Quick Reference - How to Create Media in Canvas

Students are encouraged to use any technology or software which they have access to and which they are familiar with - i.e. PowerPoint (can be exported as a video), QuickTime, phone camera, etc. Multimedia created with other tools can be uploaded through the same process as in step 2.

If you aren't sure what to use, we've provided some information about university-supported tools available to you here.
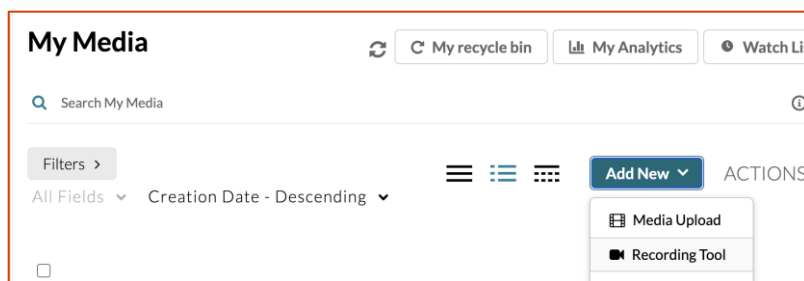
- **Recording a presentation?** Consider using the MyMedia Recording Tool in Canvas or Zoom@OSU to record a presentation with a group. Zoom cloud recordings are automatically uploaded to MyMedia once they have completed processing. Kaltura Capture can alternatively be downloaded and installed from within Canvas. Read the article on installing and launching Kaltura Capture for more details.

- **Recording a webcam video?** Consider using the MyMedia Recording Tool.

- **Recording an audio recording?** Consider using the MyMedia Recording Tool and disabling your camera.
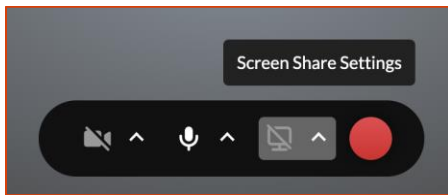
Step 1: Record Media

Use the MyMedia Recording Tool

Note: The browser-based recording tool is not compatible with Apple's Safari browser. The webcam recording tool is also inaccessible on iOS/iPadOS and Android devices. To record your webcam on a mobile device, simply use the device's built-in camera app.
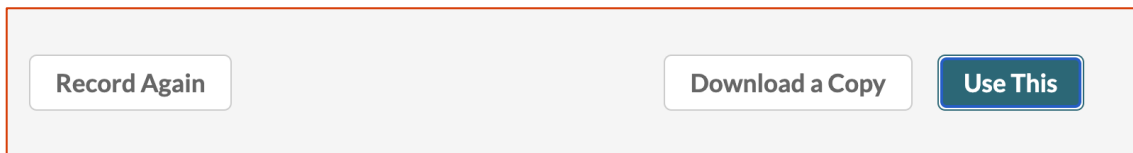
1. From the menu at the left of Canvas, select 'My Media'.
2. Select the 'Add New' dropdown menu and then 'Recording Tool'.

3. Select the arrow next to each option (video, audio, screenshare) to select which features should be enabled.

4.   Select the recording button (red circle) to begin recording.
5.   Wait for the countdown and then record.
6.   There is no pause button. Select the square Stop button to stop the recording.
7.   Preview the video and select 'Use This' to save your recording.

8.   Give your media a Name (course name and brief title), a brief Description (optional), and/or Tags (optional). Leave the video as Private. (It can be shared with your instructor/classmates without making it public). Select Save.

Step 2: Upload Media

If you created your media content using the Recording Tool, Kaltura Capture, or Zoom, you can skip Step 2.

1.   From the menu at the left of Canvas, select 'My Media'.
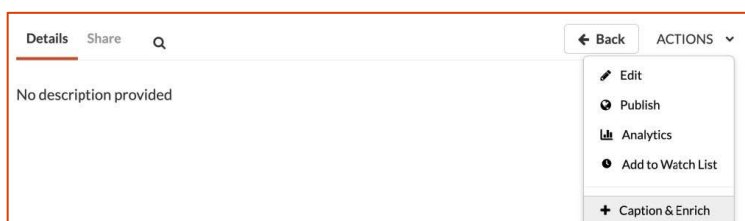2.   Select the 'Add New' dropdown menu and then 'Media Upload'.

3.   Review and agree to the terms.

4. Choose a multimedia file to upload from your computer.
5. Give your media a Name (course name and brief title), a brief Description (optional), and/or Tags (optional). Leave the video as Private. (It can be shared with your instructor/classmates without making it public). Select Save.
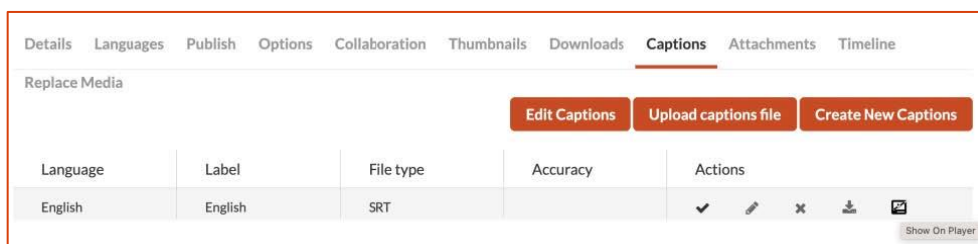
Step 3: Enable Captions

Note: If you used Zoom to record your media content and enabled captions during recording, then you can skip Step 3.

1. Request the automatic captions – Login to Canvas, select 'MyMedia' at the left, select the video needing captions, select the 'Actions' menu and then 'Caption & Enrich', leave the default options, and Submit.
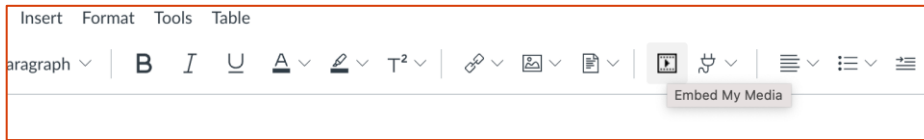

2. Wait ~30 minutes. Go back into Canvas, select 'MyMedia', find the video, choose the 'Actions' menu and then 'Edit'. Go to the 'Captions' tab. Select on the TV icon that says 'Show on Player' to publish the captions. If you have extra time to proof and edit captions you can access the 'Edit Captions' option within the same Captions tab.
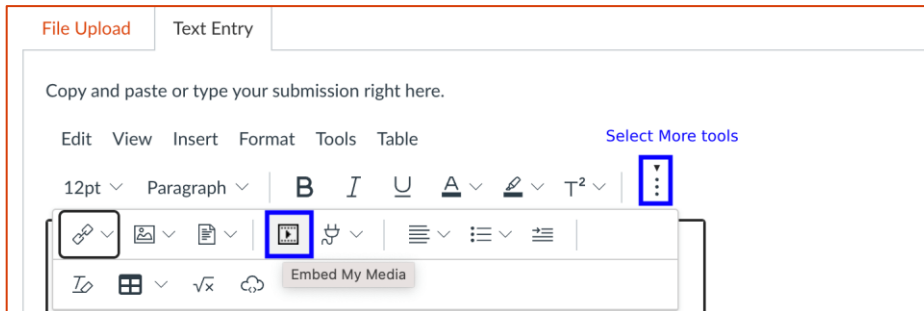

Step 4: Share the Media you created in Canvas (in an Assignment or Discussion)

Note: If you used Zoom to record your media content, it may take time for the recording to transfer, you will receive an e-mail confirmation when it is available to share in Canvas from customer_service@kaltura.com.
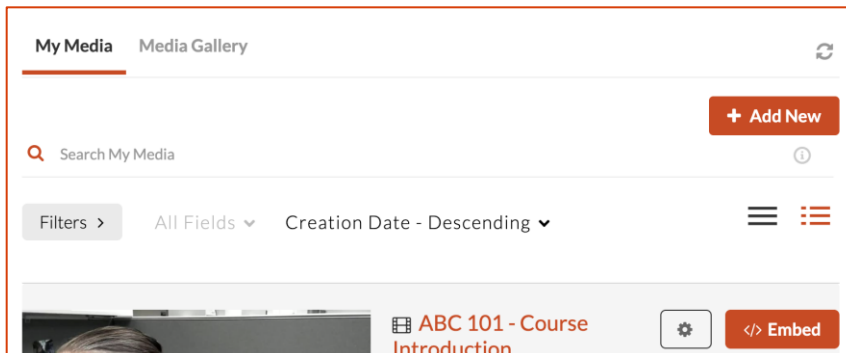
1. To add media to a discussion or assignment in Canvas, select the 'Embed My Media' icon within the rich text editor. If you are adding media to an assignment, the rich text editor appears under the Text Entry tab.

If you do not see the 'Embed My Media' icon at first, select the triple dotted menu expansion button.

2.   Select </> Embed next to the media to select it and share it.

Support

Contact the Service Desk for technical help with MyMedia/Kaltura in Canvas. Additional tutorials can be found in the Knowledge Base.