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Introduction
What is Arc?

Arc is a communication tool that allows instructors and students to actively collaborate through video and audio media. Learn more about Arc.

Students and Instructor Engagement

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

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

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

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

Analytics

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

Arc integrates with Canvas for a seamless learning experience. Arc media can be embedded in the Rich Content Editor, which is available in multiple feature areas including Assignments, Discussions, and Pages.
How do I access Arc?

Depending on your institution's goals and preferences, Arc can be accessed in several ways. Most commonly, Arc accounts are integrated with Canvas.

Arc Account

The most direct way to access Arc is through an Arc account.

An Arc account allows you to view, share, and comment on any uploaded video or audio media file. Learn how to use Arc in an Arc account.

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)
In Canvas, if Arc is enabled for everyone in your institution, the Global Navigation Menu includes an Arc link. This link gives you direct access to your Arc account from anywhere in Canvas.

**Note:** If your Global Navigation Menu does not include an Arc link, you can still access Arc through the Rich Content Editor.

**Canvas**

When Arc is integrated with Canvas, users can access Arc as an external tool through the Rich Content Editor. Instructors can access Arc through the Course Navigation link. The Arc integration allows instructors to seamlessly integrate media interaction into the classroom.
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. Learn how to use Arc in the Rich Content Editor.

Users can access Arc through the Rich Content Editor even if they do not have direct access to their Arc account through the Global Navigation Menu. However, access through the Rich Content Editor includes modified functionality and gives more control to the course instructor.

**Access Overview**

- Users can only access their Arc 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; in groups, users can only manage their own comments.
- Existing comments in embedded media are not included in course copies.
Course Navigation Link

Instructors can also view their course uploads through the Arc link in the Course Navigation Menu. This functionality offers full access as noted when viewing Arc in an Arc Account.

Arc Site

Canvas Login

Email
name@school.edu

Password

Remember me · Forgot password?

Sign In
Currently, Arc provides a separate login site for Arc admins. Arc sites allow admins to manage users for their institution. This site is separate from Canvas and is hosted in a separate URL. However, all other content in the Arc site is the same as in an Arc account.

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

Learn how to log in to an Arc site.

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

Access Overview

- Users must log in to a separate URL
- Users have the same access as standard Arc accounts
- Users with Arc admin roles can manage users
What file formats does Arc support?

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

Supported Video Formats

Arc supports H.264 video playback.

Arc 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

Arc will accept the following audio files for playback:

- mp3 – Digital Audio Format
- wma – Windows Media Audio
- wav – Waveform Audio File Format
What are the computer specifications for Arc?

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

Screen Size
Arc is best viewed at a minimum resolution of 800x600.

Operating Systems
- Windows 8.1 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

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, Arc 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 Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Arc in Chrome

Supported Browsers
Arc supports the same browsers as Canvas and Bridge.

Note: Arc webcam capture is only supported by Chrome and Firefox browsers.
Arc on Mobile Devices

The Arc 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
Arc Account
How do I use Arc in an Arc account?

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

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

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

To learn about available keyboard shortcuts in Arc, view the Arc Media Player Keyboard Shortcuts PDF.

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

View Arc Navigation Menu

Within the Arc interface, Arc includes a navigation menu at the top of every page. Using the menu you can view media [1], record media [2], add media [3], and search media [4].
Arc defaults to the **My Uploads** page, which shows all the media you've uploaded to Arc. Media files display in the order they were uploaded, with the most recently uploaded media first.
View Shared Media

The Shared with Me page contains media shared with you by other Arc users. You can also share your media with other Arc users as well.
View Course Media

If you are an instructor, you can view media uploaded to your courses.

Note: Media must be added to the course before the course appears in the navigation menu.

Search Media

The search field returns searches for titles, description terms, or terms that match specific tags. Tags and descriptions can be created when a creator adds a video or audio file and edits the details.
To search for a video or audio file, click the **Search** icon [1]. In the Search field [2], enter the name or subject of the video or audio file. Click the **Enter** or **Return** key on your keyboard.

**View Search Results**

![Search results for 'business'](image)

Any results display in the page.

**Upload Media**

![Upload media interface](image)

To upload media, click the **Add** button. You can also drag and drop video or audio files into your My Uploads page.
Record Media

To record media, click the Record button. You can use your webcam to record a video in Arc.

View Media

To view the media, hover over the video or audio file and click the media thumbnail. Viewing media allows you to manage all details and settings as well as manage comments and view user analytics.
How do I upload media in an Arc account?

You can upload video or audio files in Arc either through the Add button or by dragging and dropping into the My Uploads page. Media can be uploaded from any page in your account. After a media file is uploaded, you can manage all controls and settings.

You can bulk upload multiple specific media files at a time. The maximum file size for a media file upload is 10 GB. Learn more about supported file formats.

Upload Media

To upload a video or audio file, you can drag and drop the file into Arc [1]. Or you can click the Add button [2].
Add Media File

When you select the **Add** button, you can drag and drop file(s), browse for files, or add a YouTube video.

To select files to upload, click the **Browse Files** button [1], locate and select the file(s) on your computer [2], and click the **Choose** or **Open** button [3].
Add YouTube Video

To add a YouTube video, copy and paste the YouTube link into the URL field [1] and click the Add button [2].
View Progress Bar

The progress bar displays the upload status of your media file.

View Media

When the media has finished uploading and processing, you can view your media by clicking the media.
Manage Media

When you upload media, you have access to all controls and settings. You can share the media or get a public link or embed code [1], download the media [2], delete the media [3], add captions [4], and edit details and tags [5].

Once users view your media, you can view their comments [6] and review user analytics [7].
How do I view media in an Arc account?

Arc media contains several options to help you manage your viewing experience. You can easily view media in Arc.

Locate Media

In your Arc account, locate the media you want to view. You can view specific uploads in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

Hover over the media and click the media thumbnail.
Select Course

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.

Play Media

The timeline includes the total length of the video or audio file [1].

To play the video or audio file, click the Play button [2].

View Timeline

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 [1].

To pause the video or audio file at any time, click the Pause button [2].
Set Volume

To set the playback volume for the media, click and drag your mouse across the volume buttons. The button farthest to the left indicates no volume; the button farthest to the right indicates full volume.

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 speed playback number. By default the media plays at the normal speed of how it was created (1x). You can play back the media at half the speed of the media (0.5x) or up to twice the speed of the media (2x).

Note: You cannot change the playback speed for media uploaded from YouTube.
View Captions

To see if a video or audio file includes captions, click the Captions icon [1].

If a video or audio file includes captions, you can enable captions by clicking your preferred language [2]. By default, captions are set to off.

Note: If you are the owner of a video or audio file, you can add or replace a caption file.

View Comments

If your media includes comments, you can view inline captions as part of the media by clicking the Comments icon.
When enabled, the dots in the timeline show any comments in the media [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 media timeline.

Comments can also include replies from other users [3]. Each comment shows the first five replies. When there are more than five replies, users can view a link to load more comments.

Learn how to add comments in an Arc account.

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

If your media includes comments, you can also view the details of the video or audio file. The Details tab shows the name [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.

Set Source Quality

Depending on the video or audio format when the media was uploaded, you may be able to change the playback quality of the video or audio file by clicking the Settings icon. Options may include viewing the video or audio file in high, standard, or low quality.

Note: Not all upload formats include all quality options.
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.
How do I record a video with a webcam in an Arc account?

You can record a video using your webcam in Arc. 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.

Notes:

- Arc webcam capture is only supported by Chrome and Firefox browsers. If you use an unsupported browser, Arc will ask you to switch browsers.
- You may need to allow the browser to access your camera and microphone.
- For more information about how screen readers work with recording a video in Arc, please visit Accessibility within Arc.

Record Video

To record a video, click the Record button [1], then click the Webcam Capture link [2].
Allow Access

To give access to your computer’s microphone and camera, click the Allow button.
Start Recording

Click the Start Recording button.
Finish Recording

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

View the recording. Enter a title in the title field [1] and click the Save button [2]. If you want to record again, click the Start Over button [3].
In the My Uploads page, view your video recording. Once the recording is processed, you can manage all controls and settings.
How do I record a screen capture video in an Arc account?

You can record a screen capture video in Arc. 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 Arc.

Record Screen Capture

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

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 Arc.
Record Screen Capture

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 rec 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**

![Finish Screen Capture](image)

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**

![Upload Screen Capture](image)

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].
In the My Uploads page, view your screen capture. Once the screen capture is processed, you can manage all controls and settings.
How do I edit details and tags for media in an Arc account?

After you upload a video or audio file, you can edit the details of the media and add tags. Details include the title and description of the media. Descriptions do not appear anywhere in Arc, 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 a relevant media.

Locate Media

In your Arc account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

Hover over the media and click the media thumbnail.
Open Details

Click the Details tab.

Edit Details

Click the Edit Details button.

Edit Title and Description

In the Title field [1], edit the name of the title.

Time Lapse

Time lapse video for class collaboration project.
In the Description field [2], create a short description for the media.

**Add Tags**

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

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

**Save Details**

Click the Save button.
How do I add captions to media in an Arc account?

You can generate or upload caption files to a video or audio files that you can edit in Arc. The most common file type is an SRT file, though Arc also supports VTT files, which are more user-friendly for mobile devices.

If you need help creating a captioned file, you can use a captioning site such as Amara to easily create captions for your video or audio files.

Locate Media

In your Arc account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

Hover over the media and click the Play image.
Add Captions

To generate or upload captions, click the Captions tab.

Generate Captions

To automatically generate captions for your media, choose the spoken language [1] and click the Request button [2].
View Captions

After your caption file has been queued and processed, your generated caption file will appear in the Manage Captions section.

View Caption Options

To view more options for the caption file, click the Options icon [1]. To review and publish the captions, click the Edit link [2].

When you are editing the auto-generated caption file, the media file will automatically pause until you click the next timestamp.

You can also download [3], replace [4], or delete [5] any caption file.
Review and Publish Captions

Review the generated caption file and click the Publish button. Any additional changes made to the caption file after it is published will be saved automatically.

Upload Captions

To upload a caption file, click the language button for the caption file you want to upload.
Select File

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

View Captions

Your caption file will appear in the Manage Captions section [1]. To upload a caption file for another language, click the language button for that language [2].
View Caption Options

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

Enable Captions

To toggle captions in your media, click the Captions icon [1]. By default, captions are off.
To select a language, click the language you want to view [2].
How do I replace a video thumbnail in an Arc account?

You can replace Arc video thumbnails.

Note: Arc supports custom thumbnails for videos uploaded directly to Arc.

View Uploads

In your Arc account, view your My Uploads page or Course Collection.
Replace Thumbnail

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

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

[TIME LAPSE VIDEO]

0:43

Time Lapse Video
Doug Roberts

View the new thumbnail.
How do I delete media in an Arc account?

If necessary, you can delete a video or audio file from Arc. Deleting a video or audio file also removes all comments.

**Note:** If you delete media from a course collection, the media will only be deleted from the course where you are deleting the media. The media will still exist in all other collections where the media exists.

**Locate Media**

In your Arc account, locate the media you want to view. You can view specific media in the My Uploads menu [1] or search for the media in the search field [2].

**Open Media**

Hover over the media and click the media thumbnail.
Delete Media

Click the Delete icon.

Confirm Delete

Click the Confirm Delete link.
How do I share media with a user in an Arc account?

You can share a video or audio file with any user in your institution's account and allow them view or edit rights. Users can view shared media in the Shared with Me drop-down link. You can change or remove sharing permissions for media at any time.

If you allow a user to view a video or audio file, the user can view the media, have access to the sharing settings embed code and public link, share the media with others, remove themselves from having access to view the media, the details, and comments.

If you allow a user to edit a video or audio file, the user has all permissions allowed as if that user had originally uploaded the media file, including deleting the media, editing details and options, and viewing analytic insights.

This lesson shows you how to share media directly from the My Uploads page. However, when you own media or a user has shared media with you, sharing options are also available when viewing a video.

Note: Currently, you cannot share media with a user until Arc verifies the user’s account in a course enrollment. Verifications are made when the user views embedded Arc media in a Canvas course. Additionally, you can only share media with users in your Canvas courses.

Share Media

On the My Uploads page, locate the media, click the Options icon [2], and then click the Share Media link [2].
View People

Share Ballad_To_Abraham_Lincoln

Links  People

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

Public Link
https://arcdoc.instructuremedia.com/embed/595b7f78-bbcf-4ca7-9063-49ce5e

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

Click the People tab.

Add User

Share Ballad_To_Abraham_Lincoln

Links  People

andy  1

Andy Admin
andy.ad.canvas@gmail.com  2
In the Name or Email field [1], enter the name or email of a user in your institution's account. When the user appears, click the user's name [2].

If you want to share the video or audio file with another user, you can repeat this process and select as many users as necessary.

**Set Permissions**

By default, a user can leave comments on your media. However, you can change this permission if necessary.

To change the permission for a user, click the user's permission drop-down menu.
Select the new permission for the user. You can choose to give the user access to view or edit the video or audio file.
Remove User

Share Ballad_To_Abraham_Lincoln

Links  People

Add by Name or Email

Andy Admin
andy.ad.canvas@gmail.com

Can View

To remove a user from the shared list, click the Remove icon. You can remove sharing for any user at any time.
Update Media

Click the Update button.
How do I get a public link or embed code for media in an Arc account?

As a media owner, you can create a public link and an embed code to be used for showing media in public websites. You can also disable the public link and embed code in order to remove access to the media file. Additionally, media that is linked or embedded publicly do not include comments or track viewer data.

This lesson shows you how to get a link or embed code directly from the My Uploads page. However, when you own a media file or a user has shared a media file with you, the link and code are also available when viewing media.

Notes:

- 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 Arc admins.
- If you want to include comments when embedding media, you need to embed through the Arc LTI tool. Learn how to embed media in Canvas.

Share Media

On the My Uploads page, locate the media, click the Options icon [2] and then click the Share Media link [2].
Create Public Links

Share Business Seminar 2.mp4

<table>
<thead>
<tr>
<th>Links</th>
<th>People</th>
</tr>
</thead>
</table>

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

Create Public Link

To create public links, click the Create Public Link button.

View Public Link

Share Business Seminar 2.mp4

<table>
<thead>
<tr>
<th>Links</th>
<th>People</th>
</tr>
</thead>
</table>

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

**Public Link**

https://arcdoc.instructuremedia.com/embed/a2037286-044f-4c67-892d-8940f

**Embed Code**

```html
<iframe width="560px" height="320px" allowfullscreen="true" src="https://arcdoc.instructuremedia.com/embed/a2037286-044f-4c67-892d-8940f" frameborder="0"></iframe>
```
To share a public link, copy the public link in the Public Link field.

**View Embed Code**

**Share Business Seminar 2.mp4**

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<th>Links</th>
<th>People</th>
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</table>

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

**Public Link**

https://arcdoc.instructuremedia.com/embed/a2037286-044f-4c67-892d-8940f

**Embed Code**

```html
<iframe width="560px" height="320px" allowfullscreen="true" src="https://arcdoc.instructuremedia.com/embed/a2037286-044f-4c67-892d-8940f"
```

To use an embed code, copy the embed code in the Embed Code field.
Remove Public Links

Share Business Seminar 2.mp4

<table>
<thead>
<tr>
<th>Links</th>
<th>People</th>
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1

2 Done

To remove and disable public links, click the **Delete** icon [1] and then click the **Done** button [2].
How do I add comments or replies to media in an Arc account?

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, replies only support one reply level. You cannot reply to another user's reply.

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

Locate Media

In your Arc account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

Hover over the media and click the media thumbnail.
Play Media

The timeline includes the total length of the video or audio file [1].

To play the video or audio file, click the Play button [2].

View Timeline

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 [1].

To pause the video or audio file at any time, click the Pause button [2].
Enable Comments

To view any inline captions as you watch the media, click the Comments icon. When enabled, the dots in the timeline show any comments in the media [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.
Create Comment

To create a comment in the timeline, enter your comment in the comment field [1].

When you start typing in the Comment field, the video or audio file will pause automatically. The Comment button [2] displays the time that your comment will appear in the video or audio file.

Submit Comment

When you are ready to submit a comment, click the Comment button.
Create Comment Reply

Doug Roberts said 2 months 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 play back the video? How about a slower rate?

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

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

Edit Comment

To edit your comment, click the Edit icon.
Delete Comment

Max Johnson said 2 months 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.

Max Johnson said 2 months 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 manage comments for media in an Arc account?

If you are the owner of a video or audio file, you can delete comments in any media that you own. Comments cannot be edited except by the user who created the comment.

Note: Deleted comments cannot be recovered.

Locate Media

In your Arc account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

Hover over the media and click the media thumbnail.
Select Course

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

Click the Comments tab.
Delete Comment

Max Johnson said 4 months 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.

Max Johnson said 4 months ago cancel confirm delete
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Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I view user insights and analytics for media in an Arc account?

If you are the owner of a video or audio file, you can view analytics and see how many users have viewed the video or audio file. Analytics can help you see if a user viewed the entire media file or skipped segments.

Locate Media

In your Arc account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

Hover over the media and click the media thumbnail.
Select Course

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.

Open Insights

Click the Insights tab.
The Insights tab shows a graph of all users who have viewed the media at least once; one user viewing the media multiple times does not affect the graph.

The vertical axis shows the total number of viewers [1]. The horizontal axis shows the duration of the media [2], and includes horizontal bars showing how much time all users spent viewing the media [3].

To view analytics for a specific user, click the name or profile picture of the user [4].
View User Analytics

The horizontal bar shows the exact amount of time the user spent viewing the media [1]. A break in the graph means the media was skipped [2].

To switch back to analytics for all students, click the student’s name or profile picture again.
Canvas and Arc
How do I use Arc through the Rich Content Editor in Canvas?

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

When Arc is integrated with Canvas, all Arc users can use Arc 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.

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

View Arc Icon

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

Instructors can also [add Arc media assignments](#) with the Arc integration. Instructors can [grade submissions in SpeedGrader](#) just like any other Canvas assignment.
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 Arc media through the Rich Content Editor as a Text Entry submission, or they can access their Arc media directly as a File Upload submission.
When viewing embedded media in the Rich Content Editor, users can use a variety of tools. Playback controls allow viewers to customize their own viewing experience.

**View Comment-Enabled Media Options**

Video and audio files in the Rich Content Editor may or may not include comments. When comments are enabled, the video or audio file also includes additional details available based on a user’s role.
Video and audio files with comments show the details of the file, which include the title, description, and tags, if any. These identifiers help users search for video or audio files when embedding in Canvas.

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

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

When comments are enabled, the dots in the timeline indicate comments [1], which can be viewed directly in the Comments tab [2]. Comments are arranged chronologically by time and are highlighted as they appear in the timeline. Comments can also include replies from other users [3].

Any user can add comments. Users with instructor roles can manage all comments for media in the course and remove comments if necessary.
Users with instructor roles can view analytics for each video or audio file on a per-user basis. Analytics 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 use Arc through the Course Navigation Menu in Canvas as an instructor?

As an instructor, if Arc has been enabled at the course or account level, you can view your Arc library through the Arc link in Course Navigation. This link allows you to see your course collections without having to access Arc through the Rich Content Editor. Accessing Arc through the Course Navigation Menu includes the same functionality available in an Arc Account.

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

Open Arc Media Library

In Course Navigation, click the Arc link.

Note: The Arc link will only display if Arc has been enabled for your course.
View Collections

The Arc link displays the course media uploads.
View My Uploads

If there are no course media uploads, the link displays your personal uploads.
How do I embed Arc media in Canvas?

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

When embedding media in Canvas, comments are enabled by default, but you can choose to disable comments. Regardless of comments, embedded media views are always included in analytics. Additionally, when embedding media in Canvas, the download option is disabled by default, 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, 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 Rich Content Editor

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

If the Arc icon is not directly in the menu bar, click the More External Tools icon [2]. This icon appears when there are more than three LTI apps configured for the Rich Content Editor. The placement order is based on when the LTI tool was added for a course or account.
Locate Media

By default, the page displays media from your collection. To view other collections, click the My Uploads 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.

Upload New Media

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**

Hover over the media you want to embed and click the **Select This** button.
Disable Comments

By default, comments are included in the embedded media file.

To disable comments in the embedded media file, click the Allow Comments toggle button.
Display Download Option

By default, the download option is not displayed in the embedded media file.

To display the download option in the embedded media file, click the Display Download Option toggle button.

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

Embed Media

Click the Embed button.
Manage Media

A placeholder for your embedded media displays in the Rich Content Editor field.
If you want to replace the existing media, delete the placeholder from the Rich Content Editor field and click the Arc icon again.

Publish Media

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 view Arc media in Canvas?

Arc media may be embedded in Canvas as part of a Canvas course page or group content. Arc media can be embedded using any feature that supports the Rich Content Editor such as Assignments, Discussions, and Pages.

Embedded media in Canvas may or may not include comments.

Open Media

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

To toggle the course, click the Course Filter icon [1] and select the course you want to view [2]. This will display the unique comments and insights for that course.

Note: The Course Filter only appears in media that is shared in multiple courses.
Play Media

The timeline includes the total length of the video or audio file [1].
To play the video or audio file, click the Play button [2].

View Timeline

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 [1].
To pause the video or audio file at any time, click the Pause button [2].
Set Volume

To set the playback volume for the media, click and drag your mouse across the volume buttons. The button farthest to the left indicates no volume; the button farthest to the right indicates full volume.

**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 speed playback number. By default the media plays at the normal speed of how it was created (1x). You can play back the media at half the speed of the media (0.5x) or up to twice the speed of the media (2x).

**Note:** You cannot change playback speed for media uploaded from YouTube.
View Captions

To see if a video or audio file includes captions, click the Captions icon [1].

If a video or audio file includes captions, you can enable captions by clicking your preferred language [2]. By default, captions are set to off.

Note: If you are the owner of a video or audio file, you can add or replace a caption file.

View Comments

If your media includes comments, you can view inline captions as part of the media by clicking the Comments icon.
View Comment Timeline

When enabled, the dots in the timeline show any comments in the media [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 media timeline.

Comments can also include replies from other users [3]. Each comment shows the first five replies. When there are more than five replies, users can view a link to load more comments.

Learn how to add comments in Canvas.

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

If your media includes comments, you can also view the details of the video or audio file. The Details tab shows the name [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 have an instructor role, you can also view the Edit Details button, which allows you to edit the details of the media.

Set Source Quality

Depending on the video or audio format when the media was uploaded, you may be able to change the playback quality of the video or audio file by clicking the Settings icon. Options may include viewing the video or audio file in high, standard, or low quality.

**Note:** Not all upload formats include all quality options.
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.
How do I record an Arc video with a webcam in Canvas?

You can record a video using your webcam in Arc. 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.

Notes:

- Arc webcam capture is only supported by Chrome and Firefox browsers. If you use an unsupported browser, Arc will ask you to switch browsers.
- You may need to allow the browser to access your camera and microphone.
- For more information about how screen readers work with recording a video in Arc, please visit Accessibility within Arc.

Record Video

To record a video, click the Record button [1], then click the Webcam Capture link [2].
Allow Access

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

Click the **Start Recording** button.
Finish Recording

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

View the recording. Enter a title in the title field [1] and click the Save button [2]. If you want to record again, click the Start Over button [3].
In the My Uploads page, view your video recording. Once the recording is processed, you can manage all controls and settings.
How do I record a screen capture video in Canvas?

You can record a screen capture video in Arc. 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 Arc.

Record Screen Capture

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

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 Arc.
Record Screen Capture

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 rec 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

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

Click the Continue button.

View Screen Capture

In the My Uploads page, view your screen capture. Once the screen capture is processed, you can manage all controls and settings.
How do I edit details and tags for Arc media in Canvas as an instructor?

As an instructor, you can edit the details of a video or audio file in your course and add tags. Details include the title and description of the media. Descriptions do not appear anywhere in Arc, but the content in the description is used to locate media when users search for them. Tags help organize media and also act as search terms to help users find a relevant media.

Note: You cannot add details and tags unless the media was embedded with comments.

Open Media

Open the Canvas feature area that displays the video or audio file you want to view.
Open Details

Click the Details tab.

Edit Details

Click the Edit Details button.

Edit Title and Description

In the Title field [1], edit the name of the title.

In the Description field [2], create a short description for the media.
Add Tags

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

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

Save Details

Click the Save button.
How do I add captions to Arc media in Canvas?

You can generate or upload caption files to video or audio files that you own in Arc. The most common file type is an SRT file, though Arc also supports VTT files, which are more user-friendly for mobile devices.

If you need help creating a captioned file, you can use a captioning site such as Amara to easily create captions for your video or audio files.

Open Media

Open the Canvas feature area that displays the video or audio file you want to view.
Add Captions

To automatically generate captions for your media, choose the spoken language [1] and click the Request button [2].
View Captions

After your caption file has been queued and processed, your generated caption file will appear in the Manage Captions section.

View Caption Options

To view more options for the caption file, click the Options icon [1]. To review and publish the captions, click the Edit link [2]. When you are editing the auto-generated caption file, the media file will automatically pause until you click the next timestamp.

You can also download [3], replace [4], or delete [5] any caption file.
Review and Publish Captions

Review the generated caption file and click the Publish button. Any additional changes made to the caption file after it is published will be saved automatically.

Upload Captions

To upload a caption file, click the language button for the caption file you want to upload.
Select File

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

View Captions

Your caption will appear in the Manage Captions section [1]. To upload a caption for another language, click the language button for that language [2].
View Caption Options

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

Enable Captions

To toggle captions in your media, click the Captions icon [1]. By default, captions are off.

To select a language, click the language you want to view [2].
How do I replace an Arc video thumbnail in Canvas?

You can replace Arc video thumbnails.

*Note: Arc supports custom thumbnails for videos uploaded directly to Arc.*

View Uploads

View your My Uploads page or Course Collection.
Replace Thumbnail

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

Locate the file on your computer [1] and click the Choose or Open button [2].
View the new thumbnail.
How do I add comments or replies to Arc media in Canvas?

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, replies only support one reply level. You cannot reply to another user’s reply.

Note: Instructors can delete any comment at any time.

Open Media

Open the Canvas feature area that displays the video or audio file you want to view.
Play Media

The timeline includes the total length of the video or audio file [1].

To play the video or audio file, click the Play button [2].

View Timeline

As the video 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 [1].

To pause the video or audio file at any time, click the Pause button [2].
Enable Comments

To view any inline captions as you watch the media, click the Comments icon. When enabled, the dots in the timeline show any comments in the media [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.
Create Comment

To create a comment in the timeline, enter your comment in the comment field [1].

When you start typing in the Comment field, the video or audio file will pause automatically. The Comment button [2] displays the time that your comment will appear in the video or audio file.

Submit Comment

When you are ready to submit a comment, click the Comment button.
Create Comment Reply

Doug Roberts said 2 months 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 comments, locate the comment and click the Reply link.
Save Reply

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

Edit Comment

Max Johnson said 2 months 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

Max Johnson said 2 months 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.

Max Johnson said 2 months ago
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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 manage Arc media comments in Canvas as an instructor?

As an instructor, you can delete comments in any media that has been added to your course. Comments cannot be edited except by the user who created the comment.

Deleted comments cannot be recovered.

Note: In groups, instructors cannot manage all comments. A comment can only be managed by the person who made the comment.

Open Media

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

To toggle the course, click the Course Filter icon and select the course you want to view. This will display the unique comments for that course.

Note: The Course Filter only appears in media that is shared in multiple courses.
View Comments

Click the Comments tab.

Delete Comment

**Doug Roberts** said 2 months ago

The video has played long enough now to note whether the video is still interesting or not. Thoughts?

---

**Doug Roberts** said 2 months ago

The video has played long enough now to note whether the video is still interesting or not. Thoughts?

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

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As an instructor, you can view analytics for a video or audio file in your course and see how many users have viewed the video or audio file. Analytics can help you see if a user viewed the entire media file or skipped segments. This feature specifically helps you see if students sufficiently viewed the content in preparation for an assignment or discussion.

When a student embeds a video or audio file, the video or audio file is created as a new copy owned by you. Students cannot edit any details or view analytics for video or audio files they embedded in a course. Regardless of comments, embedded media views are always included in analytics.

Open Media

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

To toggle the course, click the Course Filter icon [1] and select the course you want to view [2]. This will display the unique insights for that course.

Note: The Course Filter only appears in media that is shared in multiple courses.
Open Insights

Click the Insights tab.

View Insights

The Insights tab shows a graph of all users who have viewed the media at least once; one user viewing the media multiple times does not affect the graph.

The vertical axis shows the total number of viewers [1]. The horizontal axis shows the duration of the media [2], and includes horizontal bars showing how much time all users spent watching the media [3].

To view analytics for a specific user, click the name or profile picture of the user [4].
The horizontal bar shows the exact amount of time the user spent viewing the media [1]. A break in the graph means the media was skipped [2].

To switch back to analytics for all students, click the student's name or profile picture again.
How do I add an Arc media assignment in Canvas as an instructor?

You can create assignments where students can submit videos or audio files from their Arc accounts. Arc media submissions can be created as a Text Entry or Online submission type. Both submission types allow students to access their Arc 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 Arc icon in the Rich Content Editor
- **File Uploads**: Allows students to view the Arc tab as a submission option

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

Open Assignments

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

Add Assignment

[Image of Add Assignment interface]
Click the **Add Assignment** button.

**Enter Assignment Details**

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

**Select Submission Type**

In the **Submission Type** drop-down menu [1], select the **Online** submission type [2].

**Note:** Only the Online submission type is supported for Arc assignments.
Select Online Entry Options

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

Set a due date and any availability dates for the assignment. You can also assign it to any individual students or sections, if necessary.

**Save and Publish Assignment**

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].
Video Assignment 3

Submit the video for your presentation project.

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 add Arc media as an external tool module item in Canvas as an instructor?

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

Open Modules

In Course Navigation, click the Modules link.

Add Module Item

Click the Add Item button.
Add External Tool

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

Find External Tool

Click the **Arc** tool.
Locate Media

By default, the page displays media from your collection. To view other collections, click the My Uploads menu [1].

To search for a video or audio file, click the Search icon [2].

Note: If you are an instructor, you can also view media collections for your courses.

Upload New Media

To upload new media, click the 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**

Hover over the media you want to embed.
Disable Comments

By default, comments are included in the video or audio files.

To disable comments in the video or audio file, click the Allow Comments toggle button.

Embed Media

Click the Embed button.
Add Item

To have the media open in a new browser tab, click the **Load in a new tab** checkbox [1]. Choose whether or not to indent the item in the module drop-down menu [2].

Click the **Add Item** button [3].

View Module

View the Arc media in your module.
How do I submit Arc media as a Text Entry assignment in Canvas as a student?

You can submit an Arc video or audio file as a Text Entry assignment in Canvas.

Once you submit an Arc 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 Arc media.

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the name of the assignment.
Submit Assignment

Video Assignment Project

Due  Saturday by 11:59pm  Points  50  Submitting  a text entry box

Please submit your video for your project submission.

Click the Submit Assignment button.

Open Arc Icon

In the Rich Content Editor, click the Arc icon [1].

If the Arc icon is not directly in the menu bar, click the More External Tools icon [2].
Locate Media

In your Arc account, locate the video or audio file you want to submit. By default, the page displays media from your uploads. To view other media, click the My Uploads menu [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

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

Hover over the media you want to submit.
Disable Comments

By default, comments are included in the video or audio files.

To disable comments in the video or audio file, click the Allow Comments toggle button.
Display Download Option

By default, the download option is not displayed in the embedded media file.

To display the download option in the embedded media file, click the Display Download Option toggle button.

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

Embed Media

Click the Embed button.
Submit Assignment

A placeholder for your embedded media displays in the Rich Content Editor field [1].

To add any comments as part of your submission, enter them in the Additional Comments field [2].

To submit the assignment, click the Submit Assignment button [3]

View Submission

View your submission verification.

To view your media submission, click the Submission Details link [1].
To re-submit your media, click the **Re-submit Assignment** button [2].
How do I submit Arc media as a File Upload assignment in Canvas as a student?

You can submit an Arc video or audio file as a File Upload assignment in Canvas.

Once you submit an Arc 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 Arc media.

Note: You can submit Arc media assignments via the web or the Canvas by Instructure Android or iOS app.

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the name of the assignment.
Submit Assignment

History Video Project

Due Friday by 11:59pm  Points 20  Submitting a text entry box or a file upload

Please submit your video per our class discussion.

Click the Submit Assignment button.

Open Arc

File Upload  Text Entry  Google Doc  Arc

Upload a file, or choose a file you've already uploaded.

File:  Choose File  No file chosen

Add Another File
Click here to find a file you've already uploaded

Comments...

Cancel  Submit Assignment

Click the Arc tab.
In your Arc account, locate the media you want to submit. By default, the page displays media from your collection. To view other media, click the My Uploads menu [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

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

Hover over the media you want to submit.
Disable Comments

By default, comments are included in the video or audio files.

To disable comments in the video or audio file, click the Allow Comments toggle button.
Display Download Option

By default, the download option is not displayed in the embedded media file.

To display the download option in the embedded media file, click the Display Download Option toggle button.

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

Embed Media

Click the Embed button.
Submit Assignment

The website URL displays for your selected media. If you want to choose another video or audio file, click the Change button [1]. To add any comments as part of your submission, enter them in the Additional Comments field [2]. To submit the assignment, click the Submit Assignment button [3].

View Submission

History Video Project

Due: Friday by 11:59pm  Points: 20  Submitting: a text entry box or a file upload

Please submit your video per our class discussion.

Submission

✔ Turned In!
Jul 19 at 11:29am

View your submission verification.

To view your media submission, click the Submission Details link [1].
To re-submit your media, click the Re-submit Assignment button [2].
How do I grade Arc media submissions in SpeedGrader as an instructor?

Once a student has submitted an Arc video or audio file as a submission, you can view the submission in SpeedGrader. The type of submission determines the view shown in SpeedGrader: Text Entry or File Uploads.

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the name of the assignment.
Open SpeedGrader

Click the SpeedGrader link.

Open Student Submission

Use the student list to locate a student submission.
View Submission

SpeedGrader displays the student submission in the viewing window [1]. To view the video or audio file, you can use any of the controls [2], which includes managing the volume, speed, captions, and quality. You can also view the video in full-screen mode.

If the student re-submitted the assignment, SpeedGrader displays the most recent submission. You can view previous submissions in the submissions menu [3].
Leave Comments

If you want to leave comments in the media, you can add assignment submission comments in the sidebar [1] as well as inline comments directly related to the media [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.

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.
Grade Assignment

To grade the assignment, enter the grade in the Grade field [1].

If you added a rubric to the assignment for grading, click the View Rubric button [2].

Grade with Rubric

For each criteria item, select the rating that fulfills the criteria [1]. The number of points will update in the points field [2]. If you want to add a comment for a criteria item, click the comment icon [3].
When you are finished, the rubric shows the total points at the bottom of the window [4]. Click the Save button [5].

View Grade

![Assessment](image)

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.
How do I view Arc media using a test student in Canvas as an instructor?

In Canvas, you can view Arc 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 an Arc account. You can activate Student View in your Course Settings.

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

Attendance, conferences, conversations, collaborations, differentiated assignments, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. However, the Test Student is not shown in the section enrollment count.

Open Student View

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

You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.

Open the course area that includes the Arc media and open the media.
View the video or audio file as shown to a student in your course. You can replicate all functionality including adding, removing, and editing comments. Comments display from the Test Student.

Reset Student

You can also reset the Test Student by clicking Reset Student. This will clear all history for the student allowing you to start with a clean slate.

Leave Student View
To return to your course in the instructor view, click the **Leave Student View** button.
How do I log in to an institution's Arc site?

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

Most commonly, email invitations are only sent to users who are invited to Arc as admins. Currently Arc users can only be managed by admins in the institution's Arc site.

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

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

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

Open Email

In your email inbox, open the welcome email. The subject line is Welcome to Arc!
Set Password

Click the Set your password link.
Create and Confirm Password

In the Password field [1], create a password for your account, then confirm your password [2]. Click the Save button [3].
Log in to Arc

The password page refreshes and displays the login page for your Arc 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].

Notes:

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

View your account in your Arc site.
How do I view the user menu in an Arc site?

If you have access to your Arc site, you can view your user menu. As an admin user, your user menu allows you to manage settings for your institution's Arc account. Currently, admin settings can only be managed in your institution's Arc site outside of Canvas.

Open Arc URL

In a browser window, enter the URL of your Arc account.

Enter Email and Password

In the Email field [1], enter your email address. This is the email address where you received your invitation to create an Arc password.
In the **Password** field [2], enter your password. If you forgot your password, click the **Forgot password?** link [3].

Click the **Sign In** button [4].

### Open User Menu

In the navigation menu, click the **My Uploads** menu [1] and then click the **User** menu [2].

As an admin user, you can view the Admin Dashboard [3], which allows you to manage Arc users, view LTI keys, and manager developer keys in your Arc account.
To access your approved third-party integrations, click the My Account link [1].

You can also enable high contrast styles [2]. This setting only affects your view of the Arc site and does not affect any other users.

When you are finished in your Arc site, you can log out of your account [3].

View My Account

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Created At</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The My Account page displays the third-party applications you have authorized to access Arc on your behalf.
How do I enable high contrast styles in an Arc site?

If you need to enable high contrast styles while you are working in your Arc site, you can enable it in your user settings.

Open Arc URL

In a browser window, enter the URL of your Arc account.

Enter Email and Password

In the Email field [1], enter your email address. This is the email address where you received your invitation to create an Arc password.

In the Password field [2], enter your password. If you forgot your password, click the Forgot password? link [3].

Click the Sign In button [4].
In the navigation menu, click the **My Uploads** menu [1] and then click the **User** menu [2].
Enable High Contrast

Click the Enable High Contrast link.

View Account

View your Arc site with high contrast styles.
Disable High Contrast

To disable high contrast styles, open your User Menu again and click the Disable High Contrast link.
How do I log out of an Arc site?

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

Open User Menu

In the navigation menu, click the My Uploads menu [1] and then click the User menu [2].

Log Out
Click the Log Out button.
How do I manage users in an Arc site as an admin?

As an admin user, you can manage users in your institution's Arc account. Currently, users can only be managed in your institution's Arc site outside of Canvas.

Users are either added to Arc directly as a new user (most commonly admins) or added automatically to the user list when they access Arc links or content in Canvas.

Currently you cannot remove users from the Arc account.

Open Arc URL

In a browser window, enter the URL of your Arc account.

Enter Email and Password

Email

name@school.edu

Password

Remember me • Forgot password?

Sign In
In the Email field [1], enter your email address. This is the email address where you received your invitation to create an Arc password.

In the Password field [2], enter your password. If you forgot your password, click the Forgot password? link [3].

Click the Sign In button [4].

Open User Menu

In the navigation menu, click the My Uploads menu.

Open Admin Dashboard

Click the Admin Dashboard link.
View Arc Users

To search for a user, type a user's full name, display name, or email address in the Search by user name field [1]. Then click the Search button [2].

To create a new admin user, click the Create User button [3].

View User Information

You can view a user's full name [1], display name [2], email address [3], and admin status [4].
Note: Arc is not dependent on email addresses. If an institution is using a single sign-on (SSO) authentication system that does not rely on email addresses, some users who only access Arc directly through Canvas may not display an associated email address.

Manage Users

To edit information for an existing user, click the Edit button.

Currently you cannot remove a user from your account.

Edit User

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 Arc account.

Editing user fields does not affect a user's Canvas 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].

**Note:** If you edit a user to become an admin, the user will not receive an email to create a password. You will have to notify the user manually and provide the Arc site URL. To access the Arc site, the user can use the password reset link from the Arc site login page.
How do I create a user in an Arc site as an admin?

When users access Arc through Canvas, users are automatically given an Arc account and added to the Arc users list. However, if you need to add a specific user to Arc (usually as an admin), you should create their account through your institution's Arc site.

When you add a user to your Arc site, the user receives an email invitation to create a password to access the Arc site.

Note: Currently once you create a user, you cannot remove the user from the Arc account.

Open Arc URL

In a browser window, enter the URL of your Arc account.

Enter Email and Password

Email

name@school.edu

Password

Remember me • Forgot password?

Sign In
In the **Email** field [1], enter your email address. This is the email address where you received your invitation to create an Arc password.

In the **Password** field [2], enter your password. If you forgot your password, click the **Forgot password?** link [3].

Click the **Sign In** button [4].

**Open User Menu**

In the navigation menu, click the **My Uploads** menu.

**Open Admin Dashboard**

Click the **Admin Dashboard** link.
Create User

Click the Create User button.

Enter User Details

Enter the user's information for the account. The user's information only affects how the user is viewed in the Arc account and does not have any affect on a user's Canvas account. However, for best results, a user's Arc 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 view the LTI Keys for an Arc site as an admin?

As part of your institution's Arc configuration, your Arc account includes LTI keys that are used to integrate Arc into other compatible platforms, including Canvas.

If you need to access the LTI Keys for your institution, you can view them as an admin in your Arc site.

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 Arc URL

In a browser window, enter the URL of your Arc account.

Enter Email and Password

Email

Password

Remember me • Forgot password?

Sign In
In the **Email** field [1], enter your email address. This is the email address where you received your invitation to create an Arc password.

In the **Password** field [2], enter your password. If you forgot your password, click the **Forgot password?** link [3].

Click the **Sign In** button [4].

**Open User Menu**

In the navigation menu, click the **My Uploads** menu.

**Open Admin Dashboard**

Click the **Admin Dashboard** link.
Open LTI Keys

Click the LTI Keys tab [1] and then click the LTI Keys button [2].

View LTI Keys

View the Key and Secret for your institution's account.
How do I manage developer keys for an Arc site as an admin?

As an Arc admin, you can manage and create developer keys for your Arc 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 Arc. Developer keys can be used to create custom integrations with Arc and allow third-party apps to use Arc authentication. The developer key uses OAuth2 to enable the application to use Arc for authentication. For more information about OAuth2, see the [Arc Public API documentation](https://documentation.instructuremedia.com).
In the **Email** field [1], enter your email address. This is the email address where you received your invitation to create an Arc password.

In the **Password** field [2], enter your password. If you forgot your password, click the **Forgot password?** link [3].

Click the **Sign In** button [4].

### Open User Menu

![My Uploads](image)

In the navigation menu, click the **My Uploads** menu.

### Open Admin Dashboard

![Admin Dashboard](image)

Click the **Admin Dashboard** link.
Open Developer Keys

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

In the key settings, add the app or company name [1] and redirect URIs which are the domains where tokens are requested [2]. Click the Save Key button [3].