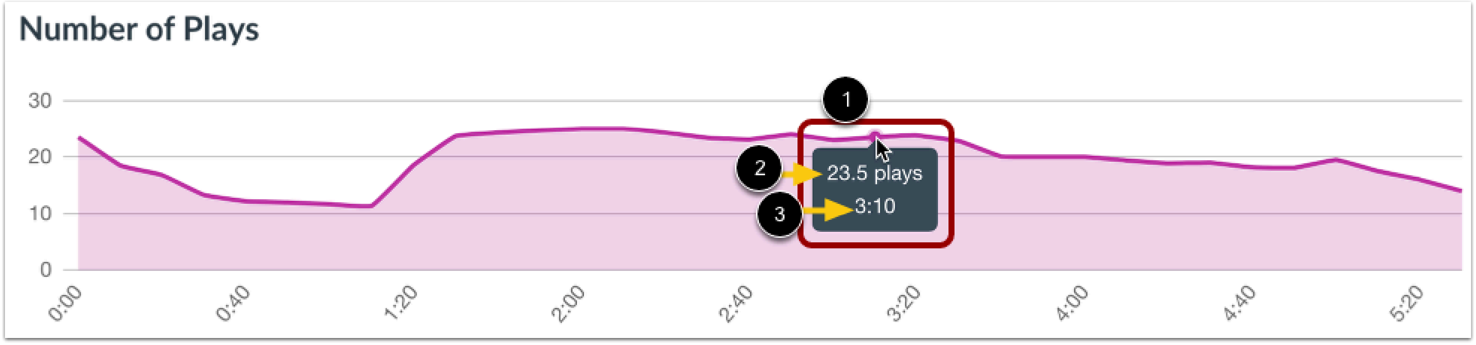
Unique Viewers
40
20
0
0:00
0:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
Number of Plays
30
20
10
0
0:00
0:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
1
2
3
4

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].

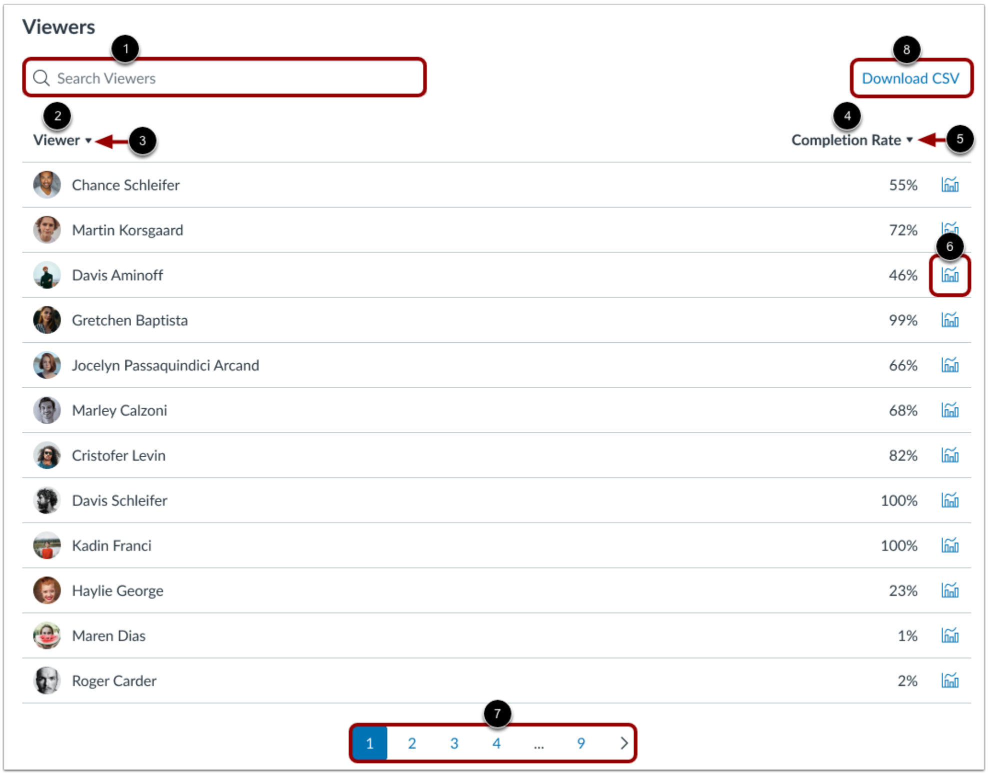
View Graph Details



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


Viewers
1
Search Viewers
8
Download CSV
2
Viewer
3
4
Completion Rate
5
6
7
1
2
3
4
...
9

Viewer	Completion Rate
Chance Schleifer	55%
Martin Korsgaard	72%
Davis Aminoff	46%
Gretchen Baptista	99%
Jocelyn Passaquindici Arcand	66%
Marley Calzoni	68%
Cristofer Levin	82%
Davis Schleifer	100%
Kadin Franci	100%
Haylie George	23%
Maren Dias	1%
Roger Carder	2%

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].

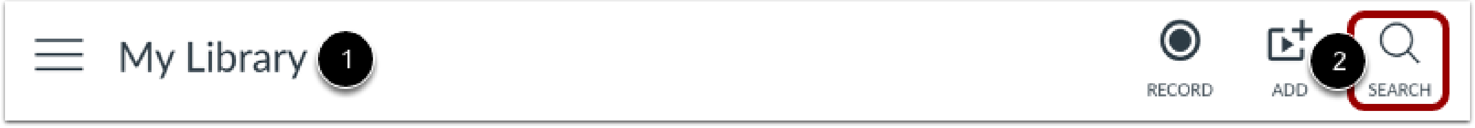
To export the displayed list as a CSV file, click the **Download CSV** button [8].

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?

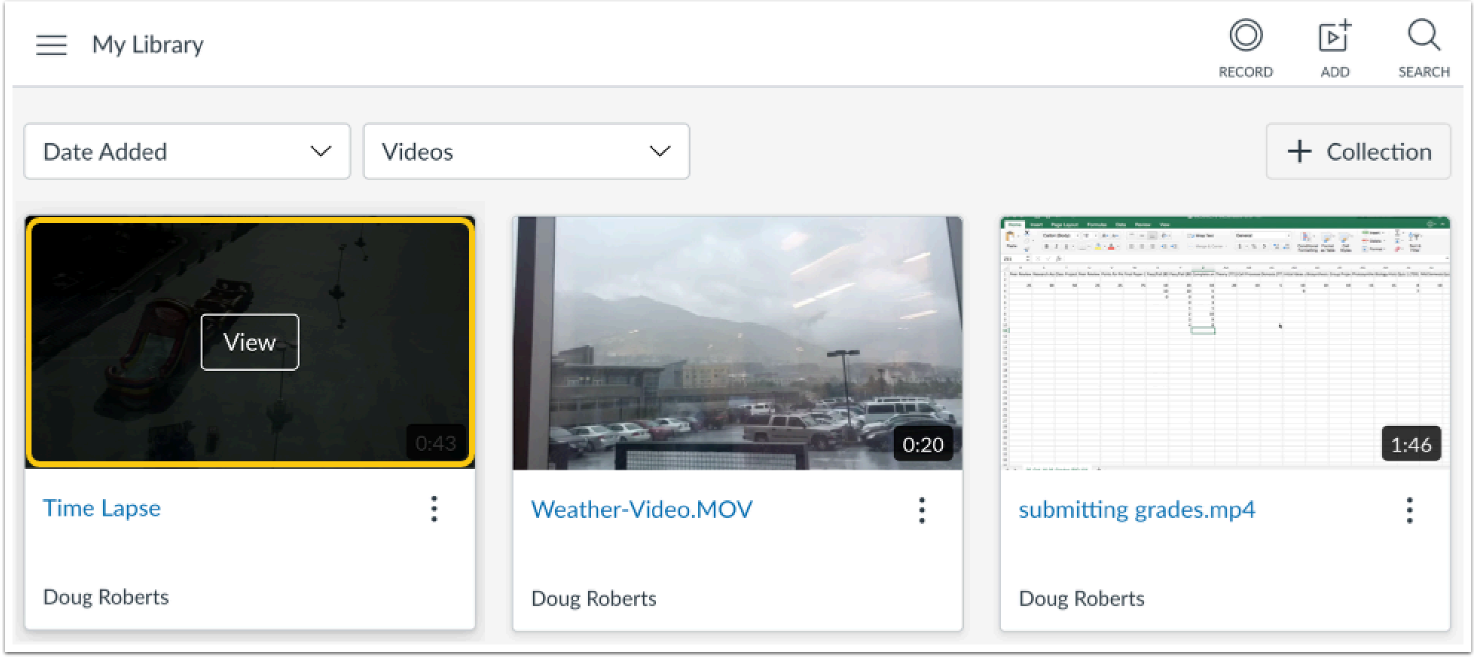
In Canvas Studio, you can view details about how individual viewers watch your media from the Insights media tab. You can also export viewer analytics as a [CSV file](#).

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

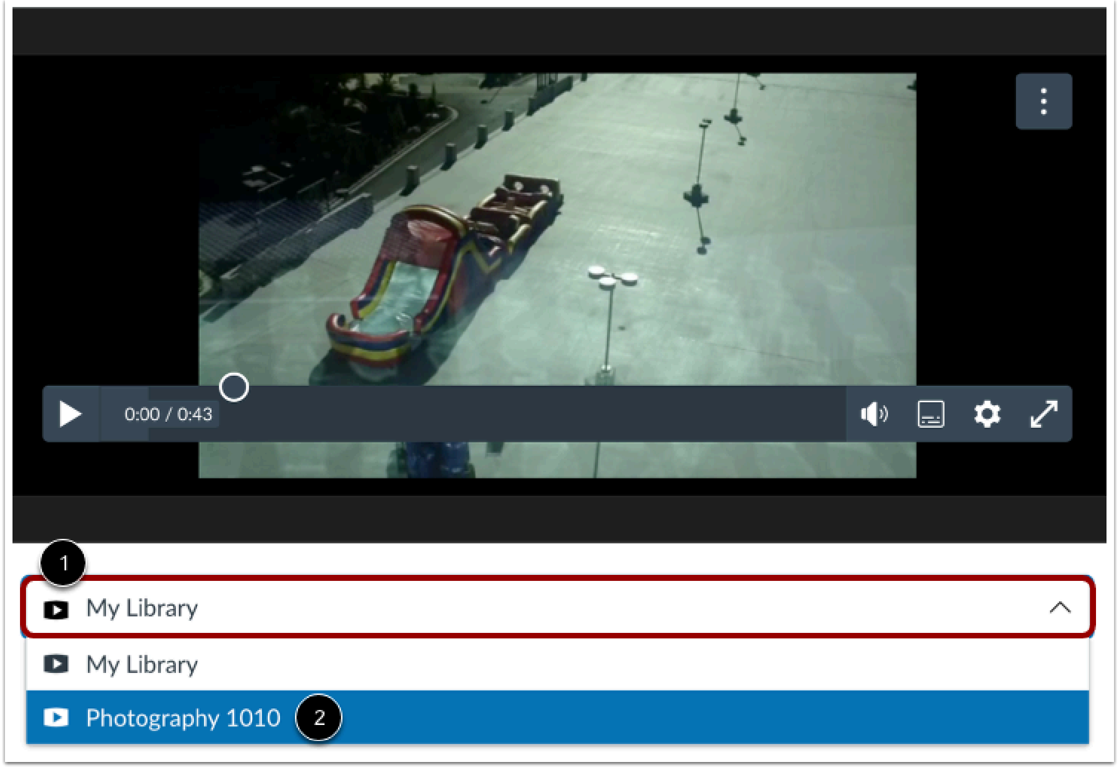
In your Studio account, locate the media you want to view. View your uploaded media on the **My Library** page [1]. You can also search for a specific media file by clicking the **Search** icon [2].

Open Media


My Library
RECORD
ADD
SEARCH
Date Added
Videos
+ Collection
View
0:43
Time Lapse
Doug Roberts
0:20
Weather-Video.MOV
Doug Roberts
1:46
submitting grades.mp4
Doug Roberts

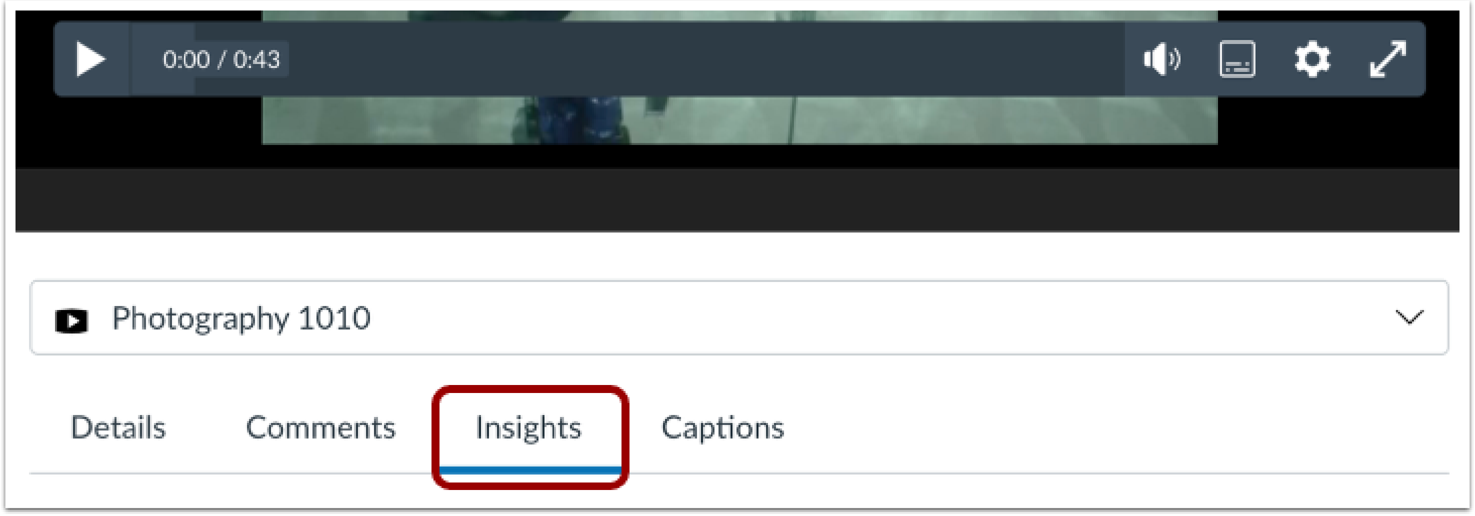
Hover over the media and click the media thumbnail.

Select Course


0:00 / 0:43
1
My Library
My Library
Photography 1010
2

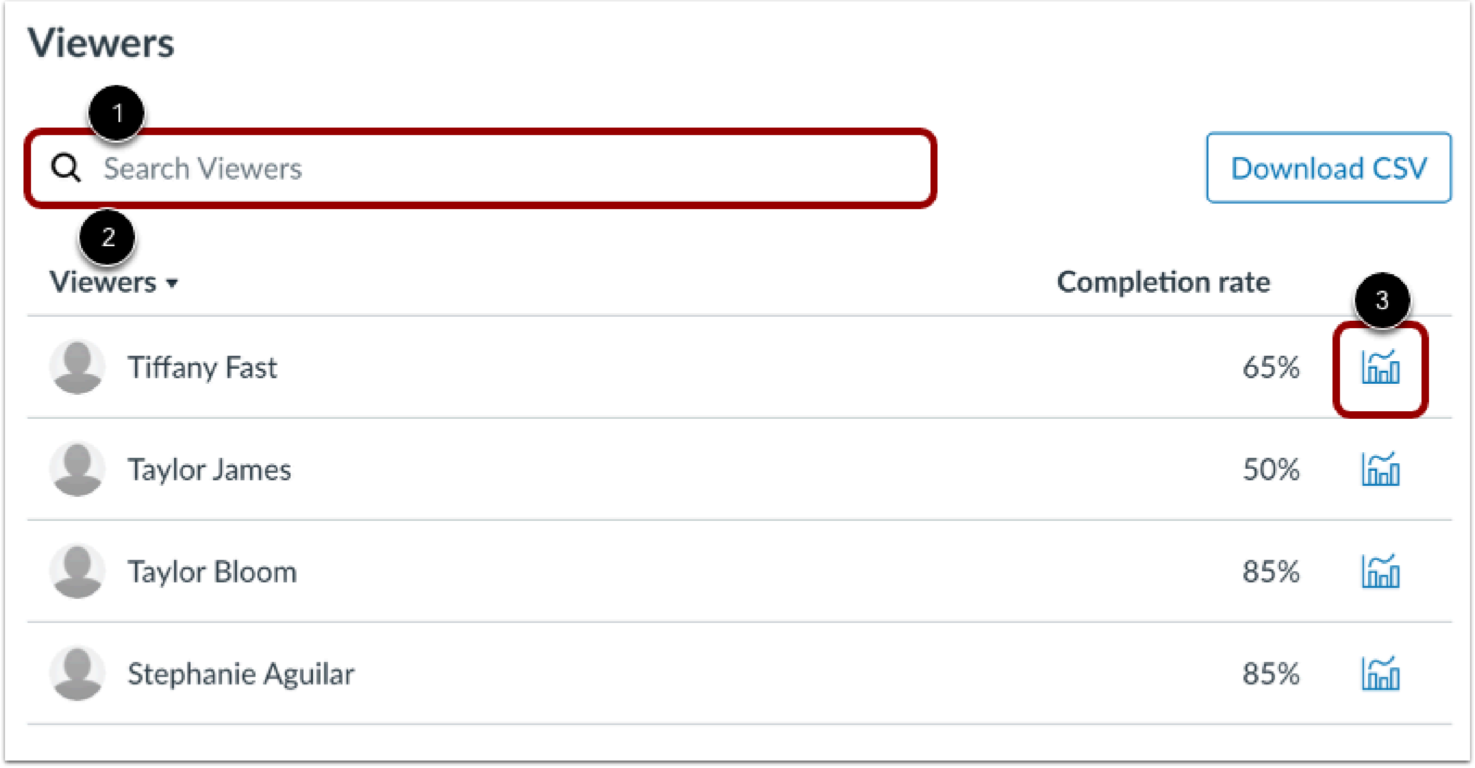
If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights


0:00 / 0:43
Photography 1010
Details
Comments
Insights
Captions

Click the **Insights** tab.

Open Completion Rate Graph



Viewers

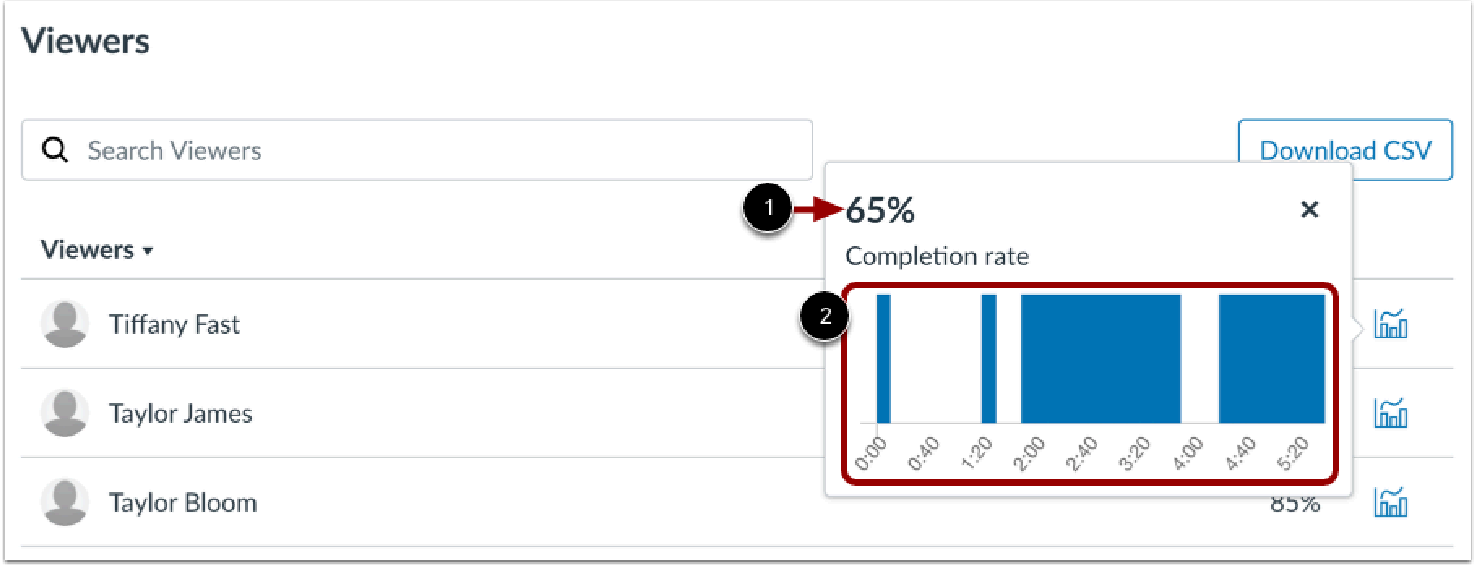
Viewers	Completion rate
Tiffany Fast	65%
Taylor James	50%
Taylor Bloom	85%
Stephanie Aguilar	85%

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


Viewers
Search Viewers
Download CSV
Viewers ▾
Tiffany Fast
Taylor James
Taylor Bloom
1
65%
Completion rate
×
2
0:00
0:40
1:20
2:00
2:40
3:20
4:00
4:40
5:20
85%

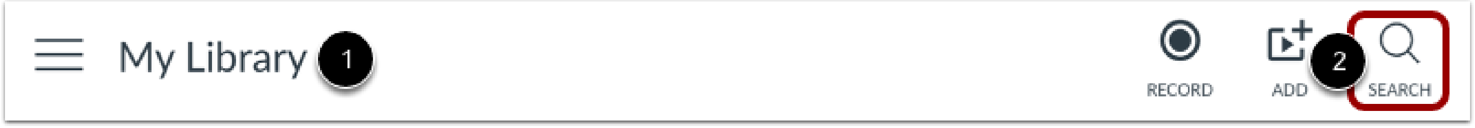
The Completion Rate Graph displays the viewer's completion rate percentage [1] as well as a timeline graph illustrating the watched portions of the video [2].

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?

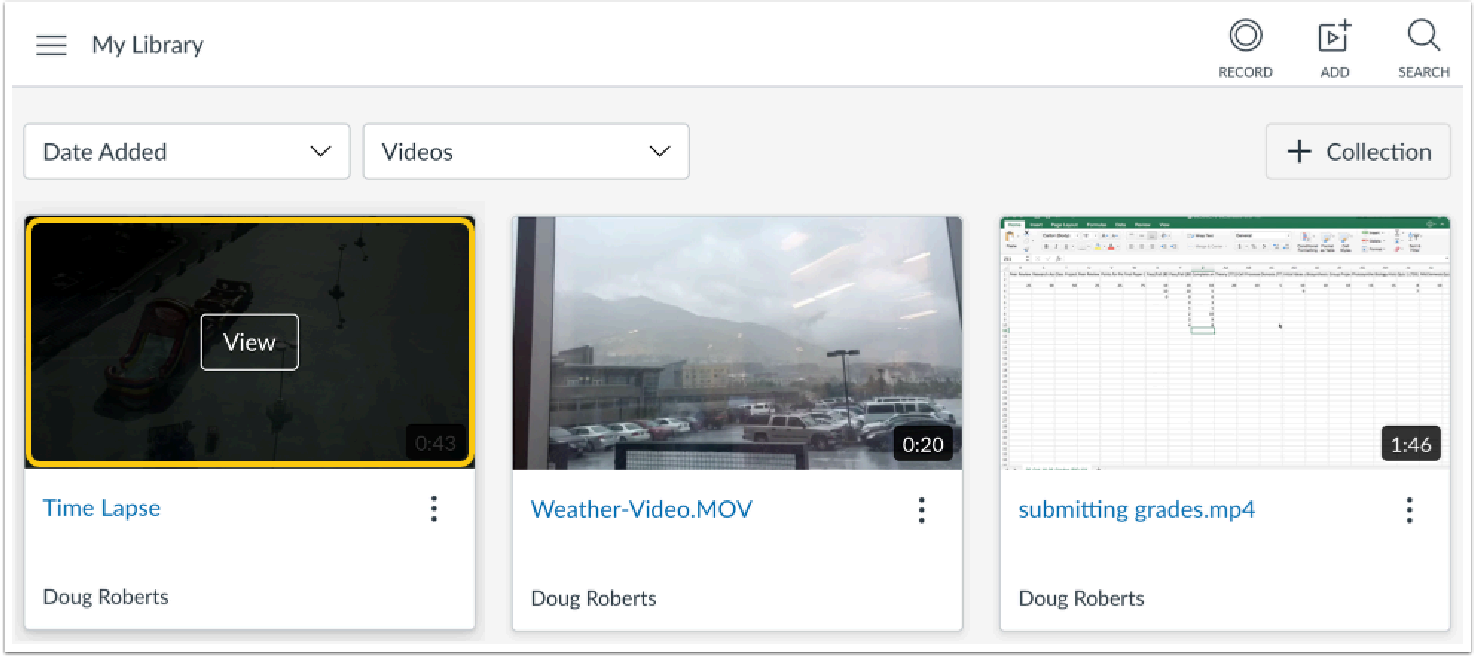
In Canvas Studio, you can view details about how individual viewers watch your media from the Insights media tab. You can also export viewer analytics as CSV file.

Locate Media


My Library
1
RECORD
ADD
2
SEARCH

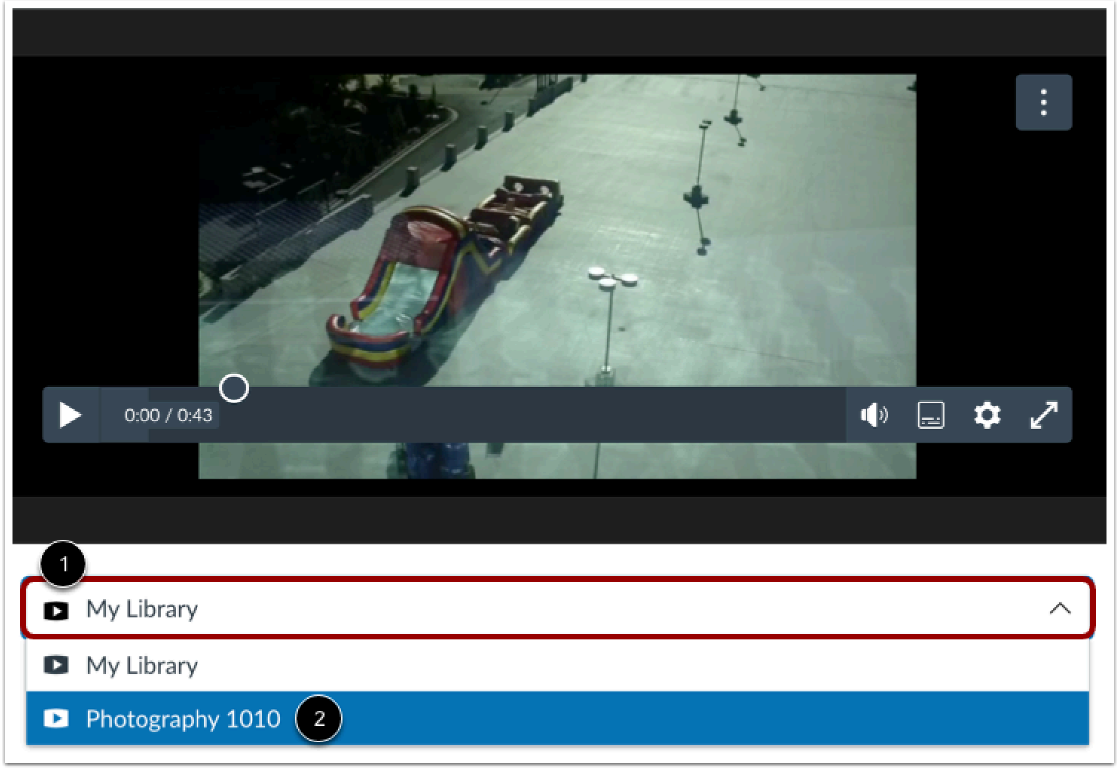
In your Studio account, locate the media you want to view. View your uploaded media on the **My Library** page [1]. You can also search for a specific media file by clicking the **Search** icon [2].

Open Media


My Library
RECORD
ADD
SEARCH
Date Added
Videos
Collection
View
0:43
Time Lapse
Doug Roberts
0:20
Weather-Video.MOV
Doug Roberts
1:46
submitting grades.mp4
Doug Roberts

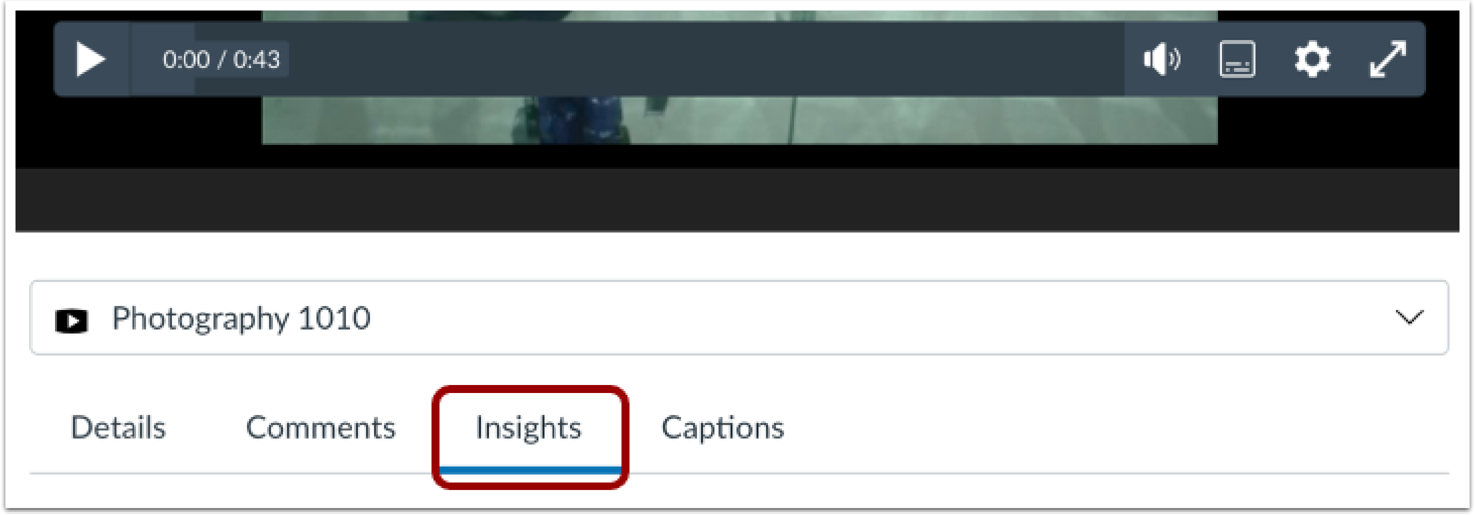
Hover over the media and click the media thumbnail.

Select Course


0:00 / 0:43
1
My Library
My Library
Photography 1010
2

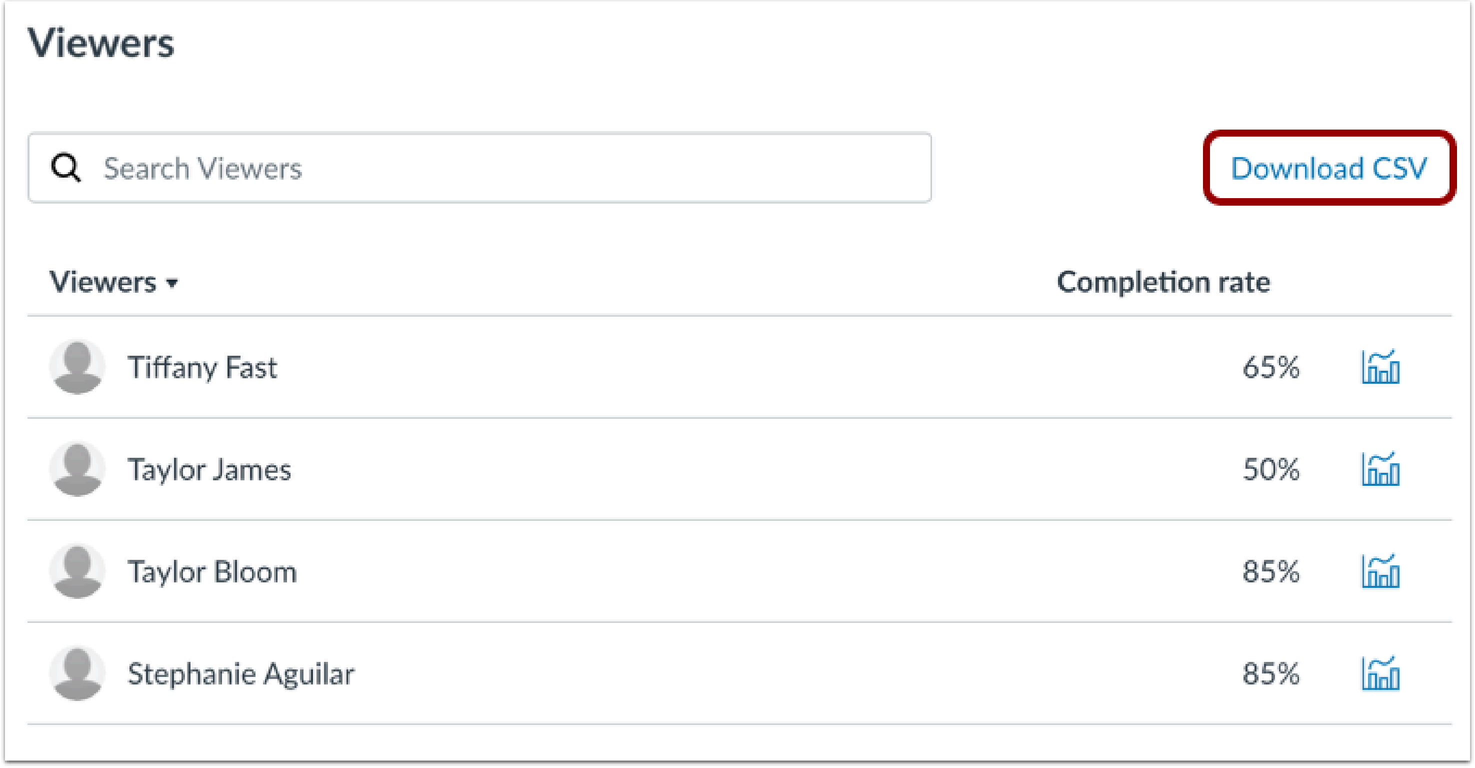
If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights


0:00 / 0:43
Photography 1010
Details
Comments
Insights
Captions

Click the **Insights** tab.

Download CSV

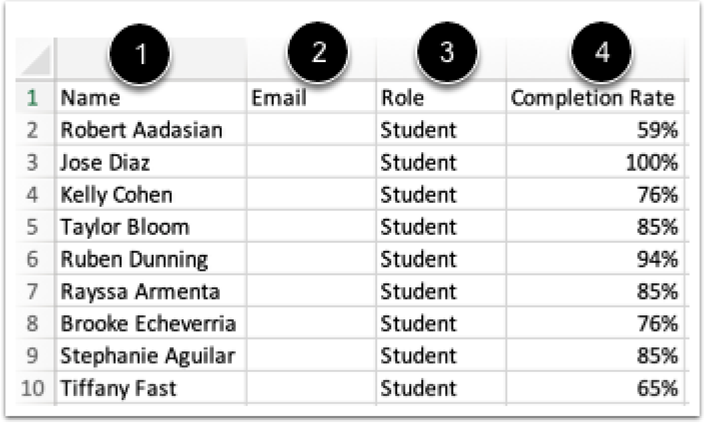

Viewers
Search Viewers
Download CSV
Viewers ▾
Completion rate

Viewers	Completion rate
Tiffany Fast	65%
Taylor James	50%
Taylor Bloom	85%
Stephanie Aguilar	85%

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



	Name	Email	Role	Completion Rate
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%

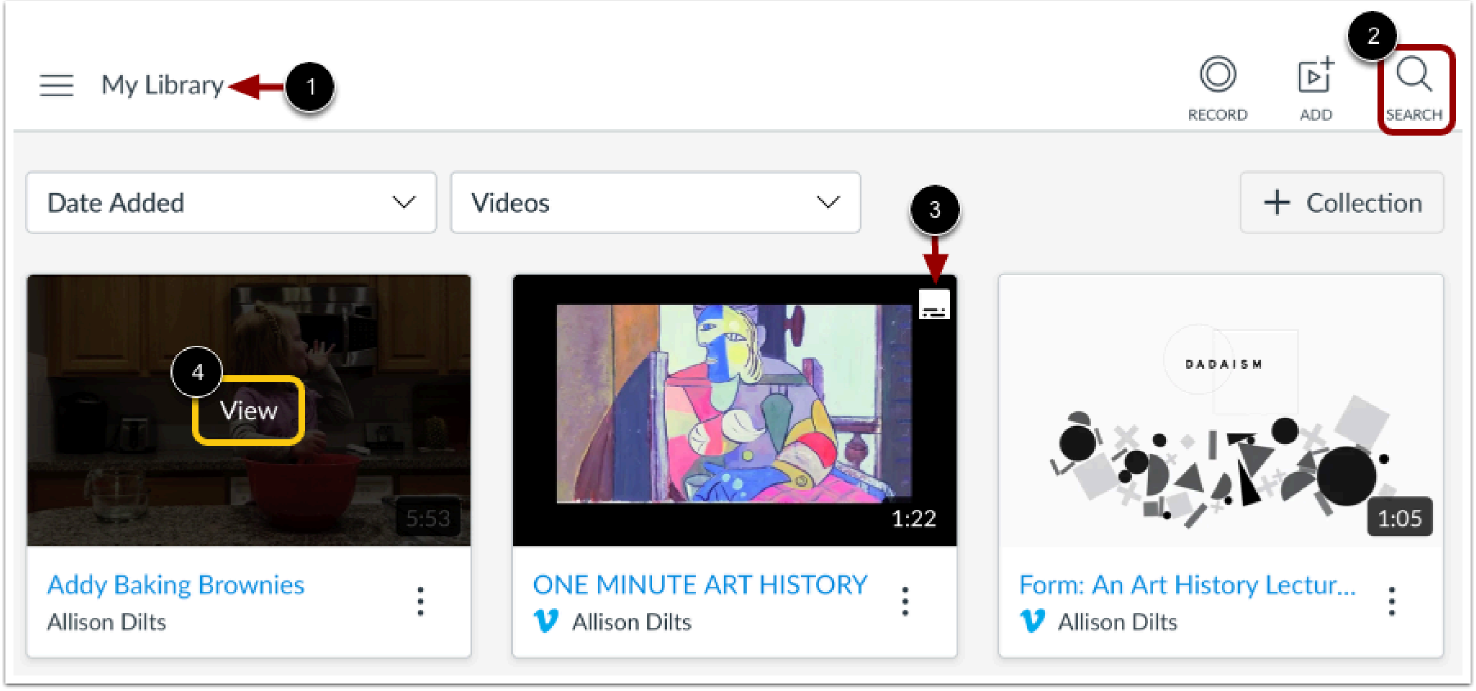
For each viewer, the downloaded CSV displays the name [1], email address[2], role [3], and completion rate [4].

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.

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 text in the caption editor. Caption files can be [uploaded](#) from your computer, or [auto-generated](#).

Open Media

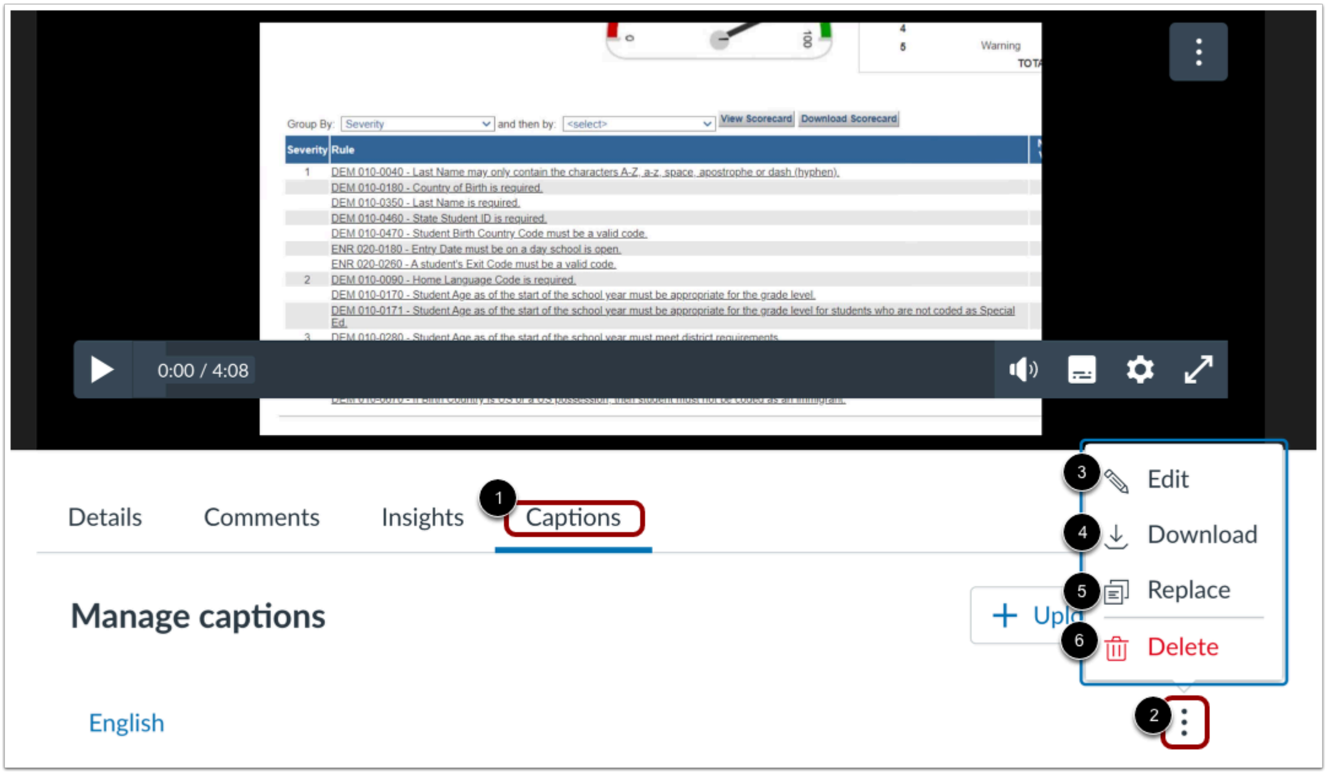

My Library
1
2
RECORD
ADD
SEARCH
Date Added
Videos
3
+ Collection
4
View
5:53
1:22
DADAISM
1:05
Addy Baking Brownies
Allison Dilts
ONE MINUTE ART HISTORY
Allison Dilts
Form: An Art History Lectur...
Allison Dilts

Locate the media you want to edit on the My Library page [1]. To search for media, click the **Search** icon [2].

Media that includes a captioning file displays the captioning badge [3].

To open the media, click the **View** link [4].

Manage Captions


0:00 / 4:08
Details
Comments
Insights
1
Captions
Manage captions
English
+ Uplo
3
Edit
4
Download
5
Replace
6
Delete
2

Click the **Captions** tab [1]. Then, click the **Options** icon [2].

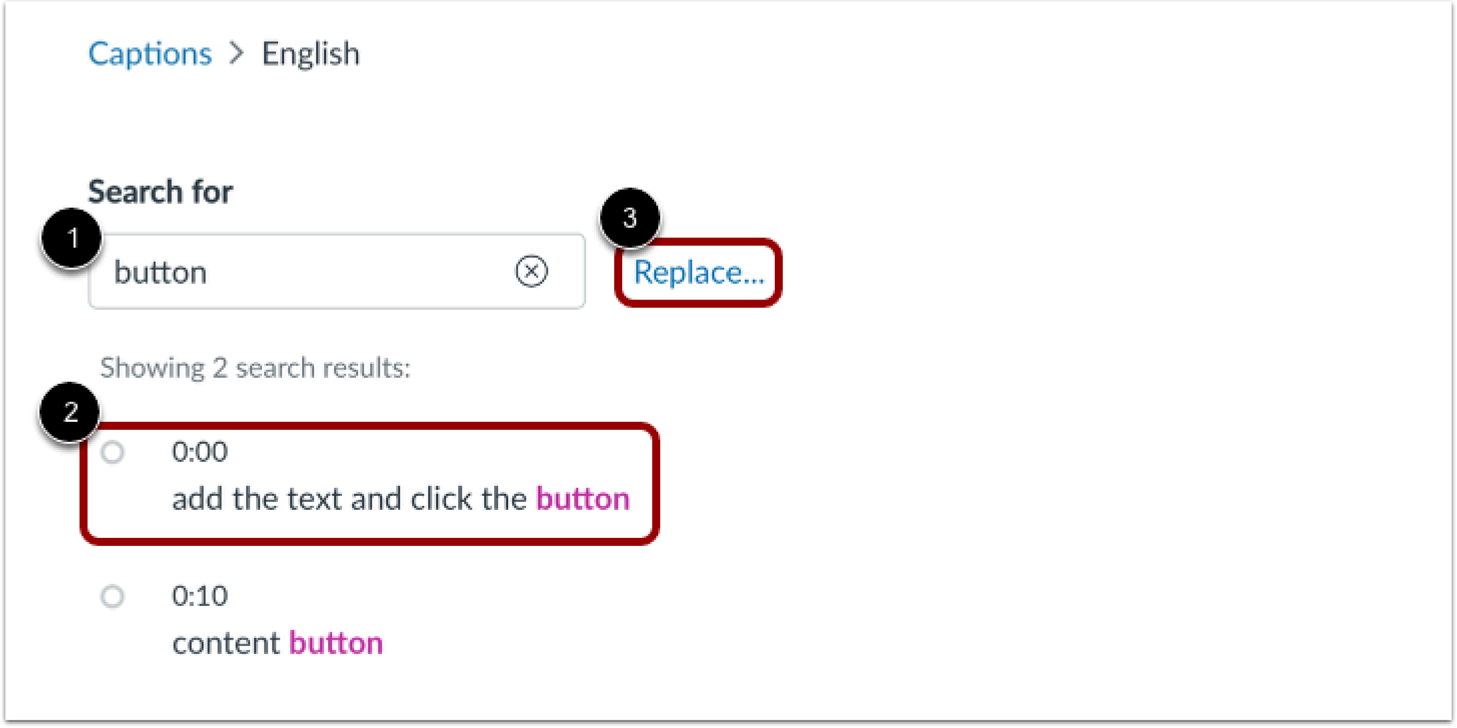
To edit a caption, click the **Edit** link [3].

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.

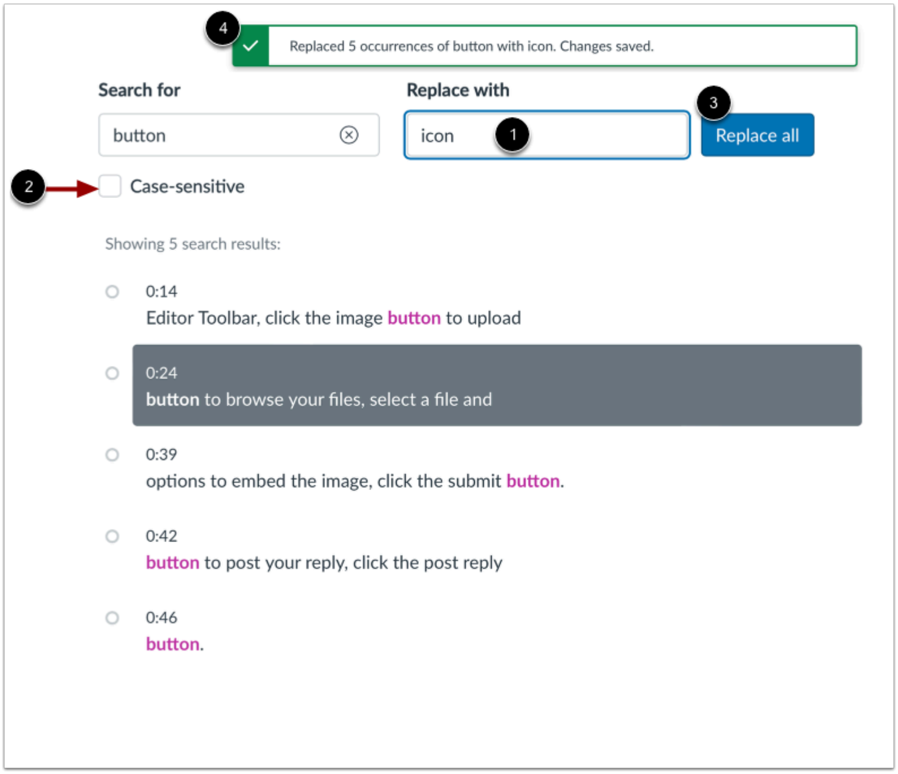
Search Text


Captions > English
Search for
1
button
3
Replace...
Showing 2 search results:
2
○ 0:00
add the text and click the button
○ 0:10
content button

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



✓ Replaced 5 occurrences of button with icon. Changes saved.

Search for: button

Replace with: icon

Replace all

☐ Case-sensitive

Showing 5 search results:

○ 0:14
Editor Toolbar, click the image button to upload

○ 0:24
button to browse your files, select a file and

○ 0:39
options to embed the image, click the submit button.

○ 0:42
button to post your reply, click the post reply

○ 0:46
button.

Enter new text in the **Replace with** field [1].

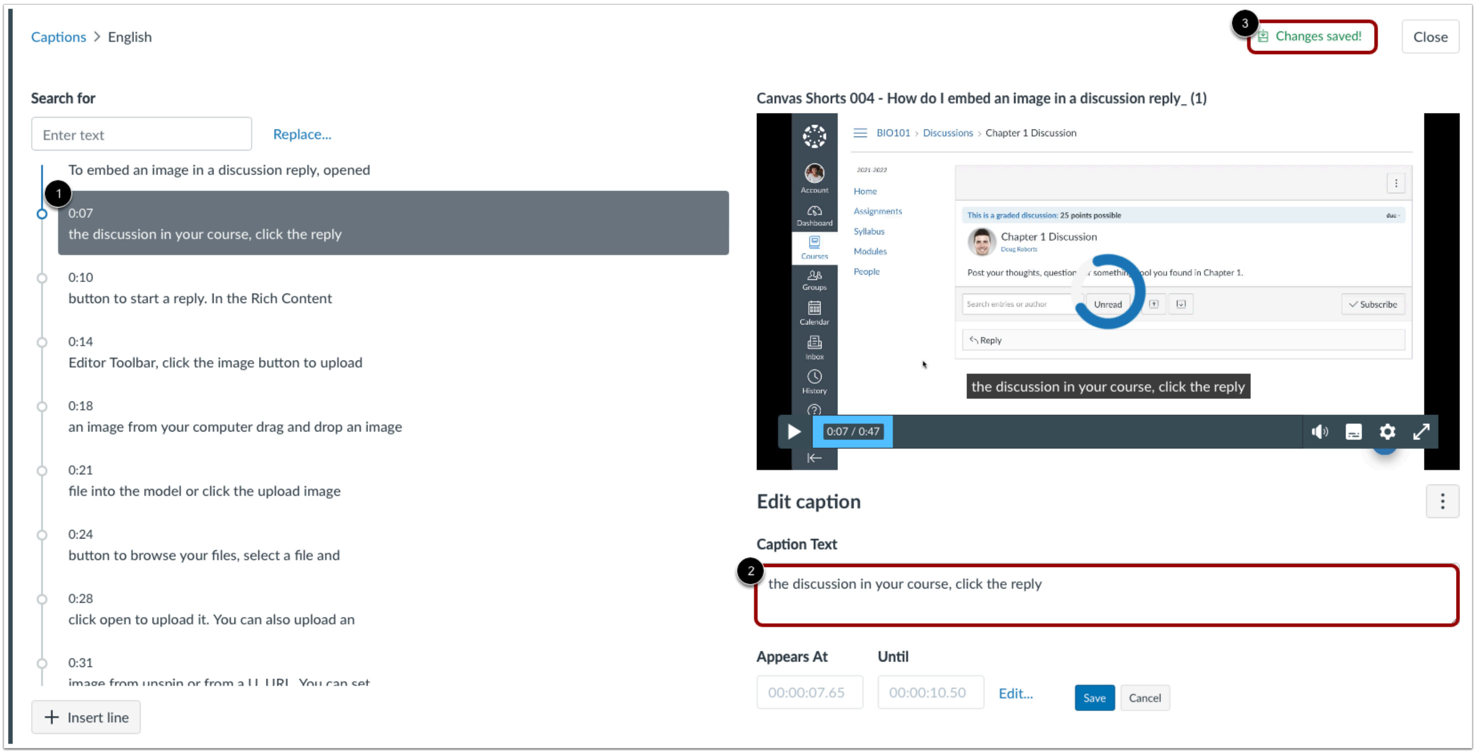
To make the search case-sensitive, click the **Case-sensitive** checkbox [2].

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


Captions > English
3
Changes saved!
Close
Search for
Enter text
Replace...
1
2
Edit caption
Caption Text
Appears At
Until
Edit...
Save
Cancel
Insert line
0:07 / 0:47
BIO101 > Discussions > Chapter 1 Discussion
Account
Dashboard
Courses
Groups
Calendar
Inbox
History
Home
Assignments
Syllabus
Modules
People
This is a graded discussion: 25 points possible
Chapter 1 Discussion
Unread
Subscribe
Reply

Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)

To embed an image in a discussion reply, opened

0:07
the discussion in your course, click the reply

0:10
button to start a reply. In the Rich Content

0:14
Editor Toolbar, click the image button to upload

0:18
an image from your computer drag and drop an image

0:21
file into the model or click the upload image

0:24
button to browse your files, select a file and

0:28
click open to upload it. You can also upload an

0:31
image from unsnin or from a URL. You can set

Caption Text: the discussion in your course, click the reply

Appears At: 00:00:07.65

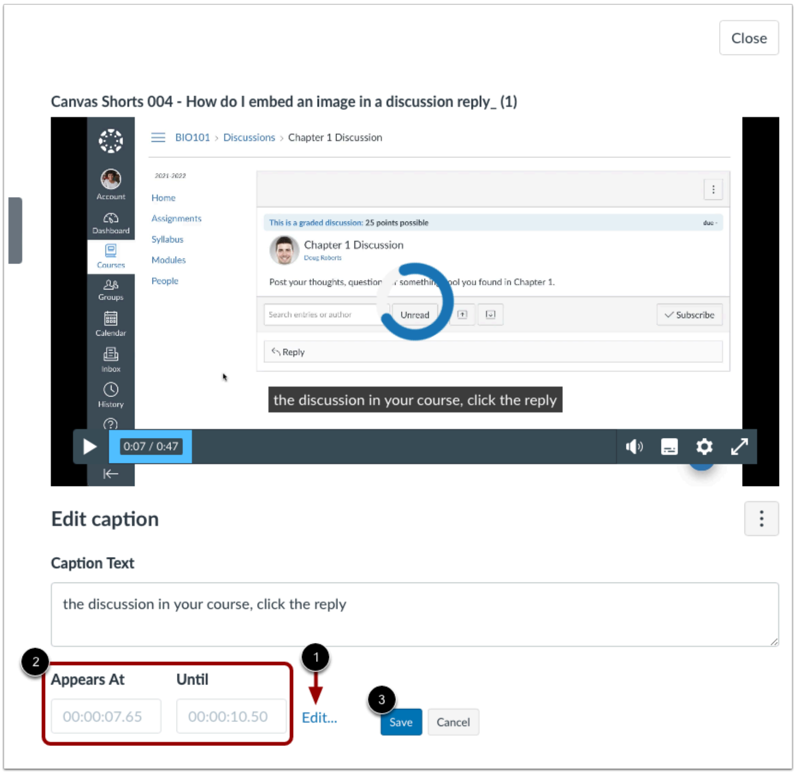
Until: 00:00:10.50

In the 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



Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)

Caption Text

the discussion in your course, click the reply

Appears At: 00:00:07.65

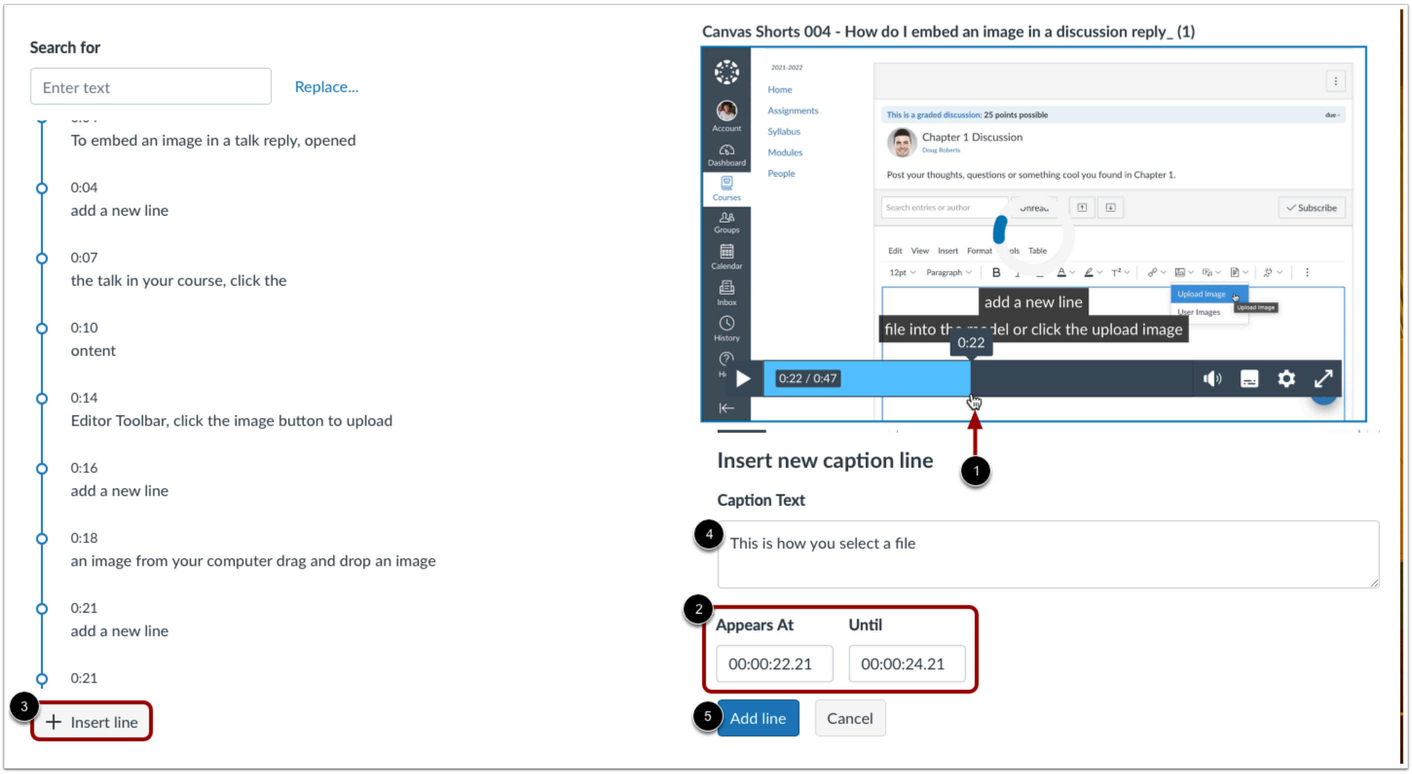
Until: 00:00:10.50

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.

Insert Caption

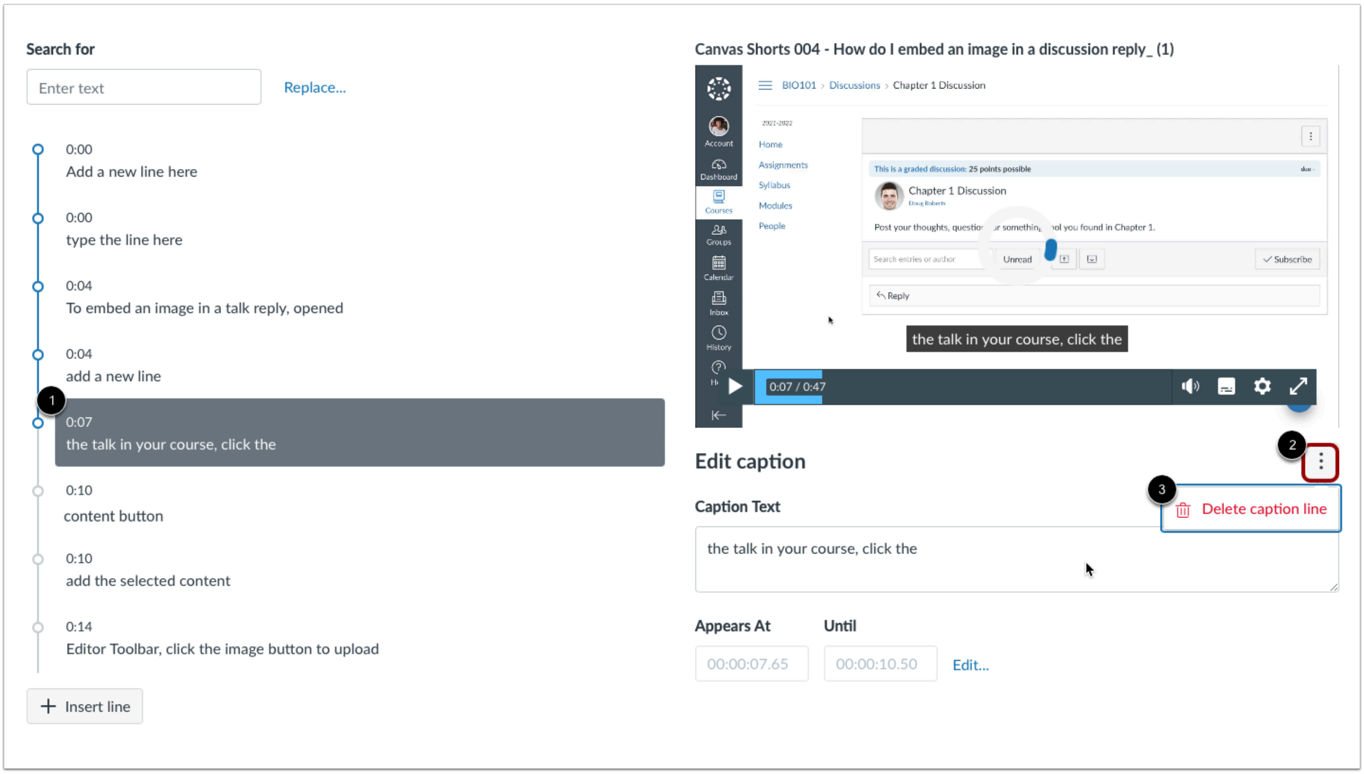

Search for
Enter text
Replace...
To embed an image in a talk reply, opened
0:04
add a new line
0:07
the talk in your course, click the
0:10
ontent
0:14
Editor Toolbar, click the image button to upload
0:16
add a new line
0:18
an image from your computer drag and drop an image
0:21
add a new line
0:21
Insert line
Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)
add a new line
file into the model or click the upload image
0:22
0:22 / 0:47
Insert new caption line
Caption Text
This is how you select a file
Appears At
Until
00:00:22.21
00:00:24.21
Add line
Cancel
1
2
3
4
5

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



Search for

Enter text

Replace...

0:00
Add a new line here

0:00
type the line here

0:04
To embed an image in a talk reply, opened

0:04
add a new line

0:07
the talk in your course, click the

0:10
content button

0:10
add the selected content

0:14
Editor Toolbar, click the image button to upload

Insert line

Canvas Shorts 004 - How do I embed an image in a discussion reply_ (1)

BIO101 › Discussions › Chapter 1 Discussion
Home
Assignments
Syllabus
Modules
People
This is a graded discussion: 25 points possible
Chapter 1 Discussion
Reply
Subscribe
the talk in your course, click the
0:07 / 0:47
1
2
3

Edit caption

Delete caption line

Caption Text

the talk in your course, click the

Appears At: 00:00:07.65

Until: 00:00:10.50

Edit...

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].

Studio Quizzing

How do I use Canvas Studio video quizzing?

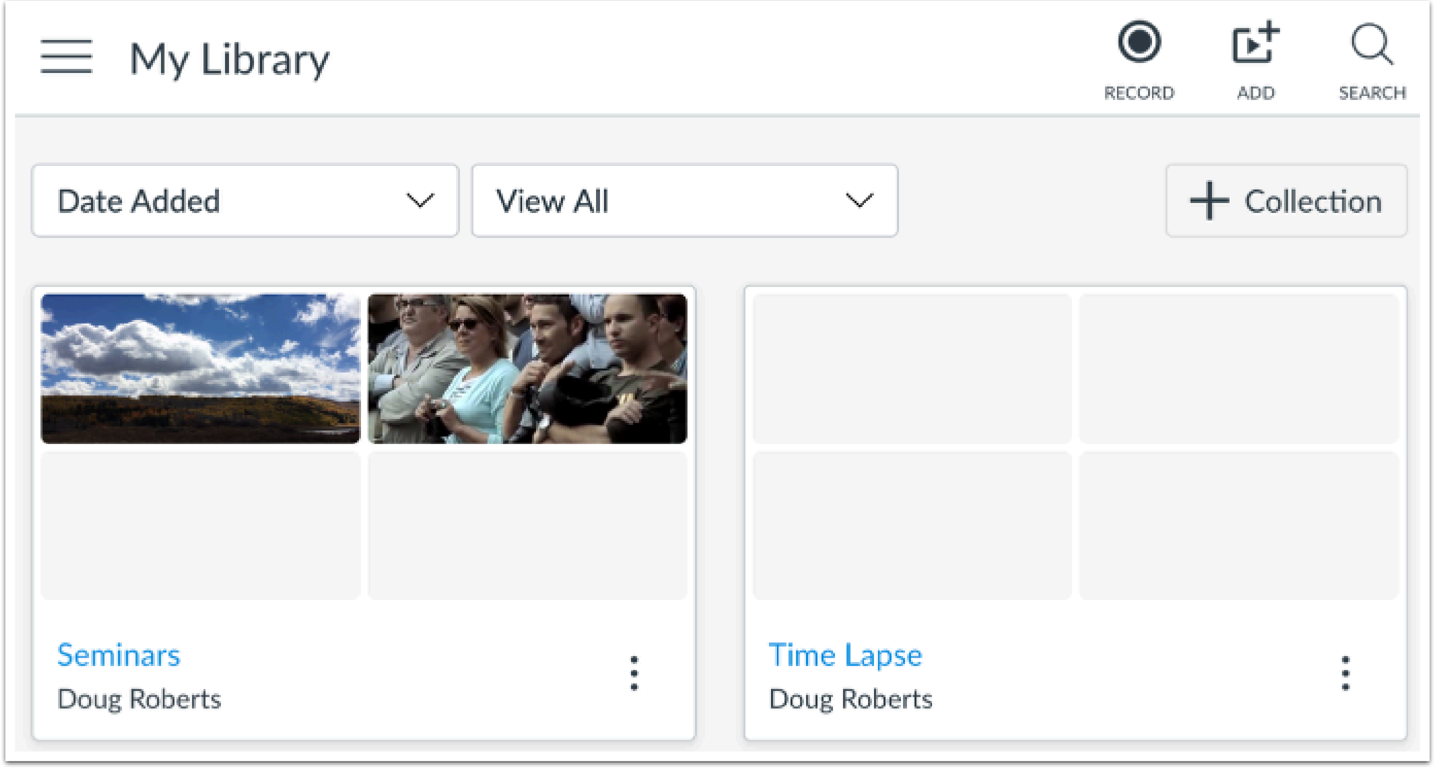
Canvas Studio Video Quizzing provides instructors, teacher assistants (TAs), designers, and Studio account admins with a simple way to create engaging and impactful learning experiences through video. Instructors, TAs, designers, and Studio account admins can engage students using a video with questions 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:

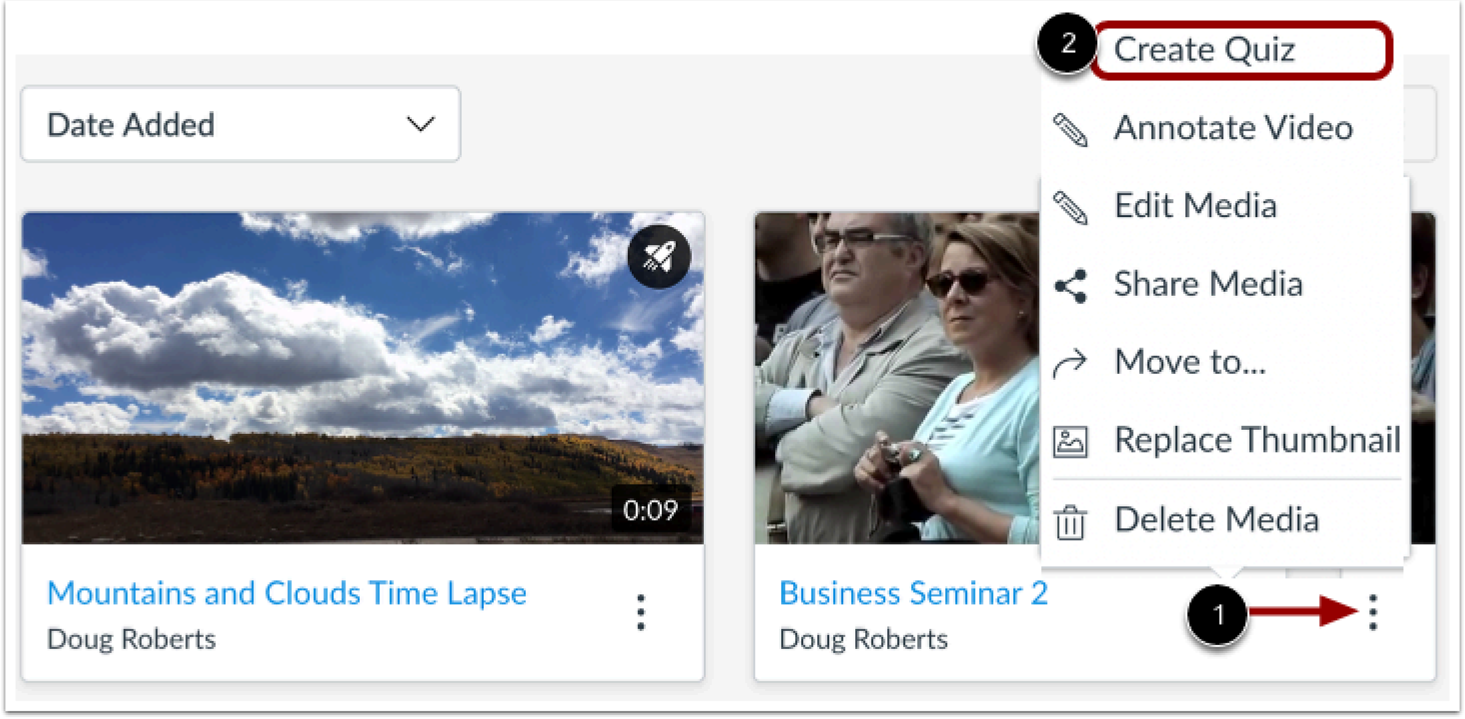
- Quizzes must be created from your My Library page.
- Once a Studio video quiz has been taken, edits made to the video quiz by the creator will not apply to any pre-existing embedded quizzes that have submissions. New embeds of the edited video quiz will show the updated version of the video quiz.
- 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.

View Library


My Library
RECORD
ADD
SEARCH
Date Added
View All
Collection
Seminars
Doug Roberts
Time Lapse
Doug Roberts

View all your uploaded media in your **My Library** page.

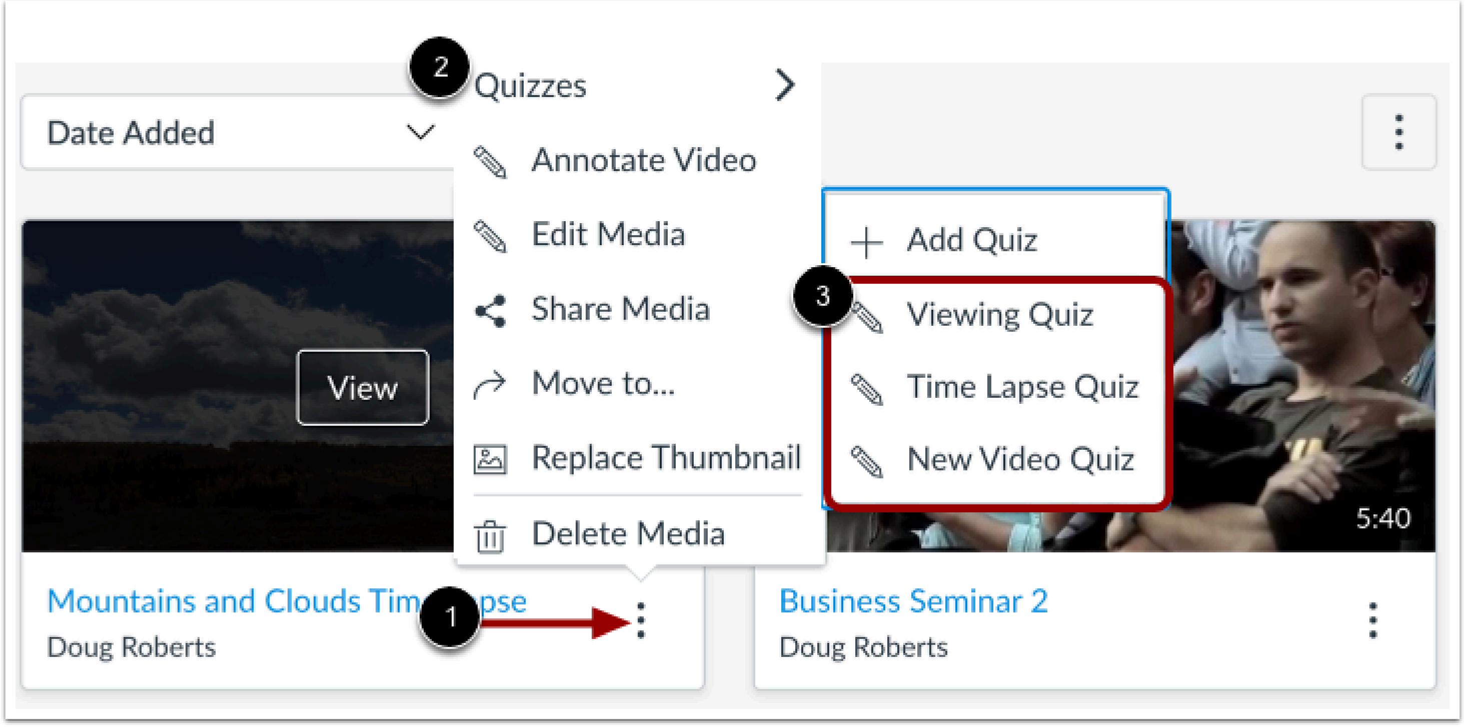
View Media to Create Quiz


2
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
Date Added
0:09
Mountains and Clouds Time Lapse
Doug Roberts
Business Seminar 2
Doug Roberts
1

Locate the media to base your quiz on, click the **Options** icon [1], click the **Create Quiz** link [2], and create your quiz.

BY NC SA

View Media with Quiz

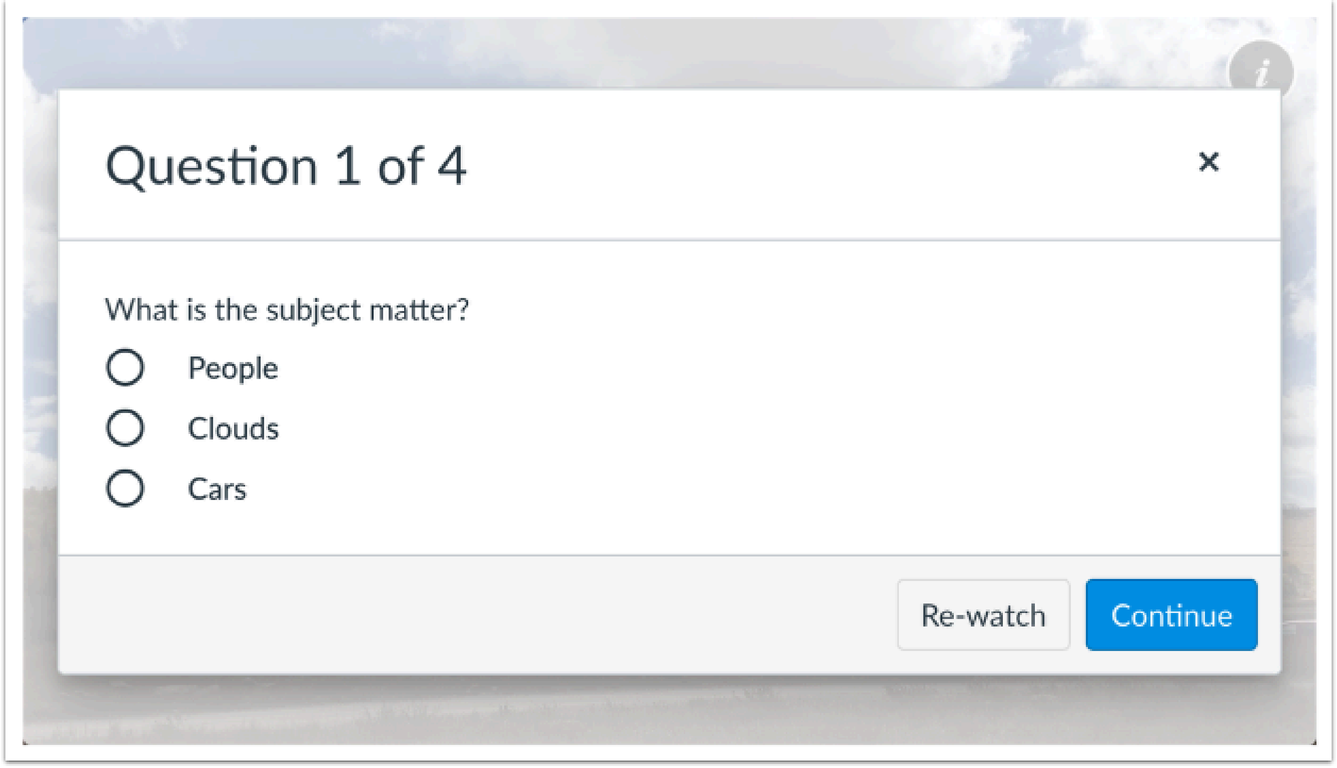

2
Quizzes
Date Added
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
View
Add Quiz
3
Viewing Quiz
Time Lapse Quiz
New Video Quiz
5:40
Mountains and Clouds Time Lapse
Doug Roberts
1
Business Seminar 2
Doug Roberts

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



Question 1 of 4

What is the subject matter?

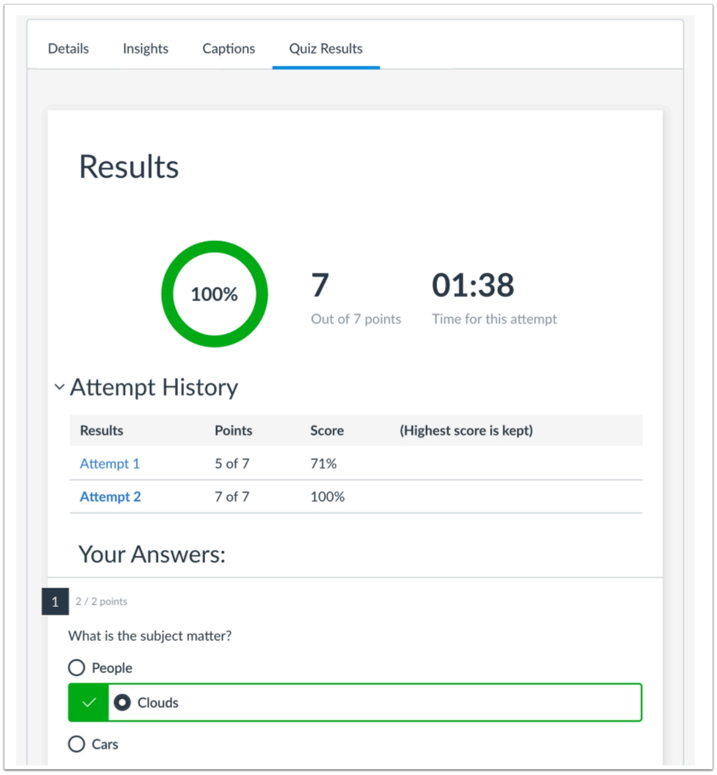
○ People

○ Clouds

○ Cars

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



Results

100%

7
Out of 7 points

01:38
Time for this attempt

Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	5 of 7	71%	
Attempt 2	7 of 7	100%	

Your Answers:

1 2 / 2 points

What is the subject matter?

○ People
✓ ● Clouds
○ Cars

Instructors, TAs, designers, and Studio account admins can view [quiz results.](#) Users can view their [individual quiz results](#).

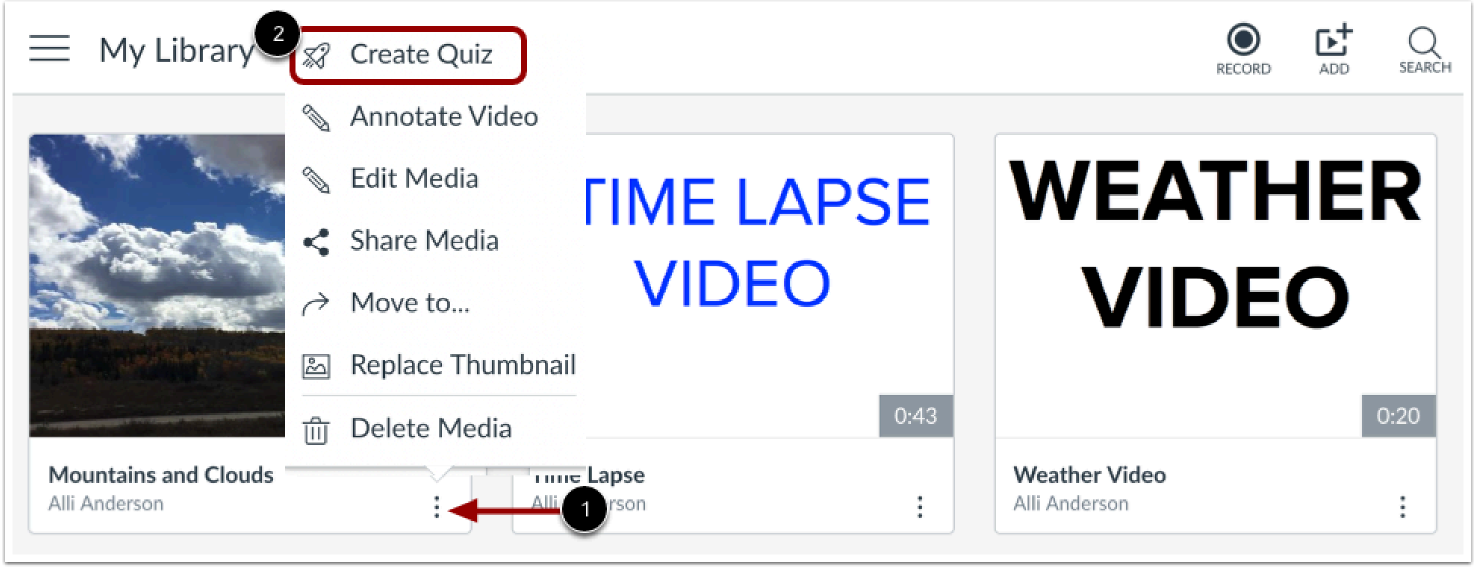
How do I create a Canvas Studio video quiz?

Instructors, teacher assistants (TAs), designers, and Canvas Studio account admins can create quizzes from their My Library page in Studio.

Notes:

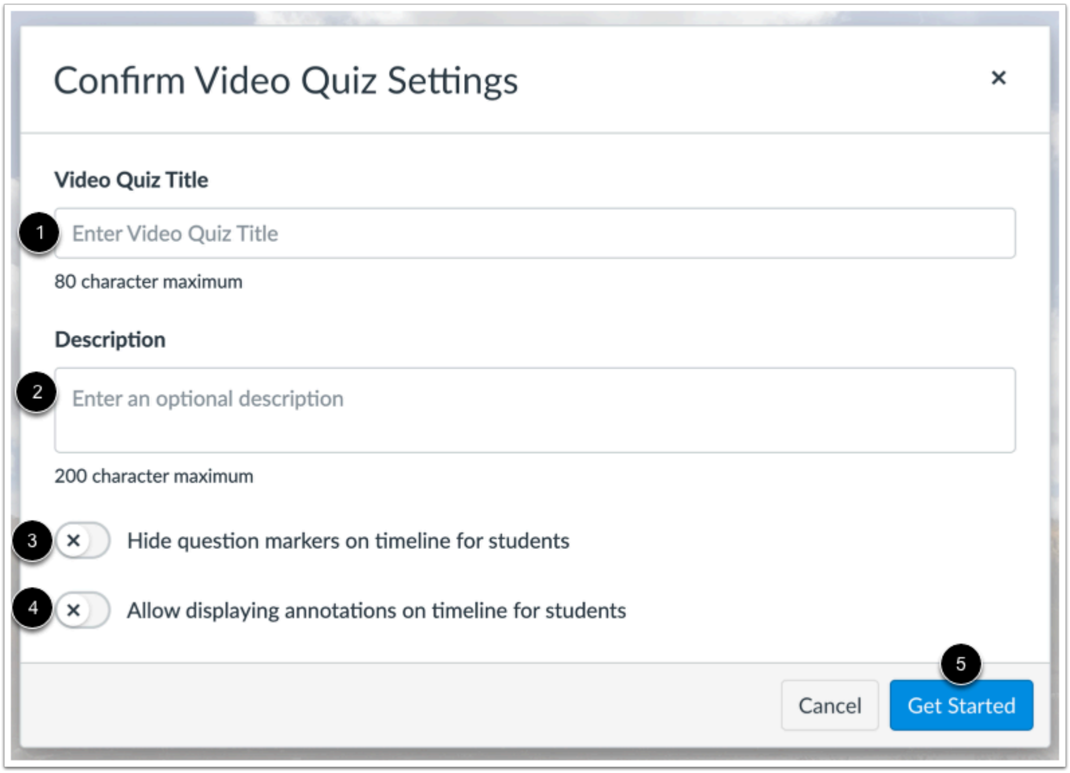
- You can only create Studio quizzes from videos in your My Uploads page.
- Studio quizzes support Multiple Choice, True or False, and Multiple Answer question types.
- Studio quizzes do not support more than 50 questions in a quiz. Quizzes with more than 50 questions cannot be edited and may not display 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.

Create Quiz


My Library
2
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
RECORD
ADD
SEARCH
TIME LAPSE VIDEO
0:43
WEATHER VIDEO
0:20
Mountains and Clouds
Alli Anderson
Time Lapse
Alli Anderson
1
Weather Video
Alli Anderson

In the My Library page, locate the media to base your quiz on, click the **Options** icon [1], and then click the **Create Quiz** link [2].

Add Quiz Details



Confirm Video Quiz Settings

Video Quiz Title

Enter Video Quiz Title

80 character maximum

Description

Enter an optional description

200 character maximum

Hide question markers on timeline for students

Allow displaying annotations on timeline for students

In the **Video Quiz Title** field [1], enter the name of the quiz.

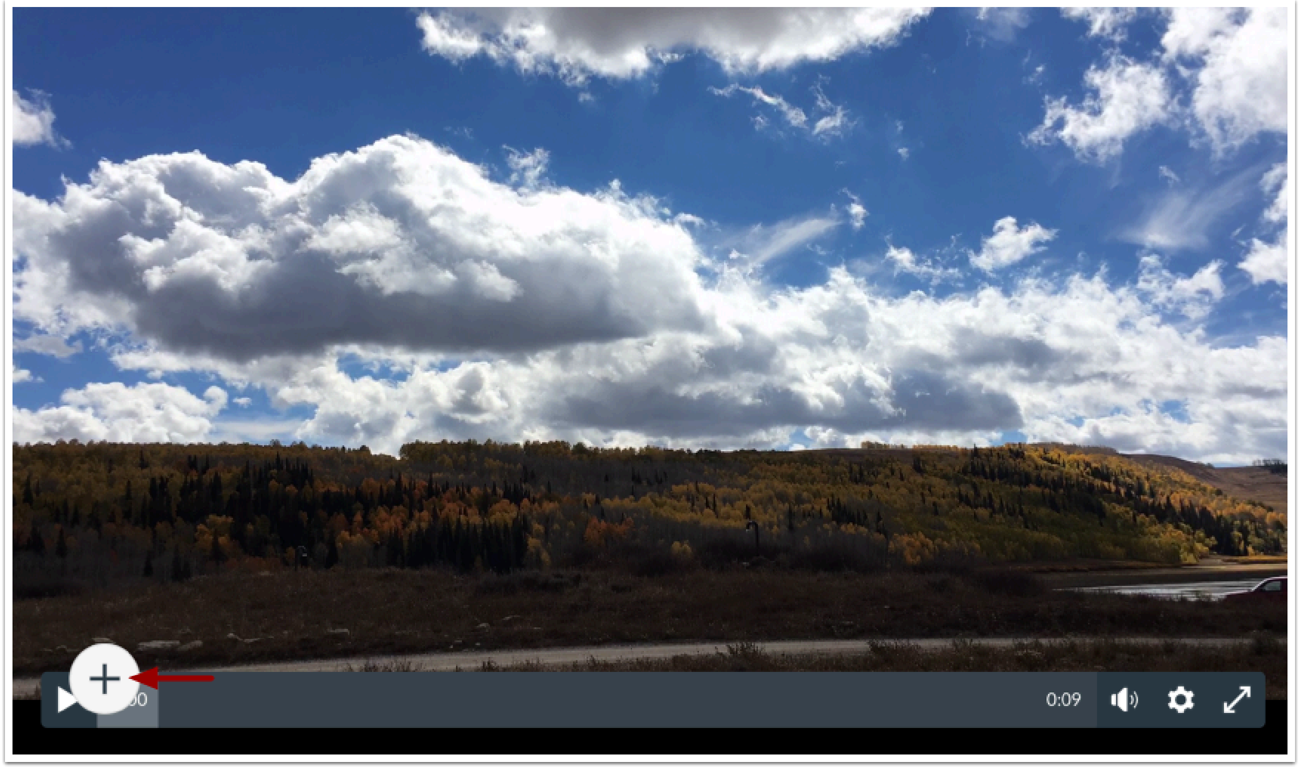
In the **Description** field [2], enter an optional description.

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].

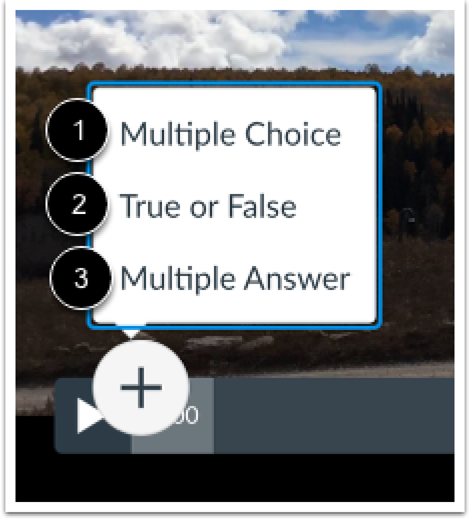
Add Questions



To create a quiz question, click the **Add** button. The Add button appears when the media is paused.

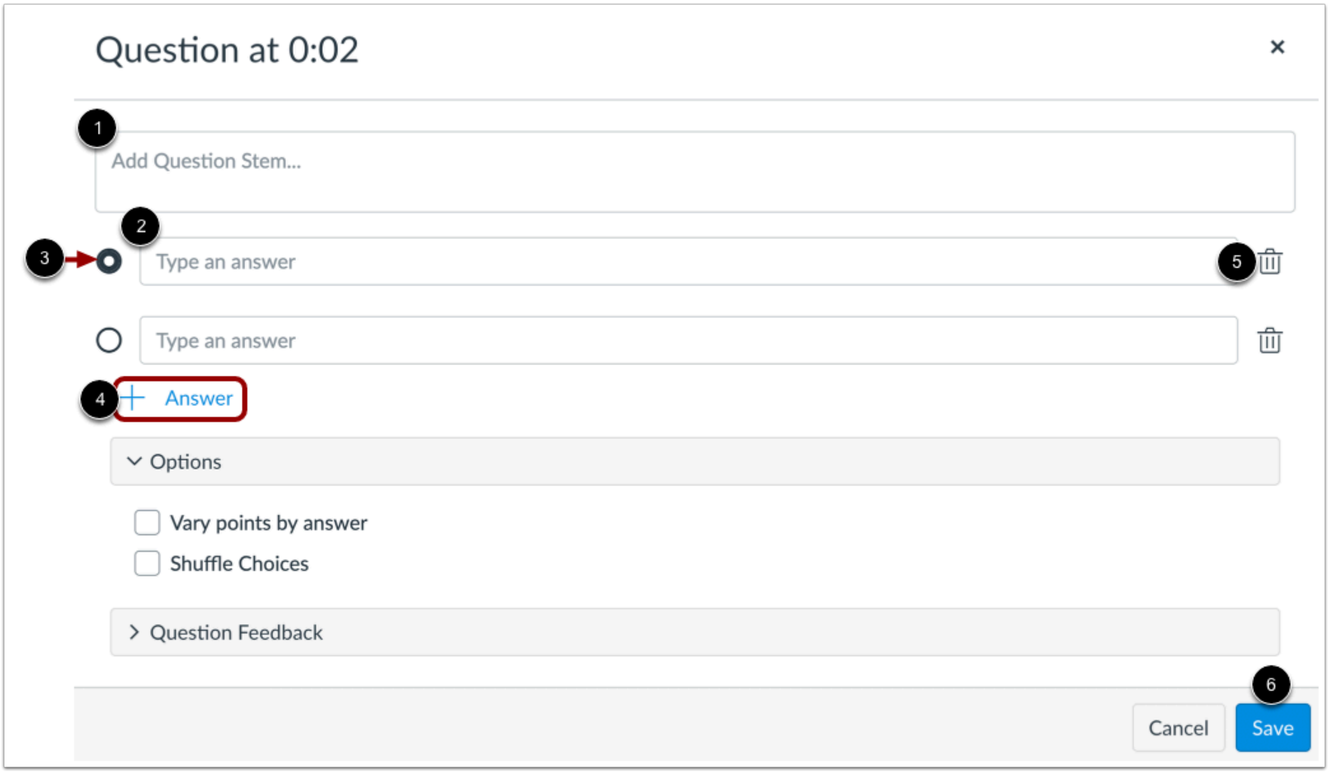
Note: Studio quizzes do not support more than 50 questions in a quiz. Quizzes with more than 50 questions cannot be edited and may not display properly for students.

Select Question Type


1
Multiple Choice
2
True or False
3
Multiple Answer
+

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


Question at 0:02
×
1
Add Question Stem...
2
3
Type an answer
5
Type an answer
4
Answer
Options
Vary points by answer
Shuffle Choices
Question Feedback
6
Cancel
Save

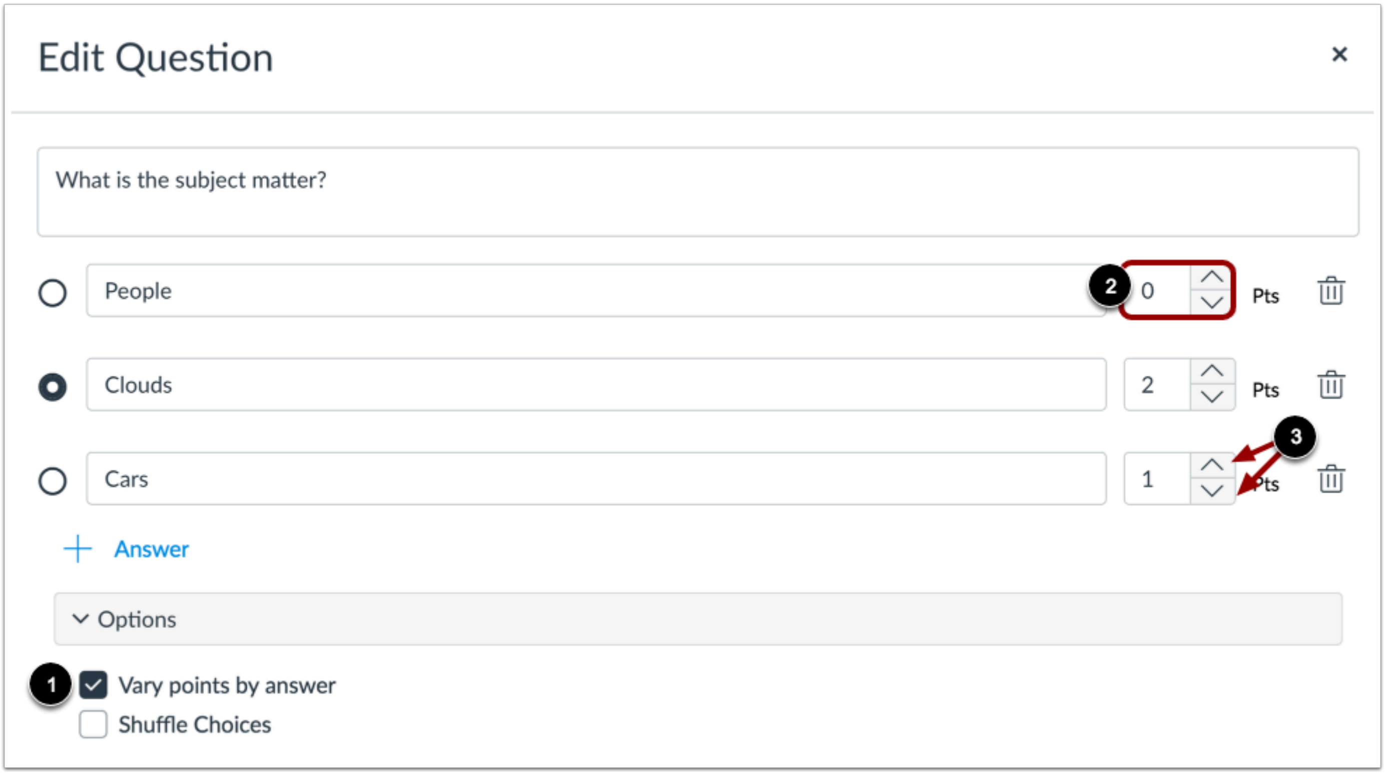
In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

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



Edit Question

What is the subject matter?

○ People 0 Pts

● Clouds 2 Pts

○ Cars 1 Pts

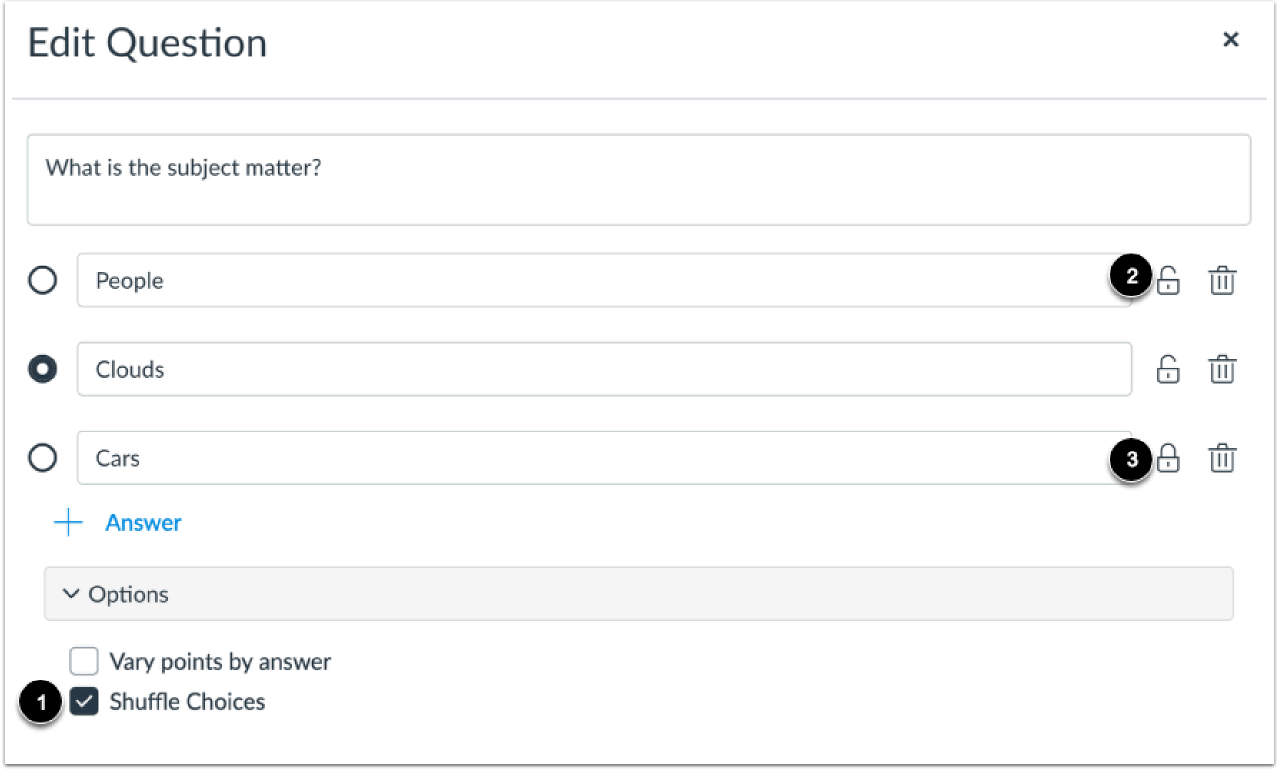
☑ Vary points by answer

☐ Shuffle Choices

To vary points based on student responses, click the **Vary points by answer** checkbox [1].

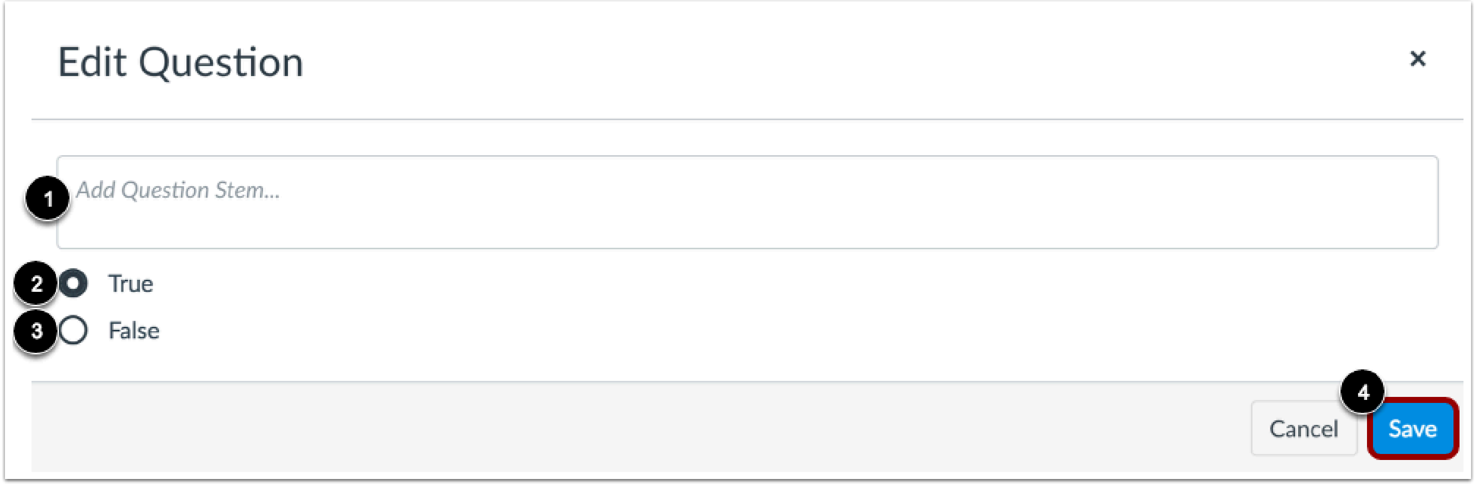
With this option selected, you can set specific point totals for each option by typing the point value in the **Points** field [2] or using the arrows to increase or decrease the point value [3].

Shuffle Multiple Choice Answer Choices


Edit Question
×
What is the subject matter?
○ People
● Clouds
○ Cars
2
3
+ Answer
Options
☐ Vary points by answer
☑ Shuffle Choices
1

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].

Edit True or False Question Details

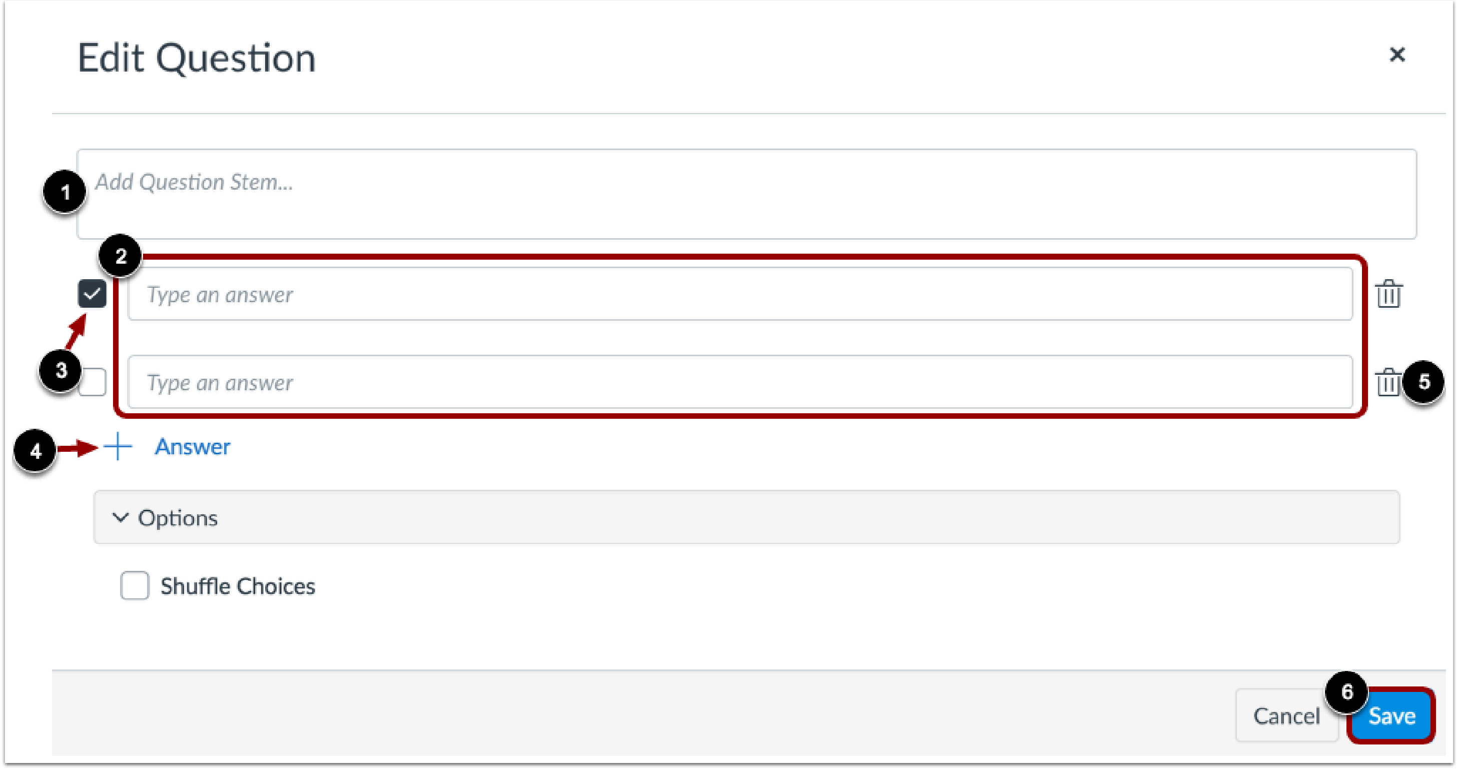

Edit Question
×
Add Question Stem...
1
2
● True
3
○ False
Cancel
4
Save

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


Edit Question
×
Add Question Stem...
Type an answer
Type an answer
Answer
Options
Shuffle Choices
Cancel
Save
1
2
3
4
5
6

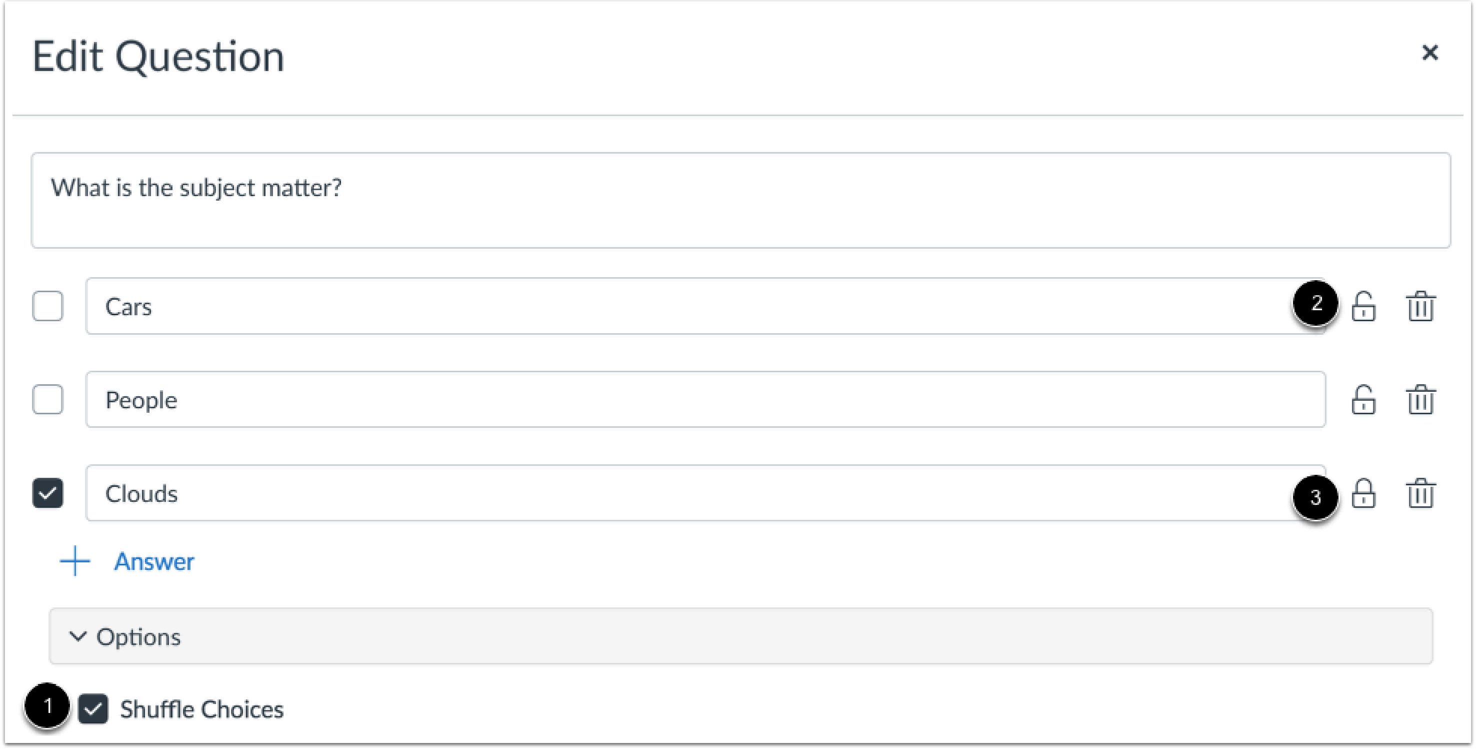
In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

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



Edit Question

What is the subject matter?

☐ Cars

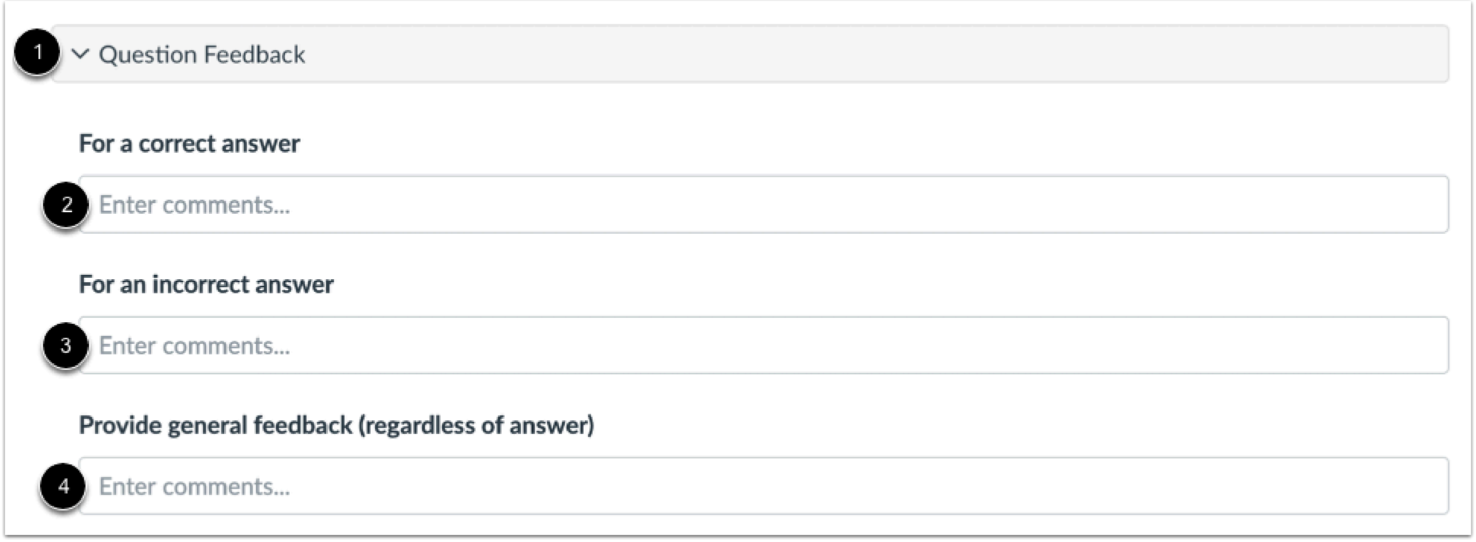
☐ People

☑ Clouds

☑ Shuffle Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].

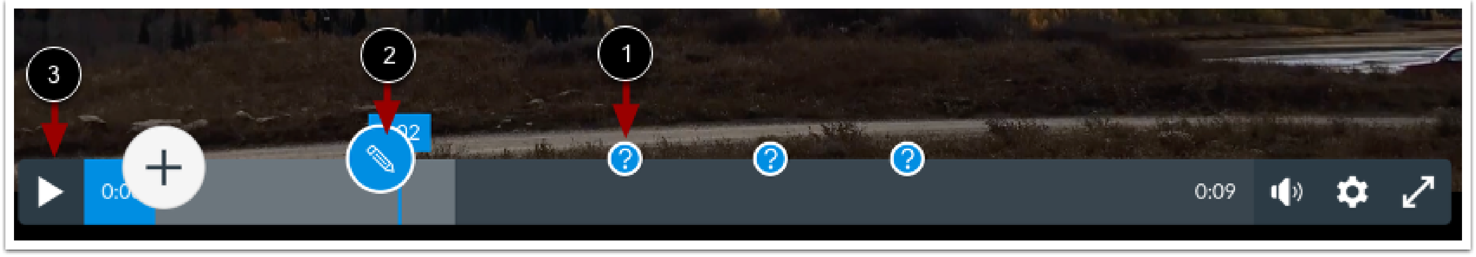
Add Quiz Question Feedback


1
Question Feedback
For a correct answer
2
Enter comments...
For an incorrect answer
3
Enter comments...
Provide general feedback (regardless of answer)
4
Enter comments...

To add question feedback, click the **Question Feedback** link [1].

You can enter comments for students to view for a correct answer [2], for an incorrect answer[3], and to provide general feedback [4]. Students can view question feedback after submitting the quiz.

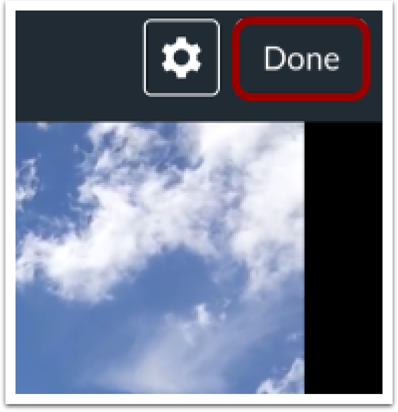
View Questions


3
2
1
0:0
02
0:09

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].

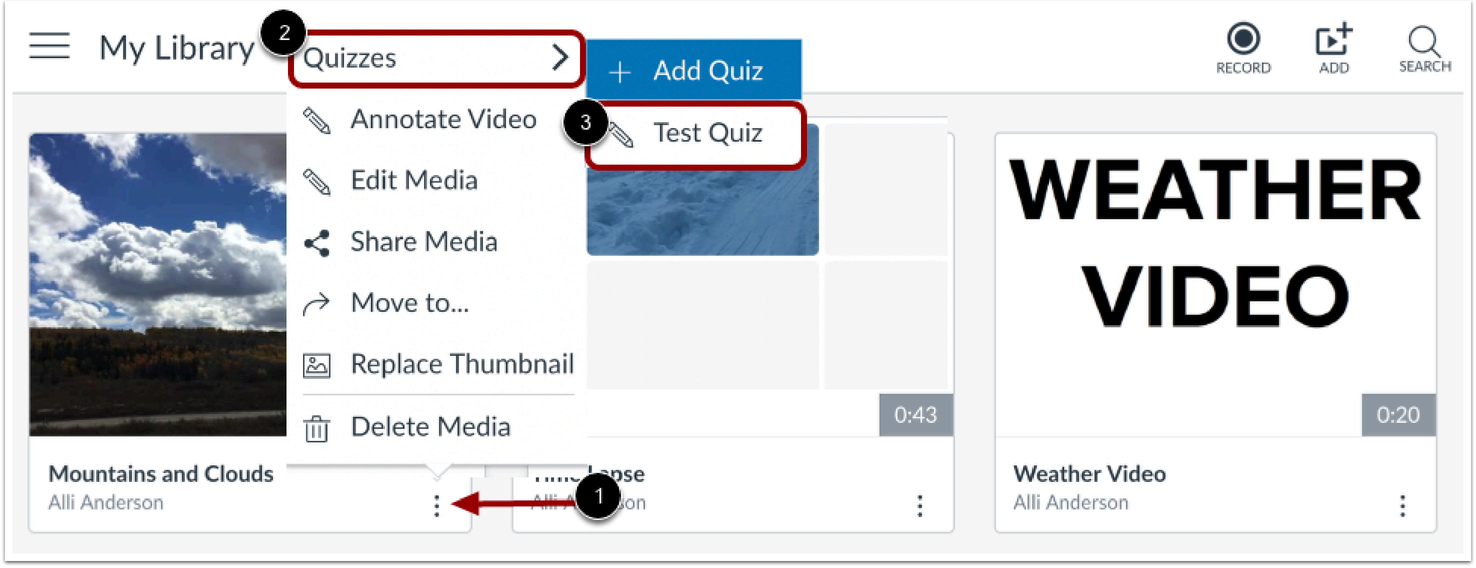
To review the video quiz questions while the video plays, click the **Play** button [3].

Return to Media



When you are done editing your video quiz, click the **Done** button.

View Media with Quiz


My Library
Quizzes
Add Quiz
Test Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
RECORD
ADD
SEARCH
WEATHER VIDEO
0:43
0:20
Mountains and Clouds
Alli Anderson
Weather Video
Alli Anderson
1
2
3

On the My Library page, locate the media with the 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.

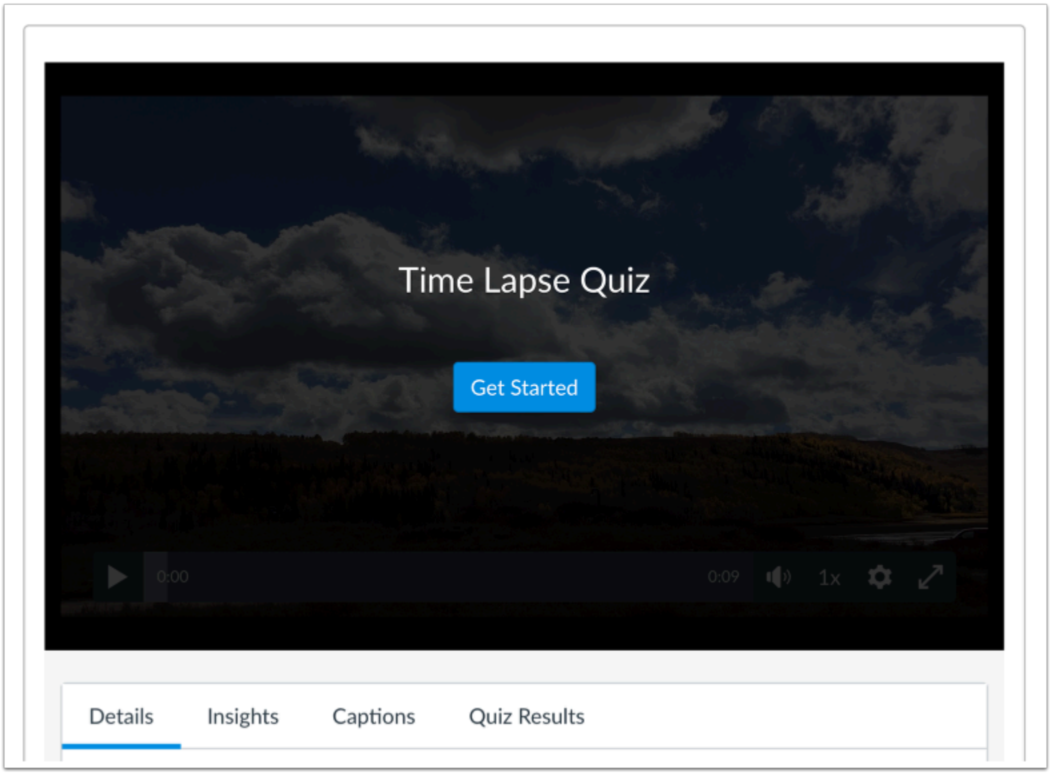
Note: Once a version of a quiz has been embedded or taken, it cannot be edited.

How do I view Canvas Studio video quiz results?

You can view Canvas Studio video quiz results in Canvas. The Quiz and Item Analysis reports include statistics for the entire quiz and individual questions.

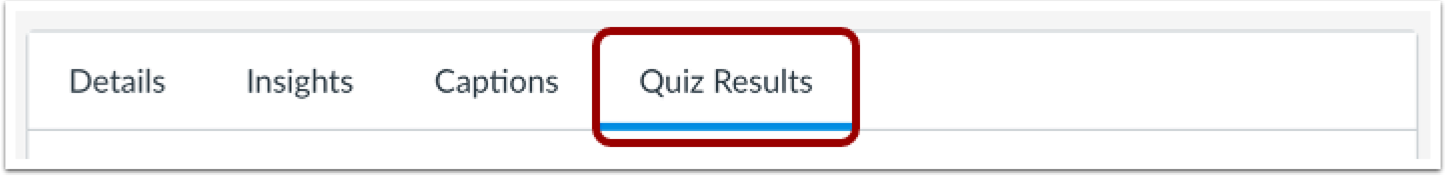
Note: If the quiz results option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.

Open Media


Time Lapse Quiz
Get Started
0:00
0:09
1x
Details
Insights
Captions
Quiz Results

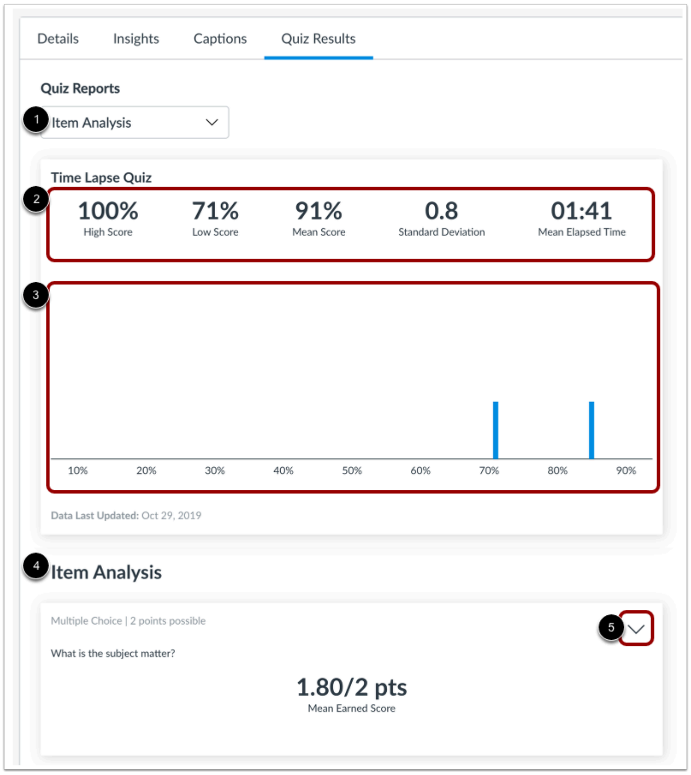
Open the Canvas feature area that displays the video quiz you want to view.

Open Quiz Results


Details
Insights
Captions
Quiz Results

Click the **Quiz Results** tab.

View Quiz Item Analysis


Details
Insights
Captions
Quiz Results
Quiz Reports
1
Item Analysis
Time Lapse Quiz
2
100%
High Score
71%
Low Score
91%
Mean Score
0.8
Standard Deviation
01:41
Mean Elapsed Time
3
10%
20%
30%
40%
50%
60%
70%
80%
90%
Data Last Updated: Oct 29, 2019
4
Item Analysis
Multiple Choice | 2 points possible
5
What is the subject matter?
1.80/2 pts
Mean Earned Score

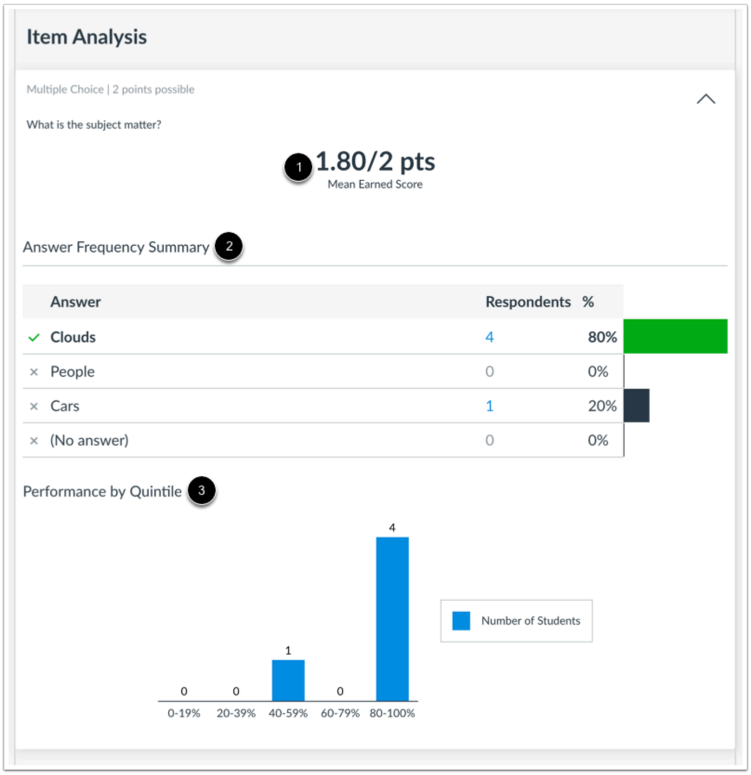
By default, Quiz Results displays the Item Analysis quiz report [1].

The Item Analysis quiz report displays the high score, low score, average score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion [2].

In the summary graph, the x-axis indicates the quiz score percentages and the y-axis indicates the number of students who received each percentage [3].

To view more details for the Item Analysis section [4], click the **Arrow** icon [5].

View Item Analysis



Item Analysis

Multiple Choice | 2 points possible

What is the subject matter?

1.80/2 pts

Mean Earned Score

Answer Frequency Summary

	Answer	Respondents	%
✓	Clouds	4	80%
×	People	0	0%
×	Cars	1	20%
×	(No answer)	0	0%

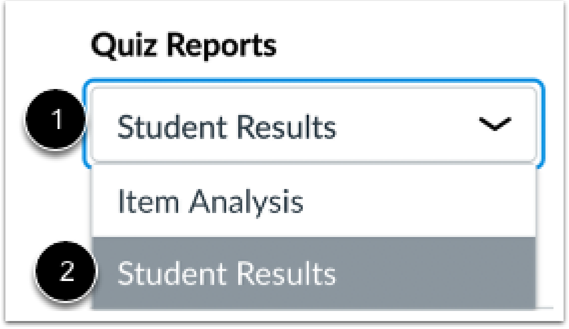
Performance by Quintile

In the Item Analysis section, you can view statistics for specific questions in a quiz. The Mean Earned Score displays the average point score [1].

The Answer Frequency Summary chart displays the number and percentage of students who selected each answer choice [2].

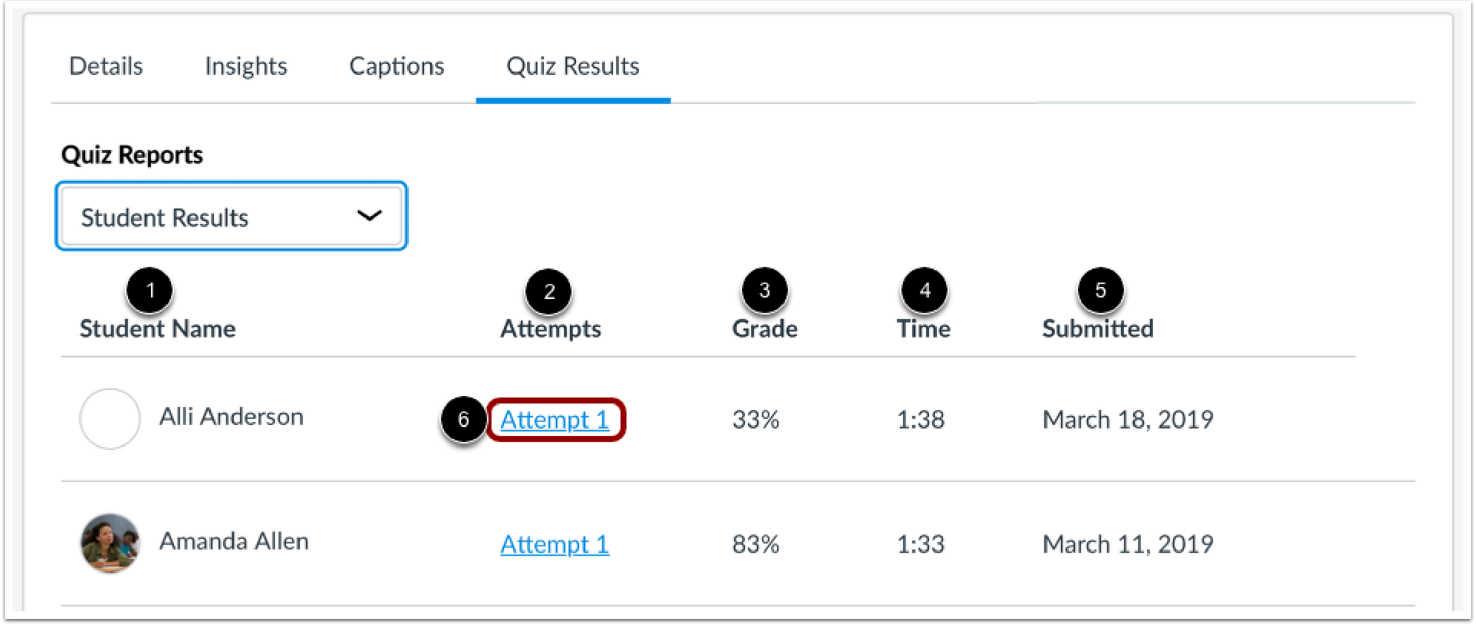
The Performance by Quintile bar chart displays the number of students who scored within each percentage quintile [3].

Open Student Results Report


Quiz Reports
1
Student Results
Item Analysis
2
Student Results

Click the **Quiz Reports** drop-down menu [1] and select the **Student Results** option [2].

View Student Results Report


Details
Insights
Captions
Quiz Results
Quiz Reports
Student Results
1
2
3
4
5
6

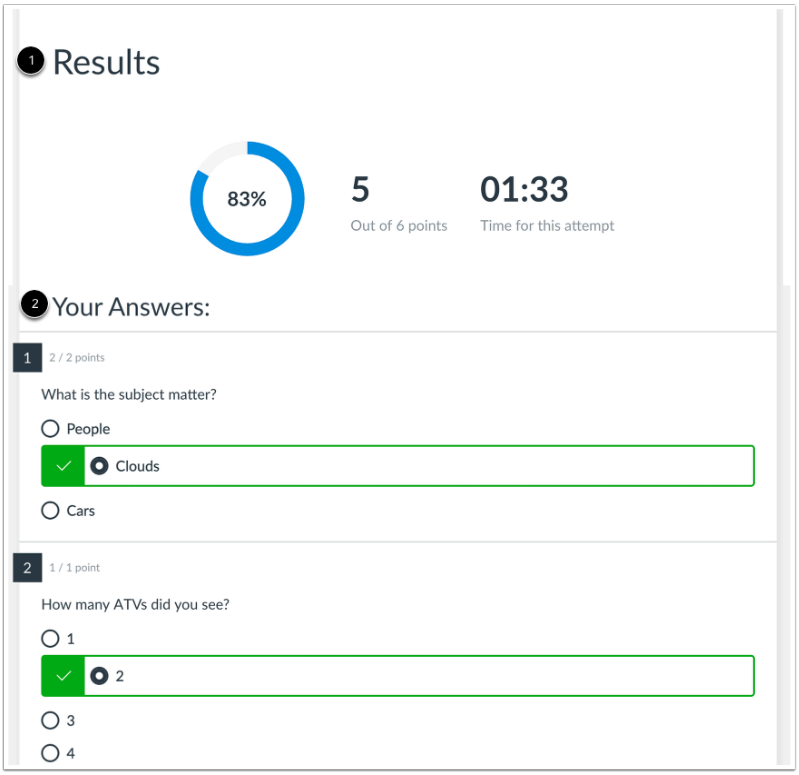
Student Name	Attempts	Grade	Time	Submitted
Alli Anderson	Attempt 1	33%	1:38	March 18, 2019
Amanda Allen	Attempt 1	83%	1:33	March 11, 2019

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 the **Attempt** link next to the student's name [6].

View Individual Student Results



Results

83%

5
Out of 6 points

01:33
Time for this attempt

Your Answers:

1 2 / 2 points

What is the subject matter?

○ People
✓ ● Clouds
○ Cars

2 1 / 1 point

How many ATVs did you see?

○ 1
✓ ● 2
○ 3
○ 4

In the Results section, you can view a summary of the student's quiz attempt, including their score percentage, the number of questions correctly answered, and the time the student spent taking the quiz [1].

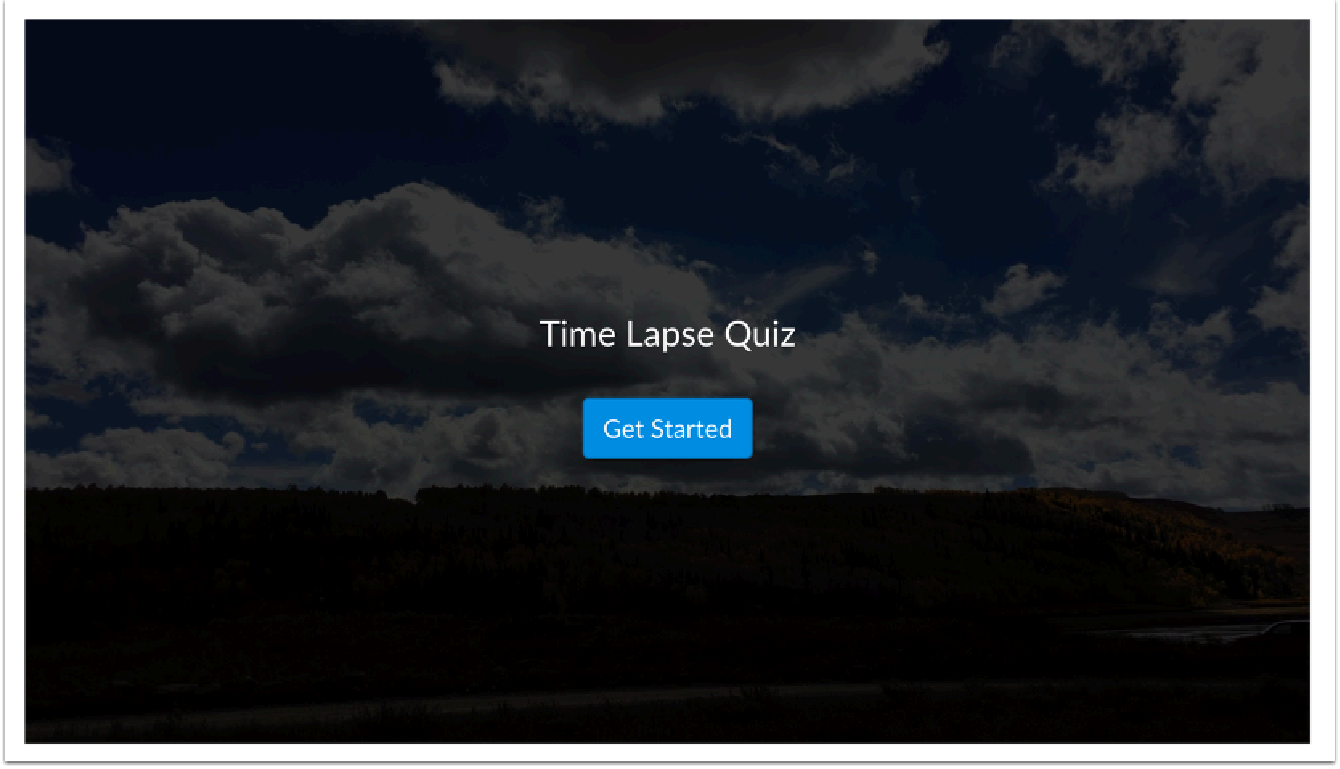
In the Your Answers section, you can view the student's answers for each quiz question [2].

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.

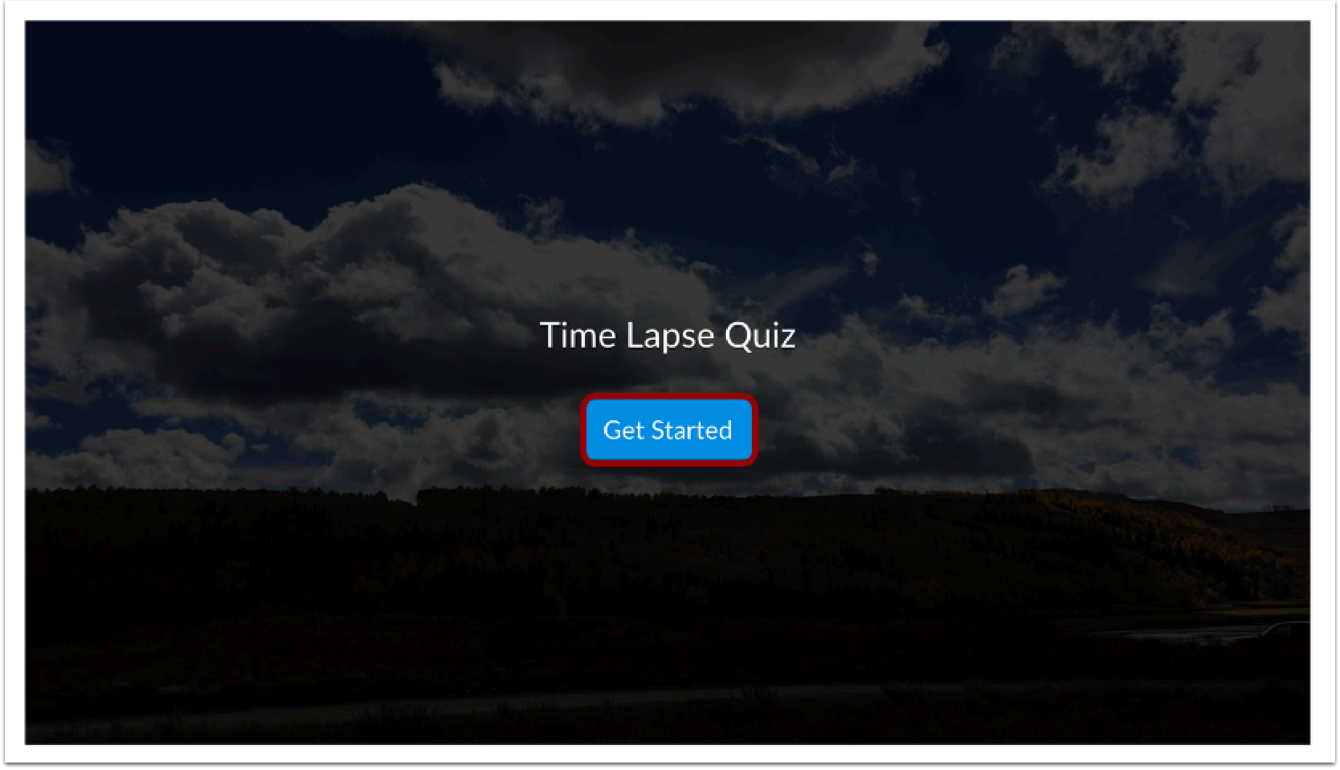
Note: As users with an active course role, admins, instructors, TAs, and students can view Canvas Studio video quizzes in a Canvas course. Users enrolled as observers in a course cannot view Canvas Studio video quizzes.

Open Media



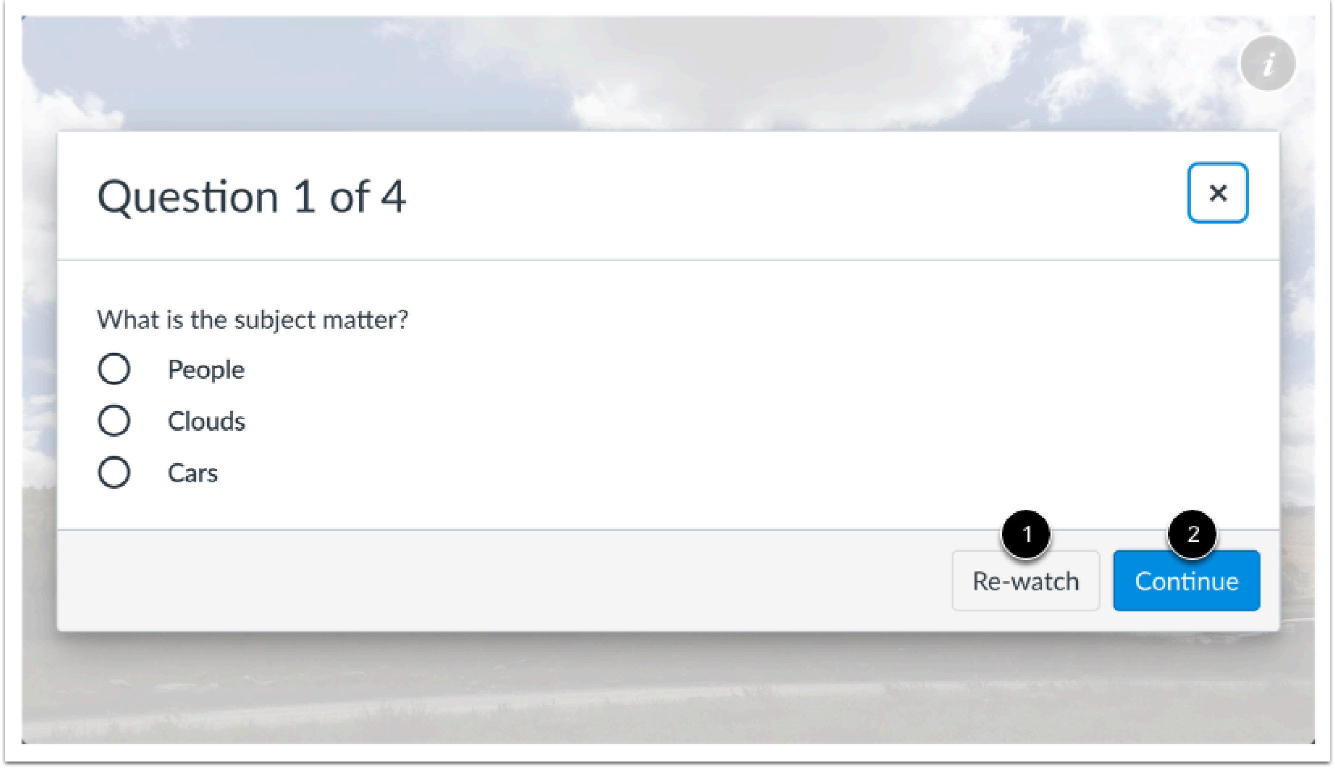
Open the Canvas feature area that displays the video quiz you want to take.

Take Quiz


Time Lapse Quiz
Get Started

To begin taking the quiz, click the **Get Started** button.

View Quiz



Question 1 of 4

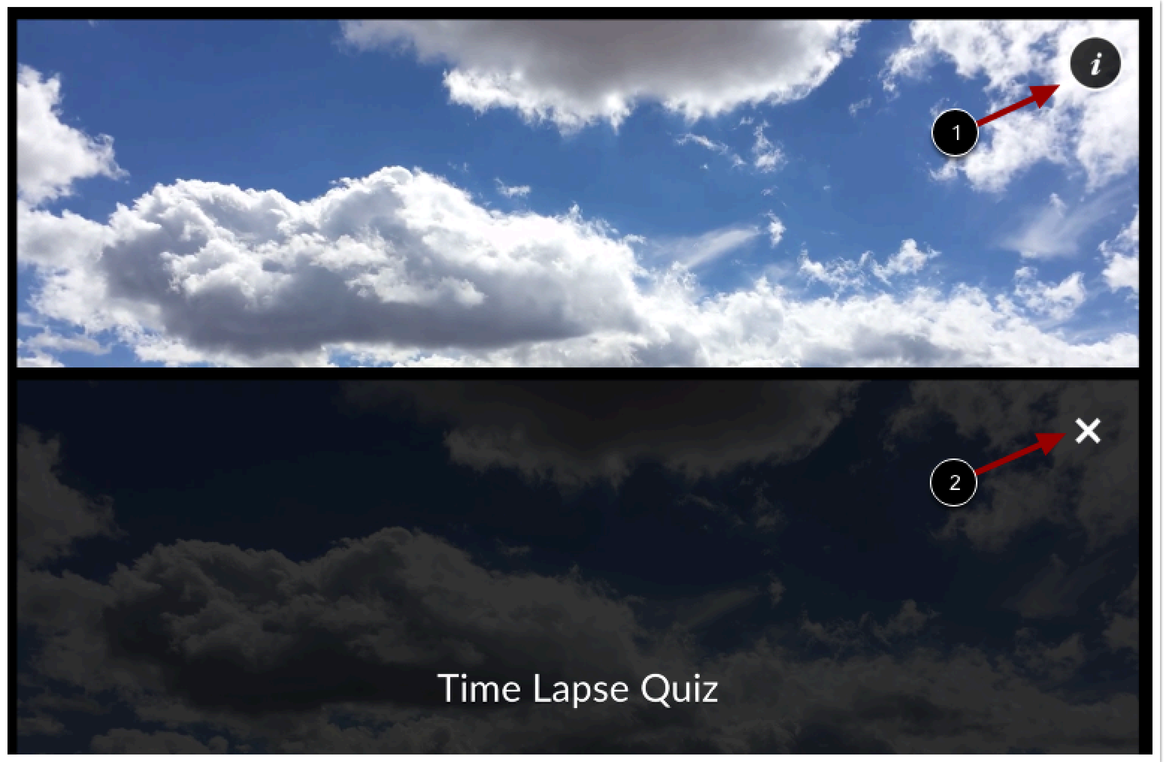
What is the subject matter?

○ People
○ Clouds
○ Cars

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.

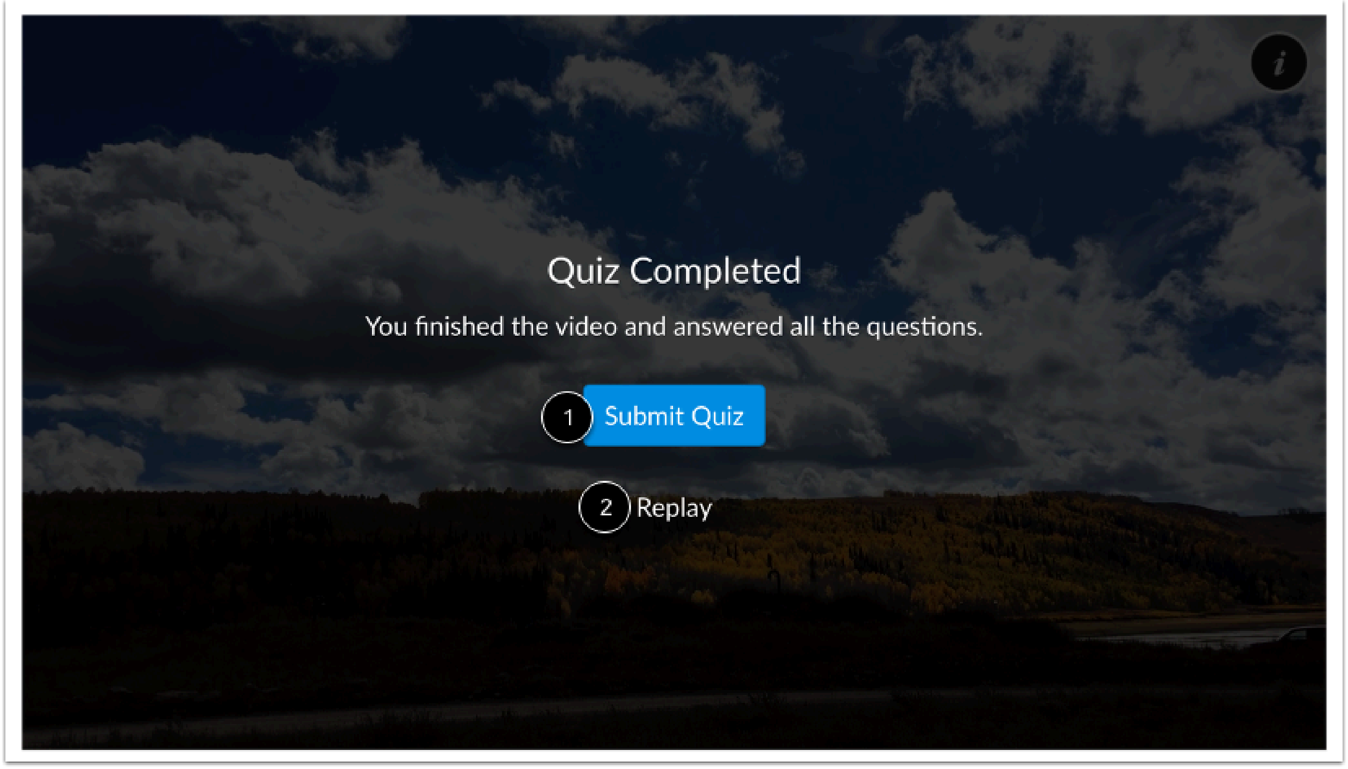
View Quiz Details



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



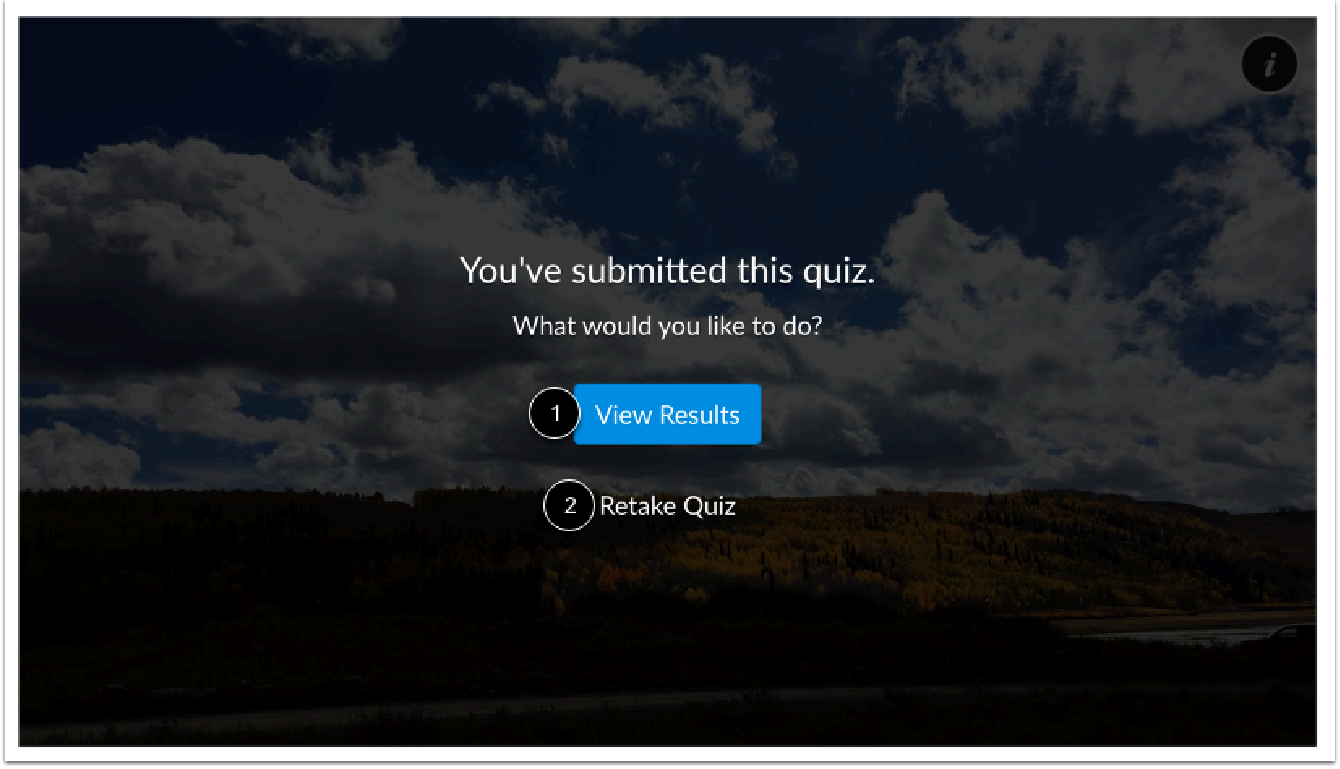
Quiz Completed

You finished the video and answered all the questions.

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

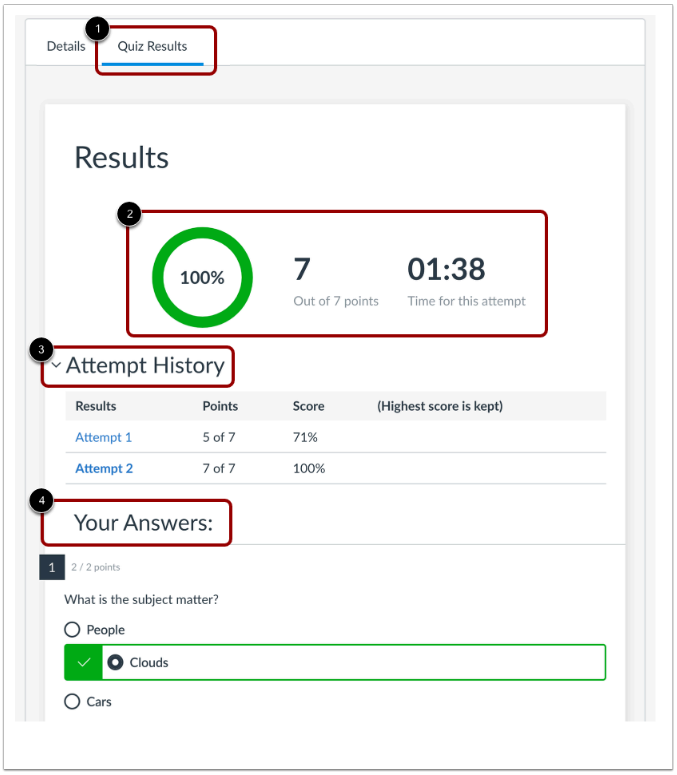

You've submitted this quiz.

What would you like to do?

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


1
Details
Quiz Results
Results
2
100%
7
Out of 7 points
01:38
Time for this attempt
3
Attempt History
4
Your Answers:
1
2 / 2 points

Results	Points	Score	(Highest score is kept)
Attempt 1	5 of 7	71%	
Attempt 2	7 of 7	100%	

What is the subject matter?

○ People

● Clouds

○ Cars

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?

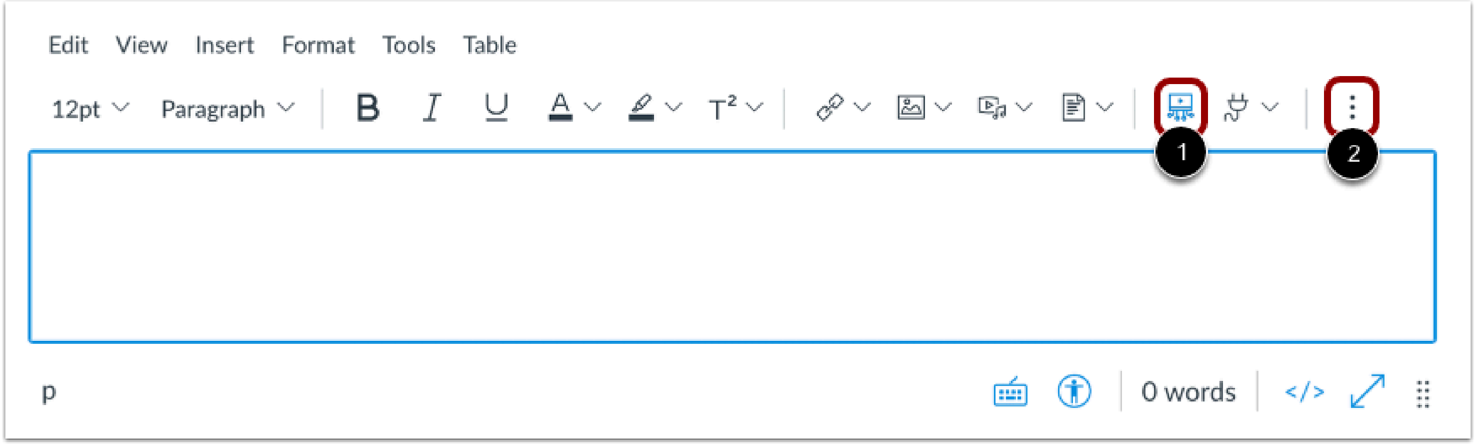
In Canvas, instructors, teacher assistants (TAs), designers, and Canvas Studio account admins can embed video quizzes from Studio in any feature area that contains the Rich Content Editor, including Assignments, Discussions, and Pages. Media is embedded using the Studio LTI tool.

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:

- Quizzes must be created from your My Uploads page.
- Once a version of a quiz has been embedded or taken, it cannot be edited.
- 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.

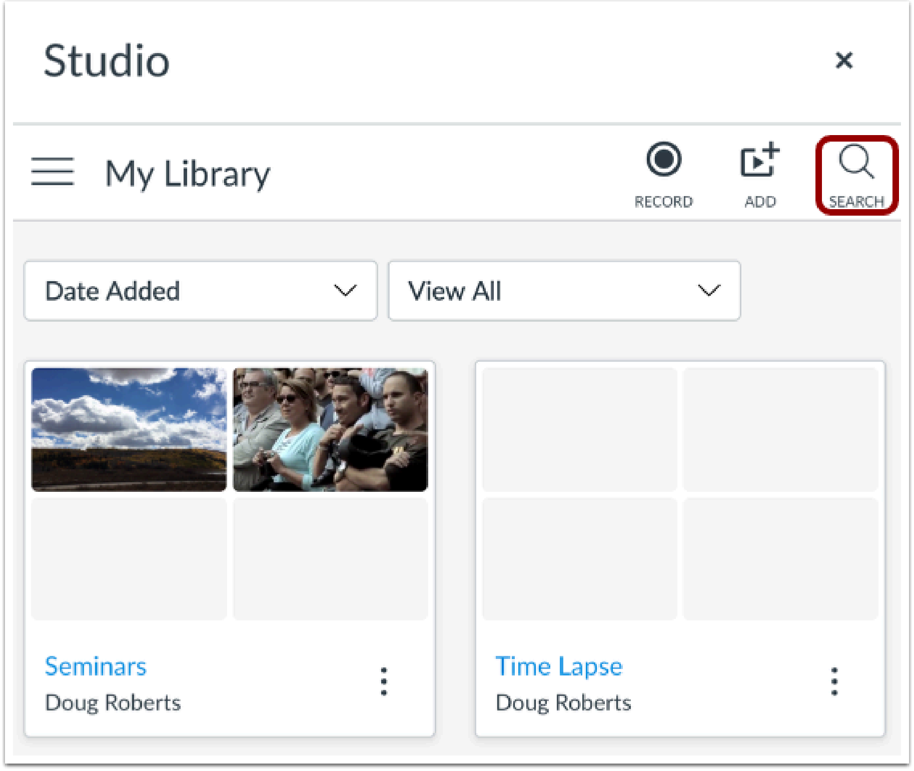
Open Studio in Rich Content Editor



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].

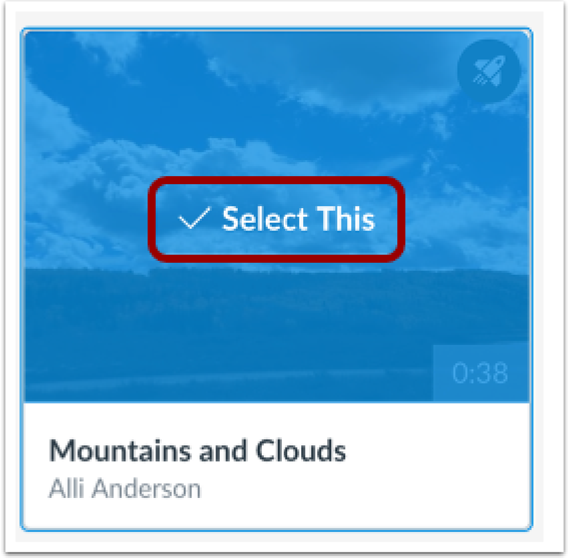
Locate Media


Studio
×
My Library
RECORD
ADD
SEARCH
Date Added
View All
Seminars
Doug Roberts
Time Lapse
Doug Roberts

By default, the Studio Embed Window displays the My Library page.

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

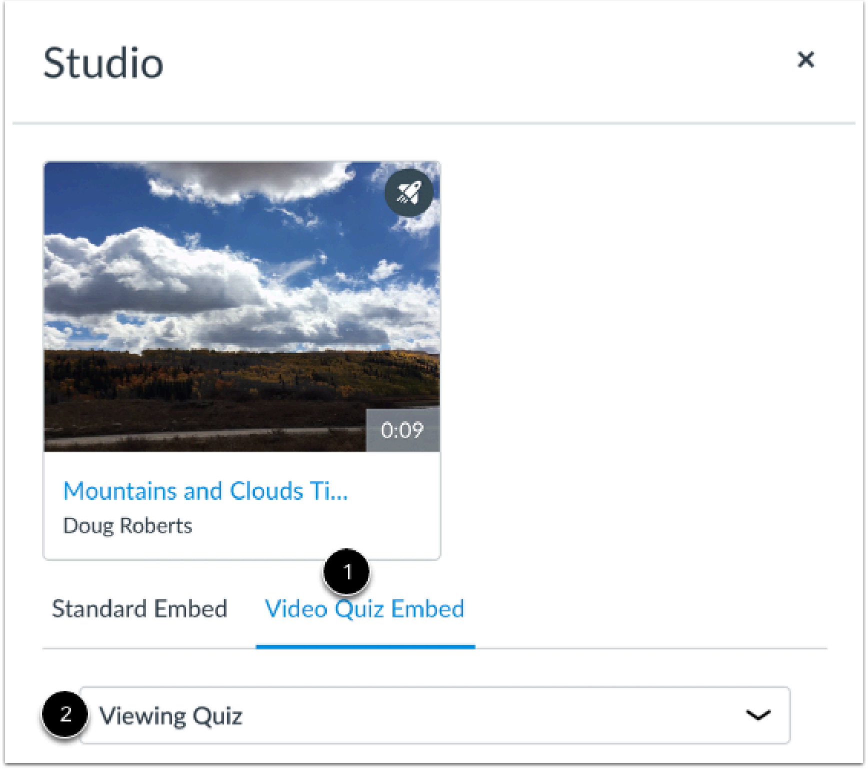
Select Media


✓ Select This
0:38
Mountains and Clouds
Alli Anderson

In the Studio Embed Window, hover over the media with a quiz icon you want to embed and click the **Select This** button.

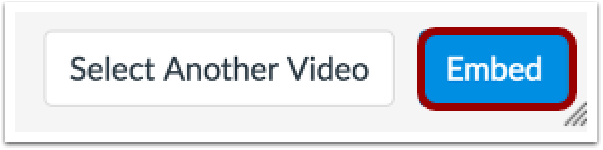
BY NC SA

Select Quiz


Studio
×
0:09
Mountains and Clouds Ti...
Doug Roberts
1
Standard Embed
Video Quiz Embed
2
Viewing Quiz

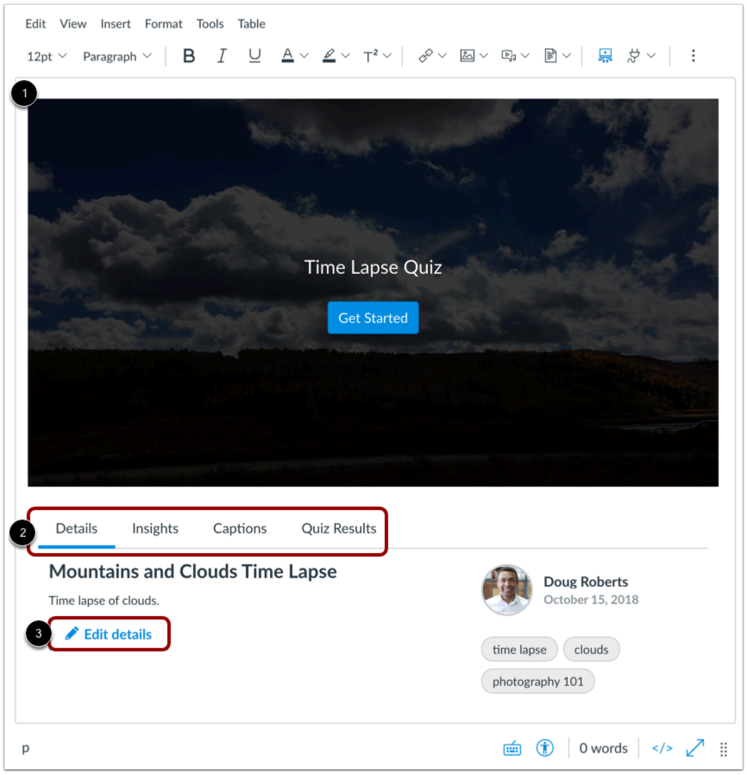
In the **Video Quiz Embed** tab [1], click the **Quiz** drop-down menu [2], and select the quiz you want to embed with the media.

Embed Media


Select Another Video
Embed

Click the **Embed** button.

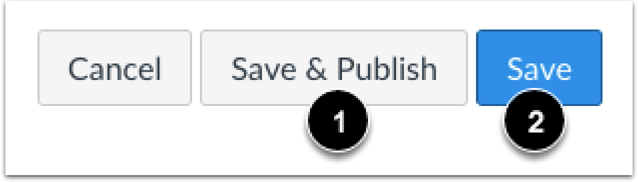
View Embedded Media


Edit View Insert Format Tools Table
12pt
Paragraph
1
Time Lapse Quiz
Get Started
2
Details
Insights
Captions
Quiz Results
Mountains and Clouds Time Lapse
Time lapse of clouds.
3
Edit details
Doug Roberts
October 15, 2018
time lapse
clouds
photography 101
p
0 words

View the embedded media in the Rich Content Editor [1].

You can also view the Studio player tabs [2], edit the media details [3], or remove the media from the page by highlighting it and pressing the delete key on your keyboard.

Publish Media


Cancel
Save & Publish
1
Save
2

To publish your 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?

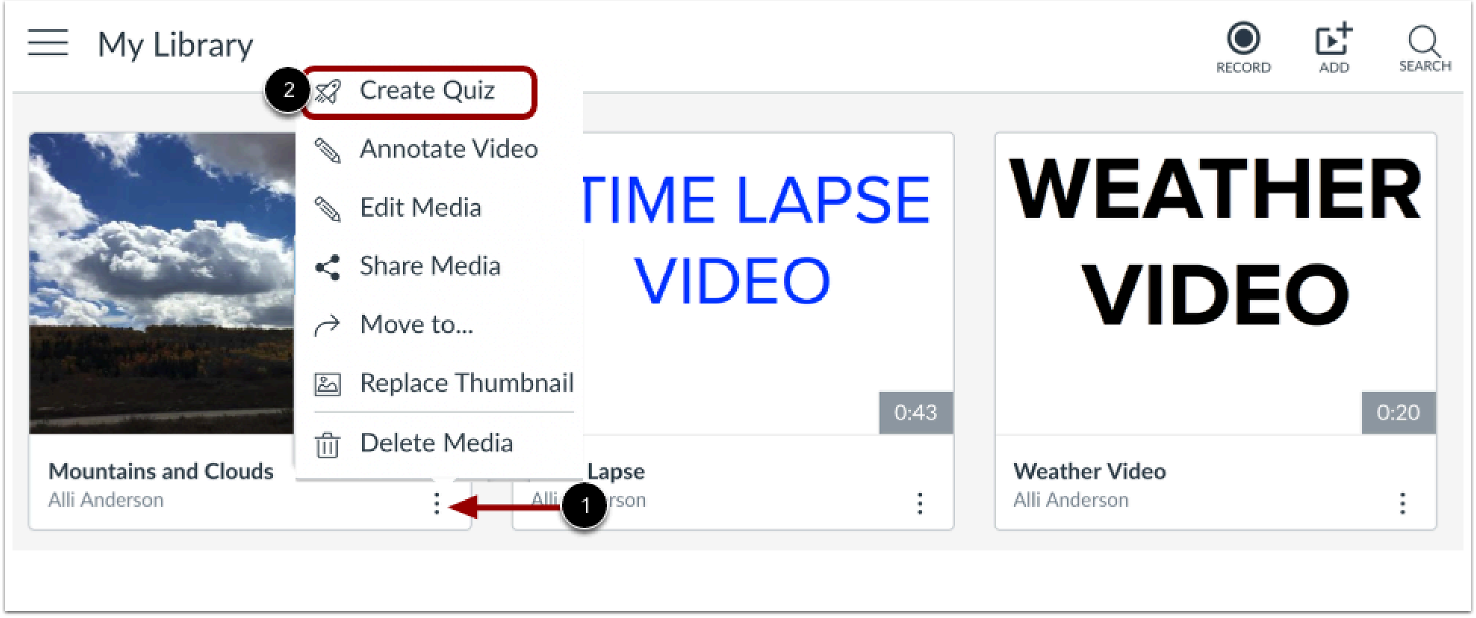
Canvas Studio video quizzes can be added to a Canvas assignment, and quiz results are posted in the Canvas gradebook.

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:

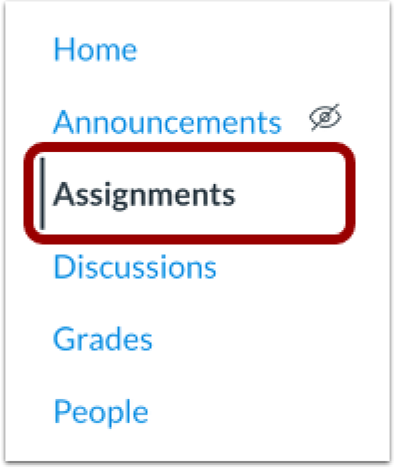
- Studio must be enabled.
- Quizzes must be created from your My Uploads page.
- Once a version of a quiz has been embedded or taken, it cannot be edited.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.

Create Quiz


My Library
RECORD
ADD
SEARCH
2
Create Quiz
Annotate Video
Edit Media
Share Media
Move to...
Replace Thumbnail
Delete Media
TIME LAPSE VIDEO
0:43
WEATHER VIDEO
0:20
Mountains and Clouds
Alli Anderson
Lapse
1
Weather Video
Alli Anderson

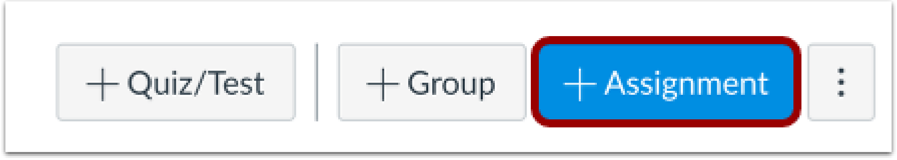
In the My Library page, locate the media to base your quiz on, click the **Options** icon [1], and then click the Create Quiz link [2].

Open Canvas Assignments


Home
Announcements
Assignments
Discussions
Grades
People

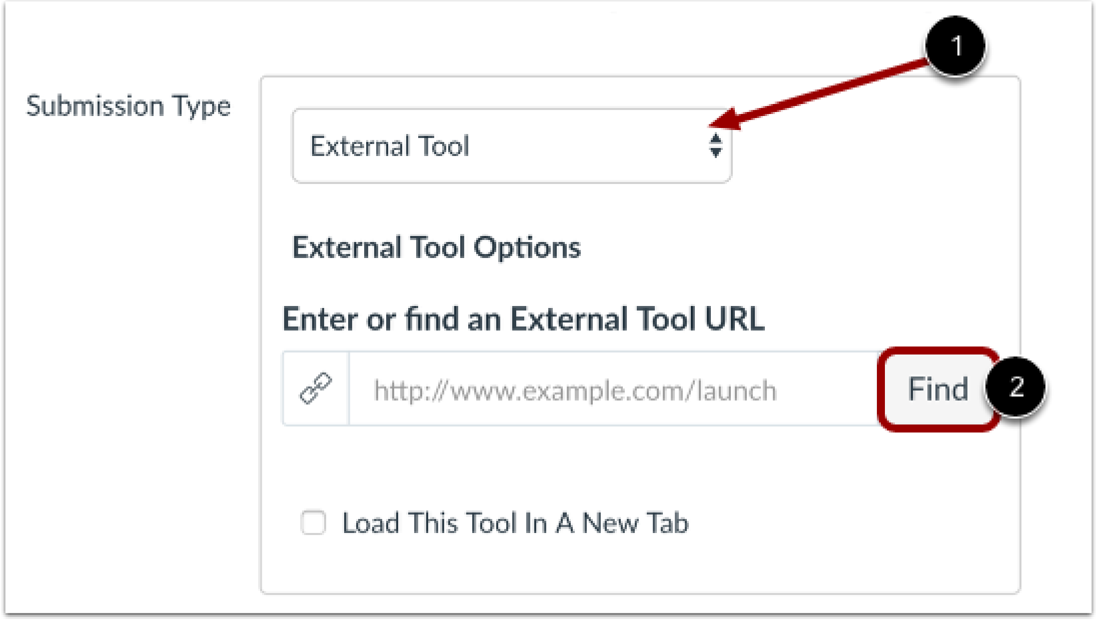
In Canvas Course Navigation, click the **Assignments** link.

Create Canvas Assignment


+ Quiz/Test
+ Group
+ Assignment
⋮

In the Assignments page, click the **Add Assignment** button.

Add Assignment Details



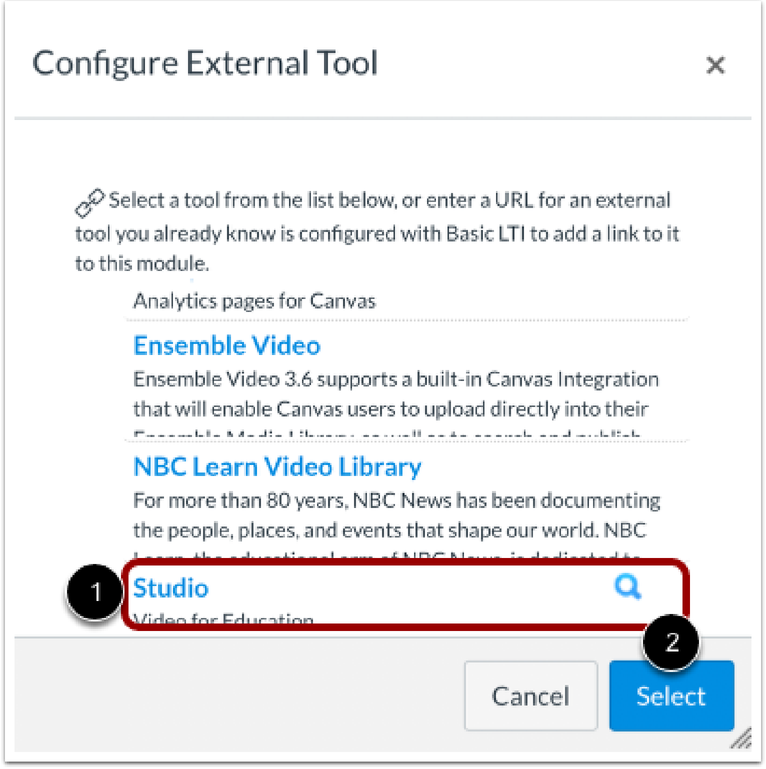
Submission Type

External Tool

1
External Tool Options
Enter or find an External Tool URL
http://www.example.com/launch
Find
2
☐ Load This Tool In A New Tab

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



Configure External Tool

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Analytics pages for Canvas

Ensemble Video

Ensemble Video 3.6 supports a built-in Canvas Integration that will enable Canvas users to upload directly into their

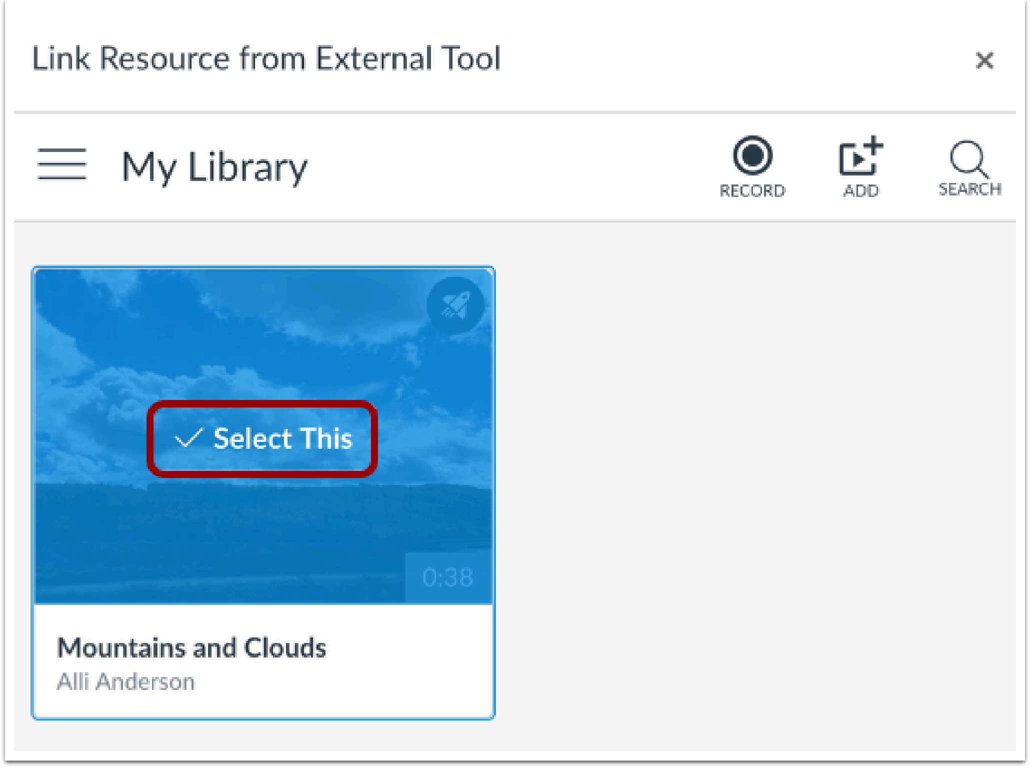
NBC Learn Video Library

For more than 80 years, NBC News has been documenting the people, places, and events that shape our world. NBC

Studio

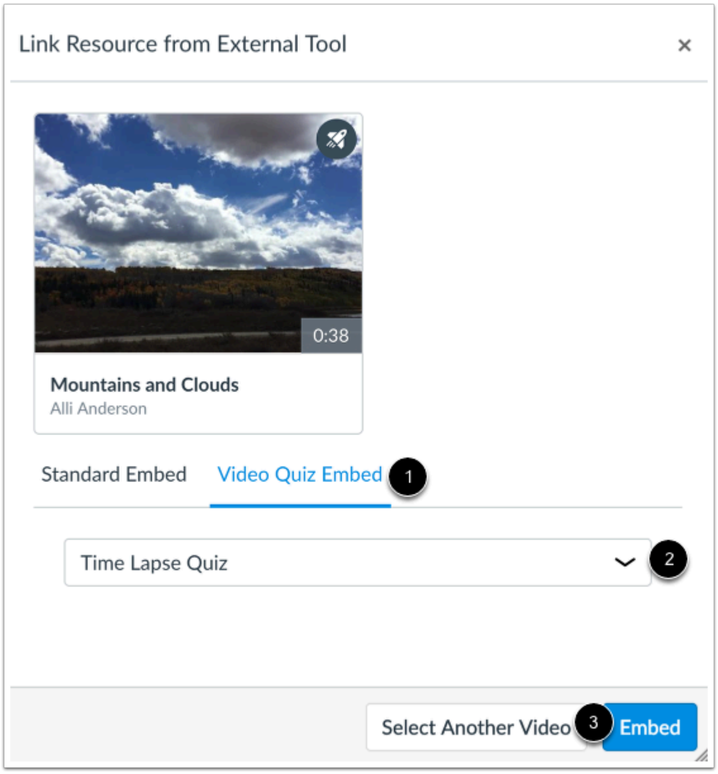
In the Configure External Tool window, click the **Studio** link [1] and click the **Select** button [2].

Locate Studio Video Quiz


Link Resource from External Tool
×
My Library
RECORD
ADD
SEARCH
Select This
0:38
Mountains and Clouds
Alli Anderson

Locate the media with the video quiz and click the **Select This** button.

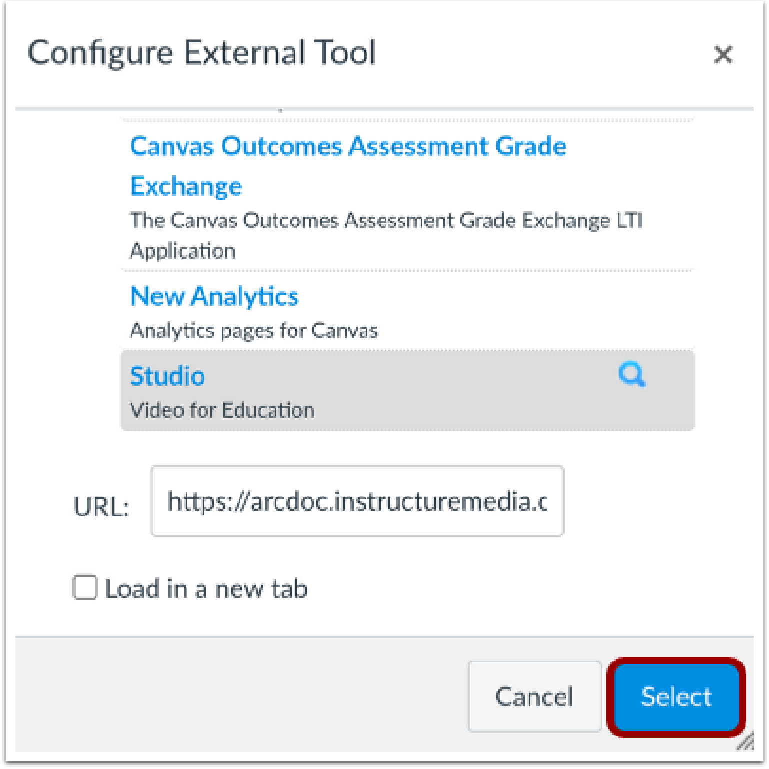
Select Quiz


Link Resource from External Tool
×
0:38
Mountains and Clouds
Alli Anderson
Standard Embed
Video Quiz Embed
1
Time Lapse Quiz
2
Select Another Video
3
Embed

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.

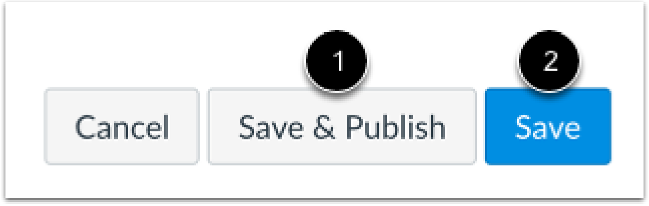
Click the **Embed** button [3].

Confirm Quiz


Configure External Tool
×
Canvas Outcomes Assessment Grade Exchange
The Canvas Outcomes Assessment Grade Exchange LTI Application
New Analytics
Analytics pages for Canvas
Studio
Video for Education
URL:
https://arcdoc.instructuremedia.c
☐ Load in a new tab
Cancel
Select

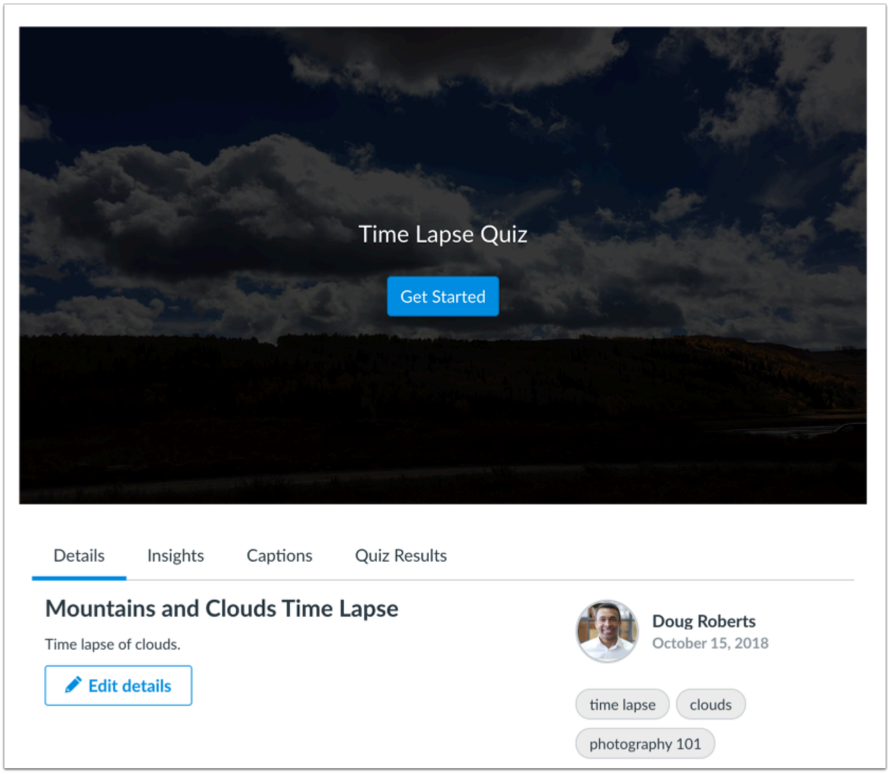
Click the **Select** button.

Save and Publish


1
2
Cancel
Save & Publish
Save

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


Time Lapse Quiz
Get Started
Details
Insights
Captions
Quiz Results
Edit details
time lapse
clouds
photography 101

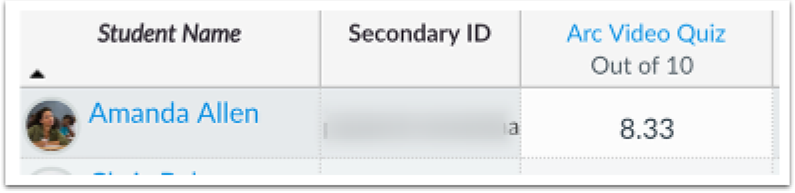
Mountains and Clouds Time Lapse

Time lapse of clouds.

Doug Roberts
October 15, 2018

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



Student Name	Secondary ID	Arc Video Quiz Out of 10
Amanda Allen	[redacted]	8.33

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.

BY NC SA

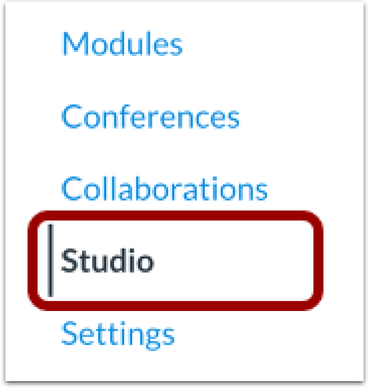
Instructors and Studio

How do I use 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 see your course collections without having to access Studio through the Rich Content Editor. Accessing Studio through the Course Navigation Menu includes the same functionality available in an Studio Account.

Note: Students cannot view the Studio link but can still access Studio media wherever it is embedded in course content or through the Rich Content Editor.

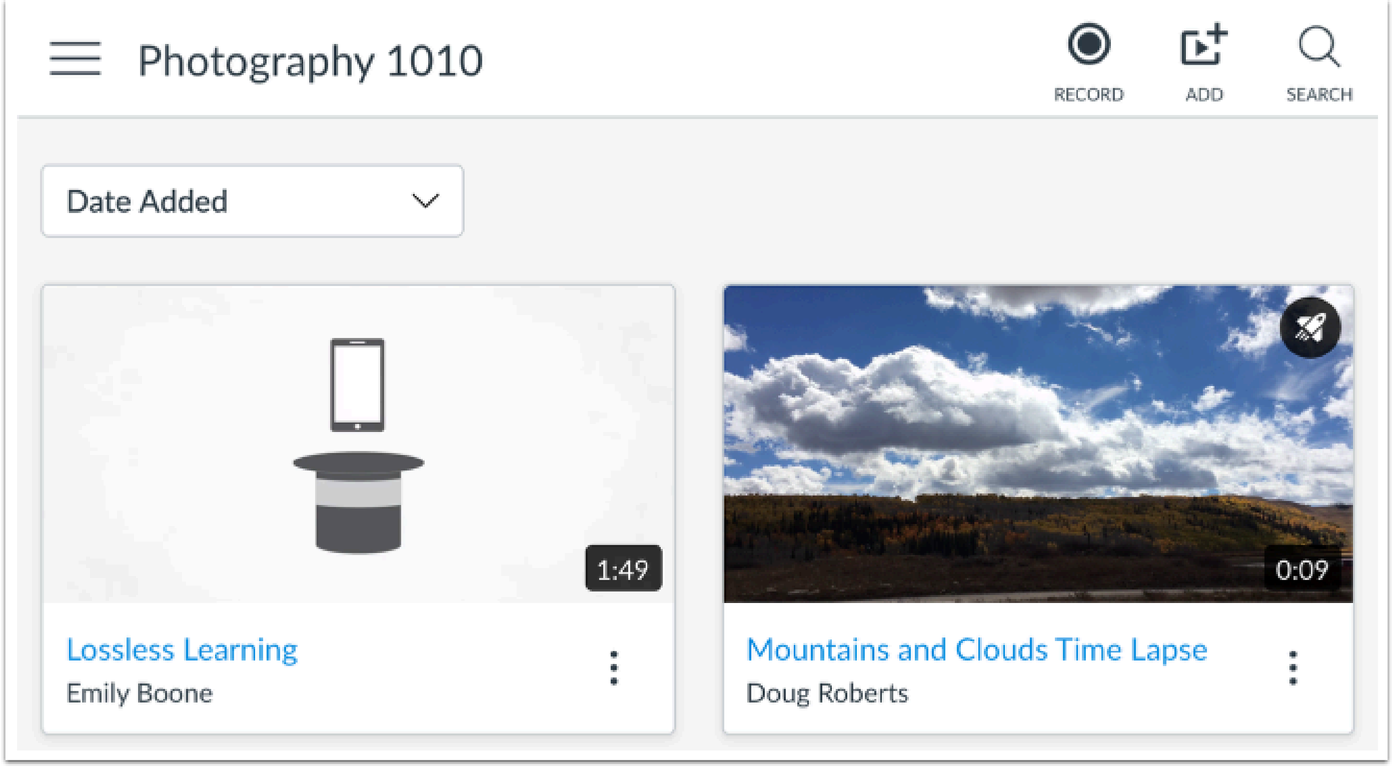
Open Studio Media Library



In Course Navigation, click the **Studio** link.

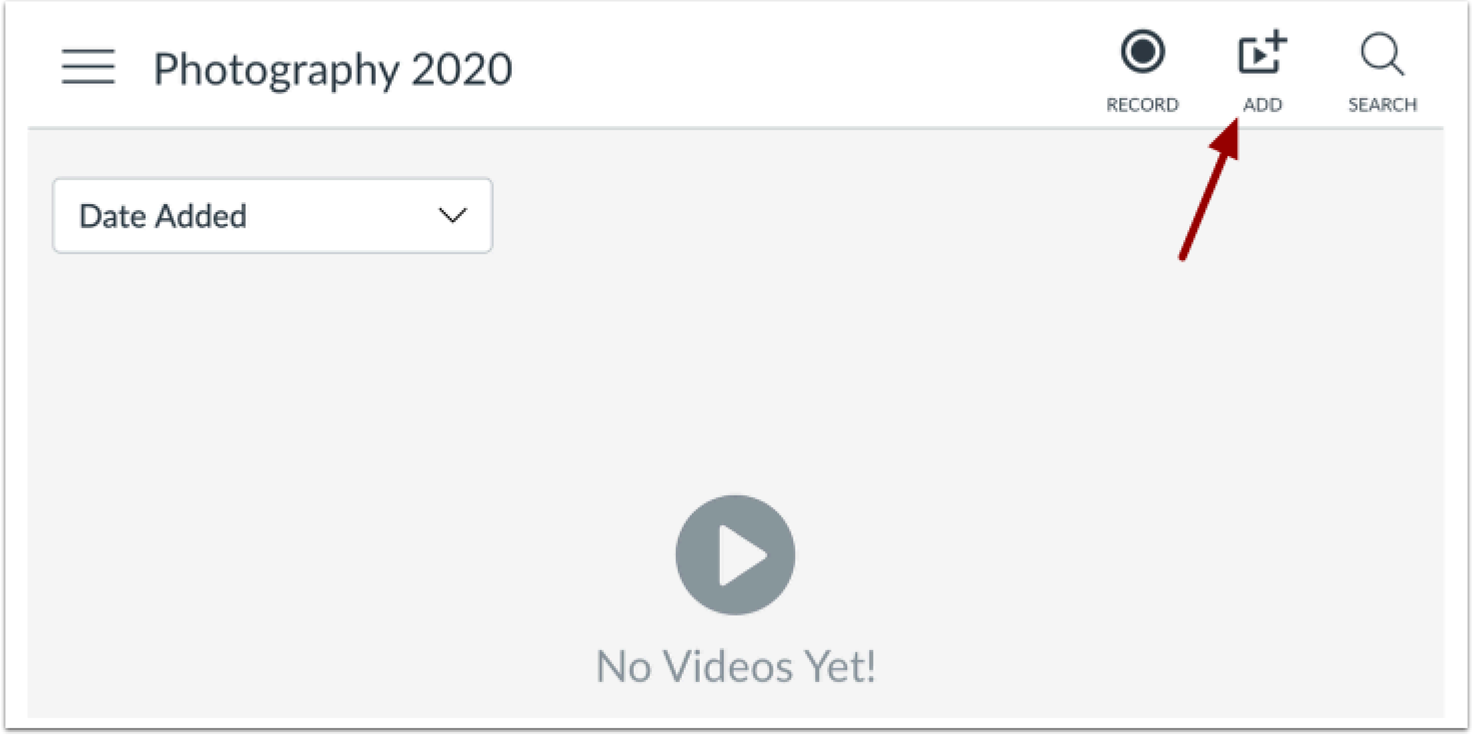
Note: The Studio link will only display if Studio has been enabled for your course.

View Collections


Photography 1010
RECORD
ADD
SEARCH
Date Added
1:49
Lossless Learning
Emily Boone
0:09
Mountains and Clouds Time Lapse
Doug Roberts

The Studio link displays the course media uploads.

View Course Media

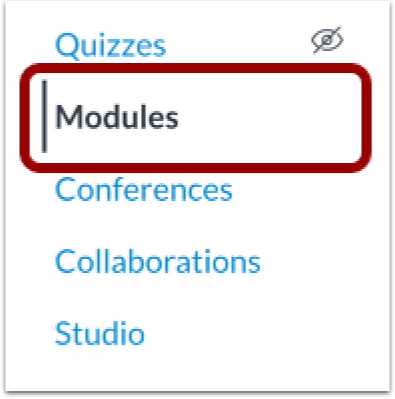

Photography 2020
RECORD
ADD
SEARCH
Date Added
No Videos Yet!

If there are no course media uploads, Studio will display a message indicating there are no videos in the course. To add media to the course, click the **Add** button.

How do I add a Canvas Studio media module item in a Canvas course as an instructor?

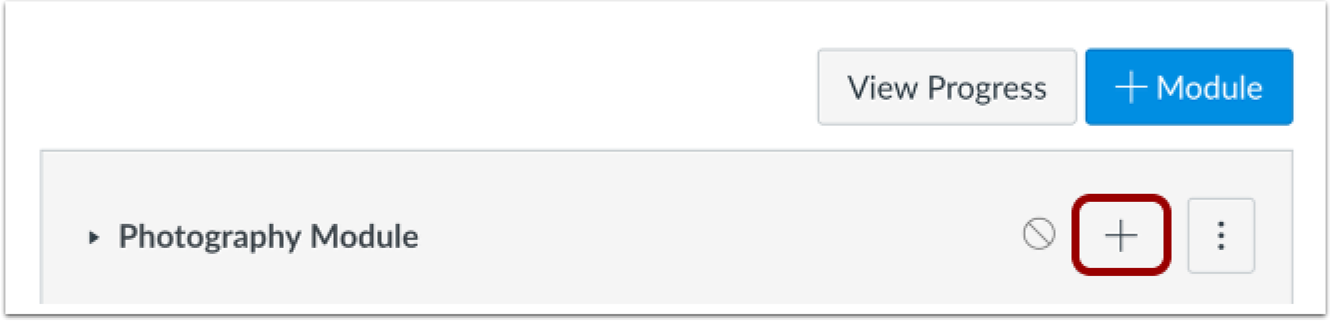
As an instructor, you can add a Canvas Studio video or audio file as a module item as an external tool.

Open Modules


Quizzes
Modules
Conferences
Collaborations
Studio

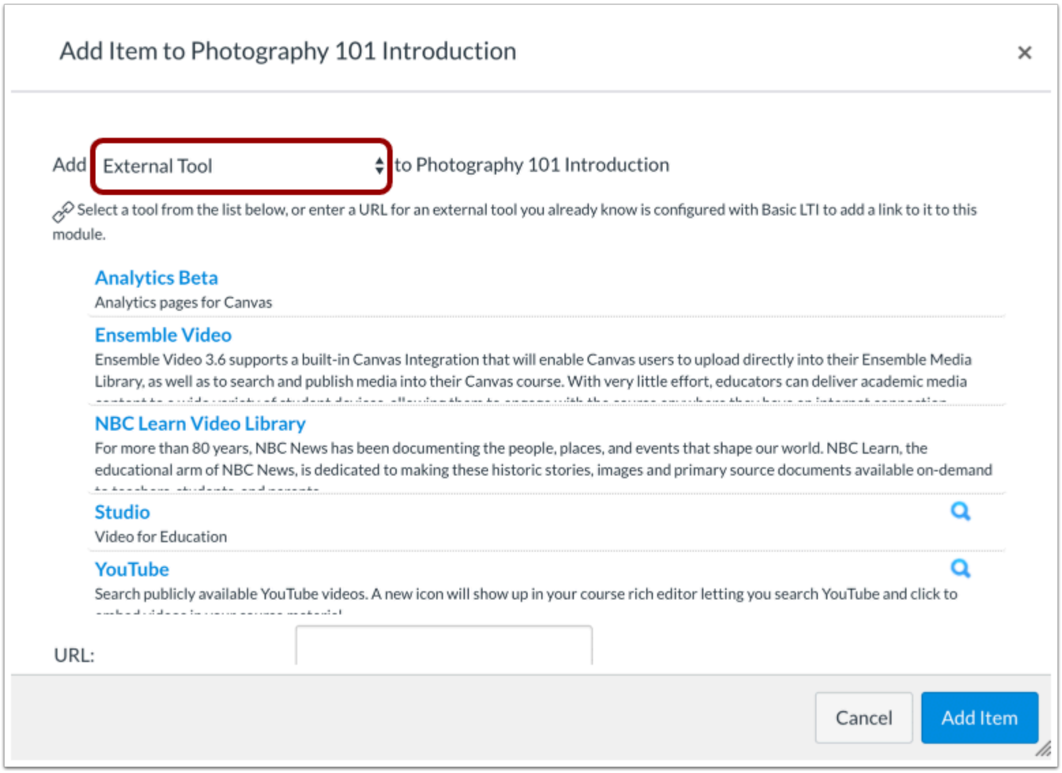
In Course Navigation, click the **Modules** link.

Add Module Item


View Progress
+ Module
Photography Module
+

Click the **Add Item** button.

Add External Tool



Add Item to Photography 101 Introduction

Add External Tool to Photography 101 Introduction

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Analytics Beta
Analytics pages for Canvas

Ensemble Video
Ensemble Video 3.6 supports a built-in Canvas Integration that will enable Canvas users to upload directly into their Ensemble Media Library, as well as to search and publish media into their Canvas course. With very little effort, educators can deliver academic media

NBC Learn Video Library
For more than 80 years, NBC News has been documenting the people, places, and events that shape our world. NBC Learn, the educational arm of NBC News, is dedicated to making these historic stories, images and primary source documents available on-demand

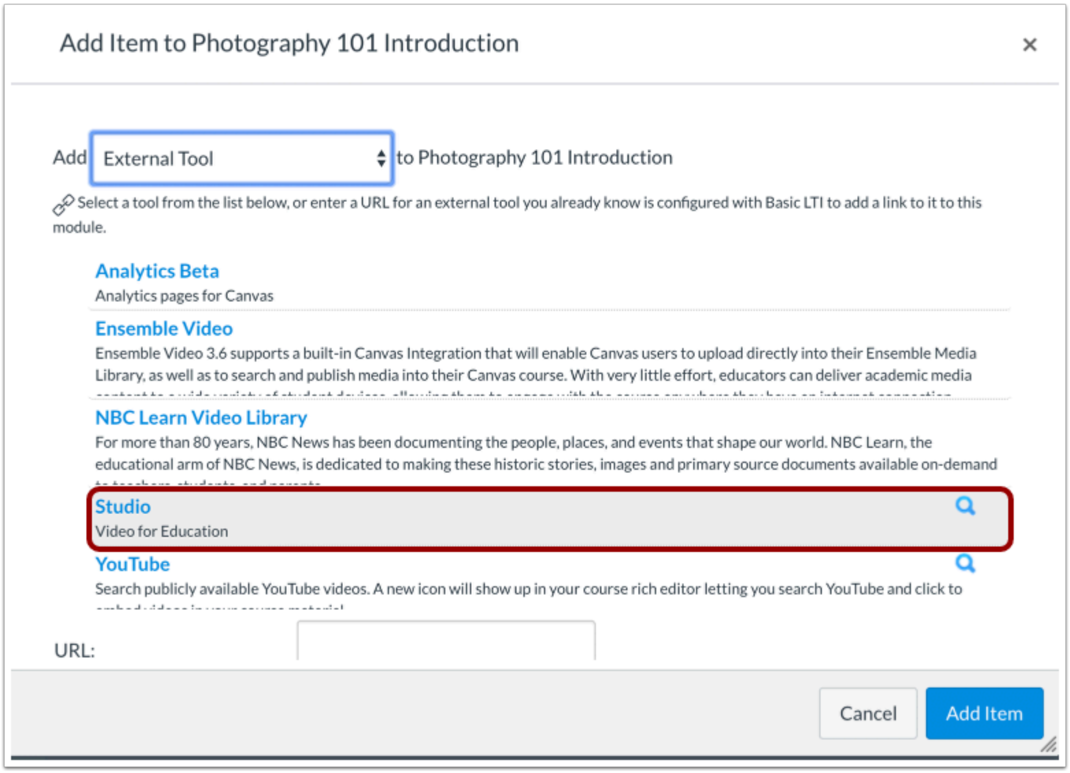
Studio
Video for Education

YouTube
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to

URL:

In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.

Find External Tool



Add Item to Photography 101 Introduction

Add External Tool to Photography 101 Introduction

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

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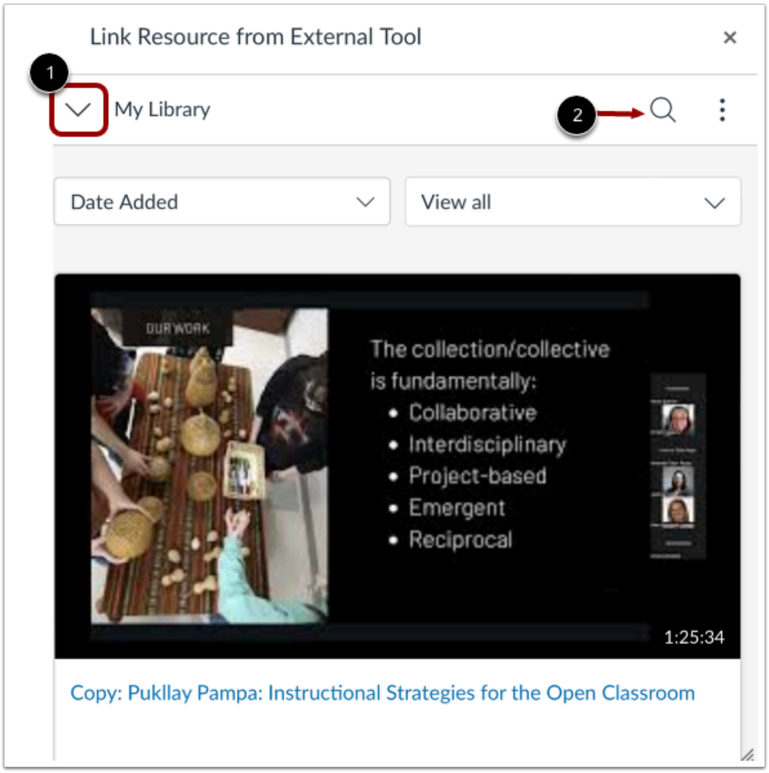
Studio
Video for Education

YouTube
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to

URL:

Click the **Studio** tool.

Locate Media in Library

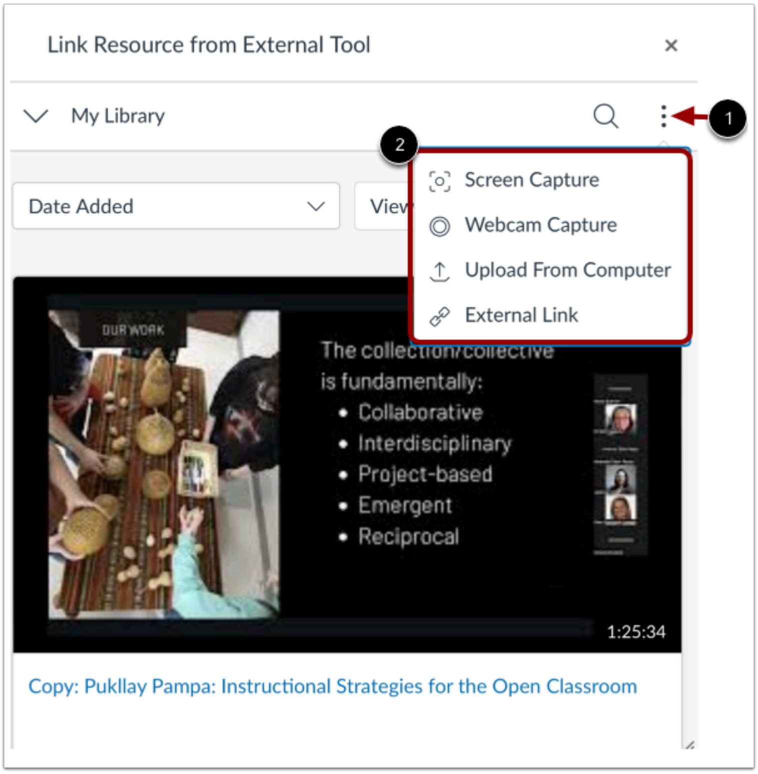

Link Resource from External Tool
1
My Library
2
Date Added
View all
OUR WORK
The collection/collective is fundamentally:
Collaborative
Interdisciplinary
Project-based
Emergent
Reciprocal
1:25:34
Copy: Pukllay Pampa: Instructional Strategies for the Open Classroom

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

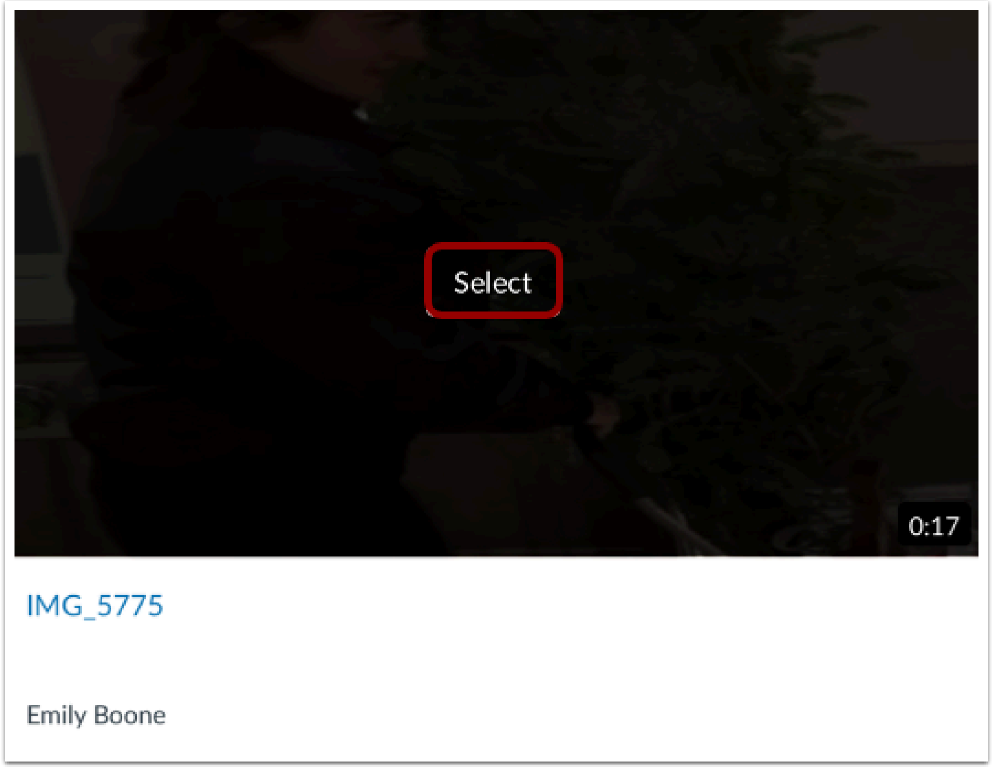

Link Resource from External Tool
×
My Library
1
2
Screen Capture
Webcam Capture
Upload From Computer
External Link
Date Added
View
1:25:34
Copy: Pukllay Pampa: Instructional Strategies for the Open Classroom

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].

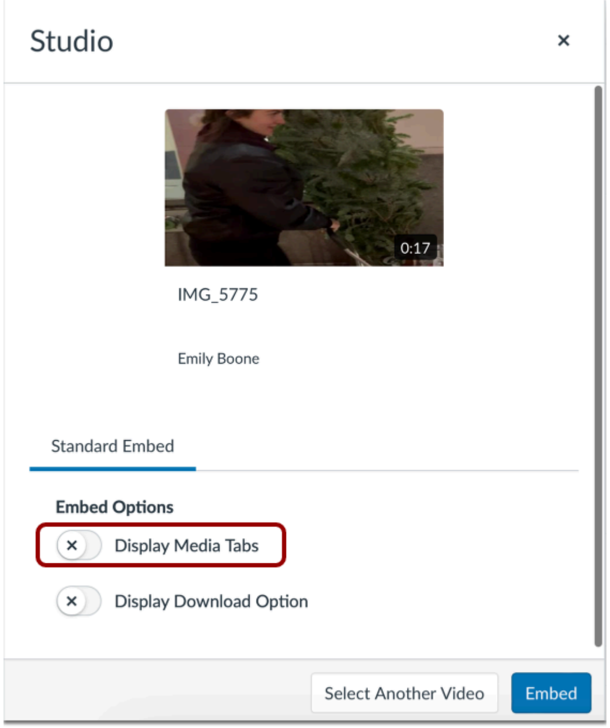
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media


Select
0:17
IMG_5775
Emily Boone

Hover over the media you want to embed, then click the **Select** button.

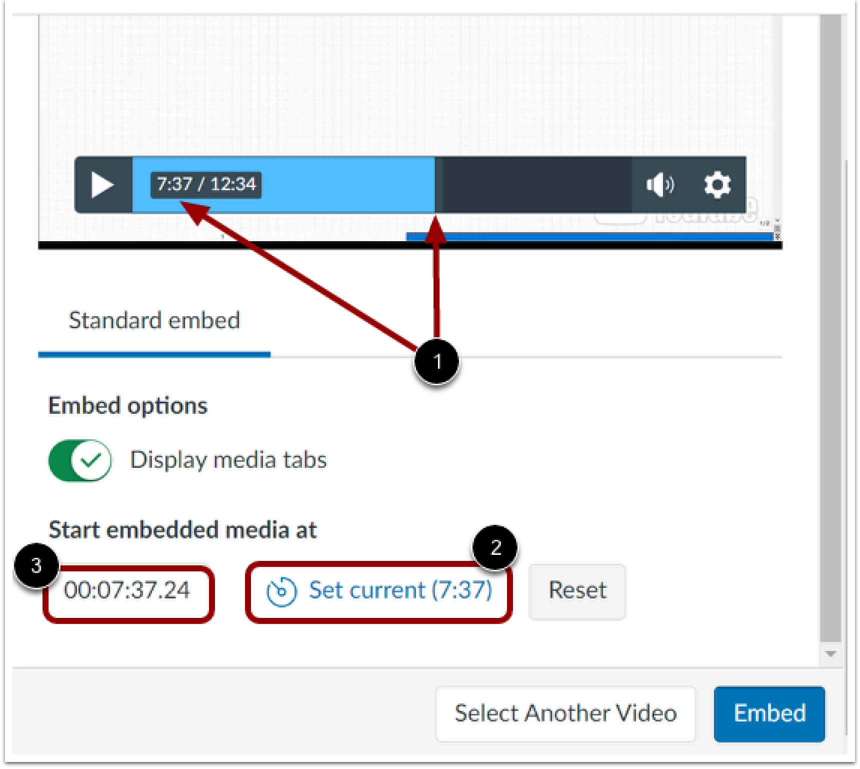
Display or Hide Media Tabs


Studio
×
0:17
IMG_5775
Emily Boone
Standard Embed
Embed Options
Display Media Tabs
Display Download Option
Select Another Video
Embed

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


7:37 / 12:34
1
Standard embed
Embed options
Display media tabs
Start embedded media at
3
00:07:37.24
2
Set current (7:37)
Reset
Select Another Video
Embed

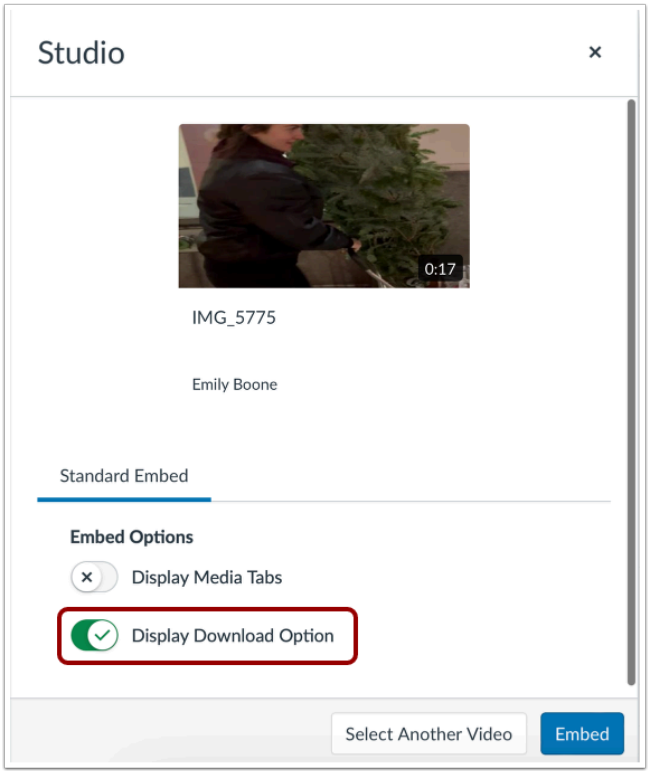
If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

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


Studio
×
0:17
IMG_5775
Emily Boone
Standard Embed
Embed Options

☒ Display Media Tabs

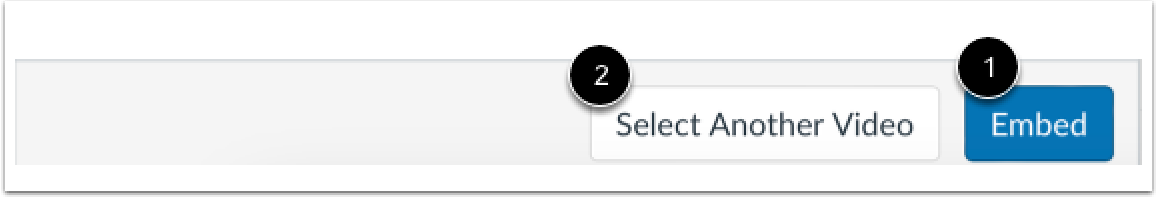
☑ Display Download Option

Select Another Video
Embed

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.

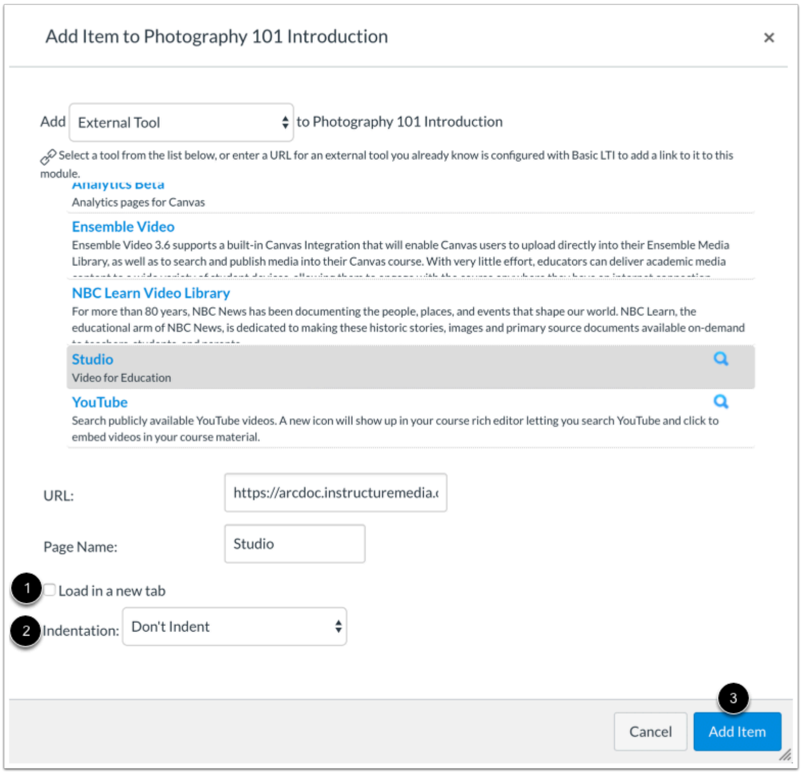
Embed Media


2
Select Another Video
1
Embed

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



Add Item to Photography 101 Introduction

Add External Tool to Photography 101 Introduction

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Analytics Beta
Analytics pages for Canvas

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Studio
Video for Education

YouTube
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to embed videos in your course material.

URL: https://arcdoc.instructuremedia.

Page Name: Studio

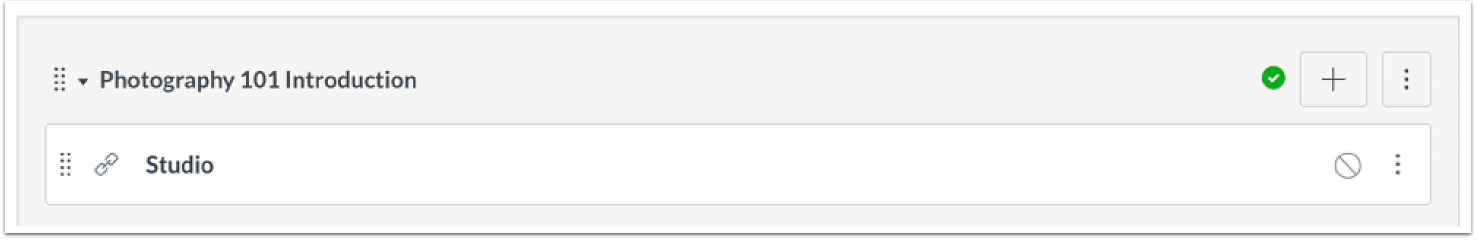
1 ☐ Load in a new tab

2 Indentation: Don't Indent

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.

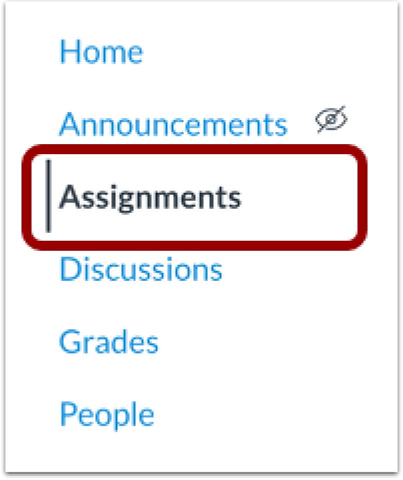
Studio media submissions can be created as a Text Entry or Online submission type. Both submission types allow students to access their Studio account and select a video or audio file. Currently, External Tool submission types are not supported.

- **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:

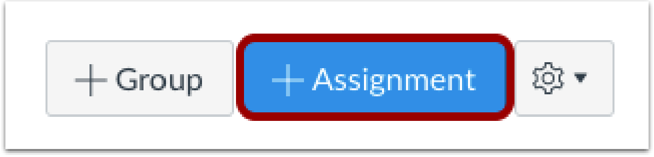
- Students can submit Studio media assignments via the web or the Canvas by Instructure Android or iOS app.
- When an assignment using Studio is muted, submission comments are still visible to students.

Open Assignments



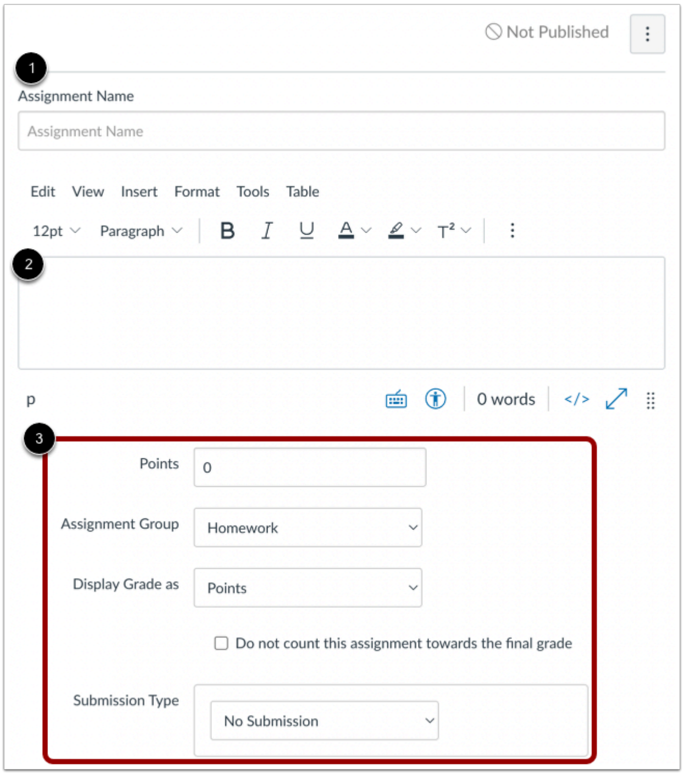
In Course Navigation, click the **Assignments** link.

Add Assignment



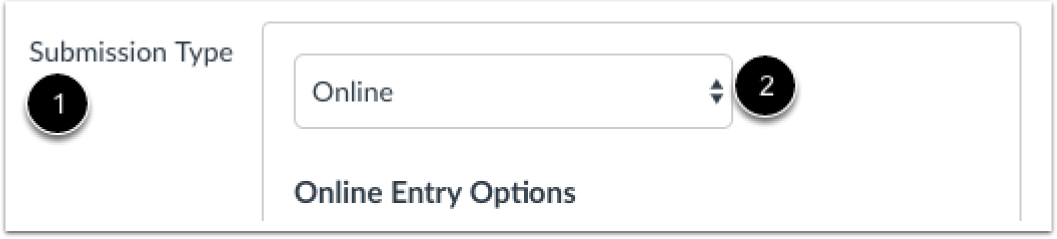
Click the **Add Assignment** button.

Enter Assignment Details


Not Published
1
Assignment Name
Assignment Name
Edit View Insert Format Tools Table
12pt Paragraph B I U A T²
2
p
0 words </>
3
Points
0
Assignment Group
Homework
Display Grade as
Points
☐ Do not count this assignment towards the final grade
Submission Type
No Submission

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

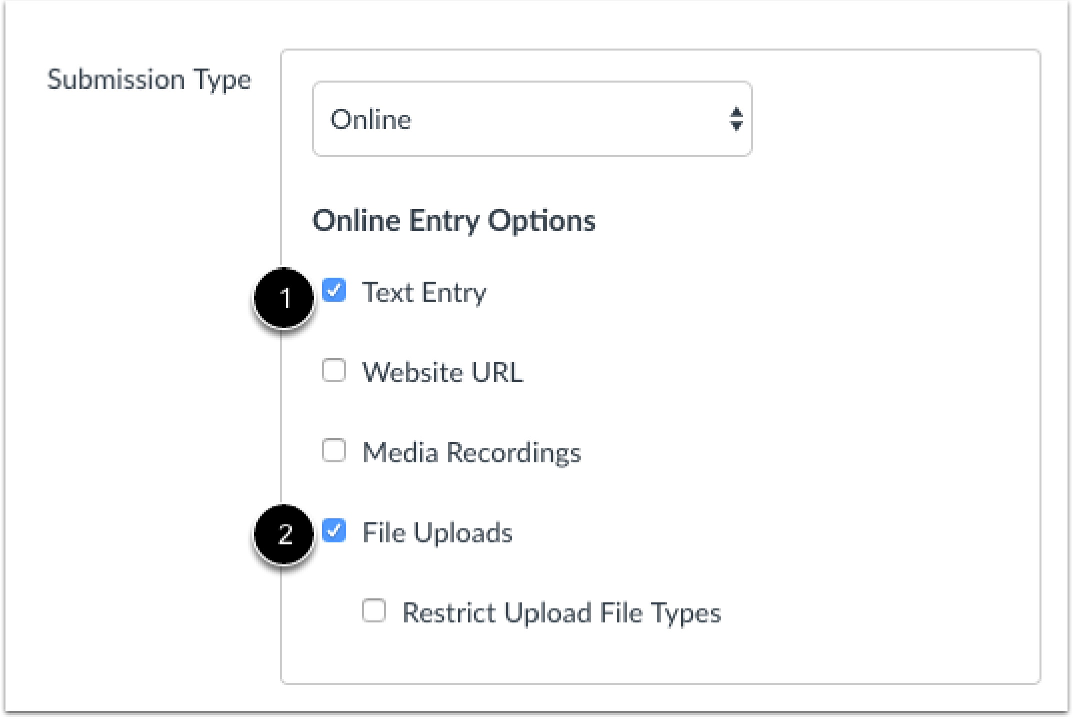
Select Submission Type


Submission Type
1
Online
2
Online Entry Options

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


Submission Type

Online

Online Entry Options

1 ☑ Text Entry

☐ Website URL

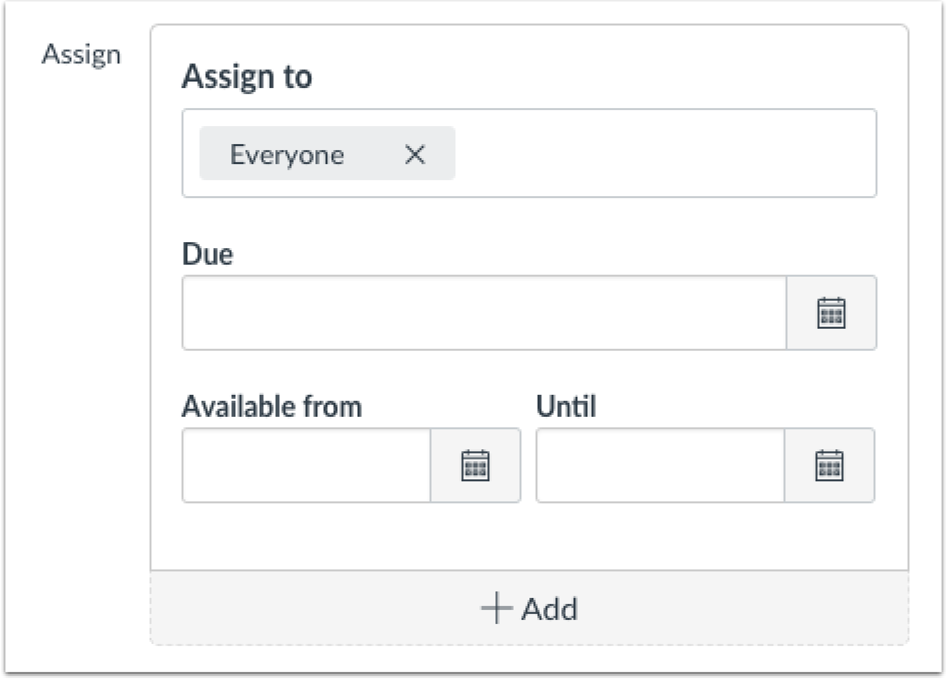
☐ Media Recordings

2 ☑ File Uploads

☐ Restrict Upload File Types

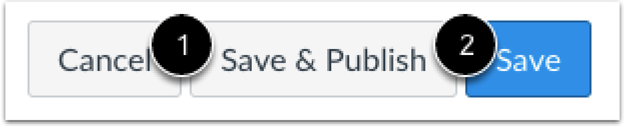
In the Online Entry Options section, select the **Text Entry** checkbox [1], **File Uploads** checkbox [2], or both.

Assign Due Date

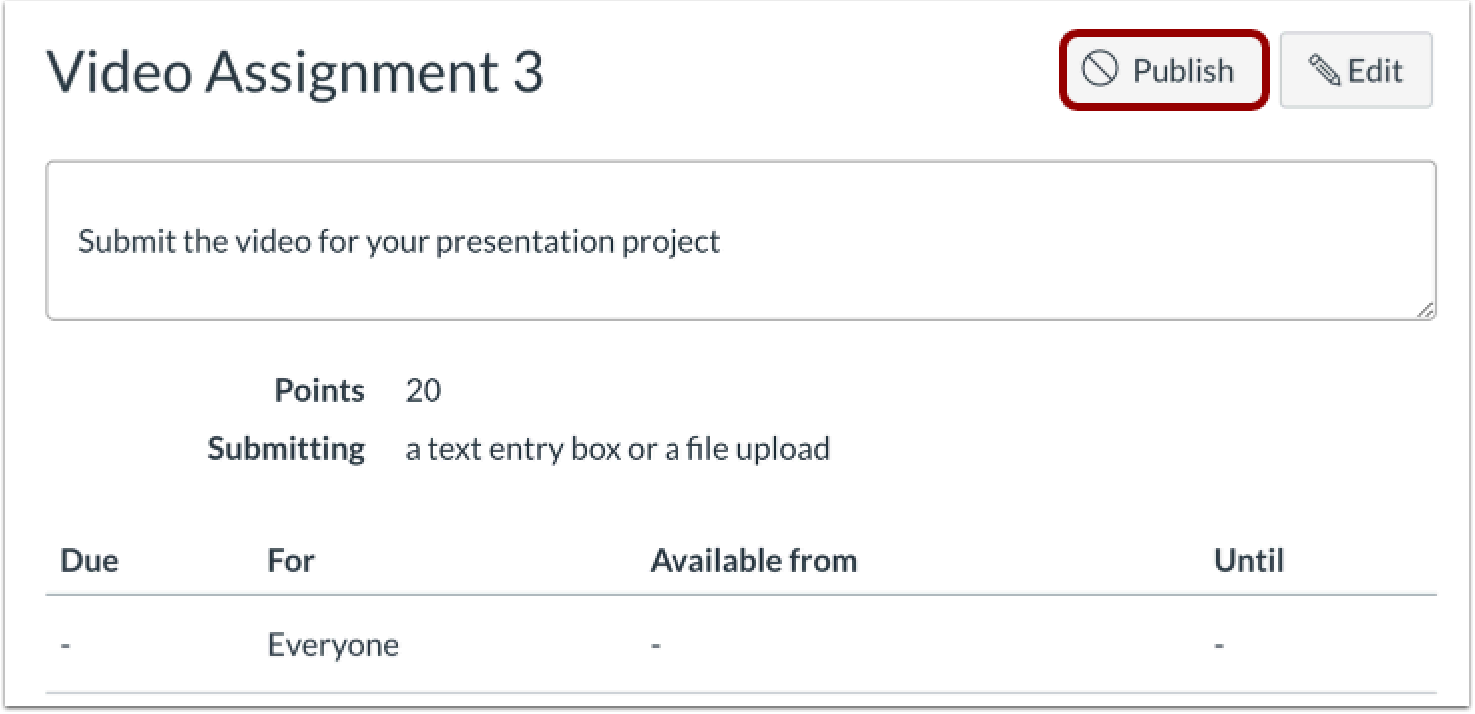

Assign
Assign to
Everyone
Due
Available from
Until
+ Add

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


Cancel
1
Save & Publish
2
Save

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].



Submit the video for your presentation project

Points 20

Submitting a text entry box or a file upload

Due	For	Available from	Until
-	Everyone	-	-

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.

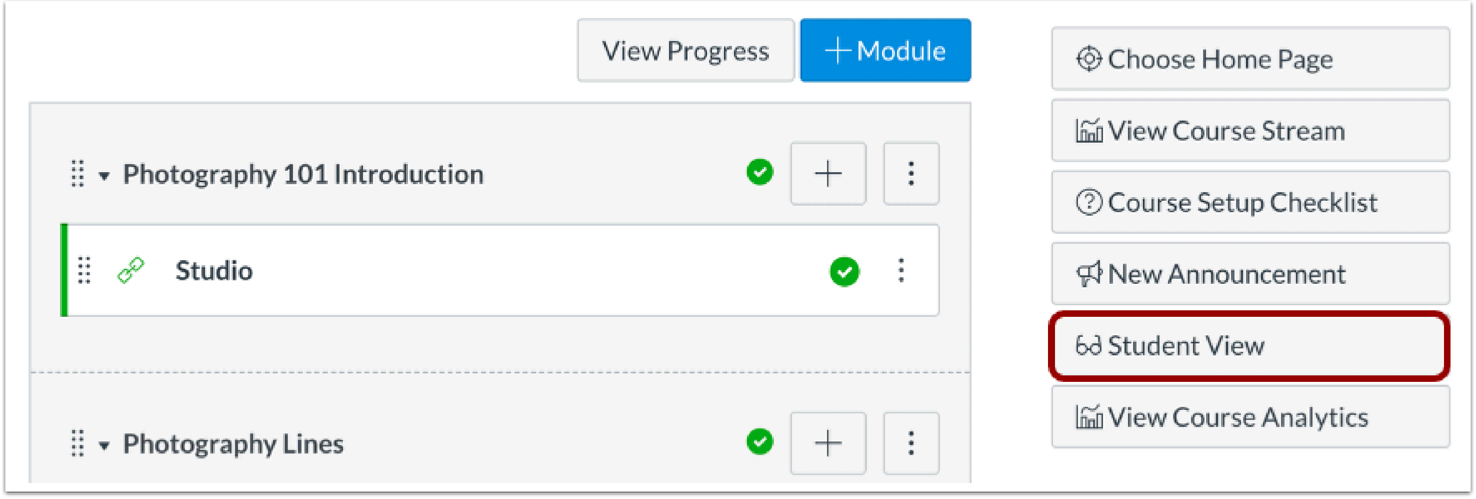
To see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled).

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:

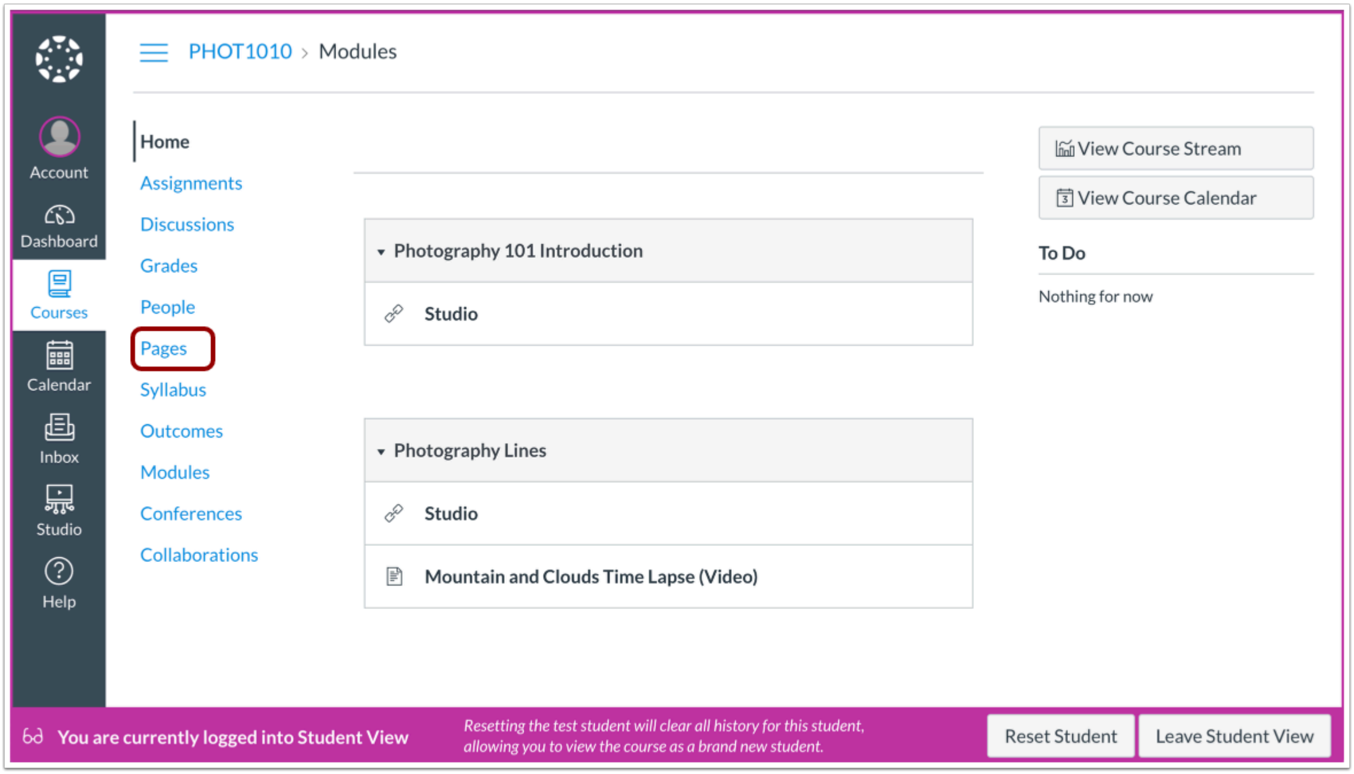
- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the course layout as it is seen by your students. You cannot 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


View Progress
+ Module
Photography 101 Introduction
Studio
Photography Lines
Choose Home Page
View Course Stream
Course Setup Checklist
New Announcement
Student View
View Course Analytics

In the course home page sidebar, click the **Student View** button.

Open Media

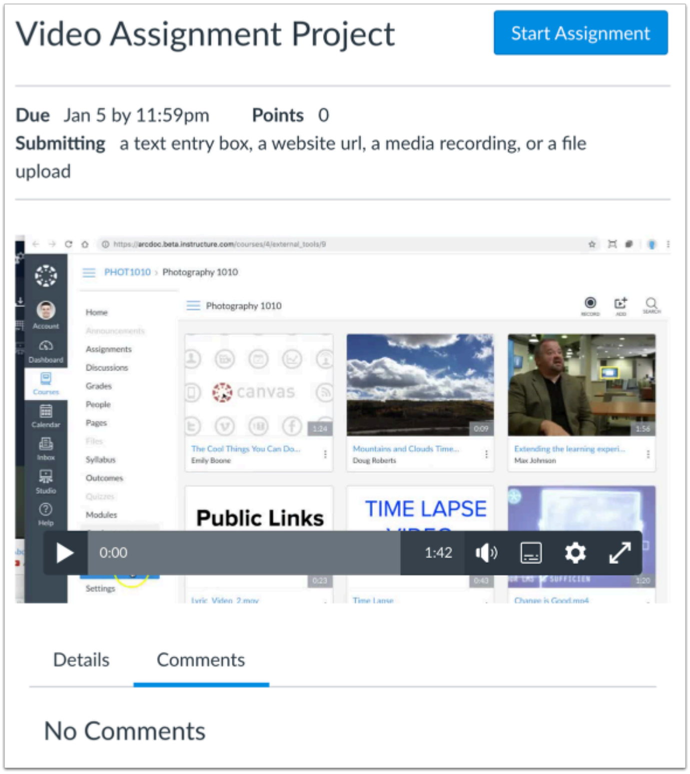

PHOT1010 > Modules
Account
Dashboard
Courses
Calendar
Inbox
Studio
Help
Home
Assignments
Discussions
Grades
People
Pages
Syllabus
Outcomes
Modules
Conferences
Collaborations
Photography 101 Introduction
Studio
Photography Lines
Studio
Mountain and Clouds Time Lapse (Video)
View Course Stream
View Course Calendar
To Do
Nothing for now
You are currently logged into Student View
Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.
Reset Student
Leave Student View

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


Video Assignment Project

Start Assignment

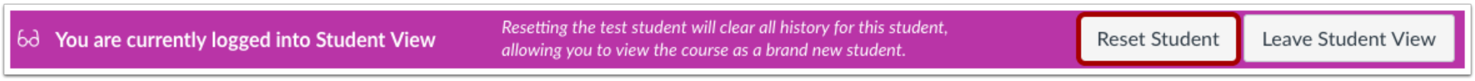
Due Jan 5 by 11:59pm **Points** 0
Submitting a text entry box, a website url, a media recording, or a file upload

Public Links
TIME LAPSE
0:00
1:42
Details
Comments

No Comments

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

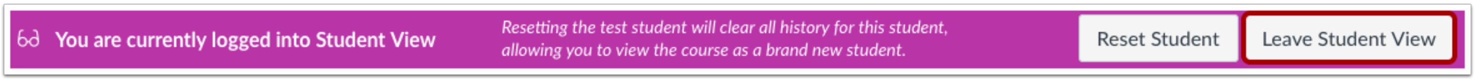

You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student
Leave Student View

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


You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student
Leave Student View

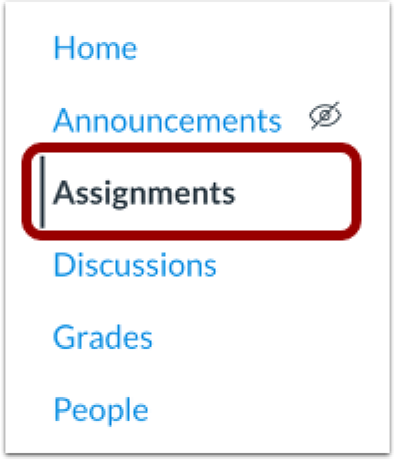
To return to your course in the instructor view, click the **Leave Student View** button.

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.

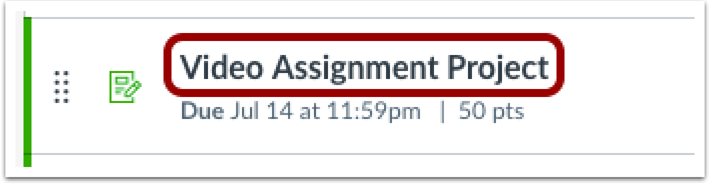
The type of submission determines the view shown in SpeedGrader: Text Entry or File Uploads.

Open Assignments


Home
Announcements
Assignments
Discussions
Grades
People

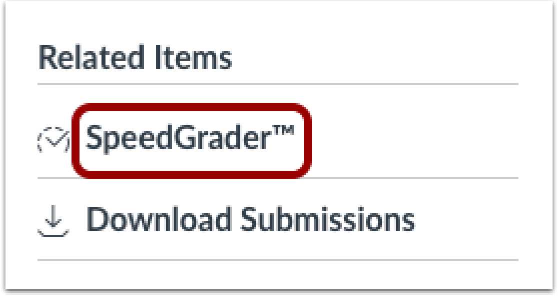
In Course Navigation, click the **Assignments** link.

Open Assignment


Video Assignment Project
Due Jul 14 at 11:59pm | 50 pts

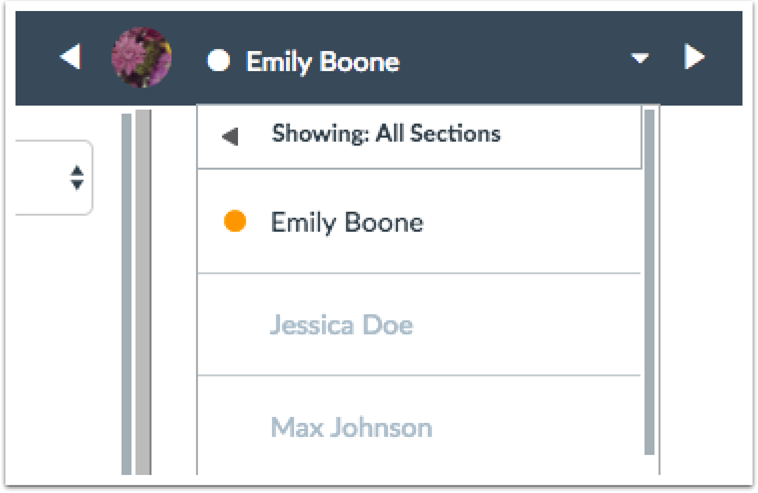
Click the name of the assignment.

Open SpeedGrader


Related Items
SpeedGrader™
Download Submissions

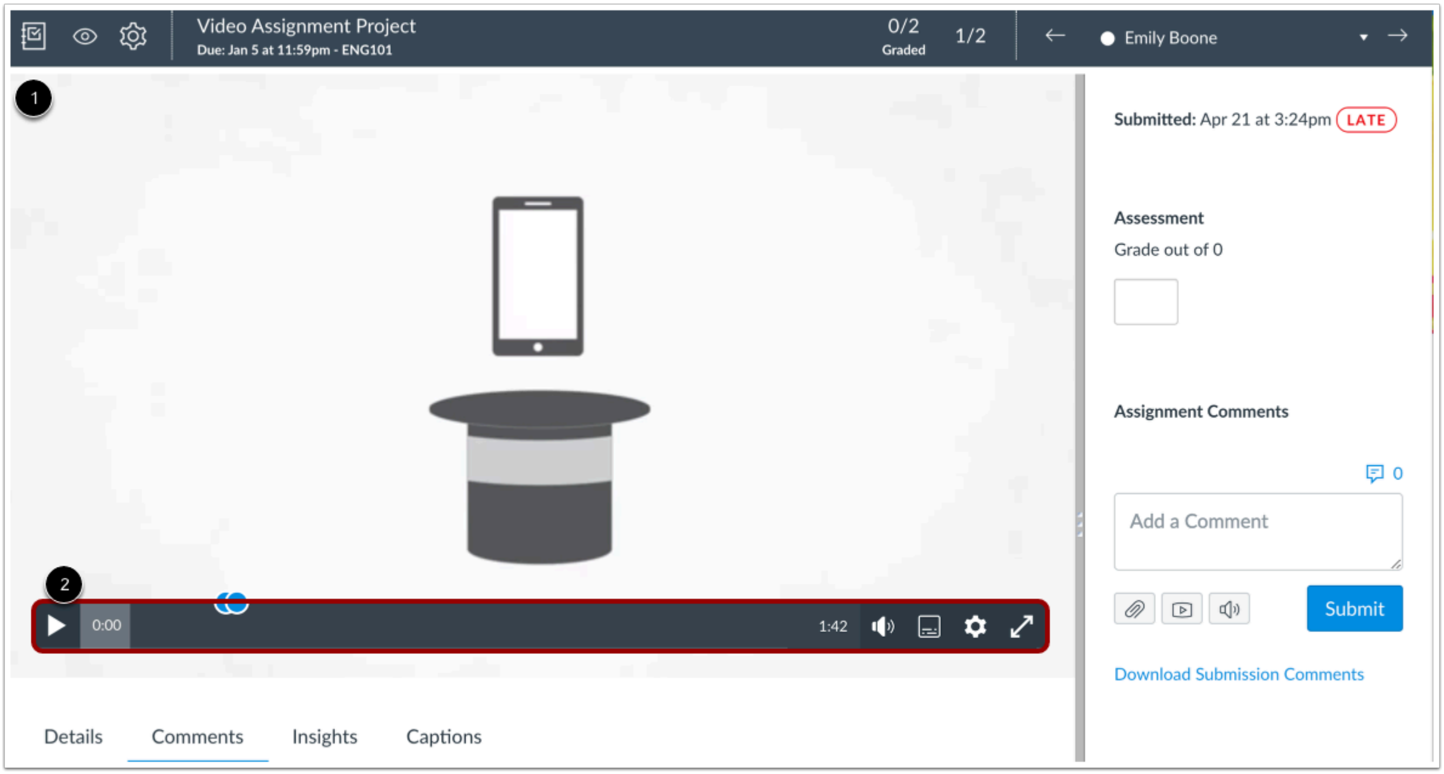
Click the **SpeedGrader** link.

Open Student Submission


Emily Boone
Showing: All Sections
Emily Boone
Jessica Doe
Max Johnson

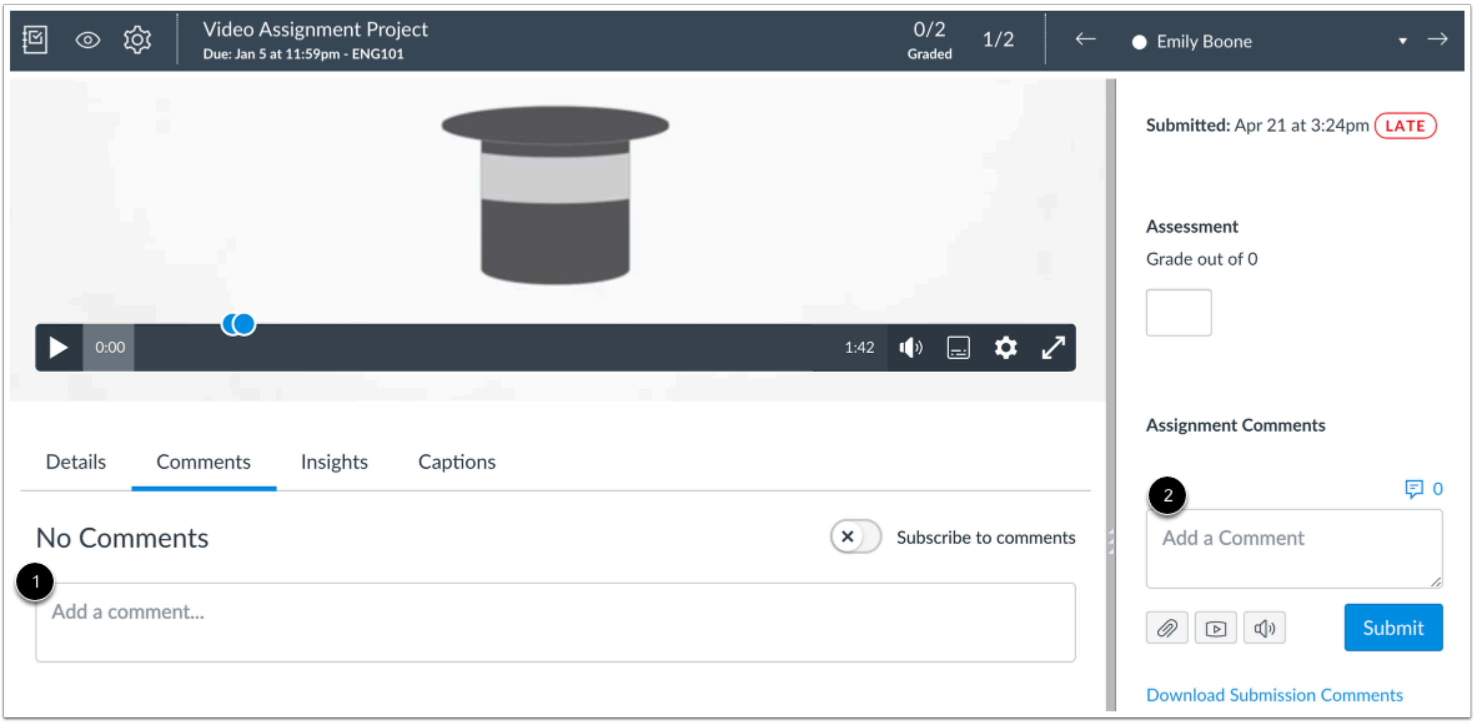
Use the student list to locate a student submission.

View Submission


Video Assignment Project
Due: Jan 5 at 11:59pm - ENG101
0/2
Graded
1/2
Emily Boone
1
2
0:00
1:42
Details
Comments
Insights
Captions
Submitted: Apr 21 at 3:24pm
LATE
Assessment
Grade out of 0
Assignment Comments
0
Add a Comment
Submit
Download Submission Comments

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


Video Assignment Project
Due: Jan 5 at 11:59pm - ENG101
0/2
Graded
1/2
Emily Boone
0:00
1:42
Details
Comments
Insights
Captions
No Comments
Subscribe to comments
1
Add a comment...
Submitted: Apr 21 at 3:24pm
LATE
Assessment
Grade out of 0
Assignment Comments
2
0
Add a Comment
Submit
Download Submission Comments

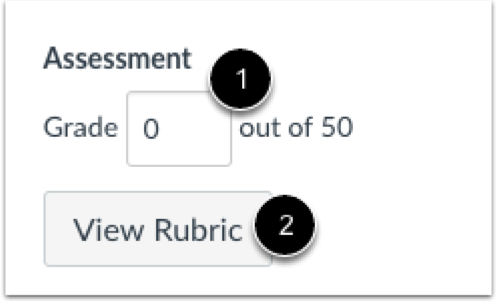
You can leave comments in the media.

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

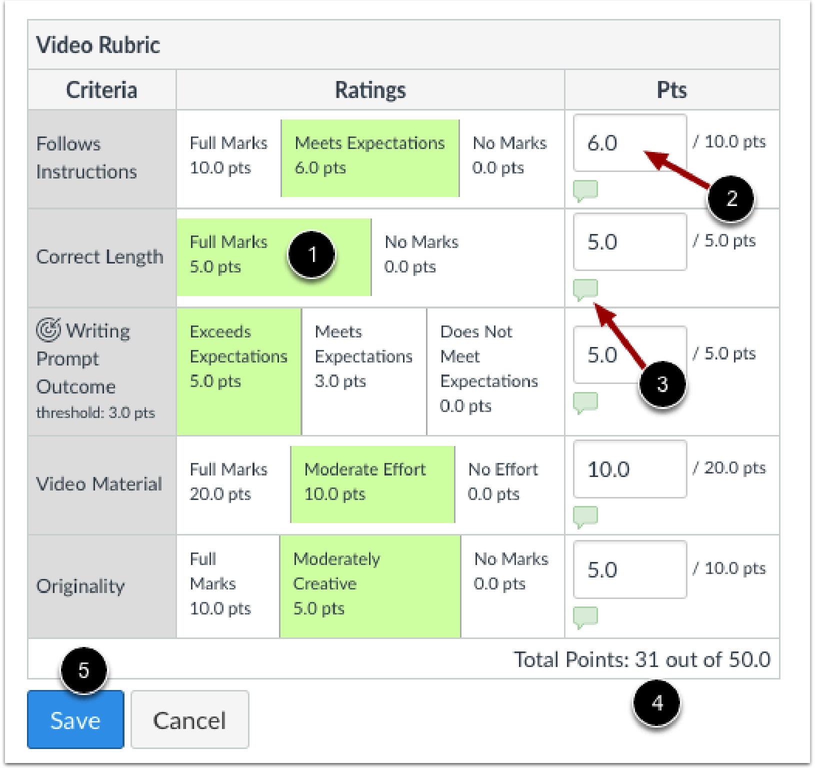


Grade 0 out of 50

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



Video Rubric

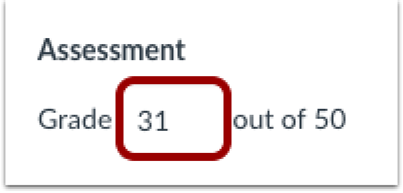
Criteria	Ratings			Pts
Follows Instructions	Full Marks 10.0 pts	Meets Expectations 6.0 pts	No Marks 0.0 pts	6.0 / 10.0 pts
Correct Length	Full Marks 5.0 pts	No Marks 0.0 pts		5.0 / 5.0 pts
Writing Prompt Outcome threshold: 3.0 pts	Exceeds Expectations 5.0 pts	Meets Expectations 3.0 pts	Does Not Meet Expectations 0.0 pts	5.0 / 5.0 pts
Video Material	Full Marks 20.0 pts	Moderate Effort 10.0 pts	No Effort 0.0 pts	10.0 / 20.0 pts
Originality	Full Marks 10.0 pts	Moderately Creative 5.0 pts	No Marks 0.0 pts	5.0 / 10.0 pts

Total Points: 31 out of 50.0

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



Assessment

Grade 31 out of 50

View the grade for the assignment.

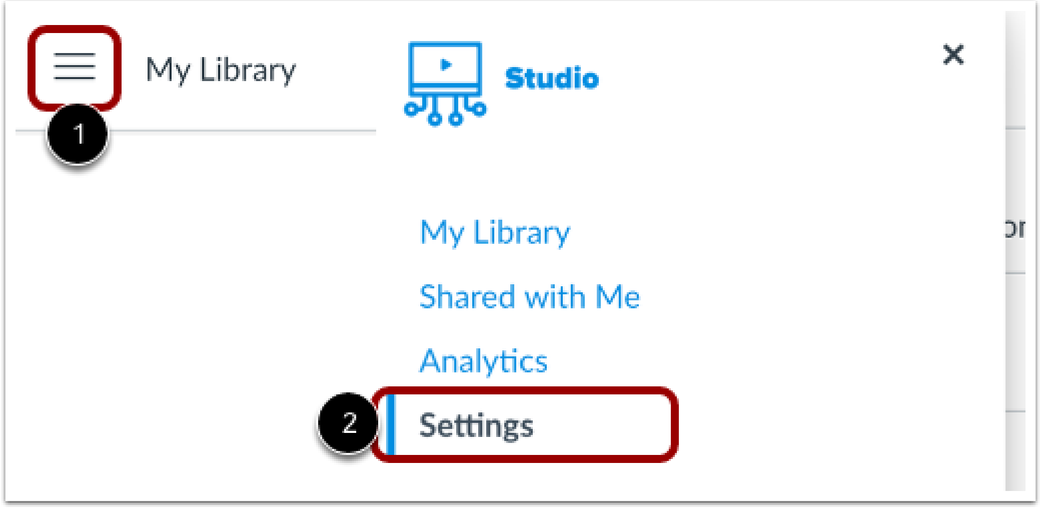
Note: If you graded your assignment with a rubric but the Grade field does not update, your rubric was not set for grading and you will have to enter the score manually.

BY NC SA

How do I view and manage my Canvas Studio groups as an instructor?

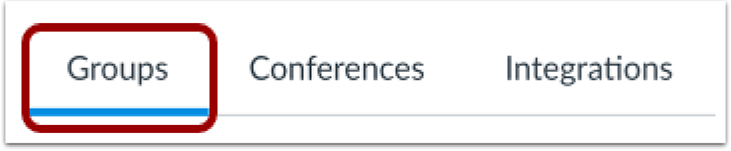
As an instructor, you can view a list of all your Studio groups in your Studio Settings Groups page. Depending upon your role in each group, you may be able to view the group member list, edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

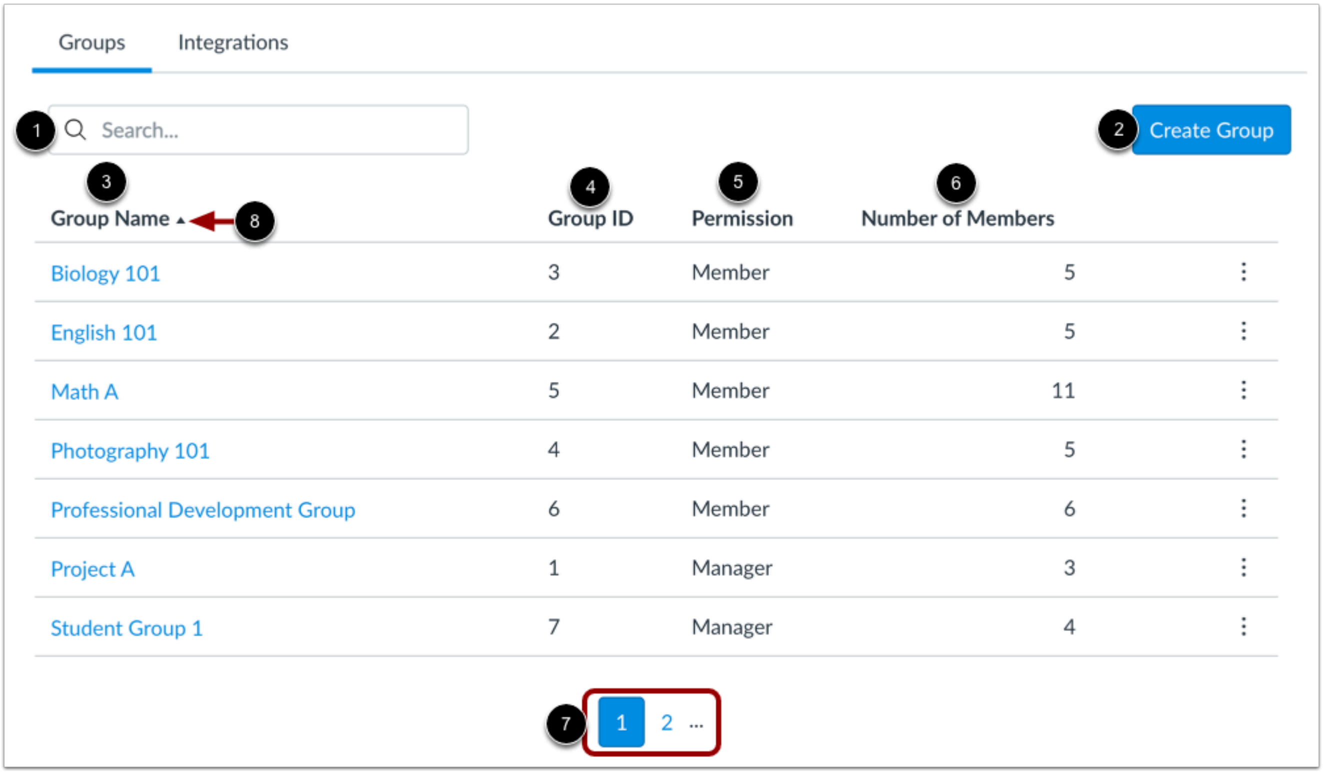
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

Open Groups


Groups
Conferences
Integrations

Click the **Groups** tab.

View Groups



Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Member	5
English 101	2	Member	5
Math A	5	Member	11
Photography 101	4	Member	5
Professional Development Group	6	Member	6
Project A	1	Manager	3
Student Group 1	7	Manager	4

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:

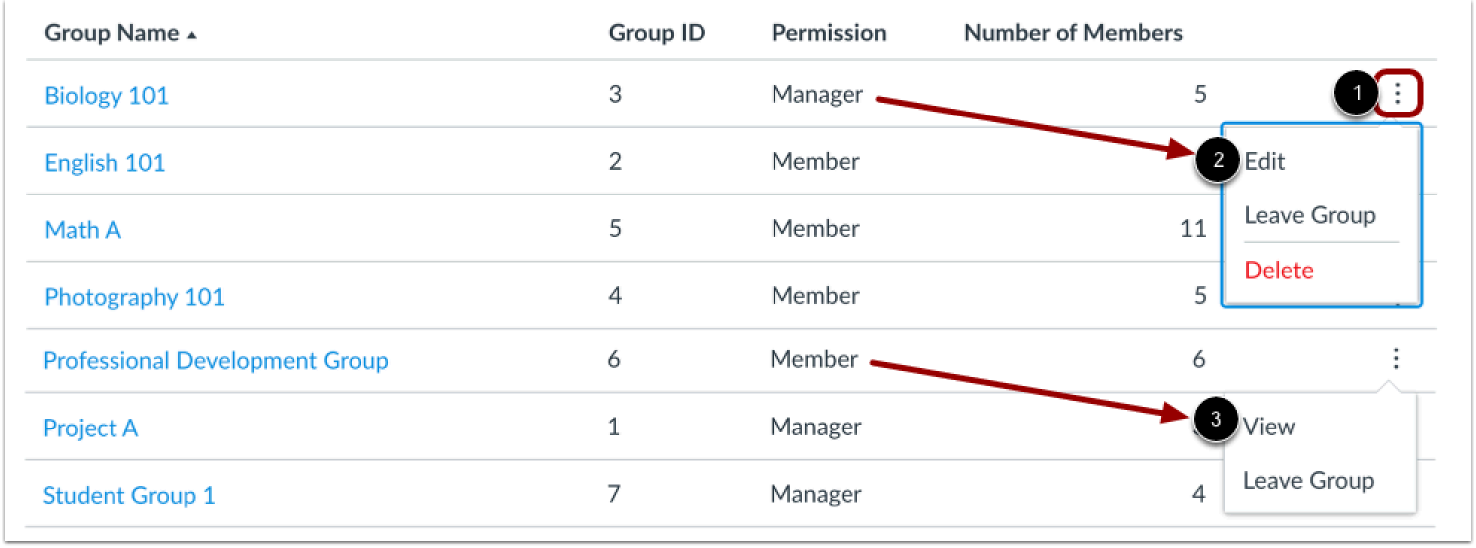
- **Group Name** [3]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [4]: the ID number automatically assigned to a group upon creation.
- **Permission** [5]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [6]: 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



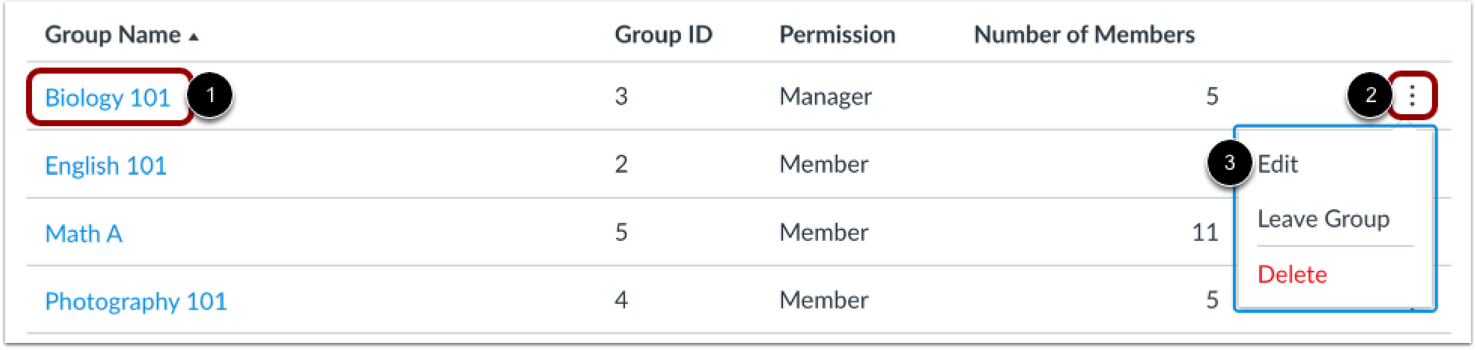
Group Name ▴	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	
Math A	5	Member	11
Photography 101	4	Member	5
Professional Development Group	6	Member	6
Project A	1	Manager	
Student Group 1	7	Manager	4

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



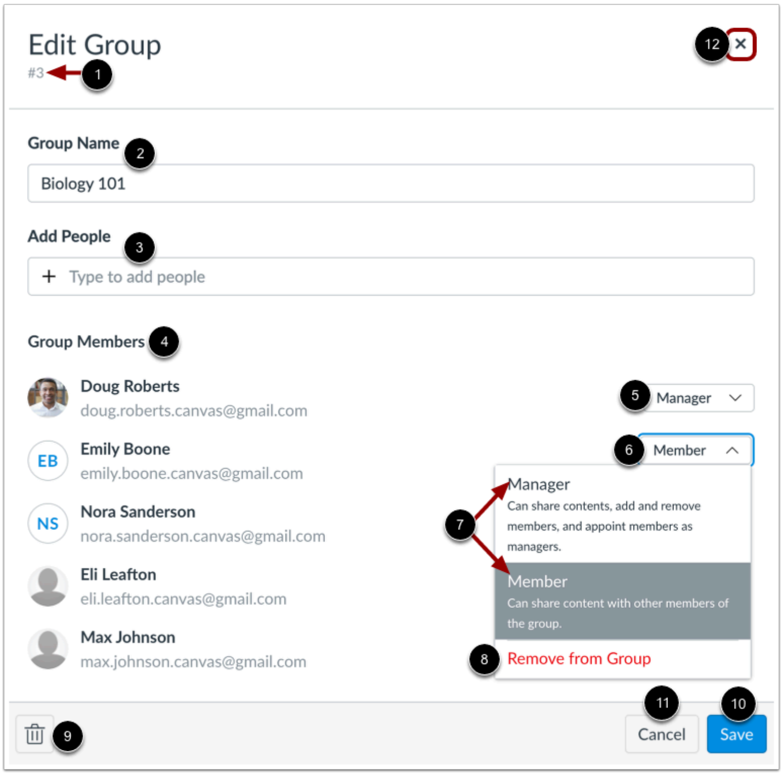
Group Name ▴	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	
Math A	5	Member	11
Photography 101	4	Member	5

To view and edit details for a group, click the group name link [1].

BY NC SA

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details


Edit Group
#3
1
12
Group Name
2
Biology 101
Add People
3
+ Type to add people
Group Members
4
Doug Roberts
doug.roberts.canvas@gmail.com
5
Manager
EB
Emily Boone
emily.boone.canvas@gmail.com
6
Member
NS
Nora Sanderson
nora.sanderson.canvas@gmail.com
7
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
Eli Leafton
eli.leafton.canvas@gmail.com
Max Johnson
max.johnson.canvas@gmail.com
8
Remove from Group
9
11
Cancel
10
Save

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].

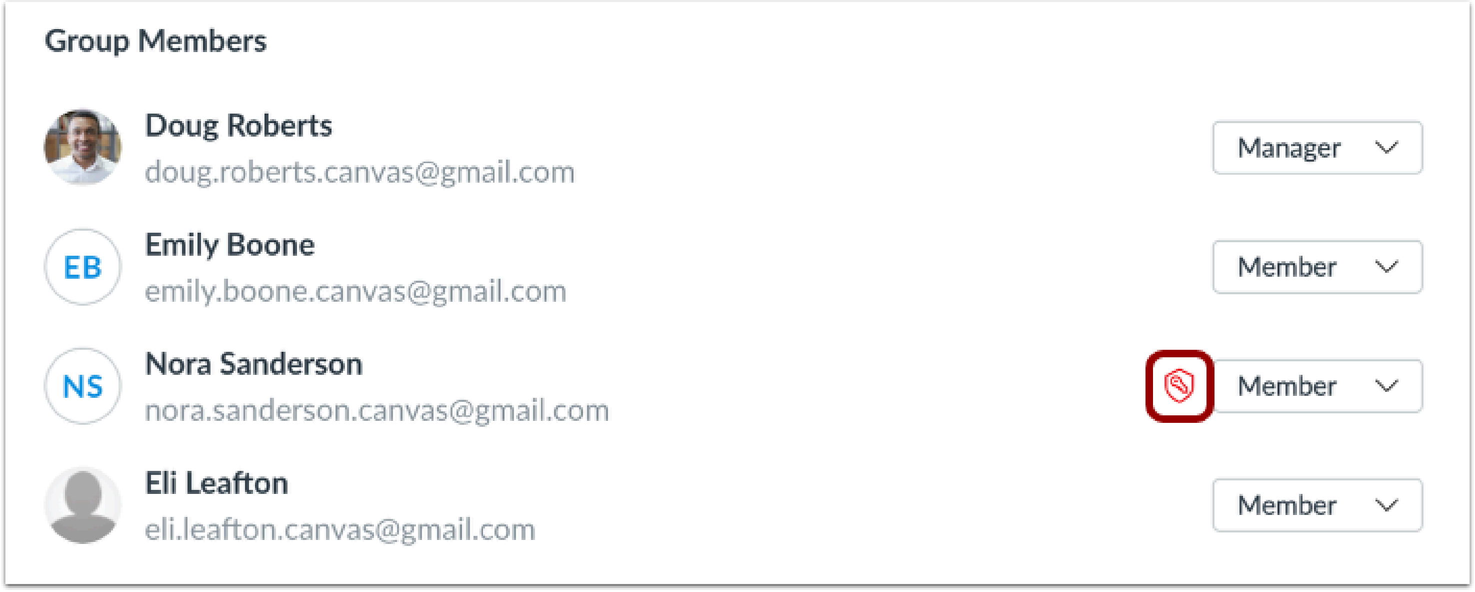
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

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].

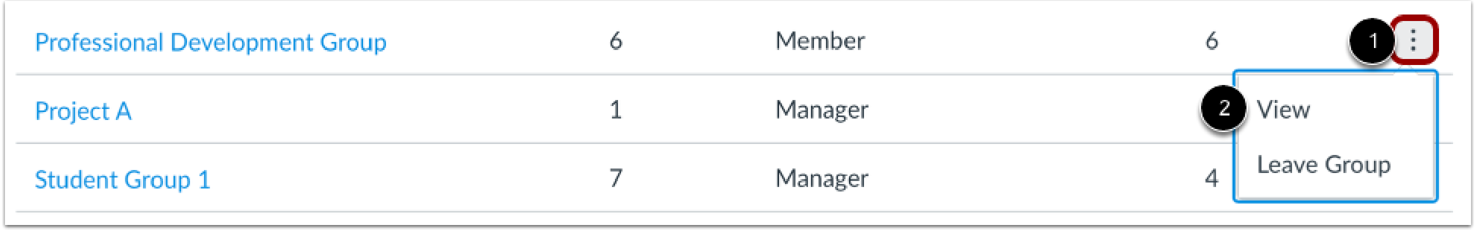
View Admin Member Notification


Group Members

Doug Roberts doug.roberts.canvas@gmail.com		Manager
EB	Emily Boone emily.boone.canvas@gmail.com	Member
NS	Nora Sanderson nora.sanderson.canvas@gmail.com	Member
Eli Leafton eli.leafton.canvas@gmail.com		Member

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.

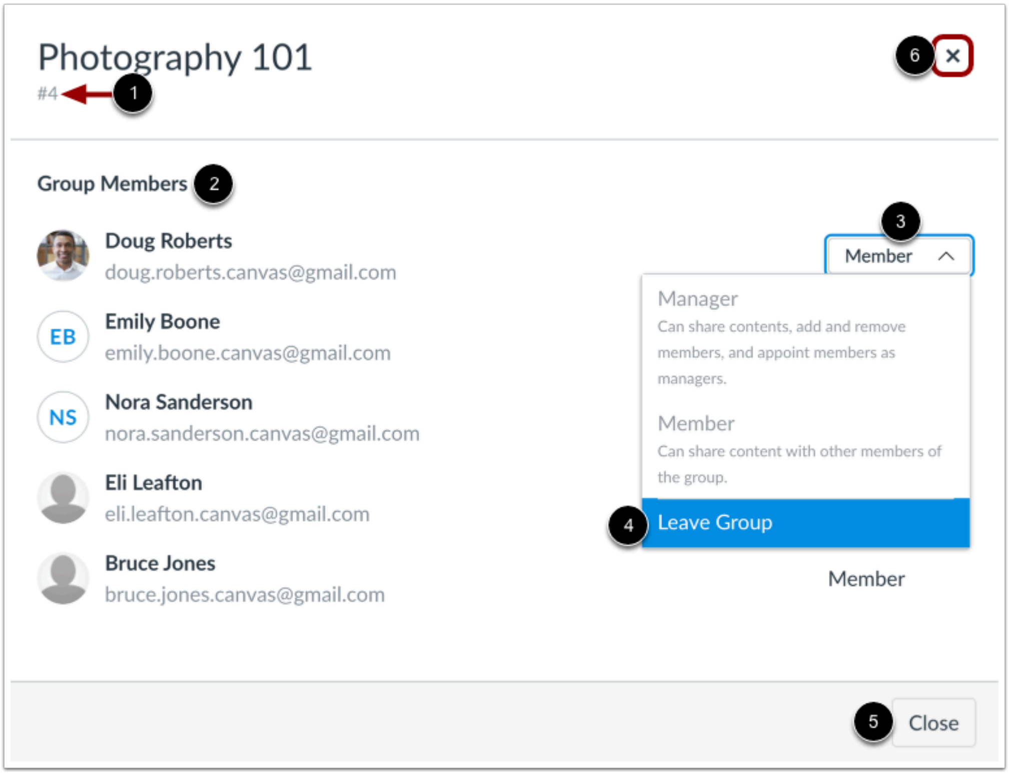
View Group



Professional Development Group	6	Member	6
Project A	1	Manager	
Student Group 1	7	Manager	4

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

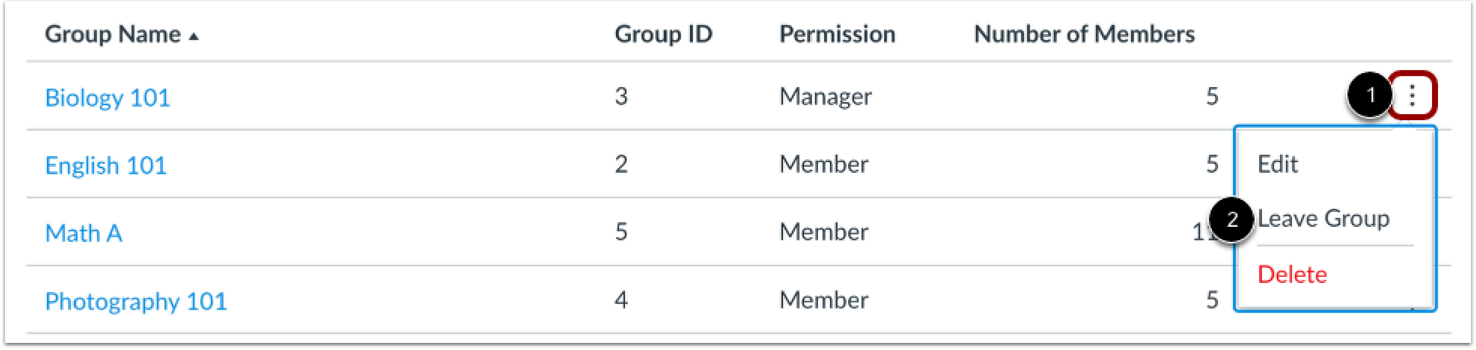

Photography 101
#4
1
6
×
Group Members
2
Doug Roberts
doug.roberts.canvas@gmail.com
Emily Boone
emily.boone.canvas@gmail.com
Nora Sanderson
nora.sanderson.canvas@gmail.com
Eli Leafton
eli.leafton.canvas@gmail.com
Bruce Jones
bruce.jones.canvas@gmail.com
3
Member
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
4
Leave Group
Member
5
Close

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].

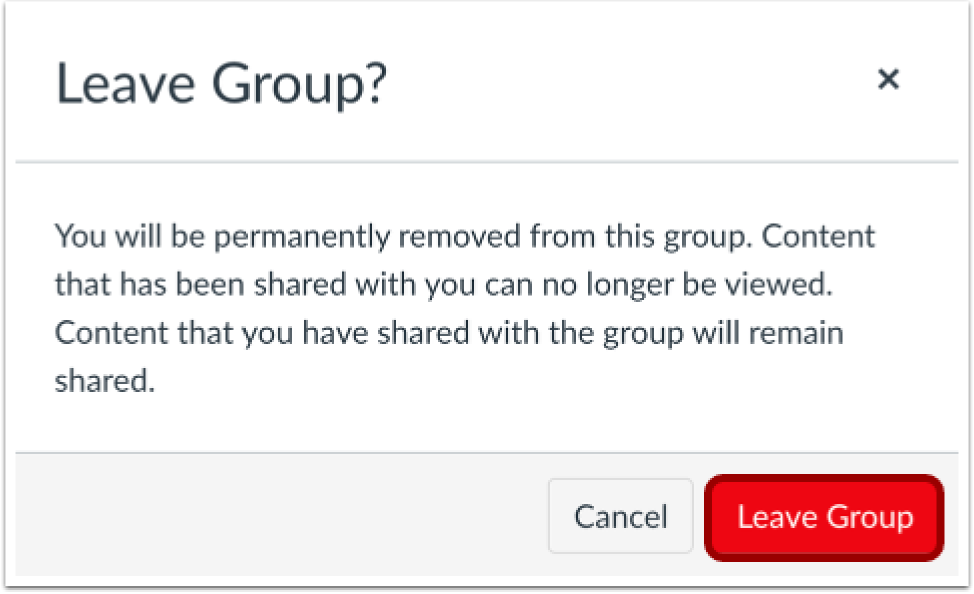
Leave Group



Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	5
Math A	5	Member	1
Photography 101	4	Member	5

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



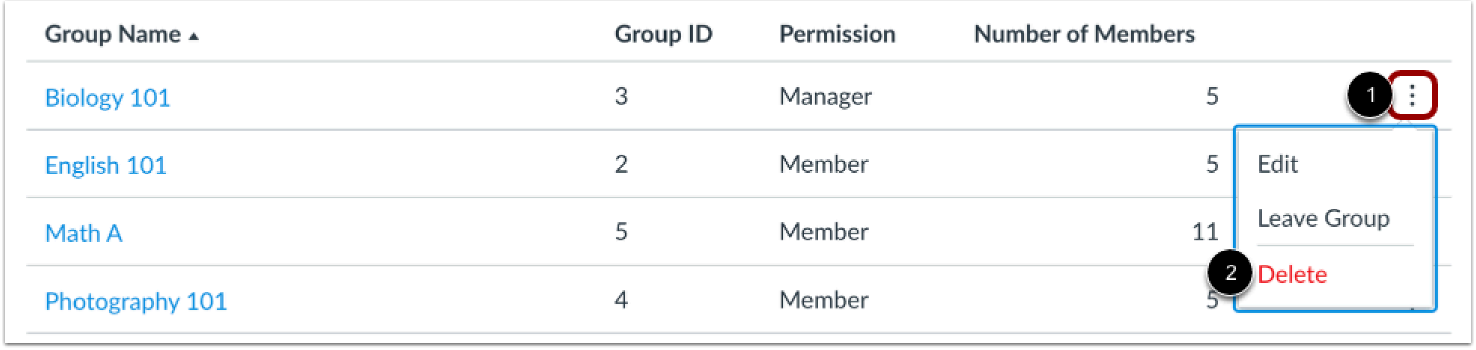
Leave Group?

You will be permanently removed from this group. Content that has been shared with you can no longer be viewed. Content that you have shared with the group will remain shared.

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.

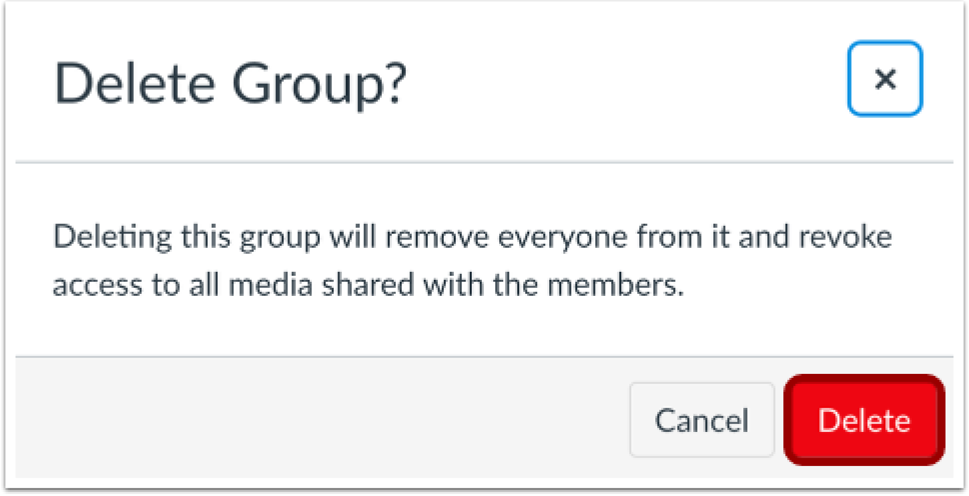
Delete Group



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

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



Delete Group?

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

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?

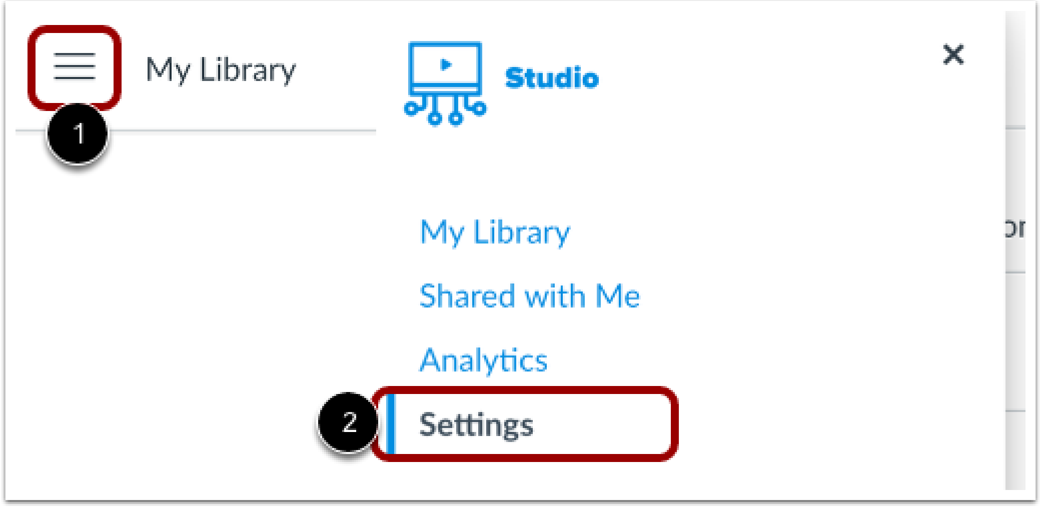
As an instructor, you may be able to create custom media sharing groups in your Studio account. Users assigned within the same group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about sharing 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.

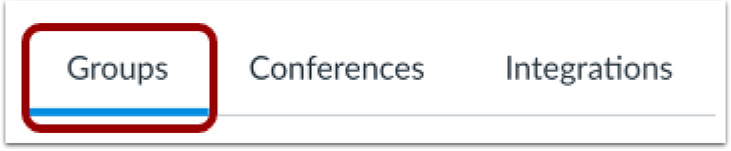
Note: Creating groups is a user permission. If you cannot create groups, this feature is not enabled for instructors at your institution.

Open Studio Settings



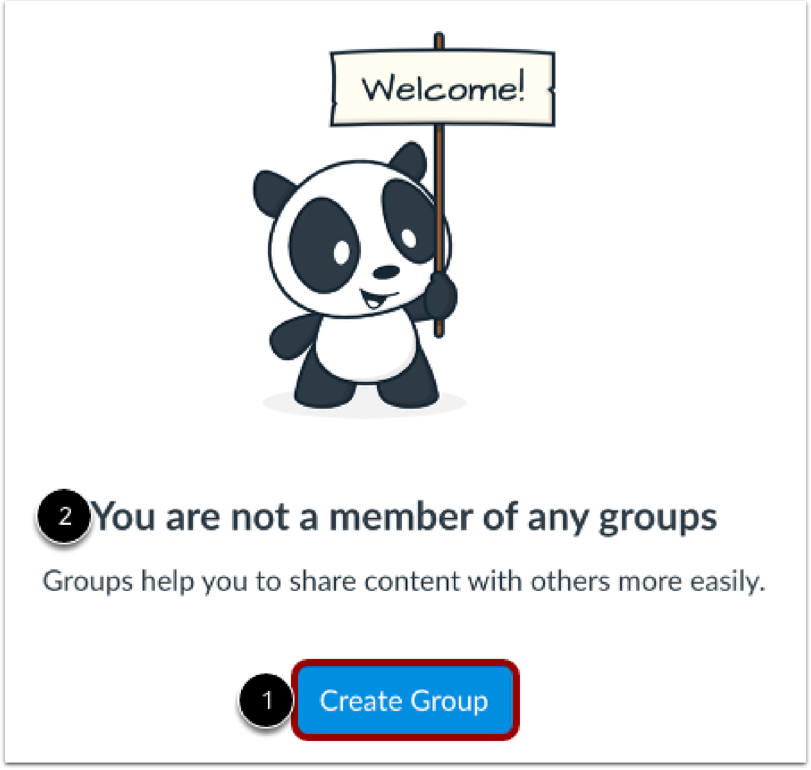
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

Open Groups


Groups
Conferences
Integrations

Click the **Groups** tab.

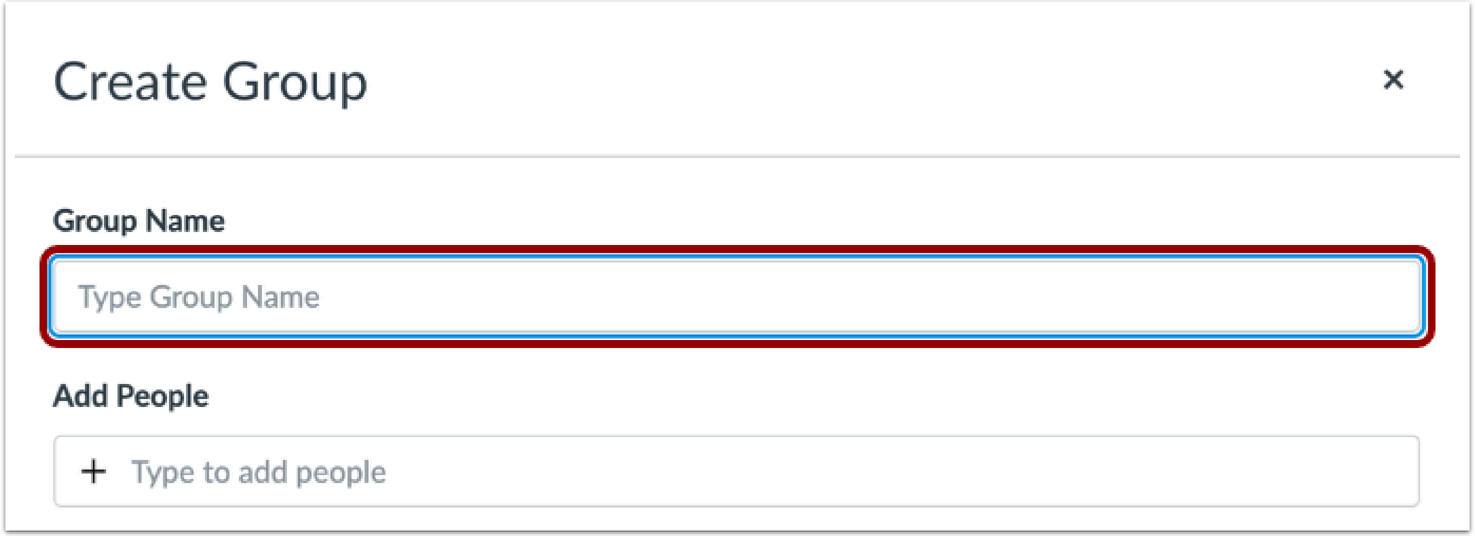
Create Group


Welcome!
2
You are not a member of any groups
Groups help you to share content with others more easily.
1
Create Group

Click the **Create Group** button [1].

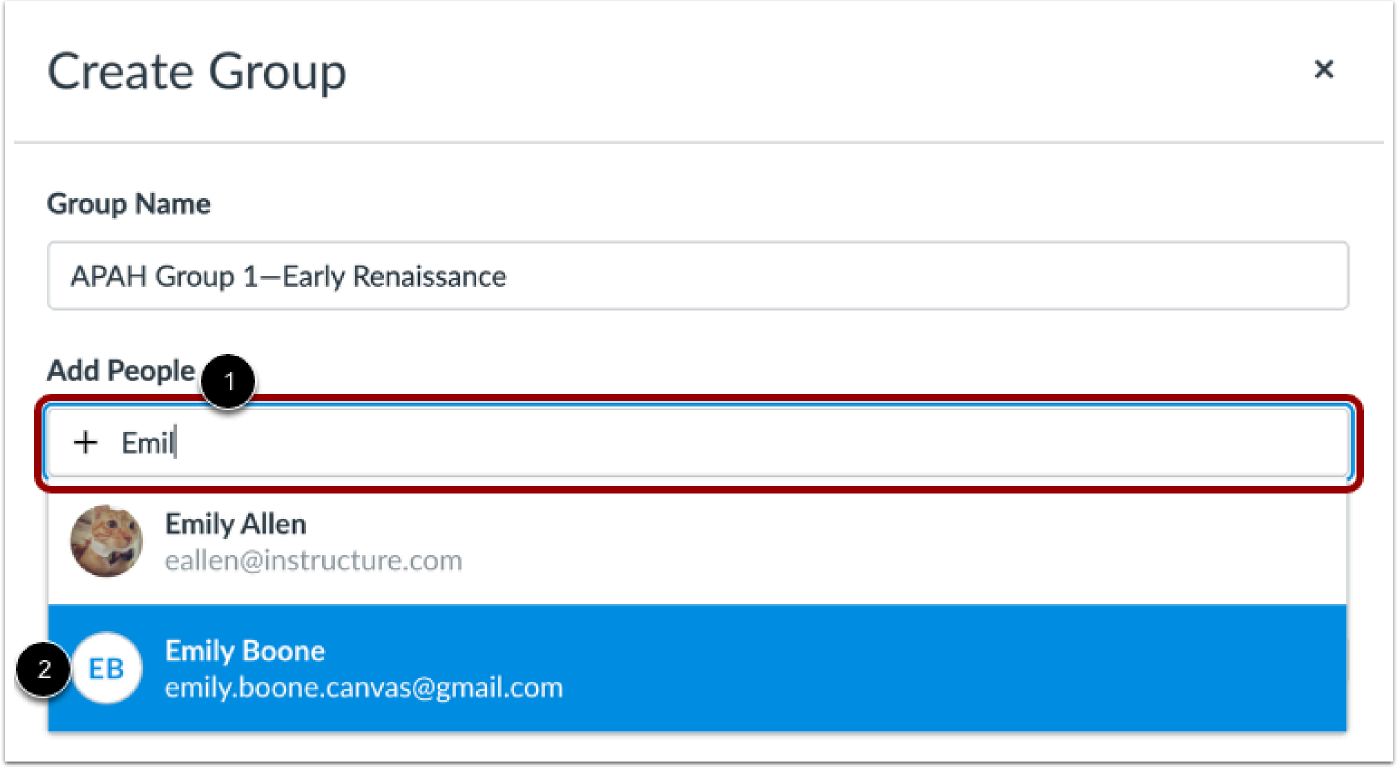
Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name


Create Group
×
Group Name
Type Group Name
Add People
+ Type to add people

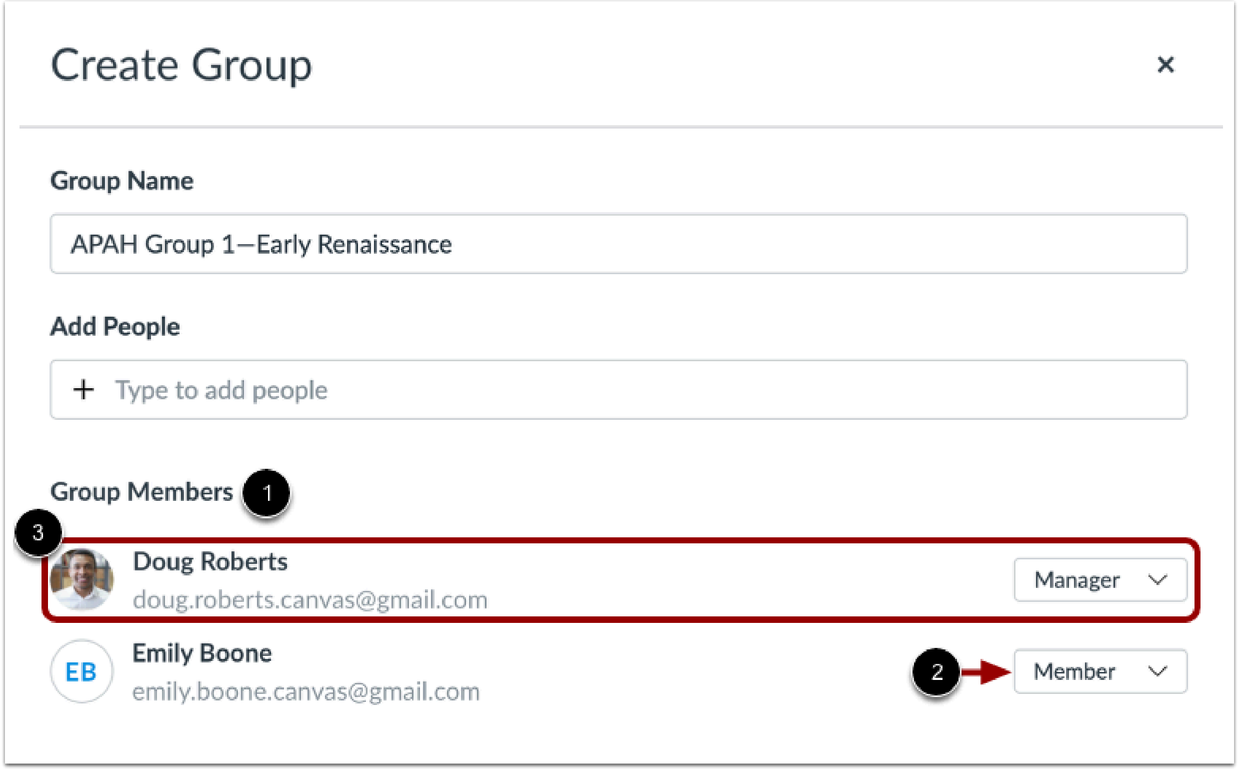
In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members


Create Group
×
Group Name
APAH Group 1—Early Renaissance
Add People
1
+ Emil
Emily Allen
eallen@instructure.com
2
EB
Emily Boone
emily.boone.canvas@gmail.com

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

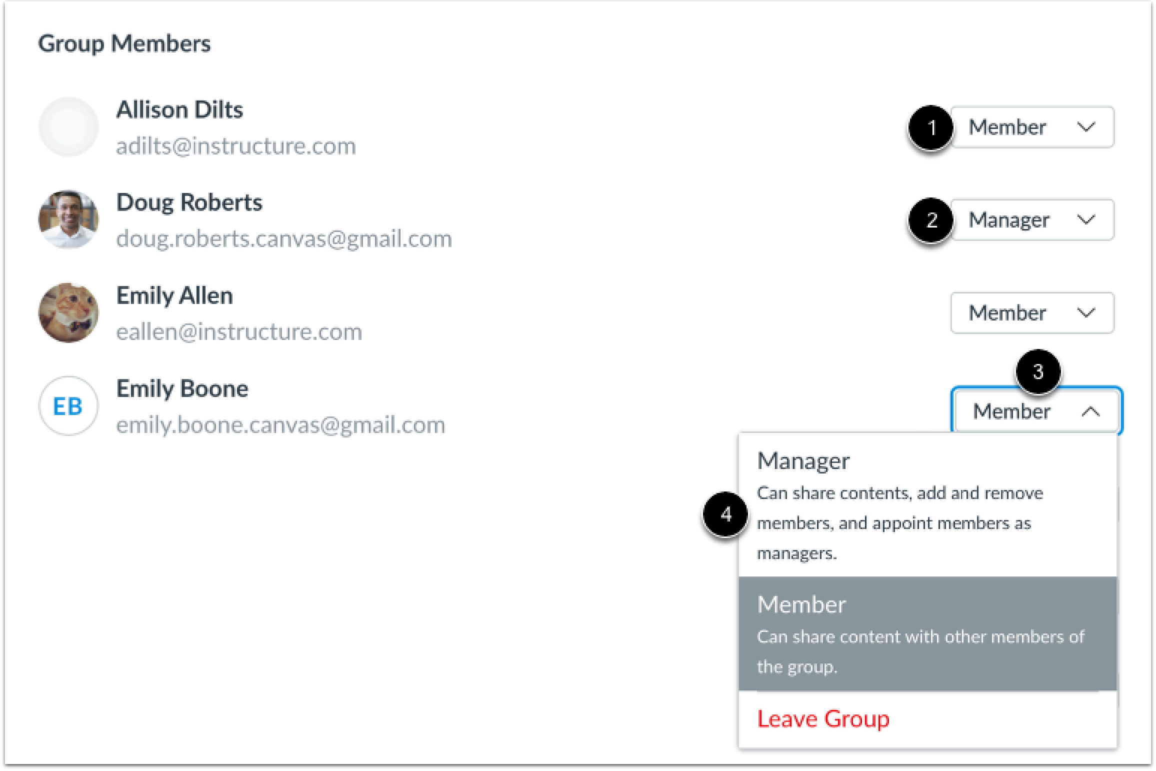


Create Group
×
Group Name
APAH Group 1—Early Renaissance
Add People
+ Type to add people
Group Members
1
3
Doug Roberts
doug.roberts.canvas@gmail.com
Manager
EB
Emily Boone
emily.boone.canvas@gmail.com
2
Member

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



Group Members

Allison Dilts
adilts@instructure.com
Member

Doug Roberts
doug.roberts.canvas@gmail.com
Manager

Emily Allen
eallen@instructure.com
Member

Emily Boone
emily.boone.canvas@gmail.com
Member

Manager
Can share contents, add and remove members, and appoint members as managers.

Member
Can share content with other members of the group.

Leave Group

Studio group users may have one of two group roles.

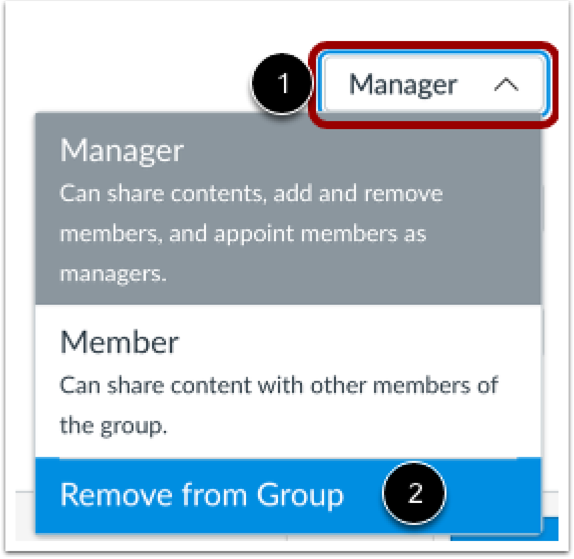
By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

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].

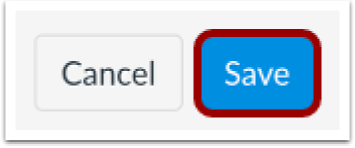
BY NC SA

Remove Group Member


1
Manager
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
Remove from Group
2

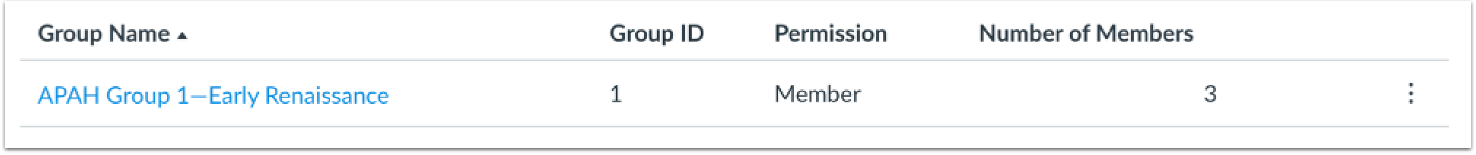
To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group


Cancel
Save

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.

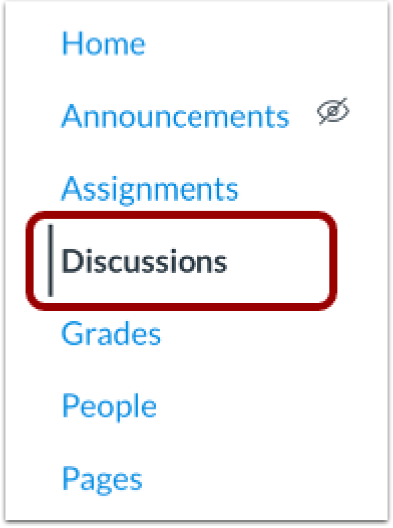
How do I embed Canvas Studio media in a Canvas discussion as an instructor?

You can embed a Canvas Studio video or audio file in the discussion details in Canvas. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

Notes:

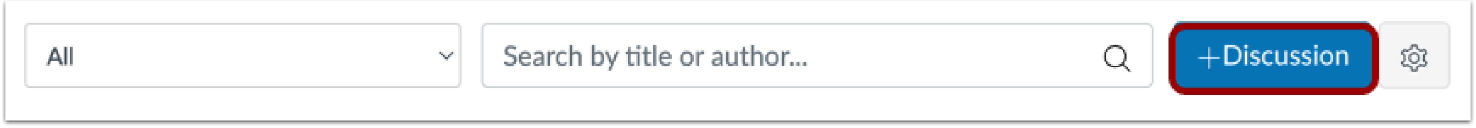
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.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

Open Discussions


Home
Announcements
Assignments
Discussions
Grades
People
Pages

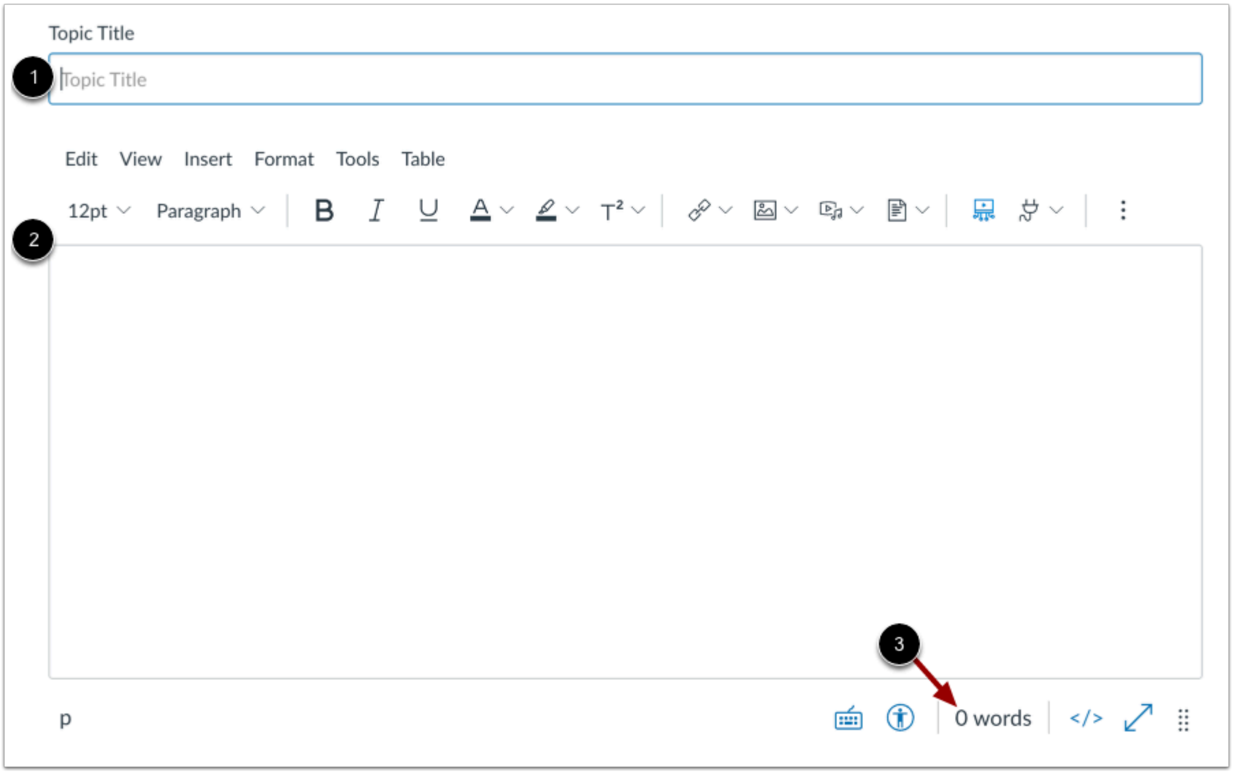
In the Course Navigation, click the **Discussions** link.

Add Discussion


All
Search by title or author...
+Discussion

Click the **Add Discussion** button.

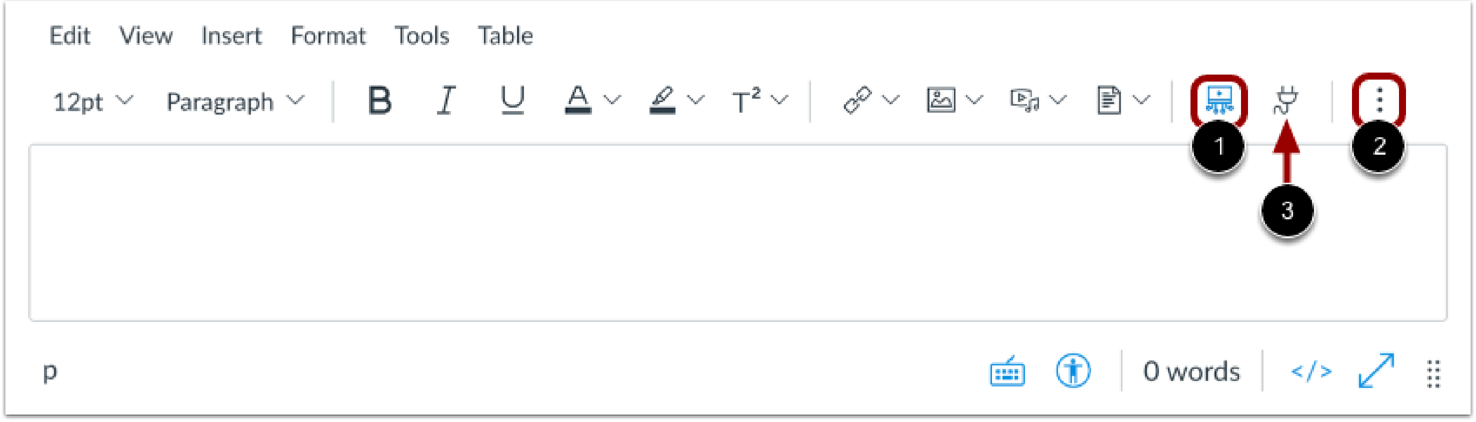
Create Discussion


Topic Title
1
Topic Title
Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
2
3
p
0 words

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

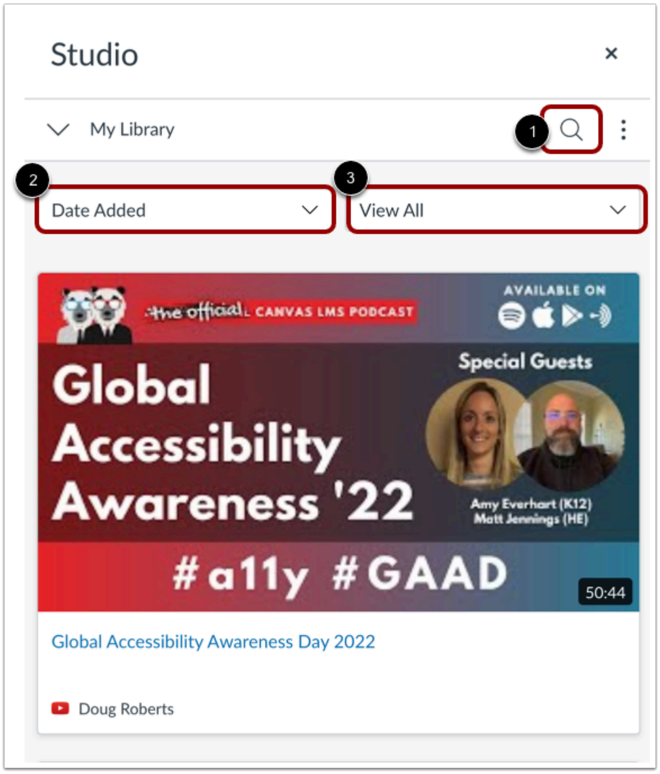

Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
1
2
3
p
0 words

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


Studio
×
My Library
1
2
3
Date Added
View All
Global Accessibility Awareness Day 2022
50:44
Doug Roberts

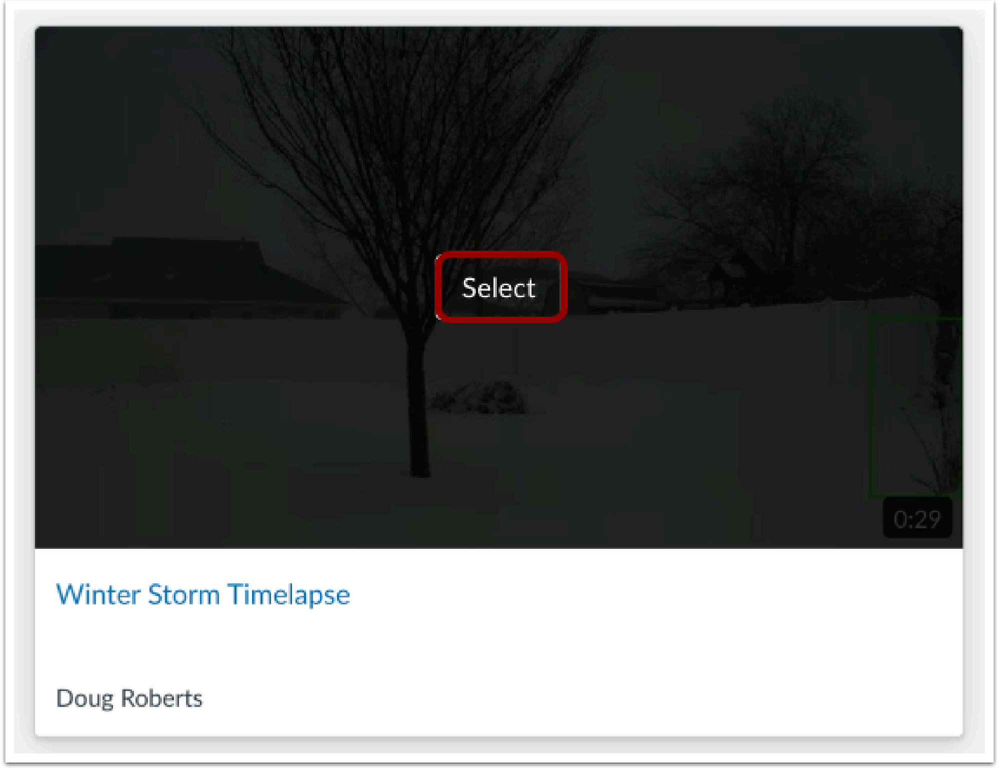
By default, the Studio Embed Window displays the My Library page.

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].

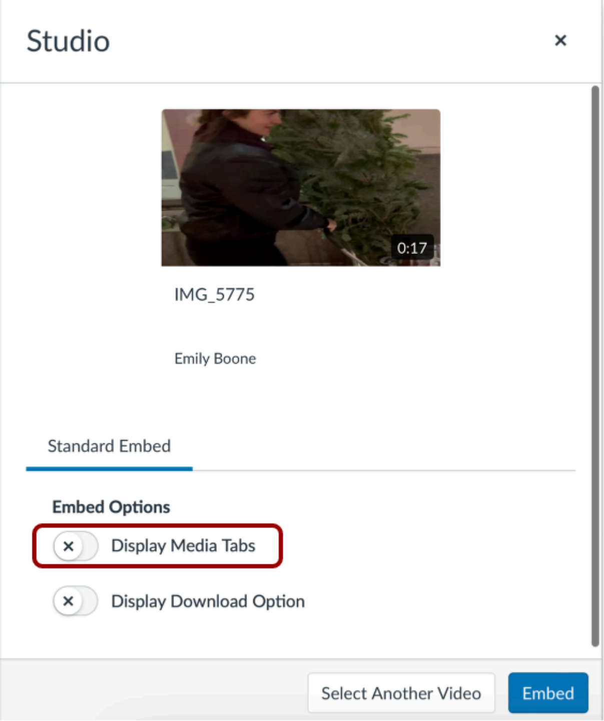
To view by collections or videos, select the **View All** drop-down menu [3].

Select Media


Select
0:29
Winter Storm Timelapse
Doug Roberts

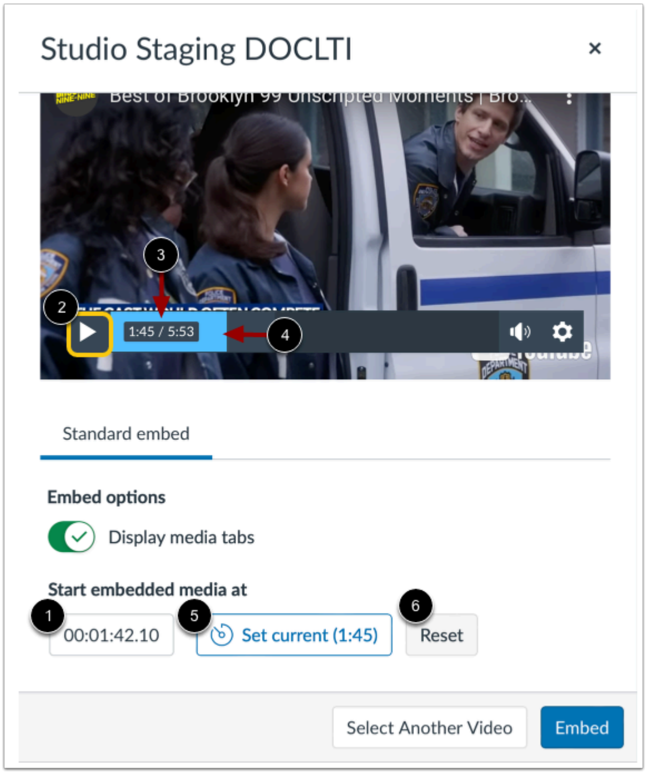
Hover over the media you want to embed, and click the **Select** button.

Disable Media Tabs


Studio
×
0:17
IMG_5775
Emily Boone
Standard Embed
Embed Options
☒ Display Media Tabs
☒ Display Download Option
Select Another Video
Embed

By default, the Display Media Tabs option is enabled. To disable the Details, Comments, Insights, and Captions tabs In your Studio media, click the **Display Media Tabs** toggle off.

Set Timestamp-Based Embedding


Studio Staging DOCLTI
×
Best of Brooklyn 99 Unscripted Moments | Bro...
1:45 / 5:53
1
2
3
4
5
6
Standard embed
Set current (1:45)
Reset
Select Another Video
Embed

Embed options

☑ Display media tabs

Start embedded media at: 00:01:42.10

When embedding external media, you can elect to 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].

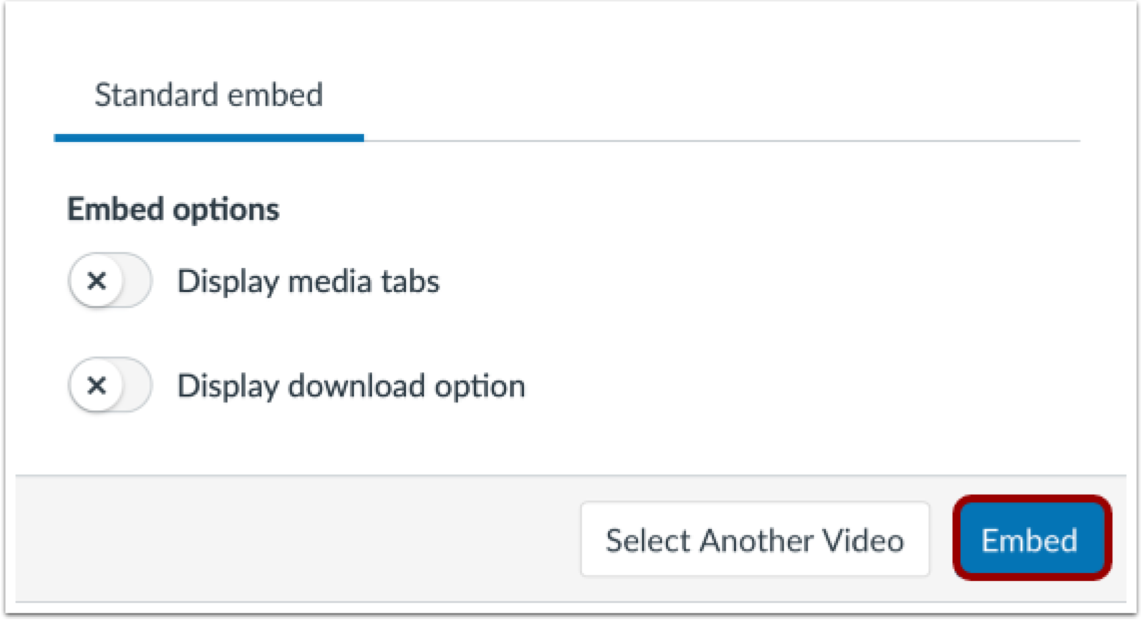
Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set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

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

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.

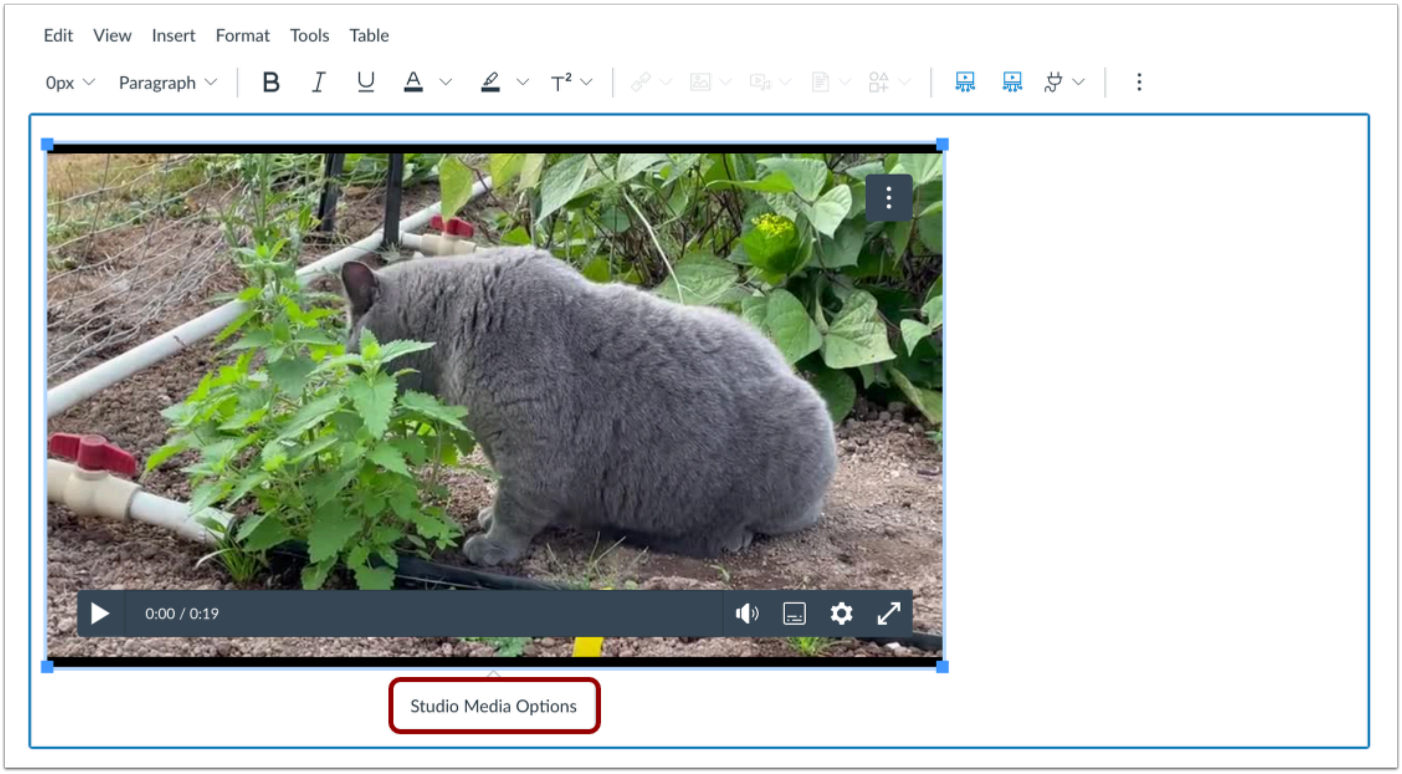
Resize Embedded Media


Standard embed
Embed options
✕ Display media tabs
✕ Display download option
Select Another Video
Embed

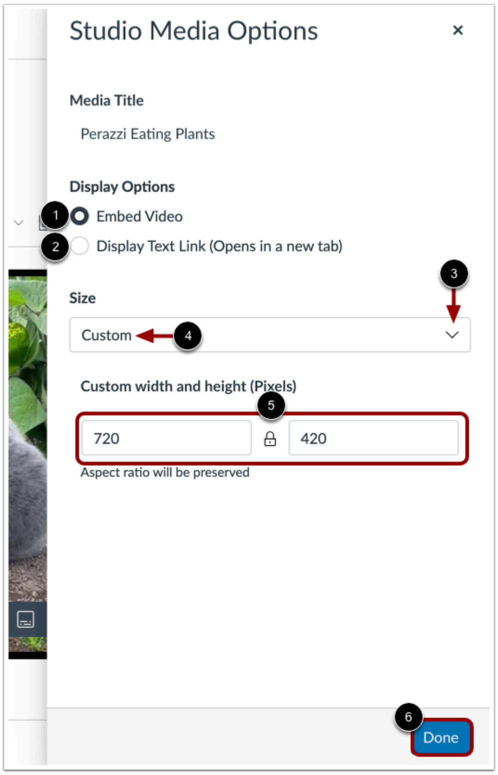
With the Display media tabs toggle disabled, click the **Embed** button.

BY NC SA

Open Studio Media Options


Edit
View
Insert
Format
Tools
Table
0px
Paragraph
0:00 / 0:19
Studio Media Options

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



Studio Media Options

Media Title

Perazzi Eating Plants

Display Options

1 ● Embed Video

2 ○ Display Text Link (Opens in a new tab)

3

Size

Custom 4

Custom width and height (Pixels)

5

720 420

Aspect ratio will be preserved

6 Done

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].

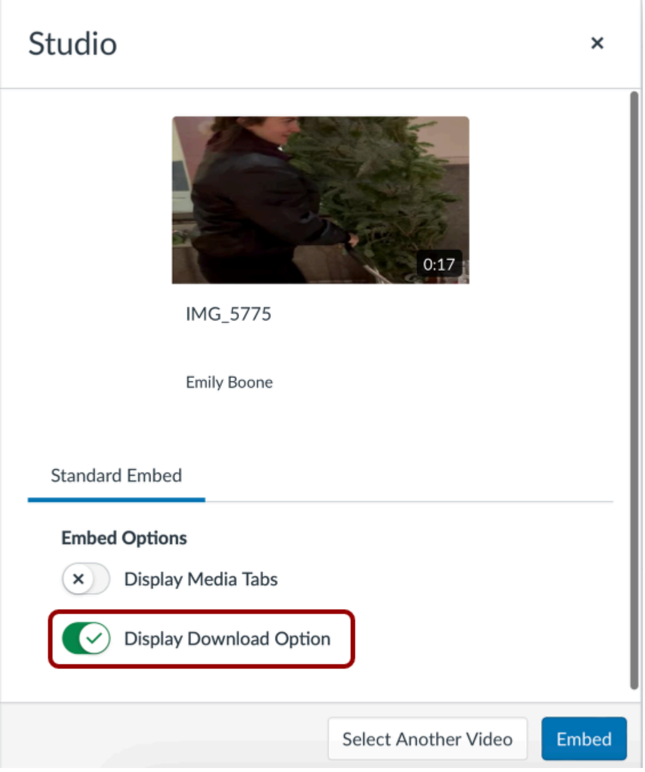
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

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 Download



Studio

IMG_5775

Emily Boone

Standard Embed

Embed Options

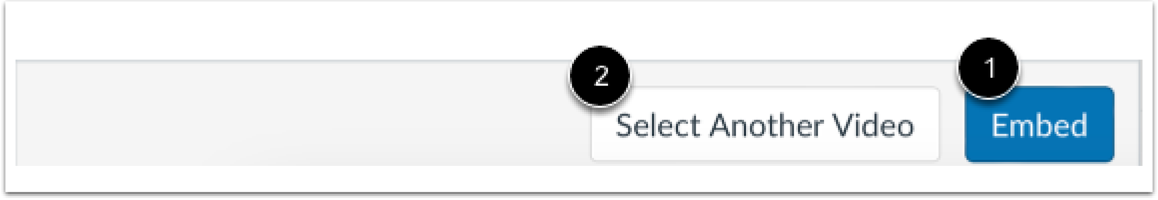
☒ Display Media Tabs

☑ Display 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.

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

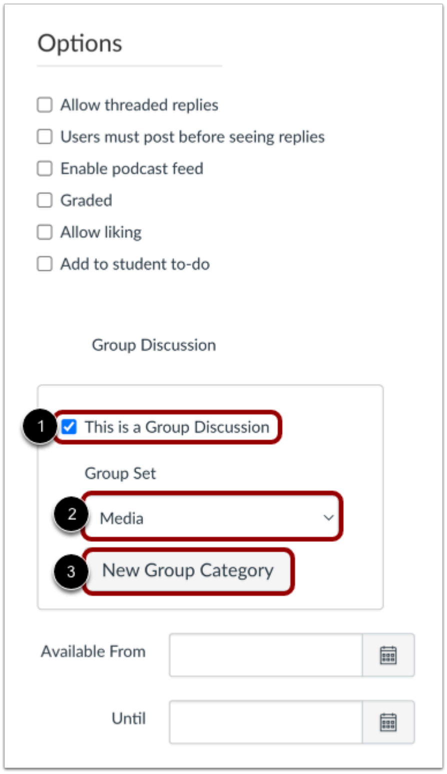
Embed Media



To embed the video in the discussion, click the **Embed** button [1].

To select a different video, click the **Select Another Video** button [2].

Select Group Discussion



Options

☐ Allow threaded replies
☐ Users must post before seeing replies
☐ Enable podcast feed
☐ Graded
☐ Allow liking
☐ Add to student to-do

Group Discussion

1 ☑ This is a Group Discussion

Group Set

2 Media

3 New Group Category

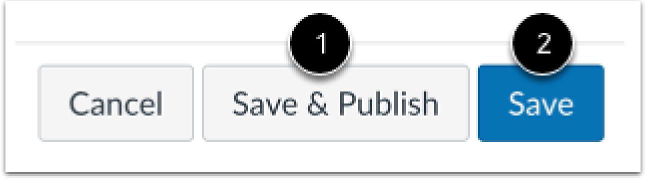
Available From

Until

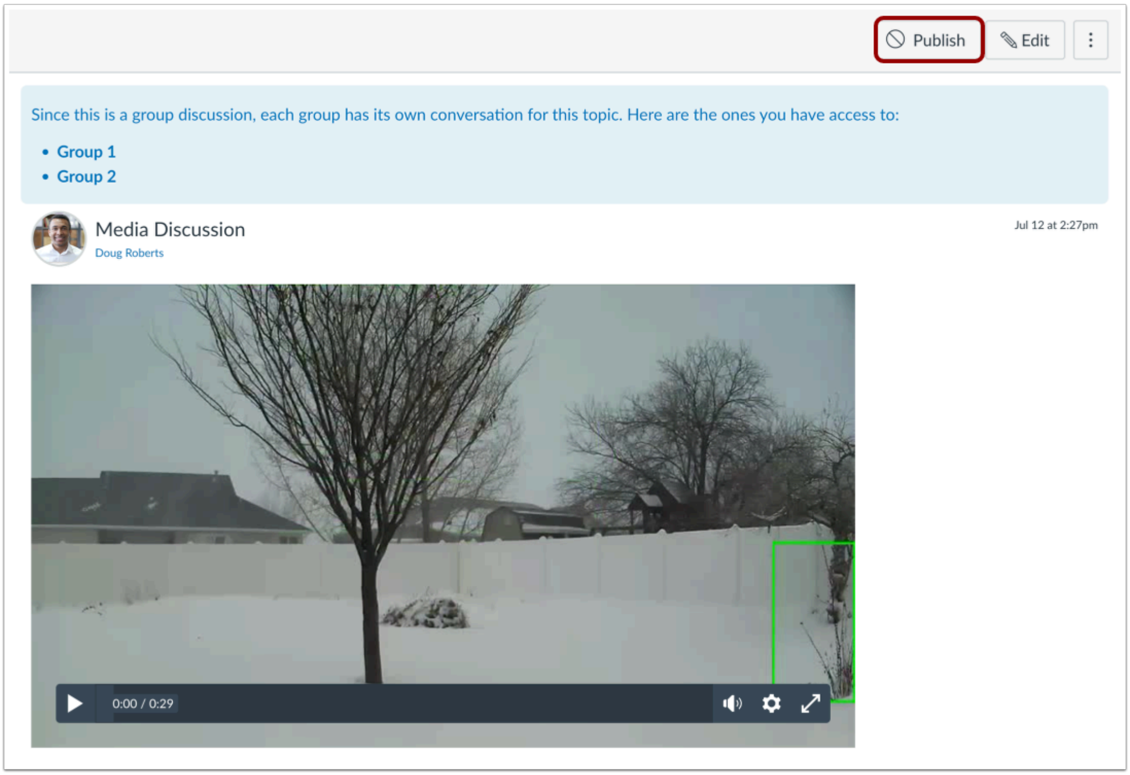
In the discussion options, select the **This is a Group Discussion** checkbox [1].

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].



Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:

- Group 1
- Group 2

Media Discussion
Doug Roberts
Jul 12 at 2:27pm

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

Students and Studio

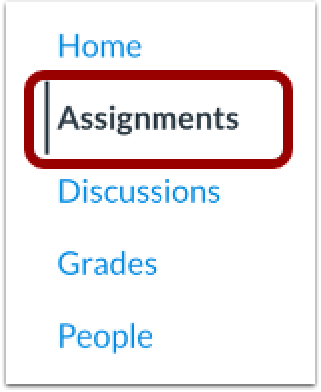
How do I submit Canvas Studio media as a File Upload assignment in Canvas as a student?

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.

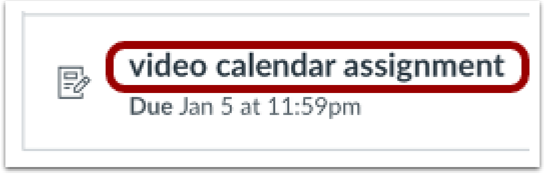
Open Assignments



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.

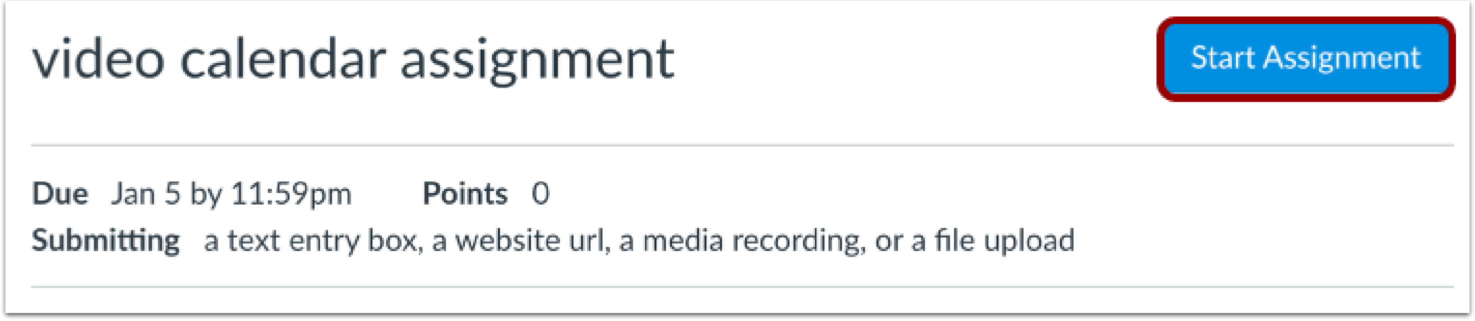
Open Assignment



Click the name of the assignment.

BY NC SA

Start Assignment

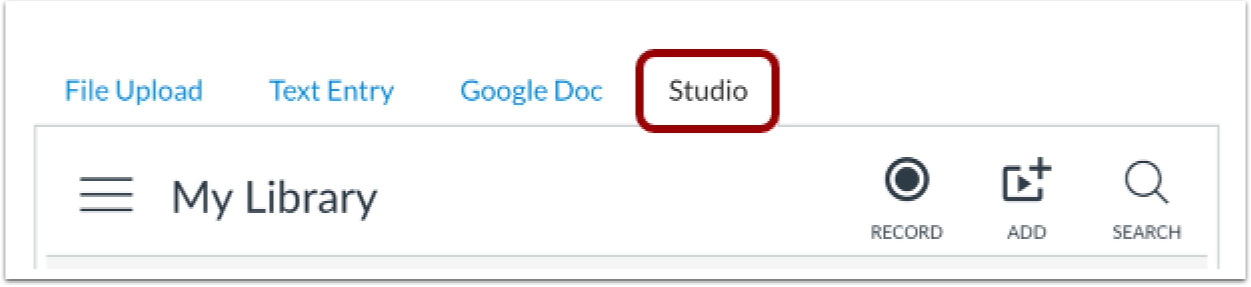

video calendar assignment
Start Assignment

Due Jan 5 by 11:59pm **Points** 0

Submitting a text entry box, a website url, a media recording, or a file upload

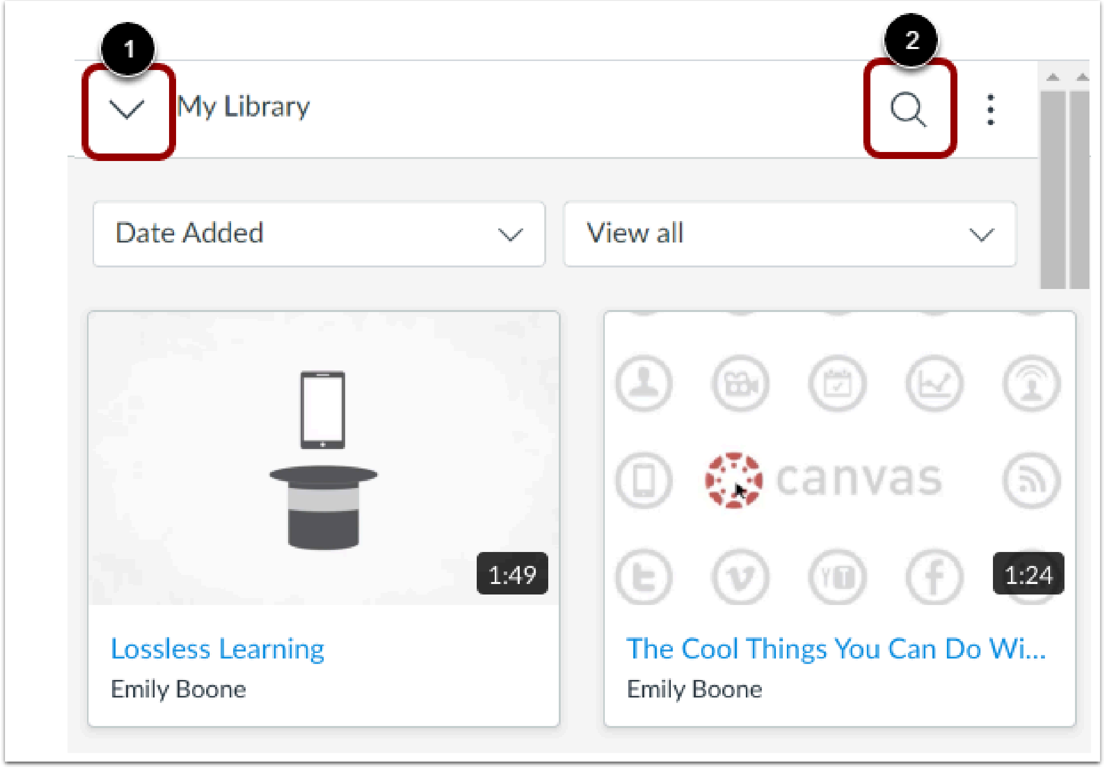
Click the **Start Assignment** button.

Open Studio


File Upload
Text Entry
Google Doc
Studio
My Library
RECORD
ADD
SEARCH

Click the **Studio** tab.

Locate Media

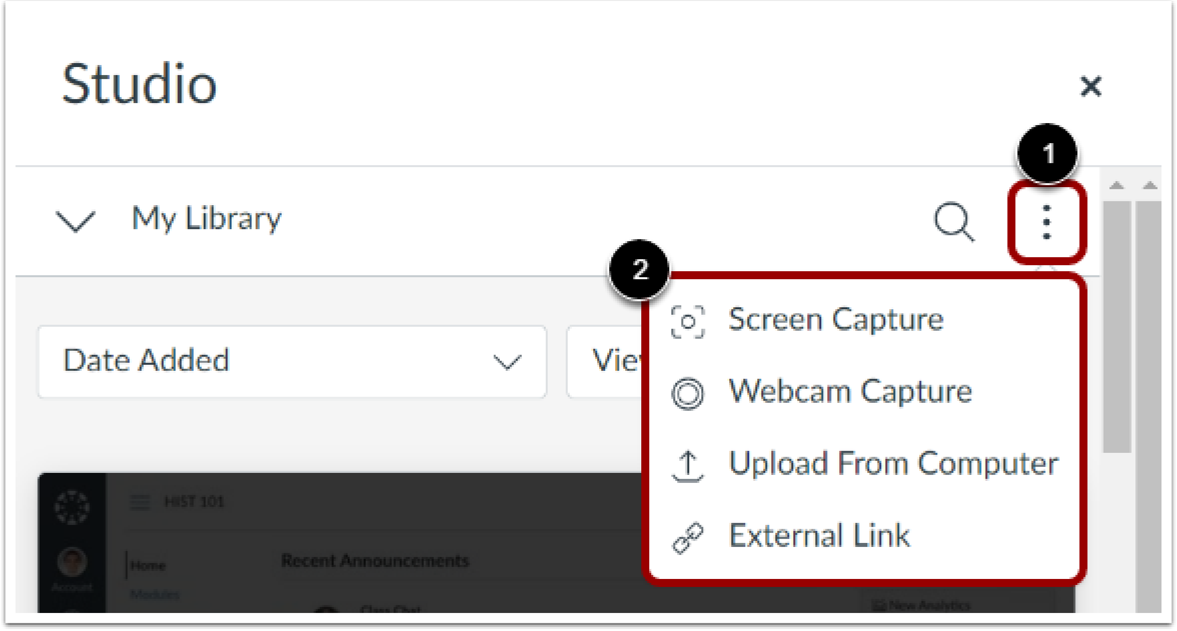

1
2
My Library
Date Added
View all
1:49
Lossless Learning
Emily Boone
canvas
1:24
The Cool Things You Can Do Wi...
Emily Boone

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].

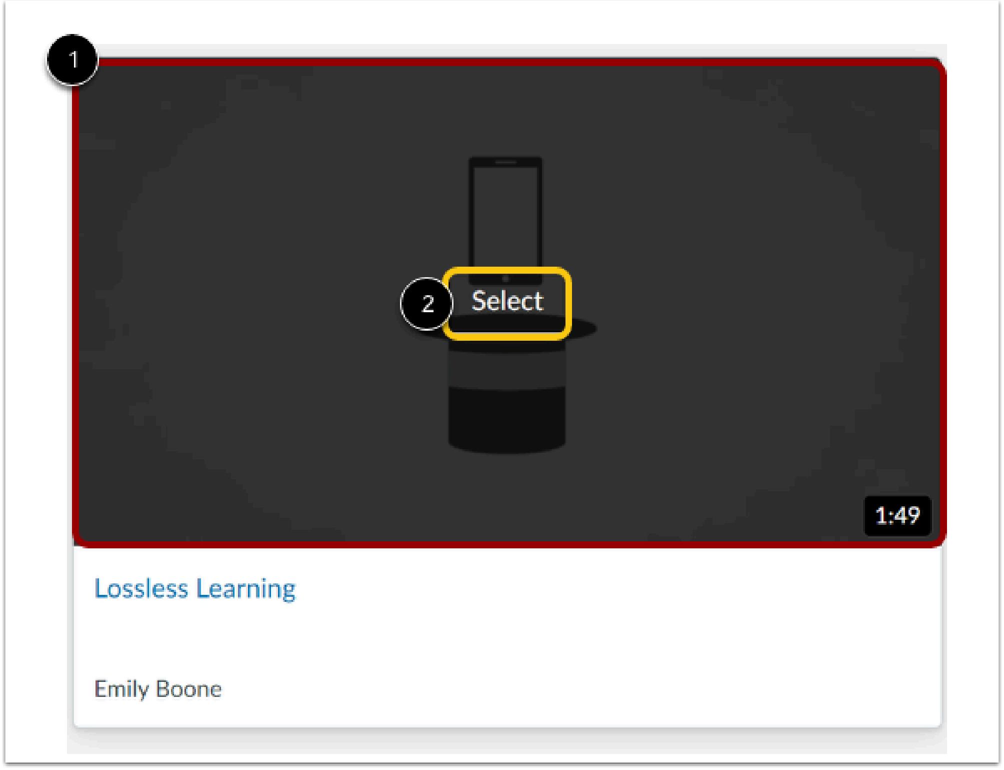
Upload New Media


Studio
My Library
1
2
Date Added
Screen Capture
Webcam Capture
Upload From Computer
External Link

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].

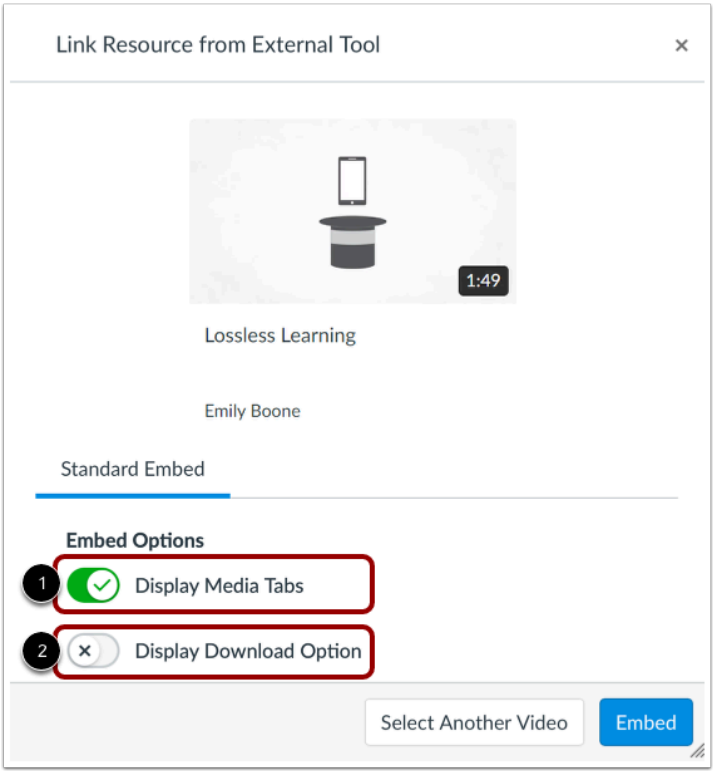
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media


1
2
Select
1:49
Lossless Learning
Emily Boone

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

Select Embed Options

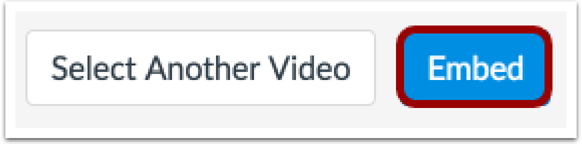

Link Resource from External Tool
×
1:49
Lossless Learning
Emily Boone
Standard Embed
Embed Options
1
Display Media Tabs
2
Display Download Option
Select Another Video
Embed

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.

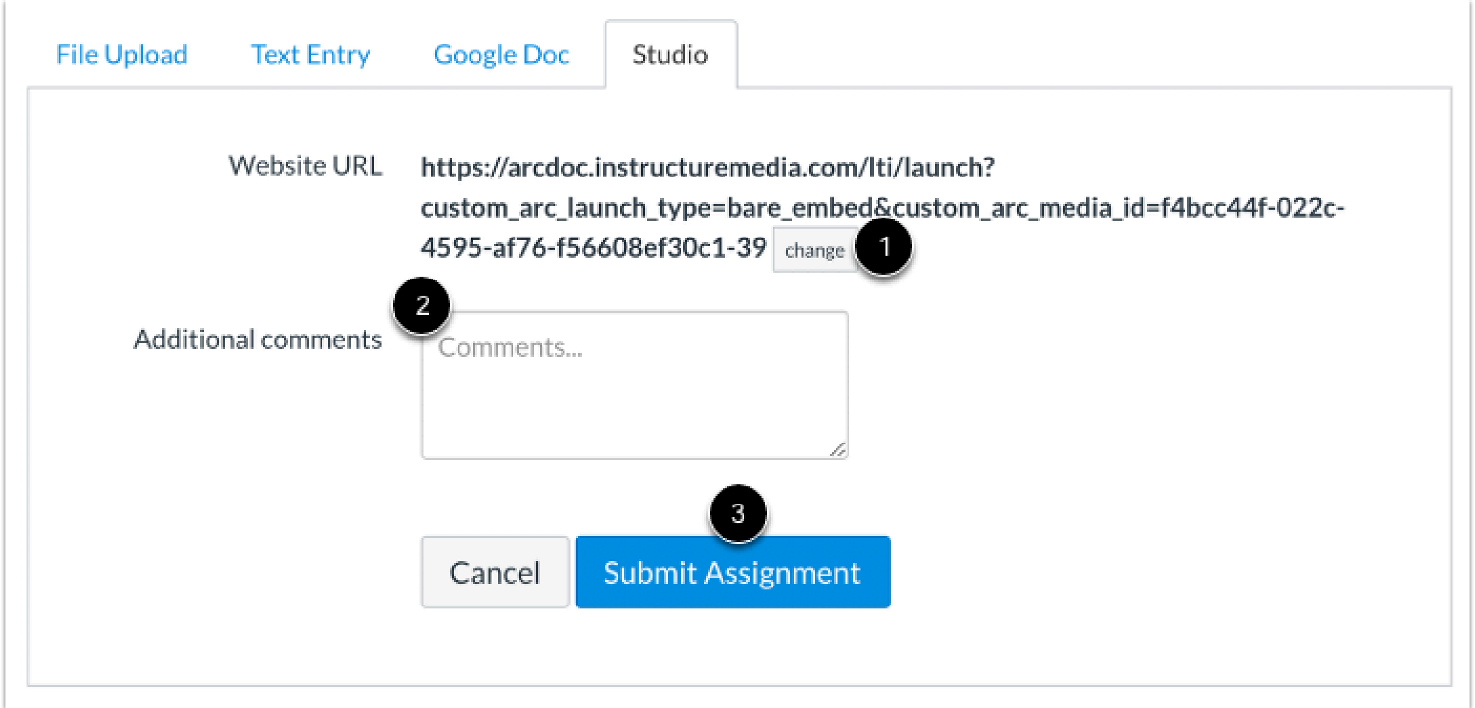
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media


Select Another Video
Embed

Click the **Embed** button.

Submit Assignment


File Upload
Text Entry
Google Doc
Studio
change
1
2
Cancel
Submit Assignment
3

Website URL https://arcdoc.instructuremedia.com/lti/launch?custom_arc_launch_type=bare_embed&custom_arc_media_id=f4bcc44f-022c-4595-af76-f56608ef30c1-39

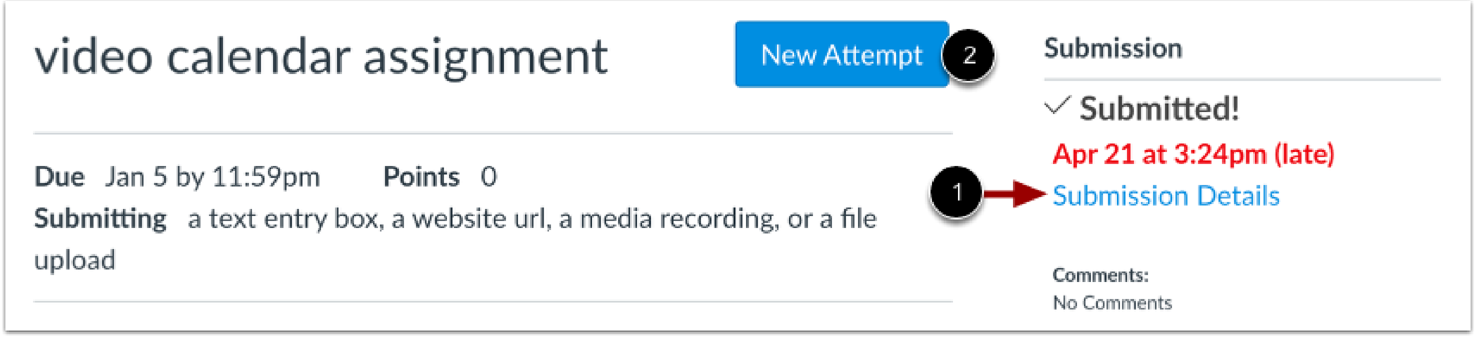
Additional comments Comments...

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


New Attempt
2
1
Submission Details

video calendar assignment

Due Jan 5 by 11:59pm **Points** 0
Submitting a text entry box, a website url, a media recording, or a file upload

Submission
✓ Submitted!
Apr 21 at 3:24pm (late)

Comments:
No Comments

View your submission verification.

To view your media submission, click the **Submission Details** link [1].

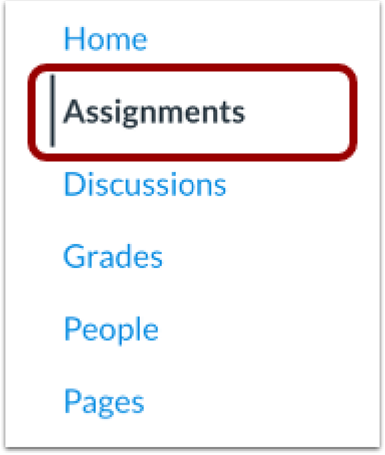
To re-submit your media, click the **New Attempt** button [2].

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.

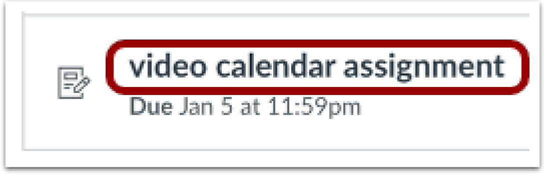
Open Assignments



In Course Navigation, click the **Assignments** link.

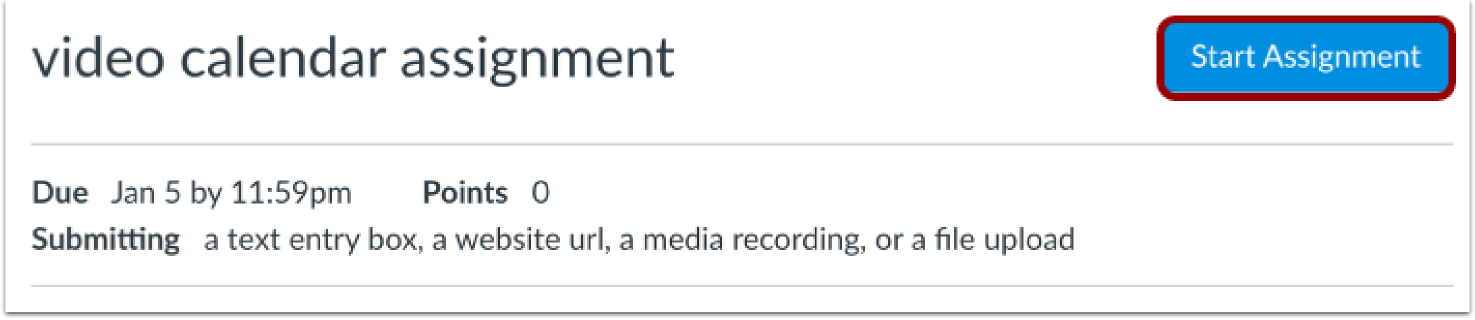
Note: If the Assignments link is not available in your course, you may be able to access the assignment through other Canvas areas such as modules, syllabus, or in your user dashboard.

Open Assignment



Click the name of the assignment.

Start Assignment



video calendar assignment

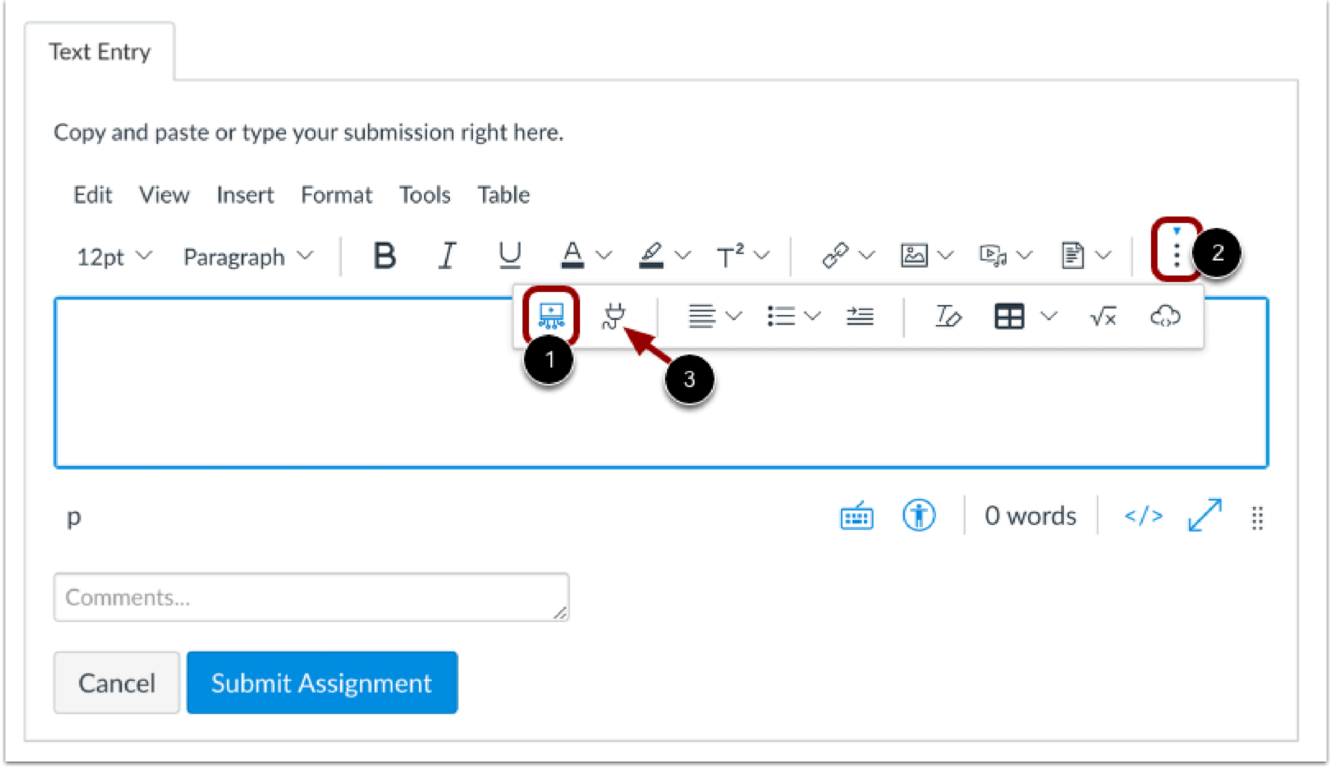
Start Assignment

Due Jan 5 by 11:59pm **Points** 0

Submitting a text entry box, a website url, a media recording, or a file upload

Click the **Start Assignment** button.

Open Studio in Rich Content Editor



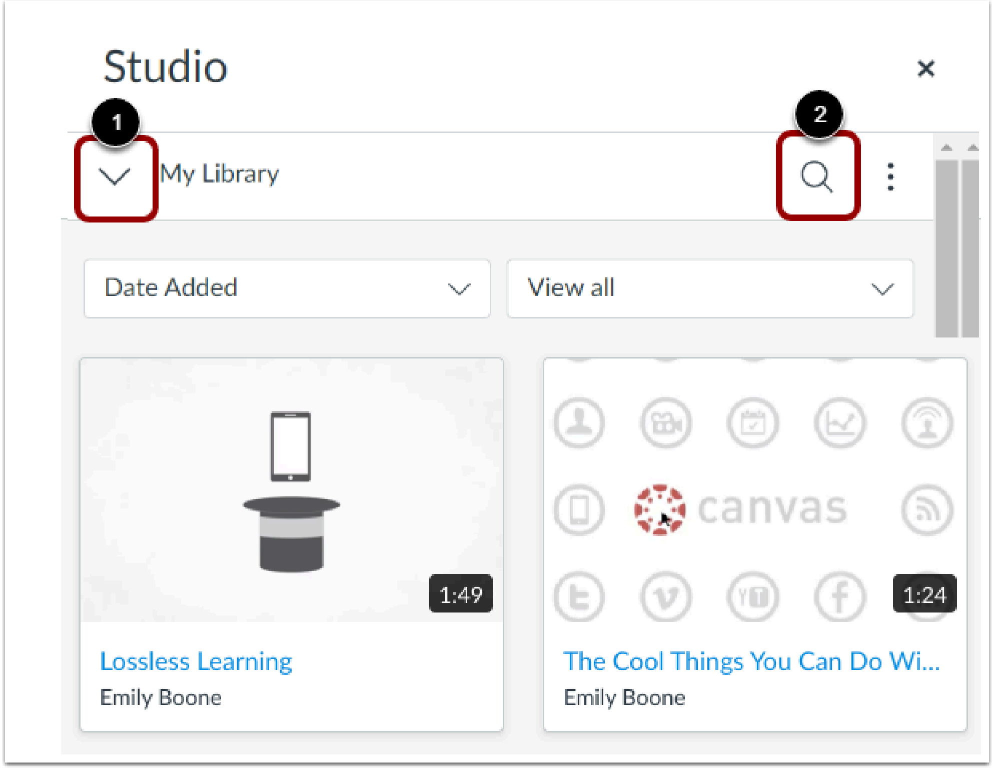
Text Entry
Copy and paste or type your submission right here.
Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
1
2
3
p
0 words
Comments...
Cancel
Submit Assignment

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

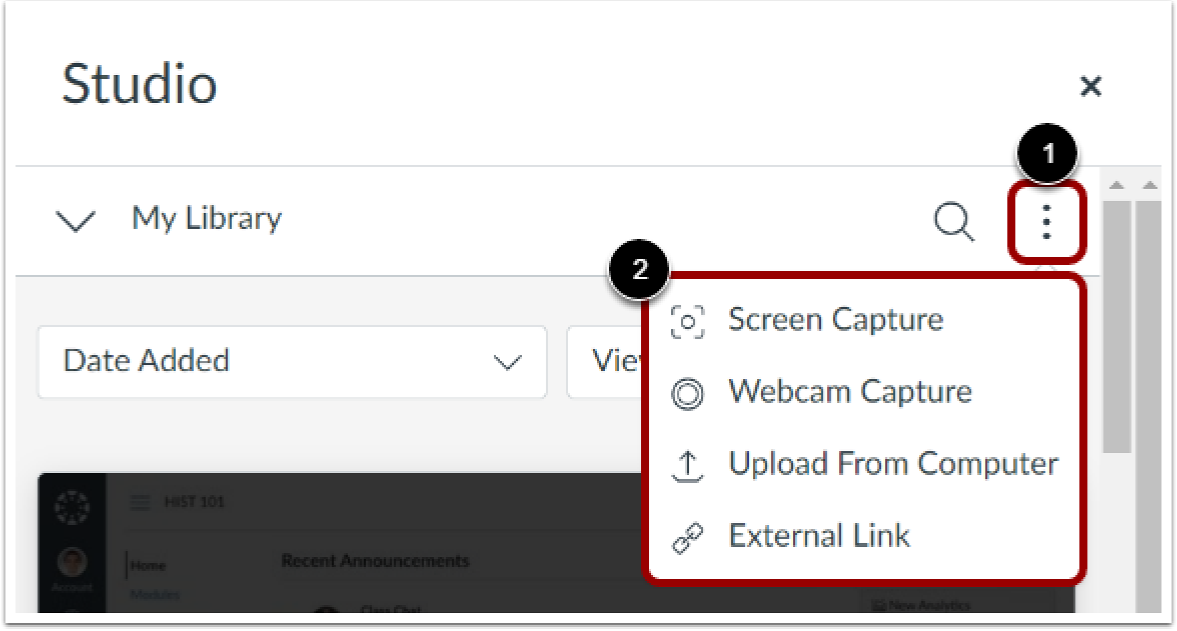

Studio
×
1
My Library
2
Date Added
View all
1:49
Lossless Learning
Emily Boone
canvas
1:24
The Cool Things You Can Do Wi...
Emily Boone

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].

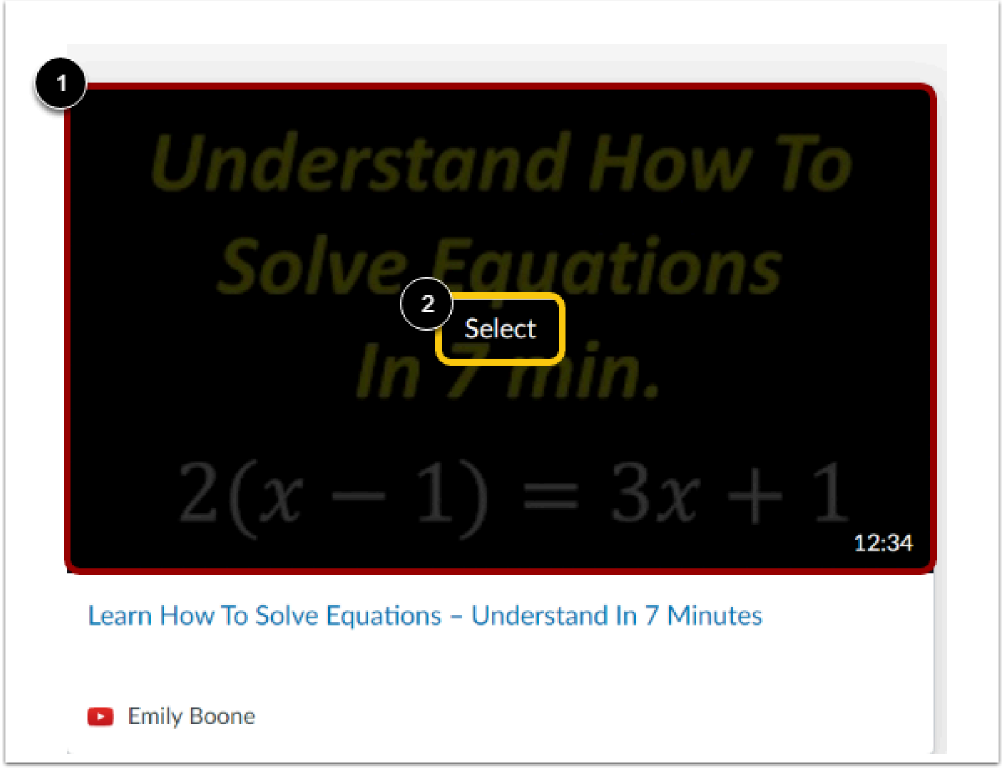
Upload New Media


Studio
My Library
1
2
Date Added
Vie
Screen Capture
Webcam Capture
Upload From Computer
External Link

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].

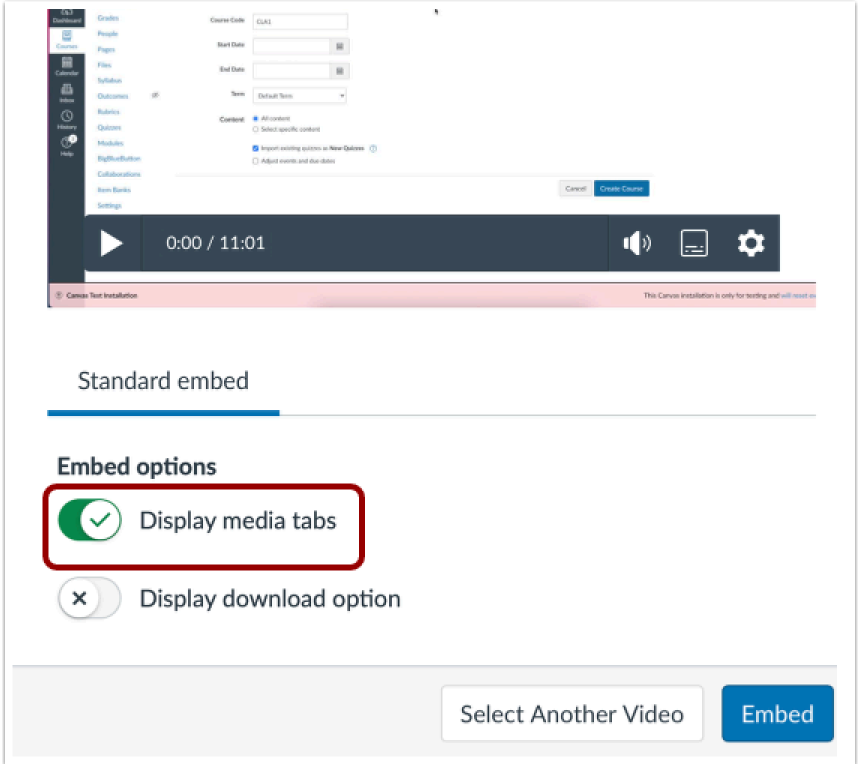
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media


1
Understand How To Solve Equations In 7 min.
$2(x-1)=3x+1$
2
Select
12:34
Learn How To Solve Equations – Understand In 7 Minutes
Emily Boone

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

Display or Hide Media Tabs

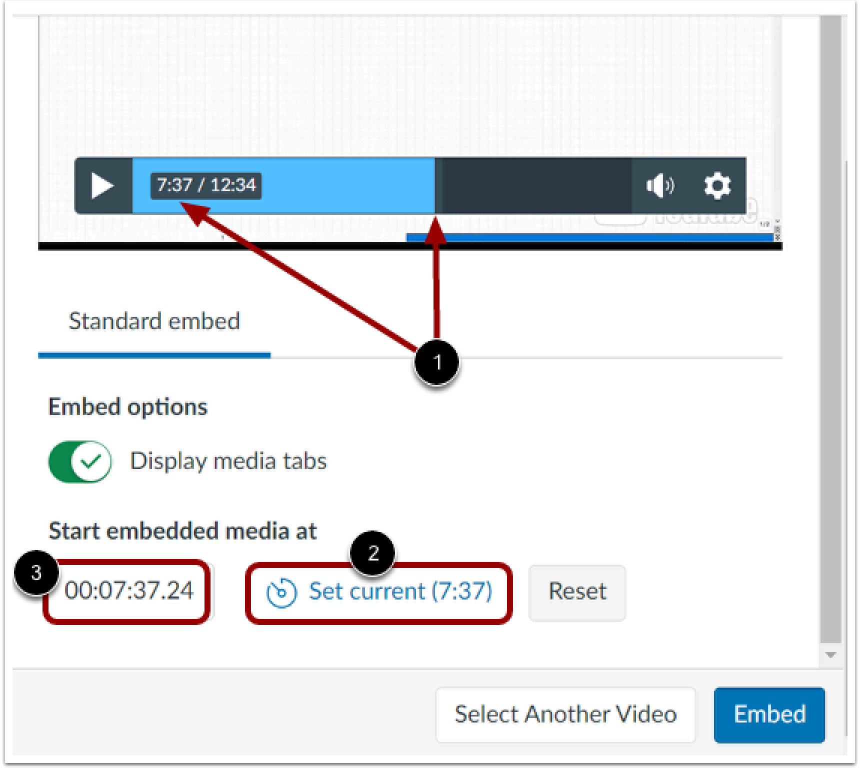

0:00 / 11:01
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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.

BY NC SA

Embed at Timestamp



Embed options

Display media tabs

Start embedded media at

00:07:37.24

Set current (7:37)

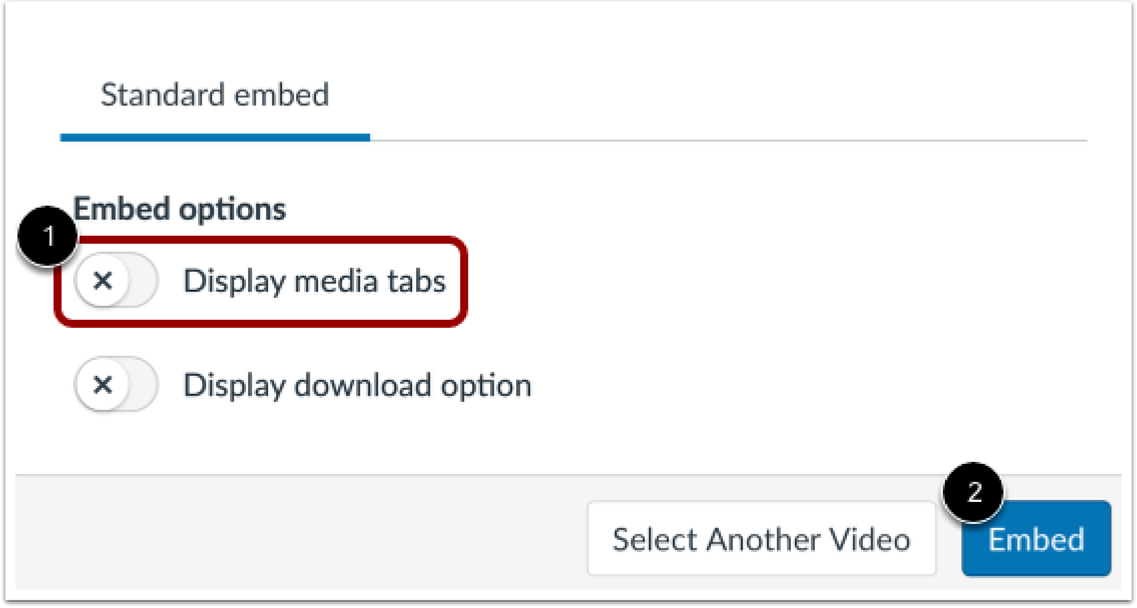
Reset

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.

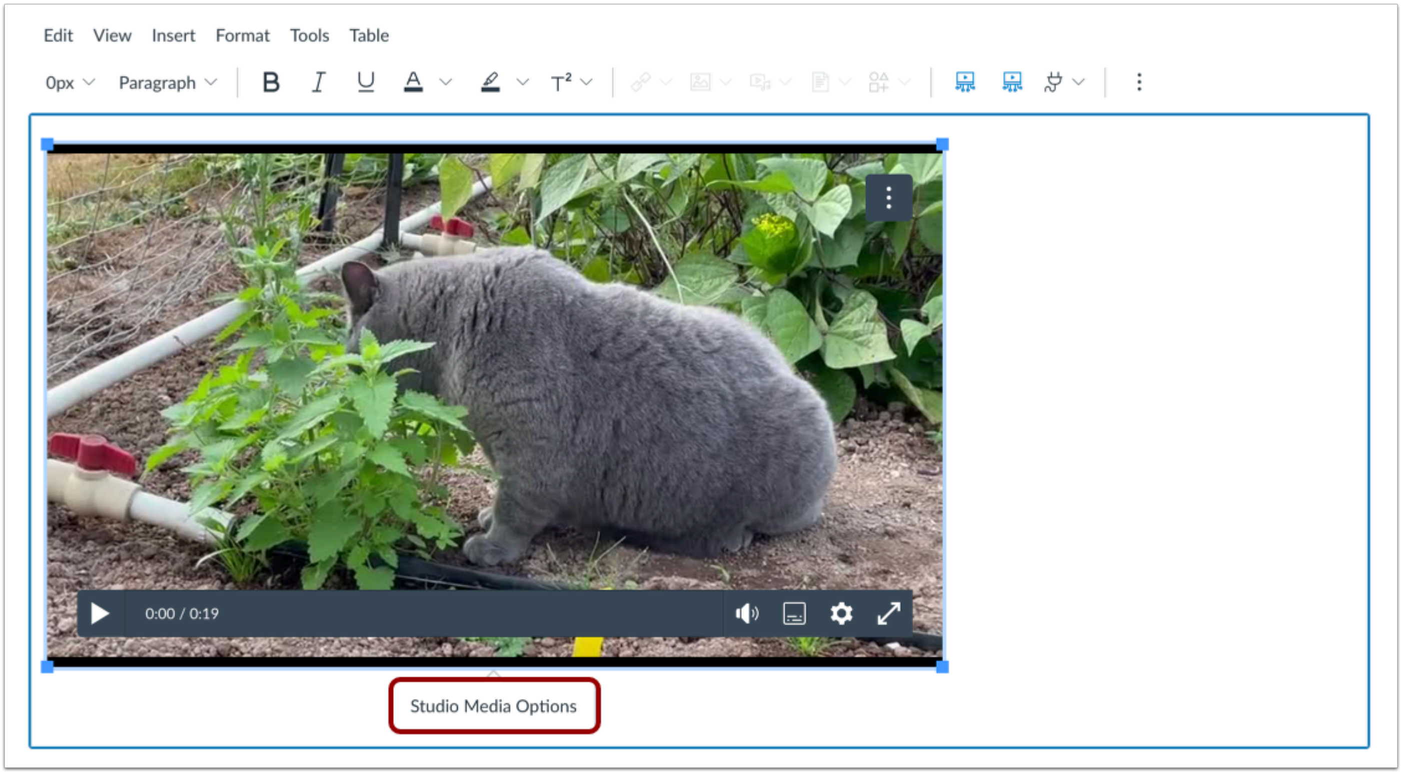
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

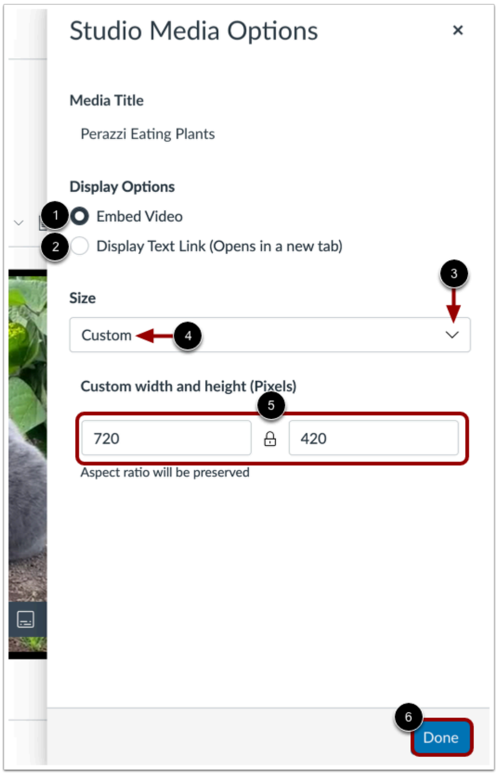

Standard embed
Embed options
1
Display media tabs
Display download option
Select Another Video
2
Embed

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

Open Studio Media Options


Edit
View
Insert
Format
Tools
Table
0px
Paragraph
0:00 / 0:19
Studio Media Options

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



Studio Media Options
×
Media Title
Display Options
1
Embed Video
2
Display Text Link (Opens in a new tab)
3
Size
Custom
4
Custom width and height (Pixels)
5
Aspect ratio will be preserved
6
Done

Perazzi Eating Plants

● Embed Video

○ Display Text Link (Opens in a new tab)

Size: Custom

Custom width and height (Pixels): 720 × 420

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].

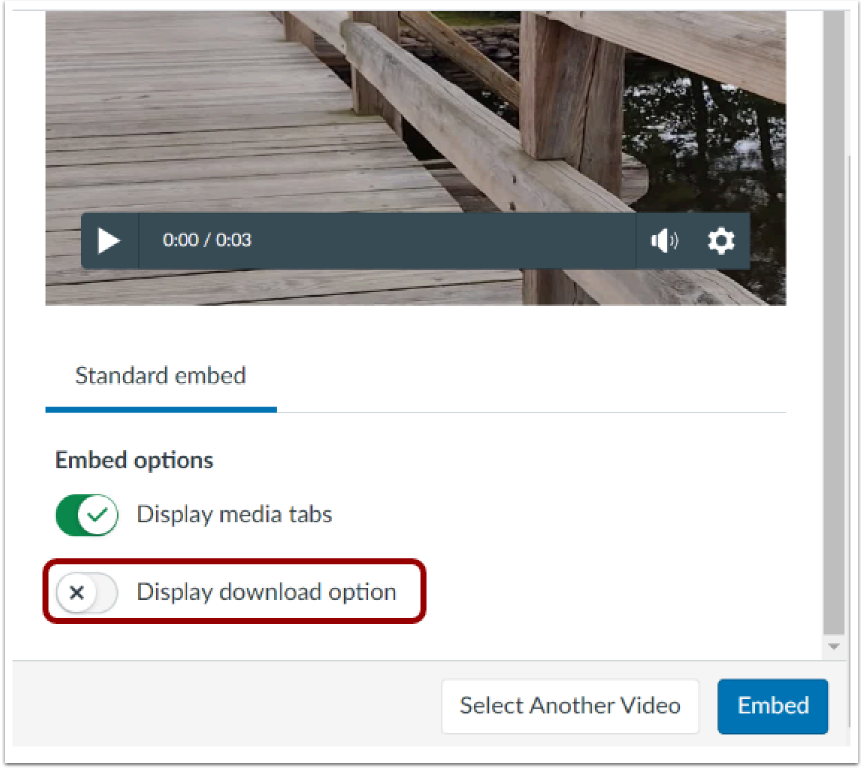
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

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.

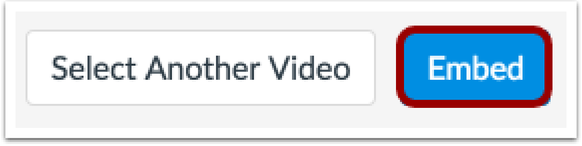
Enable or Disable Download Option


0:00 / 0:03
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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.

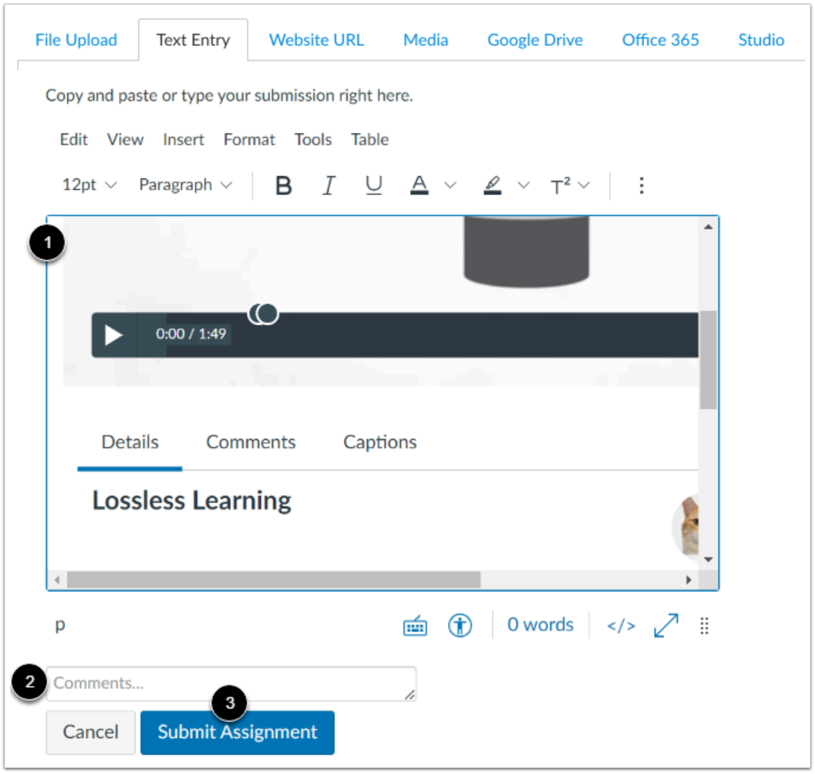
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media


Select Another Video
Embed

Click the **Embed** button.

Submit Assignment


File Upload
Text Entry
Website URL
Media
Google Drive
Office 365
Studio
Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
B
I
U
A
T²
1
0:00 / 1:49
Details
Comments
Captions
p
0 words
</>
2
Comments...
3
Cancel
Submit Assignment

Copy and paste or type your submission right here.

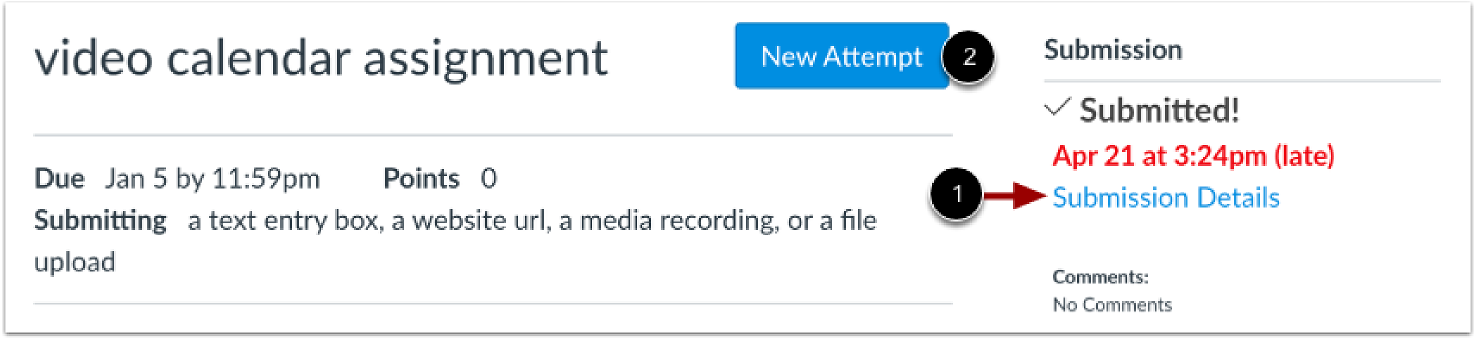
Lossless Learning

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


New Attempt
2
1
Submission Details

video calendar assignment

Due Jan 5 by 11:59pm **Points** 0
Submitting a text entry box, a website url, a media recording, or a file upload

Submission
✓ Submitted!
Apr 21 at 3:24pm (late)

Comments:
No Comments

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].

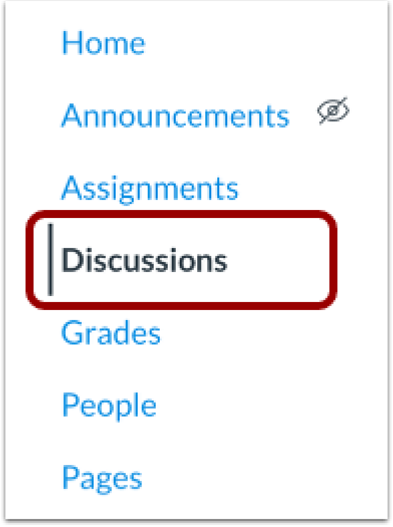
BY NC SA

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.

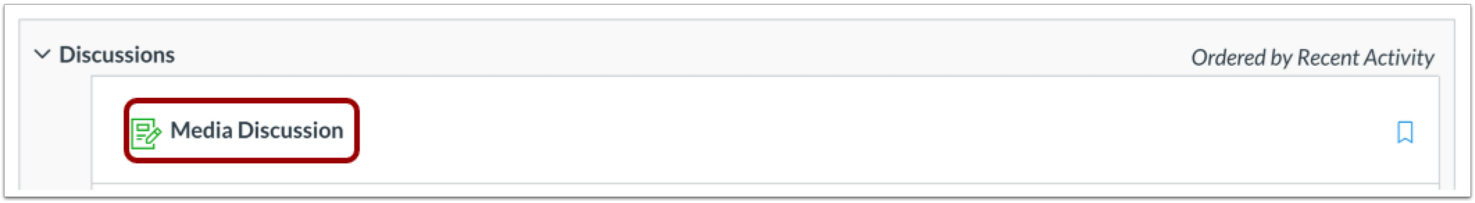
Once you submit a Studio video or audio file as an assignment, the video or audio file is created as a new copy owned by your instructor. You will not be able to edit any details, so please confirm the name of your video or audio file before it is uploaded as Studio media.

Open Discussions


Home
Announcements
Assignments
Discussions
Grades
People
Pages

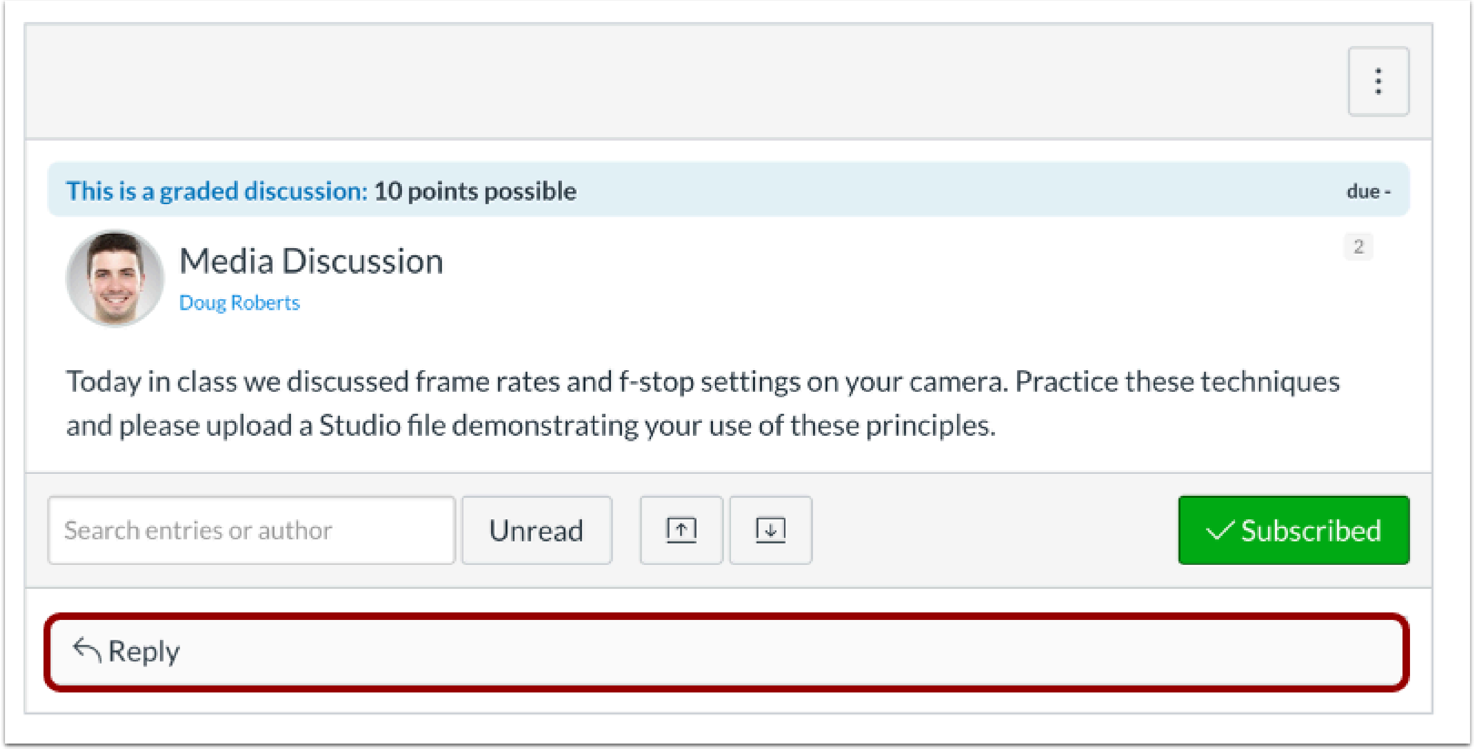
In Course Navigation, click the **Discussions** link.

Open Discussion


Discussions
Ordered by Recent Activity
Media Discussion

Click the name of the discussion.

Click Reply



This is a graded discussion: 10 points possible

due -
2

Media Discussion

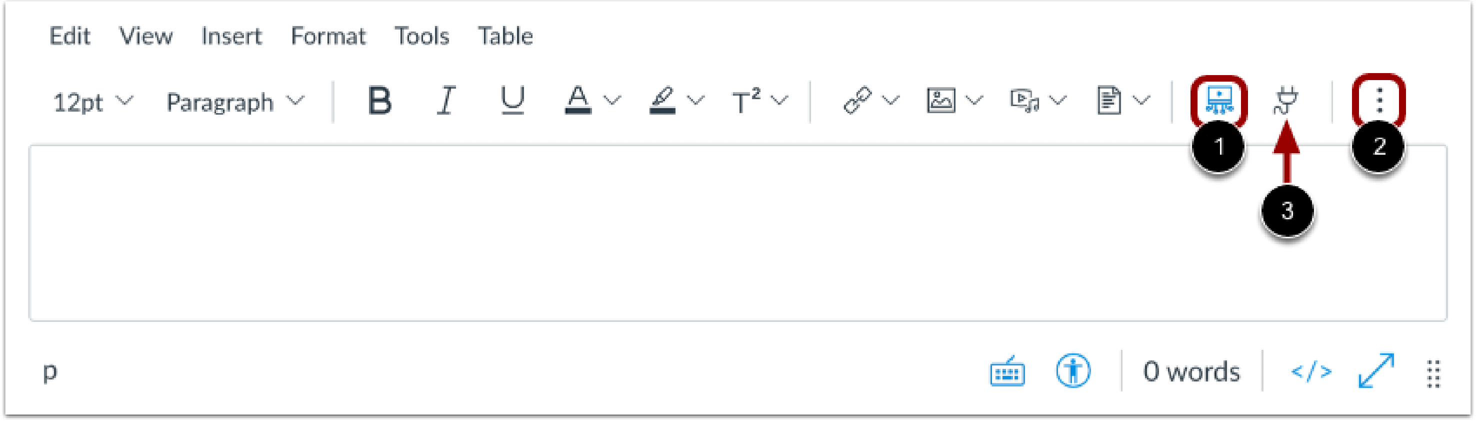
Doug Roberts

Today in class we discussed frame rates and f-stop settings on your camera. Practice these techniques and please upload a Studio file demonstrating your use of these principles.

Search entries or author
Unread
Subscribed
Reply

Click the **Reply** field.

Open Studio in Rich Content Editor



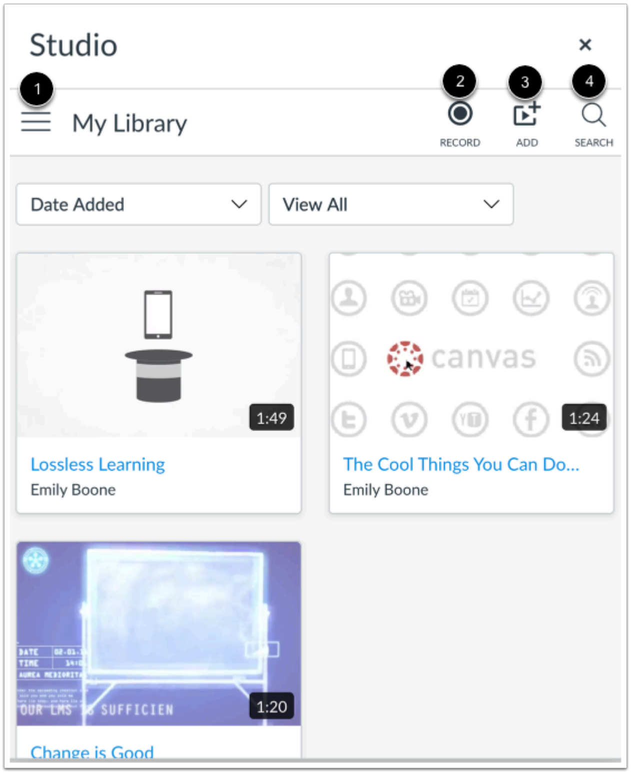
Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
B
I
U
A
T²
1
2
3
p
0 words
</>

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].

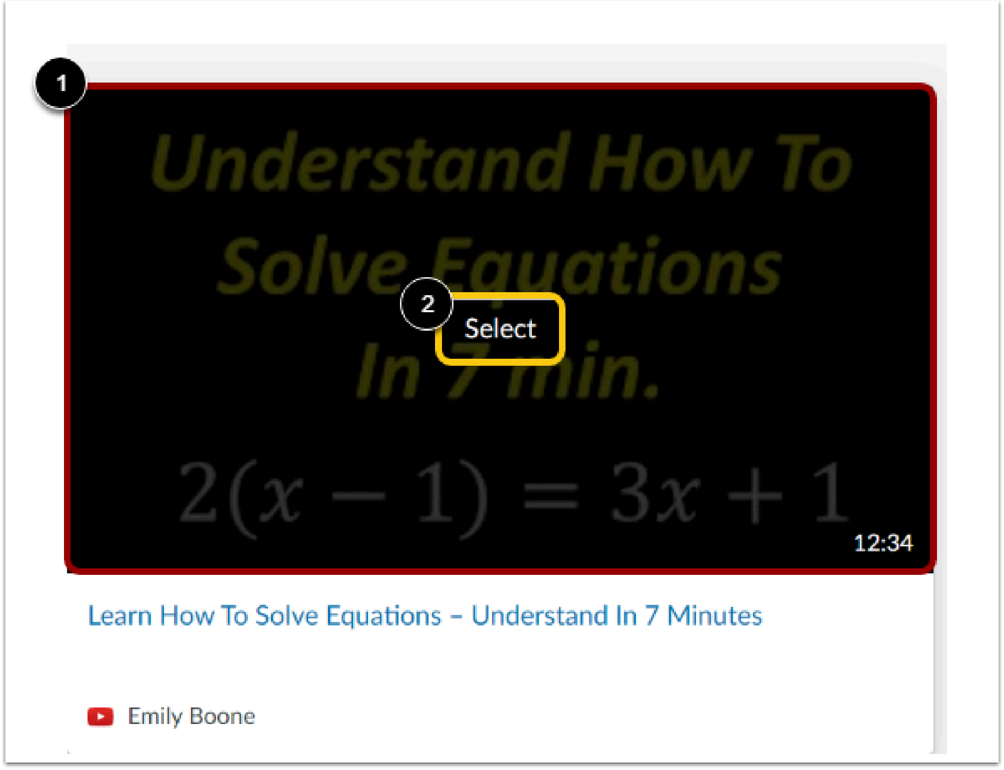
Locate Media


Studio
×
1
2
3
4
My Library
RECORD
ADD
SEARCH
Date Added
View All
1:49
Lossless Learning
Emily Boone
1:24
The Cool Things You Can Do...
Emily Boone
1:20
Change is Good

View your uploaded media in the My Library page [1].

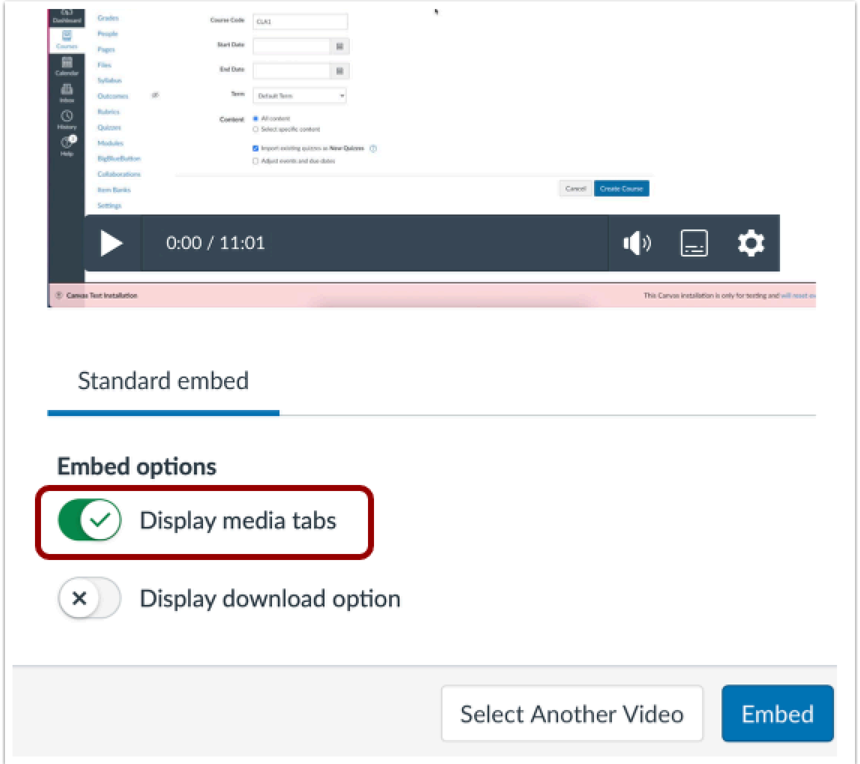
You can also record [2], upload [3], and search for your media [4].

Select Media


1
Understand How To Solve Equations In 7 min.
2(x − 1) = 3x + 1
2
Select
12:34
Learn How To Solve Equations – Understand In 7 Minutes
Emily Boone

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

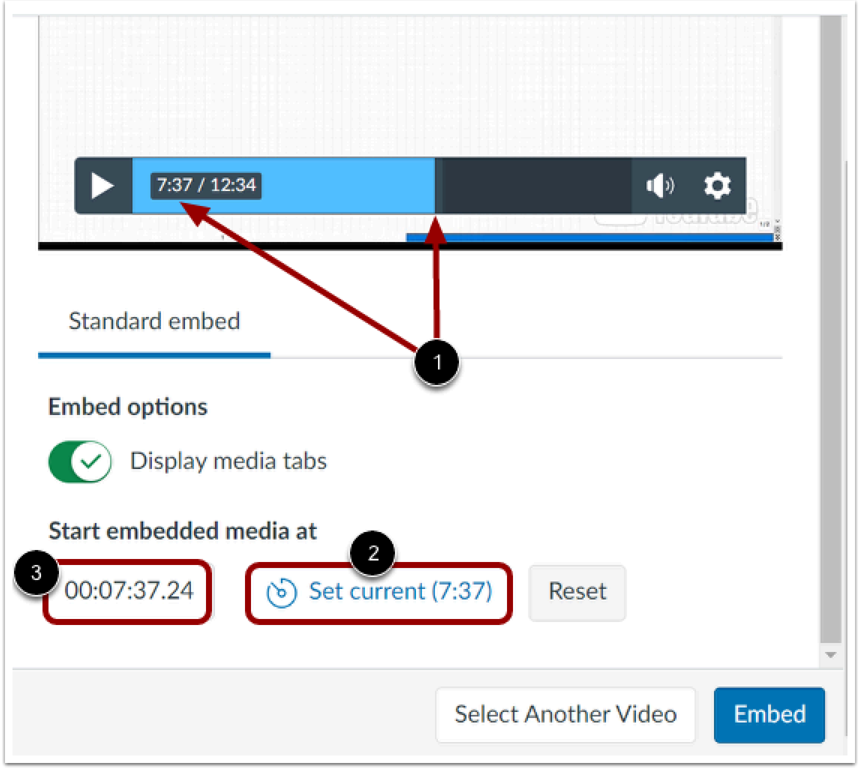
Display or Hide Media Tabs


0:00 / 11:01
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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

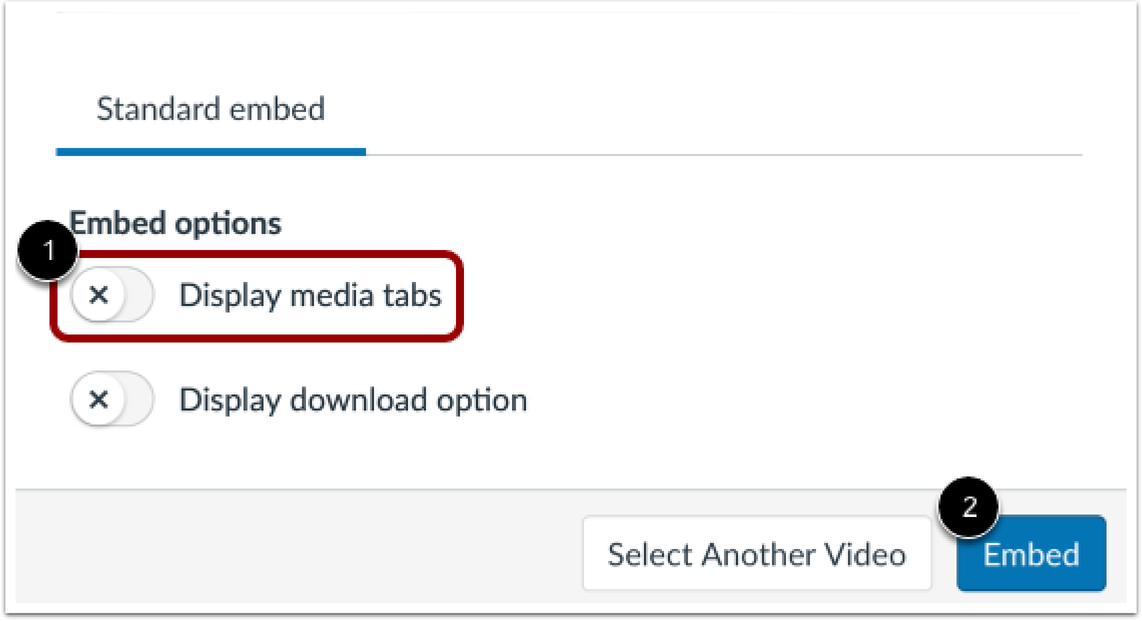

7:37 / 12:34
1
Standard embed
Embed options
Display media tabs
Start embedded media at
2
3
00:07:37.24
Set current (7:37)
Reset
Select Another Video
Embed

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.

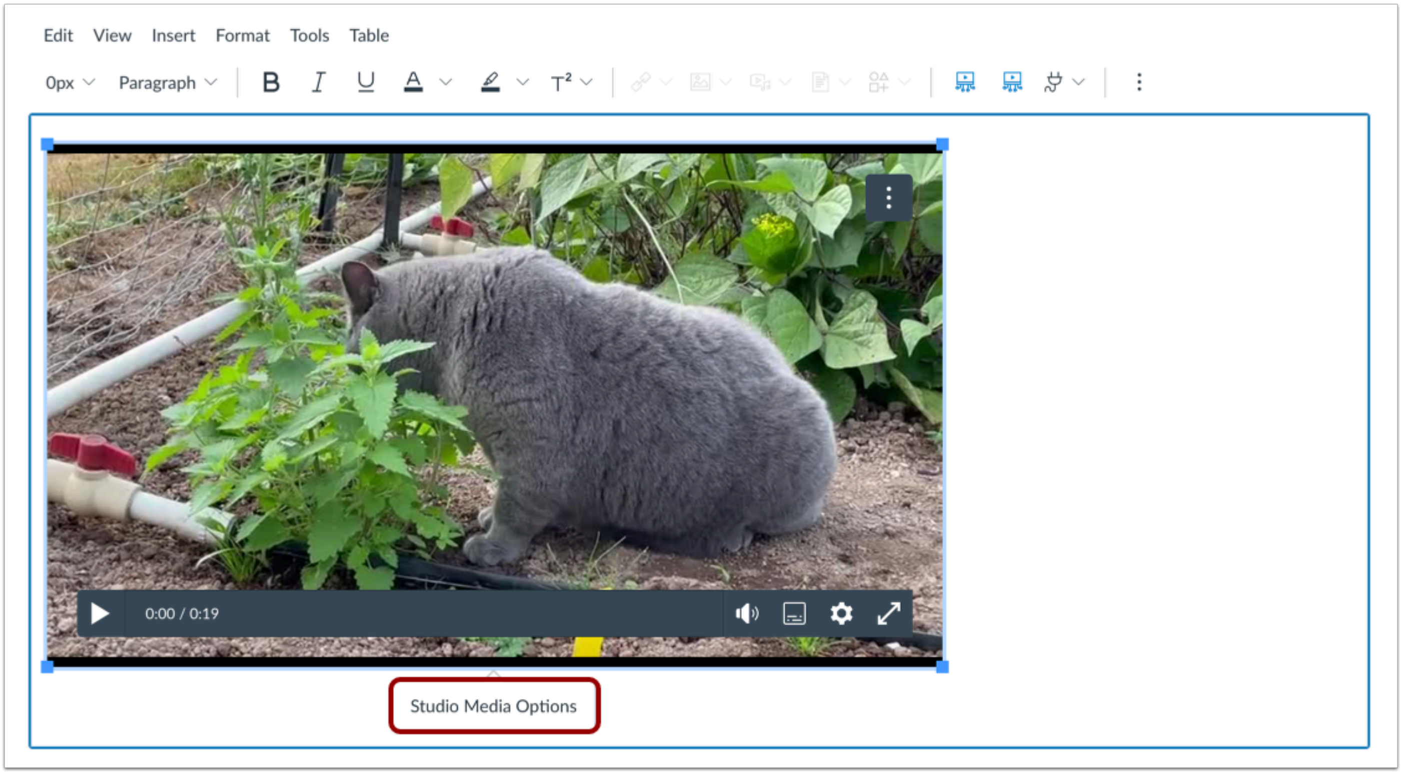
Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

Resize Embedded Media

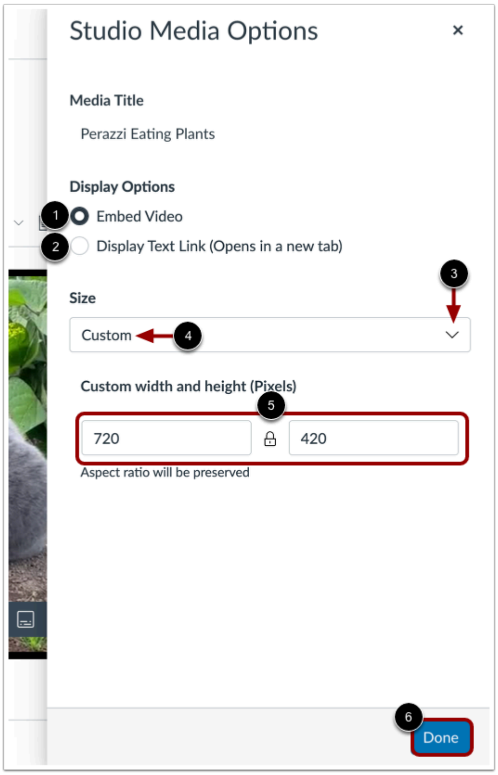

Standard embed
Embed options
1
Display media tabs
Display download option
2
Select Another Video
Embed

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

Open Studio Media Options


Edit
View
Insert
Format
Tools
Table
0px
Paragraph
0:00 / 0:19
Studio Media Options

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



Studio Media Options

Media Title

Perazzi Eating Plants

Display Options

● Embed Video

○ Display Text Link (Opens in a new tab)

Size

Custom

Custom width and height (Pixels)

720 420

Aspect ratio will be preserved

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].

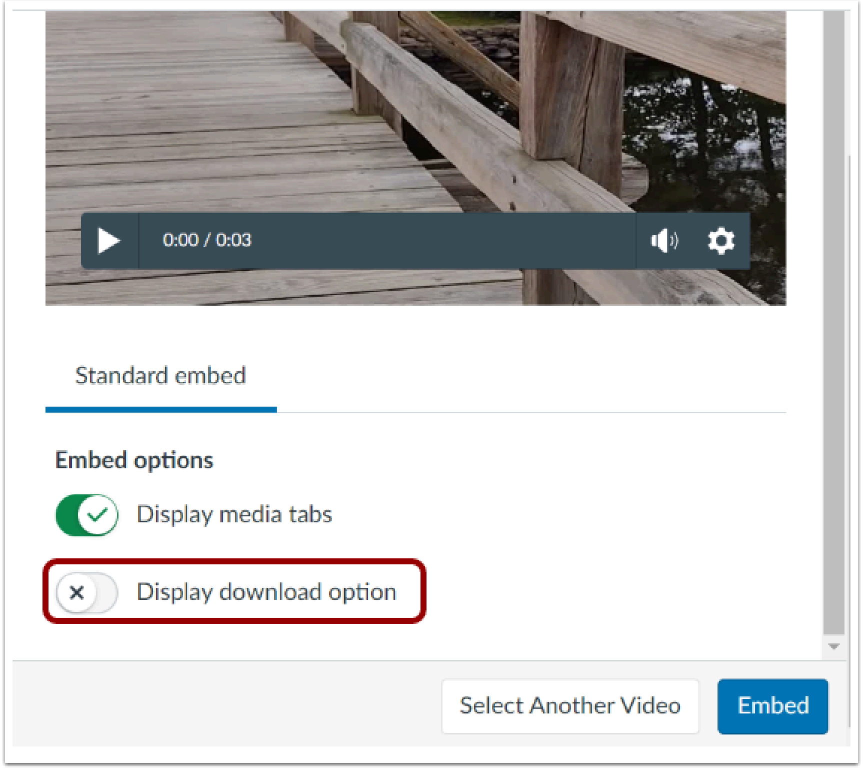
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

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.

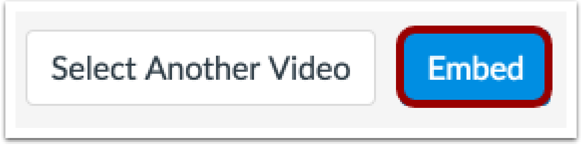
Enable or Disable Download Option


0:00 / 0:03
Standard embed
Embed options
Display media tabs
Display download option
Select Another Video
Embed

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.

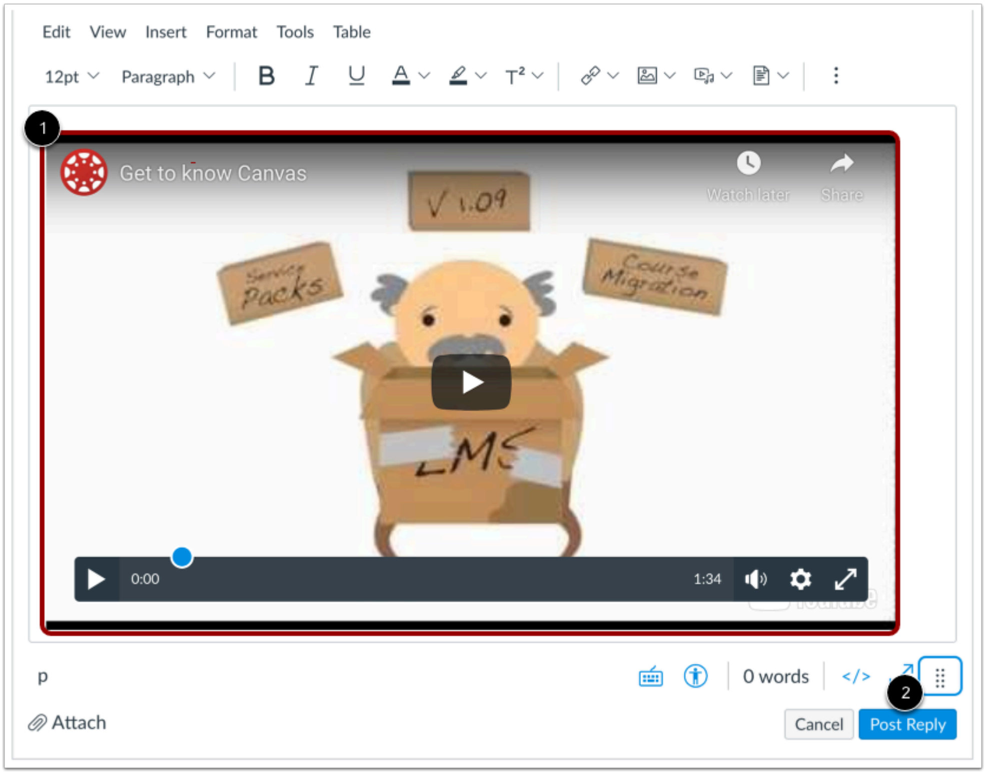
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media


Select Another Video
Embed

Click the **Embed** button.

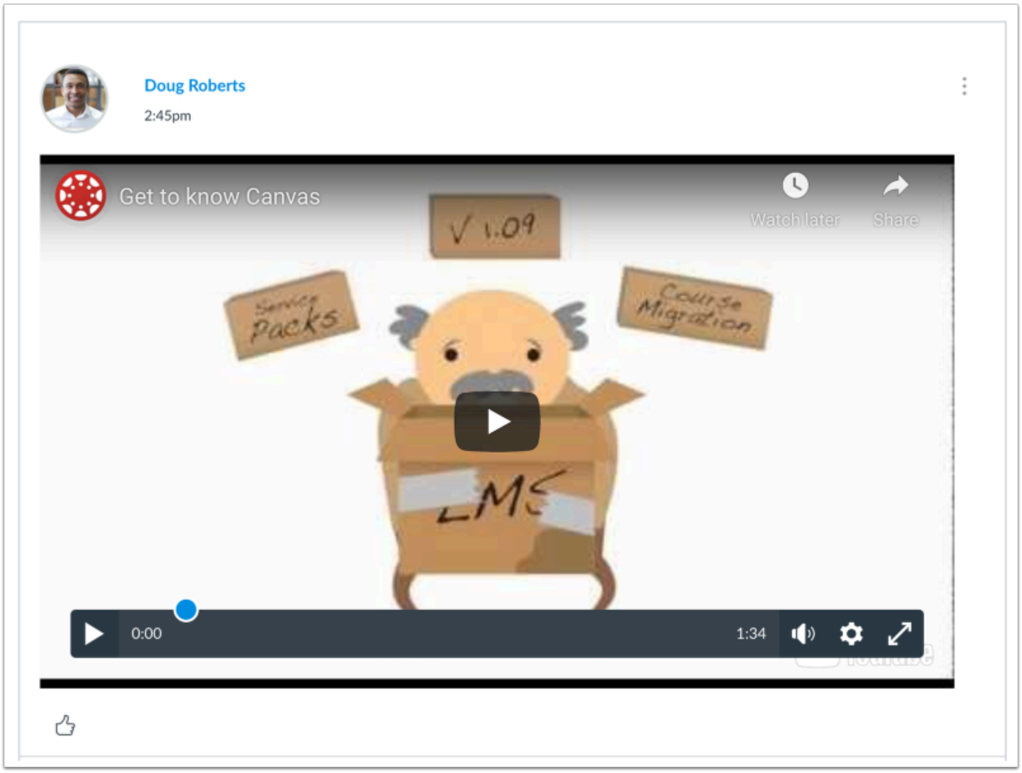
View Studio Media in Reply


Edit
View
Insert
Format
Tools
Table
12pt
Paragraph
1
Get to know Canvas
Watch later
Share
V 1.09
Service Packs
Course Migration
LMS
0:00
1:34
p
0 words
2
Attach
Cancel
Post 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

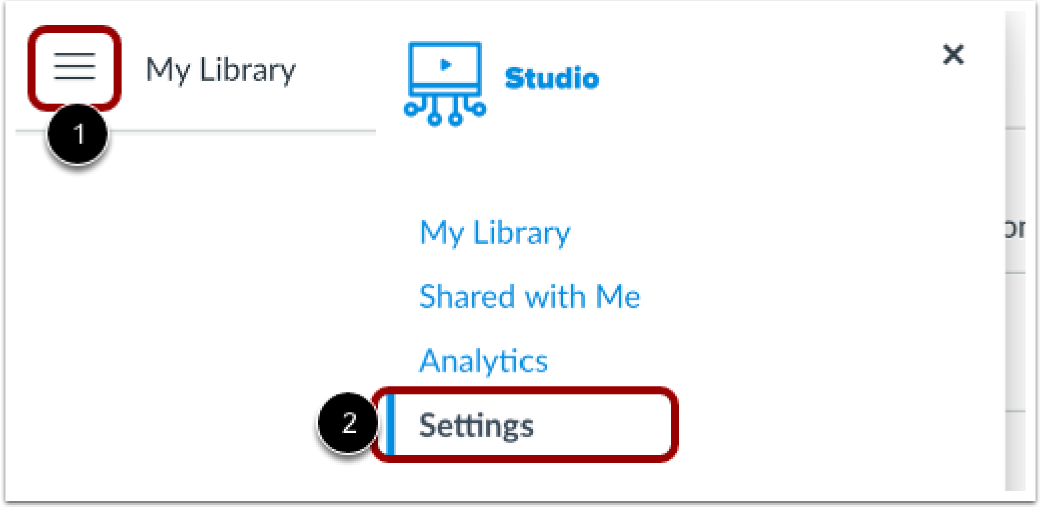

Doug Roberts
2:45pm
Get to know Canvas
Watch later
Share
V 1.09
Service Packs
Course Migration
LMS
0:00
1:34

Your reply displays at the bottom of the discussion reply thread.

How do I view my Canvas Studio groups as a student?

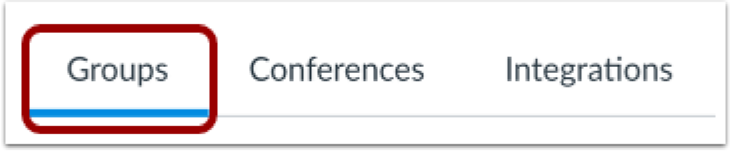
As a student, you can view a list of all your Studio groups in your Studio Settings Groups page. Depending upon your role in each group, you may be able to view the group member list, edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups. Learn more about creating and managing Studio groups.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

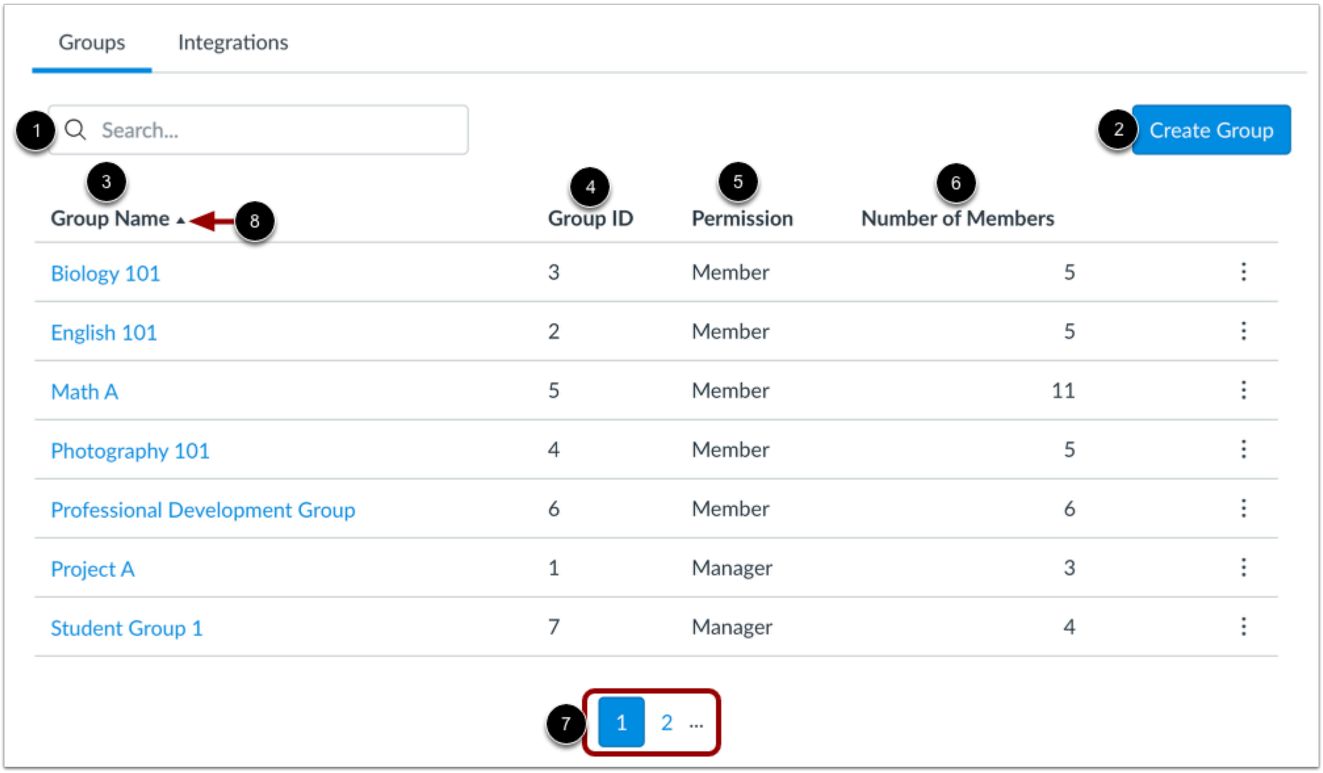
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

Open Groups


Groups
Conferences
Integrations

Click the **Groups** tab.

View Groups



Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Member	5
English 101	2	Member	5
Math A	5	Member	11
Photography 101	4	Member	5
Professional Development Group	6	Member	6
Project A	1	Manager	3
Student Group 1	7	Manager	4

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:

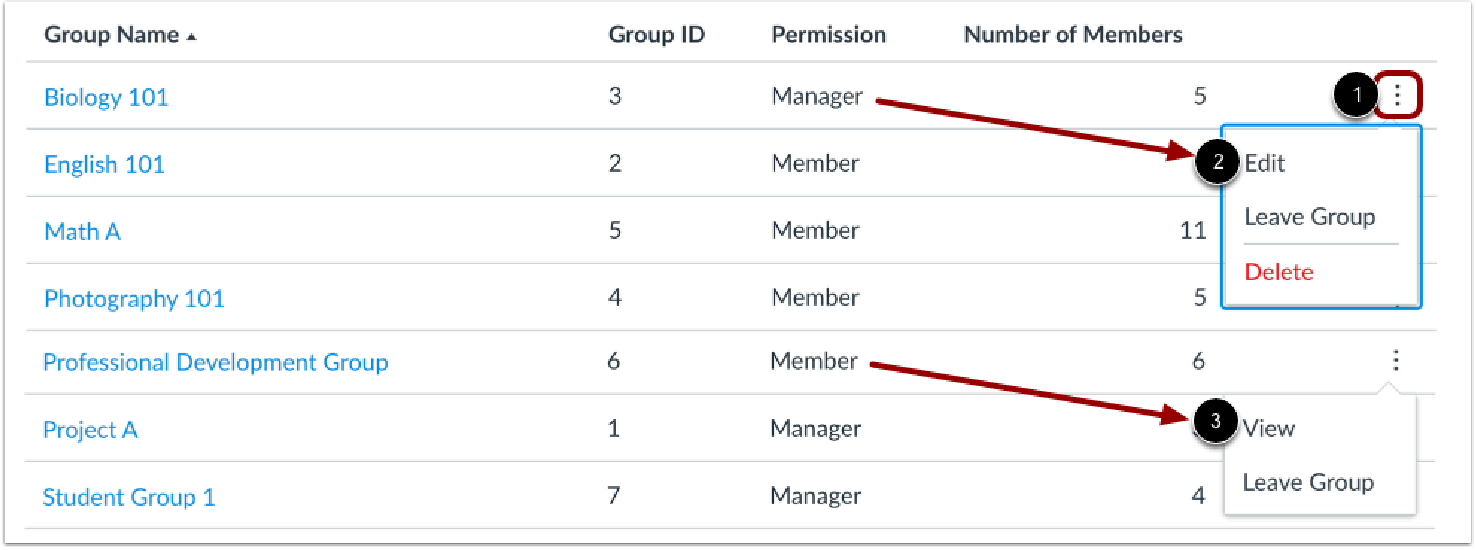
- **Group Name** [3]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [4]: the ID number automatically assigned to a group upon creation.
- **Permission** [5]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [6]: 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, membership, or member count, click the column header name [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



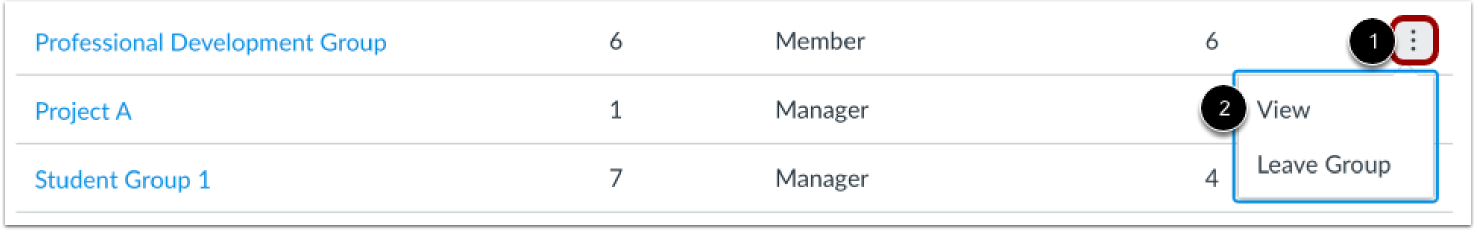
Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	
Math A	5	Member	11
Photography 101	4	Member	5
Professional Development Group	6	Member	6
Project A	1	Manager	
Student Group 1	7	Manager	4

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].

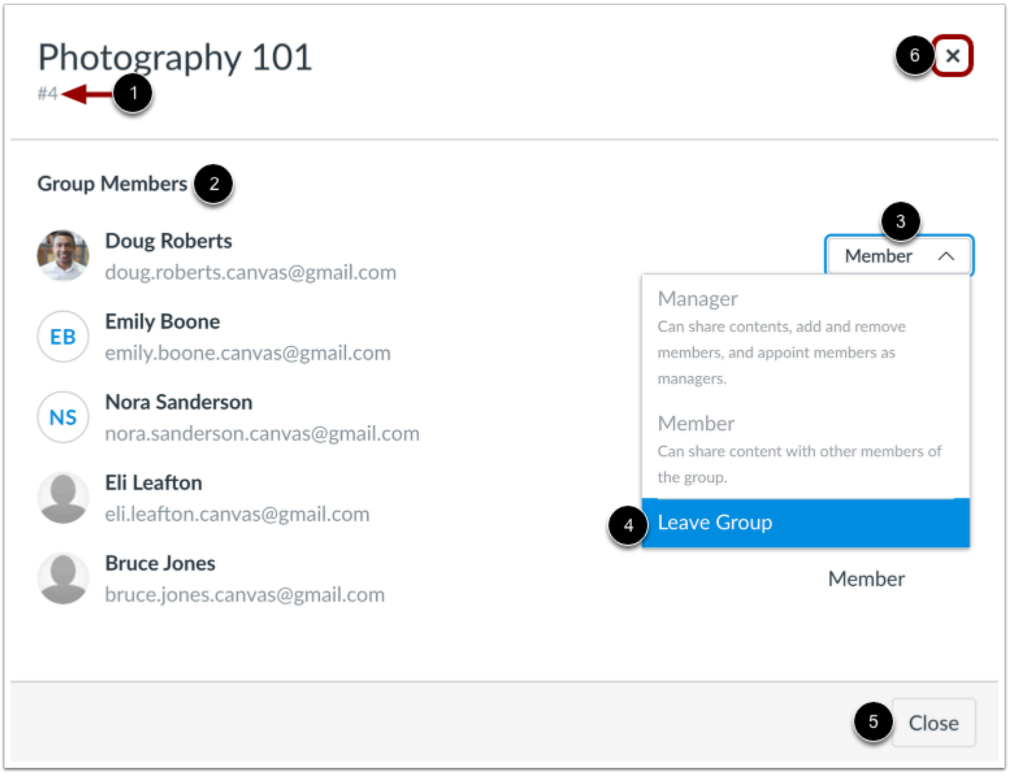
View Group



Professional Development Group	6	Member	6
Project A	1	Manager	
Student Group 1	7	Manager	4

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

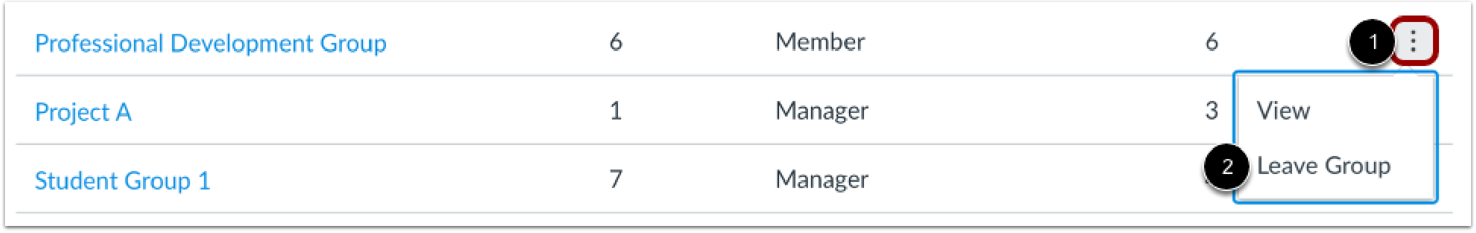

Photography 101
#4
1
6
Group Members
2
Doug Roberts
doug.roberts.canvas@gmail.com
EB
Emily Boone
emily.boone.canvas@gmail.com
NS
Nora Sanderson
nora.sanderson.canvas@gmail.com
Eli Leafton
eli.leafton.canvas@gmail.com
Bruce Jones
bruce.jones.canvas@gmail.com
3
Member
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
4
Leave Group
Member
5
Close

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

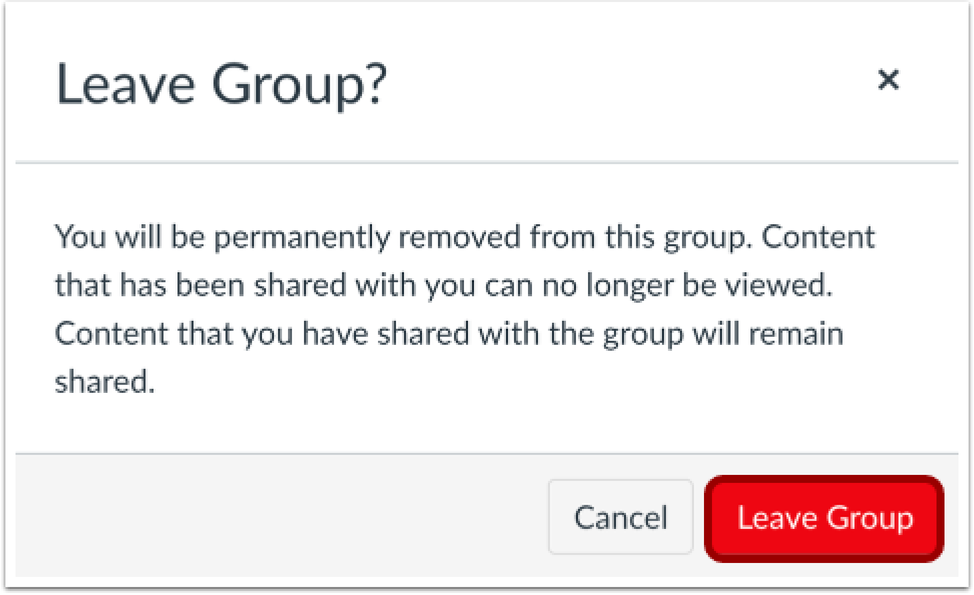


Professional Development Group	6	Member	6
Project A	1	Manager	3
Student Group 1	7	Manager	

1
View
2
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



Leave Group?

You will be permanently removed from this group. Content that has been shared with you can no longer be viewed. Content that you have shared with the group will remain shared.

Click the **Leave Group** button.

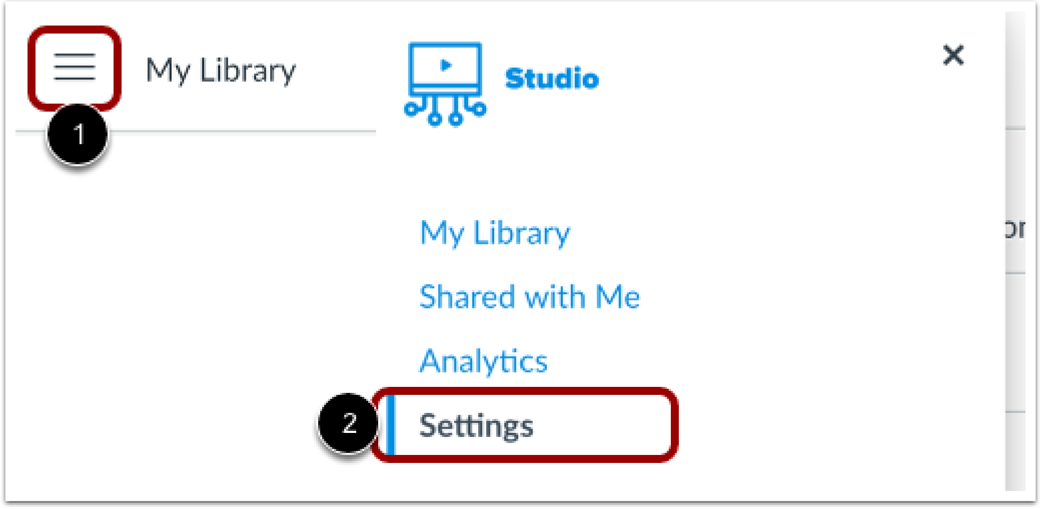
Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, 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.

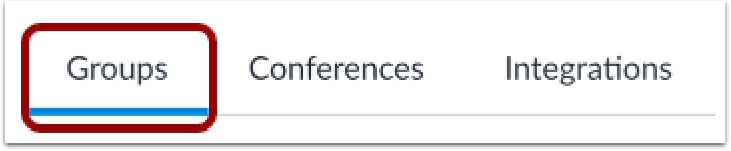
Note: Group members can manage their membership in a group. Learn more about viewing Studio groups.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

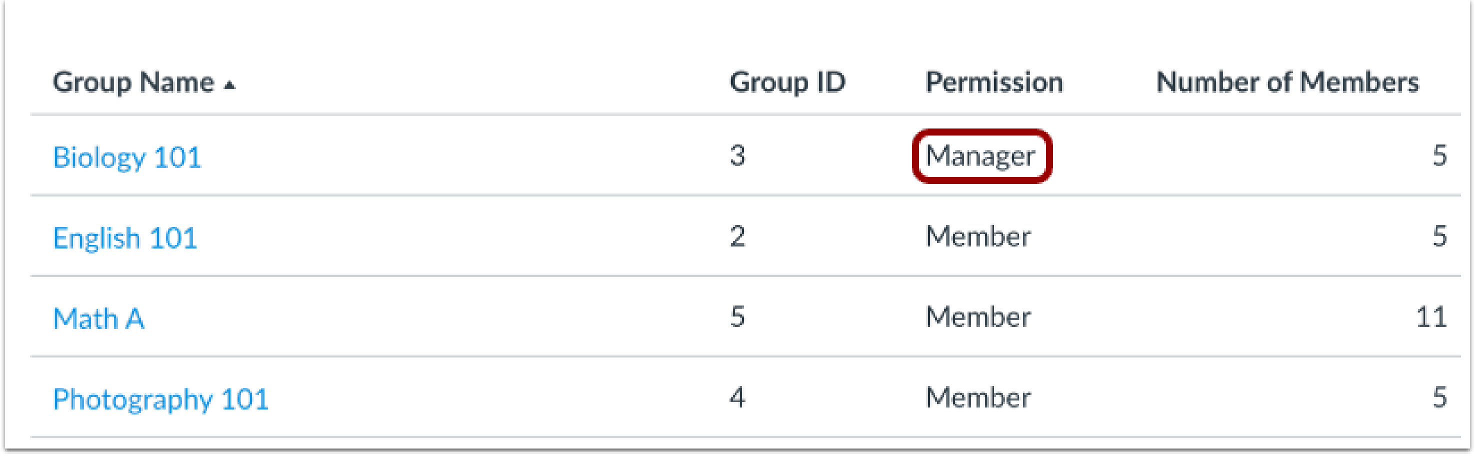
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

Open Groups


Groups
Conferences
Integrations

Click the **Groups** tab.

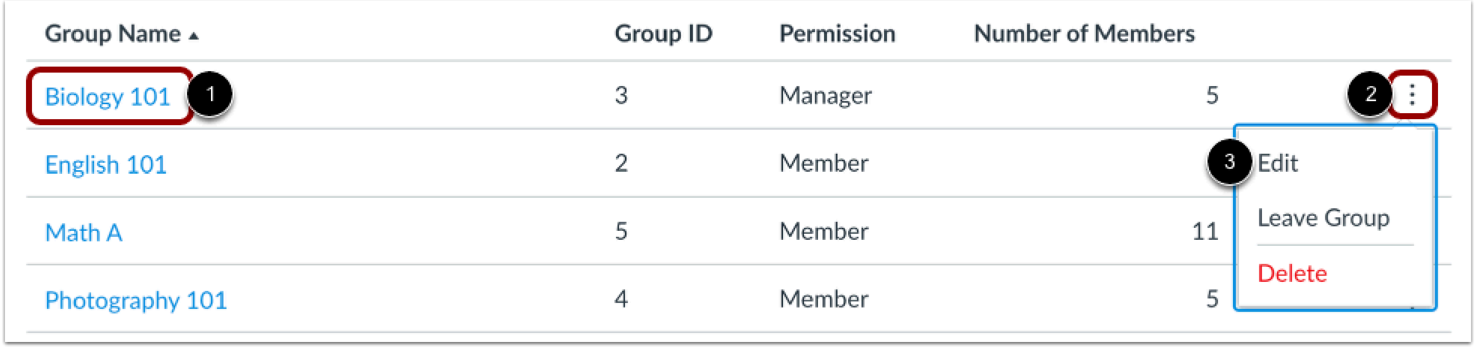
View Group Permissions



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

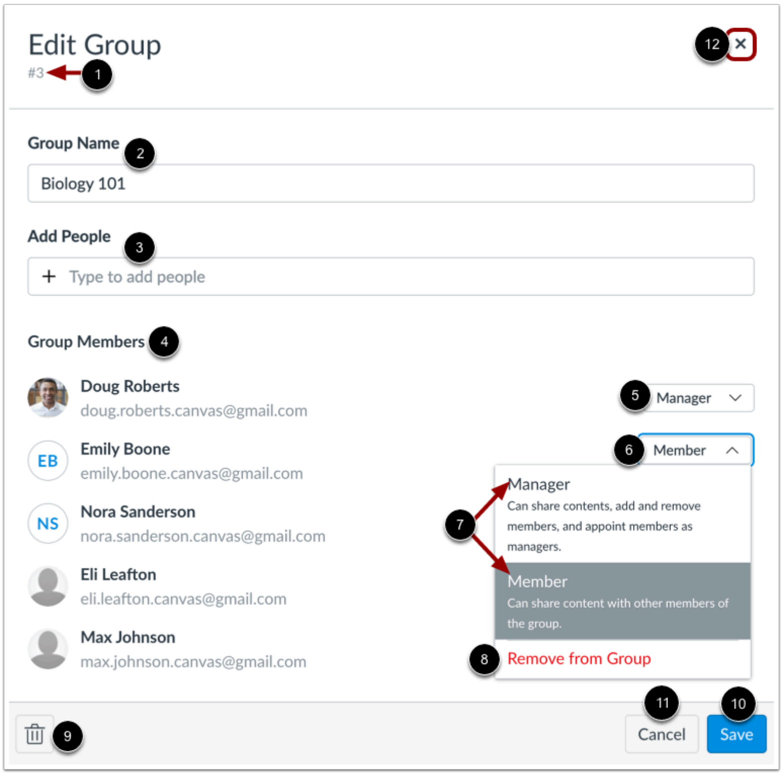


Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	
Math A	5	Member	11
Photography 101	4	Member	5

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



Edit Group

#3

Group Name: Biology 101

Add People

Group Members

Doug Roberts
doug.roberts.canvas@gmail.com
Manager

Emily Boone
emily.boone.canvas@gmail.com
Member

Nora Sanderson
nora.sanderson.canvas@gmail.com

Eli Leafton
eli.leafton.canvas@gmail.com

Max Johnson
max.johnson.canvas@gmail.com

Manager: Can share contents, add and remove members, and appoint members as managers.

Member: Can share content with other members of the group.

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].

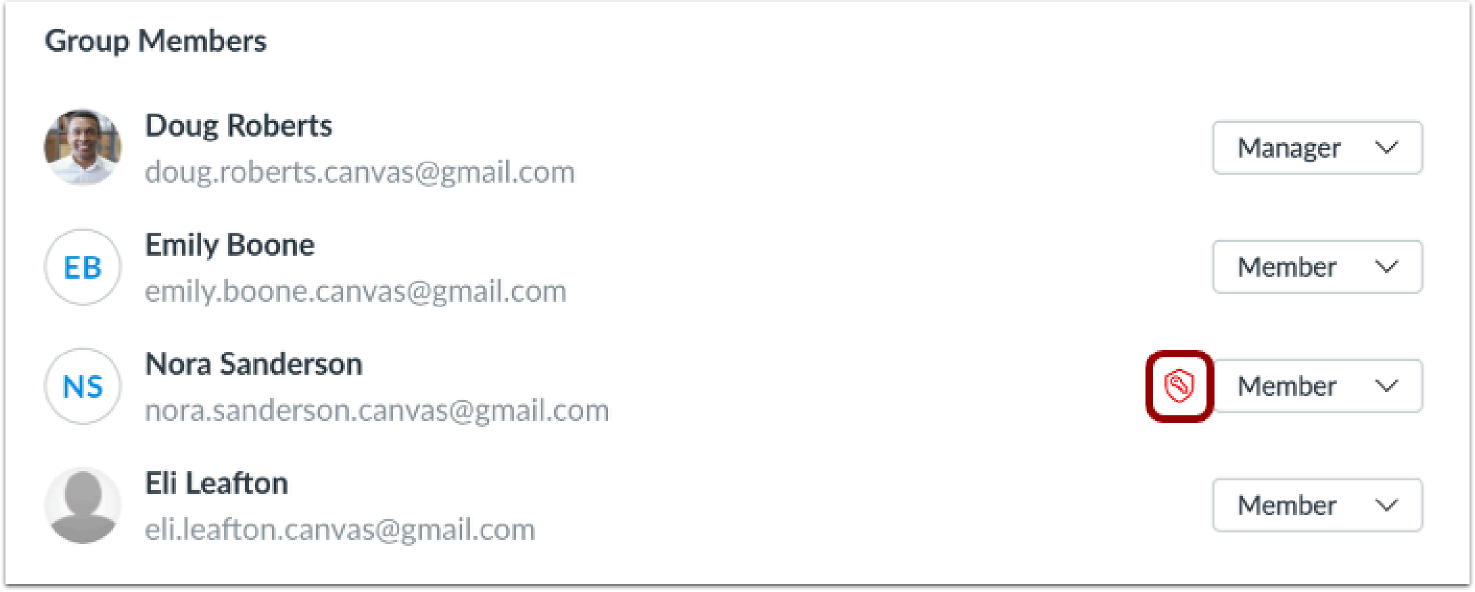
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

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

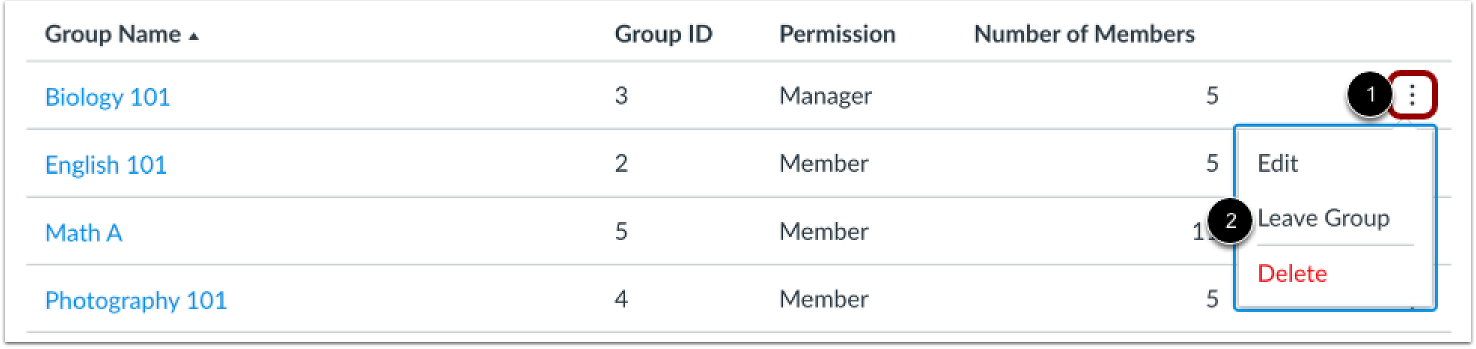


Group Members

Doug Roberts doug.roberts.canvas@gmail.com	Manager
Emily Boone emily.boone.canvas@gmail.com	Member
Nora Sanderson nora.sanderson.canvas@gmail.com	Member
Eli Leafton eli.leafton.canvas@gmail.com	Member

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.

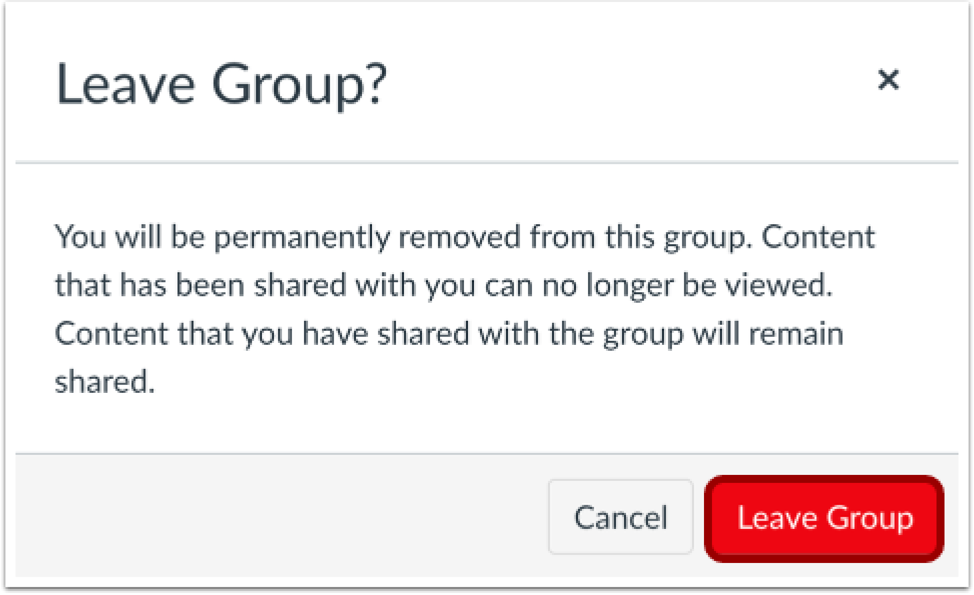
Leave Group



Group Name ▴	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	5
Math A	5	Member	1
Photography 101	4	Member	5

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



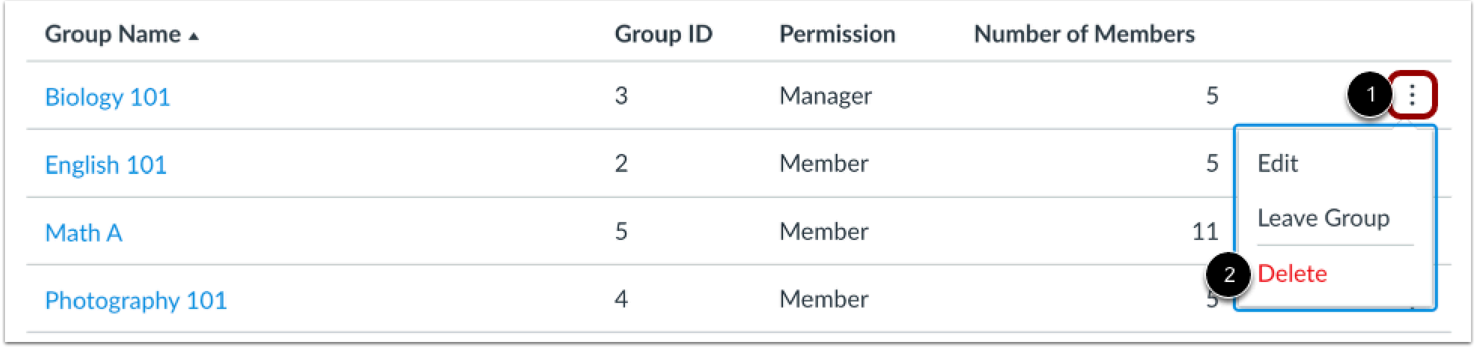
Leave Group?

You will be permanently removed from this group. Content that has been shared with you can no longer be viewed. Content that you have shared with the group will remain shared.

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.

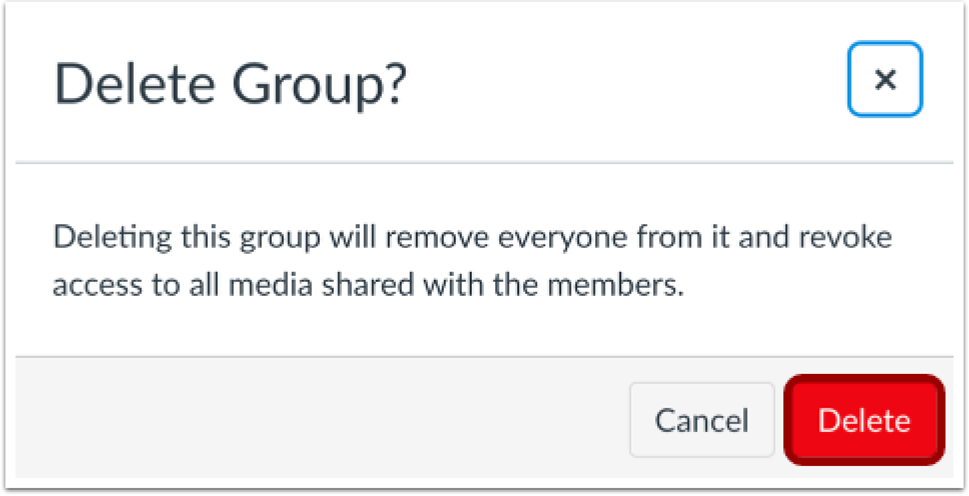
Delete Group



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

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



Delete Group?

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

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?

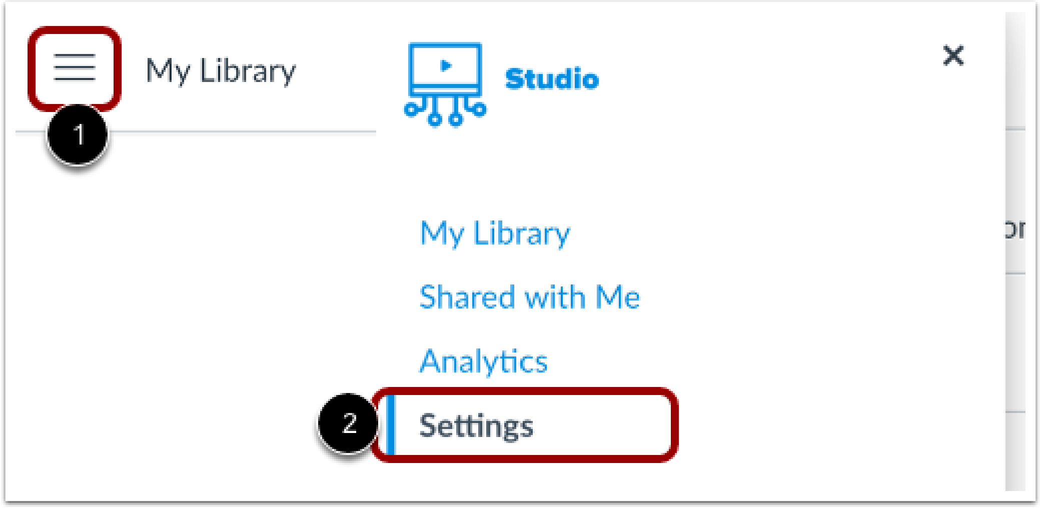
As an student, you may be able to create custom media sharing groups in your Studio account. Users assigned within the same group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about sharing 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.

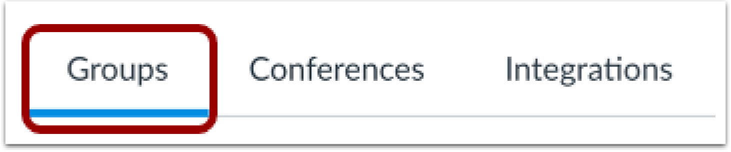
Open Studio Settings



In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

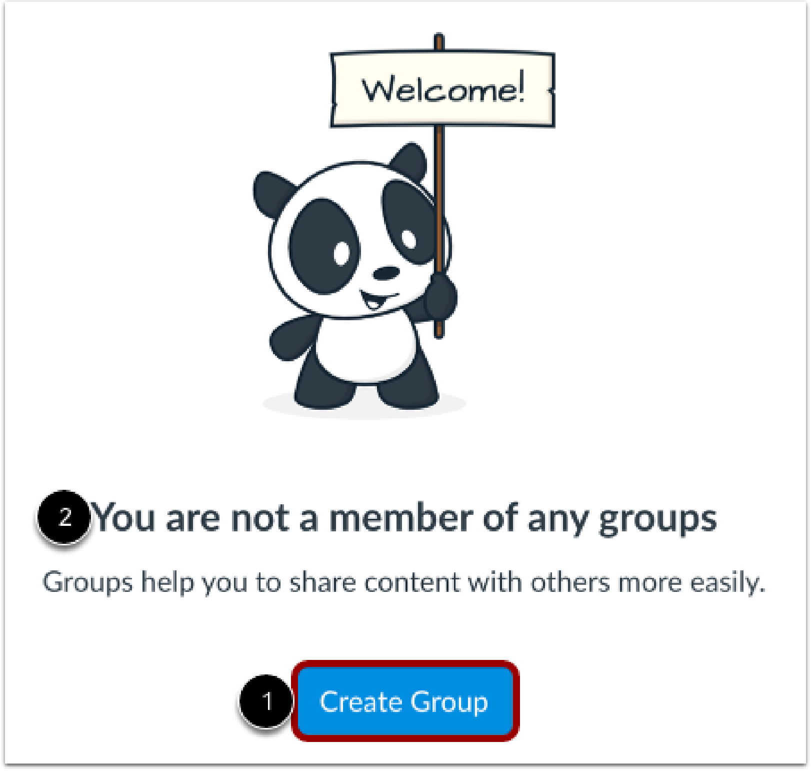
BY NC SA

Open Groups


Groups
Conferences
Integrations

Click the **Groups** tab.

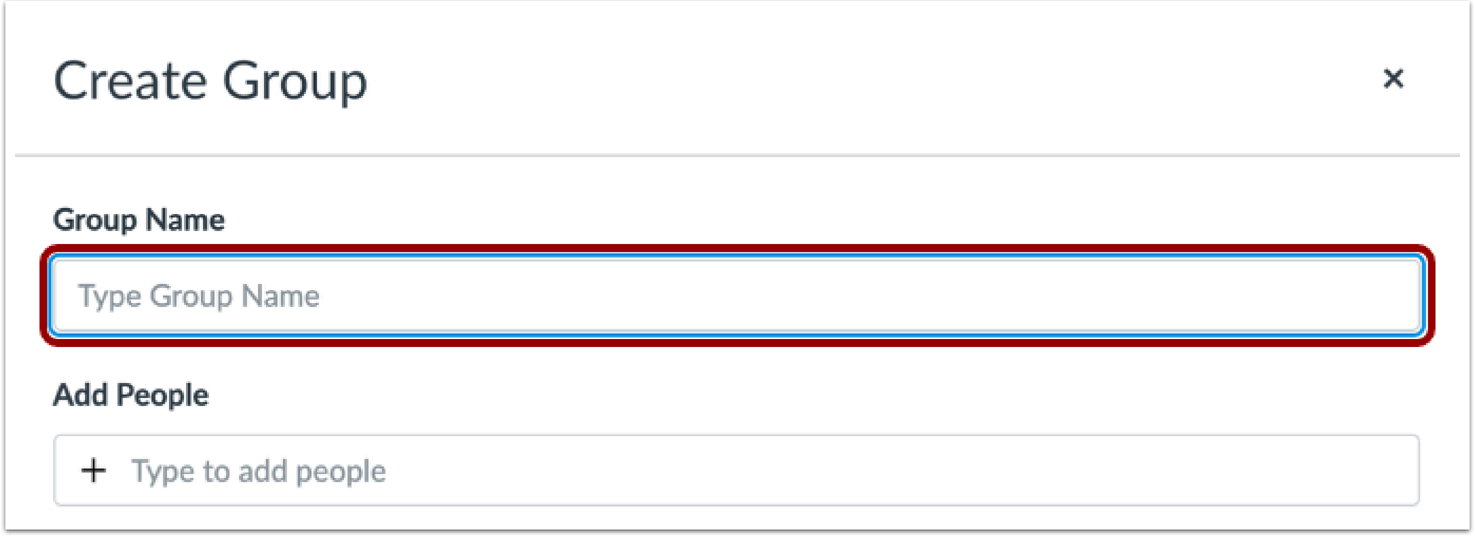
Create Group


Welcome!
2
You are not a member of any groups
Groups help you to share content with others more easily.
1
Create Group

Click the **Create Group** button [1].

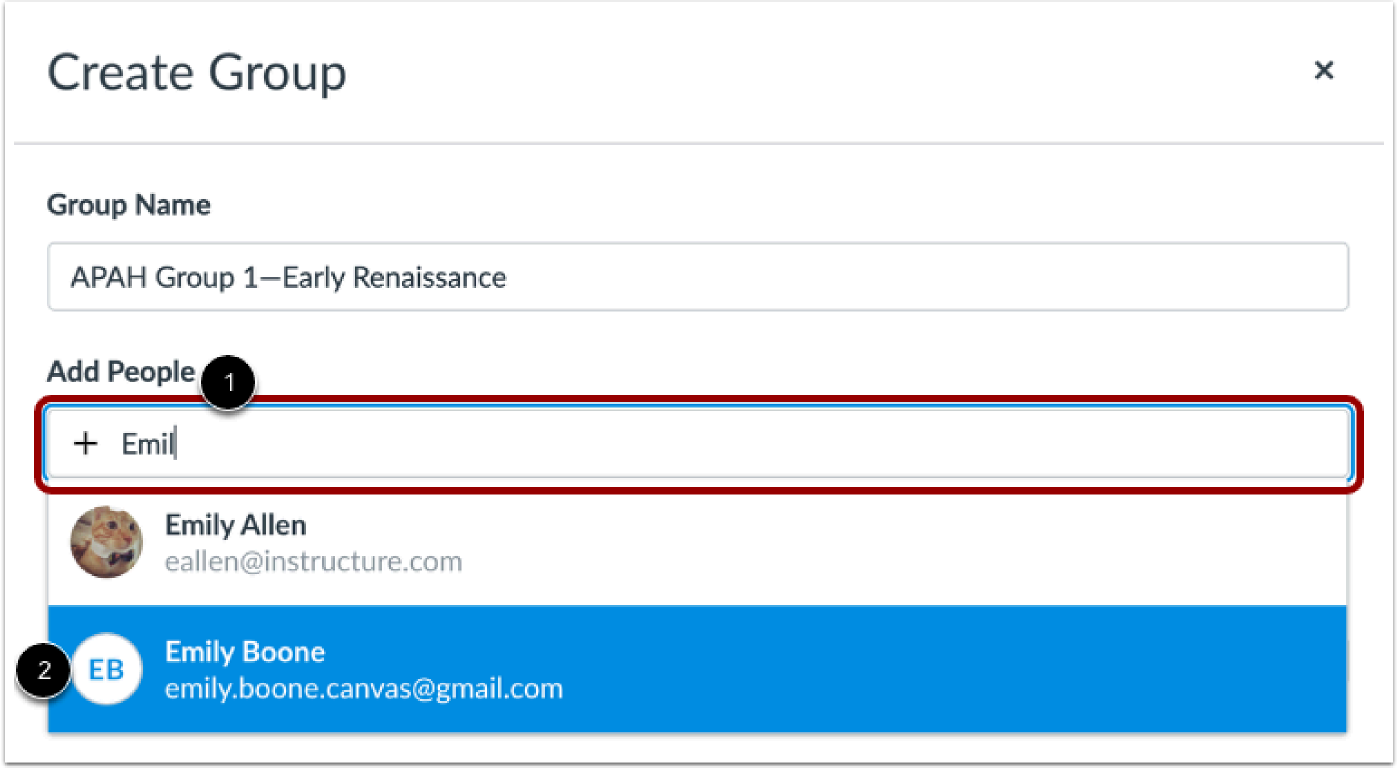
Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name


Create Group
×
Group Name
Type Group Name
Add People
+ Type to add people

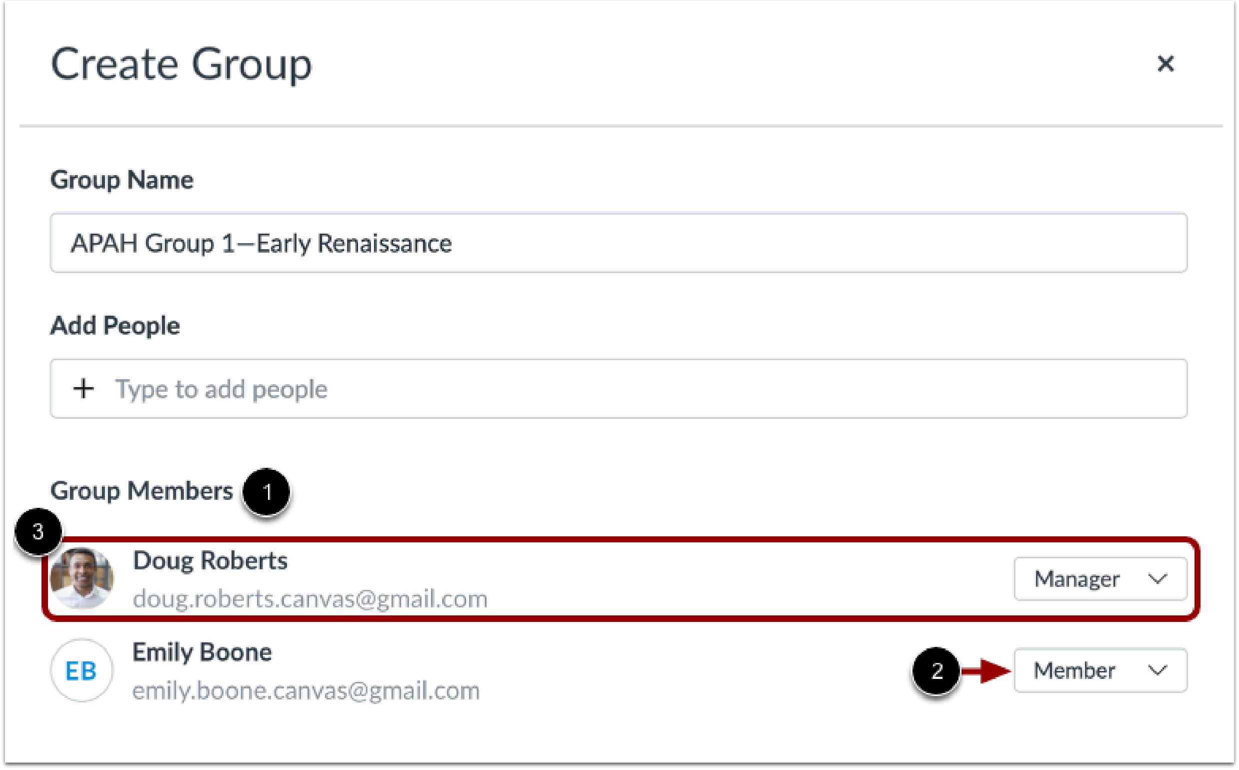
In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members


Create Group
×
Group Name
APAH Group 1—Early Renaissance
Add People
1
+ Emil
Emily Allen
eallen@instructure.com
2
EB
Emily Boone
emily.boone.canvas@gmail.com

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


Create Group
×
Group Name

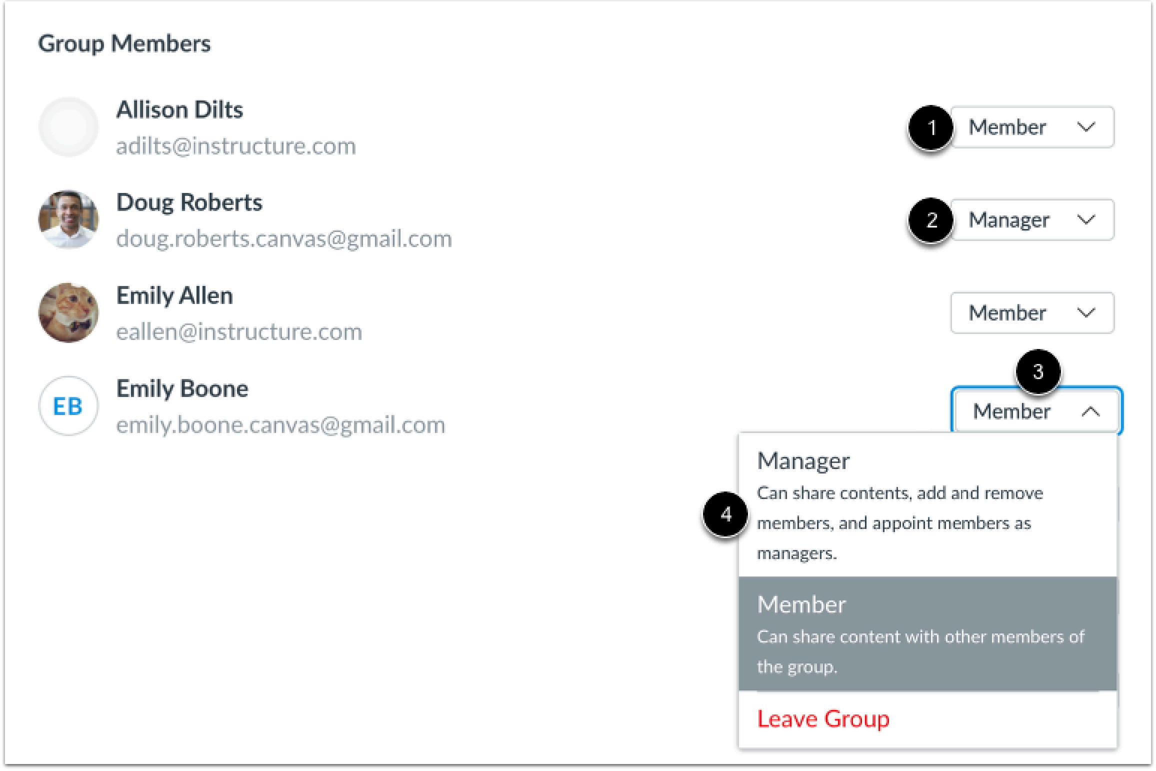
APAH Group 1—Early Renaissance

Add People
+ Type to add people
Group Members
1
3
Doug Roberts
doug.roberts.canvas@gmail.com
Manager
EB
Emily Boone
emily.boone.canvas@gmail.com
2
Member

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



Group Members

Allison Dilts
adilts@instructure.com
Member

Doug Roberts
doug.roberts.canvas@gmail.com
Manager

Emily Allen
eallen@instructure.com
Member

Emily Boone
emily.boone.canvas@gmail.com
Member

Manager
Can share contents, add and remove members, and appoint members as managers.

Member
Can share content with other members of the group.

Leave Group

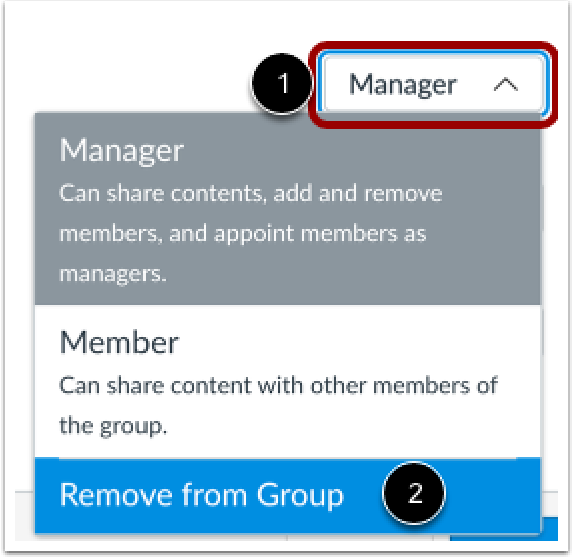
Studio group users may have one of two group member roles.

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.

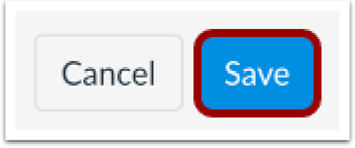
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member


1
Manager
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
Remove from Group
2

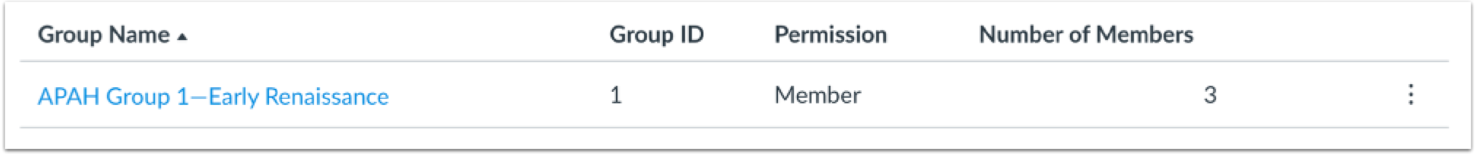
To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group


Cancel
Save

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

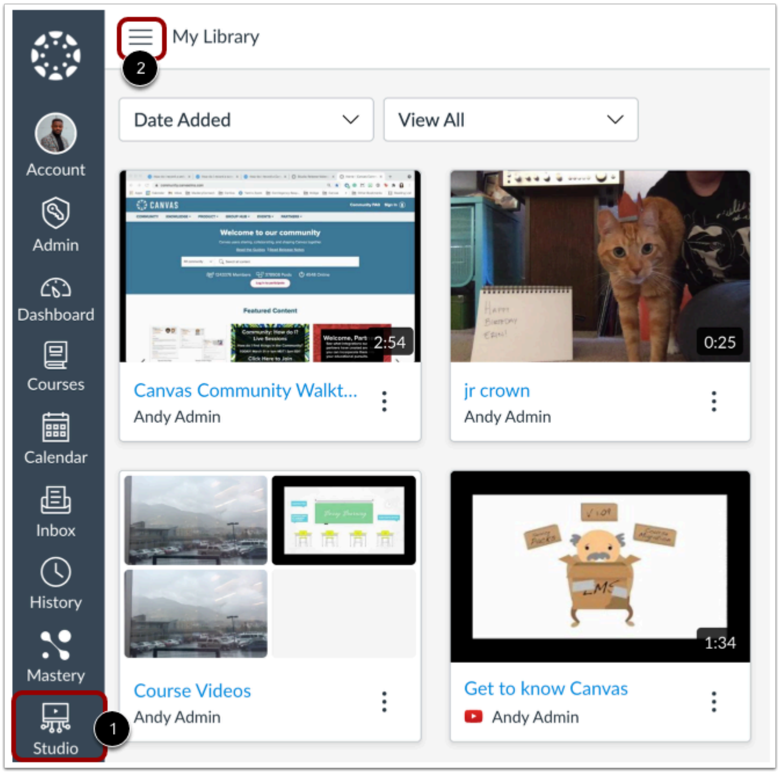
How do I view Studio Analytics usage data for my institution's Canvas Studio account?

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.

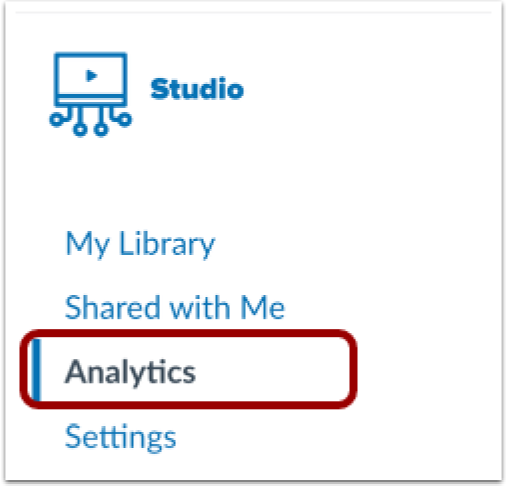
Studio user analytics include the number of users in your Studio account, as well as the top ten users by upload and by storage.

Open Studio Navigation


My Library
2
Date Added
View All
Account
Admin
Dashboard
Courses
Calendar
Inbox
History
Mastery
Studio
1
2:54
Canvas Community Walkt...
Andy Admin
0:25
jr crown
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

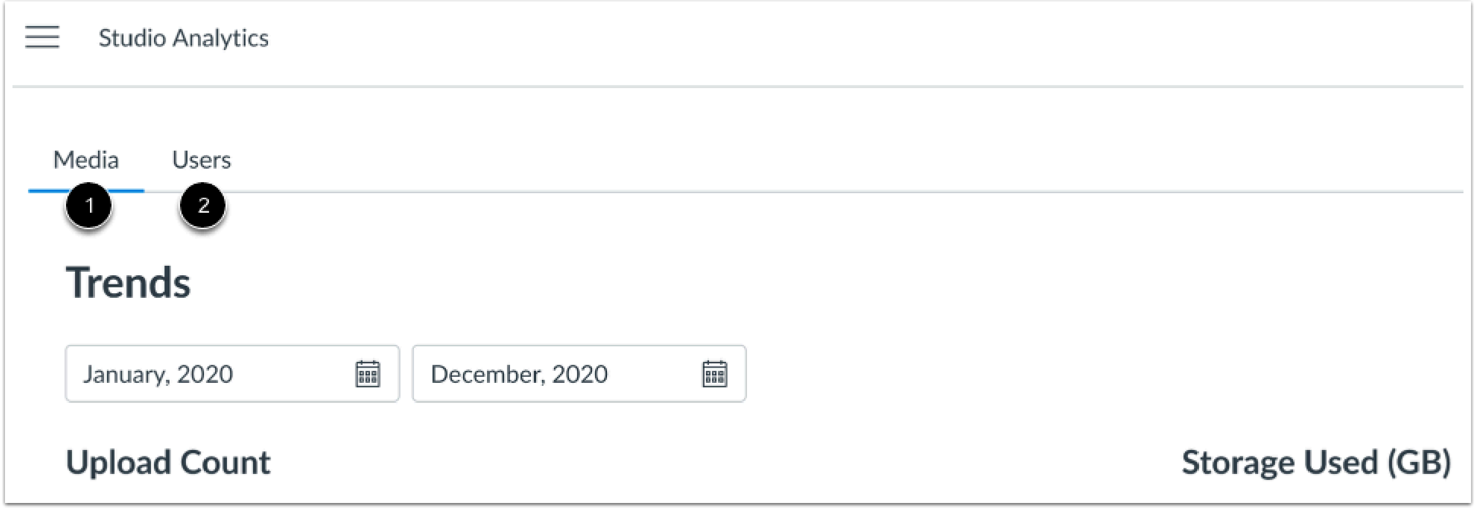
In Global Navigation, click the **Studio** icon [1]. Then click the **Navigation Menu** icon [2].

Open Studio Analytics


Studio
My Library
Shared with Me
Analytics
Settings

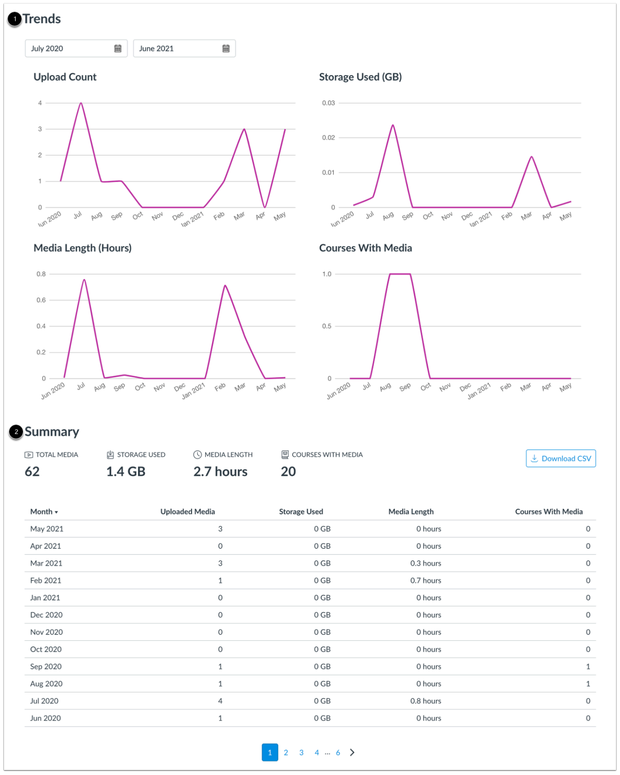
In the Studio Navigation menu, click the **Analytics** link.

View Studio Analytics


Studio Analytics
Media
Users
1
2
Trends
January, 2020
December, 2020
Upload Count
Storage Used (GB)

By default, Studio Analytics displays the **Media** page [1]. You can also view user analytics from the **Users** tab [2].

View Media Analytics Page


1
Trends
July 2020
June 2021
Upload Count
4
3
2
1
0
Jun 2020 Jul Aug Sep Oct Nov Dec Jan 2021 Feb Mar Apr May
Storage Used (GB)
0.03
0.02
0.01
0
Jun 2020 Jul Aug Sep Oct Nov Dec Jan 2021 Feb Mar Apr May
Media Length (Hours)
0.8
0.6
0.4
0.2
0
Jun 2020 Jul Aug Sep Oct Nov Dec Jan 2021 Feb Mar Apr May
Courses With Media
1.0
0.5
0
Jun 2020 Jul Aug Sep Oct Nov Dec Jan 2021 Feb Mar Apr May
2
Summary
Download CSV
1 2 3 4 ... 6 ›

TOTAL MEDIA: 62
STORAGE USED: 1.4 GB
MEDIA LENGTH: 2.7 hours
COURSES WITH MEDIA: 20

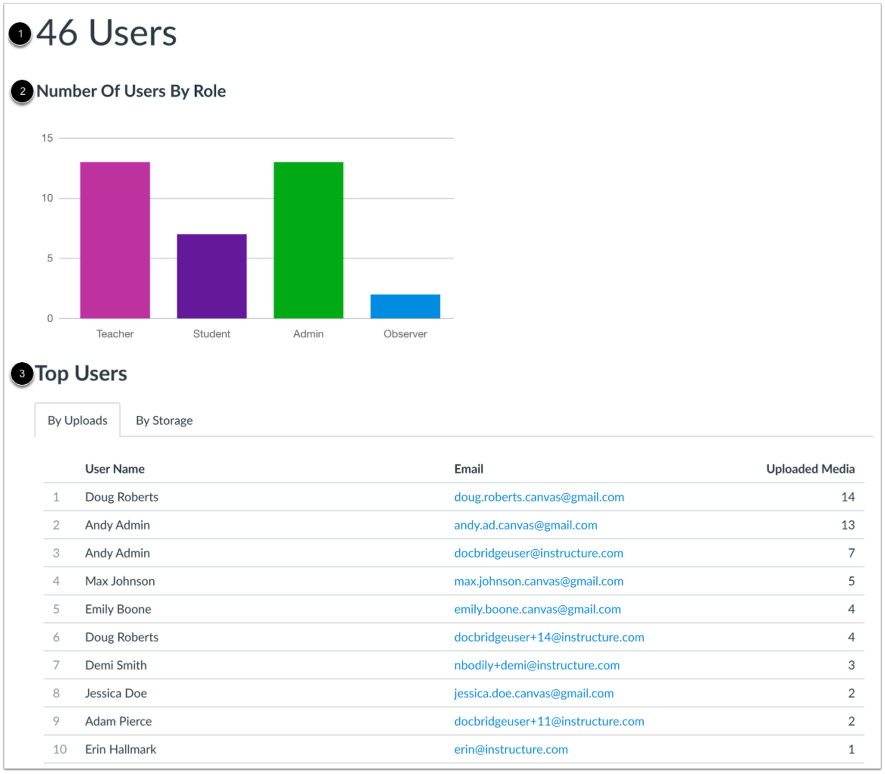
Month ▾	Uploaded Media	Storage Used	Media Length	Courses With Media
May 2021	3	0 GB	0 hours	0
Apr 2021	0	0 GB	0 hours	0
Mar 2021	3	0 GB	0.3 hours	0
Feb 2021	1	0 GB	0.7 hours	0
Jan 2021	0	0 GB	0 hours	0
Dec 2020	0	0 GB	0 hours	0
Nov 2020	0	0 GB	0 hours	0
Oct 2020	0	0 GB	0 hours	0
Sep 2020	1	0 GB	0 hours	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

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



① 46 Users

② Number Of Users By Role

③ Top Users

	User Name	Email	Uploaded Media
1	Doug Roberts	doug.roberts.canvas@gmail.com	14
2	Andy Admin	andy.ad.canvas@gmail.com	13
3	Andy Admin	docbridgeuser@instructure.com	7
4	Max Johnson	max.johnson.canvas@gmail.com	5
5	Emily Boone	emily.boone.canvas@gmail.com	4
6	Doug Roberts	docbridgeuser+14@instructure.com	4
7	Demi Smith	nbodily+demi@instructure.com	3
8	Jessica Doe	jessica.doe.canvas@gmail.com	2
9	Adam Pierce	docbridgeuser+11@instructure.com	2
10	Erin Hallmark	erin@instructure.com	1

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.

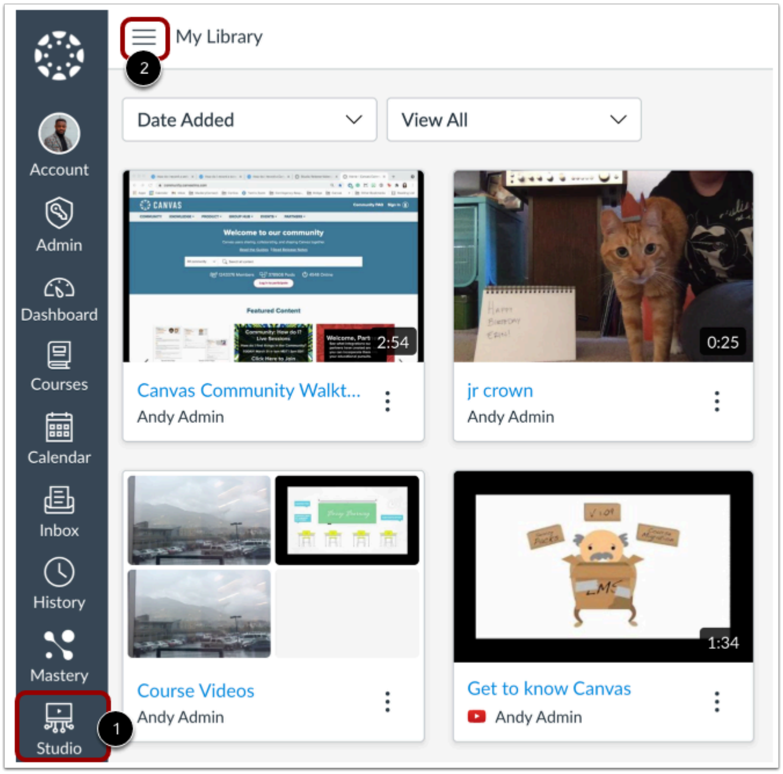
Learn more about viewing Studio user analytics.

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.

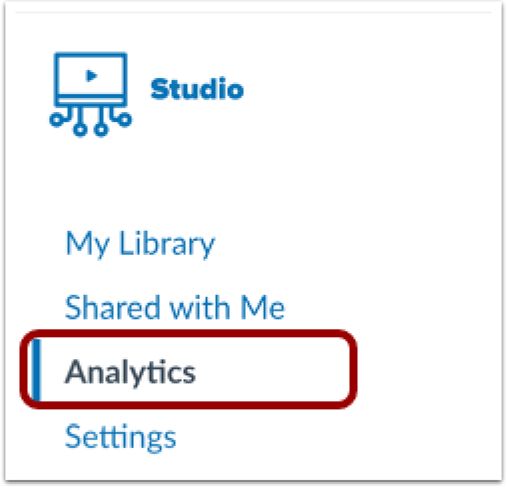
Open Studio Navigation



My Library
Date Added
View All
Account
Admin
Dashboard
Courses
Calendar
Inbox
History
Mastery
Studio
2:54
Canvas Community Walkt...
Andy Admin
0:25
jr crown
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin
1
2

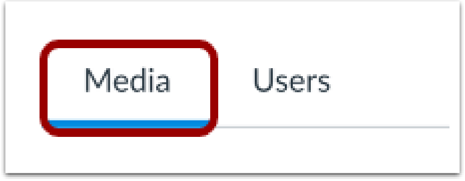
In Global Navigation, click the **Studio** icon [1]. Then click the **Navigation Menu** icon [2].

Open Studio Analytics


Studio
My Library
Shared with Me
Analytics
Settings

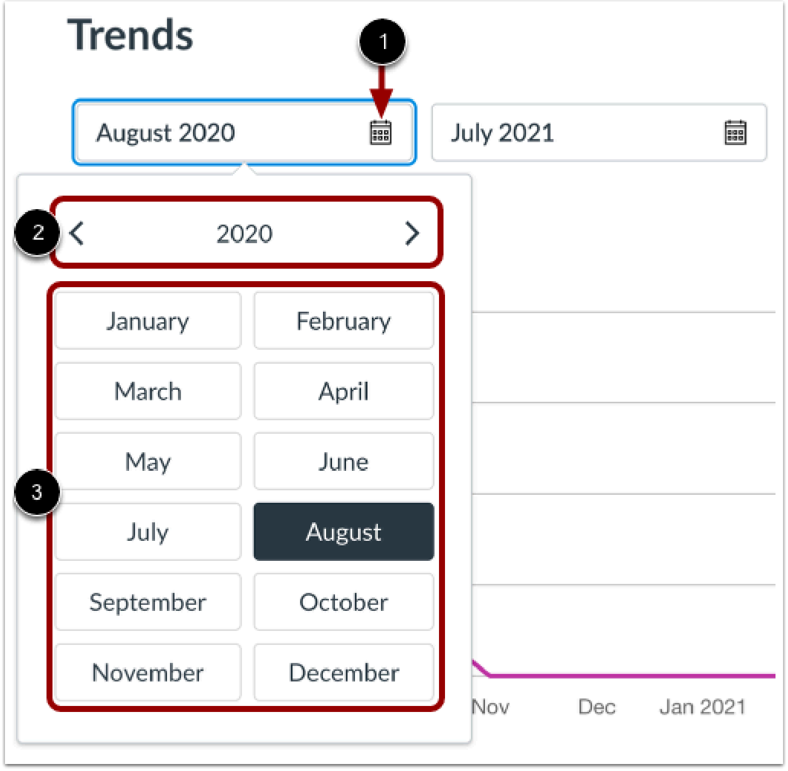
In the Studio Navigation menu, click the **Analytics** link.

View Media Tab


Media
Users

By default, Studio Analytics displays the **Media** tab.

Select Date Range


Trends
1
August 2020
July 2021
2
2020
3
January
February
March
April
May
June
July
August
September
October
November
December
Nov
Dec
Jan 2021

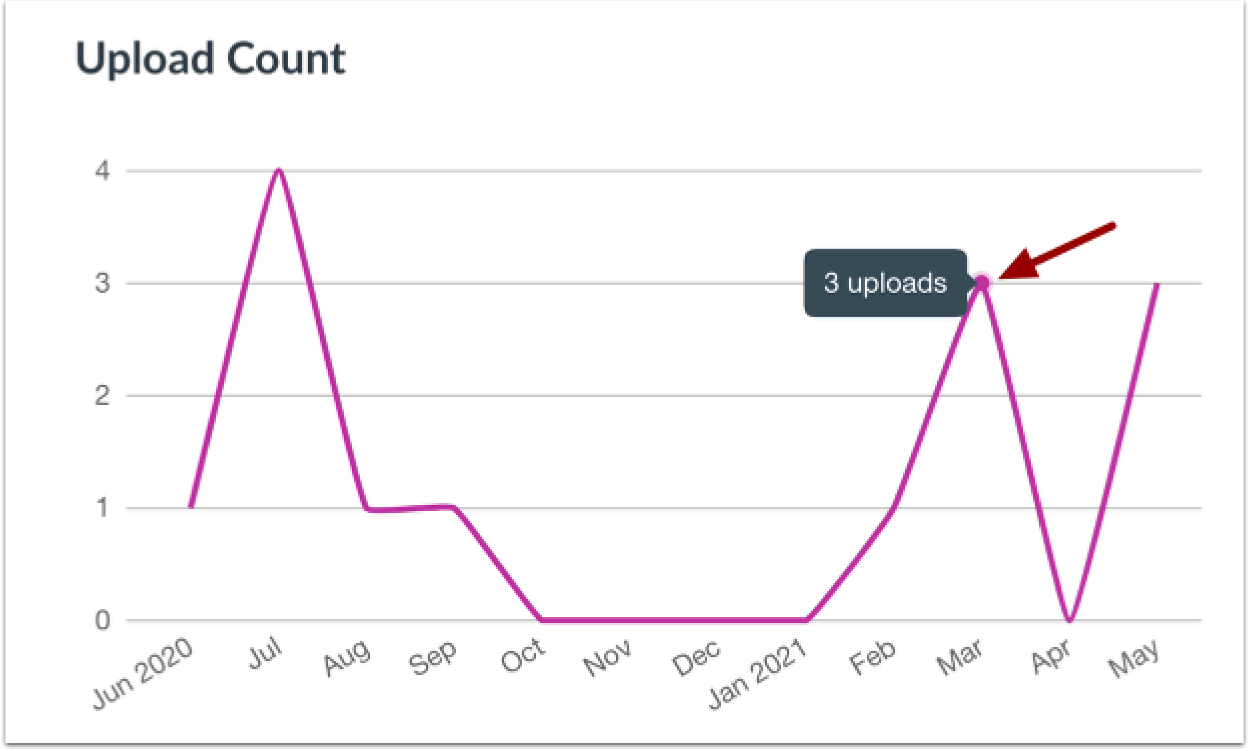
By default, the Media page displays data for the current twelve month interval. However, you can customize the date range for the displayed data.

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

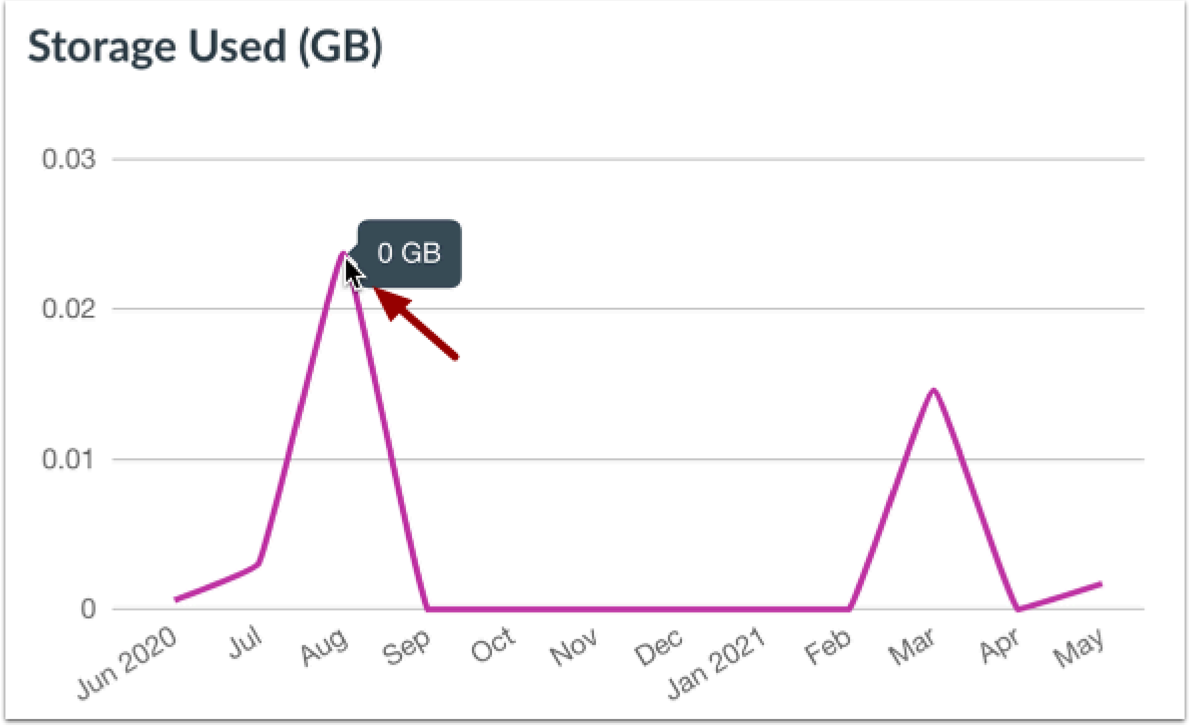


The Upload Count Graph displays the number of new media uploaded in your Studio account for each month in the defined time range. To view the total of new uploads for a specific month, hover over the corresponding point in the graph.

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.

BY NC SA

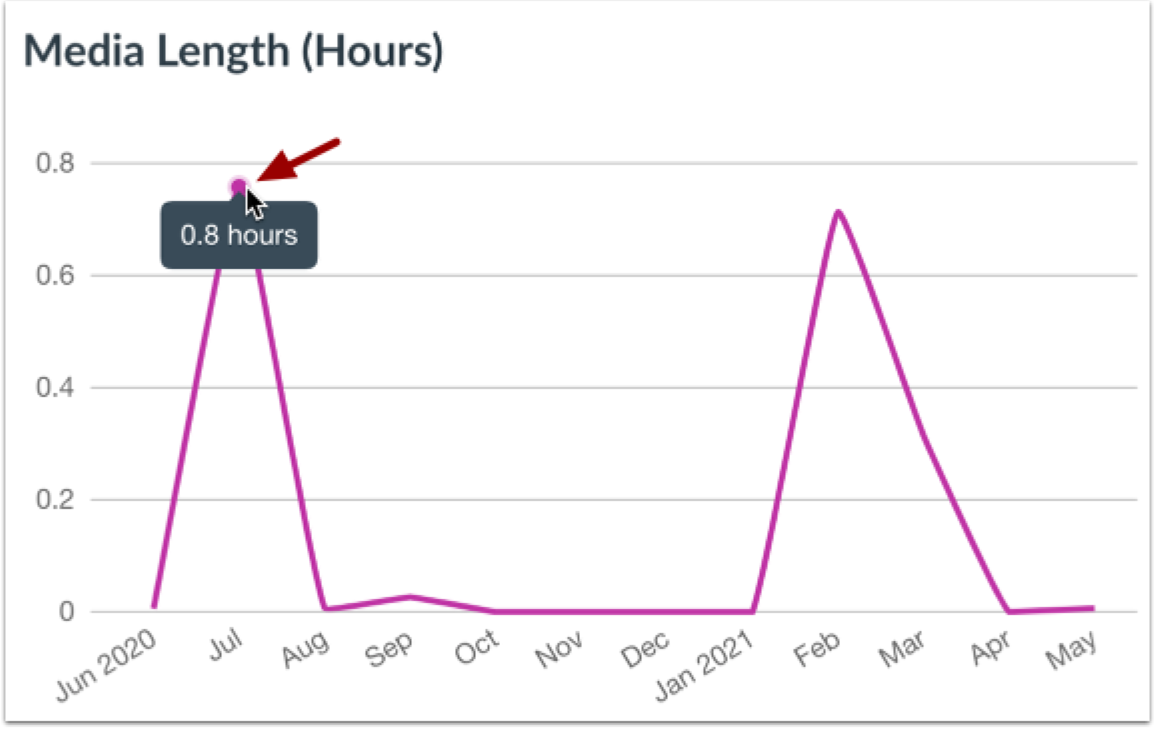
View Storage Used Graph


Storage Used (GB)
0.03
0.02
0.01
0
0 GB
Jun 2020
Jul
Aug
Sep
Oct
Nov
Dec
Jan 2021
Feb
Mar
Apr
May

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.

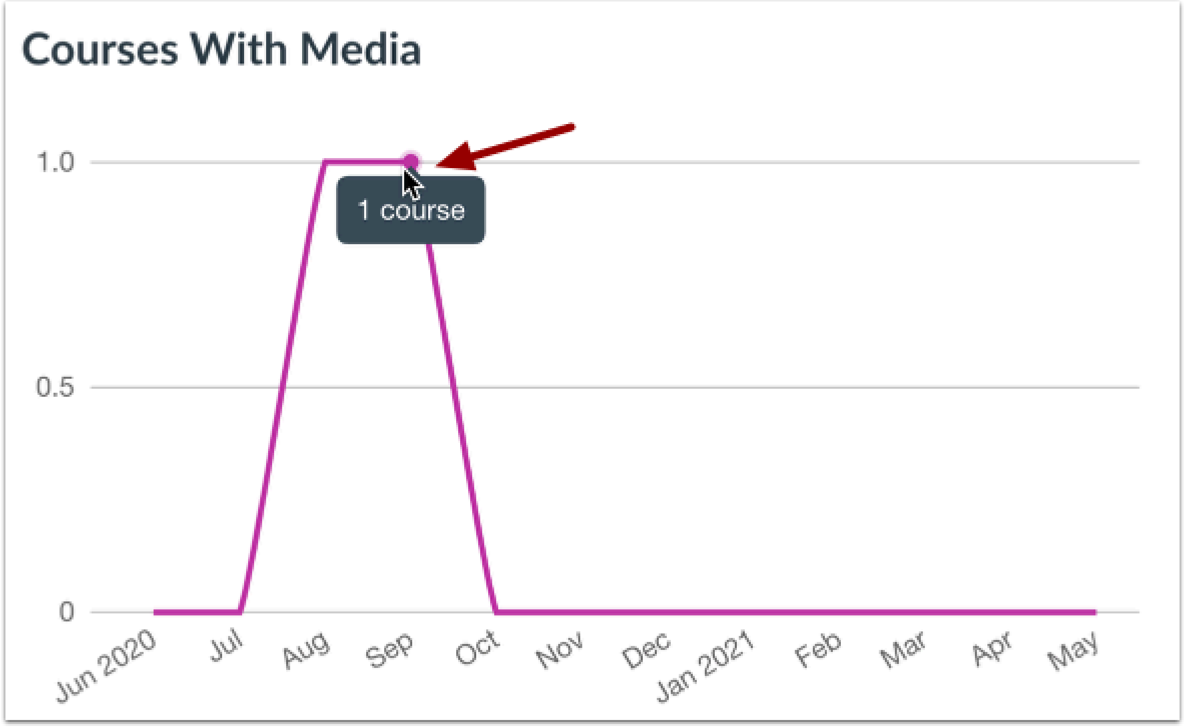
Note: The Storage Used graph may display a zero if the total amount of storage used is less than 50MB.

View Media Length Graph


Media Length (Hours)
0.8
0.6
0.4
0.2
0
0.8 hours
Jun 2020
Jul
Aug
Sep
Oct
Nov
Dec
Jan 2021
Feb
Mar
Apr
May

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.

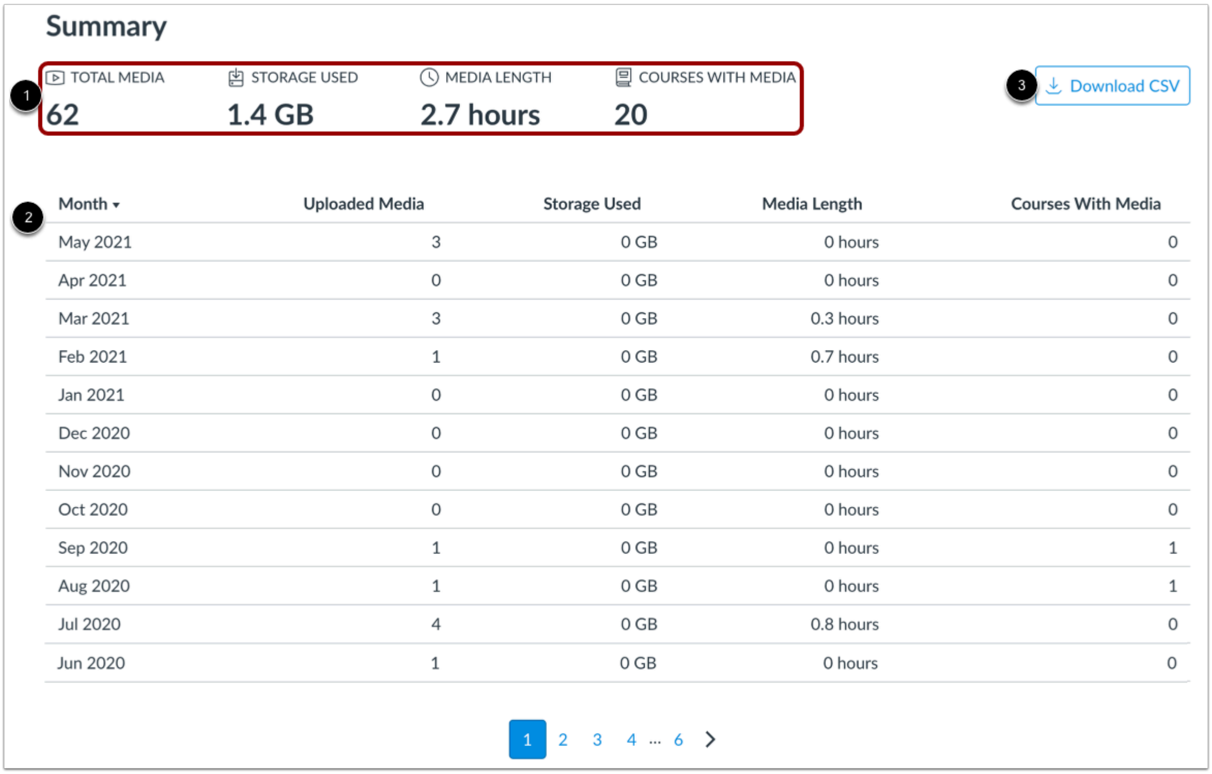
View Courses With Media Graph


Courses With Media
1.0
0.5
0
1 course
Jun 2020
Jul
Aug
Sep
Oct
Nov
Dec
Jan 2021
Feb
Mar
Apr
May

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



Summary

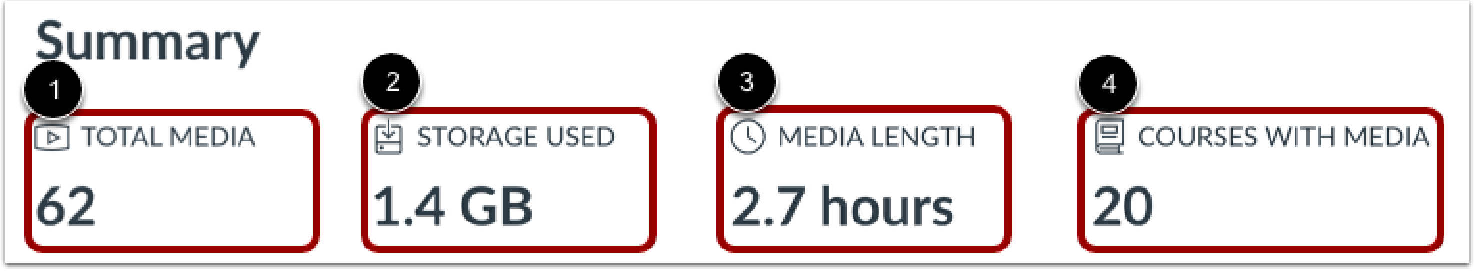
TOTAL MEDIA	STORAGE USED	MEDIA LENGTH	COURSES WITH MEDIA
62	1.4 GB	2.7 hours	20

Month	Uploaded Media	Storage Used	Media Length	Courses With Media
May 2021	3	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

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



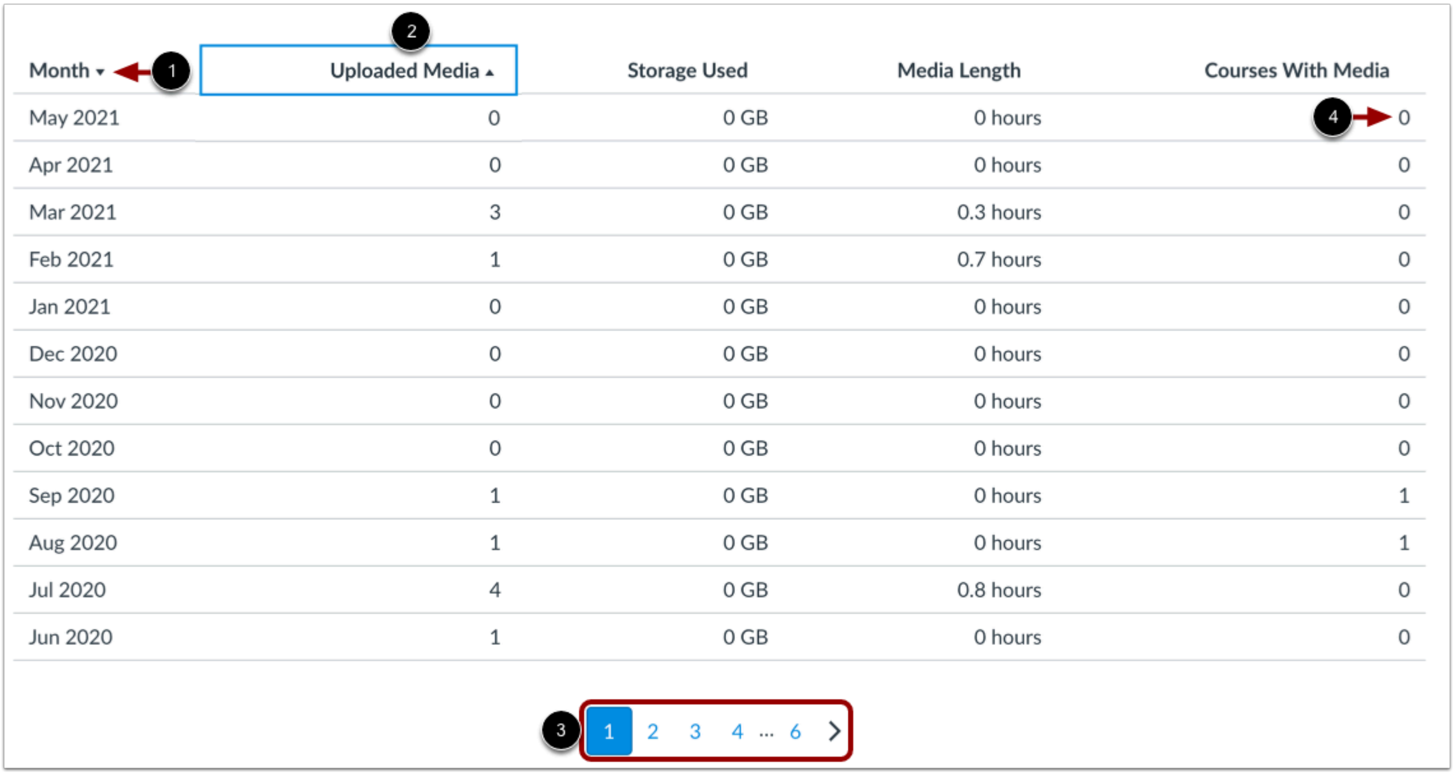
Summary

TOTAL MEDIA	STORAGE USED	MEDIA LENGTH	COURSES WITH MEDIA
62	1.4 GB	2.7 hours	20

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

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].

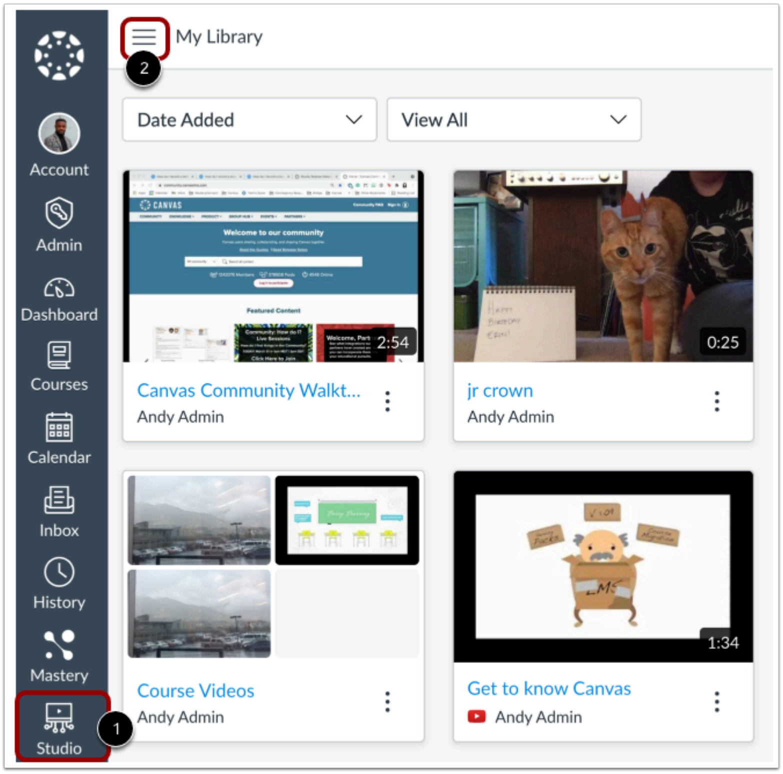
Note: If the uploaded media in a month is less than 50 MB, the Storage Used column displays 0MB [4].

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.

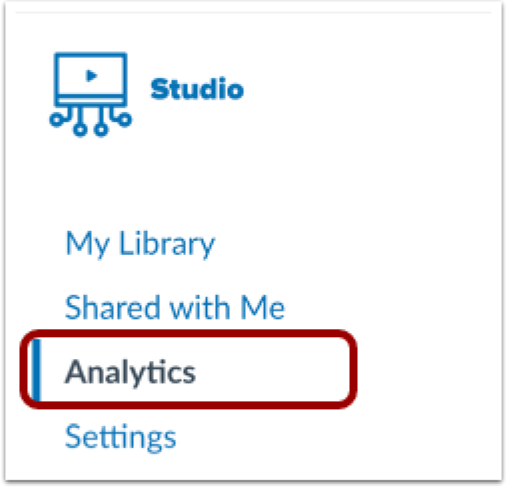
You can also view [Studio media analytics](#).

Open Studio Navigation


My Library
2
Account
Admin
Dashboard
Courses
Calendar
Inbox
History
Mastery
Studio
1
Date Added
View All
2:54
Canvas Community Walkt...
Andy Admin
0:25
jr crown
Andy Admin
Course Videos
Andy Admin
1:34
Get to know Canvas
Andy Admin

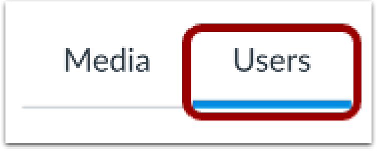
In Global Navigation, click the **Studio** icon [1]. Then click the **Navigation Menu** icon [2].

Open Studio Analytics


Studio
My Library
Shared with Me
Analytics
Settings

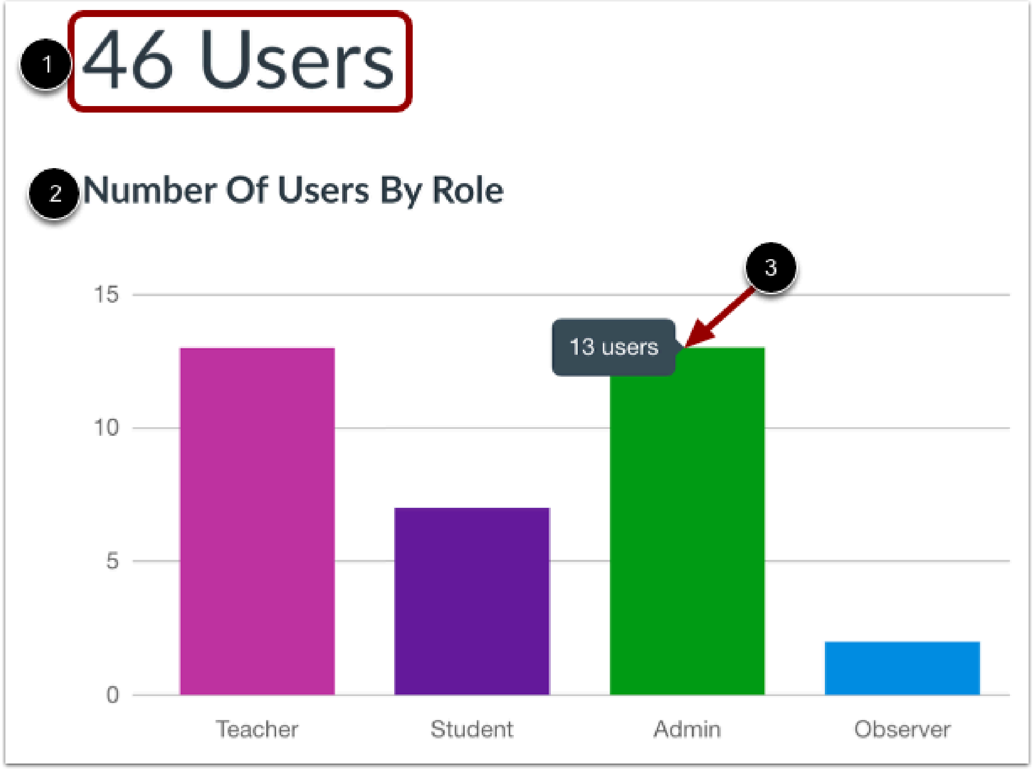
In the Studio Navigation menu, click the **Analytics** link.

Open User Tab


Media
Users

By default, Studio Analytics displays the Media tab. To view user analytics, click the **Users** tab.

View User Counts

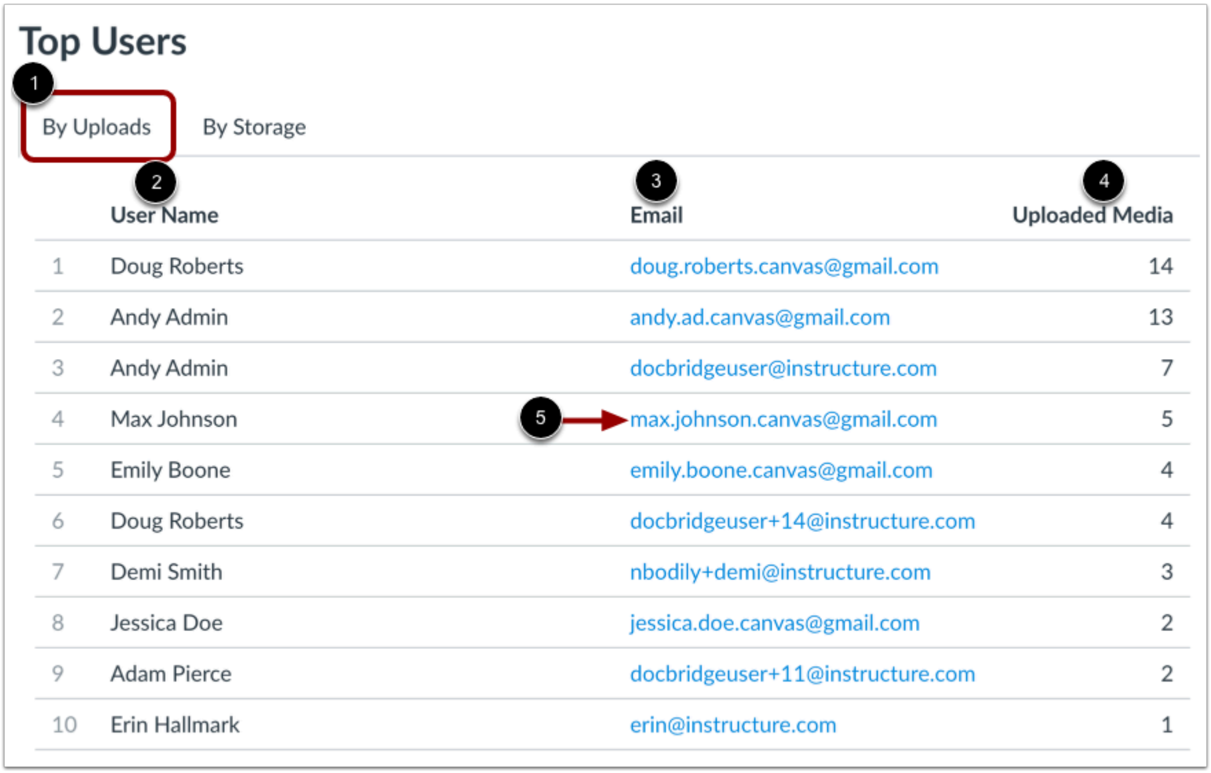

1
46 Users
2
Number Of Users By Role
3
13 users
15
10
5
0
Teacher
Student
Admin
Observer

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



Top Users

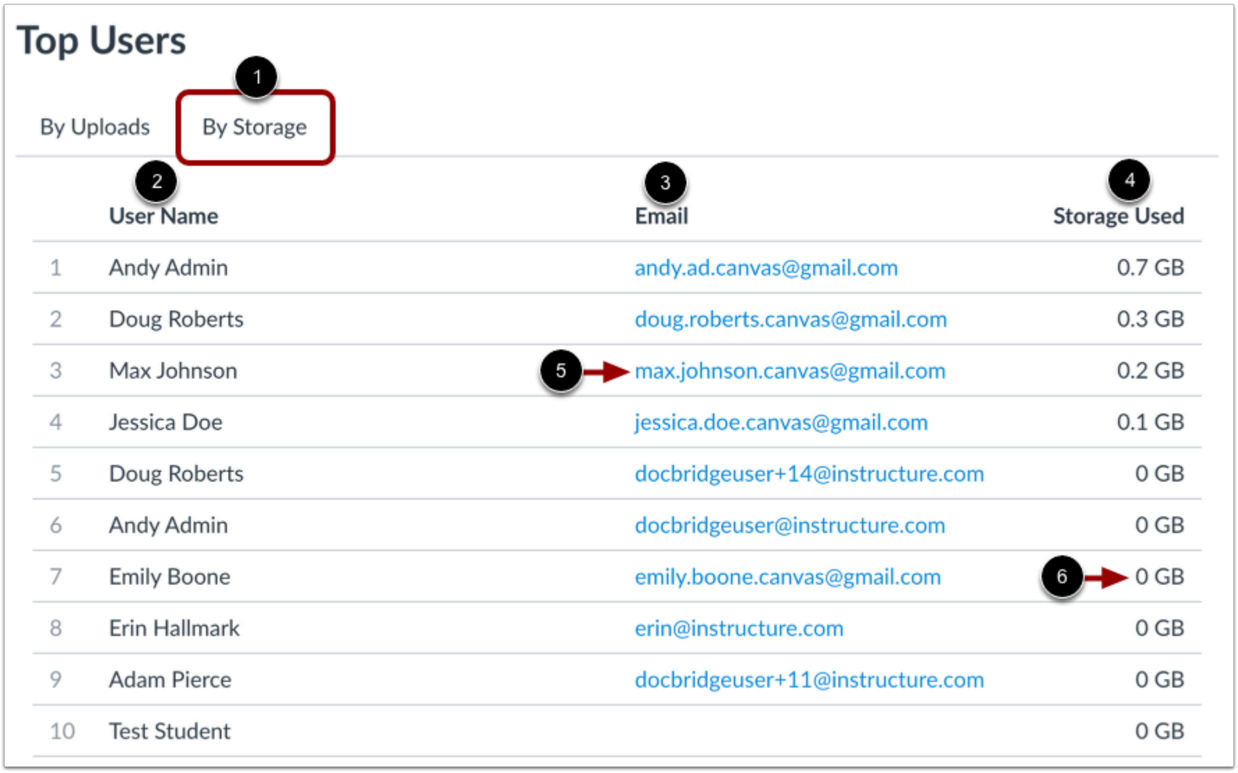
By Uploads | By Storage

	User Name	Email	Uploaded Media
1	Doug Roberts	doug.roberts.canvas@gmail.com	14
2	Andy Admin	andy.ad.canvas@gmail.com	13
3	Andy Admin	docbridgeuser@instructure.com	7
4	Max Johnson	max.johnson.canvas@gmail.com	5
5	Emily Boone	emily.boone.canvas@gmail.com	4
6	Doug Roberts	docbridgeuser+14@instructure.com	4
7	Demi Smith	nbodily+demi@instructure.com	3
8	Jessica Doe	jessica.doe.canvas@gmail.com	2
9	Adam Pierce	docbridgeuser+11@instructure.com	2
10	Erin Hallmark	erin@instructure.com	1

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



	User Name	Email	Storage Used
1	Andy Admin	andy.ad.canvas@gmail.com	0.7 GB
2	Doug Roberts	doug.roberts.canvas@gmail.com	0.3 GB
3	Max Johnson	max.johnson.canvas@gmail.com	0.2 GB
4	Jessica Doe	jessica.doe.canvas@gmail.com	0.1 GB
5	Doug Roberts	docbridgeuser+14@instructure.com	0 GB
6	Andy Admin	docbridgeuser@instructure.com	0 GB
7	Emily Boone	emily.boone.canvas@gmail.com	0 GB
8	Erin Hallmark	erin@instructure.com	0 GB
9	Adam Pierce	docbridgeuser+11@instructure.com	0 GB
10	Test Student		0 GB

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].

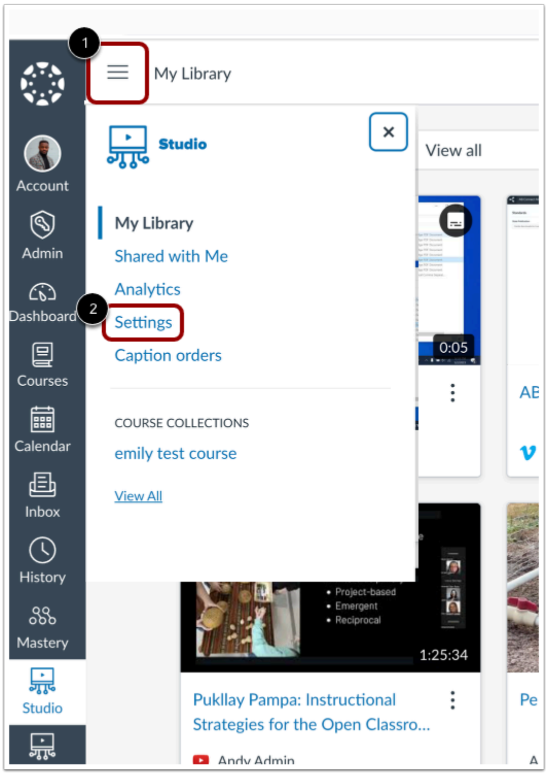
Note: If the user's uploaded media is less than 50 MB, the Storage Used column displays 0MB [6].

How do I 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.

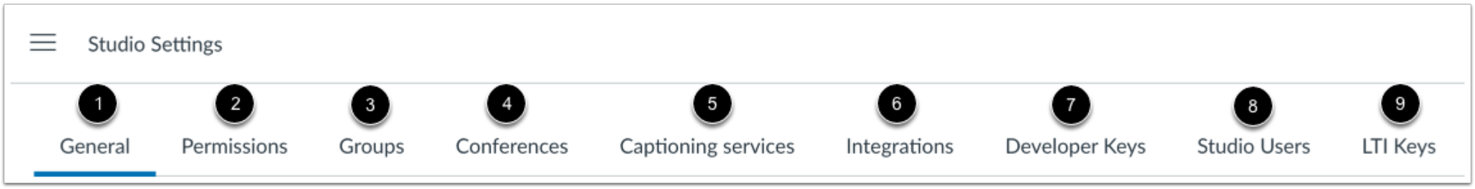
Note: Captioning services are only available if your district contracts with a professional captioning service. If your district does not have a professional captioning contract, Instructure may be able to provide one for you. Contact your Customer Success Manager for more information.

Open Studio Settings


1
My Library
Studio
View all
Account
Admin
Dashboard
Courses
Calendar
Inbox
History
Mastery
Studio
My Library
Shared with Me
Analytics
2
Settings
Caption orders
COURSE COLLECTIONS
emily test course
View All
0:05
1:25:34
Pukllay Pampa: Instructional Strategies for the Open Classro...
Andy Admin

Click the **Navigation Menu** icon [1], then click the **Settings** link [2].

View Admin Settings


Studio Settings
1
General
2
Permissions
3
Groups
4
Conferences
5
Captioning services
6
Integrations
7
Developer Keys
8
Studio Users
9
LTI Keys

You can view and manage the following Canvas Studio settings:

- **General** [1]: manage general defaults for embedding media.
- **Permissions** [2]: manage user role permissions for the Canvas Studio default user roles.
- **Groups** [3]: view, create, and manage user groups for your institution.
- **Conferences** [4]: view and manage conference tool integrations for your institution. Currently, Canvas Studio supports a Zoom app integration for conferences.
- **Captioning Services (if available)**[5]: Manage API settings and create and assign user roles for professional captioning services.
- **Integrations** [6]: view a list of third-party applications you have authorized to access Studio on your behalf.
- **Developer Keys** [7]: view and manage third-party application and custom integration developer keys for your Canvas Studio account.
- **Studio Users** [8]: view and manage user accounts in your Canvas Studio account.
- **LTI Keys** [9]: view and manage your Canvas Studio LTI keys for Studio integrations.

What user roles and permissions are available for a Canvas Studio account?

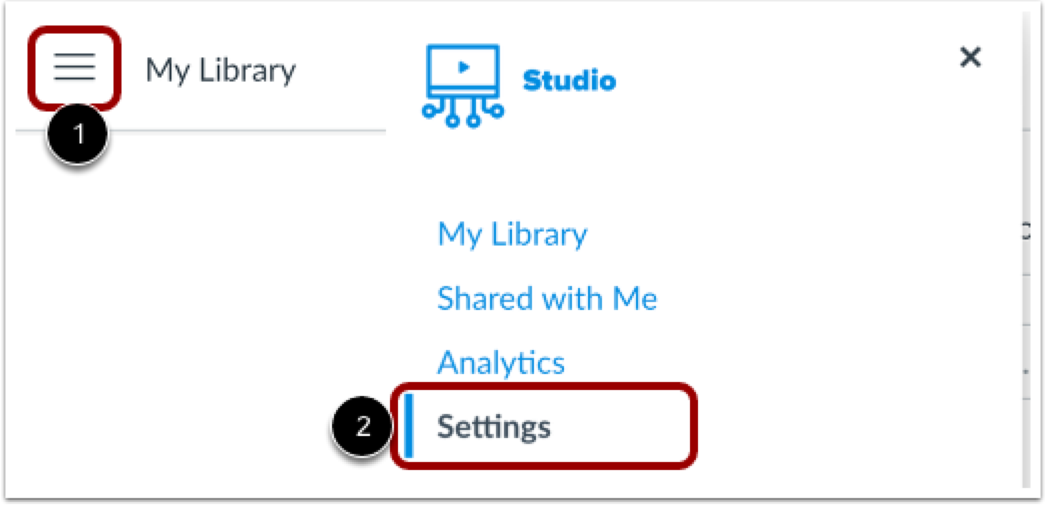
Canvas Studio has one default account-level user role known as the Studio Admin role. As a Studio Admin, you can create and manage users, including designating other users as Studio Admins.

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.

By default, Canvas Studio permissions are enabled for all 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.

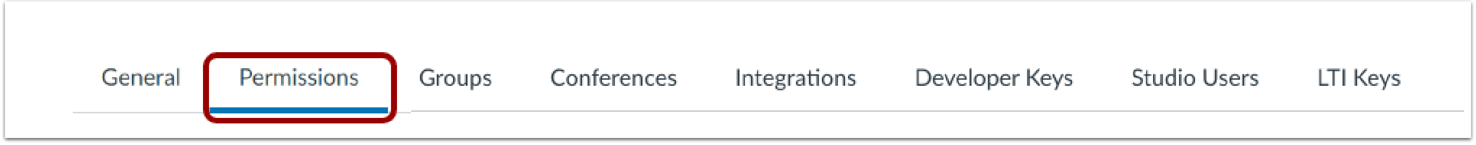
Note: You can be a Studio Admin even if you are not a Canvas Admin. As a Studio Admin, you can manage user permissions in Studio. However, you may not be able to manage permissions for users in Canvas.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

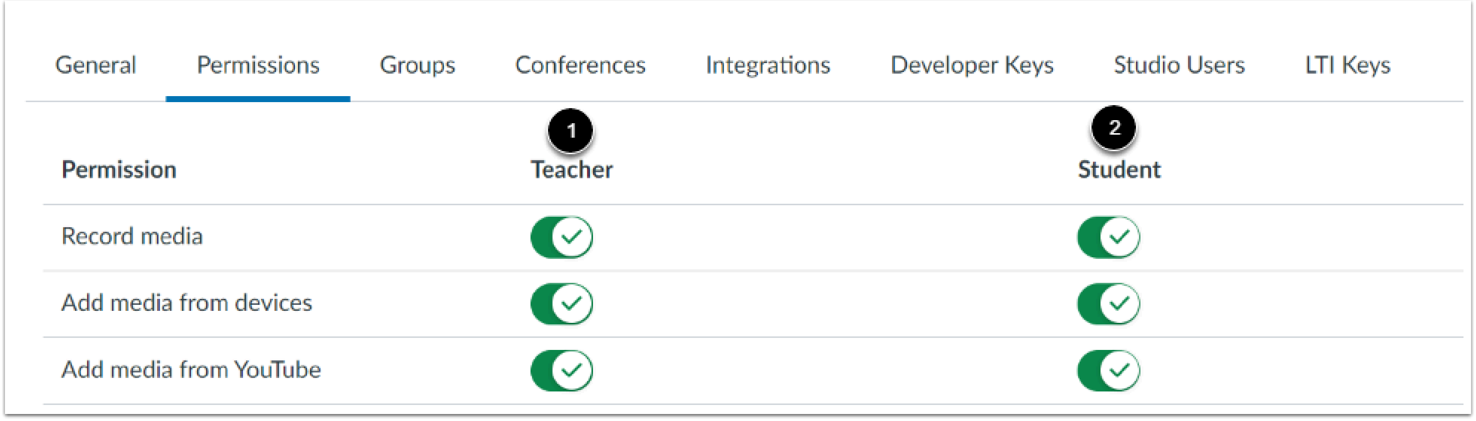
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open Permissions


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **Permissions** tab.

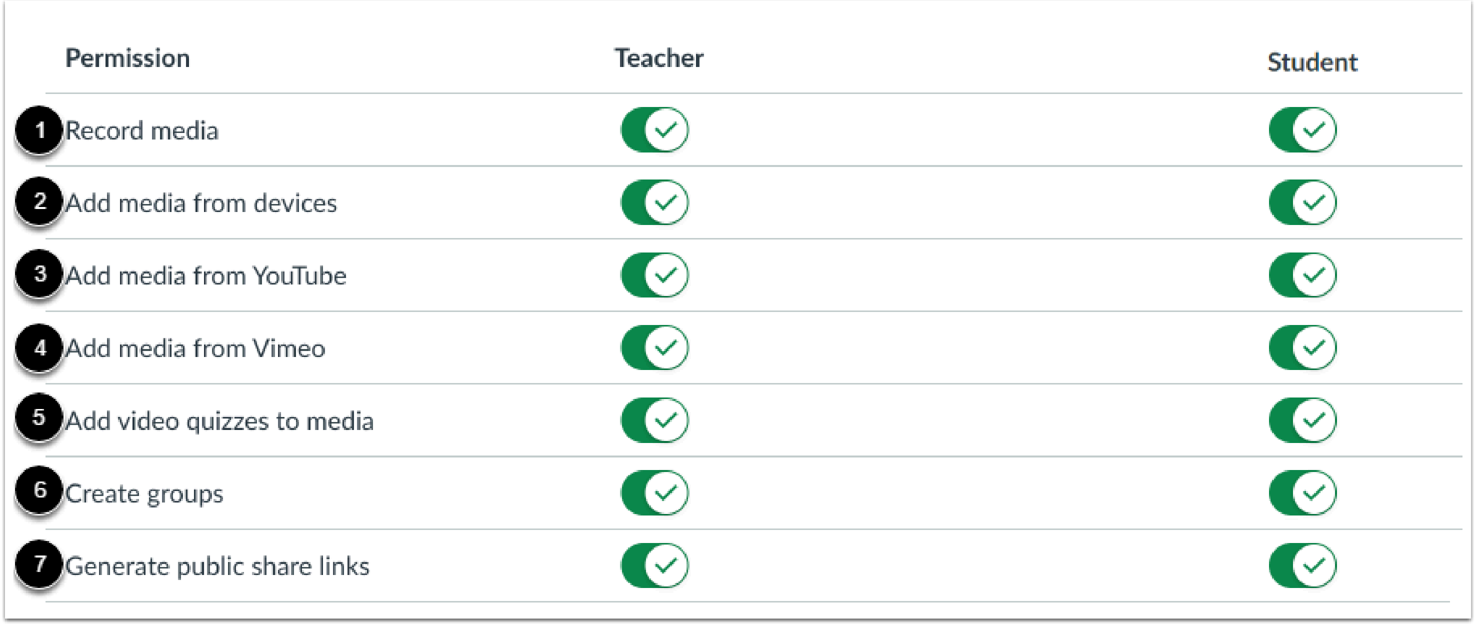
View Course-level User Roles


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys
1
2

Permission	Teacher	Student
Record media	✓	✓
Add media from devices	✓	✓
Add media from YouTube	✓	✓

The default course-level roles display as **Teacher** [1] and **Student** [2]. However, you can edit the user role names.

View Canvas Studio Permissions



Permission	Teacher	Student
Record media	✓	✓
Add media from devices	✓	✓
Add media from YouTube	✓	✓
Add media from Vimeo	✓	✓
Add video quizzes to media	✓	✓
Create groups	✓	✓
Generate public share links	✓	✓

The following permissions may display in your account Permissions:

- **Record media** [1]: users can record media within Canvas Studio using a webcam.

- **Add media from devices** [2]: users can upload media files into Canvas Studio from their mobile devices, including phones and tablets.
- **Add media from YouTube** [3]: users can add media from YouTube in their Canvas Studio library.
- **Add media from Vimeo** [4]: users can add media from Vimeo in their Canvas Studio library.
- **Add video quizzes to media** [5]: users can create Canvas Studio media quizzes.
- **Create groups** [6]: users can create groups in Canvas Studio.
- **Generate public share links** [7]: users can generate a public link or embed code for their Canvas Studio media.

Learn more about managing Studio permissions for user roles.

Notes:

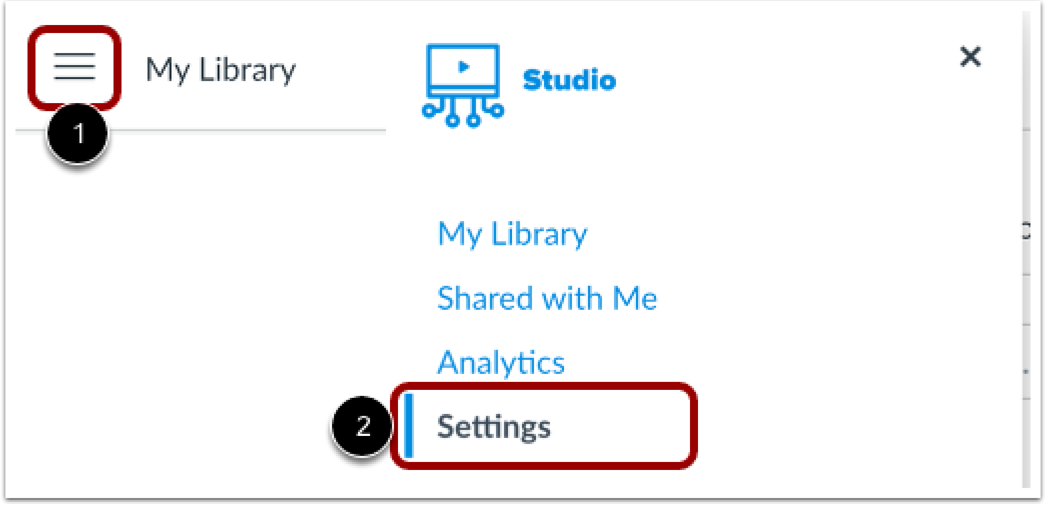
- By default, all permissions are turned on for all users
- Depending upon account configuration, the Add media from YouTube/Vimeo permissions may not display. To view these permissions, contact your Canvas Studio CSM.

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.

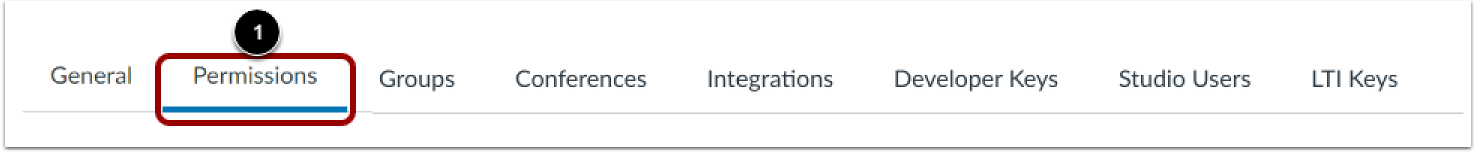
Note: By default, all Canvas Studio permissions are enabled for Studio Admins. As a Studio Admin, you can view and manage permissions for all course-level users in your account. However, you cannot manage permissions for Studio Admins.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

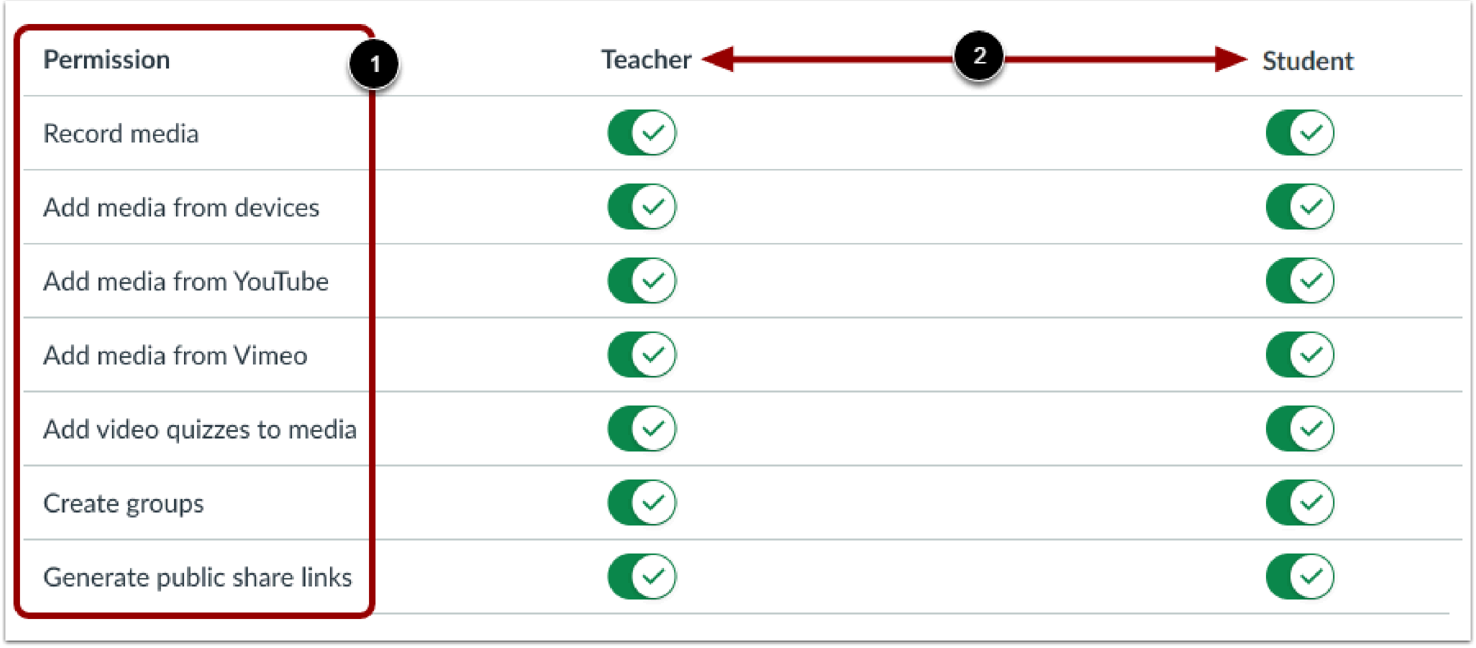
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open Permissions


1
General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **Permissions** tab.

View Permissions

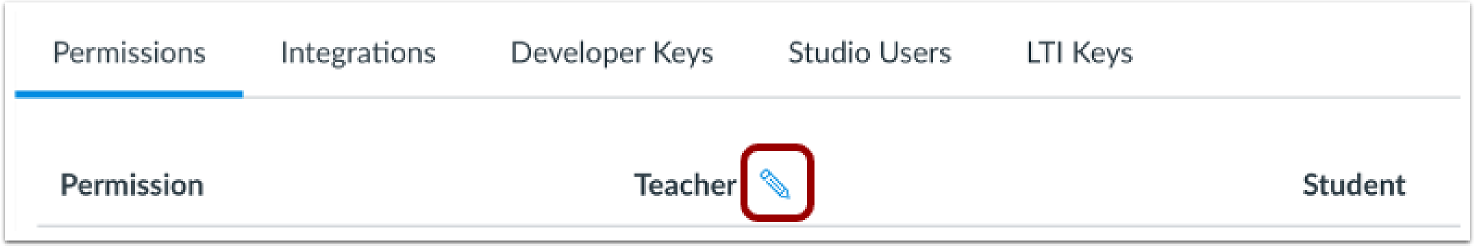


Permission	Teacher	Student
Record media	✓	✓
Add media from devices	✓	✓
Add media from YouTube	✓	✓
Add media from Vimeo	✓	✓
Add video quizzes to media	✓	✓
Create groups	✓	✓
Generate public share links	✓	✓

The table displays the permission names [1] and the default user role names [2]. By default, all permissions are turned on for all users.

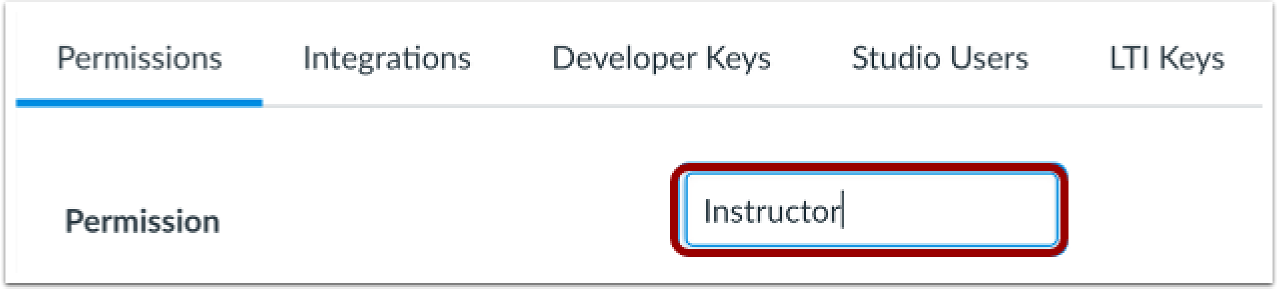
Learn more about [Studio user roles and permissions](#).

Edit User Role Names


Permissions
Integrations
Developer Keys
Studio Users
LTI Keys
Permission
Teacher
Student

To edit a user role name, hover your cursor next to the name and click the **Edit** icon.

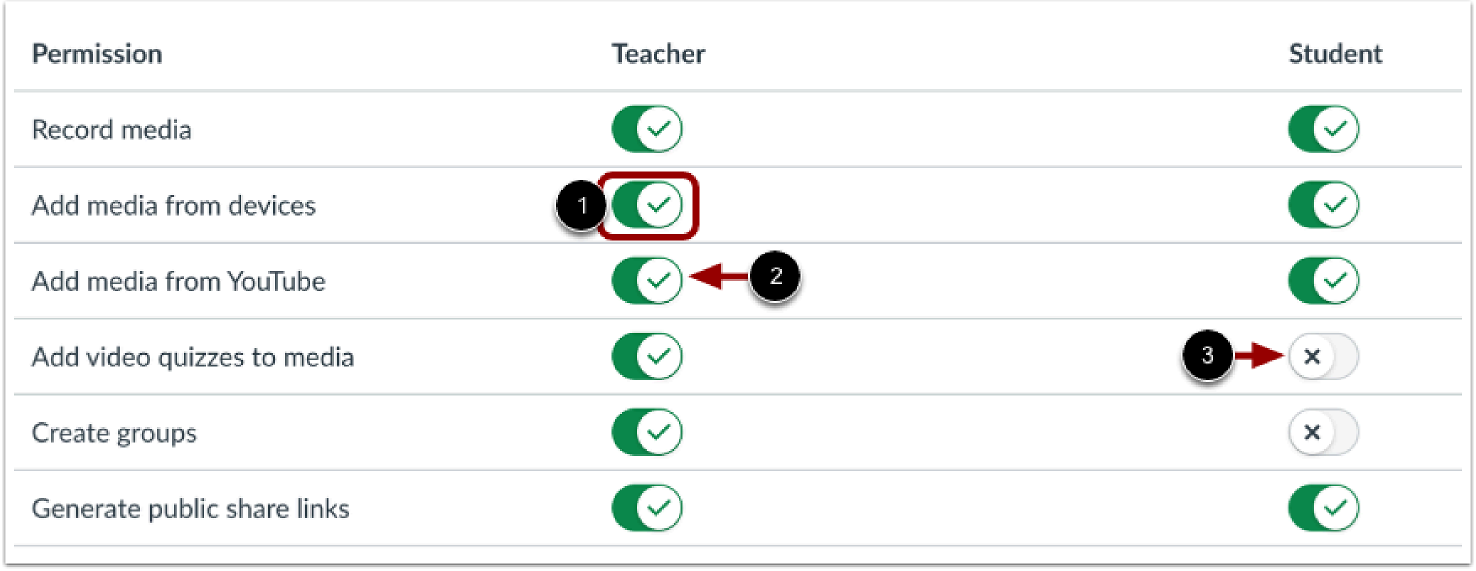
Edit Role Name



Permission: Instructor

Enter the role name in the **Role Name** field. Then press the Return or Enter key on your keyboard.

Set User Role Permissions



Permission	Teacher	Student
Record media	✓	✓
Add media from devices	✓	✓
Add media from YouTube	✓	✓
Add video quizzes to media	✓	×
Create groups	✓	×
Generate public share links	✓	✓

To manage media permissions for a user role, locate the permission and user role in the list. Then click the **Permission Management** toggle [1].

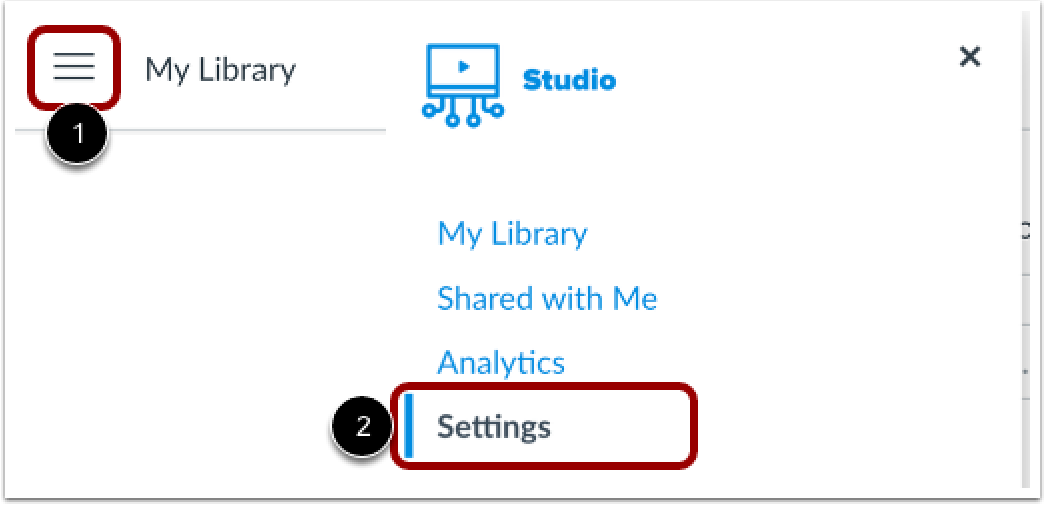
When a permission is turned on for a user role, the toggle displays a **Checkmark** icon [2]. When a permission is turned off for a user role, the toggle displays a **X** icon [3].

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.

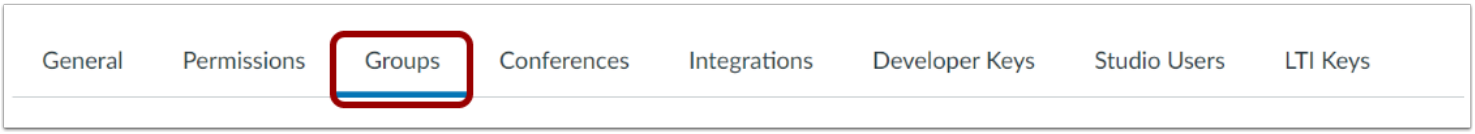
By default, the Settings Groups page displays a list of all your groups. However, as an admin, you can view and manage all Studio groups in your institution's Studio account. Learn more about viewing and managing other groups in your institution's Studio account.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

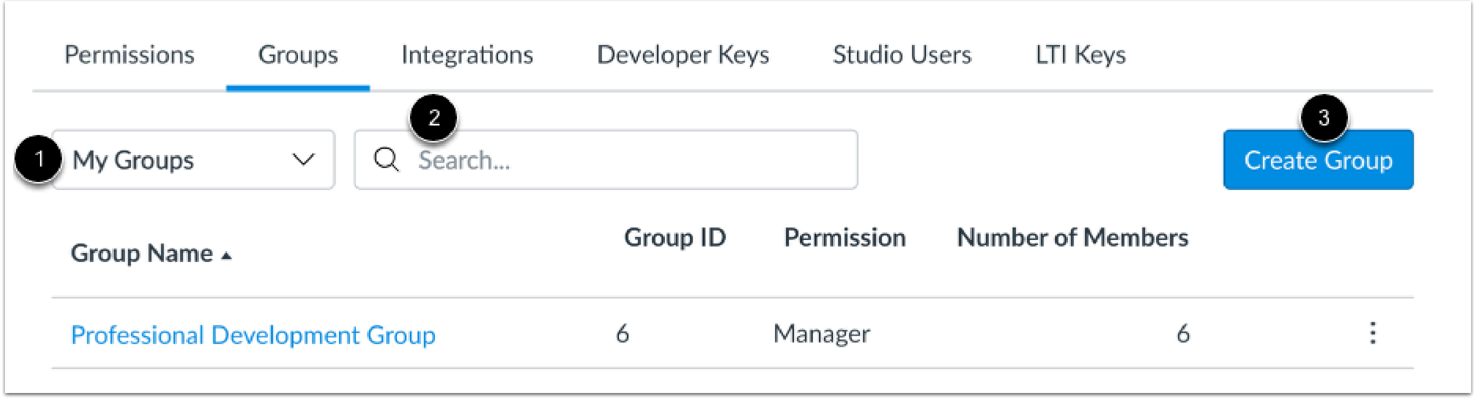
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open Groups


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **Groups** tab.

View Groups


Permissions
Groups
Integrations
Developer Keys
Studio Users
LTI Keys
1
My Groups
2
Search...
3
Create Group

Group Name ▲	Group ID	Permission	Number of Members
Professional Development Group	6	Manager	6

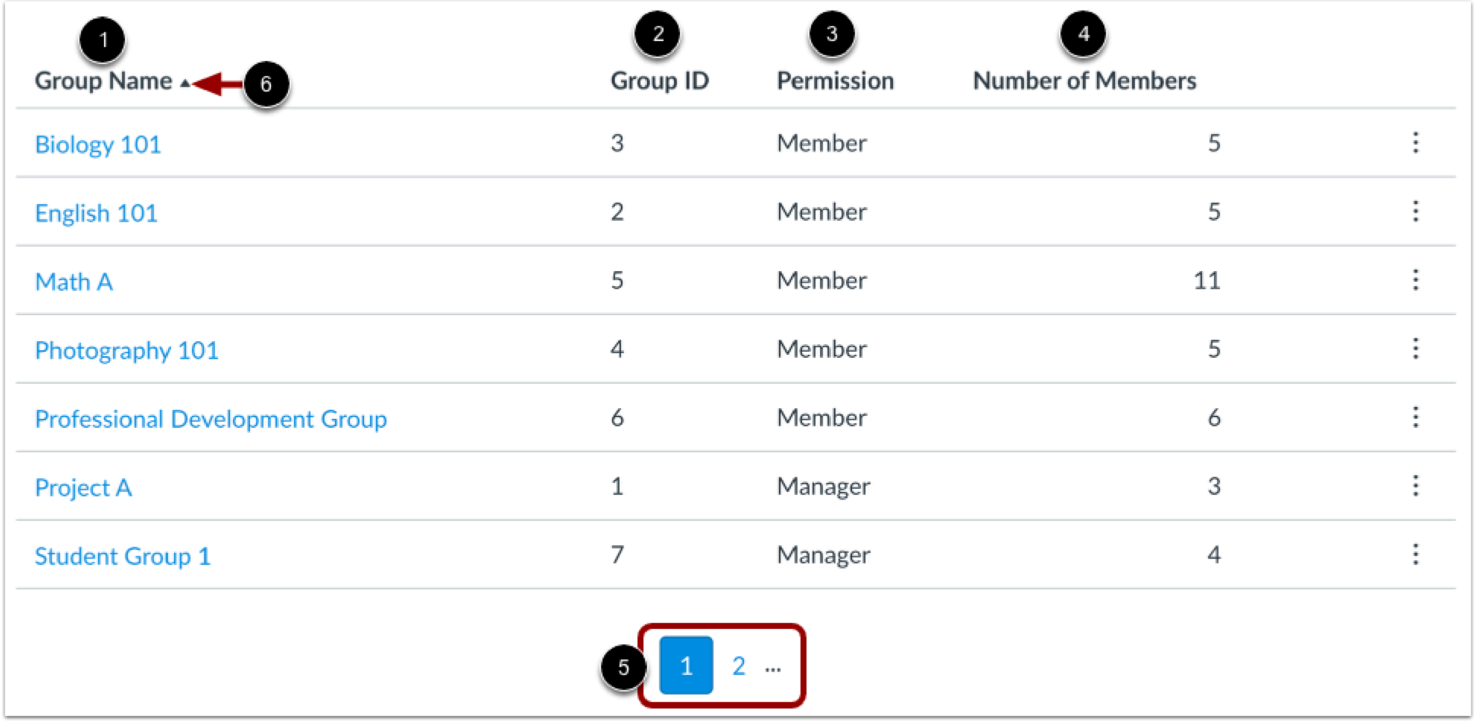
By default, Groups displays the **My Groups** list [1]. However, you can switch to view all other groups to which you are not assigned. Learn more about viewing and managing other Studio account groups.

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



Group Name ▲	Group ID	Permission	Number of Members	
Biology 101	3	Member	5	⋮
English 101	2	Member	5	⋮
Math A	5	Member	11	⋮
Photography 101	4	Member	5	⋮
Professional Development Group	6	Member	6	⋮
Project A	1	Manager	3	⋮
Student Group 1	7	Manager	4	⋮

The Groups List is a paginated list that displays up to ten groups per page. The list displays the following information:

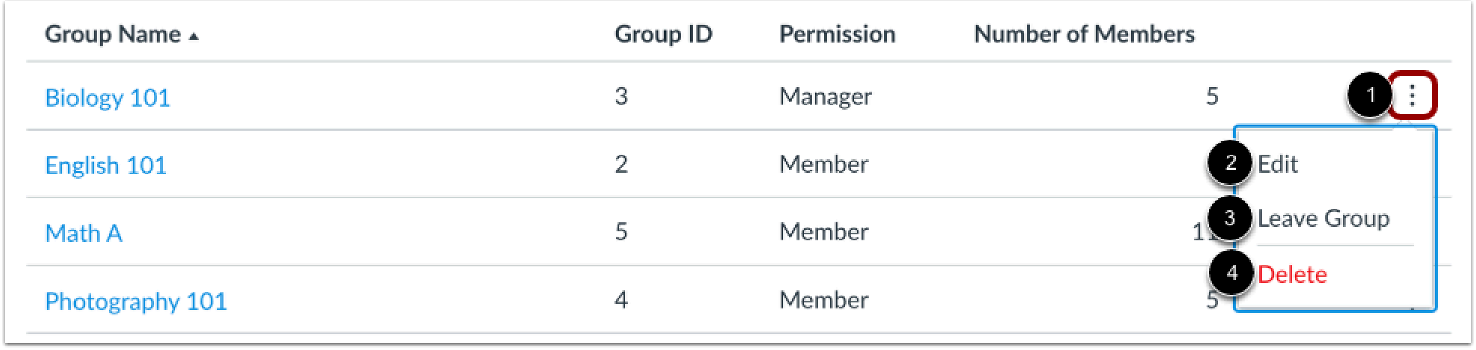
- **Group Name** [1]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [2]: the ID number automatically assigned to a group upon creation.
- **Permission** [3]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [4]: 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

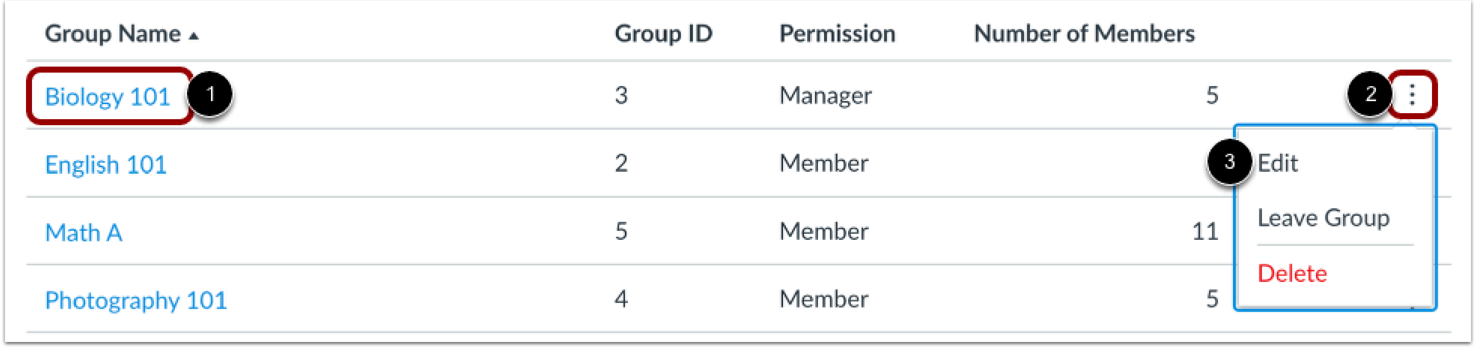


Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	
Math A	5	Member	11
Photography 101	4	Member	5

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

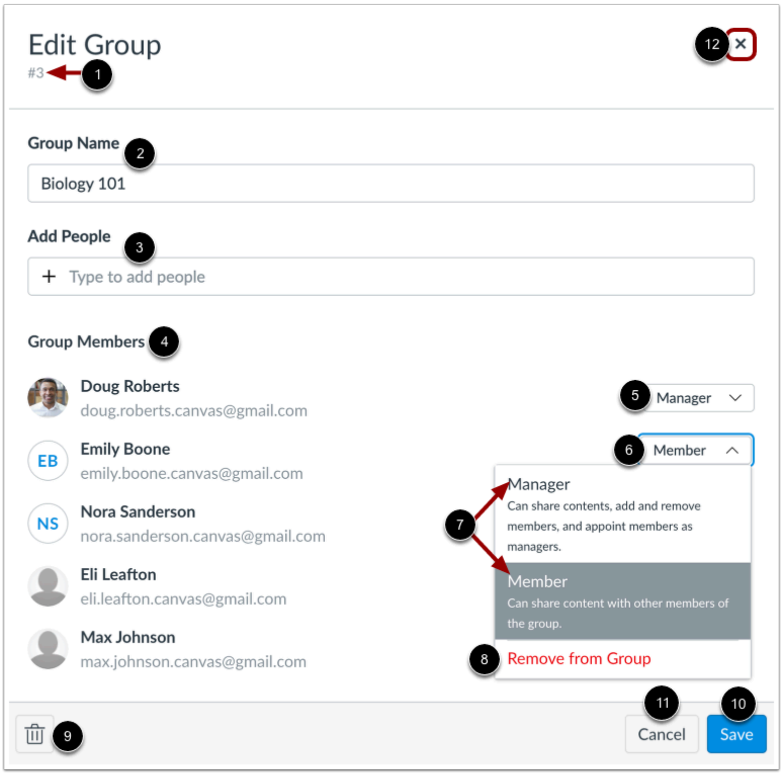


Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	
Math A	5	Member	11
Photography 101	4	Member	5

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


Edit Group
#3
1
12
×
Group Name
2
Biology 101
Add People
3
+ Type to add people
Group Members
4
Doug Roberts
doug.roberts.canvas@gmail.com
5
Manager
EB
Emily Boone
emily.boone.canvas@gmail.com
6
Member
NS
Nora Sanderson
nora.sanderson.canvas@gmail.com
7
Manager
Can share contents, add and remove members, and appoint members as managers.
Eli Leafton
eli.leafton.canvas@gmail.com
Member
Can share content with other members of the group.
Max Johnson
max.johnson.canvas@gmail.com
8
Remove from Group
9
11
Cancel
10
Save

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].

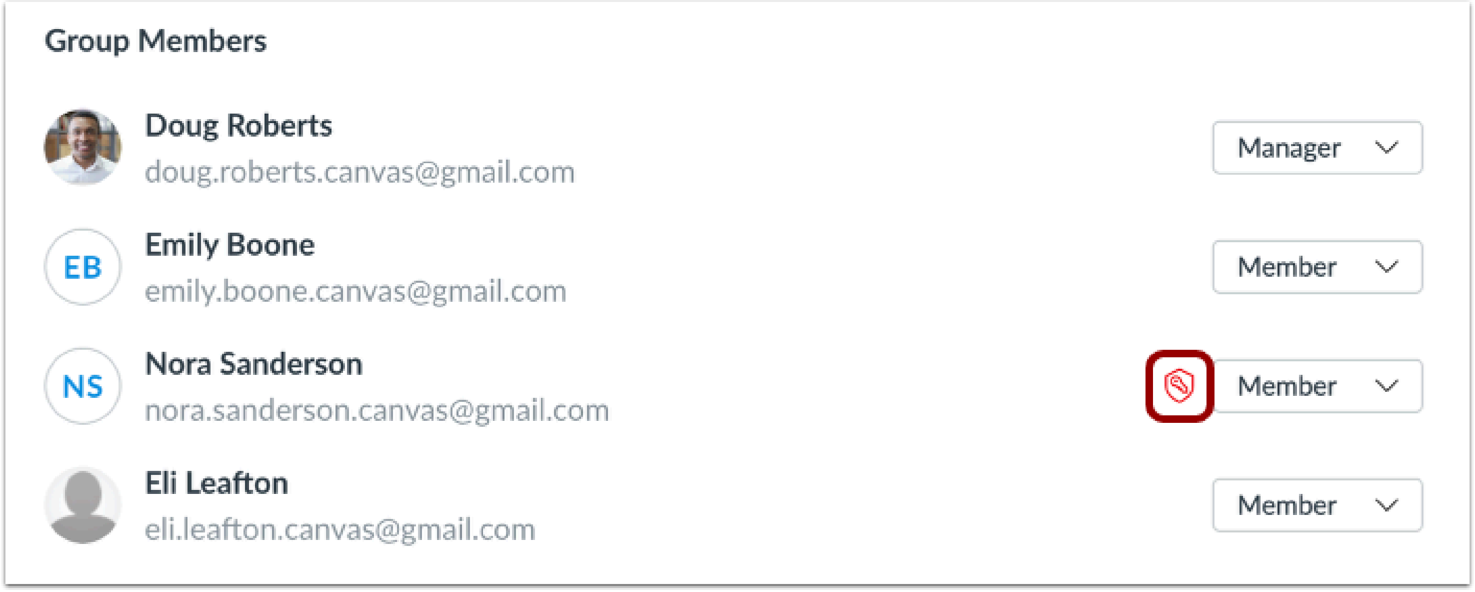
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

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

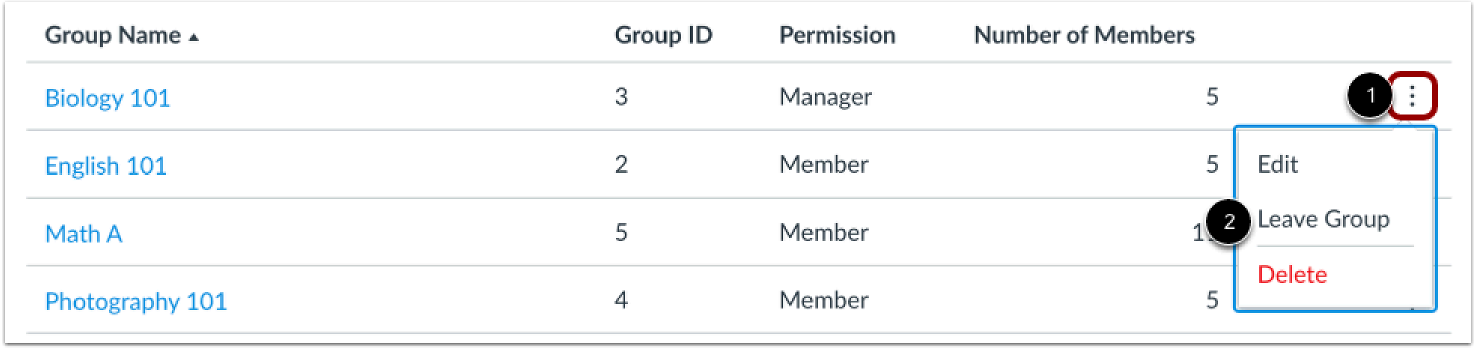


Group Members

Doug Roberts	doug.roberts.canvas@gmail.com	Manager
Emily Boone	emily.boone.canvas@gmail.com	Member
Nora Sanderson	nora.sanderson.canvas@gmail.com	Member
Eli Leafton	eli.leafton.canvas@gmail.com	Member

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.

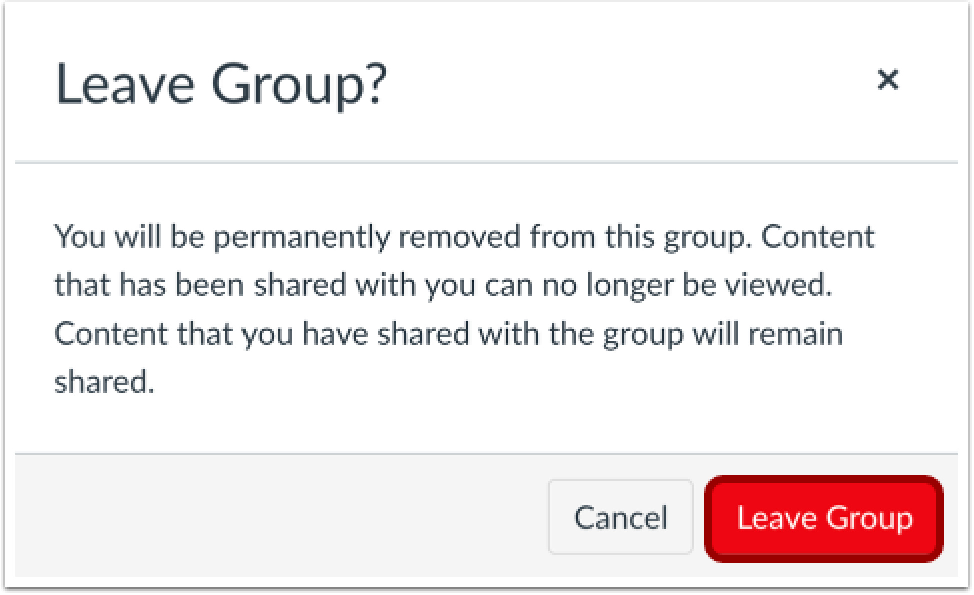
Leave Group



Group Name ▲	Group ID	Permission	Number of Members
Biology 101	3	Manager	5
English 101	2	Member	5
Math A	5	Member	1
Photography 101	4	Member	5

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



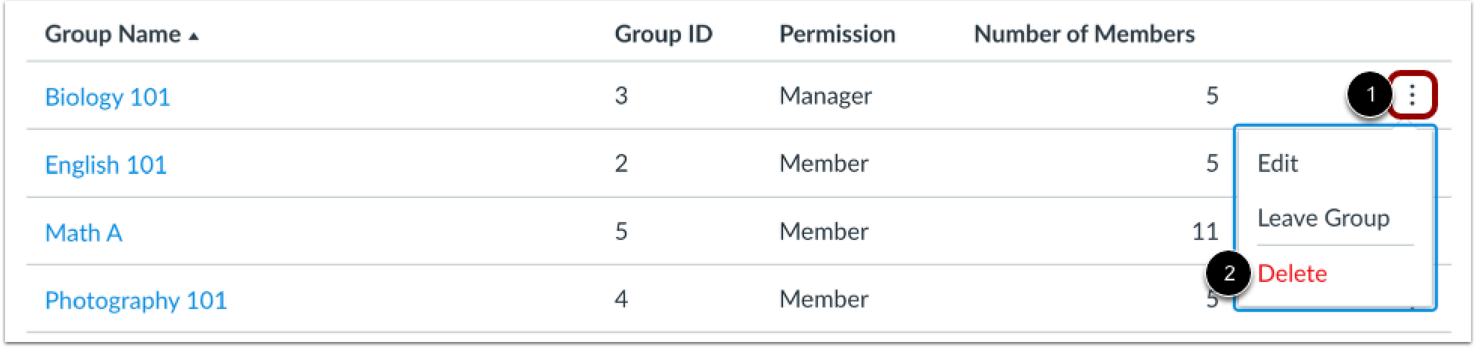
Leave Group?

You will be permanently removed from this group. Content that has been shared with you can no longer be viewed. Content that you have shared with the group will remain shared.

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.

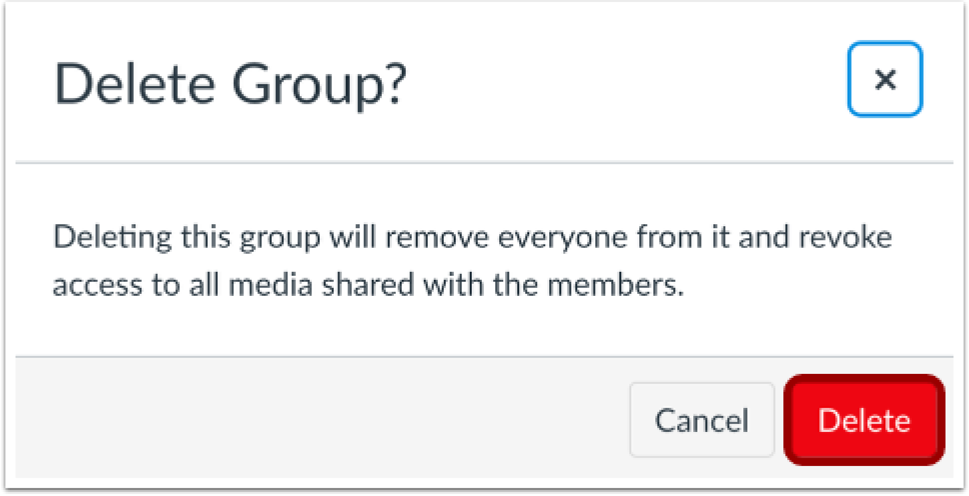
Delete Group



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

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



Delete Group?

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

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.

BY NC SA

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.

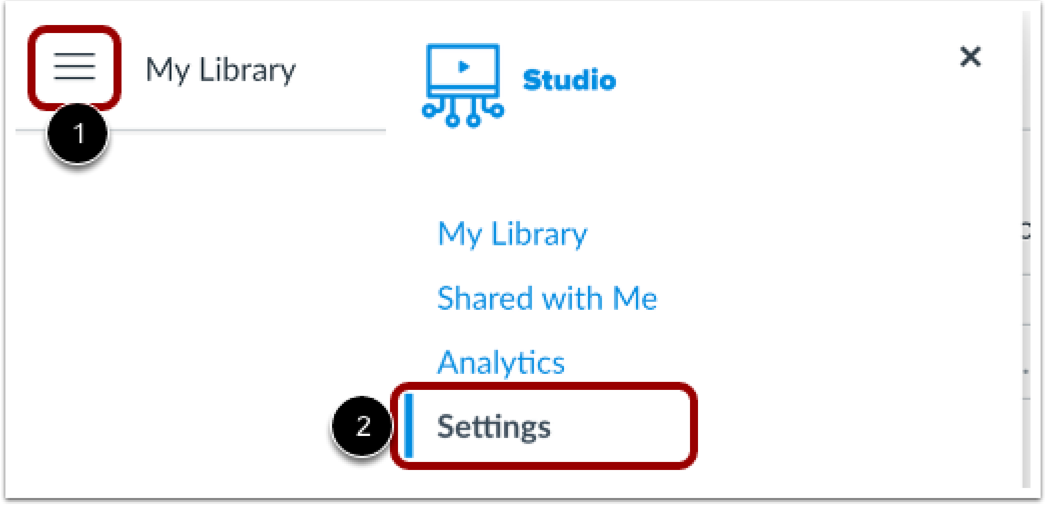
Users assigned within the same Studio group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about sharing media to a group in Canvas Studio.

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.

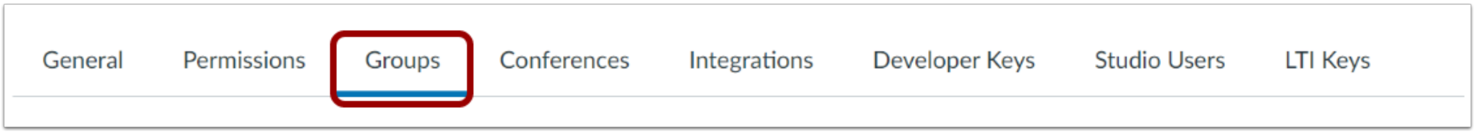
Note: Creating groups is a user permission. Learn about managing Canvas Studio user role permissions. By default, this permission is turned *ON* for instructors and *OFF* for students.

Open Studio Settings



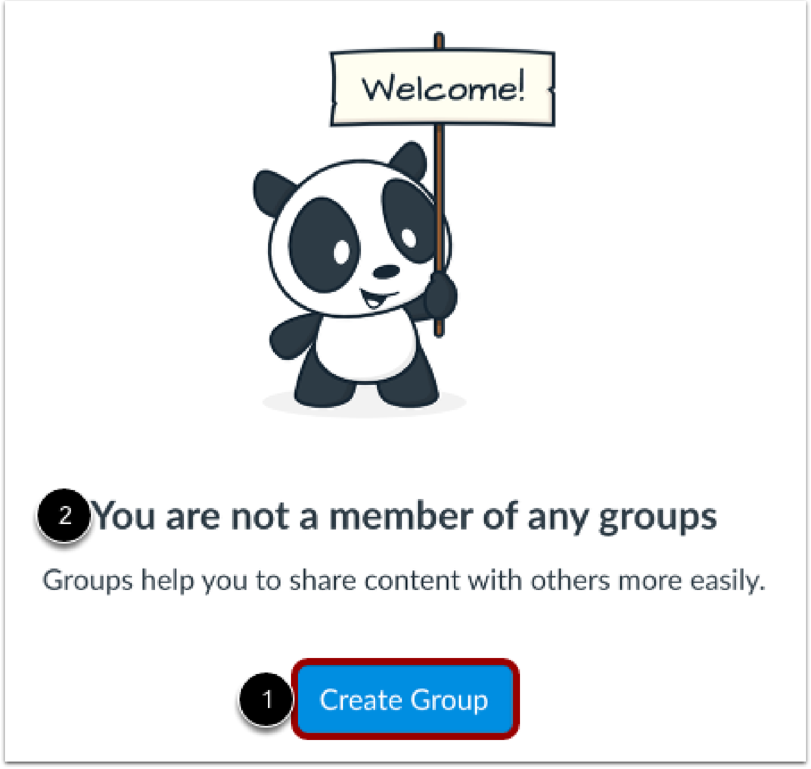
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open Groups


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **Groups** tab.

Create Group


Welcome!
2
1
Create Group

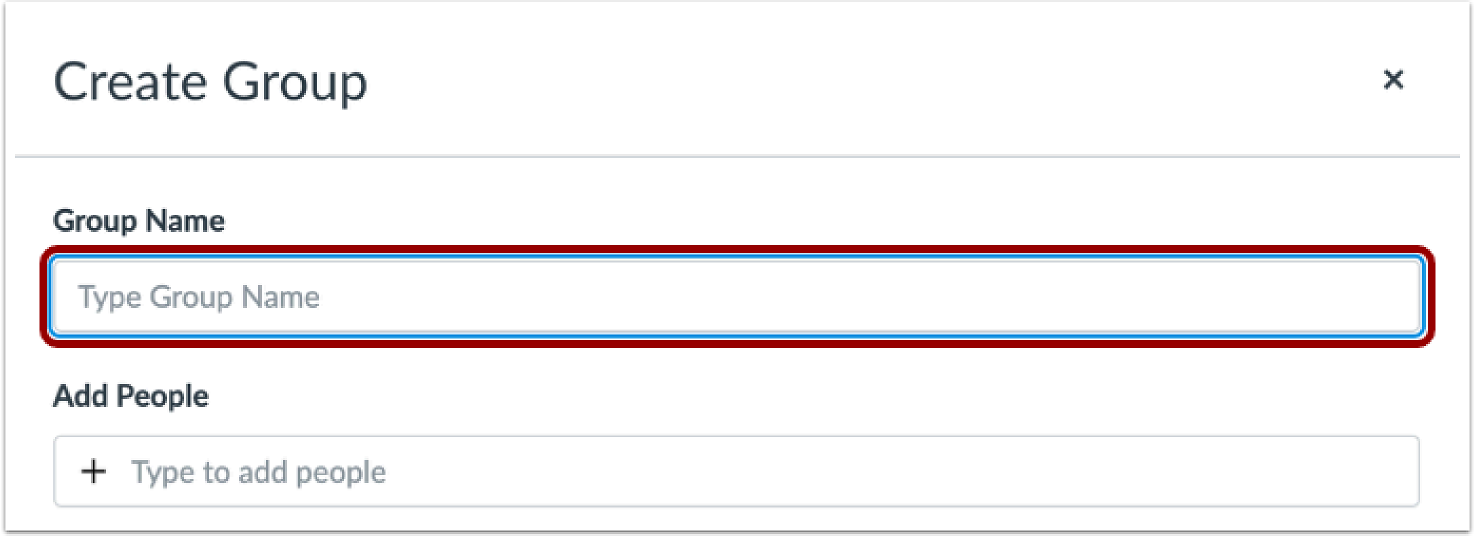
You are not a member of any groups

Groups help you to share content with others more easily.

Click the **Create Group** button [1].

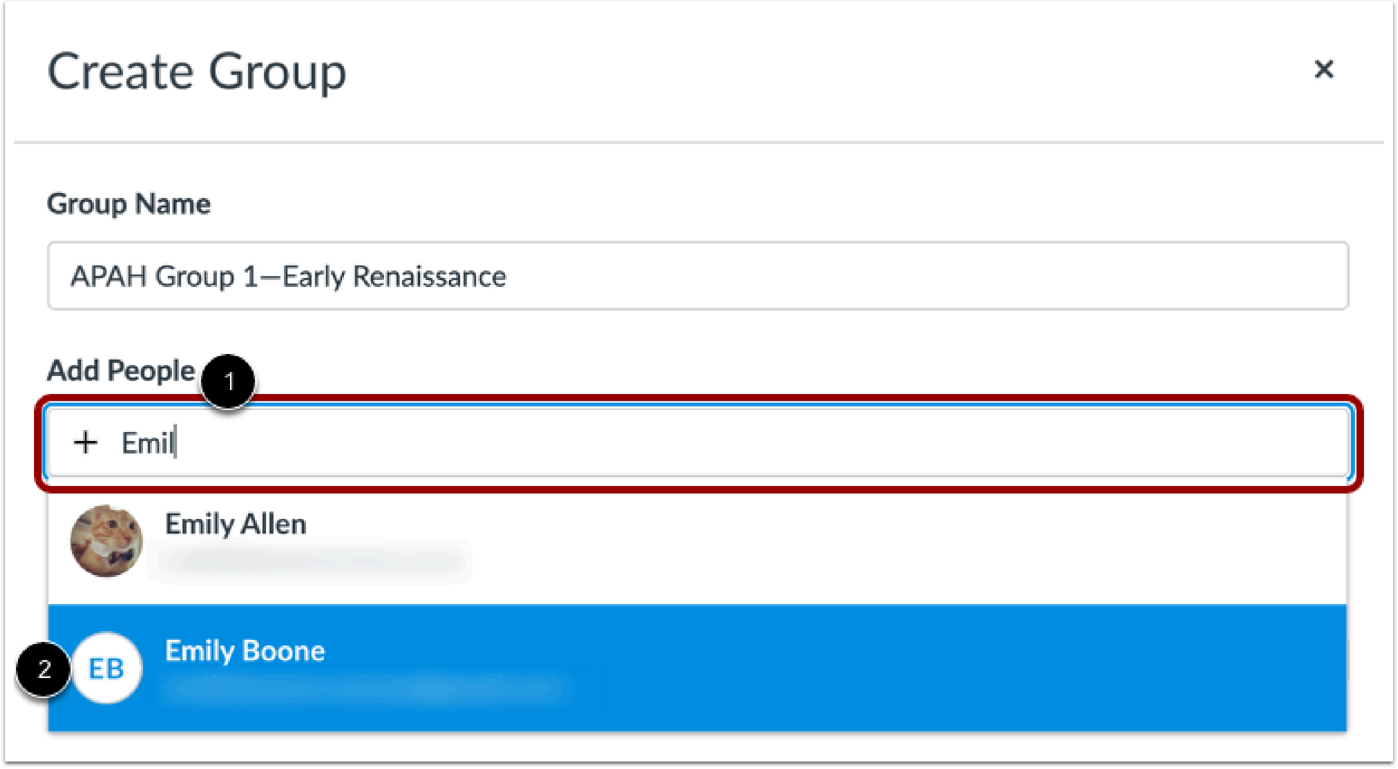
Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name


Create Group
×
Group Name
Type Group Name
Add People
+ Type to add people

In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members



Create Group

Group Name

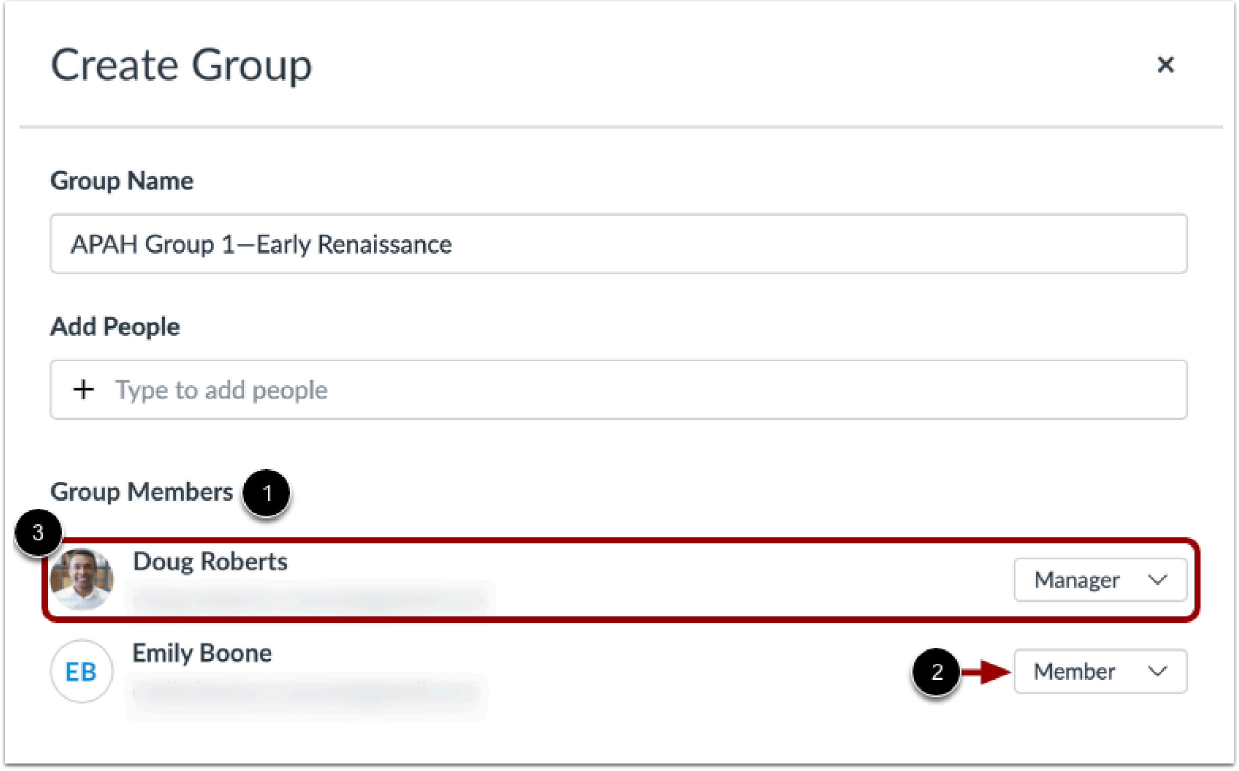
APAH Group 1—Early Renaissance

Add People

+ Emil

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.

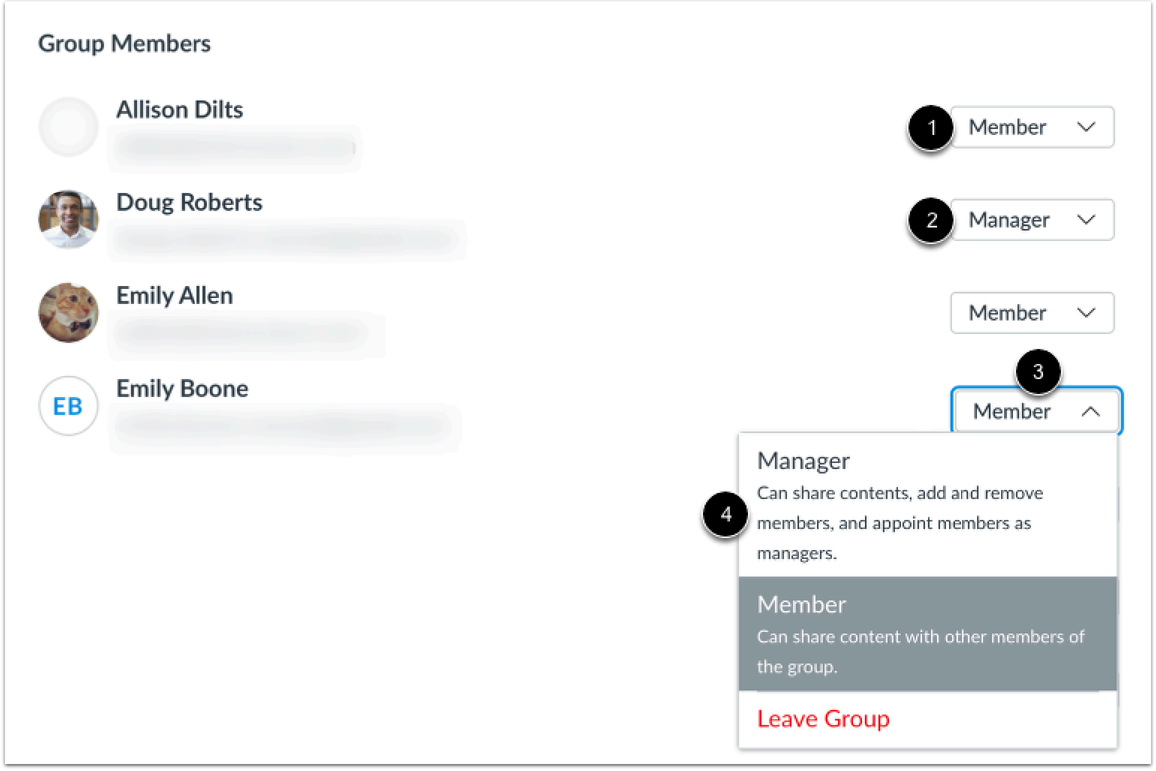
View Group Member List


Create Group
×
Group Name
APAH Group 1—Early Renaissance
Add People
+ Type to add people
Group Members
1
3
Doug Roberts
Manager
EB
Emily Boone
2
Member

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


Group Members
Allison Dilts
Doug Roberts
Emily Allen
EB
Emily Boone
1
Member
2
Manager
Member
3
Member
4
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
Leave Group

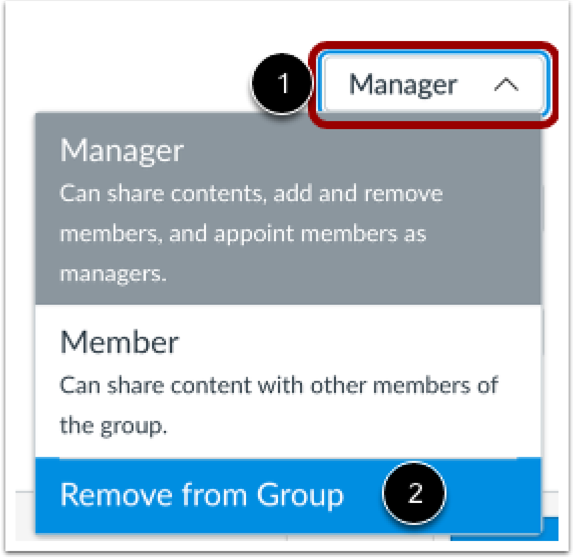
Studio group users may have one of two group roles.

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.

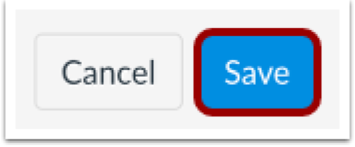
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member


1
Manager
Manager
Can share contents, add and remove members, and appoint members as managers.
Member
Can share content with other members of the group.
Remove from Group
2

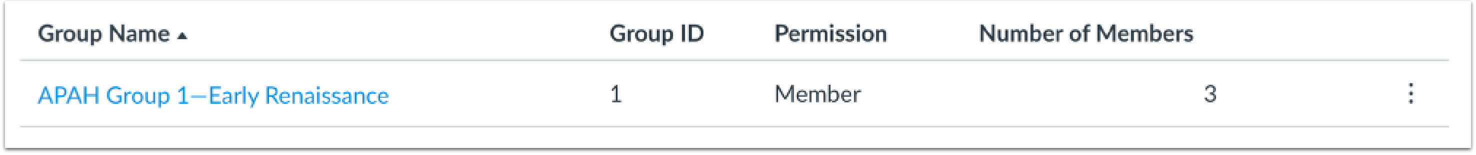
To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group


Cancel
Save

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.

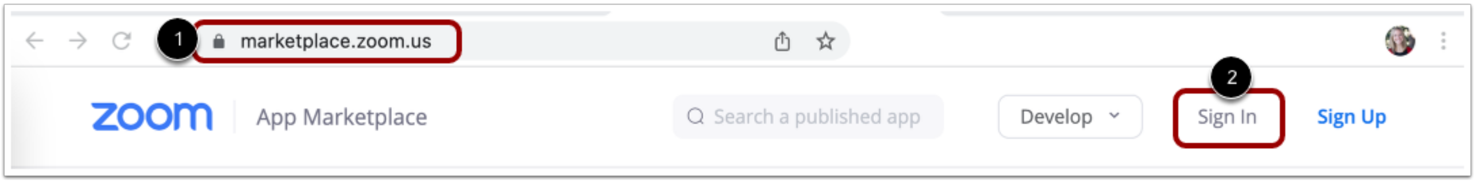
Learn about viewing and managing groups.

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.

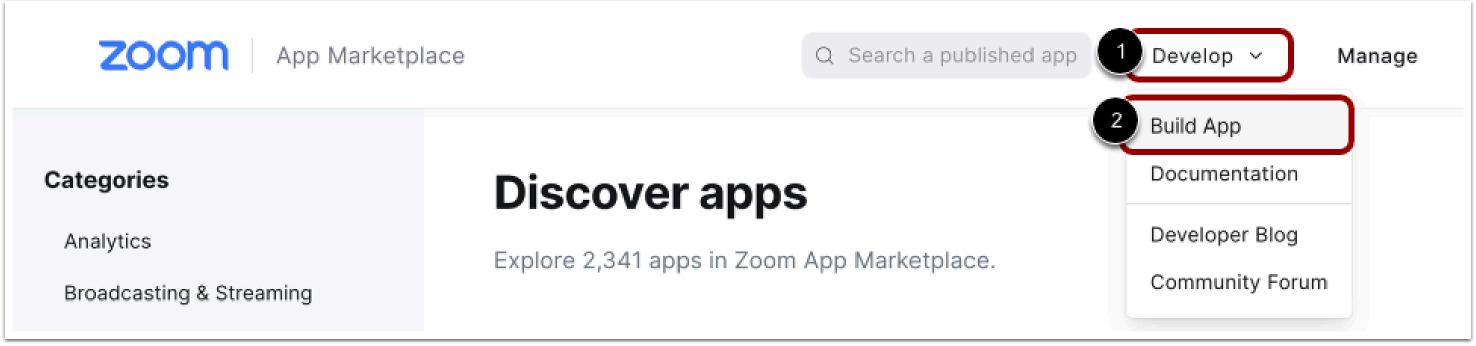
To update your Zoom configuration, please follow the steps outlined in this screencast.

Log In to Zoom App Marketplace


1
marketplace.zoom.us
zoom
App Marketplace
Search a published app
Develop
2
Sign In
Sign Up

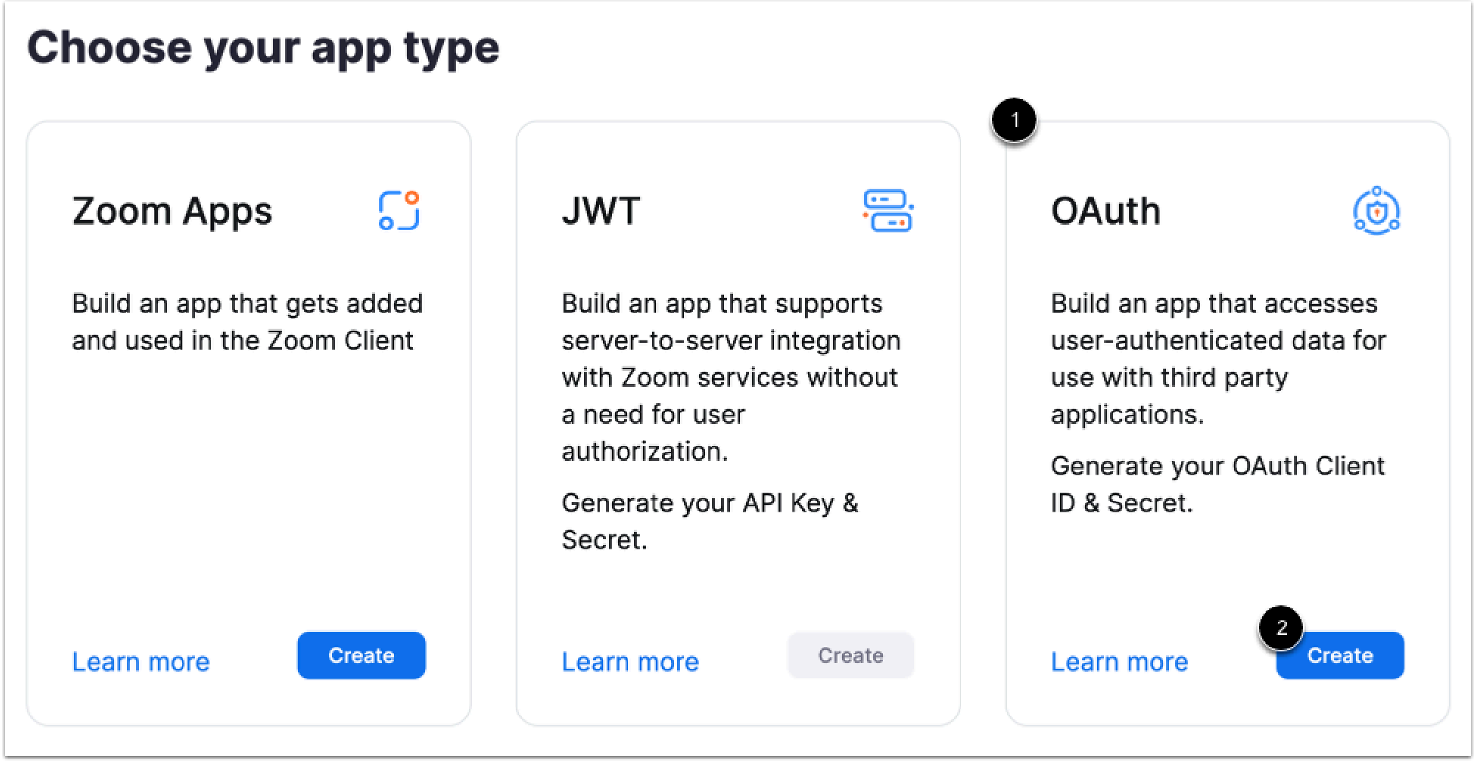
In an Internet browser, navigate to `https://marketplace.zoom.us/` [1]. Then click the **Sign In** link [2].

Open App Development Type Options


zoom
App Marketplace
Search a published app
1
Develop
Manage
2
Build App
Documentation
Developer Blog
Community Forum
Categories
Analytics
Broadcasting & Streaming
Discover apps
Explore 2,341 apps in Zoom App Marketplace.

In the Zoom App Marketplace header, hover over the **Develop** drop-down menu [1] and select the **Build App** option [2].

Select OAuth App Type



Choose your app type

Zoom Apps

Build an app that gets added and used in the Zoom Client

JWT

Build an app that supports server-to-server integration with Zoom services without a need for user authorization.

Generate your API Key & Secret.

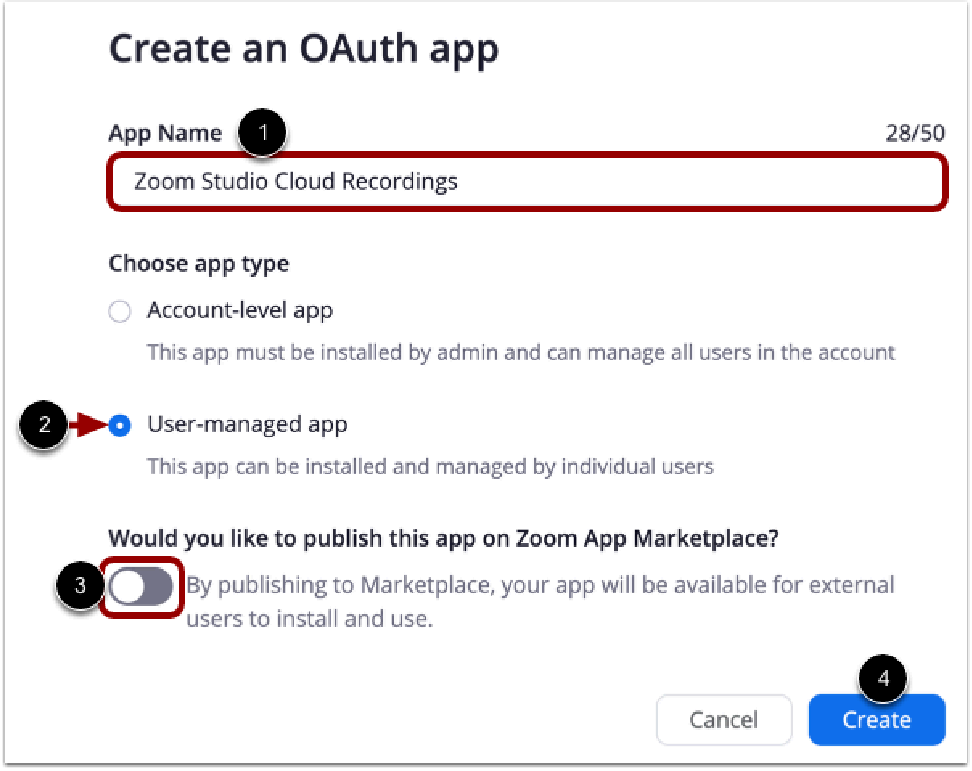
OAuth

Build an app that accesses user-authenticated data for use with third party applications.

Generate your OAuth Client ID & Secret.

In the App Type page, locate the **OAuth** app type [1] and click the **Create** button [2].

Create OAuth App



Create an OAuth app

App Name 28/50

Zoom Studio Cloud Recordings

Choose app type

○ Account-level app

This app must be installed by admin and can manage all users in the account

● User-managed app

This app can be installed and managed by individual users

Would you like to publish this app on Zoom App Marketplace?

By publishing to Marketplace, your app will be available for external users to install and use.

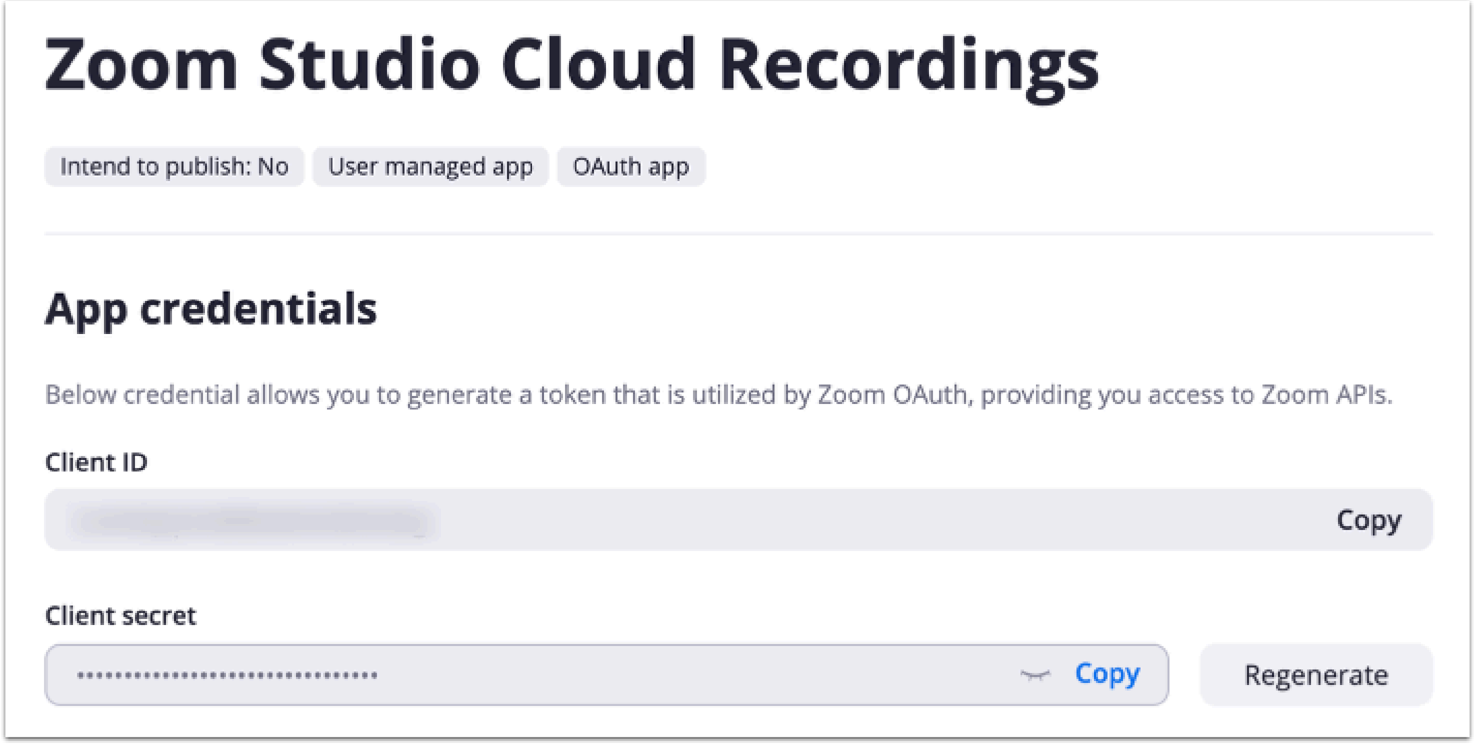
Enter a name for the Studio Zoom app integration in the **App Name** field [1].

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



Zoom Studio Cloud Recordings

Intend to publish: No
User managed app
OAuth app

App credentials

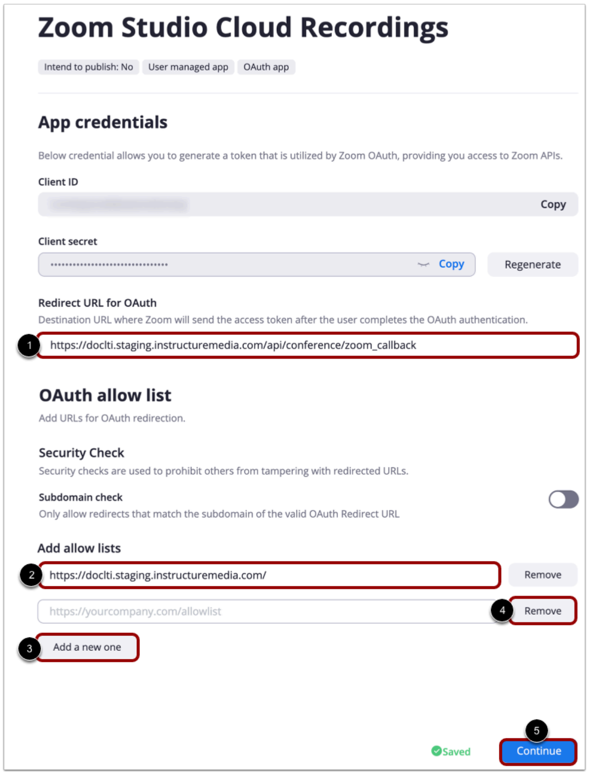
Below credential allows you to generate a token that is utilized by Zoom OAuth, providing you access to Zoom APIs.

Client ID
Copy
Client secret
••••••••••••••••••••••••••••••••
Copy
Regenerate

View the app credentials. Use the app credentials to connect Zoom to your Studio account.

BY NC SA

Add Redirect and Allow URLs



Zoom Studio Cloud Recordings

Intend to publish: No | User managed app | OAuth app

App credentials

Below credential allows you to generate a token that is utilized by Zoom OAuth, providing you access to Zoom APIs.

Client ID

Client secret

••••••••••••••••••••••••••••••••

Redirect URL for OAuth

Destination URL where Zoom will send the access token after the user completes the OAuth authentication.

1 https://doclti.staging.instructuremedia.com/api/conference/zoom_callback

OAuth allow list

Add URLs for OAuth redirection.

Security Check

Security checks are used to prohibit others from tampering with redirected URLs.

Subdomain check

Only allow redirects that match the subdomain of the valid OAuth Redirect URL

Add allow lists

2 https://doclti.staging.instructuremedia.com/

https://yourcompany.com/allowlist

Saved

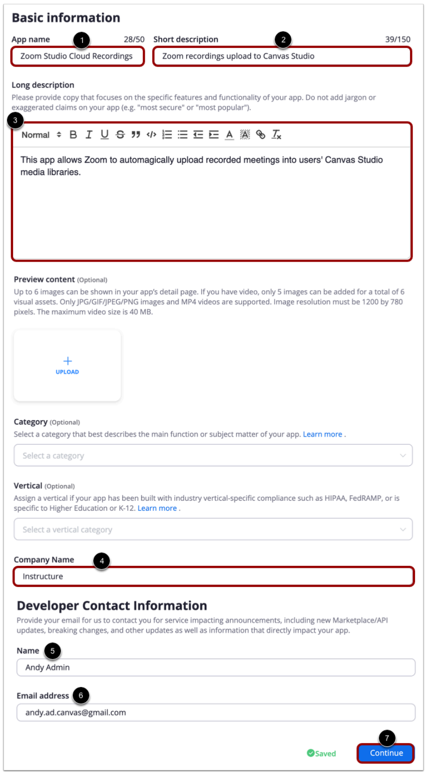
To allow Zoom to upload cloud recordings to Studio, you must enter a redirect URL in the **Redirect URL for OAuth** field [1]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_callback`.

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



Basic information

App name 28/50: Zoom Studio Cloud Recordings

Short description 39/150: Zoom recordings upload to Canvas Studio

Long description

Please provide copy that focuses on the specific features and functionality of your app. Do not add jargon or exaggerated claims on your app (e.g. "most secure" or "most popular").

This app allows Zoom to automagically upload recorded meetings into users' Canvas Studio media libraries.

Preview content (Optional)

Up to 6 images can be shown in your app's detail page. If you have video, only 5 images can be added for a total of 6 visual assets. Only JPG/GIF/JPEG/PNG images and MP4 videos are supported. Image resolution must be 1200 by 780 pixels. The maximum video size is 40 MB.

Category (Optional)

Select a category that best describes the main function or subject matter of your app. Learn more .

Vertical (Optional)

Assign a vertical if your app has been built with industry vertical-specific compliance such as HIPAA, FedRAMP, or is specific to Higher Education or K-12. Learn more .

Company Name: Instructure

Developer Contact Information

Provide your email for us to contact you for service impacting announcements, including new Marketplace/API updates, breaking changes, and other updates as well as information that directly impact your app.

Name: Andy Admin

Email address: andy.ad.canvas@gmail.com

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].

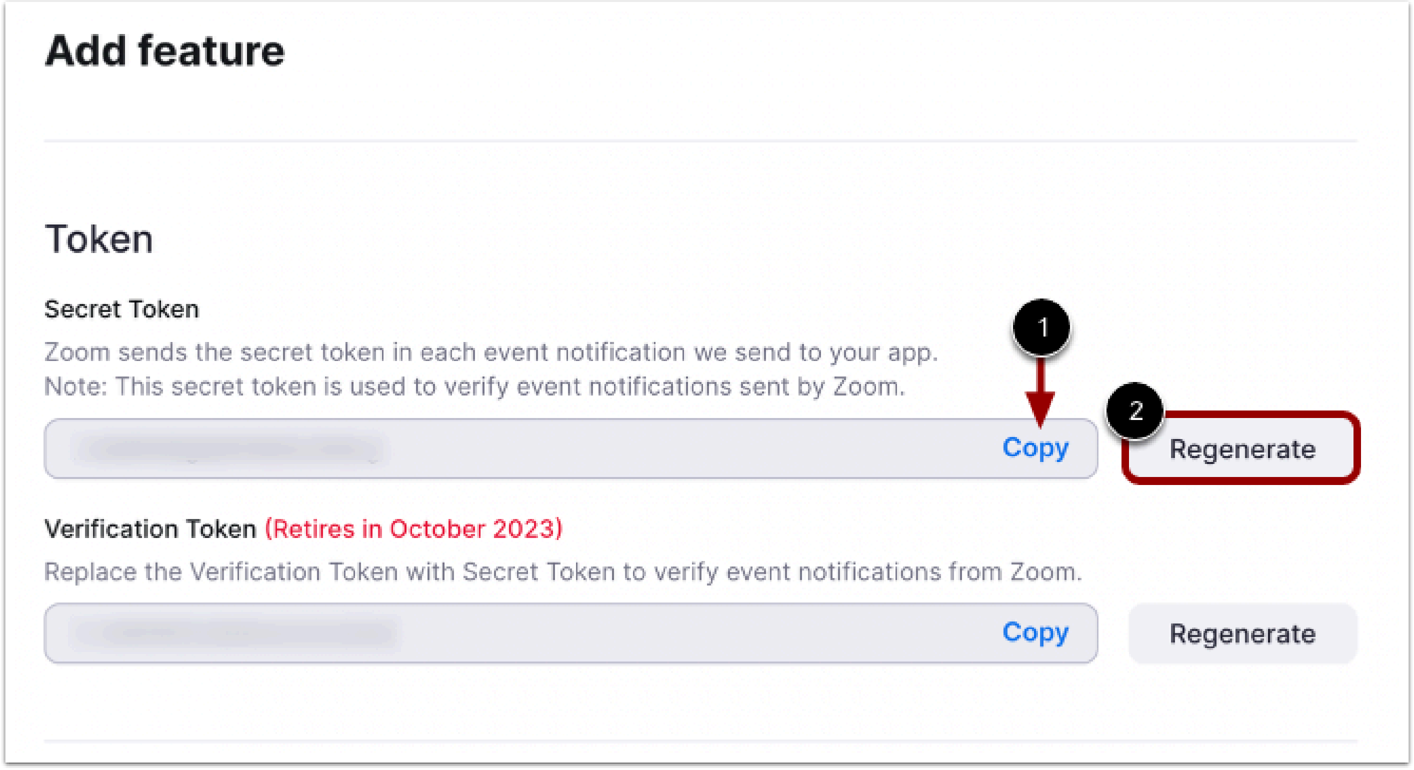
Enter the name of your institution or company in the **Company Name** field [4].

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



Add feature

Token

Secret Token

Zoom sends the secret token in each event notification we send to your app.
Note: This secret token is used to verify event notifications sent by Zoom.

Verification Token (Retires in October 2023)

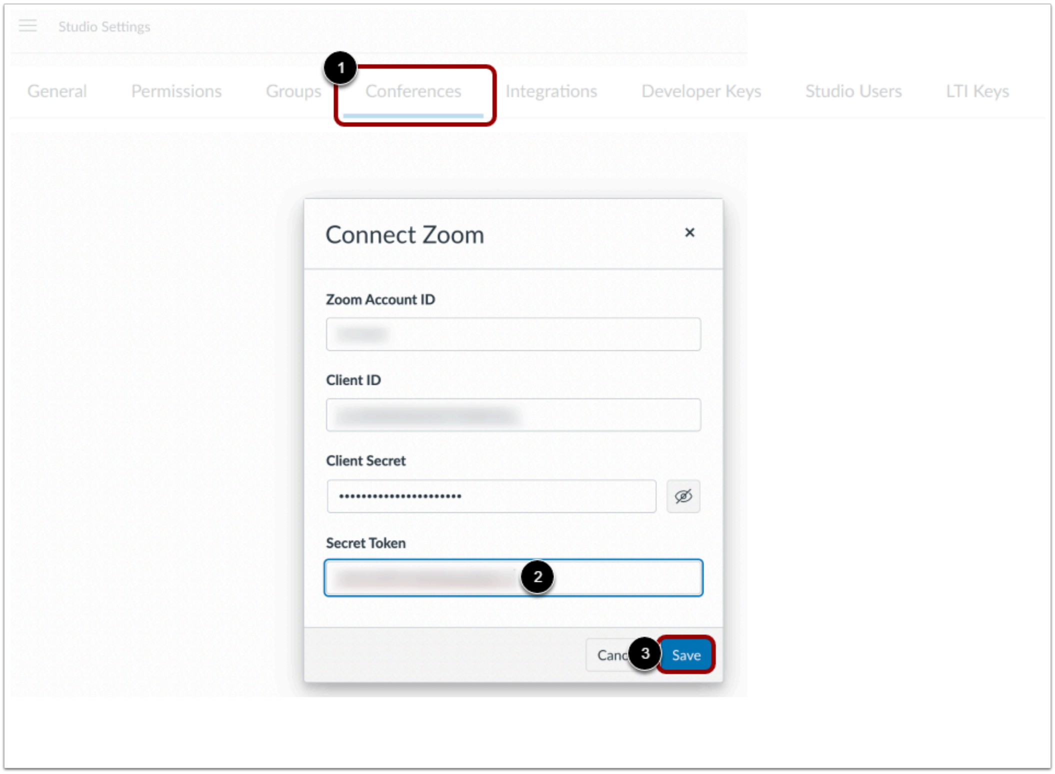
Replace the Verification Token with Secret Token to verify event notifications from Zoom.

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


Studio Settings
General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys
1
Connect Zoom
×
Zoom Account ID
Client ID
Client Secret
Secret Token
2
Canc
3
Save

Open a new browser window and navigate to your Studio Settings page.

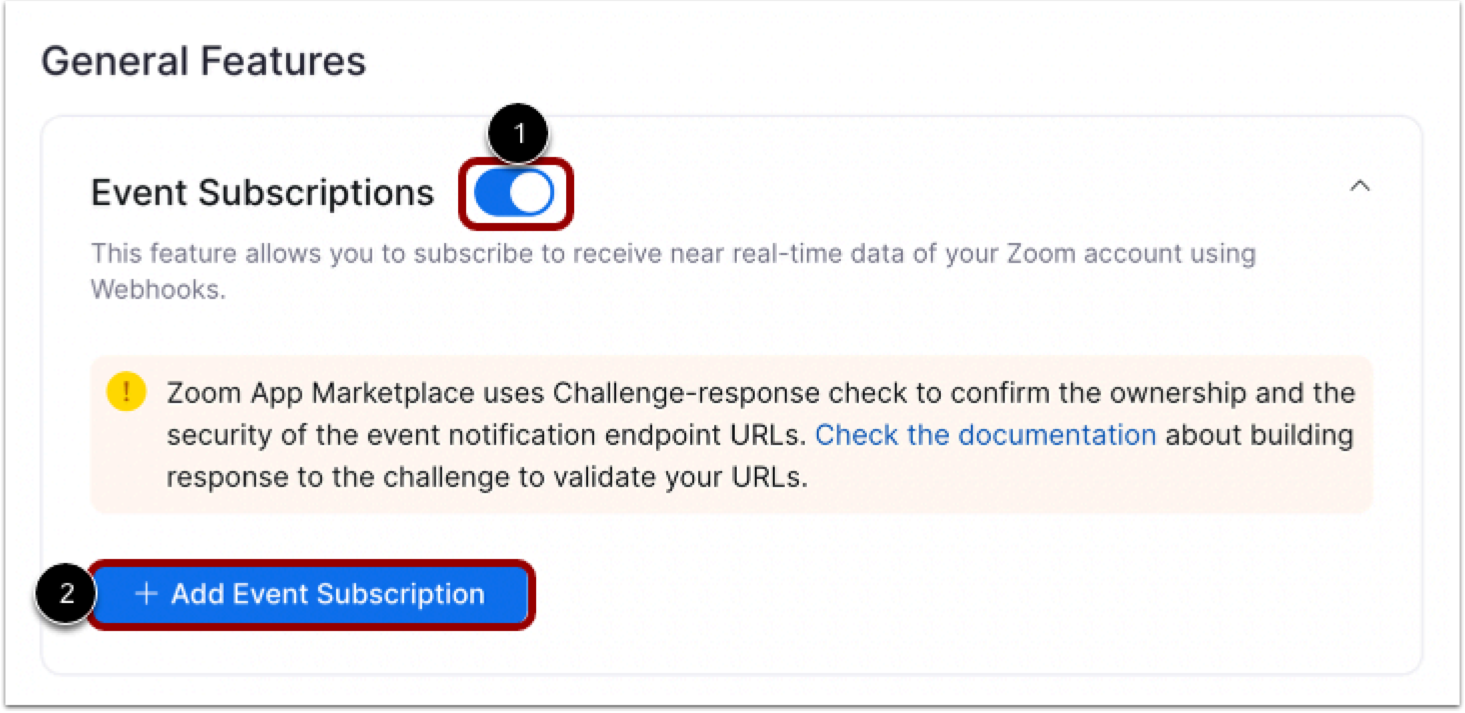
Click the **Conferences** tab [1]. Then click the **Connect Zoom** button.

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


General Features

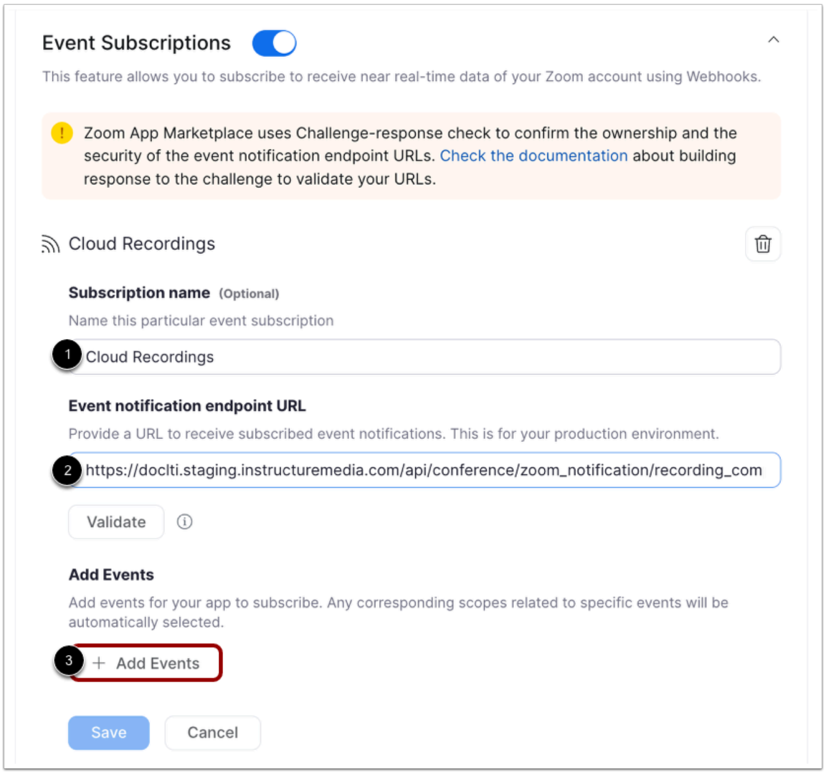
Event Subscriptions

This feature allows you to subscribe to receive near real-time data of your Zoom account using Webhooks.

Zoom App Marketplace uses Challenge-response check to confirm the ownership and the security of the event notification endpoint URLs. Check the documentation about building response to the challenge to validate your URLs.

Click to turn on the **Event subscriptions** toggle [1]. Then click the **Add Event Subscription** button [2].

Enter Event Subscription Details



Event Subscriptions

This feature allows you to subscribe to receive near real-time data of your Zoom account using Webhooks.

Zoom App Marketplace uses Challenge-response check to confirm the ownership and the security of the event notification endpoint URLs. Check the documentation about building response to the challenge to validate your URLs.

Cloud Recordings

Subscription name (Optional)

Name this particular event subscription

1 Cloud Recordings

Event notification endpoint URL

Provide a URL to receive subscribed event notifications. This is for your production environment.

2 https://doclti.staging.instructuremedia.com/api/conference/zoom_notification/recording_com

Add Events

Add events for your app to subscribe. Any corresponding scopes related to specific events will be automatically selected.

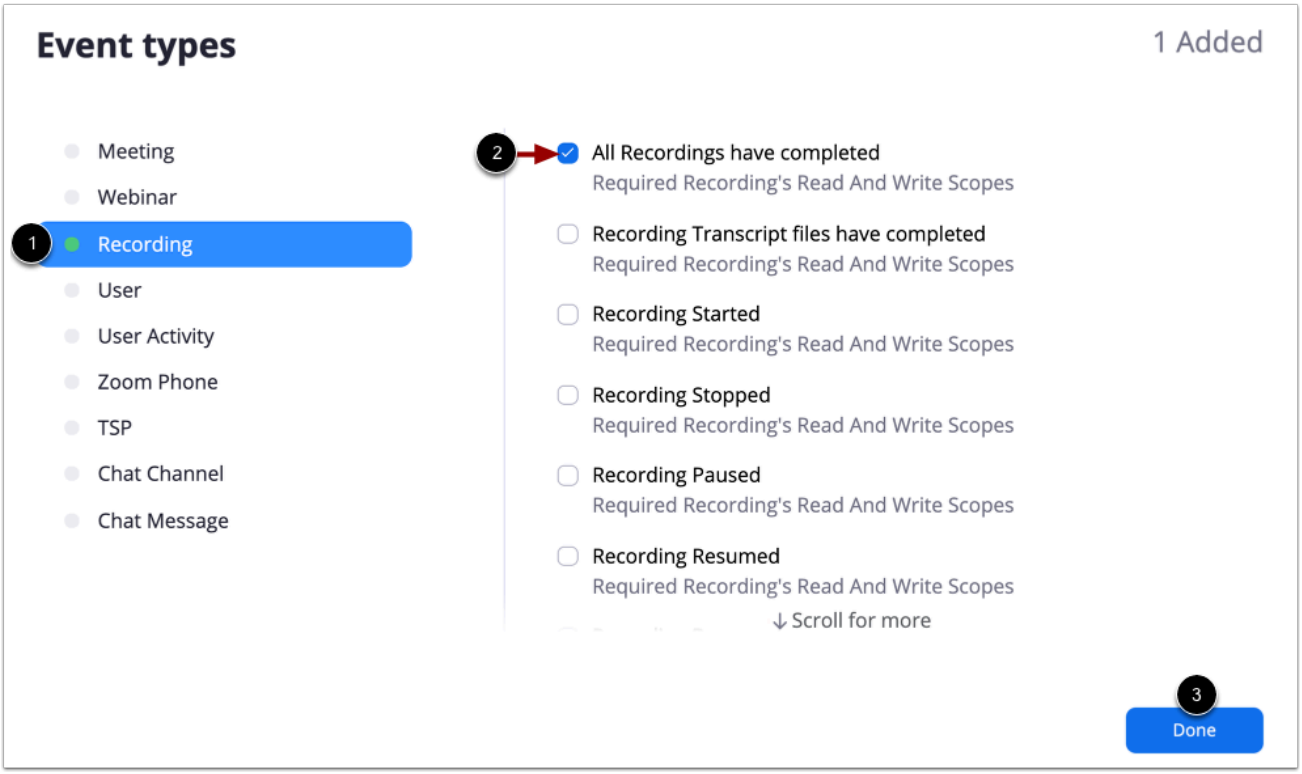
3

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].

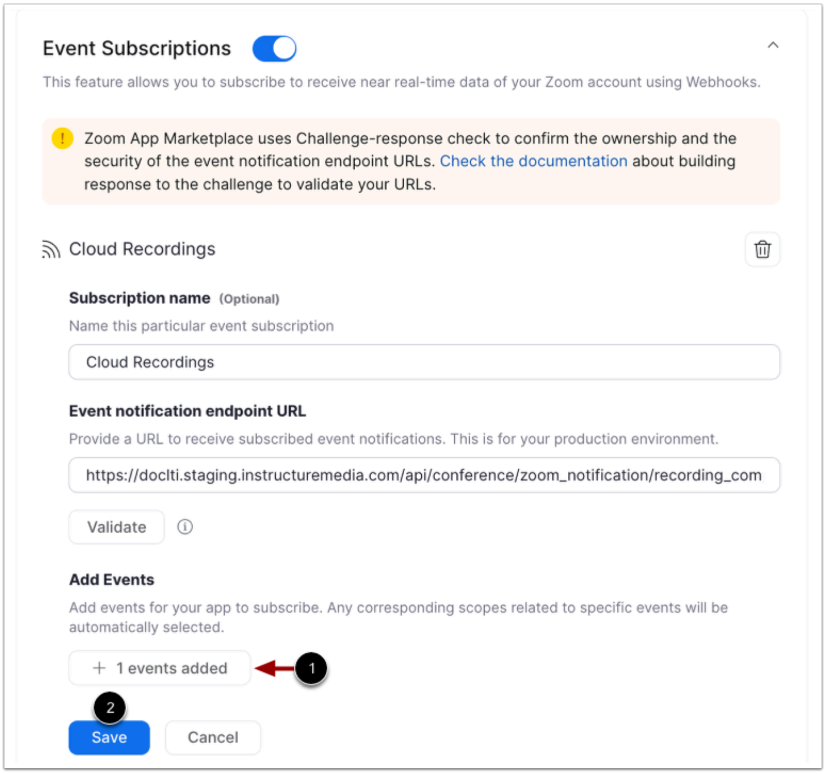
Add Events


Event types
1 Added
Meeting
Webinar
1
Recording
User
User Activity
Zoom Phone
TSP
Chat Channel
Chat Message
2
☑ All Recordings have completed
Required Recording's Read And Write Scopes
☐ Recording Transcript files have completed
Required Recording's Read And Write Scopes
☐ Recording Started
Required Recording's Read And Write Scopes
☐ Recording Stopped
Required Recording's Read And Write Scopes
☐ Recording Paused
Required Recording's Read And Write Scopes
☐ Recording Resumed
Required Recording's Read And Write Scopes
↓Scroll for more
3
Done

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



Event Subscriptions

This feature allows you to subscribe to receive near real-time data of your Zoom account using Webhooks.

Zoom App Marketplace uses Challenge-response check to confirm the ownership and the security of the event notification endpoint URLs. Check the documentation about building response to the challenge to validate your URLs.

Cloud Recordings

Subscription name (Optional)

Name this particular event subscription

Cloud Recordings

Event notification endpoint URL

Provide a URL to receive subscribed event notifications. This is for your production environment.

https://doclti.staging.instructuremedia.com/api/conference/zoom_notification/recording_com

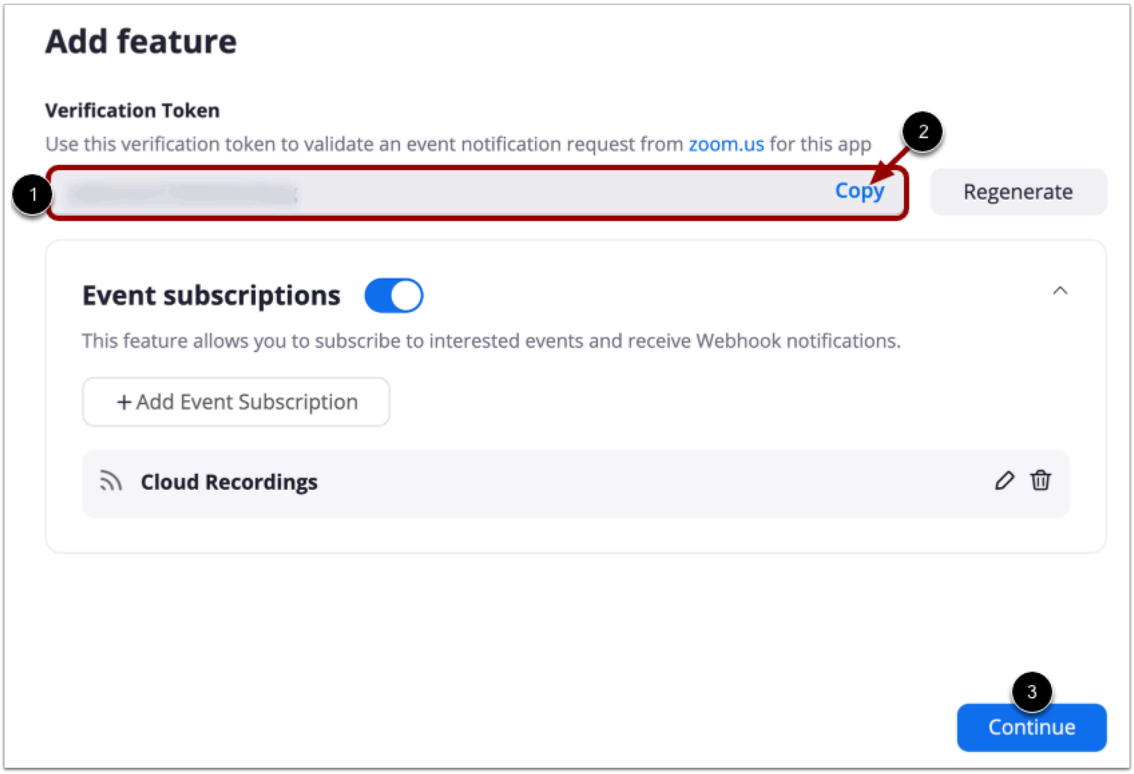
Add Events

Add events for your app to subscribe. Any corresponding scopes related to specific events will be automatically selected.

View the added event [1].

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

View Event Verification Token

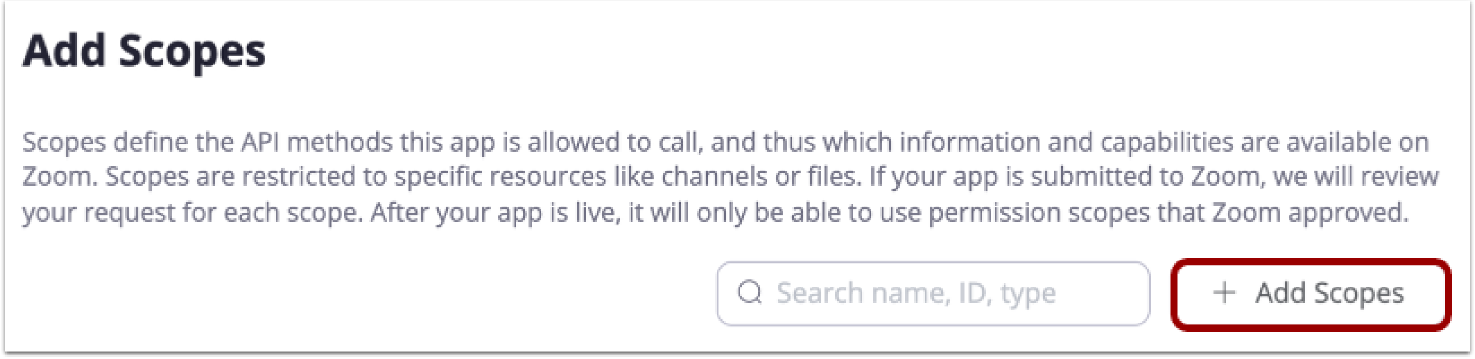

Add feature
Verification Token
Use this verification token to validate an event notification request from zoom.us for this app
Copy
Regenerate
Event subscriptions
This feature allows you to subscribe to interested events and receive Webhook notifications.
+ Add Event Subscription
Cloud Recordings
Continue
1
2
3

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



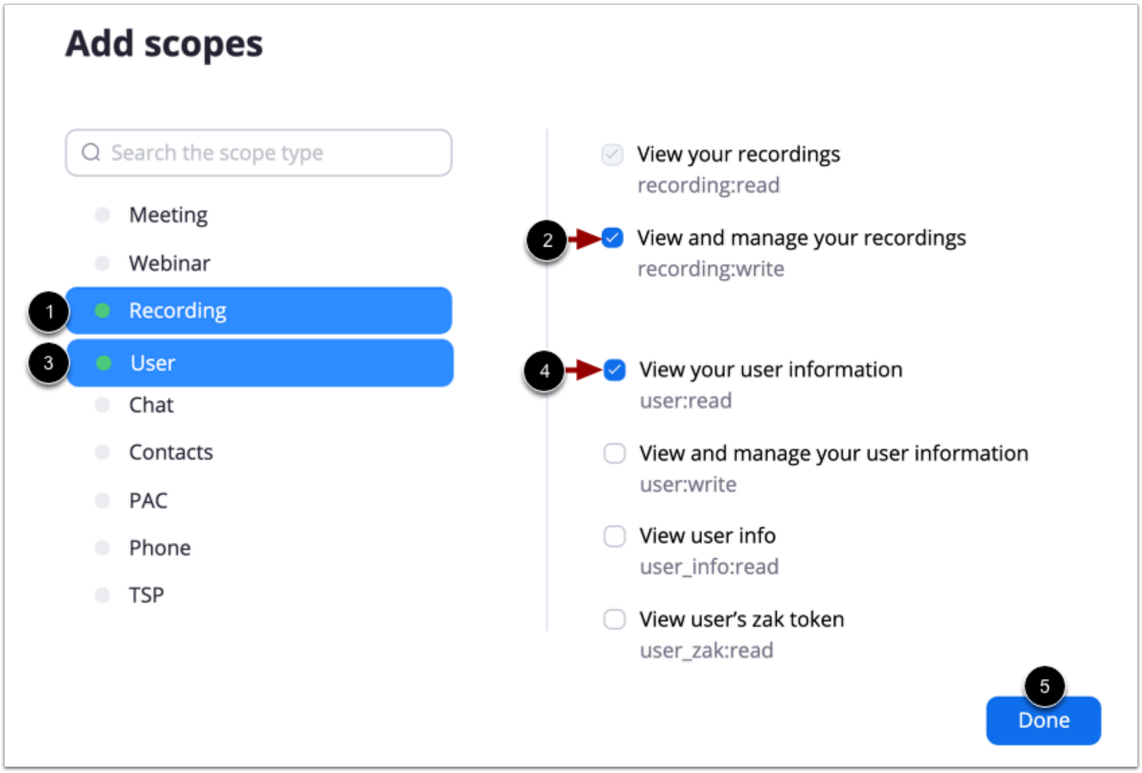
Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved.

Search name, ID, type
+ Add Scopes

In the Add Scopes page, click the **Add Scopes** button.

Select Scopes



Add scopes

Search the scope type
Meeting
Webinar
1
Recording
3
User
Chat
Contacts
PAC
Phone
TSP
2
4
5
Done

☑ View your recordings
recording:read

☑ View and manage your recordings
recording:write

☑ View your user information
user:read

☐ View and manage your user information
user:write

☐ View user info
user_info:read

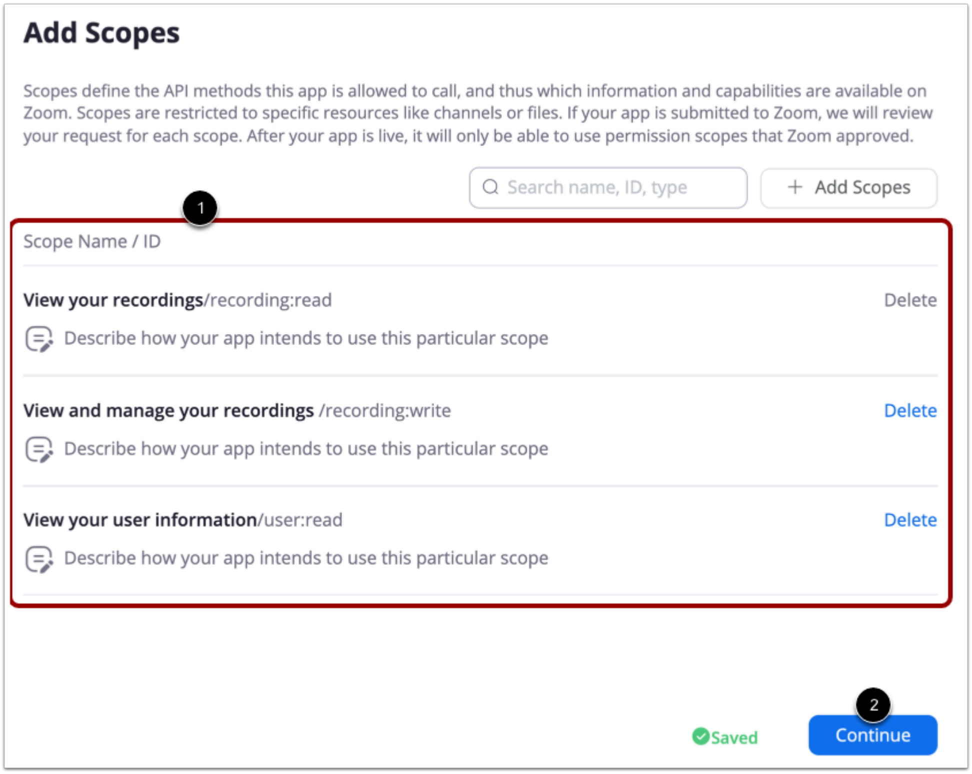
☐ View user's zak token
user_zak:read

In the Add Scopes window sidebar, click the **Recording** link [1] and click the **View and manage your recordings** checkbox [2].

Then in the sidebar click the **User** link [3] and click the **View your user information** checkbox [4].

When finished, click the **Done** button [5].

View Added Scopes



Add Scopes

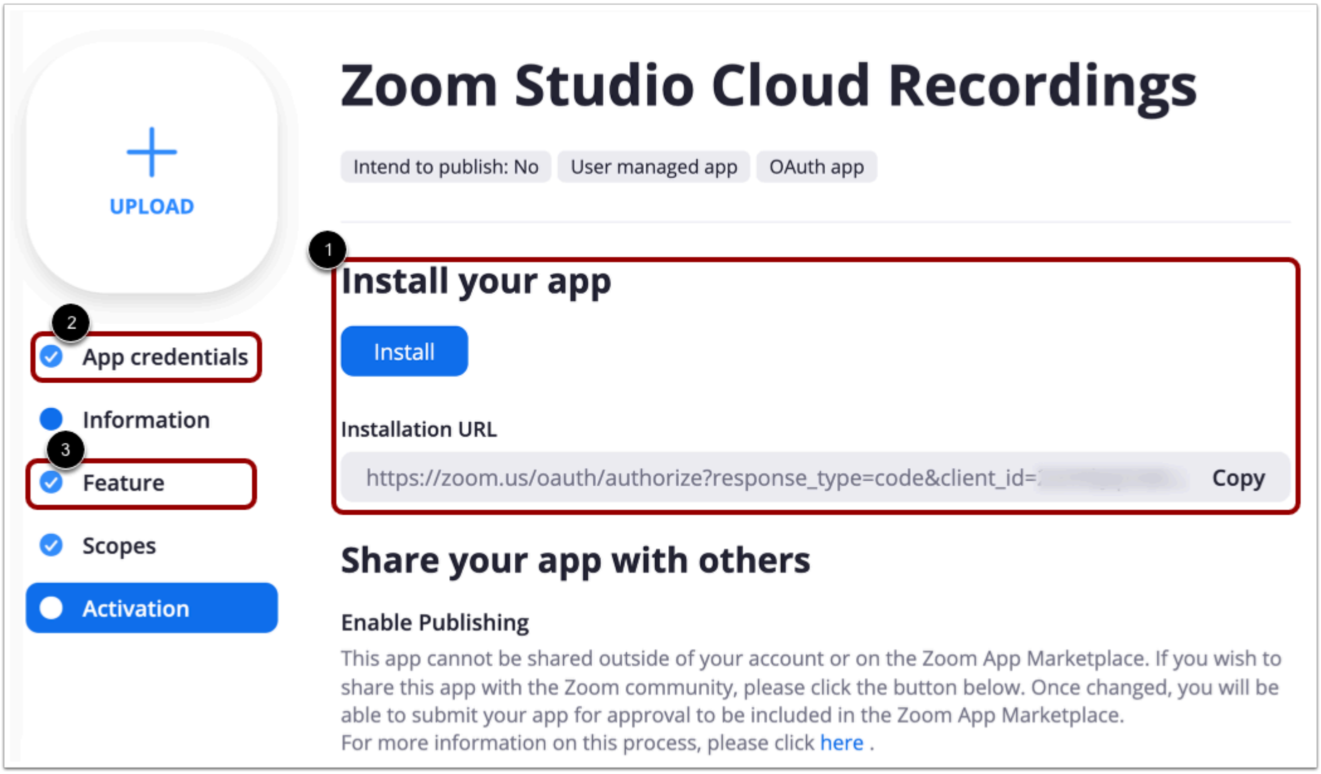
Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved.

Scope Name / ID	
View your recordings/recording:read Describe how your app intends to use this particular scope	Delete
View and manage your recordings /recording:write Describe how your app intends to use this particular scope	Delete
View your user information/user:read Describe how your app intends to use this particular scope	Delete

View the added scopes [1].

When finished, click the **Continue** button [2].

View App Activation Options



Zoom Studio Cloud Recordings

Intend to publish: No | User managed app | OAuth app

Install your app

Installation URL

https://zoom.us/oauth/authorize?response_type=code&client_id=

Share your app with others

Enable Publishing

This app cannot be shared outside of your account or on the Zoom App Marketplace. If you wish to share this app with the Zoom community, please click the button below. Once changed, you will be able to submit your app for approval to be included in the Zoom App Marketplace.

For more information on this process, please click here .

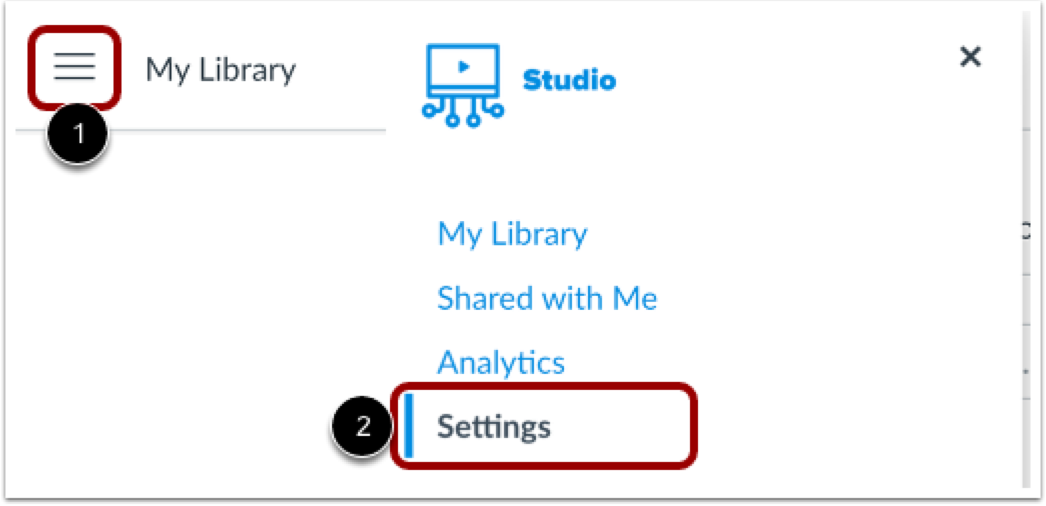
Your Zoom app is now ready to use in Studio. View your app activation options [1].

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?

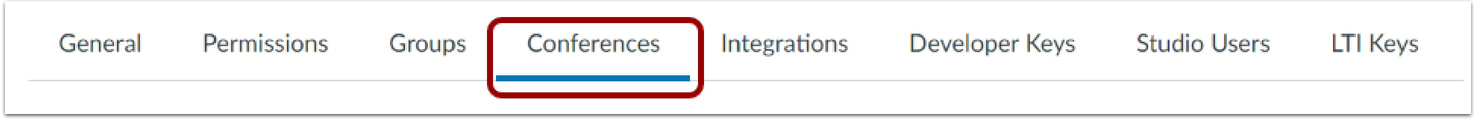
As an admin, you can connect Zoom as a conference tool in your institution's Canvas Studio account. However, before you can configure the conference tool in Studio, you must first create a cloud recording app in your Zoom account. Learn about configuring your institution's Zoom app to send cloud recordings to Canvas Studio.

Open Studio Settings


My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

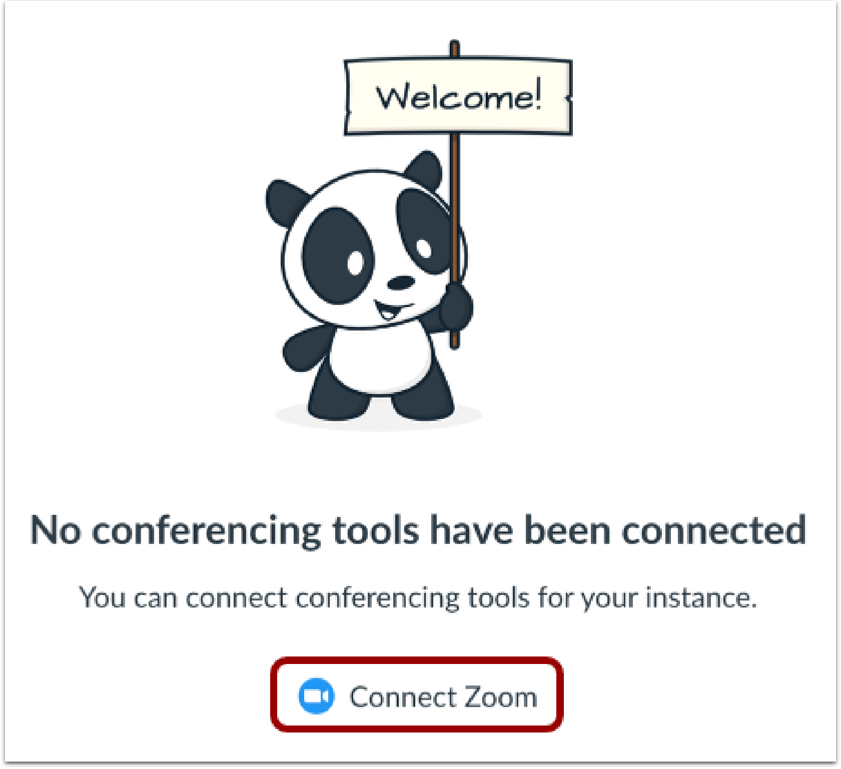
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open Conferences


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **Conferences** tab.

Connect Zoom

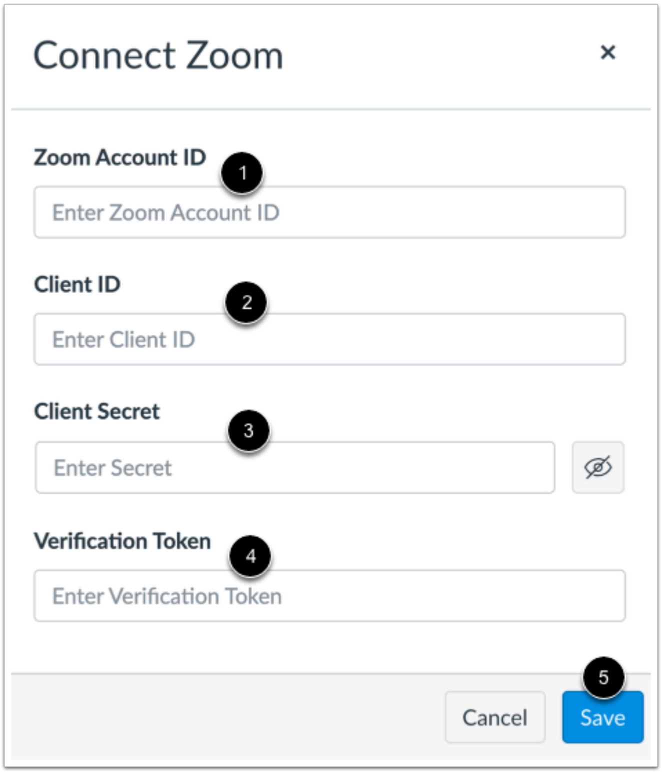


No conferencing tools have been connected

You can connect conferencing tools for your instance.

In the Conferences page, click the **Connect Zoom** button.

Add Zoom Information



Connect Zoom

Zoom Account ID

Enter Zoom Account ID

Client ID

Enter Client ID

Client Secret

Enter Secret

Verification Token

Enter Verification Token

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.

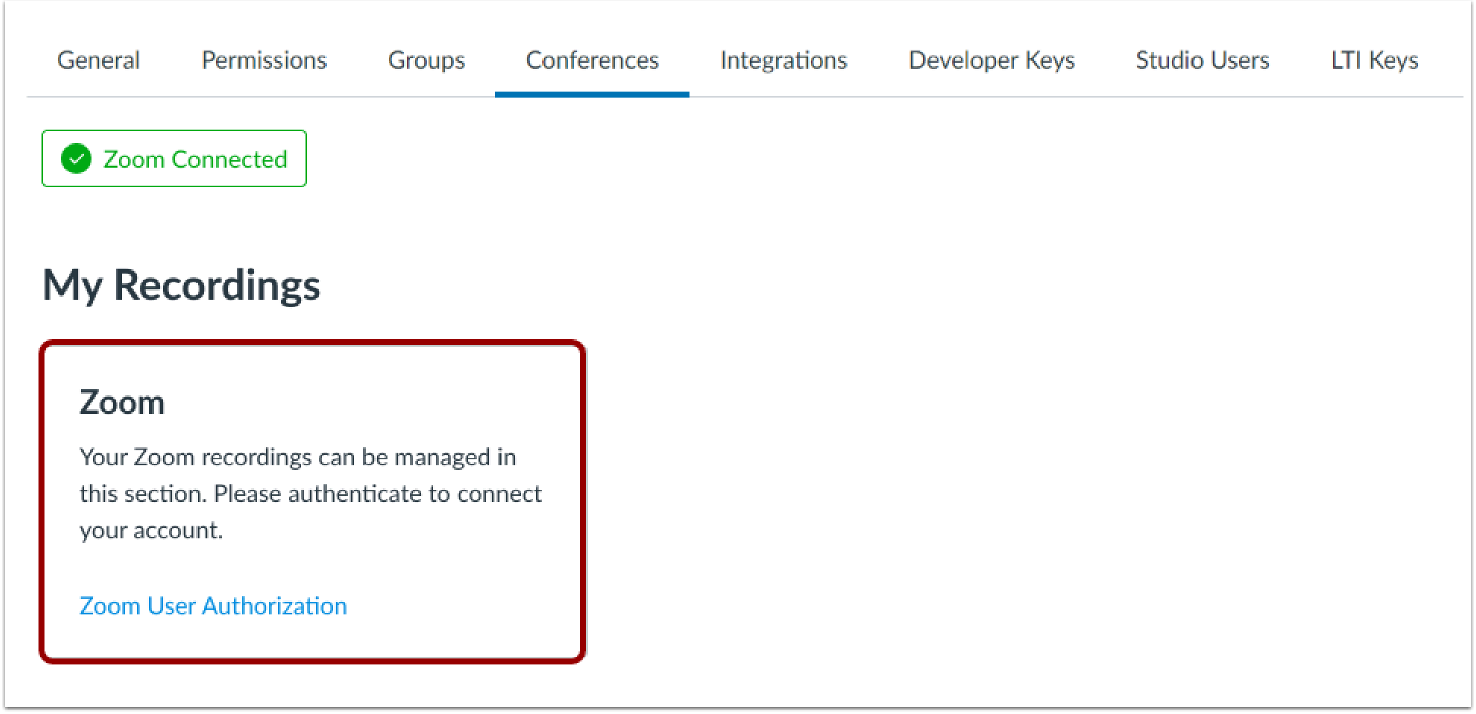
Add the client ID in the **Client ID** field [2].

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



General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys
Zoom Connected

My Recordings

Zoom

Your Zoom recordings can be managed in this section. Please authenticate to connect your account.

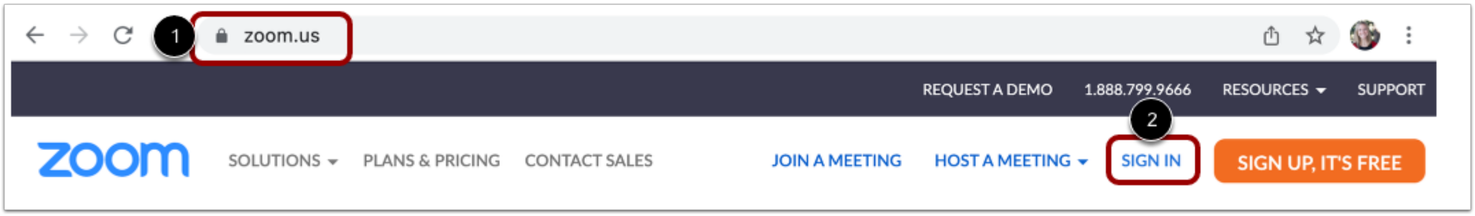
Zoom User Authorization

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?

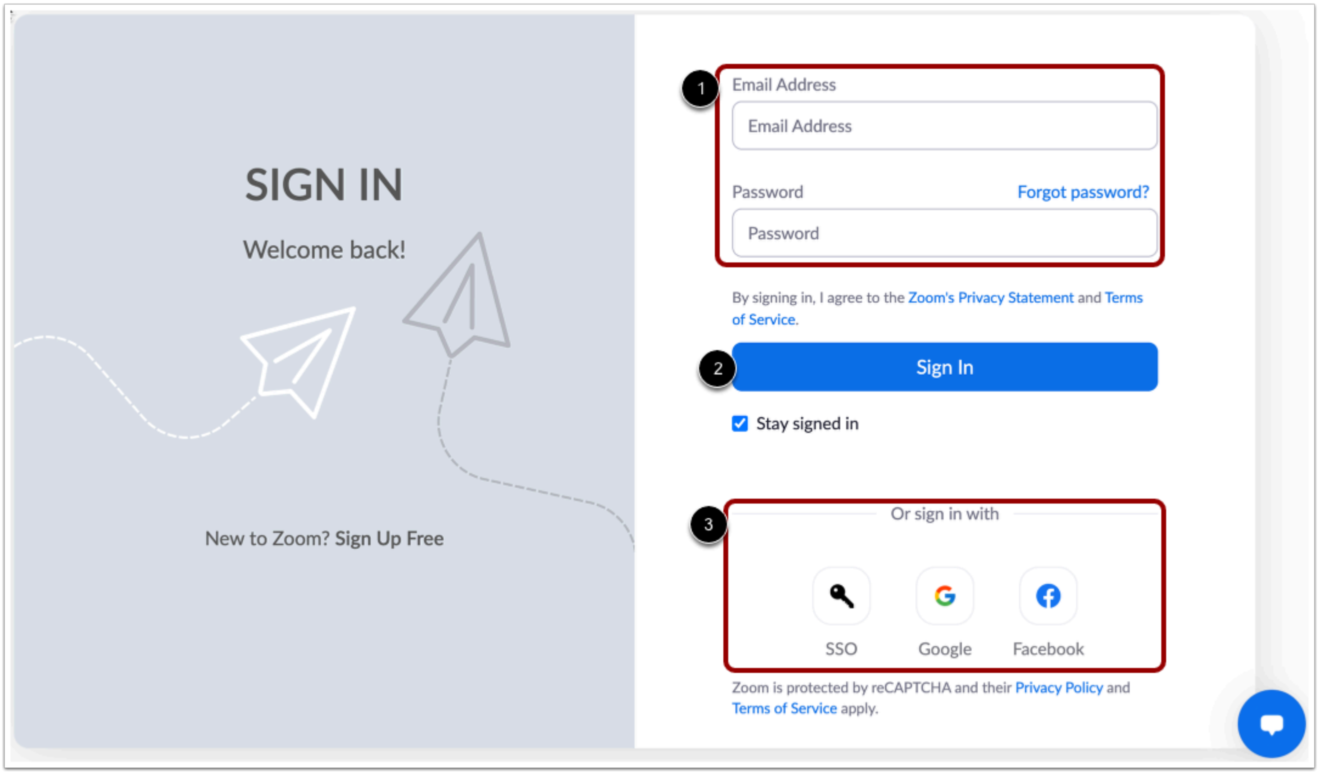
Before you can connect your Zoom account to Canvas Studio, you must locate your Zoom account ID.

Open Zoom Sign In Page


1
zoom.us
REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
2
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
JOIN A MEETING
HOST A MEETING
SIGN IN
SIGN UP, IT'S FREE

Open http://zoom.us [1]. Then click the **Sign In** link [2].

Log In to Zoom


SIGN IN
Welcome back!
New to Zoom? Sign Up Free
1
Email Address
Email Address
Password
Forgot password?
Password
2
Sign In
☑ Stay signed in
3
Or sign in with
SSO
Google
Facebook

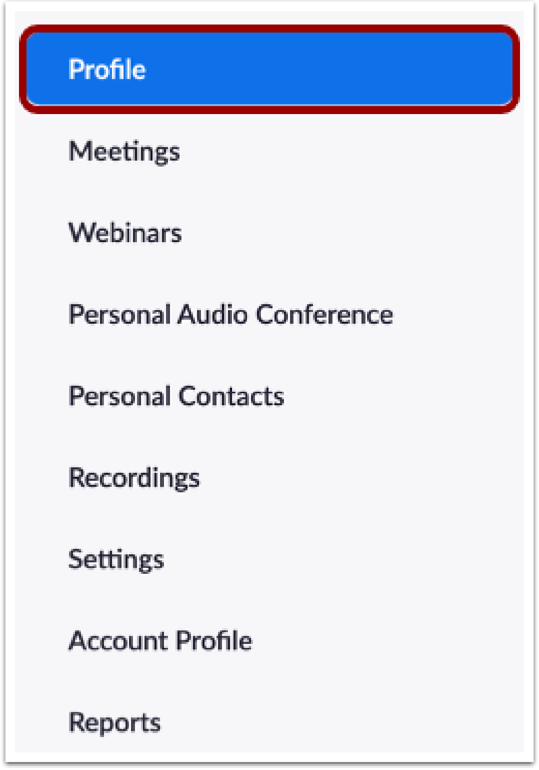
By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply.

On the Sign In page, enter your login credentials [1] and click the **Sign In** button [2].

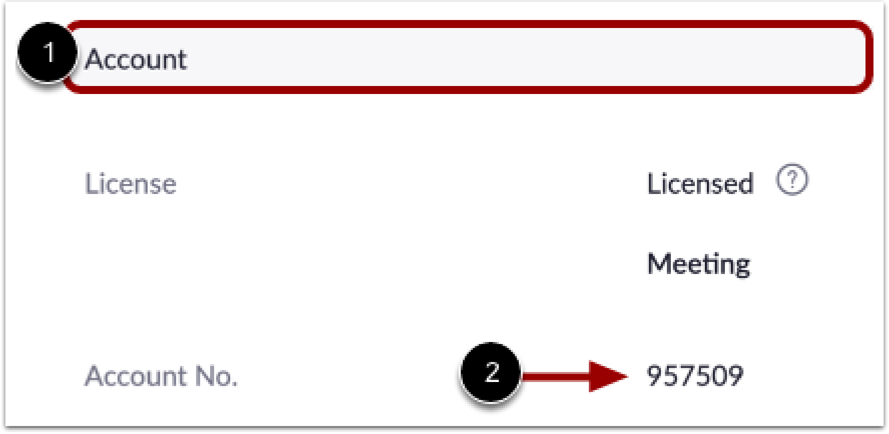
Alternatively, if your institution has configured a third party sign-in option, click an alternative sign-in option icon [3].

Open Profile


Profile
Meetings
Webinars
Personal Audio Conference
Personal Contacts
Recordings
Settings
Account Profile
Reports

In the Navigation Menu, click the **Profile** link.

View Account



Account

License Licensed

Meeting

Account No. 957509

In your profile page, scroll to view the **Account** section [1].

View your Zoom Account ID [2].

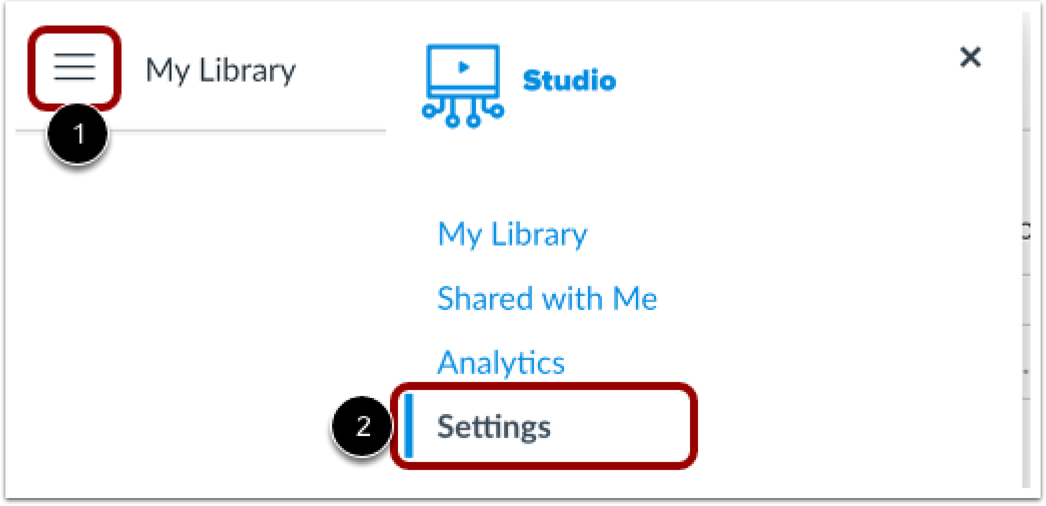
Note: In Zoom, your account ID displays as your Account Number.

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.

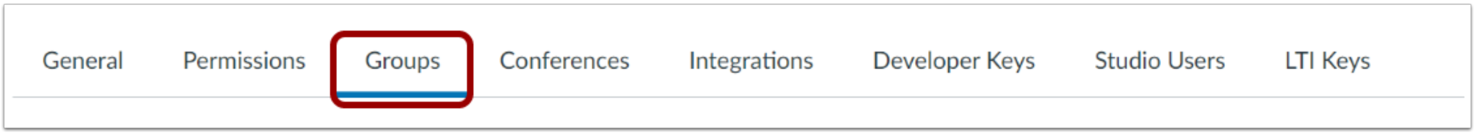
Open Studio Settings



My Library
1
Studio
My Library
Shared with Me
Analytics
2
Settings

In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

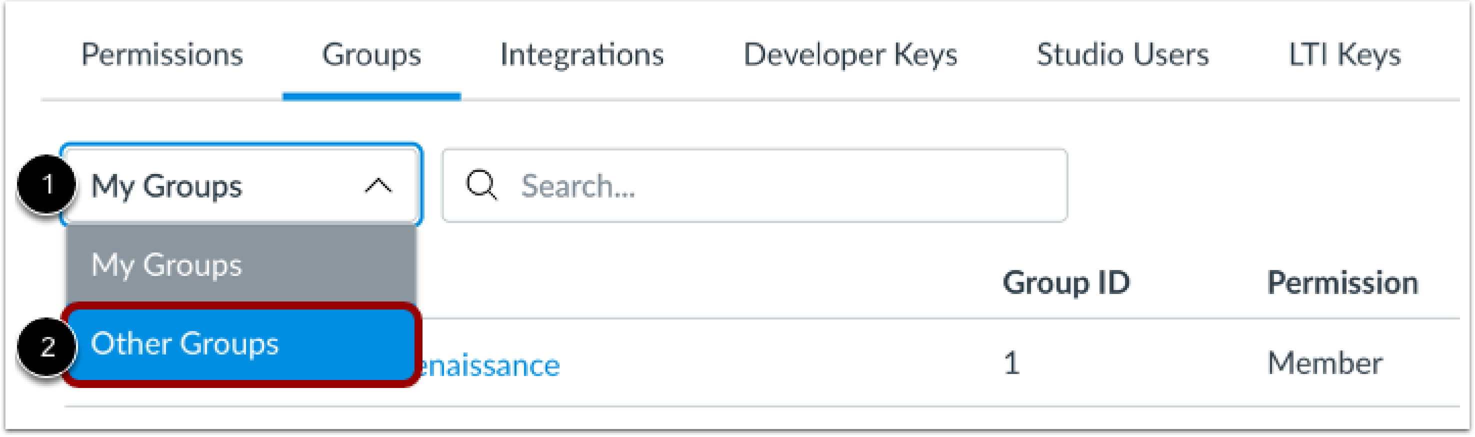
Open Groups



General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **Groups** tab.

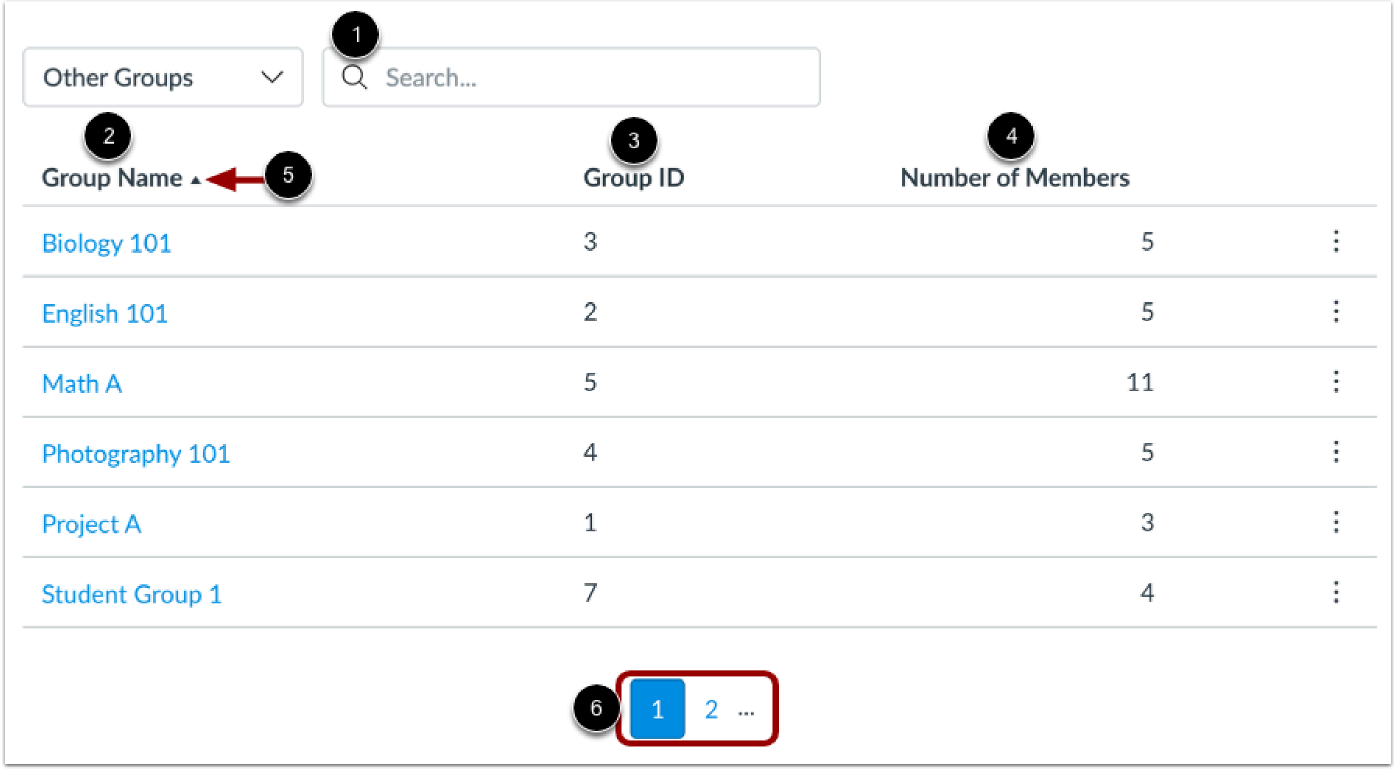
Open Other Groups


Permissions
Groups
Integrations
Developer Keys
Studio Users
LTI Keys
1
My Groups
Search...
My Groups
2
Other Groups
Group ID
Permission
enaissance
1
Member

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



Group Name ▲	Group ID	Number of Members
Biology 101	3	5
English 101	2	5
Math A	5	11
Photography 101	4	5
Project A	1	3
Student Group 1	7	4

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:

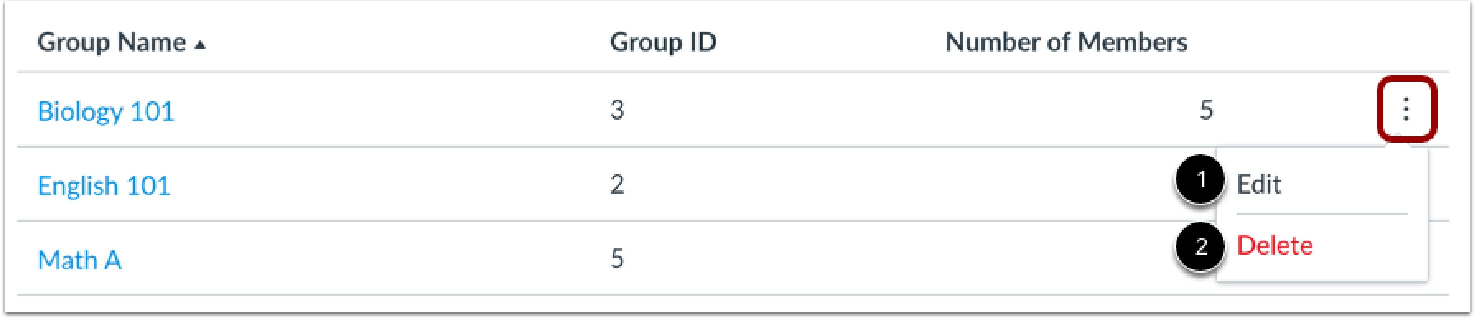
- **Group Name** [2]: the name of each group; by default groups display in alphabetical order.
- **Group ID Number** [3]: the ID number automatically assigned to a group upon creation.
- **Number of Members** [4]: the total number of people in the group, including yourself.

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

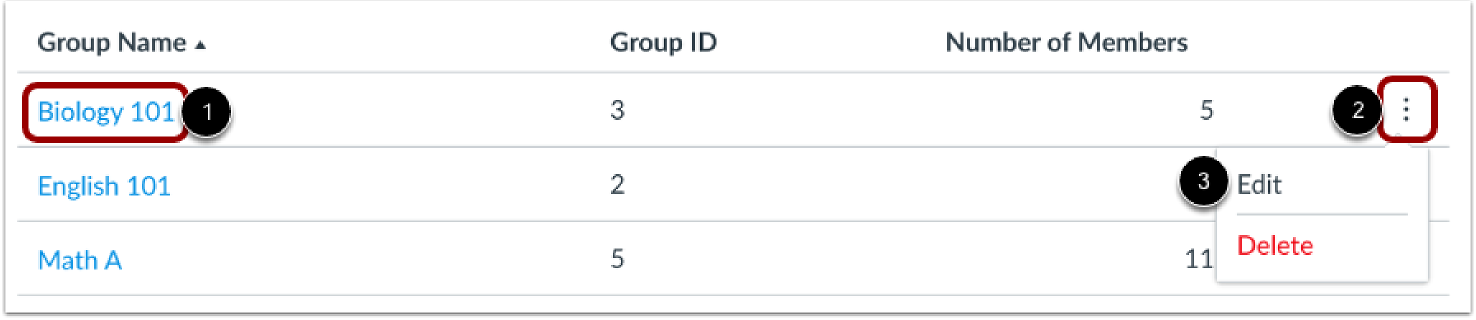


Group Name ▲	Group ID	Number of Members
Biology 101	3	5
English 101	2	
Math A	5	

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

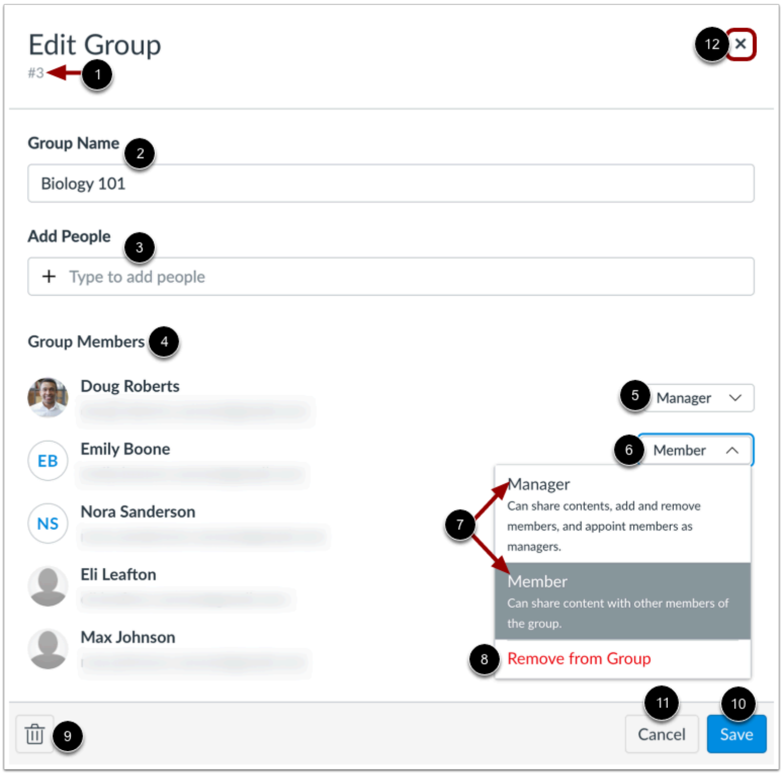


Group Name ▲	Group ID	Number of Members
Biology 101	3	5
English 101	2	
Math A	5	11

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


Edit Group
#3
1
12
Group Name
2
Biology 101
Add People
3
+ Type to add people
Group Members
4
Doug Roberts
5
Manager
Emily Boone
6
Member
Nora Sanderson
Eli Leafton
Max Johnson
Manager
Can share contents, add and remove members, and appoint members as managers.
7
Member
Can share content with other members of the group.
8
Remove from Group
9
11
Cancel
10
Save

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].

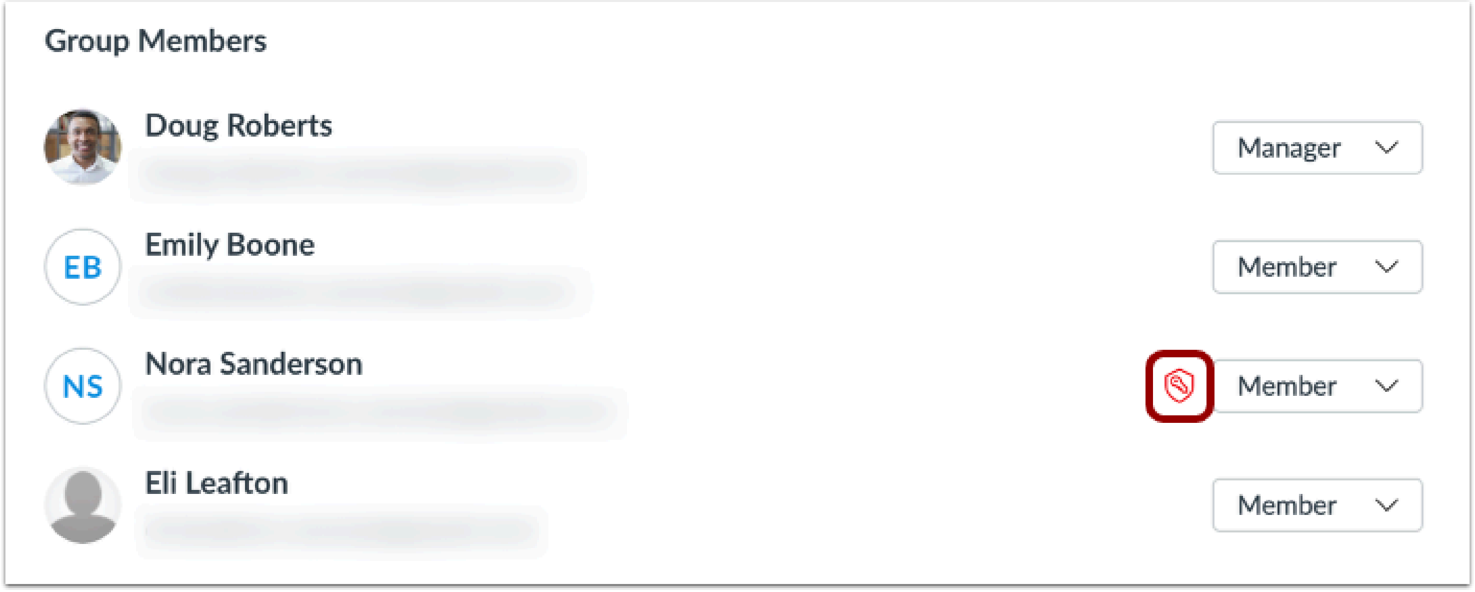
To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

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



Group Members

Doug Roberts — Manager

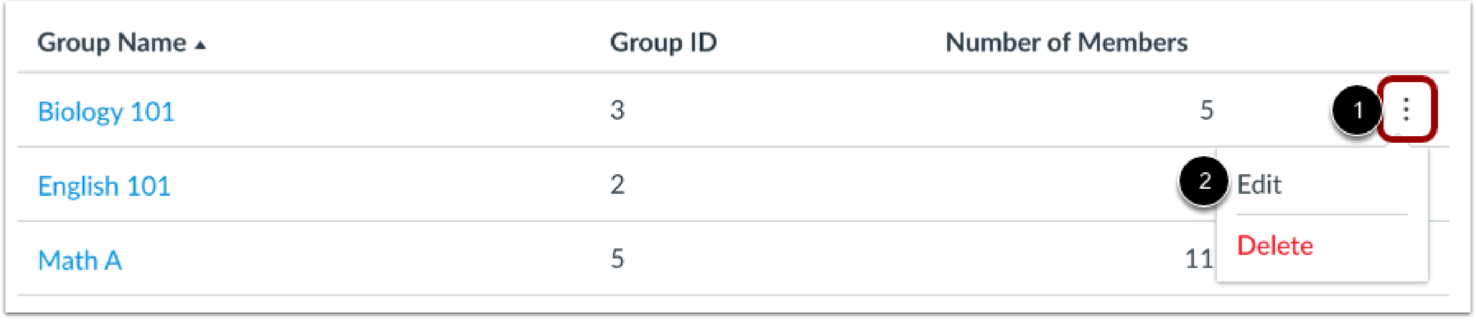
Emily Boone — Member

Nora Sanderson — Member

Eli Leafton — Member

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.

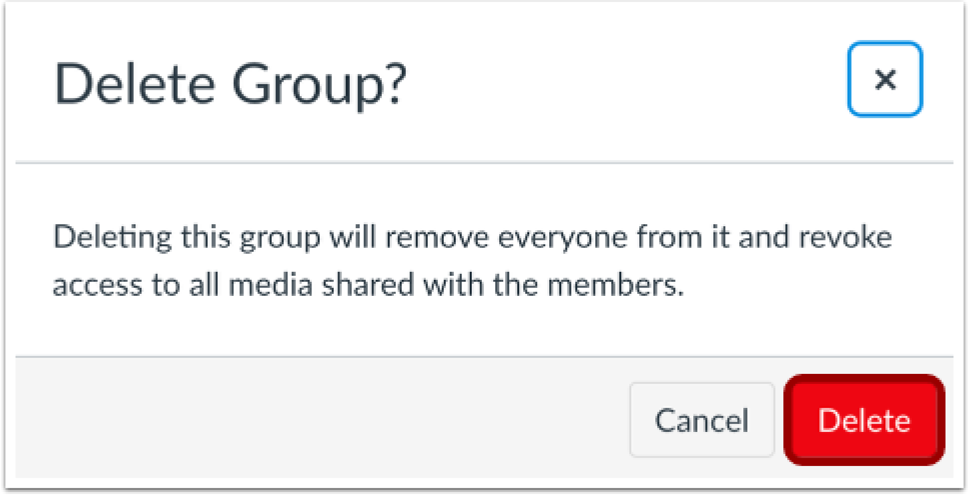
Delete Group



Group Name ▲	Group ID	Number of Members
Biology 101	3	5
English 101	2	
Math A	5	11

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



Delete Group?

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

Click the **Delete** button.

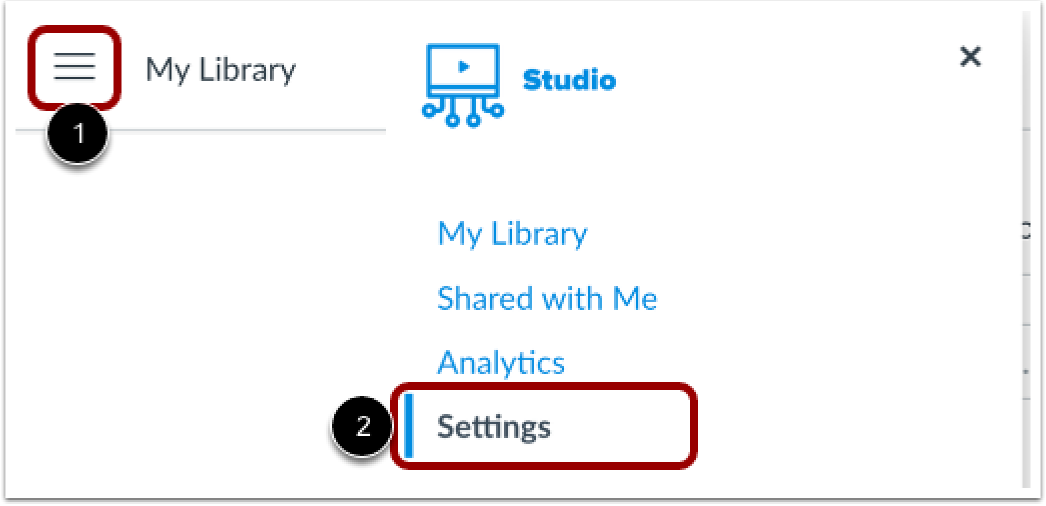
Note: When you delete a group, all members are removed from the group and any group-shared media access is revoked. Please notify group members before deleting an active Studio group.

BY NC SA

How do I manage Canvas Studio developer keys as an admin?

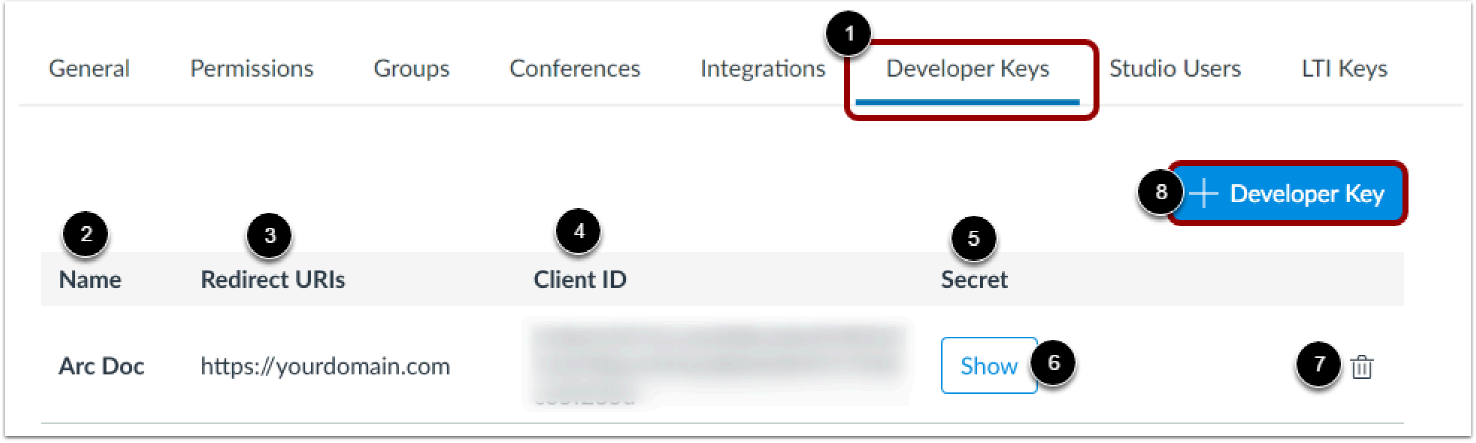
As a Canvas Studio admin, you can manage and create developer keys for your Canvas Studio account. A developer key is a code given to the developer of a third-party application that allows access to certain information and permissions within Studio. Developer keys can be used to create custom integrations 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 Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open Developer Keys

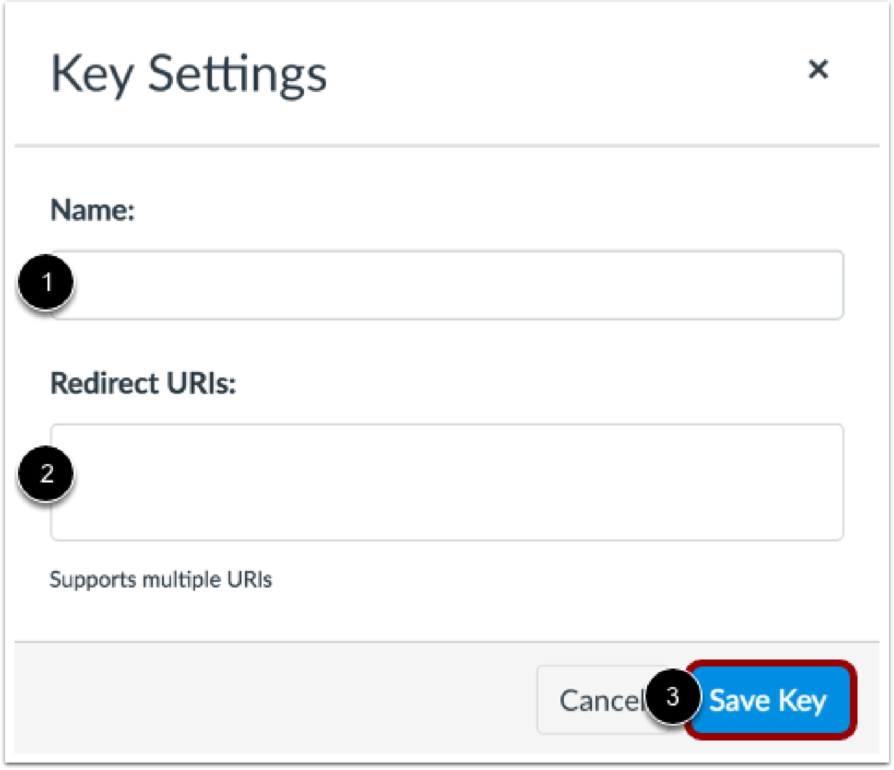

General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys
Developer Key
Name
Redirect URIs
Client ID
Secret
Arc Doc
https://yourdomain.com
Show
1
2
3
4
5
6
7
8

To view the developer keys, click the **Developer Keys** tab [1].

The developer key displays the Name [2], Redirect URIs [3], Client ID [4], and Secret [5]. To show the secret, click the **Show** button [6]. To delete a developer key, click the **Delete** icon [7].

To add a developer key, click the **Add Developer Key** button [8].

Add Developer Key


Key Settings
×
Name:
1
Redirect URIs:
2
Supports multiple URIs
Cancel
3
Save 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.

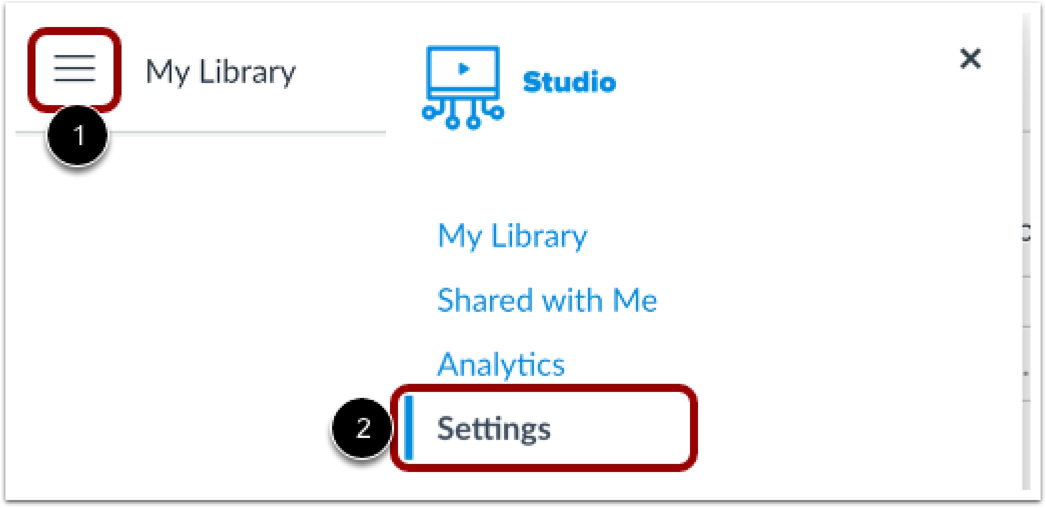
If you need to add a specific user to Studio, especially as an admin, you should manually create their account in Canvas Studio.

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.

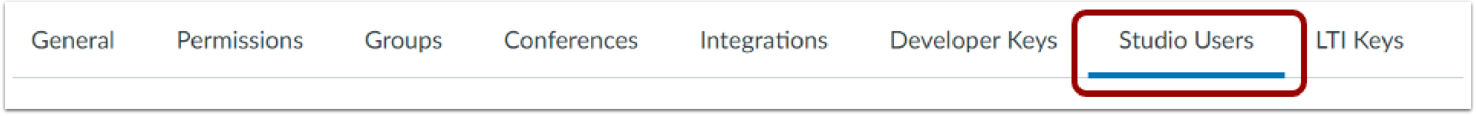
Note: Currently once you create a user, you cannot remove the user from the Studio account.

Open Studio Settings



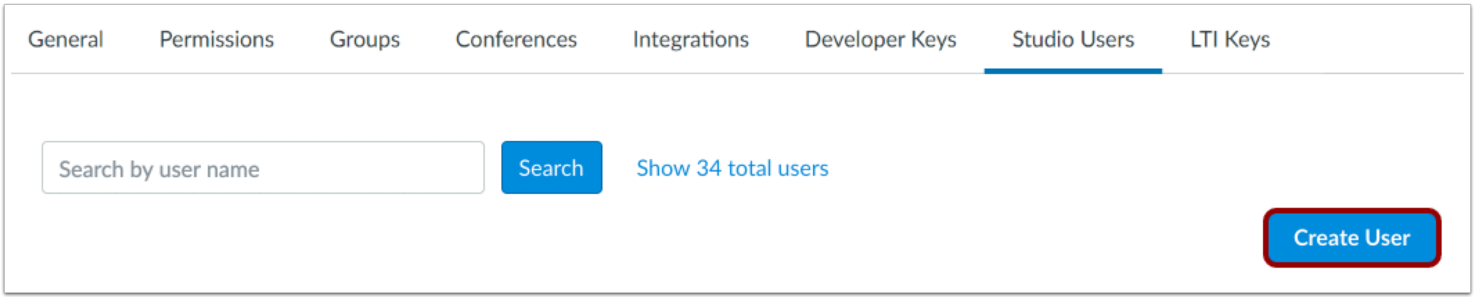
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

View Studio Users


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

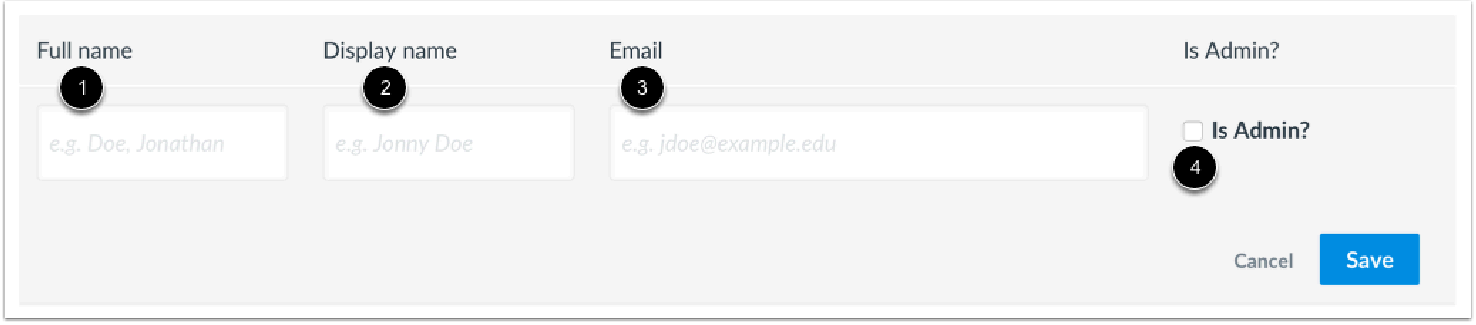
Click the **Studio Users** tab.

Create User


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys
Search by user name
Search
Show 34 total users
Create User

Click the **Create User** button.

Enter User Details


Full name
Display name
Email
Is Admin?
1
2
3
4
e.g. Doe, Jonathan
e.g. Jonny Doe
e.g. jdoe@example.edu
☐ Is Admin?
Cancel
Save

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.

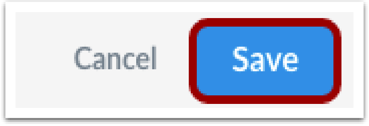
In the **Full Name** field [1], enter the user's full name.

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.

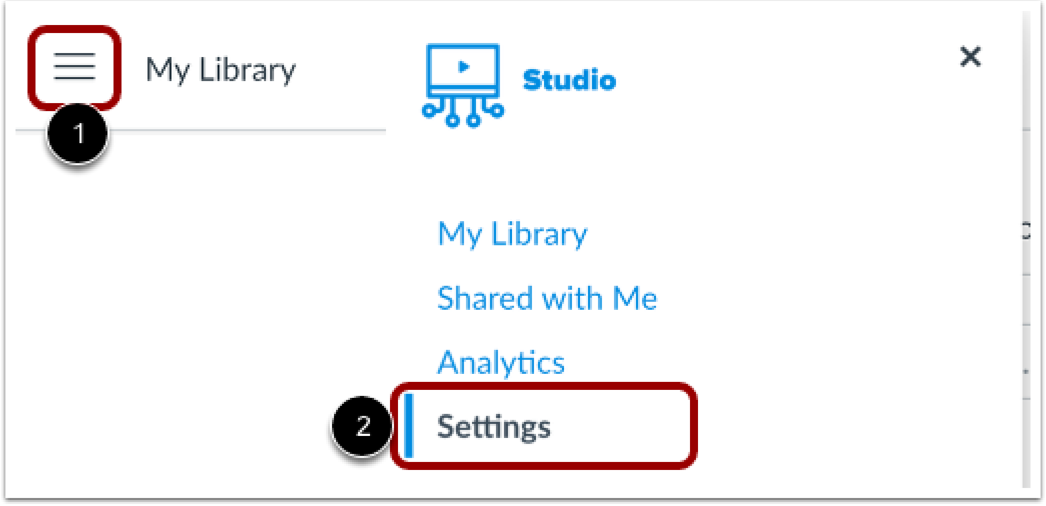
How do I manage Canvas Studio users as an admin?

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.

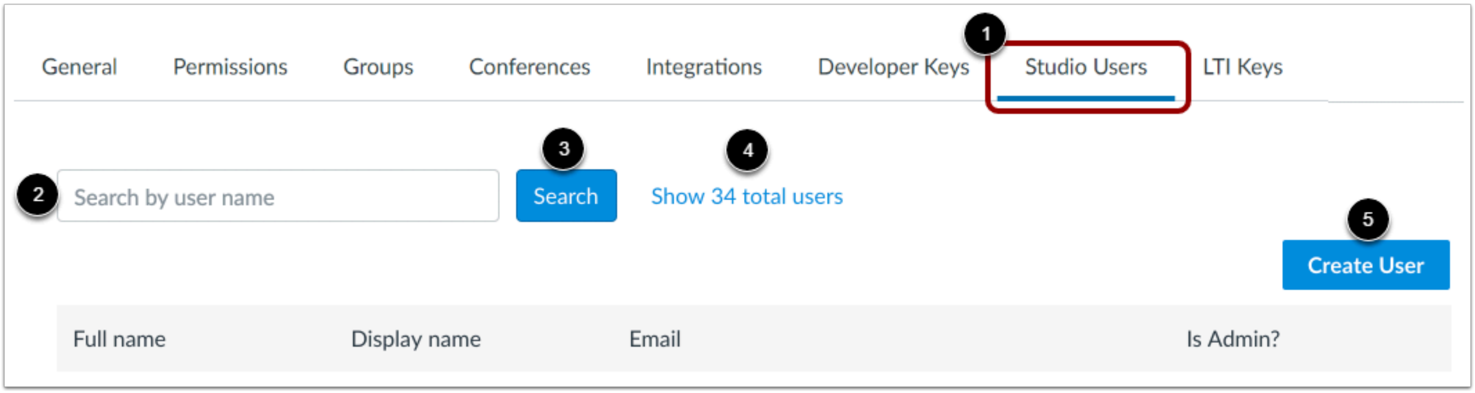
Currently you cannot remove users from the Studio account.

Open Studio Settings


1
My Library
Studio
My Library
Shared with Me
Analytics
2
Settings

In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

View Studio Users


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys
1
2
Search by user name
3
Search
4
Show 34 total users
5
Create User
Full name
Display name
Email
Is Admin?

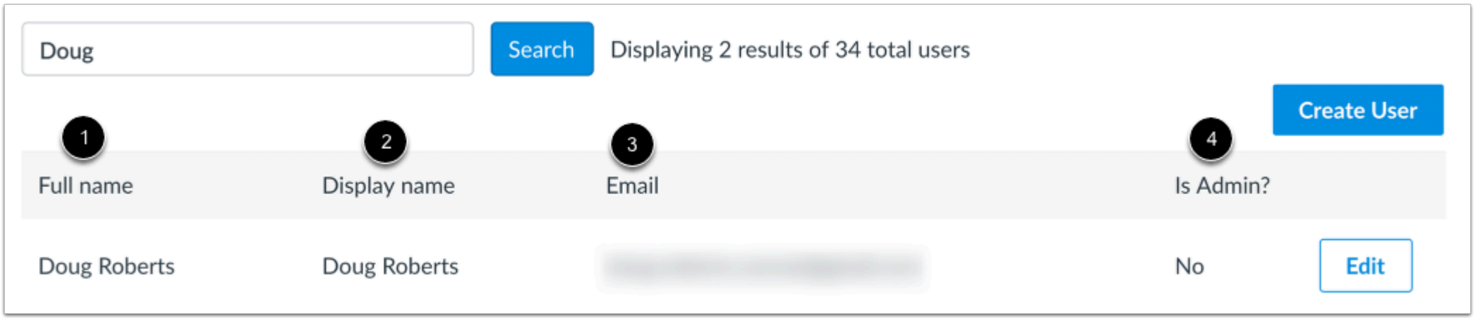
To view users in your Studio account, click the **Studio Users** tab [1].

You can search for a user by full name, display name, or email address by typing in the **Search by user name** field [2]. Then click the **Search** button [3].

You can also view a list of all users in your Studio account by clicking the **Show total users** link [4].

To [manually add a new user](), click the **Create User** button [5].

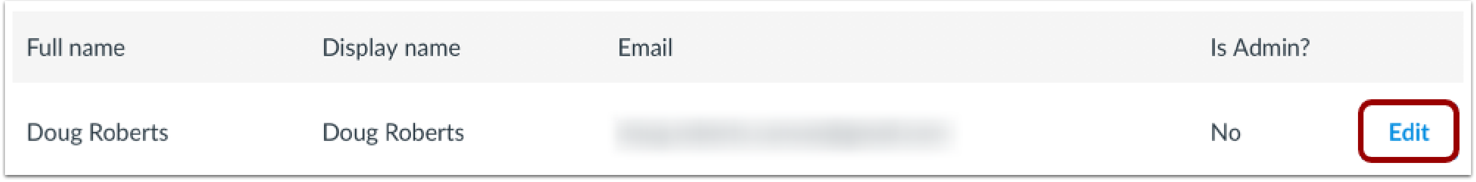
View User Information


Doug
Search
Displaying 2 results of 34 total users
Create User
1
2
3
4
Full name
Display name
Email
Is Admin?
Doug Roberts
Doug Roberts
No
Edit

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

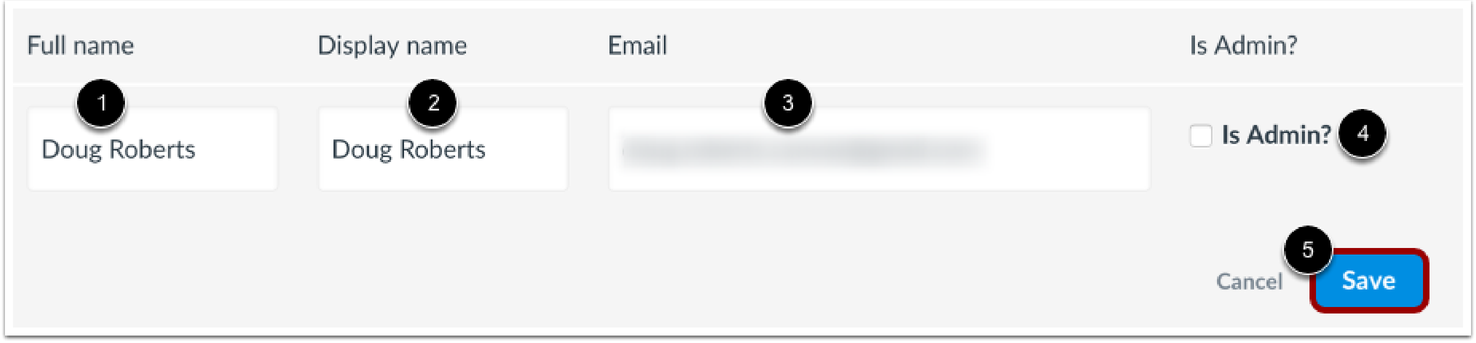


Full name	Display name	Email	Is Admin?	
Doug Roberts	Doug Roberts	[redacted]	No	Edit

To edit information for an existing user, click the **Edit** button.

Currently you cannot remove a user from your account.

Edit User



Full name	Display name	Email	Is Admin?
Doug Roberts	Doug Roberts	[redacted]	☐ Is Admin?

Editing a user allows you to change the user's name [1], display name [2], and email address [3] as shown for the user's Studio account.

You can also change a user's access to or from Admin status [4], though the *user will not be notified* about the change.

Click the **Save** button [5].

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.

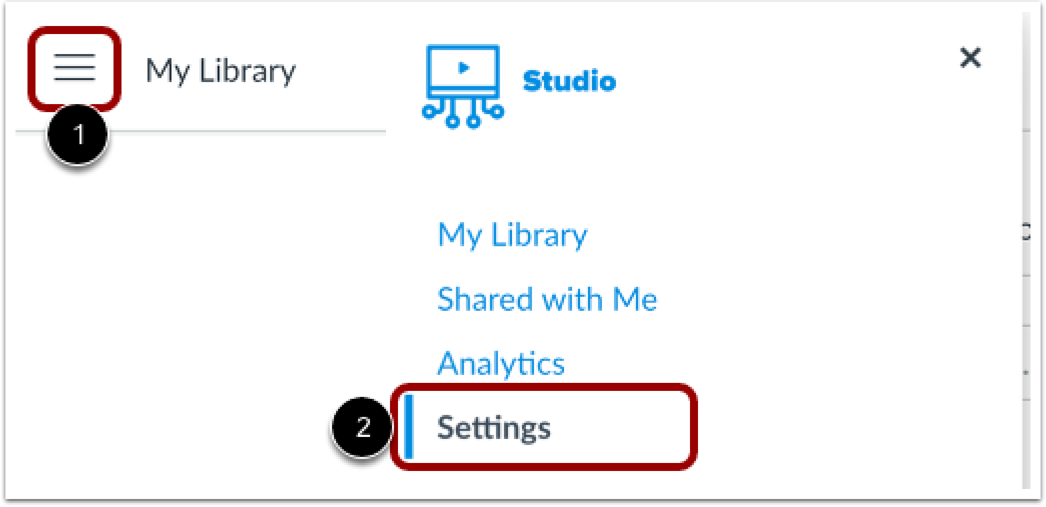
How do I view my institution's Canvas Studio LTI Keys as an admin?

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.

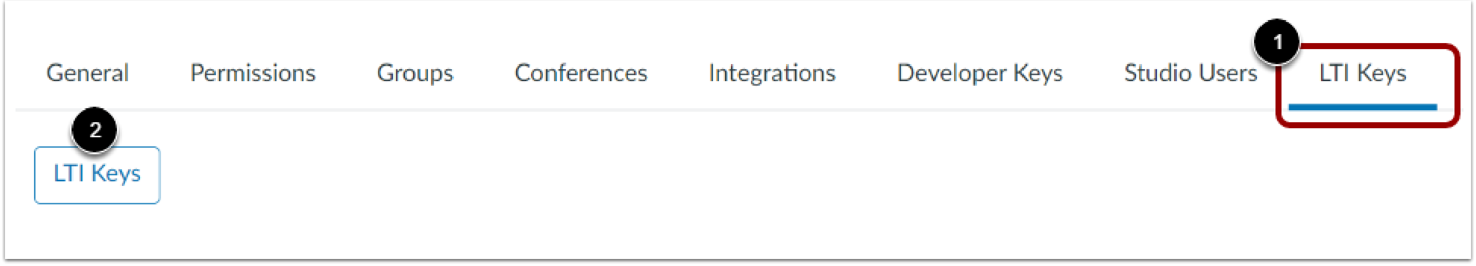
Note: The LTI Keys are for an entire institution, not just for you as an admin. If you need to change the LTI Keys, please contact your Customer Success Manager.

Open Studio Settings


1
My Library
Studio
My Library
Shared with Me
Analytics
2
Settings

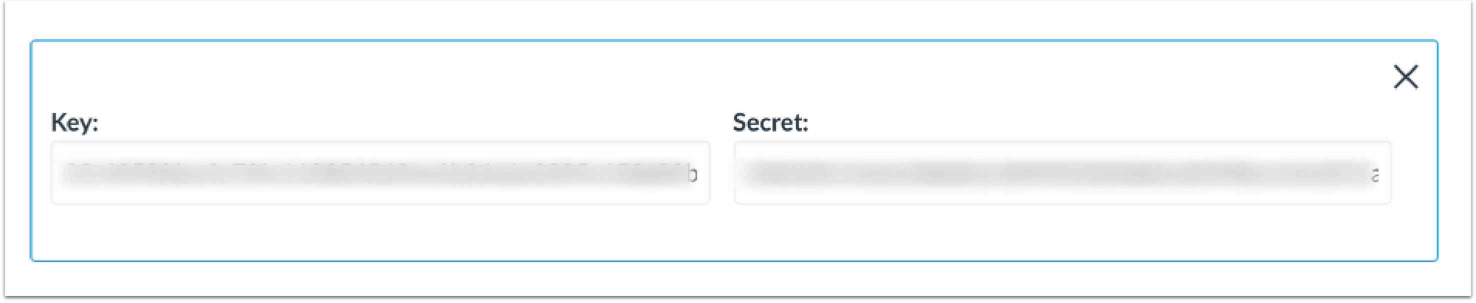
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open LTI Keys


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
1
LTI Keys
2
LTI Keys

In Studio Settings, click the **LTI Keys** tab [1]. Then click the **LTI Keys** button [2].

View LTI Keys

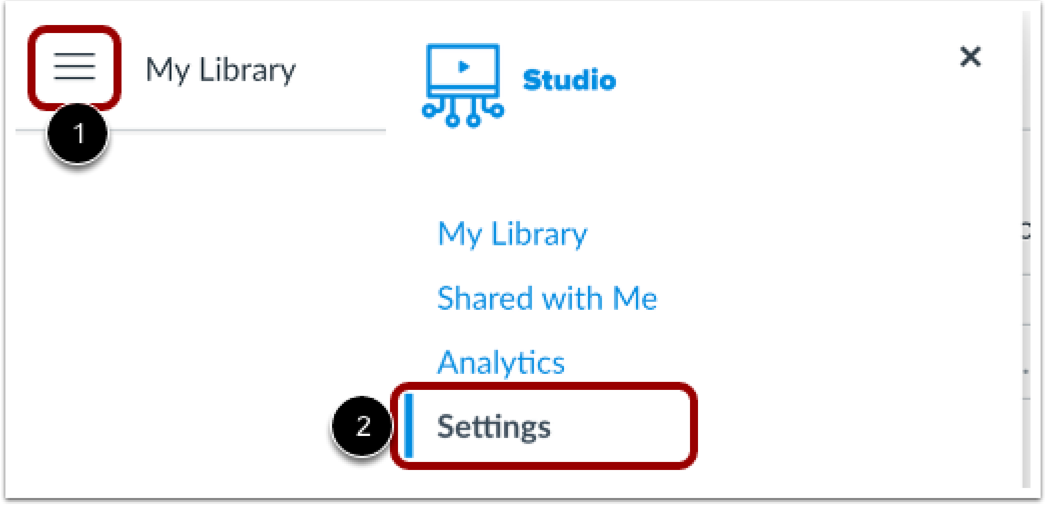


View the Key and Secret for your institution's account.

How do I manage Canvas Studio embed default settings as an admin?

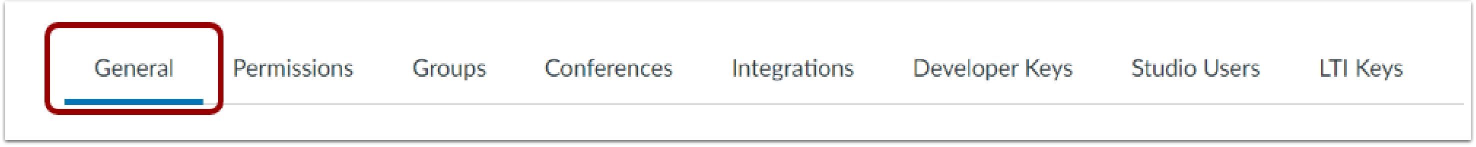
As a Canvas Studio admin, you can manage default options for embedded Studio media in Studio Settings.

Open Studio Settings


My Library
Studio
My Library
Shared with Me
Analytics
Settings
1
2

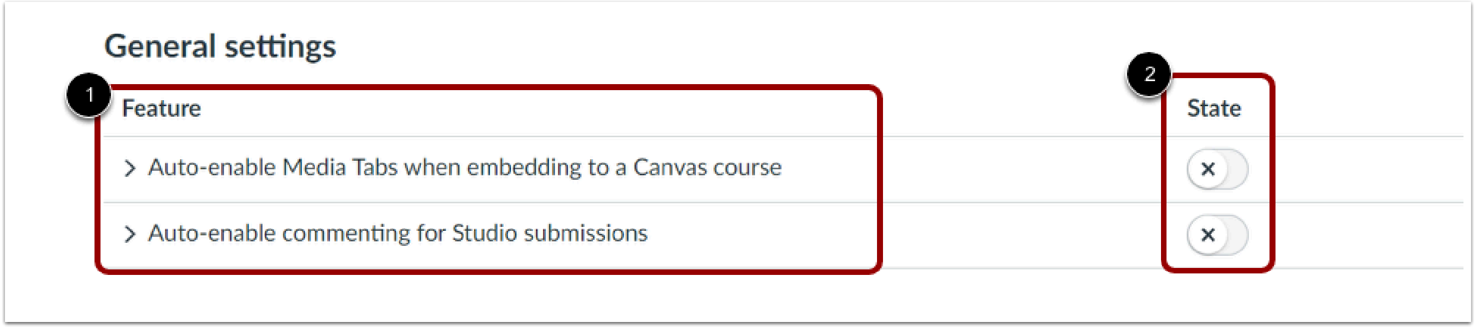
In Canvas Studio, click the **Navigation Menu** icon [1], then click the **Settings** link [2].

Open General


General
Permissions
Groups
Conferences
Integrations
Developer Keys
Studio Users
LTI Keys

Click the **General** tab.

View General Settings

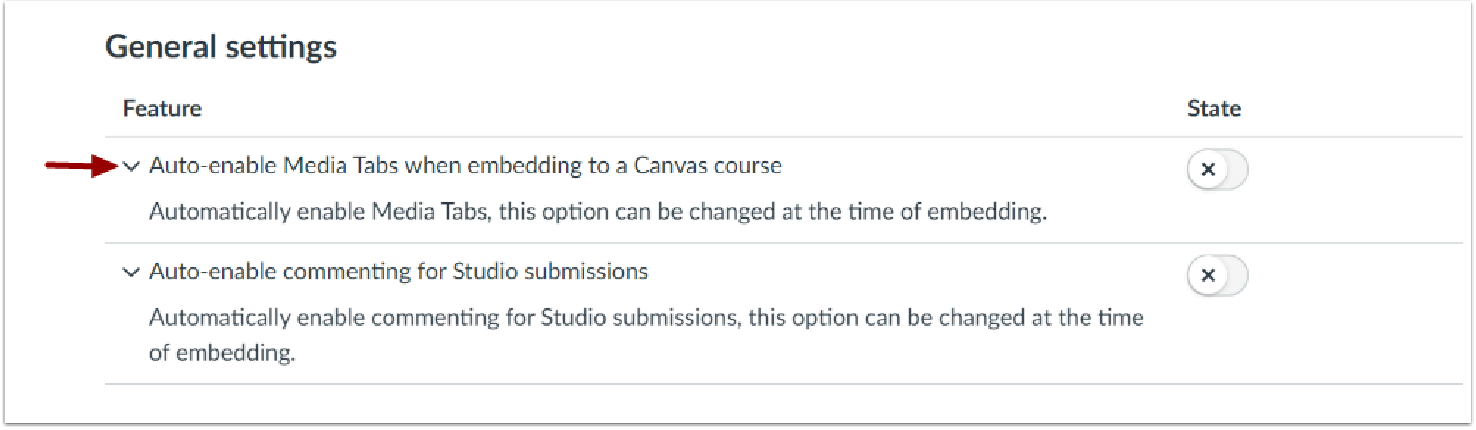


General settings

Feature	State
Auto-enable Media Tabs when embedding to a Canvas course	×
Auto-enable commenting for Studio submissions	×

The table displays feature names [1]. By default, all embed options are turned off [2].

View Feature Descriptions

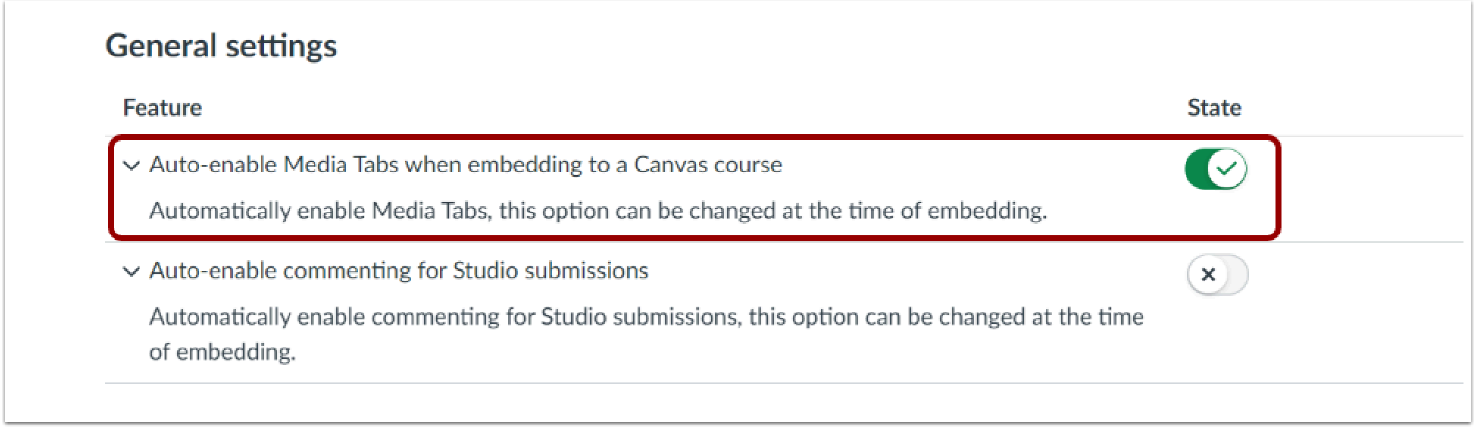


General settings

Feature	State
Auto-enable Media Tabs when embedding to a Canvas course Automatically enable Media Tabs, this option can be changed at the time of embedding.	×
Auto-enable commenting for Studio submissions Automatically enable commenting for Studio submissions, this option can be changed at the time of embedding.	×

To view more feature details, click the **Expand** icon.

Auto-Enable Media Tabs When Teachers Embed



General settings

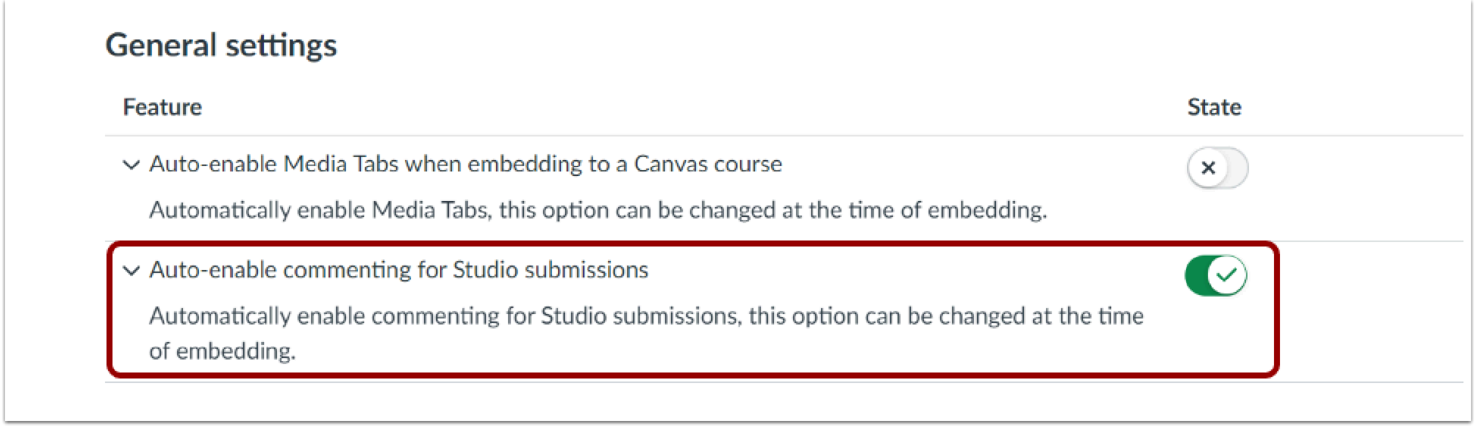
Feature	State
Auto-enable Media Tabs when embedding to a Canvas course Automatically enable Media Tabs, this option can be changed at the time of embedding.	✓
Auto-enable commenting for Studio submissions Automatically enable commenting for Studio submissions, this option can be changed at the time of embedding.	✕

To enable media tabs by default when teachers embed media, click the **Auto-enable Media Tabs when embedding to a Canvas course** toggle.

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



General settings

Feature	State
Auto-enable Media Tabs when embedding to a Canvas course Automatically enable Media Tabs, this option can be changed at the time of embedding.	✕
Auto-enable commenting for Studio submissions Automatically enable commenting for Studio submissions, this option can be changed at the time of embedding.	✓

To enable media tabs by default when students embed media, click the **Auto-enable commenting for Studio submissions** toggle.

Media tabs for student-embedded media allow comments on the media.

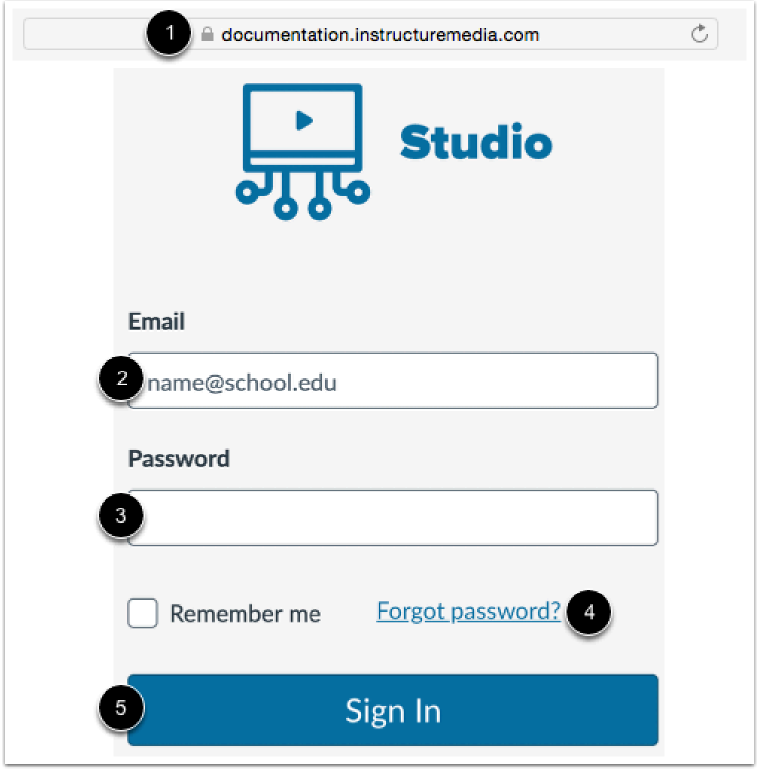
Note: When a student embeds media, the student can select to hide media tabs.

Studio Profile and User Settings

How do I view the user menu in a Canvas Studio site?

If you have access to your Canvas Studio site, you can view your user menu. As an admin user, your user menu allows you to manage settings for your institution's Studio account.

Sign in to Studio Site


1
documentation.instructuremedia.com
Studio
Email
2
name@school.edu
Password
3
☐ Remember me
Forgot password?
4
5
Sign In

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.

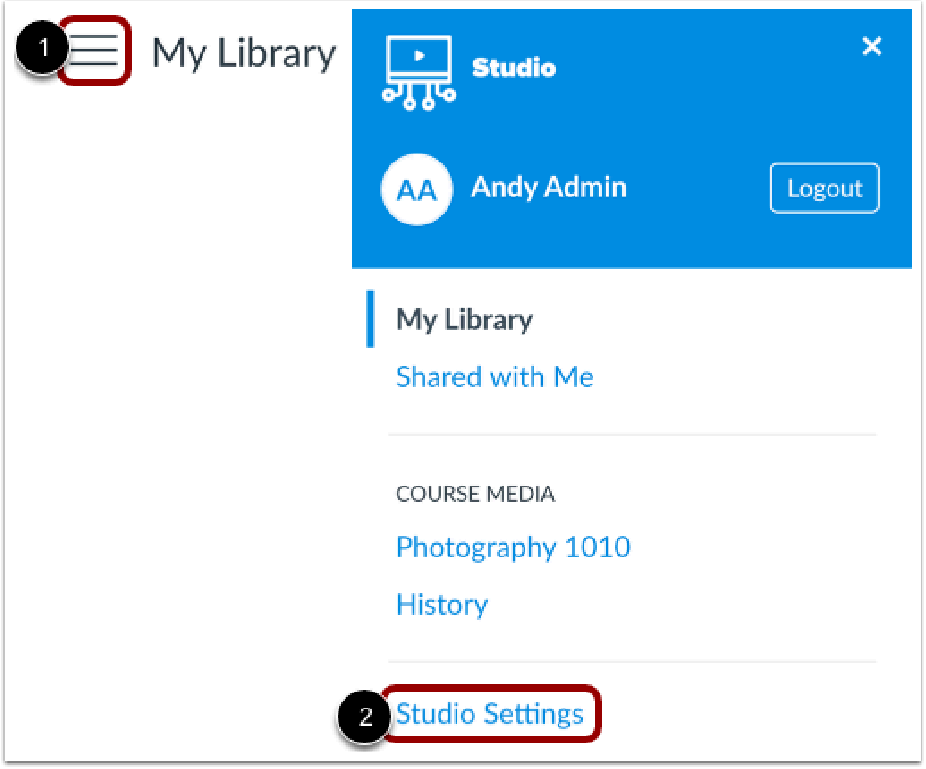
In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].

Notes:

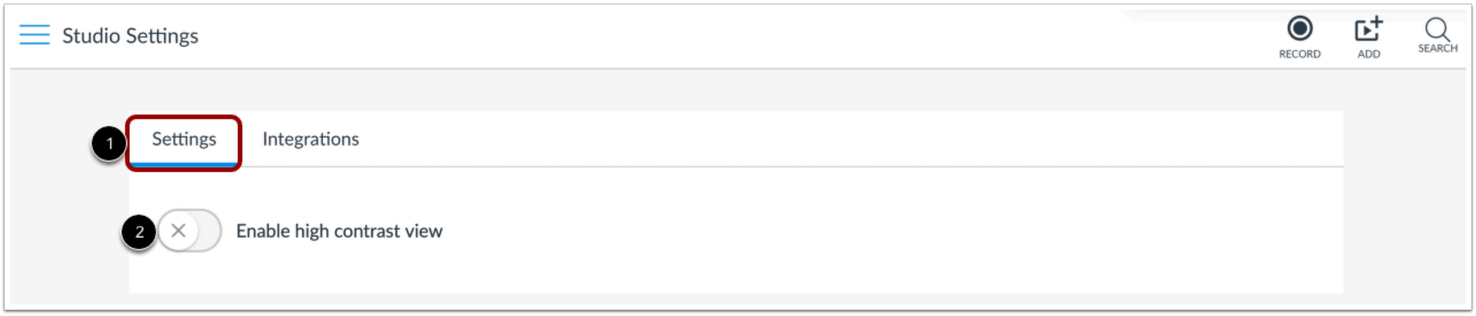
- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings


1
My Library
Studio
Andy Admin
Logout
My Library
Shared with Me
COURSE MEDIA
Photography 1010
History
2
Studio Settings

Click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

View Studio Settings

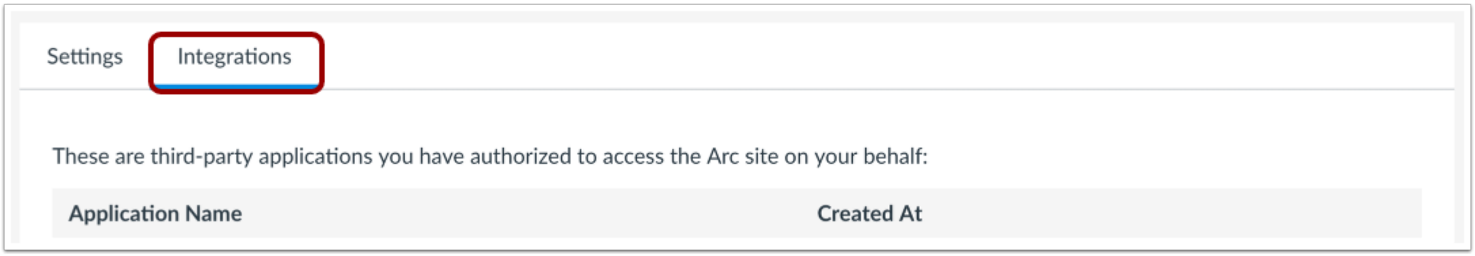

Studio Settings
RECORD
ADD
SEARCH
1
Settings
Integrations
2
Enable high contrast view

By default, Studio Settings opens to the Settings tab [1].

To enable or disable high contrast view, click the **Enable high contrast view** option [2]. This setting only affects your view of the Studio site and does not affect any other users.

BY NC SA

View Studio Integrations

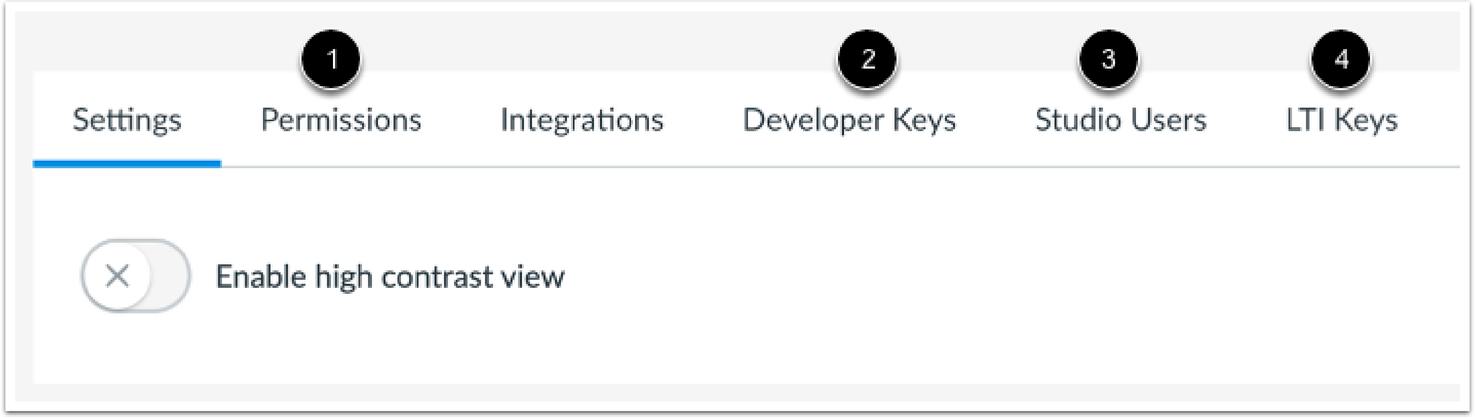

Settings
Integrations

These are third-party applications you have authorized to access the Arc site on your behalf:

Application Name	Created At

To view a list of third-party applications you have authorized to access Studio on your behalf, click the **Integrations** tab.

View Admin Studio Settings Tabs


1
2
3
4
Settings
Permissions
Integrations
Developer Keys
Studio Users
LTI Keys

Enable high contrast view

As an admin user, you can view admin settings in Studio Settings.

To view and manage user role permissions, click the **Permissions** tab [1].

To view and manage developer keys, click the **Developer Keys** tab [2].

To view and manage users in your Studio account, click the **Studio Users** tab [3].

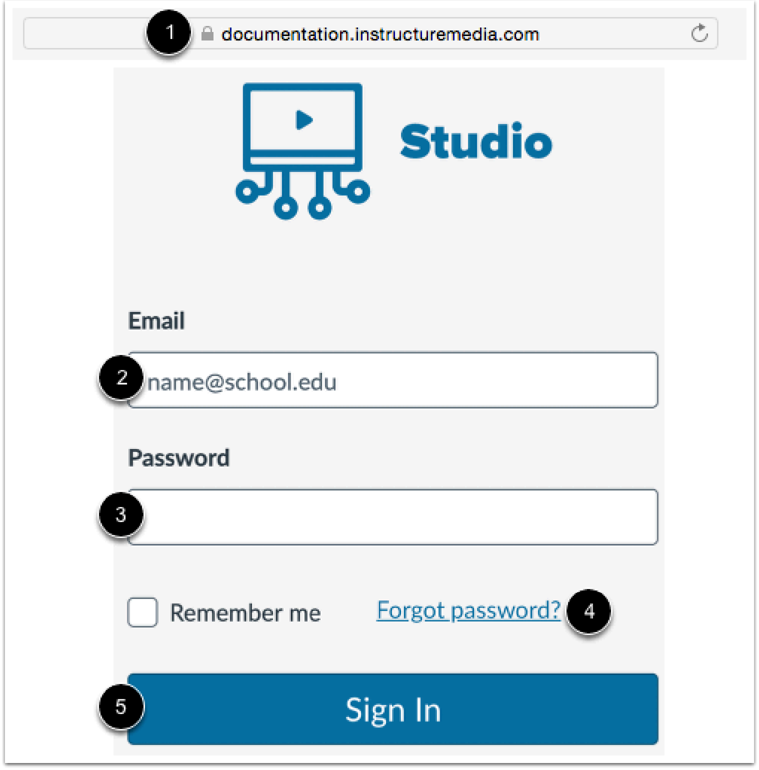
To view LTI keys for your Studio account, click the **LTI Keys** tab [4].

How do I enable high contrast styles in a Canvas Studio site?

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.

Note: This setting only affects your view of the Studio site and does not affect any other users.

Sign in to Studio Site


1
documentation.instructuremedia.com
Studio
Email
2
name@school.edu
Password
3
Remember me
Forgot password?
4
5
Sign In

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.

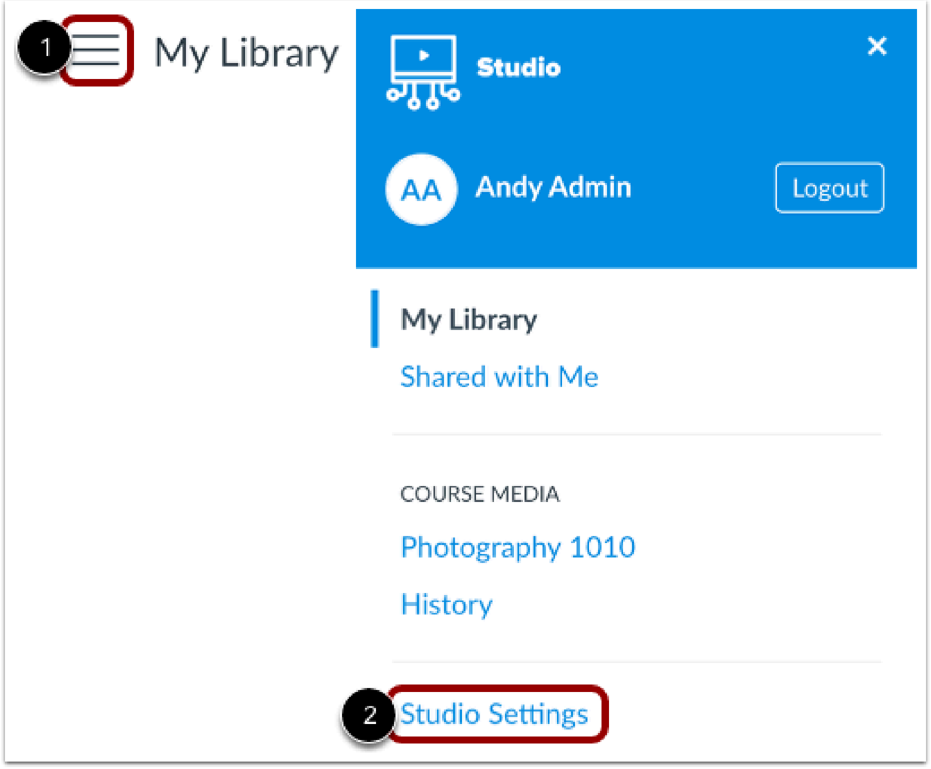
In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].

Notes:

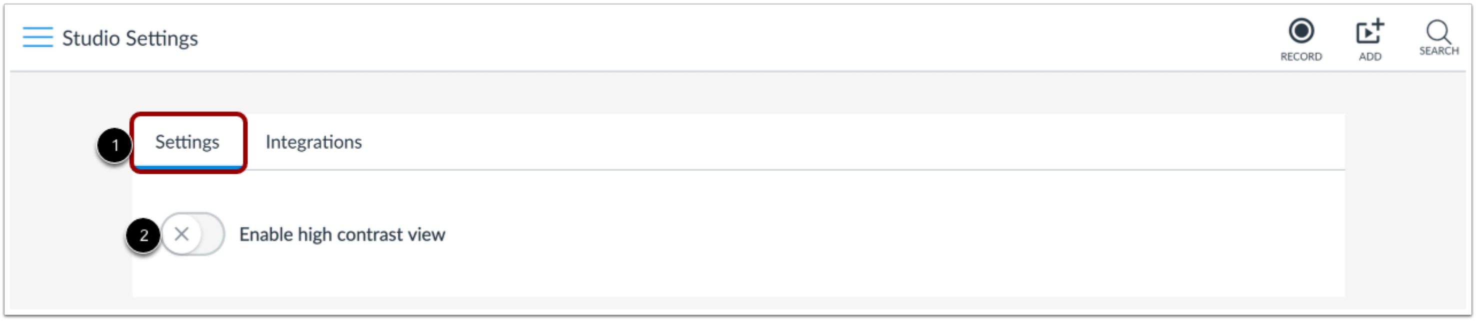
- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings


1
My Library
Studio
AA Andy Admin
Logout
My Library
Shared with Me
COURSE MEDIA
Photography 1010
History
2
Studio Settings

Click the **Navigation Menu** icon [1], then click the **Studio Settings** link [2].

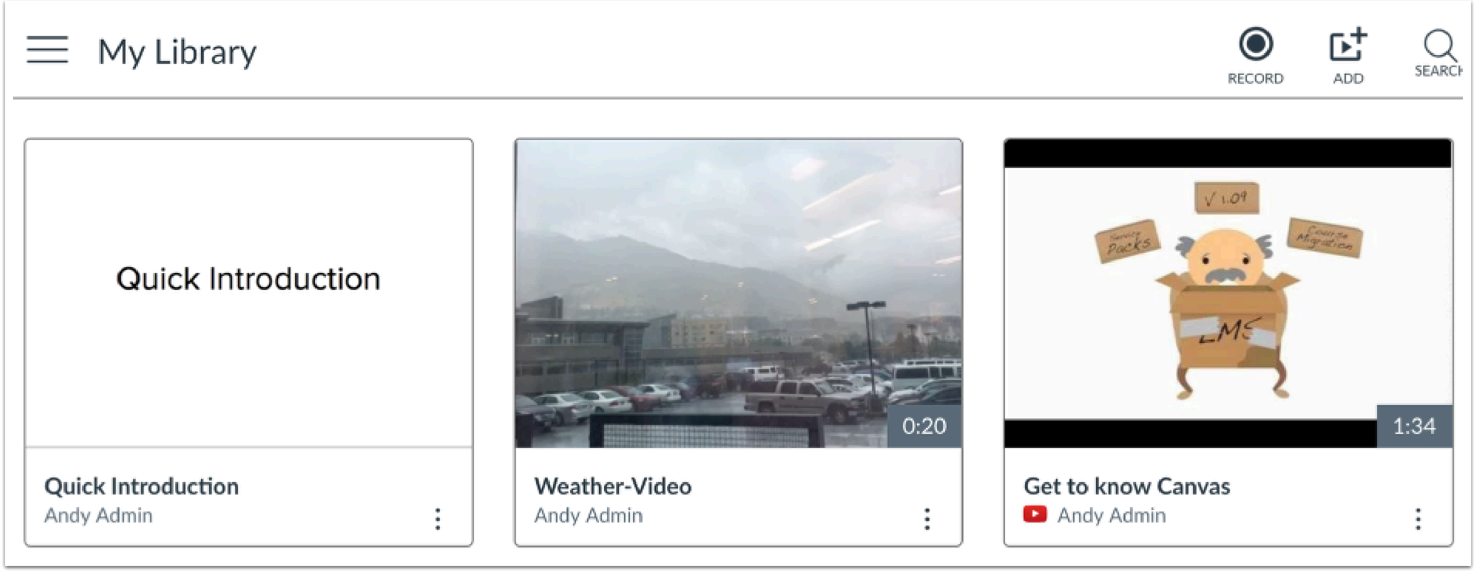
Enable High Contrast


Studio Settings
RECORD
ADD
SEARCH
1
Settings
Integrations
2
Enable high contrast view

By default, Studio Settings opens to the Settings tab [1].

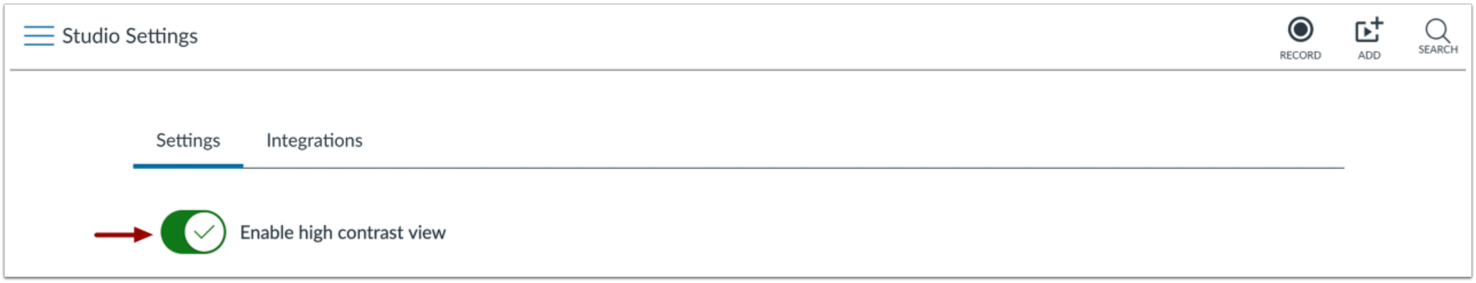
Click the **Enable high contrast view** option [2].

View Account


My Library
RECORD
ADD
SEARCH
Quick Introduction
Quick Introduction
Andy Admin
0:20
Weather-Video
Andy Admin
1:34
Get to know Canvas
Andy Admin

View your Studio site with high contrast styles.

Disable High Contrast


Studio Settings
RECORD
ADD
SEARCH
Settings
Integrations
Enable high contrast view

To disable high contrast view, open your Studio Settings again and click the **Enable high contrast view** option.