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Introduction
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.

Students and Instructor Engagement

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

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

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

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

Analytics

Media owners can also view media engagement through user analytics. Unlike other media sites, Studio analyzes views on a per-user basis.
Studio's analytics allow instructors and administrators to quickly and easily analyze the media students are viewing, how long they are viewing, and when they stop viewing. This information allows instructors to optimize media to communicate critical information more effectively and monitor student behavior.

Canvas Integration

Studio integrates with Canvas for a seamless learning experience. 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?

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

Studio Account

The most direct way to access Studio is through a Studio account.

A Studio account allows you to view, share, and comment on any uploaded video or audio media file. Learn how to use Studio in a Studio account.

Access Overview

- Users can upload and manage media files at any time
- Users who upload media are considered to be the media owner
- Media owners can manage all media settings and functionality including setting user details and viewing analytics
- Media owners can manage comments in their media
- Media owners can share media with other users and grant viewing or editing access
- Media always allow and display comments
- Media include a link and embed code to use in public sites (comments are never displayed)
In Canvas, if Studio is enabled for everyone in your institution, the Global Navigation Menu includes a Studio link. This link gives you direct access to your Studio account from anywhere in Canvas.

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

**Canvas**

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

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

Access Overview

- Users can only access their 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; in groups, users can only manage their own comments.
- Existing comments in embedded media are not included in course copies.
Instructors can also view their course uploads through the Studio link in the Course Navigation Menu. This functionality offers full access as noted when viewing Studio in a Studio Account.

Studio Site

Email
name@school.edu

Password

Remember me • Forgot password?

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

Learn how to log in to a Studio site.

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

**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
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
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 - chromeOS

Computer Speed and Processor

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

Internet Speed

- Along with compatibility and web standards, 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 Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Studio in Chrome

Supported Browsers

Studio supports the same browsers as Canvas and Bridge.
Note: Studio webcam capture is only supported by Chrome and Firefox browsers.

**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
Studio Account
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 view 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).

To learn about available keyboard shortcuts in 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.

View Studio Navigation Menu

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

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

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

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

Search Media

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

View Search Results

Any results display in the page.

Upload Media

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

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

View Media

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

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

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

Upload Media

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

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

To select files to upload, click the Browse Files button [1], locate and select the file(s) on your computer [2], and click the Choose or Open button [3].
To add a YouTube video, copy and paste the YouTube link into the URL field [1] and click the Add button [2].
View Progress Bar

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

View Media

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

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

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

**Locate Media**

1. **My Uploads**

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

**Open Media**

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

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

Play Media

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

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

View Timeline

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

**Set Volume**

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

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

**Set Playback Speed**

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

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

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

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

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

View Comments

If your media includes comments, you can view inline captions as part of the media by clicking the Comments icon.
When enabled, the dots in the timeline show any comments in the media [1], which can be viewed directly in the Comments tab [2]. Comments are arranged chronologically by time and are highlighted as they appear in the media timeline.

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

Learn how to [add comments in a Studio account](#).

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

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

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

Set Source Quality

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

**Note:** Not all upload formats include all quality options.
View Full Screen

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

Note: Not all media uploads include a full screen option.
How do I record a video with a webcam in Canvas Studio?

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 ask 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.

Record Video

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

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

Click the Start Recording button.
Finish Recording

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

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

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.
• For more information on how to install the screen capture application for Microsoft Windows common-use computers, please visit the Studio Screen Capture Application Installer for Microsoft Windows PDF.

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 rec controls, reposition cursor on resume, and keyboard controls while paused.

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

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

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

Finish Screen Capture

To upload the screen capture, click the Done button [1]. To preview the screen capture, click the Play button [2]. To delete the screen capture and start over, click the Delete button [3].
Upload Screen Capture

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

Click the Continue button.

View Screen Capture

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

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

Locate Media

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

Open Media

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

Click the Details tab.

Edit Details

Click the Edit Details button.

Edit Title and Description

1. Title
   Time Lapse

2. Description
   Time lapse video for class collaboration project.
In the Title field [1], edit the name of the title.

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

**Add Tags**

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

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

**Save Details**

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

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

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

Locate Media

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

Open Media

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

To generate or upload captions, click the Captions tab.

Generate Captions

To automatically generate captions for your media, choose the spoken language [1] and click the Request button [2].
After your caption file has been queued and processed, your generated caption file will appear in the **Manage Captions** section.

**View Caption Options**

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

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

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

Upload Captions

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

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

View Captions

1. Manage Captions
   - English
2. Upload
   - Español
Your caption file will appear in the Manage Captions section [1]. To upload a caption file for another language, click the language button for that language [2].

View Caption Options

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

Enable Captions

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

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

You can replace Canvas Studio video thumbnails.

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

View Uploads

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

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

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

TIME LAPSE VIDEO

Time Lapse Video
Doug Roberts

View the new thumbnail.
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 specific media in the My Uploads menu [1] or search for the media in the search field [2].

**Open Media**

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

Click the **Delete** icon.

Confirm Delete

Click the **Confirm Delete** link.
How do I share media with a user in Canvas Studio?

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

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

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

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

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

Share Media

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

Share Ballad_To_Abraham_Lincoln

Links People

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

Public Link

https://arcdoc.instructuremedia.com/embed/595b7f78-bbcf-4ca7-9063-49ce5c

Embed Code

<iframe width="560px" height="320px" allowfullscreen="true" src="https://arcdoc.instructuremedia.com/embed/595b7f78-bbcf-4ca7-9063-49ce5c"></iframe>

Click the People tab.

Add User

Share Ballad_To_Abraham_Lincoln

Links People

andy 1

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

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

Set Permissions

![Share Ballad_To_Abraham_Lincoln](image)

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

To change the permission for a user, click the user's permission drop-down menu.
Change Permission

Select the new permission for the user. You can choose to give the user access to **view** or **edit** the video or audio file.
Remove User

Share Ballad_To_Abraham_Lincoln

Links   People

Add by Name or Email

Andy Admin
andy.ad.canvas@gmail.com

Can View

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

Share Ballad_To_Abraham_Lincoln

Links People

Add by Name or Email

Andy Admin
andy.ad.canvas@gmail.com

Can View

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

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

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

Notes:

- Viewing public links and embed codes is an account permission. If you are not able to view the Links tab, your institution has restricted this feature to all users except 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

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

Share Business Seminar 2.mp4

| Links | People |

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

Create Public Link

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

Share Business Seminar 2.mp4

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

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

**Public Link**

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

**Embed Code**

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

To share a public link, copy the public link in the **Public Link** field.
View Embed Code

<table>
<thead>
<tr>
<th>Links</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Analytics and commenting aren't available when viewers use these links.</td>
<td></td>
</tr>
</tbody>
</table>

### Public Link

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

### Embed Code

```html
<iframe width="560px" height="320px" allowfullscreen="true" src="https://arctdoc
```

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

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

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

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

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

Locate Media

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

Open Media

Hover over the media and click the media thumbnail.
The timeline includes the total length of the video or audio file [1].

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

**View Timeline**

As the media plays, the bar acts as a timer for the media. Starting with 00:00, the numbers change to show the elapsed time in the media [1].

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

To view any inline captions as you watch the media, click the Comments icon. When enabled, the dots in the timeline show any comments in the media [1], which can be viewed directly in the Comments tab [2]. Comments are arranged chronologically by time and are highlighted as they appear in the timeline.
Create Comment

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

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

Submit Comment

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

Doug Roberts said 2 months ago  0:16
Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

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

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

Edit Comment

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

Max Johnson  said 2 months ago  
I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

Max Johnson  said 2 months ago  
I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

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

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I manage comments for media in 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 Canvas Studio account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

Open Media

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

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

View Comments

Click the Comments tab.
Delete Comment

Max Johnson said 4 months ago
I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

Max Johnson said 4 months ago cancel confirm delete
I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

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

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I view user insights and analytics for media in Canvas Studio?

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

Locate Media

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

Open Media

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

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

Open Insights

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

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

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

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

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

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

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

By default, embedded media files allow comments to be added, though comments can be removed based on user preference.

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 an Studio account. Instructors can also access Studio through the Course Navigation Menu.

View Studio Icon

As an external tool, Studio can be accessed through the Studio icon in the Rich Content Editor. 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.
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.
When viewing embedded media in the Rich Content Editor, users can use a variety of tools. Playback controls allow viewers to customize their own viewing experience.

**View Comment-Enabled Media Options**

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

When media is added through the Rich Content Editor, the title of the media is created using the name of the uploaded file. Users with instructor roles can edit details to add a description and tags to media. They can also edit the title, if needed.
View Comments

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

Any user can add comments. Users with instructor roles can manage all comments for media in the course and remove comments if necessary.
Users with instructor roles can view analytics for each video or audio file on a per-user basis. Analytics can help instructors see if a user viewed the entire media file or skipped segments. This feature specifically helps instructors see if students sufficiently viewed the content in preparation for an assignment or discussion.
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
- Arc
- 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 My Uploads

If there are no course media uploads, the link displays your personal uploads.
How do I embed Canvas Studio media in a 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 Rich Content Editor

Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the Studio LTI icon [1].
If the Studio icon is not directly in the menu bar, click the More External Tools icon [2]. This icon appears when there are more than three LTI apps configured for the Rich Content Editor. The placement order is based on when the LTI tool was added for a course or account.

**Locate Media**

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

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

**Note:** If you are an instructor, you can also view media uploads for your courses.
Upload New Media

To upload new media, click the Add button.

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

Select Media

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

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

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

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

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

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

Embed Media

Click the **Embed** button.
Manage Media

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

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

Publish Media

To publish your content immediately, click the Save & Publish button [1]. To save your content as a draft, click the Save button [2].
How do I view Canvas Studio media in a course?

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

Embedded media in Canvas may or may not include comments.

Open Media

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

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

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

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

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

View Timeline

As the media plays, the bar acts as a timer for the media. Starting with 00:00, the numbers change to show the elapsed time in the media [1].

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

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

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

Set Playback Speed

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

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

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

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

**Note:** If you are the owner of a video or audio file, you can [add or replace a caption file](#).

**View Comments**

If your media includes comments, you can view inline captions as part of the media by clicking the Comments icon.
When enabled, the dots in the timeline show any comments in the media [1], which can be viewed directly in the Comments tab [2]. Comments are arranged chronologically by time and are highlighted as they appear in the media timeline.

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

Learn how to add comments in Canvas.

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

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

Note: If you have an instructor role, you can also view the Edit Details button, which allows you to edit the details of the media.

Set Source Quality

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

Note: Not all upload formats include all quality options.
View Full Screen

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

Note: Not all media uploads include a full screen option.
How do I record a Canvas Studio video with a webcam in a course?

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 ask 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.

Record Video

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

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

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

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

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

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.
• For more information on how to install the screen capture application for Microsoft Windows common-use computers, please visit the Studio Screen Capture Application Installer for Microsoft Windows PDF.

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 rec controls, reposition cursor on resume, and keyboard controls while paused.

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

To start the screen capture, click the Rec button [7].
Pause Screen Capture

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

Finish Screen Capture

To upload the screen capture, click the **Done** button [1]. To preview the screen capture, click the **Play** button [2]. To delete the screen capture and start over, click the **Delete** button [3].
Upload Screen Capture

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

View Screen Capture

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

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

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

Open Media

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

Click the Details tab.

Edit Details

Click the Edit Details button.

Edit Title and Description

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

Time Lapse
In the Description field [2], create a short description for the media.

**Add Tags**

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

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

**Save Details**

Click the Save button.
How do I add captions to Canvas Studio media in a course?

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

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

Open Media

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

To generate or upload captions, click the Captions tab.

Generate Captions

To automatically generate captions for your media, choose the spoken language [1] and click the Request button [2].
After your caption file has been queued and processed, your generated caption file will appear in the Manage Captions section.

View Caption Options

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

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

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

Upload Captions

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

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

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

**View Caption Options**

[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.

**Enable Captions**

[Image]

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

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

You can replace Canvas Studio video thumbnails.

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

View Uploads

View your My Uploads page or Course Collection.
Replace Thumbnail

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

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

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

Note: Instructors can delete any comment at any time.

Open Media

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

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

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

View Timeline

As the video plays, the bar acts as a timer for the media. Starting with 00:00, the numbers change to show the elapsed time in the media [1].

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

To view any inline captions as you watch the media, click the Comments icon. When enabled, the dots in the timeline show any comments in the media [1], which can be viewed directly in the Comments tab [2]. Comments are arranged chronologically by time and are highlighted as they appear in the timeline.
Create Comment

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

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

Submit Comment

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

Doug Roberts said 2 months ago 0:16
Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

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

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

Edit Comment

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

Max Johnson said 2 months ago 
I think that slowing the video down would have shown us more about how people moved around the pavement instead of making them look so jumpy.

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Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I manage Canvas Studio media comments in a course as an instructor?

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

Deleted comments cannot be recovered.

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

Open Media

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

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

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

Click the Comments tab.

Delete Comment

**Doug Roberts** said 2 months ago  
The video has played long enough now to note whether the video is still interesting or not. Thoughts?

**Doug Roberts** said 2 months ago  
The video has played long enough now to note whether the video is still interesting or not. Thoughts?

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**Note:** Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I view user insights and analytics for Canvas Studio media in a course as an instructor?

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

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

Open Media

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

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

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

Click the Insights tab.

View Insights

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

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

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

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

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

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

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

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

**Notes:**

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

Open Assignments

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

Click the Add Assignment button.

Enter Assignment Details

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

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

Note: Only the Online submission type is supported for Studio assignments.

Select Online Entry Options

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

Assign to

Due

Available from

Until

Add

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

Save and Publish Assignment

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

Submit the video for your presentation project.

When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.
How do I add Canvas Studio media as an external tool module item as an instructor?

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

Open Modules

In Course Navigation, click the Modules link.

Add Module Item

Click the Add Item button.
Add External Tool

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

Find External Tool

Click the Studio tool.
Locate Media

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

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

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

Upload New Media

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

**Select Media**

Hover over the media you want to embed.
Disable Comments

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

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

Embed Media

Click the Embed button.
Add Item

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

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

View Module

View the Studio media in your module.
How do I submit Canvas Studio media as a Text Entry assignment 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.
Submit Assignment

Video Assignment Project

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

Please submit your video for your project submission.

Click the Submit Assignment button.

Open Studio Icon

In the Rich Content Editor, click the Studio icon [1].
If the Studio icon is not directly in the menu bar, click the **More External Tools** icon [2].

**Locate Media**

In your Studio account, locate the video or audio file you want to submit. By default, the page displays media from your uploads. To view other media, click the **My Uploads** menu [1].

If you have added a video or audio file to a course, you can also view courses where you have added media.

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

**Upload New Media**

To upload new media, click the **Add** button.
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media

Hover over the media you want to submit.
Disable Comments

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

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

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

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

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

Embed Media

Click the Embed button.
Submit Assignment

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

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

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

View Submission

Video Assignment Project

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

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

To re-submit your media, click the **Re-submit Assignment** button [2].
How do I submit Canvas Studio media as a File Upload assignment 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

History Video Project
Due Jul 21 at 11:59pm | -/20 pts
Click the name of the assignment.

Submit Assignment

History Video Project

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

Please submit your video per our class discussion.

Click the Submit Assignment button.

Open Studio

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

File: Choose File  No file chosen

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

Comments...

Cancel Submit Assignment

Click the Studio tab.
In your Studio account, locate the media you want to submit. By default, the page displays media from your collection. To view other media, click the My Uploads menu [1].

If you have added a video or audio file to a course, you can also view courses where you have added media.

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

**Upload New Media**

To upload new media, click the Add button.

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

Hover over the media you want to submit.
Disable Comments

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

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

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

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

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

History Video Project

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

Please submit your video per our class discussion.

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

Once a student has submitted a Canvas Studio video or audio file as a submission, you can view the submission in SpeedGrader.

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

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the name of the assignment.
Open SpeedGrader

Click the SpeedGrader link.

Open Student Submission

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

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

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

If you want to leave comments in the media, you can add assignment submission comments in the sidebar [1] as well as inline comments directly related to the media [2].

Assignment comments in the sidebar should be used for high-level comments that you want to display in student grading comments. Students can view comments in the Submissions Details page and in the Conversations Comments filter, in addition to any external notifications.

Inline media comments can be used to comment on specific moments in the media. These comments are retained in the video and are not sent through notifications or posted elsewhere in Canvas.
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].

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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>31 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 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.
Open Media

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

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

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

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

Reset Student

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

Leave Student View
To return to your course in the instructor view, click the **Leave Student View** button.
How do I use Canvas Studio video quizzing in a course?

Canvas Studio Video Quizzing provides instructors, teacher assistances (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 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.

View Uploads

On your My Uploads page, you can view all your uploaded media.
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 to base your quiz on, click the Options icon [1], click the Add Quiz button [2], and select the Time Lapse Quiz option [3].
Locate the media with the created quiz.

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

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

**View Quiz**

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

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

Notes:

- Multiple choice, true or false, and multiple answer questions are supported.
- Multiple quizzes can be added to a media file.
- 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

On the My Uploads 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].

Click the **Get Started** button [4].
To create a quiz question, click the Add button. The Add button appears when the media is paused.
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].
Edit Multiple Answer Question Details

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

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

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

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

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].
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.
On the My Uploads 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 embed a Canvas Studio video quiz in the 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.

Notes:

- 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 Rich Content Editor

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

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

By default, the Studio Embed Window displays the My Uploads 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.
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 Gradebook?

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

On the My Uploads 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.
Select Quiz

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

Click the Embed button [3].

Save and Publish

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

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

View Gradebook

View the student quiz results in the gradebook. Grades are calculated based on the number of questions in the Studio quiz and the Canvas assignment point value.
How do I view Canvas Studio video quiz results in a course?

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 Results

Quiz results include 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 [1].

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 [2].

To view more details for the Item Analysis section [3], click the Arrow icon [4].
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].
How do I take a Canvas Studio video quiz in a course as a student?

You can take a video quiz from Canvas Studio by accessing an embedded video in a Canvas course.

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.
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.
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].
To view quiz results, click the **View Results** button [1].

To play the media and take the quiz again, click the **Retake Quiz** link [2].
View Quiz Results

In the Quiz Results tab [1], view your quiz results. You can view the percentage of the questions you answered correctly, number of points you received, and time elapsed for the attempt [2]. If you have multiple attempts, you can view your attempt history [3]. You can also view your selected answers [4].
Studio Site
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 shows 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. Currently Studio users can only be managed by admins in the institution's Studio site.

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, Nora Sanderson!

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

Set your password

If you need anything at all or have feedback on the app, feel free to shoot us an email at arc@instructure.com

Click the Set your password link.
Create and Confirm Password

SET YOUR PASSWORD

1. Password
2. Confirm Password
3. SAVE

In the Password field [1], create a password for your account, then confirm your password [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].

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 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. Currently, admin settings can only be managed in your institution's Studio site outside of Canvas.

Open Canvas Studio URL

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

Enter Email and Password

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

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

**Open User Menu**

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

As an admin user, you can view the Admin Dashboard [3], which allows you to **manage Studio users, view LTI keys**, and **manage developer keys** in your Studio account.
View User Menu

To access your approved third-party integrations, click the **My Account** link [1].

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

When you are finished in your Studio site, you can **log out** of your account [3].
View My Account

The My Account page displays the third-party applications you have authorized to access Studio on your behalf.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Created At</th>
</tr>
</thead>
</table>

These are third-party applications you have authorized to access the Arc site on your behalf:
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.

Open Canvas Studio URL

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

Enter Email and Password

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

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

**Open User Menu**

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

Click the Enable High Contrast link.

View Account

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

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

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

Open User Menu

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

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

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

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

Currently you cannot remove users from the Studio account.

Open Studio URL

In a browser window, enter the URL of your Studio account.
Enter Email and Password

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

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

Click the Sign In button [4].

Open User Menu

In the navigation menu, click the My Uploads menu.
Open Admin Dashboard

Click the Admin Dashboard link.

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

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

**View User Information**

<table>
<thead>
<tr>
<th>Arc Users</th>
<th>LTI Keys</th>
<th>Developer Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Displaying 2 results of 33 total users

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full name</td>
<td>Doug Roberts</td>
</tr>
<tr>
<td>2</td>
<td>Display name</td>
<td>Doug Roberts</td>
</tr>
<tr>
<td>3</td>
<td>Email</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Is Admin?</td>
<td>No</td>
</tr>
</tbody>
</table>

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

**Note:** Studio is not dependent on email addresses. If an institution is using a single sign-on (SSO) authentication system that does not rely on email addresses, some users who only access Studio directly through Canvas may not display an associated email address.
Manage Users

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

Currently you cannot remove a user from your account.

**Edit User**

Editing a user allows you to change the user’s name [1], display name [2], and email address [3] as shown for the user's Studio account.

Editing user fields does not affect a user’s Canvas account.

You can also change a user's access to or from Admin status [4], though the user will not be notified about the change.

Click the **Save** button [5].
Note: If you edit a user to become an admin, the user will not receive an email to create a password. You will have to notify the user manually and provide the Studio site URL. To access the Studio site, the user can use the password reset link from the Studio site login page.
How do I create a user in a Canvas Studio site as an admin?

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

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

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

Open Studio URL

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

.documentation.instructuremedia.com
Enter Email and Password

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

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

Click the Sign In button [4].

Open User Menu

In the navigation menu, click the My Uploads menu.
Open Admin Dashboard

Click the Admin Dashboard link.

Create User

Click the Create User button.
Enter User Details

Enter the user's information for the account. The user's information only affects how the user is viewed in the 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 view the LTI Keys for a Canvas Studio site 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 an admin in your Studio site.

Note: The LTI Keys are for an entire institution, not just for you as an admin. If you need to change the LTI Keys, please contact your Customer Success Manager.

Open Studio URL

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

documentation.instructuremedia.com
Enter Email and Password

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

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

Click the Sign In button [4].

Open User Menu

In the navigation menu, click the My Uploads menu.
Open Admin Dashboard

Click the Admin Dashboard link.

Open LTI Keys

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

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

As an 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 Canvas Studio URL

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

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

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

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

**Open User Menu**

![My Uploads]

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

**Open Admin Dashboard**

![Admin Dashboard]

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

To view the developer keys, click the Developer Keys tab [1].

The developer key displays the Name [2], Redirect URIs [3], Client ID [4], and Secret [5]. To show the secret, click the Show button [6]. To delete a developer key, click the Delete icon [7].

To add a developer key, click the Add Developer Key button [8].
Add Developer Key

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