STUDIO GUIDE

CANVAS Studio

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# Table of Contents

## Studio Basics

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Canvas Studio?</td>
<td>7</td>
</tr>
<tr>
<td>How do I access Canvas Studio?</td>
<td>11</td>
</tr>
<tr>
<td>How do I use Canvas Studio?</td>
<td>16</td>
</tr>
<tr>
<td>How do I log in to an institution’s Canvas Studio site?</td>
<td>21</td>
</tr>
<tr>
<td>How do I log out of a Canvas Studio site?</td>
<td>26</td>
</tr>
<tr>
<td>What file formats does Canvas Studio support?</td>
<td>27</td>
</tr>
<tr>
<td>What are the computer specifications for Canvas Studio?</td>
<td>29</td>
</tr>
<tr>
<td>How do I install the Studio Screen Capture Application?</td>
<td>31</td>
</tr>
<tr>
<td>FAQ: What happens to a user’s Canvas Studio media after they leave my institution?</td>
<td>32</td>
</tr>
</tbody>
</table>

## Studio Media Management

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I play a media file in Canvas Studio?</td>
<td>34</td>
</tr>
<tr>
<td>How do I upload media files in my Canvas Studio account?</td>
<td>42</td>
</tr>
<tr>
<td>How do I add media from YouTube and Vimeo in my Studio account?</td>
<td>47</td>
</tr>
<tr>
<td>How do I record a Canvas Studio video using a webcam?</td>
<td>51</td>
</tr>
<tr>
<td>How do I record a Canvas Studio screen capture video?</td>
<td>57</td>
</tr>
<tr>
<td>How do I record a screen capture in Canvas Studio on a Chromebook?</td>
<td>63</td>
</tr>
<tr>
<td>How do I embed Canvas Studio media in a Canvas course?</td>
<td>69</td>
</tr>
<tr>
<td>How do I use Canvas Studio through the Rich Content Editor in Canvas?</td>
<td>75</td>
</tr>
<tr>
<td>How do I replace a Canvas Studio video thumbnail?</td>
<td>82</td>
</tr>
<tr>
<td>How do I add annotations to my media in Canvas Studio?</td>
<td>86</td>
</tr>
<tr>
<td>How do I view and manage annotations in my media in Canvas Studio?</td>
<td>90</td>
</tr>
<tr>
<td>How do I share media with a user in Canvas Studio?</td>
<td>93</td>
</tr>
<tr>
<td>How do I share media with a group in Canvas Studio?</td>
<td>98</td>
</tr>
<tr>
<td>How do I view and manage media files shared with me and others in Canvas Studio?</td>
<td>104</td>
</tr>
<tr>
<td>How do I get a public link or embed code for media in Canvas Studio?</td>
<td>109</td>
</tr>
<tr>
<td>How do I delete media in Canvas Studio?</td>
<td>113</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>Studio Guide</td>
<td></td>
</tr>
<tr>
<td>How do I authorize Zoom as a conferencing tool in Canvas Studio?</td>
<td>115</td>
</tr>
<tr>
<td>How do I manage my Zoom recording upload options in Canvas Studio?</td>
<td>119</td>
</tr>
<tr>
<td>Studio Collections</td>
<td></td>
</tr>
<tr>
<td>How do I create a collection in Canvas Studio?</td>
<td>126</td>
</tr>
<tr>
<td>How do I view a collection in Canvas Studio?</td>
<td>129</td>
</tr>
<tr>
<td>How do I add media to a collection in Canvas Studio?</td>
<td>134</td>
</tr>
<tr>
<td>How do I move media to a collection in Canvas Studio?</td>
<td>142</td>
</tr>
<tr>
<td>How do I share a collection in Canvas Studio?</td>
<td>147</td>
</tr>
<tr>
<td>How do I view and manage collections shared with me and others in Canvas Studio?</td>
<td>154</td>
</tr>
<tr>
<td>Studio Media Tabs</td>
<td></td>
</tr>
<tr>
<td>How do I edit details and tags for Canvas Studio media?</td>
<td>160</td>
</tr>
<tr>
<td>How do I add comments or replies to Canvas Studio media?</td>
<td>163</td>
</tr>
<tr>
<td>How do I upload a caption file to Canvas Studio media?</td>
<td>169</td>
</tr>
<tr>
<td>How do I use the Canvas Studio Caption Request Tool to add captions to a media file?</td>
<td>176</td>
</tr>
<tr>
<td>How do I manage comments for media in Canvas Studio?</td>
<td>183</td>
</tr>
<tr>
<td>How do I set my comment notification preferences for Canvas Studio video comments?</td>
<td>186</td>
</tr>
<tr>
<td>How do I view media insights for my Canvas Studio media?</td>
<td>189</td>
</tr>
<tr>
<td>How do I use the Canvas Studio Insights page?</td>
<td>193</td>
</tr>
<tr>
<td>How do I view Canvas Studio analytics for individual viewers?</td>
<td>199</td>
</tr>
<tr>
<td>How do I export Canvas Studio viewer analytics as a CSV file?</td>
<td>204</td>
</tr>
<tr>
<td>Studio Quizzing</td>
<td></td>
</tr>
<tr>
<td>How do I use Canvas Studio video quizzing?</td>
<td>210</td>
</tr>
<tr>
<td>How do I create a Canvas Studio video quiz?</td>
<td>216</td>
</tr>
<tr>
<td>How do I view Canvas Studio video quiz results?</td>
<td>228</td>
</tr>
<tr>
<td>How do I take a Canvas Studio video quiz in a Canvas course as a student?</td>
<td>233</td>
</tr>
<tr>
<td>How do I embed a Canvas Studio video quiz in the Canvas Rich Content Editor as an instructor?</td>
<td>240</td>
</tr>
<tr>
<td>How do I post Canvas Studio video quiz results in the Canvas Gradebook?</td>
<td>245</td>
</tr>
</tbody>
</table>
Instructors and Studio

How do I use Canvas Studio through my Canvas Course Navigation Menu as an instructor? ................................................................. 254
How do I add Canvas Studio media module item in a Canvas course as an instructor? ................................................................. 257
How do I add a Canvas Studio media assignment in a Canvas course as an instructor? ................................................................. 264
How do I view Canvas Studio media using the Test Student as an instructor? .................................................................................. 269
How do I grade Canvas Studio media submissions in SpeedGrader as an instructor? ................................................................. 273
How do I view and manage my Canvas Studio groups as an instructor? ............................................................................................ 279
How do I create custom sharing groups in my Canvas Studio account as an instructor? ................................................................. 287

Students and Studio

How do I submit Canvas Studio media as a File Upload assignment in Canvas as a student? ................................................................. 296
How do I submit Canvas Studio media as a Text Entry assignment in Canvas as a student? ................................................................. 303
How do I embed Canvas Studio media in a discussion reply in Canvas as a student? ................................................................. 310
How do I view my Canvas Studio groups as a student? ............................................................................................................................ 317
How do I manage a Canvas Studio group as a student? ............................................................................................................................ 322
How do I create Canvas Studio groups as a student? ............................................................................................................................ 328

Studio Admins

How do I view Studio Analytics usage data for my institution's Canvas Studio account? ................................................................. 337
How do I view Studio Analytics media usage data for my institution's Canvas Studio account? ....................................................... 341
How do I view Studio Analytics for users in my institution's Canvas Studio account? ................................................................. 350
How do I manage Canvas Studio settings as an admin? ............................................................................................................................ 355
What user roles and permissions are available for a Canvas Studio account? .................................................................................. 357
How do I manage Canvas Studio user role permissions as an admin? ................................................................................................. 360
How do I view and manage my Canvas Studio groups as an admin? ................................................................................................. 363
How do I create custom sharing groups in my Canvas Studio account as an admin? ............................................................................... 371
How do I configure my institution's Zoom app to send cloud recordings to Canvas Studio? ................................................................. 379
How do I connect Zoom as a conference tool in Canvas Studio as an admin? .................................................................................. 392
Where can I find my Zoom Account ID to connect Zoom as a conference tool in Canvas Studio? ................................................................. 396
How do I view and manage other Canvas Studio account groups as an admin? .......................................................... 399
How do I manage Canvas Studio developer keys as an admin? ................................................................................. 406
How do I create a Canvas Studio user as an admin? ........................................................................................................ 409
How do I manage Canvas Studio users as an admin? .................................................................................................... 412
How do I view my institution's Canvas Studio LTI Keys as an admin? ................................................................. 415

Studio Profile and User Settings ................................................................................................................................. 417
How do I view the user menu in a Canvas Studio site? ............................................................................................... 418
How do I enable high contrast styles in a Canvas Studio site? .................................................................................... 421
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 Studio website.

Student and Instructor Engagement

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

Comments are noted with the posting time and date, along with the aligned time in the media. Comments can also be shown as inline comments in the timeline while viewing the media. Users can also post replies to comments as well, which can supplement the comments and are not part of the timeline display.
In a Studio account, Studio's asset management automatically organizes media to help users find content easily.

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

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

Studio’s analytics allow instructors and administrators to quickly and easily analyze the media students are viewing, how long they are viewing, and when they stop viewing. This information allows instructors to optimize media to communicate critical information more effectively and monitor student behavior.
Studio integrates with Canvas for a seamless learning experience. Studio 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 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

Email

name@school.edu

Password

Remember me

Forgot password?

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

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

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

Rich Content Editor

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

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

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

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

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

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

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

Note: 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.
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**

![Navigation Toolbar](image)

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**

![Sort and Filter Options](image)

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

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.
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

The Birth of Baroque (Art History Documentary) | Perspective

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

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

Welcome to Studio!

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.

Set your password

Click the Set your password link.
Create and Confirm Password

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

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

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

Notes:

- Studio sites follow a URL structure of [your institution name].instructuremedia.com.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.
View your account in your Studio site.
How do I log out of a Canvas Studio site?

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

Open Navigation Menu

Click the Navigation Menu icon.

Log Out

Click the Log Out button.
What file formats does Canvas Studio support?

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

Supported Video Formats

Studio supports H.264 video playback.

Studio will accept the following video files for playback:

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

Why did my video upload fail?

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

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

Supported Audio Formats

Studio will accept the following audio files for playback:

- mp3 – Digital Audio Format
- wma – Windows Media Audio
- wav – Waveform Audio File Format
Supported External Video Formats

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

- YouTube
- Vimeo

**Note:** Admins can restrict users from adding media via YouTube or Vimeo.
What are the computer specifications for Canvas Studio?

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

**Screen Size**

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

**Operating Systems**

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

**Computer Speed and Processor**

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

**Internet Speed**

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

**Screen Readers**

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

Learn more about supported accessibility in Studio.
Supported Browsers

Studio supports Canvas browsers.

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://tw.instructuremedia.com/som_download/win.

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

InstallScreenRecorderLauncher-2.9.3vo.exe /S

Notes:

- The version number of the downloaded installer may change. Confirm the version number in the download before running the silent install command.
- 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.

To install the application, open the InstallScreenRecorderLauncher-2.9.dmg and start the "Screen Recorder Launcher Setup" from the Finder window.
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?

No matter how you access Canvas Studio, the Studio media player includes a variety of options you can use to manage your media viewing experience. The media player also supports keyboard shortcuts. For details, view the Canvas Studio Media Player Keyboard Shortcuts PDF.

Canvas Studio in Canvas LMS

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 comments.

Open Media in Canvas Studio

In your Studio account, locate the media you want to view. By default, Canvas Studio displays your added media in the My Library page [1]. You can also view media in your other media libraries [2], or search for the media in the search field [3].

To open a media file, hover over the media and click the media thumbnail [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.
Open Media from Canvas Course

In Canvas, open the Canvas assignment, announcement, discussion, page, or quiz that displays the media you want to view.

If the selected media has been uploaded to multiple courses, you can view course-specific details using the **Course Filter** drop-down menu [1]. To view comments and insights unique to a course where the media is added, select the course [2].

**Note:** The Course Filter drop-down menu only displays for TAs, instructors, and admins.

**View Media Player**

View the media in the Media Player.
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 bar acts as a timer for the media. Starting with 00:00, the numbers change to show the elapsed time in the media [2].

Set Volume

To set the playback volume for the media, click the **Volume** button [1] and then click and drag the volume indicator [2]. The indicator farthest to the left indicates no volume; the indicator 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 Media Settings icon [1] and select the Speed option [2]. By default the media plays at the media's original speed (1x). You can slow the media playback (0.5x) or increase the playback speed (1.5x or 2.0x). To manage the playback speed, select an option [3].

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

Manage Displayed Captions

To view media caption language options, click the **Media Settings** icon [1] and select the **Captions** option [2].
To enable captions, click to select an available language(s) [3].

**Note:** If you are the owner of a video or audio file, you can add captions using the Caption Request Tool or via file upload.

### View Comments

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

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

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

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

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

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

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

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

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

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

View Upload Progress
View the progress of your media upload.

View Uploaded Media

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

You can share the media, get a public link or embed code, or delete the media 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 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 caption transcripts for videos added via URL. To add captions to these media, you can add captions in Studio. Additionally, you can only replace the video thumbnail for videos you upload 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.

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

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

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

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

You can share the media, get a public link or embed code, or delete the media 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 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.
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

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].

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

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

![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 Studio.
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 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].
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].
Click the Continue button.

**View Screen Capture**

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

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

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

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

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

Locate Media

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**

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**

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.
Select Embed Options

By default, the standard Studio embed options are turned off.

To include the Details, Comments, Insights, and Captions tabs with your Studio media, click the Display Media Tabs toggle [1].

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 Studio.

Embed Media

Click the Embed button.
Manage Media

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

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 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 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 Studio functionality may be available through the Rich Content Editor. If your Global Navigation Menu includes a link to Studio, you can manage videos at any time directly through a Studio account. Instructors can also access Studio through the Course Navigation Menu.

View Studio Icon in Rich Content Editor

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

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

Notes:

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

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

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

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

You can manage your media embed options before embedding the media. By default, embed options are disabled. To view media details, comments, insights, and captions, click the Display Media Tabs toggle [1]. To allow others to download the media, click the Display Download Option toggle [2].

Then click the Embed button [3].
View Media

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

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

View Media Details

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

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

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

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

Any user can add comments. Users with instructor roles can manage all comments for media in the course and remove comments if necessary.
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 replace a Canvas Studio video thumbnail?

You can replace Canvas Studio video thumbnails.

Notes:

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

View Uploads

In your Studio account, view your My Library 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

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

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

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

Enter Notecard Details

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

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

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

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

Save Annotation

Click the Save button.
View Annotation

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

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

View Annotation in Media

Annotations display in your media timeline. To view and edit the annotation, click the Annotation icon.
How do I view and manage annotations in my media in Canvas Studio?

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

Notes:

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

Open Media Annotation Tool

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

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

Edit Annotation

The annotation displays in the media [1].

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

Note: Character limits display below each field.
Save Edits

Click the Save button.

Delete Annotation

Click the Delete button.
How do I 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 all permissions allowed as if they originally uploaded the media file, including deleting the media, editing details and options, downloading, copying, and sharing the media, and viewing analytic insights.

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

Canvas Studio Media Sharing Rules:

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

Notes:

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

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

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

Share Media

The Share Media page displays the People tab.
Add People

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

Added users display in the Shared with section [3].
Manage Media Access

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

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

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

To allow another user to view, edit, 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**

[Image of Update Shared Media buttons: Cancel, Update]
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 all permissions allowed as if they originally uploaded the media file, including deleting the media, editing details and options, downloading, copying, and sharing the media, and viewing analytic insights.

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

Canvas Studio Media Sharing Rules:

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

Notes:

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

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

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

Share Media

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

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

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

View Group Members

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

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

View Shared List

View the added groups and individuals in the Shared with list.
Manage Media Access

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

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

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

To allow another user to view, edit, 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

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, 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].
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 a media file 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 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.

Open Shared With Me

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Update Shared Media

Click the **Update** button.
How do I get a public link or embed code for media in Canvas Studio?

You can create a public link and an embed code for your media, allowing you to show your Studio media in public websites. You can also disable the public link and embed code in order to remove access to the media file. This lesson shows you how to get a link or embed code directly from the My Uploads page. However, you can view the link and code when viewing media.

Notes:

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

Share Media

In the My Library page, locate the media, click the Options icon [1] and then click the Share Media link [2].
Note: You can also share media from the Studio Media Player Options menu.

Open Links

In the Share Media modal, click the Links tab.

Create Public Link

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

Click the Create Public Link button.
View Links

**Share Media**

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

**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

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.

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 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

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

Click the More Options icon [1], and click the Delete option [2].

Confirm Delete

Delete Media

Deleting Time Lapse Video - Relays 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

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

Open Conferences

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

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

Click the Authorize button [3].
View Authorized Zoom Integration

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

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

[💡] Deauthorize Zoom

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

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

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

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

Turn On Automatic Uploads

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

**My Recordings**

**Zoom**

- [x] 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
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

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 create a collection in Canvas Studio?

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

Add Collection

Click the Add Collection button.

Enter Collection Name

Enter a name for the collection [1].

To create the collection, click the Create button [2].
View Created Collection

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. Share Collection
2. Rename Collection
3. 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

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

Hover over the collection and click the media thumbnail.
Filter Media

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

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

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], share the media [3], move the media [4], replace the thumbnail [5], or delete the media [6].
How do I add media to a collection in Canvas Studio?

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

Open Collection

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

You can also create a new collection [2].
Add Media to Collection

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

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

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

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

View Upload Progress
View the progress of your media upload.

**Add Media URL**

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

Media added via YouTube display a YouTube icon [1].
Media added via Vimeo display a Vimeo icon [2].

Record Media for Collection

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

View the collection media.

To view a video in the collection, click the media thumbnail.
How do I move media to a collection in Canvas Studio?

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

Locate Media

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

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

Select Destination

In the Move to... modal, click the **Destination** drop-down menu [1] and select an option from the list of previously created collections [2] or click the **Create New Collection** link [3].
Create New Collection

Move to...

Destination

New Collection

Collection Name

Faculty Introduction Videos

In the **Collection Name** field, enter a name for the new collection.

Move Media

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

View Success Message

1 video has been moved.

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

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

Remove Media from Collection
You can move the media to a different collection or back to your studio library. Click the media's **Options** menu [1], then click the **Move to...** link [2], and select a new location for the media.
How do I share a collection in Canvas Studio?

You can share your media collection with others and allow them view or edit rights. You can also share media collections with any of your Canvas Studio groups. 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 video or audio 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 video or audio file, they have all permissions allowed as if they originally uploaded the media file, including deleting the media, editing details and options, downloading, copying, and 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 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 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.
In the My Library page, locate the collection and click the **Options** icon [1]. Then, click the **Share Collection** link [2].
Add People

To share the 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.

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

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

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

### View Group Members

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

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

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

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

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

To allow another user to view, rename, or delete the collection, select the **Can Edit** option [4].

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

**Note:** Viewing or editing rights for a collection only apply to the collection. Viewing or editing rights for media in the collection must be set separately.
Update Shared Media

To share the collection with the selected users, click the **Update** button.
How do I view and manage collections shared with me and others in Canvas Studio?

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

From the Shared with list, you can manage your shared access, including removing your own access. If you added the collection to Studio, or if you can edit 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

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

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

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

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

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

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

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

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

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

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

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

Update Shared Media

Click the Update button.
Studio Media Tabs
How do I edit details and tags for Canvas Studio media?

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

Locate Media

In 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

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

Enter or edit the media title in the Title field [1].
Add or edit a short description for the media in the **Description** field [2].

### Add Tags

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

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

### Save Details

Click the **Save** button.
How do I add comments or replies to Canvas Studio media?

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

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

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

Locate Media

In 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

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

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

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

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

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?

Reply

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.

Reply

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.

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 edit your comment, click the Edit icon.

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

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

Captions Request

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

Which language is spoken?  

Request

Upload

English  Arabic  Czech
Danish  Dutch  French

Show More

Click the Captions tab.
Select Caption File Language

In the Upload section, select the language used in your caption file [1]. To view additional language options, click the Show More link [2].

If Studio does not display the caption language in the list, click the Custom button [3].
Enter Custom Caption Language

Enter the language name in the **Caption Language** field [1], then click the **Submit** button [2].
Open File

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

View Captions

Once uploaded, the caption file displays in the Manage Captions section.
You can add multiple caption files for one media file.

**View Caption Options**

<table>
<thead>
<tr>
<th>Details</th>
<th>Comments</th>
<th>Insights</th>
<th>Captions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Manage Captions](Image)

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

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

To turn off captions in the media, click the **Toggle Captions Off** icon.
How do I use the Canvas Studio Caption Request Tool to add captions to a media file?

Canvas Studio includes a captioning tool that generates a transcript file for your media files. The Caption Request tool transcribes the media file language with 85% accuracy.

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

Open Media

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

Click the Captions tab.
Request Captions

If the media file does not already have an associated caption file, you can use the Captions Request tool to generate a caption transcript. This tool automatically generates captions for your media with approximately 85% accuracy.

Click the Which language is spoken? drop-down menu [1]. Enter or select the language spoken in the file [2].

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

View Queued Caption Request

Manage Captions

Studio-generated

Requested for this English media on October 7, 2021
View the queued caption request.

You will receive an email notification when Studio has completed the caption transcript.

**View Caption File**

The Studio Caption Request tool caption file displays in the Manage Captions section. You must review and publish the file before captions display in your media.

**Review Caption File**

Review the transcript generated by the Caption Request tool.

To edit the text for a timestamp, click to select the text field [1]. Then edit the text.
To publish your transcript, click the **Publish** button [2].

**Edit Published Captions**

You can edit the caption transcript at any time. Click the caption transcript file **Published** link [1].

You can review and edit the transcript. Any changes are automatically saved [2].

**View Caption Options**

To view more options for the caption file, click the **Options** icon [1]. To review published captions, click the **Edit** link [2]. You can also download [3], replace [4], or delete [5] any caption file.

**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].

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

Disable Captions
To turn off captions in the media, click the **Toggle Captions Off** icon.
How do I manage comments for media in Canvas Studio?

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

Note: Deleted comments cannot be recovered.

Locate Media

In 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

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

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

Click the Comments tab.

Manage All Comments Subscription

By default, Studio does not send notifications when comments are added to Studio media. However, instructors and media authors can manage comment notifications.

To subscribe to notifications for all comments, click the the Subscribe to comments toggle [1]. When turned on, the toggle displays a checkmark icon [2].

To turn off comment notifications for all comments, click the toggle again. When turned off, the toggle displays an X icon [3].
Subscribe to Comment Replies

As you post a comment to Studio media, you can choose receive notifications when a user replies to your comment. By default, Studio sends comment reply notifications [1].

To turn off reply notifications for a comment you are posting, click the Notify me of replies checkbox [2].

Subscribe to Posted Comment Replies

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

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

To turn off comment reply notifications for a comment you posted, click the Turn reply notifications off icon [2].
How do I view media insights for my Canvas Studio media?

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

Locate Media

In 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

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

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

Click the Insights tab.
View Insights

By default, Insights displays media data for all students who have viewed the media [1]. However, you can also view insights for teachers and for all user roles.

Insights displays overview statistics [2], graphs illustrating the media's unique viewers [3] and number of plays [4], and a viewer list [5]. Learn more about Canvas Studio Insights.
How do I use the Canvas Studio Insights page?

In Canvas Studio, you can view details about how viewers interact with and view your media from the Insights media tab. Insights help you understand how others watch your videos and how they contribute to success.

Canvas Studio Insights display usage metrics, interactive graphs, and a searchable viewer list that displays individual viewer completion rates. You can also export the viewer list as a CSV file.

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

Open Insights

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

By default, the Insights page displays data for students in the course [1]. To view data for other users in the course, click the Role drop-down menu [2]. In the Role menu, you can select to view data for Students, Teachers, or All Roles [3].

View Usage Metrics

Usage Metrics display general statistics for the selected media.

- **Views [1]**: describes the approximate number of times viewers have interacted with the selected video based on viewing patterns.
- **Time Viewed [2]**: the total amount of time viewers spent watching the video. Time is calculated according to the video's timeline. If a user watches a ten-minute long video at 2x speed in five minutes, the Time Viewed metric still increases by ten minutes.
• **Unique Viewers** [3]: the number of viewers who watched a video.

These metrics help summarize the amount of time spent watching the video compared to the number of unique viewers.

**View Unique Viewers Graph**

The **Unique Viewers** graph displays the number of unique viewers that watched the video [1] over the course of the video timeline [2].

The peak portions of the graph identify the timeframes viewed by the majority of unique viewers [3].

The valley portions of the graph identify the timeframes when users skipped or stopped watching the video [4].

**View Graph Details**
To view graph details, hover over a point in the graph timeline [1].

The details display the number of unique viewers [2] who viewed the video at the specified timestamp [3].

**View Number of Plays Graph**

The **Number of Plays** graph displays the number of views [1] over the course of the video timeline [2].

The peak portions of the graph identify the timeframes that have been played and/or re-played most often [3].

The valley portions of the graph identify the timeframes that have been skipped and/or viewed least often [4].
View Graph Details

To view graph details, hover over a point in the graph timeline [1].

The details display the number of views [2] for the displayed video timestamp [3].

View Viewer List

In the Viewers section, you can view video analytics for individuals in your course.
To search for a specific individual, enter the name in the **Search Viewers** field [1].

Alternatively, you can view the list of all users in your course who have viewed the media in the **Viewers** column [2]. To sort the list in ascending or descending alphabetical order by first name, click the **Viewer Sort** icon [3].

Each viewer’s completion percentage displays in the **Completion Rate** column [4]. To sort the list by ascending or descending completion percentage, click the **Completion Rate Sort** icon [5]. To view an **individual user’s data**, click the **Completion Rate Graph** icon [6].

The list displays up to twelve viewers. To view additional users in the list, use the **Page Navigation** icons [7].

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

**Note:** Users who have teacher and student roles in different Canvas courses will display in the viewer list for both roles regardless of the role they have in the selected course.
How do I view Canvas Studio analytics for individual viewers?

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

Locate Media

In 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

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

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

The Viewers section displays a list of all users who have viewed the media.

To search for a specific individual, enter the name in the Search Viewers field [1]. Alternatively, locate the user in the Viewer List [2].

Then click the Completion Rate Graph icon [3].
View Completion Rate Graph

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

**Locate Media**

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**

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

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

Click the **Insights** tab.
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

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Email</th>
<th>Role</th>
<th>Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Robert Aadadian</td>
<td></td>
<td>Student</td>
<td>59%</td>
</tr>
<tr>
<td>2</td>
<td>Jose Diaz</td>
<td></td>
<td>Student</td>
<td>100%</td>
</tr>
<tr>
<td>3</td>
<td>Kelly Cohen</td>
<td></td>
<td>Student</td>
<td>76%</td>
</tr>
<tr>
<td>4</td>
<td>Taylor Bloom</td>
<td></td>
<td>Student</td>
<td>85%</td>
</tr>
<tr>
<td>5</td>
<td>Ruben Dunning</td>
<td></td>
<td>Student</td>
<td>94%</td>
</tr>
<tr>
<td>6</td>
<td>Rayssa Armenta</td>
<td></td>
<td>Student</td>
<td>85%</td>
</tr>
<tr>
<td>7</td>
<td>Brooke Echeveria</td>
<td></td>
<td>Student</td>
<td>76%</td>
</tr>
<tr>
<td>8</td>
<td>Stephanie Aguilar</td>
<td></td>
<td>Student</td>
<td>85%</td>
</tr>
<tr>
<td>9</td>
<td>Tiffany Fast</td>
<td></td>
<td>Student</td>
<td>65%</td>
</tr>
</tbody>
</table>

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

**Note:** Users who have teacher and student roles in different Canvas courses will display in the CSV file regardless of the role they have in the selected course.
Studio Quizzing
How do I use Canvas Studio video quizzing?

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

As an instructor, TA, designer, or Studio account admin, you can create and embed video quizzes in Canvas. As a user, you can take embedded video quizzes. This gives students an interactive video learning experience that provides feedback to help them monitor their own understanding of the video content.

Notes:

- Quizzes must be created from your My Library page.
- Once a Studio video quiz has been taken, edits made to the video quiz by the creator will not apply to any pre-existing embedded quizzes that have submissions. New embeds of the edited video quiz will show the updated version of the video quiz.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.
View all your uploaded media in your My Library page.
View Media to Create Quiz

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

Locate the media with the created quiz.

Click the Options icon [1], hover over the Quizzes link [2], and then view the name of the created quiz [3].

For users to take the quiz, the media must be embedded in Canvas.
View Quiz

Question 1 of 4

What is the subject matter?
- People
- Clouds
- Cars

Re-watch  Continue

As you play the media, answer the questions that are displayed in the media timeline. To play the relevant portion of the media again, click the Re-watch button [1]. To continue playing the media, click the Continue button [2].
View Results

Instructors, TAs, designers, and Studio account admins can view quiz results. Users can view their individual quiz results.
How do I create a Canvas Studio video quiz?

Instructors, 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

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

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

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

To hide question markers in the embedded quiz, click the **Hide question markers on timeline for students** toggle button [3].

To allow video annotations to display in the quiz timeline, click the **Allow displaying annotations on timeline for students** toggle button [4].

Click the **Get Started** button [5].
Add Questions

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

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

To add a question, click the Multiple Choice [1], True or False [2], or Multiple Answer [3] question type option.
Edit Multiple Choice Question Details

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

To add answers to the question, type the answers in the Answer fields [2]. To select the correct answer, click the button next to that answer [3].

To add an additional answer choice, click the Add Answer link [4]. To delete an answer, click the Delete icon [5].

Click the Save button [6].
Vary Points by Answer

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

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

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

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

To add answers to the question, type the answers in the **Answer** fields [2]. To select the correct answer(s), click the checkbox next to that answer [3].

To add an additional answer choice, click the **Add Answer** link [4]. To delete an answer, click the **Delete** icon [5].

Click the **Save** button [6].
Shuffle Multiple Answer Choices

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

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

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

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

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

Click the Quiz Results tab.

View Quiz Item Analysis

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**

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

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

View Student Results Report

<table>
<thead>
<tr>
<th>Details</th>
<th>Insights</th>
<th>Captions</th>
<th>Quiz Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Results</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Attempts</th>
<th>Grade</th>
<th>Time</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alli Anderson</td>
<td>Attempt 1</td>
<td>33%</td>
<td>1:38</td>
<td>March 18, 2019</td>
</tr>
<tr>
<td>Amanda Allen</td>
<td>Attempt 1</td>
<td>83%</td>
<td>1:33</td>
<td>March 11, 2019</td>
</tr>
</tbody>
</table>

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

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

To begin taking the quiz, click the Get Started button.
View Quiz

Answer the questions that display as the media timeline progresses by clicking your answer choice. To play the relevant portion of the media again, click the Re-watch button [1]. To continue playing the media, click the Continue button [2].

Note: Depending on the quiz settings, you may not have quiz markers on the media timeline.
To view the video quiz details, click the Info icon [1]. Video quiz details can include the title and instructions for the video quiz.

To return to the video quiz, click the Close icon [2].
Submit Quiz

The video must finish playing before the quiz can be submitted. To submit the quiz, click the **Submit Quiz** button [1].

To play the media and review your answers to the questions, click the **Replay** link [2].
View Results

You've submitted this quiz.
What would you like to do?

1. View Results
2. Retake Quiz

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].
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

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

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

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

Embed Media

Click the Embed button.
View Embedded Media

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

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

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

In Canvas Course Navigation, click the Assignments link.

Create Canvas Assignment

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

Fill in the assignment details. In the Submission Type drop-down menu, select the **External Tool** option [1]. To add a video quiz to the assignment, click the **Find** button [2].
Configure External Tool Assignment

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

Locate the media with the video quiz and click the Select This button.
In the **Video Quiz Embed** tab [1], click the **Quiz** drop-down menu [2], and select the quiz you want to embed with the media in the assignment.

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

Click the **Select** button.

Save and Publish

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

View the assignment with the added video quiz. Once a student takes the quiz, the grades associated with the quiz are displayed in the Canvas gradebook.

View Gradebook

View the student quiz results in the gradebook. Grades are calculated based on the number of questions in the Studio quiz and the Canvas assignment point value.
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

- Modules
- Conferences
- Collaborations
- Studio
- Settings

In Course Navigation, click the Studio link.

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

The Studio link displays the course media uploads.
View Course Media

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 Canvas Studio media module item in a Canvas course as an instructor?

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

Open Modules

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

Add Module Item

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

Click the Studio tool.
Locate Media

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

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

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

Upload New Media

To upload new media, click the 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.
Select Embed Options

By default, Studio displays the Studio Media Tabs which include the Details, Comments, Insights, and Captions tabs.

To display the download option in the embedded media file, click the Display Download Option toggle button. By default, this option is turned off.

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

Embed Media

Click the **Embed** button.
Add Item

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

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

View Module

View the Studio media in your module.
How do I add a Canvas Studio media assignment in a Canvas course as an instructor?

You can create assignments where students can submit videos or audio files from their Canvas Studio accounts.

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

- **Text Entry**: Allows students to embed media using the Studio icon in the Rich Content Editor
- **File Uploads**: Allows students to view the Studio tab as a submission option

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

Open Assignments

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

Add Assignment

[Add Assignment interface screenshot]
Click the Add Assignment button.

**Enter Assignment Details**

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

**Select Submission Type**

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

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

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

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

Save and Publish Assignment

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

Submit the video for your presentation project

<table>
<thead>
<tr>
<th>Points</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box or a file upload</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Everyone</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button.
How do I view Canvas Studio media using the Test Student as an instructor?

In Canvas, you can view Studio media the same way that your students view media in a course through Student View. Enabling Student View creates a Test Student in your course and automatically creates a Studio account. You can activate Student View in your Course Settings.

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

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

Notes:

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

Open Student View

In the course home page sidebar, click the Student View button.
You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

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

Open the course area that includes the Studio media and open the media.
View Media

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

Reset Student

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

Leave Student View
To return to your course in the instructor view, click the Leave Student View button.
How do I grade Canvas Studio media submissions in SpeedGrader as an instructor?

After a student submits a Canvas Studio file as an assignment submission in Canvas, you can view the submission in SpeedGrader.

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

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the name of the assignment.
Open SpeedGrader

Click the SpeedGrader link.

Open Student Submission

Use the student list to locate a student submission.
View the student submission in the SpeedGrader viewing window [1]. You can manage the player controls and the media volume, speed, and captions in the video timeline [2].
Leave Comments

You can leave comments in the media.

To leave inline comments directly related to the media, add comments in the Studio media viewer [1]. Inline media comments can be used to comment on specific moments in the media. These comments are retained in the video and are not sent through notifications or posted elsewhere in Canvas.

To add assignment submission comments, add a comment in the sidebar [2]. Assignment comments in the sidebar should be used for high-level comments that you want to display in student grading comments. Students can view comments in the Submissions Details page and in the Conversations Comments filter, in addition to any external notifications.
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**

<table>
<thead>
<tr>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade: <strong>31</strong></td>
</tr>
<tr>
<td>out of 50</td>
</tr>
</tbody>
</table>

View the grade for the assignment.

**Note:** If you graded your assignment with a rubric but the Grade field does not update, your rubric was not set for grading and you will have to enter the score manually.
How do I view and manage my Canvas Studio groups as an instructor?

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

Open Studio Settings

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

Open Groups

Click the Groups tab.
View Groups

In Groups, you can search for a group, create a group, and view a list of all your groups.

To locate a specific group, enter the group name or group ID in the Search field [1]. The Search function returns matches from your Groups List.

To create a new group, click the Create Group button [2]. Learn more about creating Studio groups.

You can view a list of all your groups in the Groups List. The list displays the following information:

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

To view additional groups, use the page navigation icons [7]. Up to ten groups display per page.

To sort the displayed list by name, ID, permission, or member count, click the list column header [8]. You can sort in ascending or descending order.
Note: The Groups List displays only groups in which you are a member. If you leave a group, even one you created, it no longer displays in your Groups List.

View Group Options

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
<td>3</td>
<td>Manager</td>
<td>5</td>
</tr>
<tr>
<td>English 101</td>
<td>2</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Math A</td>
<td>5</td>
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</tr>
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<td>7</td>
<td>Manager</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
<td>3</td>
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<td>5</td>
</tr>
</tbody>
</table>

To view and edit details for a group, click the group name link [1].
Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

**Edit Group Details**

In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

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

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the X icon [12].
View Admin Member Notification

If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

View Group

To view a group, locate the group in the list and click the group's Options icon [1]. Then select the View option [2].
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

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<td>5</td>
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</tbody>
</table>

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

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

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<td>5</td>
</tr>
</tbody>
</table>

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.

[Delete] [Cancel]

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

Click the Groups tab.

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

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

To add a person to the group, enter the person's name in the Add People field [1]. In the search results list, click the name.
View Group Member List

Group members display in the **Group Members** list [1]. You can also view each member’s group user role [2].

**Note:** When you create a group, you are automatically added to the group as a group manager [3].
View Group Member Roles

Studio group users may have one of two group roles.

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

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].
Remove Group Member

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

Save Group

Click the Save button.

View Group

<table>
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<tr>
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<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAH Group 1—Early Renaissance</td>
<td>1</td>
<td>Member</td>
<td>3</td>
</tr>
</tbody>
</table>

In your Groups page, view the group.
Learn about viewing and managing groups.
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.

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.

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.

Open Assignment

Click the name of the assignment.
Start Assignment

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

Click the Start Assignment button.

Open Studio

Click the Studio tab.
Locate Media

In your Studio account, locate the video or audio file you want to submit. By default, the My Library page displays. To view other media, click the Navigation Menu 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

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

`Select This`

*Change is Good*
Emily Boone

Hover over the media you want to submit.
Select Embed Options

By default, Studio displays the Studio Media Tabs which include the Details, Comments, Insights, and Captions tabs.

To display the download option in the embedded media file, click the **Display Download Option** toggle button. By default, this option is turned off.

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

Embed Media

Click the **Embed** button.
Submit Assignment

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

View Submission

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

To re-submit your media, click the **New Attempt** button [2].
How do I submit Canvas Studio media as a Text Entry assignment in Canvas as a student?

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

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.

Open Assignment

Click the name of the assignment.
Start Assignment

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

Click the Start Assignment button.

Open Studio in Rich Content Editor

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

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

**Locate Media**

In your Studio account, locate the video or audio file you want to submit. By default, the My Library page displays. To view other media, click the Navigation Menu 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**

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.
Select Embed Options

By default, Studio displays the Studio Media Tabs which include the Details, Comments, Insights, and Captions tabs.

To display the download option in the embedded media file, click the Display Download Option toggle button. By default, this option is turned off.

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

Embed Media

Click the Embed button.
Submit Assignment

Your embedded media displays in the Rich Content Editor field [1].

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

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

View Submission

video calendar assignment

Due Jan 5 by 11:59 pm 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)

New Attempt
Submission Details

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 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.

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

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Click the name of the discussion.
Click Reply

Open Studio in Rich Content Editor

In the Rich Content Editor, click the Studio icon [1].
If the Studio icon does not display in the toolbar, click the **Options** icon [2].

**Note:** You can also access the Studio tool from the **App** icon [3].

### Locate Media

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

Hover over the media you want to embed, and click the media thumbnail.
Select Embed Options

By default, the standard Studio embed options are turned off.

To include the Details, Comments, Insights, and Captions tabs with your Studio media, click the Display Media Tabs toggle [1].

To display the download option in the embedded media file, click the Display Download Option toggle [2].

Notes:

- The Display Download Option toggle only displays if you are the owner who created and uploaded the media file in Studio.
- If you are replying to a discussion within a group, the Display Media Tabs toggle does not display; you cannot include the Details, Comments, Insights, and Captions tabs with your media.
Embed Media

Click the Embed button.

View Studio Media in Reply

Your studio media displays in the discussion reply field [1].

When you are ready to post your reply, click the Post Reply button [2].
View Your Reply

Your reply displays at the bottom of the discussion reply thread.
How do I view my Canvas Studio groups as a student?

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

Open Studio Settings

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

Open Groups

Click the Groups tab.
View Groups

In Groups, you can search for a group, create a group, and view a list of all your groups.

To locate a specific group, enter the group name or group ID in the **Search** field [1]. The Search function returns matches from your Groups List.

To create a new group, click the **Create Group** button [2]. Learn more about [creating Studio groups](#).

You can view a list of all your groups in the Groups List. The list displays the following information:

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

To view additional groups, use the page navigation icons [7]. Up to ten groups display per page.

To sort the displayed list by name, ID, membership, or member count, click the column header name [8]. You can sort in ascending or descending order.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
<td>3</td>
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<td>Professional Development Group</td>
<td>6</td>
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<td>6</td>
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<tr>
<td>Project A</td>
<td>1</td>
<td>Manager</td>
<td>3</td>
</tr>
<tr>
<td>Student Group 1</td>
<td>7</td>
<td>Manager</td>
<td>4</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
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</table>

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

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<th>Group Name</th>
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<td>4</td>
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</tbody>
</table>

To view a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **View** option [2].
View Group List

The Group window displays the group ID [1] and the list of group members [2].

You can also manage your group membership. To leave the group, click the Role drop-down menu [3], then select the Leave Group option [4].

To close the Group window, click the Close button [5] or the X icon [6].

Leave Group

To leave a group, locate the group in the list and click the group's Options icon [1]. Then select the Leave Group option [2].
Confirm Leave

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

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

Open Groups

Click the Groups tab.
View Group Permissions

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<td>Member</td>
<td>5</td>
</tr>
</tbody>
</table>

You can view your group role in the Groups List. If you are a group manager, the Permission column displays the Manager label. As a group manager, you can edit the group, leave the group, and delete the group.

Edit Group

To view and edit details for a group, click the group name link [1]. Alternatively, locate the group in the list and click the group’s Options icon [2]. Then select the Edit option [3].
Edit Group Details

In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

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

To delete the group, click the Delete icon [9].

To save any changes made to the group, click the Save icon [10].

To close the Edit Group window, click the Cancel button [11] or the X icon [12].
View Admin Member Notification

If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

Leave Group

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To leave a group, locate the group in the list and click the group's Options icon [1]. Then select the Leave Group option [2].
Confirm Leave

Click the Leave Group button.

**Note:** When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

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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.

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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].
Open Groups

Click the Groups tab.

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

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

To add a person to the group, enter the person's name in the Add People field [1]. In the search results list, click the name.
View Group Member List

Group members display in the **Group Members** list [1]. You can also view each member’s group role [2].

**Note:** When you create a group, you are automatically added to the group as a group manager [3].
View Group Member Roles

Studio group users may have one of two group member roles.

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

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].
Remove Group Member

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

Save Group

Click the **Save** button.

View Group

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAH Group 1—Early Renaissance</td>
<td>1</td>
<td>Member</td>
<td>3</td>
</tr>
</tbody>
</table>

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 your 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

In Global Navigation, click the Studio icon [1]. Then click the Navigation Menu icon [2].
Open Studio Analytics

In the Studio Navigation menu, click the Analytics link.

View Studio Analytics

By default, Studio Analytics displays the Media page [1]. You can also view user analytics from the Users tab [2].
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**.
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

In Global Navigation, click the [Studio](#) icon [1]. Then click the [Navigation Menu](#) icon [2].
Open Studio Analytics

In the Studio Navigation menu, click the Analytics link.

View Media Tab

By default, Studio Analytics displays the Media tab.
Select Date Range

By default, the Media page displays data for the current twelve month interval. However, you can customize the date range for the displayed data.

To select a different start or end month and year, click the calendar icon [1].

To select a different year, click the arrow icons [2].

To select a month, click the corresponding button for the desired month [3].
View Upload Count Graph

The Upload Count Graph displays the number of new media uploaded in your Studio account for each month in the defined time range. To view the total of new uploads for a specific month, hover over the corresponding point in the graph.

Note: Deleted Studio media does not affect the Upload Count graph. The graph only displays the number of uploads and does not adjust if media is also removed from your Studio account in that month. You can view your account's current media total in the Summary section.
The Storage Used graph displays the amount of storage used by Studio media in the account for the defined time range. To view the storage used for uploads in a specific month, hover over the corresponding point in the graph.

**Note:** The Storage Used graph may display a zero if the total amount of storage used is less than 50MB.
View Media Length Graph

The Media Length graph displays the total length of Studio media in hours in the account for the defined time range. To view the media length for uploads in a specific month, hover over the corresponding point in the graph.
View Courses With Media Graph

The Course With Media graph displays the total number of newly created courses with uploaded Studio media in your account for the defined time range. To view the number of newly created courses with studio media in a specific month, hover over the corresponding point in the graph.

**Note:** If new media is added to an existing course, the course is not included in the Courses With Media count for the month.
View Account Summary

The Summary section displays the current media analytics data for your Studio account [1] as well as a paginated list of your Studio media analytics by month [2].

To download the monthly analytics list as a CSV file, click the Download CSV button [3].

View Current Account Media Summary

View the current media analytics for your account:
- **Total Media** [1]: the current total number of media uploaded in your Studio account. This number is affected by media uploads and deletions.
- **Storage Used** [2]: the current amount of storage used in your Studio account.
- **Media Length** [3]: the current total length of all Studio media in your account.
- **Courses with Media** [4]: the current total number of courses in your account with at least one Studio media upload.

**View Media Analytics List**

<table>
<thead>
<tr>
<th>Month</th>
<th>Uploaded Media</th>
<th>Storage Used</th>
<th>Media Length</th>
<th>Courses With Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2021</td>
<td>0</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
<tr>
<td>Apr 2021</td>
<td>0</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
<tr>
<td>Mar 2021</td>
<td>3</td>
<td>0 GB</td>
<td>0.3 hours</td>
<td>0</td>
</tr>
<tr>
<td>Feb 2021</td>
<td>1</td>
<td>0 GB</td>
<td>0.7 hours</td>
<td>0</td>
</tr>
<tr>
<td>Jan 2021</td>
<td>0</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
<tr>
<td>Dec 2020</td>
<td>0</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
<tr>
<td>Nov 2020</td>
<td>0</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
<tr>
<td>Oct 2020</td>
<td>0</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
<tr>
<td>Sep 2020</td>
<td>1</td>
<td>0 GB</td>
<td>0 hours</td>
<td>1</td>
</tr>
<tr>
<td>Aug 2020</td>
<td>1</td>
<td>0 GB</td>
<td>0 hours</td>
<td>1</td>
</tr>
<tr>
<td>Jul 2020</td>
<td>4</td>
<td>0 GB</td>
<td>0.8 hours</td>
<td>0</td>
</tr>
<tr>
<td>Jun 2020</td>
<td>1</td>
<td>0 GB</td>
<td>0 hours</td>
<td>0</td>
</tr>
</tbody>
</table>

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

In Global Navigation, click the Studio icon [1]. Then click the Navigation Menu icon [2].
Open Studio Analytics

In the Studio Navigation menu, click the Analytics link.

Open User Tab

By default, Studio Analytics displays the Media tab. To view user analytics, click the Users tab.
View User Counts

The Users page displays the total number of users in your Studio account [1].

You can also view the total number of users for each user role in the Number of Users by Role graph [2]. To view the number of users in your account with for a specific user role, hover over the bar in the graph [3].

Note: The Number of Users By Role graph displays the total number of users assigned to each role. The sum of the users in the graph may differ from the total number of users in your account if a user is enrolled in multiple courses with more than one user role.
View Top Users by Upload

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email</th>
<th>Uploaded Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Doug Roberts</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
<td>14</td>
</tr>
<tr>
<td>2 Andy Admin</td>
<td><a href="mailto:andy.ad.canvas@gmail.com">andy.ad.canvas@gmail.com</a></td>
<td>13</td>
</tr>
<tr>
<td>3 Andy Admin</td>
<td><a href="mailto:docbridgeuser@instructure.com">docbridgeuser@instructure.com</a></td>
<td>7</td>
</tr>
<tr>
<td>4 Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>5</td>
</tr>
<tr>
<td>5 Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>4</td>
</tr>
<tr>
<td>6 Doug Roberts</td>
<td><a href="mailto:docbridgeuser+14@instructure.com">docbridgeuser+14@instructure.com</a></td>
<td>4</td>
</tr>
<tr>
<td>7 Demi Smith</td>
<td><a href="mailto:nbodiey+demi@instructure.com">nbodiey+demi@instructure.com</a></td>
<td>3</td>
</tr>
<tr>
<td>8 Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>2</td>
</tr>
<tr>
<td>9 Adam Pierce</td>
<td><a href="mailto:docbridgeuser+11@instructure.com">docbridgeuser+11@instructure.com</a></td>
<td>2</td>
</tr>
<tr>
<td>10 Erin Hallmark</td>
<td><a href="mailto:erin@instructure.com">erin@instructure.com</a></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email</th>
<th>Storage Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Admin</td>
<td><a href="mailto:andy.ad.canvas@gmail.com">andy.ad.canvas@gmail.com</a></td>
<td>0.7 GB</td>
</tr>
<tr>
<td>Doug Roberts</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
<td>0.3 GB</td>
</tr>
<tr>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>0.2 GB</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>0.1 GB</td>
</tr>
<tr>
<td>Doug Roberts</td>
<td><a href="mailto:docbridgeuser+14@instructure.com">docbridgeuser+14@instructure.com</a></td>
<td>0 GB</td>
</tr>
<tr>
<td>Andy Admin</td>
<td><a href="mailto:docbridgeuser@instructure.com">docbridgeuser@instructure.com</a></td>
<td>0 GB</td>
</tr>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>0 GB</td>
</tr>
<tr>
<td>Erin Hallmark</td>
<td><a href="mailto:erin@instructure.com">erin@instructure.com</a></td>
<td>0 GB</td>
</tr>
<tr>
<td>Adam Pierce</td>
<td><a href="mailto:docbridgeuser+11@instructure.com">docbridgeuser+11@instructure.com</a></td>
<td>0 GB</td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td>0 GB</td>
</tr>
</tbody>
</table>

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 0 MB [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, view Studio integrations, view and manage developer keys, manage and add studio users, and view and manage LTI keys.

Open Studio Settings

Click the Navigation Menu icon [1], then click the Settings link [2].

View Admin Settings

You can view and manage the following Canvas Studio settings:

- **Permissions** [1]: manage user role permissions for the Canvas Studio default user roles.
- **Groups** [2]: view, create, and manage user groups for your institution.
- **Conferences** [3]: view and manage conference tool integrations for your institution. Currently, Canvas Studio supports a Zoom app integration for conferences.
• **Integrations** [4]: view a list of third-party applications you have authorized to access Studio on your behalf.

• **Developer Keys** [5]: view and manage third-party application and custom integration [developer keys](#) for your Canvas Studio account.

• **Studio Users** [6]: view and manage [user accounts](#) in your Canvas Studio account.

• **LTI Keys** [7]: 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

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

Click the Permissions tab.

View Course-level User Roles

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Groups</th>
<th>Conferences</th>
<th>Integrations</th>
<th>Developer Keys</th>
<th>Studio Users</th>
<th>LTI Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission</td>
<td>1 Teacher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 Students</td>
</tr>
<tr>
<td>Record media</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

The default course-level roles display as Teacher [1] and Student [2]. However, you can edit the user role names.
View Canvas Studio Permissions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Teacher</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Record media</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>2. Add media from devices</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>3. Add media from YouTube</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>4. Add media from Vimeo</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>5. Add video quizzes to media</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>6. Create groups</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>7. Generate public share links</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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

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

Open Permissions

Click the Permissions tab.
**View Permissions**

<table>
<thead>
<tr>
<th>Permission</th>
<th>Teacher</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record media</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from devices</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from YouTube</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from Vimeo</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add video quizzes to media</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Create groups</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Generate public share links</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

The table displays the permission names [1] and the default user role names [2]. By default, all permissions are turned on for all users.

Learn more about [Studio user roles and permissions](#).

**Edit User Role Names**

To edit a user role name, hover your cursor next to the name and click the **Edit** icon.
Edit Role Name

Enter the role name in the **Role Name** field. Then press the Return or Enter key on your keyboard.

### Set User Role Permissions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Teacher</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record media</td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
</tr>
<tr>
<td>Add media from devices</td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
</tr>
<tr>
<td>Add media from YouTube</td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
</tr>
<tr>
<td>Add video quizzes to media</td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td><img src="x.png" alt="X" /></td>
</tr>
<tr>
<td>Create groups</td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td><img src="x.png" alt="X" /></td>
</tr>
<tr>
<td>Generate public share links</td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td><img src="checkmark.png" alt="Checkmark" /></td>
</tr>
</tbody>
</table>

To manage media permissions for a user role, locate the permission and user role in the list. Then click the **Permission Management** toggle [1].

When a permission is turned on for a user role, the toggle displays a **Checkmark** icon [2]. When a permission is turned off for a user role, the toggle displays a **X** icon [3].
How do I view and manage my Canvas Studio groups as an admin?

You can view a list of all your Studio groups in your Studio Settings Groups page. As a Studio admin, you can also manage all groups, no matter your assigned group role. You can edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups.

By default, the Settings Groups page displays a list of all your groups. However, as an admin, you can view and manage all Studio groups in your institution’s Studio account. Learn more about viewing and managing other groups in your institution’s Studio account.

Open Studio Settings

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

Open Groups

Click the Groups tab.
View Groups

By default, Groups displays the My Groups list [1]. However, you can switch to view all other groups to which you are not assigned. Learn more about viewing and managing other Studio account groups.

To locate a specific group, enter the group name or group ID in the Search field [2].

You can also create a new group [3].

Note: The Search function only returns matches from the currently selected group page. If your search does not return a result, you may need to switch to view the My Groups or the Other Groups lists.
## View Groups List

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
<td>3</td>
<td>Member</td>
<td>5</td>
</tr>
<tr>
<td>English 101</td>
<td>2</td>
<td>Member</td>
<td>5</td>
</tr>
<tr>
<td>Math A</td>
<td>5</td>
<td>Member</td>
<td>11</td>
</tr>
<tr>
<td>Photography 101</td>
<td>4</td>
<td>Member</td>
<td>5</td>
</tr>
<tr>
<td>Professional Development Group</td>
<td>6</td>
<td>Member</td>
<td>6</td>
</tr>
<tr>
<td>Project A</td>
<td>1</td>
<td>Manager</td>
<td>3</td>
</tr>
<tr>
<td>Student Group 1</td>
<td>7</td>
<td>Manager</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Manager</td>
<td>5</td>
</tr>
<tr>
<td>English 101</td>
<td>2</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Math A</td>
<td>5</td>
<td>Member</td>
<td>11</td>
</tr>
<tr>
<td>Photography 101</td>
<td>4</td>
<td>Member</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
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<td>4</td>
<td>Member</td>
<td>5</td>
</tr>
</tbody>
</table>

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

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

In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

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

To delete the group, click the Delete icon [9].

To save any changes made to the group, click the Save icon [10].

To close the Edit Group window, click the Cancel button [11] or the X icon [12].
View Admin Member Notification

Next to an admin's Role drop-down menu, an Admin icon displays. As a Studio admin, you can view and edit any group in the Studio account, even if you are added to the group with Member permissions.

Leave Group

To leave a group, locate the group in the list and click the group's Options icon [1]. Then select the Leave Group option [2].
Confirm Leave

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 on your My Groups page. However, you can still find the group in the Other Groups page.

Delete Group

<table>
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<td>Member</td>
<td>5</td>
</tr>
</tbody>
</table>

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 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

Click the Groups tab.

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

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

To add a person to the group, enter the person's name in the Add People field [1]. In the search results list, click the name.
View Group Member List

Group members display in the **Group Members** list [1]. You can also view each member's group user role [2].

**Note:** When you create a group, you are automatically added to the group as a group manager [3].
View Group Member Roles

Studio group users may have one of two group roles.

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

Alternatively, group members may be assigned the Manager role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

To change a group member's user role, locate the user in the list and click the Role drop-down menu [3]. Click to select a user role [4].
Remove Group Member

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

Save Group

Click the Save button.

View Group

<table>
<thead>
<tr>
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<th>Group ID</th>
<th>Permission</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAH Group 1—Early Renaissance</td>
<td>1</td>
<td>Member</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Log In to Zoom App Marketplace

In an Internet browser, navigate to https://marketplace.zoom.us/ [1]. Then click the Sign In link [2].

Open App Development Type Options

In the Zoom App Marketplace header, hover over the Develop drop-down menu [1] and select the View App Types option [2].
Select OAuth App Type

In the App Type page, locate the OAuth app type [1] and click the Create button [2].
Create OAuth App

Enter a name for the Studio Zoom app integration in the **App Name** field [1].

To select the app type, click the **User-managed app** radio button [2].

By default, Zoom will publish your app in the Zoom App Marketplace. Click to turn off the **Publish to Marketplace** toggle [3].

Then click the **Create** button [4].
View App Credentials

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

2ixYFklqToWWz0AmRDmftg

Client secret

Crowd member credentials

View the app credentials. Use the app credentials to connect Zoom to your Studio account.
Add Redirect and Allow URLs

To allow Zoom to upload cloud recordings to Studio, you must enter a redirect URL in the Redirect URL for OAuth field [1]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_callback`.

You must also add your Canvas Studio URL to the OAuth allow list. Enter the URL in the Add allow lists field [2]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com`.

To add additional URLs to the Allow list, click the Add a new one button [3]. To remove a URL from the list, click the Remove button [4].

When finished, click the Continue button [5].
Add Required App Details

In the Basic Information page, add details about the app.

You can view and edit the name in the **App name** field [1].

Enter a short description for the app in the **Short description** field [2].

Enter a longer description in the **Long description** rich content editor [3].

Enter the name of your institution or company in the **Company Name** field [4].

In the Developer Contact Information section, add your name [5] and email [6].

When finished, click the **Continue** button [7].

**Notes:** The above documented fields must be complete before you can continue. The Zoom App Marketplace provides additional fields. However, they are optional.
Add Event Subscriptions

In the Add feature page, click to turn on the Event subscriptions toggle [1]. Then click the Add Event Subscription button [2].

Enter Event Subscription Details

1. **Cloud Recordings**
2. **https://docti.staging.instructuremedia.com/api/conference/zoom_notification/recording_complete**
3. + Add Events
Enter a name for the subscription in the Subscription name field [1].

Then add the subscription destination URL in the Event notification endpoint URL field [2]. Configure the URL as [your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_notification/recording_completed.

Then, in the Events section, click the Add Events button [3].

Add Events

In the Event Types window sidebar, click the Recording link [1].

Click the All Recordings have completed checkbox [2]. Then click the Done button [3].
Save Event Subscription

View the added event [1].

Click the Save button [2].
View Event Verification Token

Saving the event subscription generates an event verification token that is needed to configure the Studio integration. View the event verification token [1].

To copy the token, click the Copy link [2]. Learn about connecting Zoom to your Studio account.

Click the Continue button [3].
Add Scopes

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.

In the Add Scopes page, click the Add Scopes button.

Select Scopes

In the Add Scopes window sidebar, click the Recording link [1] and click the View and manage your recordings checkbox [2].

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.

View your recordings [1]
View and manage your recordings [2]
View your user information [3]

View the added scopes [1].

When finished, click the Continue button [2].
View App Activation Options

Your Zoom app is now ready to use in Studio. View your app activation options [1].

To return to the app credentials, click the App credentials link [2]. To return to the event subscription page, click the Feature link [3].
How do I connect Zoom as a conference tool in Canvas Studio as an admin?

As an admin, you can connect Zoom as a conference tool in your institution's Canvas Studio account. However, before you can configure the conference tool in Studio, you must first create a cloud recording app in your Zoom account. Learn about configuring your institution's Zoom app to send cloud recordings to Canvas Studio.

Open Studio Settings

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

Open Conferences

Click the Conferences tab.
Connect Zoom

No conferencing tools have been connected

You can connect conferencing tools for your instance.

Connect Zoom

In the Conferences page, click the Connect Zoom button.
Add Zoom Information

In the Connect Zoom window, enter the information from setting up your Zoom app.

Add the account ID in the **Zoom Account ID** field [1]. Learn about locating your Zoom Account ID.

Add the client ID in the **Client ID** field [2].

Add the client secret in the **Client Secret** field [3].

Add the verification token in the **Verification Token** field [4].

Click the **Save** button [5].
View Zoom App in Conferences

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

Open http://zoom.us [1]. Then click the Sign In link [2].

Log In to Zoom
On the Sign In page, enter your login credentials [1] and click the **Sign In** button [2]. Alternatively, if your institution has configured a third party sign-in option, click an alternative sign-in option icon [3].

**Open Profile**

In the Navigation Menu, click the **Profile** link.
View Account

In your profile page, scroll to view the **Account** section [1].

View your Zoom Account ID [2].

**Note:** In Zoom, your account ID displays as your Account Number.
How do I view and manage other Canvas Studio account groups as an admin?

As a Studio admin, you can view a list of all other groups in your institution’s Studio account in your Studio Settings Groups page. Even if you are not a member of a group, as an admin, you can manage any group, including editing group names, managing the group member list and member roles, and deleting groups.

You can also view a list of all your groups. Learn more about viewing your groups.

Open Studio Settings

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

Open Groups

Click the Groups tab.
Open Other Groups

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Groups</th>
<th>Integrations</th>
<th>Developer Keys</th>
<th>Studio Users</th>
<th>LTI Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>My Groups</td>
<td><img src="image1.png" alt="image" /></td>
<td>Search...</td>
<td>Group ID</td>
<td>Permission</td>
</tr>
<tr>
<td>2</td>
<td>Other Groups</td>
<td><img src="image2.png" alt="image" /></td>
<td>Renaissance</td>
<td>1</td>
<td>Member</td>
</tr>
</tbody>
</table>

By default, Groups displays a list of all your groups. Learn more about viewing and managing your Studio groups.

To open the Other Groups list, click the Groups drop-down menu [1]. Then select the Other Groups option [2].
View Other Groups List

The Other Groups List displays all groups in your institution's Studio account in which you are not a member. When viewing Other Groups, you can search for a group and view a list of all groups at your institution.

To locate a specific group, enter the group name or group ID in the Search field [1].

The Other Groups List displays the following information:

- **Group Name** [2]: the name of each group; by default groups display in alphabetical order.
- **Group ID** [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.

<table>
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<tr>
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</tr>
<tr>
<td>Photography 101</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Project A</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Student Group 1</td>
<td>7</td>
<td>4</td>
</tr>
</tbody>
</table>
View Group Options

As an admin, you can manage any group in the Other Groups list.

To view group management options, locate the group in the list and click the group's **Options** icon [1]. You can edit the group [2] and delete the group [3].

**Edit Group**

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

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].
In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

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

To delete the group, click the Delete icon [9].

To save any changes made to the group, click the Save icon [10].

To close the Edit Group window, click the Cancel button [11] or the X icon [12].
View Admin Member Notification

If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

Delete Group

<table>
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<td>Math A</td>
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<td>11</td>
</tr>
</tbody>
</table>

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.

Cancel  Delete

Click the Delete button.

Note: When you delete a group, all members are removed from the group and any group-shared media access is revoked. Please notify group members before deleting an active Studio group.
How do I manage Canvas Studio developer keys as an admin?

As a Canvas Studio admin, you can manage and create developer keys for your Canvas Studio account. A developer key is a code given to the developer of a third-party application that allows access to certain information and permissions within Studio. Developer keys can be used to create custom integrations with Studio and allow third-party apps to use Studio authentication. The developer key uses OAuth2 to enable the application to use Studio for authentication. For more information about OAuth2, see the Studio Public API documentation.

Open Studio Settings

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

Click the Studio Users tab.

Create User

Enter User Details

Enter the user's information for the account. The user's information only affects how the user is viewed in the Studio account and does not have any affect on a user's Canvas account. However, for best results, a user's Studio account information should match the user's Canvas information.

In the Full Name field [1], enter the user's full name.

In the Display Name field [2], enter the name that should be seen by other users in the account.
In the Email field [3], enter the user's email address. The user will be sent an email address to create an account password.

If you want to give admin rights to the user, click the Is Admin checkbox [4].

**Save User**

Click the Save button.
How do I manage Canvas Studio users as an admin?

As a Canvas Studio admin, you can add and manage Canvas Studio users in Studio Settings.
You can manually add users and assign their user role, or users may be automatically added and assigned a user role based on their user role when they access Studio links or content in Canvas LMS. Most commonly, admin users are added manually.
Currently you cannot remove users from the Studio account.

Open Studio Settings

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

To view users in your Studio account, click the **Studio Users** tab [1].

You can search for a user by full name, display name, or email address by typing in the **Search 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

You can view a user’s full name [1], display name [2], email address [3], and admin status [4].

**Note:** Studio does not require email addresses for user accounts. If your institution uses a single sign-on (SSO) authentication system that does not rely on email addresses, some users who only access Studio directly through Canvas LMS may not display an associated email address.
Manage Users

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

Currently you cannot remove a user from your account.

Edit User

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

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

Open LTI Keys

<table>
<thead>
<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td><strong>LTI Keys</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LTI Keys</strong></th>
</tr>
</thead>
</table>
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.
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

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

Click the Navigation Menu icon [1], then click the Studio Settings link [2].

View Studio Settings

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.
View Studio Integrations

To view a list of third-party applications you have authorized to access Studio on your behalf, click the **Integrations** tab.

View Admin Studio Settings Tabs

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

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

Click the Navigation Menu icon [1], then click the Studio Settings link [2].

Enable High Contrast

By default, Studio Settings opens to the Settings tab [1].
Click the **Enable high contrast view** option [2].

**View Account**

View your Studio site with high contrast styles.

**Disable High Contrast**

To disable high contrast view, open your Studio Settings again and click the **Enable high contrast view** option.