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What is Canvas Studio?

Canvas Studio is a communication tool that allows instructors and students to actively collaborate through video and audio media. Learn more about Studio on the Studio website.

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.
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.

You can use a Studio account to view, share, and comment on any uploaded video or audio media file.

Access Overview

- Users can upload and manage media files at any time
- Users who upload media are considered to be the media owner
- Media owners can manage all media settings and functionality including setting user details and viewing analytics
- Media owners can manage comments in their media
- Media owners can share media with other users and grant viewing or editing access
- Media always allow and display comments
- Media include a link and embed code to use in public sites (comments are never displayed)
Canvas Global Navigation Menu

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.

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.

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

Access Overview

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

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

Learn more about supported accessibility in Studio.
Supported Browsers

Studio supports both Canvas browsers and Bridge browsers.

Note: Studio webcam capture is only supported by Chrome and Firefox browsers.

Languages

The Studio user interface inherits the browser's set language.

Studio on Mobile Devices

The Studio interface is optimized for desktop displays and is not officially supported on mobile browsers.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari
- Chrome
- Photon Flash Player (supports Flash)

Android

- Internet
- Firefox
- Chrome

Note: Android default browser varies per mobile device.

Canvas Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer
How do I 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 Canvas Studio, view the Studio Media Player Keyboard Shortcuts PDF.

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

View Studio Navigation Toolbar

Within the Studio interface, Studio includes a navigation toolbar at the top of every page. The toolbar includes the Navigation Menu icon [1], as well as icons to record media [2], add media [3], and search media [4].
View Library

Studio defaults to the **My Library** page, which shows all the media you've uploaded to Studio. Collections display first and then media files display in the order they were uploaded, starting with the most recently uploaded media.
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 Library 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 Library 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 icon [2].
Add Media File

After you click the **Add** icon, you can drag and drop file(s), browse for files, or add a YouTube video.

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

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

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

View Media

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

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

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

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

Add Collection

Click the Add Collection button.

Enter Collection Name

Enter a name for the collection [1].

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

View the created collection.

To add media to the collection, click the **Add Videos** button.

View Collection Options
To manage options for the collections, click the Options menu [1]. You can share the collection with another user [2], rename the collection [3], or delete the collection [4].
How do I view media in Canvas Studio?

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

The media player also supports keyboard shortcuts. For details, view the Canvas Studio Media Player Keyboard Shortcuts PDF.

Locate Media

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

Open Media

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

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

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 the Volume button [1] and then click and drag the volume indicator [2]. The indicator farthest to the left indicates no volume; the indicator farthest to the right indicates full volume.

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

To set the playback speed of the media, click the 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.

View Comment Timeline

When enabled, the dots in the timeline show comments added by a user [1]. Comments 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.

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

- highest (mp4)
- high (mp4)
- standard (mp4)
- low (mp4)
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 view a collection in Canvas Studio?

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

Locate Collection

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

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

In the collection's options menu [1], you can share the collection [2], rename the collection [3], or delete the collection [4].
You can manage options for individual media items in the collection. Depending on the item you may see different options. Click the media's **Options** menu [1]. You can create a quiz [2], share the media [3], move the media [4], replace the thumbnail [5], or delete the media [6].
How do I 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].
View Recording

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

- Screen Capture is not available on Chromebooks.
- For more information about the screen capture application functionality, visit the [screen capture application tutorial videos](#).
- For more information about how screen readers work with screen capture video, please visit [Accessibility within Studio](#).
- If you are using a Mac computer, you will need to adjust the Security and Privacy settings in your Mac’s System Preferences to allow screen recording. You will also need to update your Mac OS (operating system) to version 10.13 or newer.
- For more information on how to install the screen capture application for Microsoft Windows common-use computers, please visit the [Canvas 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].

**Note:** Screen Capture is not available on Chromebooks.
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 Library page, view your screen capture. Once the screen capture is processed, you can manage all controls and settings.
How do I add media to a collection in Canvas Studio?

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

Open Collection

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

You can also create a new collection [2].
Record Media

To record and upload media, click the Record button [1]. To record a video, click the Screen Capture [2] or Webcam Capture [3] link.

Add Media

To upload a video or link to a YouTube video, click the Add Videos button.
Select Media

Drag and drop file(s) to the upload area to add them to the collection [1].

To select files to upload, click the **Browse Files** button [2], locate and select the file(s) on your computer [3], and click the **Choose** or **Open** button [4].
Add Youtube Video

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

View Progress Bar

Weather Video
Andy Admin
The progress bar displays the upload status of your media file.

**View Added Media**

When the media has been added to the collection, you can view the media by clicking the media thumbnail.
How do I move media to a collection in Canvas Studio?

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

Locate Media

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

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

**Select Destination**

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

Move to...

Destination

New Collection

Collection Name

Faculty Introduction Videos

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

**Move Media**

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

**View Success Message**

1 video has been moved.

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

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

Remove Media from Collection
You can move the media to a different collection or back to your studio library. Click the media's Options menu [1], then click the Move to... link [2], and select a new location for the media.
How do I 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 your uploaded media on the My Library page [1], or search for the media in the search field [2].

Open Media

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

Click the Details tab.

Edit Details

Click the Edit Details button.

Edit Title and Description

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]. Press the Enter or Return key on your keyboard. You can add as many tags as you like. To remove an existing tag, click the **Remove** icon [2].

**Save Details**

Click the Save button.
How do I add 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 your uploaded media on the My Library page [1], or search for the media in the search field [2].

Open Media

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

Captions Request

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

Which language is spoken? ▼

Request

Upload

English  Arabic  Czech
Danish  Dutch  French

To generate or upload captions, click the Captions tab.
Generate Captions

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

Manage Captions

Upload

Arabic  Czech  Danish

Dutch  French  German

Show More

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

Captions Request

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

Which language is spoken?

Request

Upload

1. English

2. Arabic

3. Czech

4. Danish

5. Dutch

6. French

Show More

To upload a caption file, click the language button for the caption file you want to upload [1].

To upload a custom caption file, click the **Show More** link [2].
Upload Custom Captions

Click the Custom button.

Custom Captions

Caption Language

1. Enter the name of the language

[Submit]
Enter the name of the language [1] and click the **Submit** button [2].

**Select File**

![Image of file selection dialog]

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

Manage Captions

1. English
   -
2. Spanish
   -

Upload

1. Arabic
2. Czech
3. Danish
4. Dutch
5. French
6. German

Show More

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

1. English

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].

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.

Notes:
- Studio supports custom thumbnails for videos uploaded directly to Studio.
- Dimensions for thumbnail images should be approximately 1000 pixels wide x 512 pixels high. For best results, please retain the aspect ratio for the image to scale properly.

View Uploads

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

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

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

Time Lapse Video
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 your uploaded media on the My Library page [1], or search for the media in the search field [2].

Open Media

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

Click the Delete icon.

Confirm Delete

Click the Delete button
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.

Notes:

- 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.
- Any quizzes added to a video will not be included when the video is shared.
On the My Library page, locate the media, click the **Options** icon [1], and then click the **Share Media** link [2].
**View People**

**Share Get to know Canvas**

**Links**

**People**

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

**Link**

https://arcdoc.instructuremedia.com/embed/c2dd07f9-888a-4251-a5cf-f6b2a937af7d

**Embed Code**

```html
<iframe width="560px" height="320px" allowfullscreen="true" src="https://arcdoc.instructuremedia.com/embed/c2dd07f9-888a-4251-a5cf-f6b2a937af7d"

```

**Click the People tab.**
In the Name or Email field [1], enter the name or email of a user in your institution's account. When the user appears, click the user’s name [2].

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

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

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

Share Get to know Canvas

Links  People

New Share

Andy Admin  Add by name or email address  Can View  Add

Click the Add button.
Remove User

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

Click the **Update** button. Users will receive an email notification when media has been shared with them.
How do I share a collection in Canvas Studio?

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

If you allow a user to view a collection, the user can view and copy media in the collection, access the sharing settings and share the media with others, and remove themselves from having access to the media.

If you allow a user to edit a collection, the user has all permissions allowed as if that user had originally created the collection, including adding and deleting media, editing details and options, and downloading, copying, and sharing the media in the collection.

Share Collection

In the My Library page, locate the collection, click the Options icon [1], and then click the Share Collection link [2].
Search for User

In the Name or Email field [1], enter the name or email of a user in your institution’s account. When the user appears, click the user’s name [2].

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

Set Permissions

By default, a user can view the collection. However, you can change this permission if necessary.

To change the permission for a user, click the user’s permissions drop-down menu and select an option.
Add User

Click the Add button.

Change Permission

Select the new permission for the user. You can give the user access to view or edit the collection.
Remove User

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

Update Media

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

In the My Library page, locate the media, click the **Options** icon [1] and then click the **Share Media** link [2].
### Create Public Links

**Share Business Seminar 2.mp4**

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

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

Click the **Create Public Link** button.

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://arcdo
```
View Embed Code

Share Business Seminar 2.mp4

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

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

**Public Link**

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

**Embed Code**

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

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

Open Media

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

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 displays the time that your comment will appear in the video or audio file [2].

Submit Comment

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

Doug Roberts said a year ago 0:16

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

Reply

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

Save Reply

Doug Roberts said a year ago 0:03

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

1

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

To go to the next line, press Shift+Enter

Cancel 2 Save

Reply

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

Andy Admin said 2 hours ago

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

To edit your comment, click the Edit icon.

Delete Comment

Andy Admin said 2 hours ago

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

Andy Admin said 2 hours ago

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

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

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

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

Note: Deleted comments cannot be recovered.

Locate Media

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

Open Media

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

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

View Comments

Click the Comments tab.
Delete Comment

Doug Roberts said a year ago  
What is the effect of the subject matter here?

Doug Roberts said a year ago  
What is the effect of the subject matter here?

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

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I set my comment notification preferences for Canvas Studio video comments?

If you are an instructor or a Studio content author, you can receive notifications for comments posted to a video in your Studio account.

Students, TAs, instructors, course designers, and other users who post video comments can receive notifications when another user replies to their comment.

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

Locate Media

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

Open Media

Asia Video Assignment
Daniel Johnson
Click the media thumbnail.

**View Comments**

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

Click the **Comments** tab.

**Subscribe to Comments**

<table>
<thead>
<tr>
<th>Details</th>
<th>Comments</th>
<th>Insights</th>
<th>Captions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Comments</td>
<td>[Subscribe to comments]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructors and authors can receive notifications when a user comments on a video.

To subscribe to notifications for all comments posted to a video, enable the **Subscribe to comments** option.

**Unsubscribe to Comments**

<table>
<thead>
<tr>
<th>Details</th>
<th>Comments</th>
<th>Insights</th>
<th>Captions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Comments</td>
<td>[Subscribe to comments]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To unsubscribe from notifications for all comments posted to a video, disable the **Subscribe to comments** option.
Subscribe to Individual Comment

Users who post comments to a video, including students, teachers, TAs, and course designers can receive notifications when a user replies to their video comment.

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

Unsubscribe to Individual Comment

To disable notifications for replies to your video comment, click the **Turn reply notifications off** icon.
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 Studio account, locate the media you want to view. You can view your uploaded media on the My Library page [1], or search for the media in the search field [2].

Open Media

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

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

Open Insights

Click the Insights tab.
The Insights tab displays a graph and a list of all users in the course; 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.
How do I manage Canvas Studio settings as an admin?

As a Canvas Studio admin, you can manage your institution's Studio settings.

Open Studio Settings

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

View Admin Settings

You can manage Canvas Studio user role permissions, integrations, developer keys, Studio users, and LTI keys.
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 a Studio account. Instructors can also access Studio through the Course Navigation Menu.

View Studio Icon in Rich Content Editor

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

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

Note: To view the Studio icon, you may need to click the Options icon [2].
View Collection

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.
How do I use Canvas Studio through the Course Navigation Menu as an instructor?

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

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

Open Studio Media Library

- Modules
- Conferences
- Collaborations
- Studio
- Settings

In Course Navigation, click the Studio link.

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

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

If there are no course media uploads, Studio will display a message indicating there are no videos in the course. To add media to the course, click the Add button.
How do I 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 Studio in Rich Content Editor

Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the Studio icon [1].
Note: If the Studio icon does not display in the toolbar, click the Options icon [2].

Locate Media

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

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

Note: If you are an instructor, you can also view media uploads for your courses.
Locate Shared Media

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

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

Upload New Media

To upload new media, click the Add button.

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

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

Preview your embedded video in the Rich Content Editor field.

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

Publish Media

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

The media player also supports keyboard shortcuts. For details, view the [Canvas Studio Media Player Keyboard Shortcuts PDF](https://example.com).

### 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 the Volume button [1] and then click and drag the volume indicator [2]. The indicator farthest to the left indicates no volume; the indicator farthest to the right indicates full volume.
**Note:** Playback volume is based on the current volume set for your computer. You may also have to adjust the volume for your computer output.

### Set Playback Speed

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

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

### View Captions

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

If a video or audio file includes captions, you can enable captions by clicking your preferred language [2]. By default, captions are set to off.
Note: If you are the owner of a video or audio file, you can add or replace a caption file.

View Comments

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

View Comment Timeline

When enabled, the dots in the timeline show comments added by a user [1]. Comments 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.
**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:

- Screen Capture is not available on Chromebooks.
- For more information about the screen capture application functionality, visit the screen capture application tutorial videos.
- For more information about how screen readers work with screen capture video, please visit Accessibility within Studio.
- If you are using a Mac computer, you will need to adjust the Security and Privacy settings in your Mac’s System Preferences to allow screen recording. You will also need to update your Mac OS (operating system) to version 10.13 or newer.
- For more information on how to install the screen capture application for Microsoft Windows common-use computers, please visit the Canvas 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].

**Note:** Screen Capture is not available on Chromebooks.
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 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.
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]. Press the Enter or Return key on your keyboard.

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

Save Details

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

You can generate or upload caption files to your video or audio files 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

Captions Request

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

Which language is spoken?

Request

Upload

English    Arabic    Czech
Danish    Dutch    French

Show More

To generate or upload captions, click the Captions tab.
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

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

Which language is spoken?

Request

Upload

1. English
2. Arabic
3. Czech
4. Danish
5. Dutch
6. French

Show More

To upload a caption file, click the language button for the caption file you want to upload [1].

To upload a custom caption file, click the Show More link [2].
Upload Custom Captions

Click the Custom button.

Custom Captions

Caption Language

1. Enter the name of the language

Cancel 2. Submit
Enter the name of the language [1] and click the **Submit** button [2].

**Select File**

<table>
<thead>
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<td>Sep 16, 2016, 8:32 PM</td>
<td>319 bytes</td>
<td>RTF Document</td>
</tr>
</tbody>
</table>

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

Manage Captions

1. English
2. Spanish

Upload

2. Czech

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

View Caption Options

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

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

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

You can replace Canvas Studio video thumbnails.

Notes:
- Studio supports custom thumbnails for videos uploaded directly to Studio.
- Dimensions for thumbnail images should be approximately 1000 pixels wide x 512 pixels high. For best results, please retain the aspect ratio for the image to scale properly.

View Uploads

View your My Library page or Course Collection.
Replace Thumbnail

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

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

TIME LAPSE VIDEO

0:43

Time Lapse Video
Doug Roberts

View the new thumbnail.
How do I add comments or replies to Canvas Studio media in a course?

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

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

Note: Instructors can delete any comment at any time.

Open Media

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

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

View Timeline

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

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

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

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

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

Submit Comment

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

Doug Roberts said a year ago 0:16

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

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

Save Reply

Doug Roberts said a year ago 0:03

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

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

To go to the next line, press Shift+Enter

[1] Reply

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

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

To edit your comment, click the Edit icon.

Delete Comment

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

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

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

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I 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 a year ago  ⏯️  🗑️  1
What is the effect of the subject matter here?

Doug Roberts said a year ago  ⏯️  🗑️  cancel confirm delete  2
What is the effect of the subject matter here?

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

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.
How do I 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 displays a graph and a list of all users in the course; 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.

Doug Roberts
Andy Admin
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

[Image of Canvas interface with 'Assignments' highlighted]
Click the Add Assignment button.

**Enter Assignment Details**

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

**Select Submission Type**

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

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

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

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

Save and Publish Assignment

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

Submit the video for your presentation project

Points 20
Submitting a text entry box or a file upload

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

When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button.
How do I 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 Library menu [1].

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

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

Upload New Media

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

**Select Media**

Hover over the media you want to embed.
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

Add Item to Photography 101 Introduction

Add: External Tool

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

**Analytics pages for Canvas**

**Ensemble Video**

Ensemble Video 1.6 supports a built-in Canvas integration that will enable Canvas users to upload directly into their Ensemble Media Library, as well as to search and publish media into their Canvas course. With very little effort, educators can deliver academic media to students in a Canvas environment that is a seamless,顺畅的 experience, with the user experience that they are accustomed to.

**NBC Learn Video Library**

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

**Studio**

Video for Education

YouTube

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

URL: https://arcdoc.instructuremedia/Studio

Page Name: Studio

1. Load in a new tab

2. Indentation: Don't Indent

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

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

View Module

View the Studio media in your module.
How do I 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

**Submit Assignment**

**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 in Rich Content Editor

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

**Locate Media**

In your Studio account, locate the video or audio file you want to submit. By default, the My Library page displays. To view other media, click the Navigation Menu icon [1].

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

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

**Upload New Media**

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

**Select Media**

Hover over the media you want to submit.
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

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

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

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

View Submission

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

To re-submit your media, click the **Re-submit Assignment** button [2].
How do I submit 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

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

Click the Studio tab.
Locate Media

In your Studio account, locate the video or audio file you want to submit. By default, the My Library page displays. To view other media, click the Navigation Menu icon [1].

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

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

Upload New Media

To upload new media, click the Add button.

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

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 embed Canvas Studio media in a discussion reply as a student?

You can embed a Canvas Studio video or audio file as a discussion reply in Canvas.

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

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Click the name of the discussion.
Click Reply

Click the Reply field.

Open Studio in Rich Content Editor

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

**Locate Media**

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

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

Hover over the media you want to embed, and click the media thumbnail.
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.
View Studio Media in Reply

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

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

Emily Boone
9:33am

Your reply displays at the bottom of the discussion reply thread.
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

Related Items

- SpeedGrader™
- Download Submissions

Click the SpeedGrader link.

Open Student Submission

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

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

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

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

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

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

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

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

Grade with Rubric

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

### View Grade

<table>
<thead>
<tr>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>Grade: 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 manage users for Canvas Studio as an admin?

As a Studio admin, you can manage Studio users in Canvas.

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

Currently you cannot remove users from the Studio account.

Open Studio Settings

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

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

You can search for a user by full name, display name, or email address by typing in the Search by user name field [2]. Then click the Search button [3].

You can also view a list of all users in your Studio account by clicking the Show total users link [4].

To create a new admin user, click the Create User button [5].

View User Information

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

Note: Studio 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**

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

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 for Canvas Studio as an admin?

When users access Canvas Studio through Canvas, users are automatically given a Studio account, added to the Studio users list, and assigned a Studio role based on their user role in Canvas. 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 account.

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 Settings

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

Click the Studio Users tab.

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 Canvas Studio as an admin?

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

If you need to access the LTI Keys for your institution, you can view them as a Studio admin.

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

Open Studio Settings

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

In Studio Settings, click the LTI Keys tab [1]. Then click the LTI Keys button [2].

View LTI Keys

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

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

Open Studio Settings

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

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

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

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

In 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].
How do I manage user role permissions for Canvas Studio as an admin?

As a Studio admin, you can manage user role permissions.

Open Studio Settings

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

To view user role permissions, click the **Permissions** tab [1].

The table displays the name of the permission [2] and the default user role names [3].

### Edit User Role Names

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

<table>
<thead>
<tr>
<th>Permission</th>
<th>Teacher</th>
<th></th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record media</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from devices</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from YouTube</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add video quizzes to media</td>
<td>✔️</td>
<td></td>
<td>✗</td>
</tr>
</tbody>
</table>
Edit User Role Name

<table>
<thead>
<tr>
<th>Permission</th>
<th>Instructor</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record media</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from devices</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from YouTube</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add video quizzes to media</td>
<td>✔️</td>
<td>×️</td>
</tr>
</tbody>
</table>

Type a name in the user role name field and press the Return or Enter key.

Set User Role Permissions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Instructor</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record media</td>
<td>✔️ [1]</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from devices</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add media from YouTube</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Add video quizzes to media</td>
<td>✔️</td>
<td>×️ [2]</td>
</tr>
</tbody>
</table>

To enable or disable a permission for a specific user role, click the toggle button [1]. The toggle button displays as off if the permission is disabled for a user role [2].
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 Studio video quiz has been taken, edits made to the video quiz by the creator will not apply to any pre-existing embedded quizzes that have submissions. New embeds of the edited video quiz will show the updated version of the video quiz.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.
In your My Library 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 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](#).
As you play the media, answer the questions that are displayed in the media timeline. To play the relevant portion of the media again, click the Re-watch button [1]. To continue playing the media, click the Continue button [2].
View Results

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

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

Notes:

- Quizzes must be created from your My Uploads page.
- 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.
- If you share a video, any quizzes on the video will not be shared.

Create Quiz

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

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

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

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

Click the **Get Started** button [4].
Add Questions

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

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

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

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

To select the correct answer for the question, click the button next to the **True** [2] or **False** [3] option.

Click the **Save** button [4].
In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

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

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

Click the **Save** button [6].
To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].
Add Quiz Question Feedback

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

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

The question mark icons in the timeline show the questions in the media [1]. To edit an existing question, hover your cursor over the question mark icon, and click the **Edit** icon [2].

To review the video quiz questions while the video plays, click the **Play** button [3].
When you are done editing your video quiz, click the **Done** button.
View Media with Quiz

On the My Library page, locate the media with the quiz. Click the **Options** icon [1], hover over the **Quizzes** link [2], and then view the name of the created quiz [3].

For users to take the quiz, the media must be [embedded in Canvas](#).

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

Embedding a Canvas Studio video quiz in the Rich Content Editor will not post grades to the Gradebook. To post grades to the Gradebook, create an external tool assignment.

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

Open Studio in Rich Content Editor

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

If the Studio icon does not display in the toolbar, click the Options icon [2].
Locate Media

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

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

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

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

Embed Media

Click the Embed button.
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.

To post Canvas Studio video quiz results in the gradebook automatically, the video quiz must be configured as an external tool assignment following the directions in this lesson. Embedding a video quiz in the Rich Content Editor will not post grades to the gradebook.

**Notes:**

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

Create Quiz

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

In Canvas Course Navigation, click the Assignments link.

Create Canvas Assignment

In the Assignments page, click the Add Assignment button.
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].
Confirm Quiz

Click the Select button.

Save and Publish

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

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

**View Gradebook**

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

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

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

In the summary graph, the x-axis indicates the quiz score percentages and the y-axis indicates the number of students who received each percentage [3].
To view more details for the Item Analysis section [4], click the Arrow icon [5].

View Item Analysis

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

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

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

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

**View Student Results Report**

The Student Results page displays a list of all students who have submitted the quiz [1].

You can also view each student's quiz attempts [2], their quiz grade [3], the time a student spent taking the quiz [4], and the date the quiz was submitted [5].

To view an individual student's quiz attempt, click the **Attempt** link next to the student's name [6].
View Individual Student Results

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

In the Your Answers section, you can view the student's answers for each quiz question [2].
How do I take a Canvas Studio video quiz in a 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.
View Quiz

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

Note: Depending on the quiz settings, you may not have quiz markers on the media timeline.
View Quiz Details

To view the video quiz details, click the **Info** icon [1]. Video quiz details can include the title and instructions for the video quiz.

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

Hooray!
You finished the video and answered all the questions.

1. Submit Quiz

2. Replay

The video must finish playing before the quiz can be submitted. To submit the quiz, click the Submit Quiz button [1]. To play the media and review your answers to the questions, click the Replay link [2].
View Results

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

To play the media and take the quiz again, click the Retake Quiz link [2].
In the **Quiz Results** tab [1], view your quiz results. You can view the percentage of the questions you answered correctly, number of points you received, and time elapsed for the attempt [2]. If you have multiple attempts, you can view your attempt history [3]. You can also view your selected answers [4].
How do I 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. You can manage your Studio admin settings in Canvas.

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

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

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

Open Email

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

Welcome to Studio!

Studio Support <studio@instructure.com> to me.  

4:26 PM (0 minutes ago)  

Welcome, Bryce McDowell!

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

Click the Set your password link.
Create and Confirm Password

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]. If you forgot your password, click the Forgot password? link [4].

Notes:

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

If you have access to your Canvas Studio site, you can view your user menu. As an admin user, your user menu allows you to manage settings for your institution’s Studio account.

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the **Email** field [2], enter your email address. This is the email address where you received your invitation to create an Studio password.

In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].

**Notes:**

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

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

View Studio Settings

By default, Studio Settings opens to the Settings tab [1].

To enable or disable high contrast view, click the Enable high contrast view option [2]. This setting only affects your view of the Studio site and does not affect any other users.
View Studio Integrations

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

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

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

View Admin Studio Settings Tabs

As an admin user, you can view admin settings in Studio Settings.

To view and manage user role permissions, click the Permissions tab [1].

To view and manage developer keys, click the Developer Keys tab [2].

To view and manage users in your Studio account, click the Studio Users tab [3].

To view LTI keys for your Studio account, click the LTI Keys tab [4].
How do I enable high contrast styles in a Canvas Studio site?

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

Note: This setting only affects your view of the Studio site and does not affect any other users.

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the Email field [2], enter your email address. This is the email address where you received your invitation to create an Studio password.

In the Password field [3], enter your password. If you forgot your password, click the Forgot password? link [4].

Click the Sign In button [5].

Notes:
• Studio sites follow a URL structure of [your institution name].instructuremedia.com.
• If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings

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

Enable High Contrast

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

**View Account**

View your Studio site with high contrast styles.

**Disable High Contrast**

To disable high contrast view, open your Studio Settings again and click the **Enable high contrast view** option.
How do I log out of a Canvas Studio site?

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

Open Navigation Menu

Click the Navigation Menu icon.

Log Out

Click the Log Out button.
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. You can manage Studio users in Canvas.

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

Currently you cannot remove users from the Studio account.

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the Email field [2], enter your email address. This is the email address where you received your invitation to create an Studio password.

In the Password field [3], enter your password. If you forgot your password, click the Forgot password? link [4].

Click the Sign In button [5].
Notes:

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

Open Studio Settings

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

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

You can search for a user by full name, display name, or email address by typing in the Search by user name field [2]. Then click the Search button [3].

You can also view a list of all users in your Studio account by clicking the Show total users link [4].

To create a new admin user, click the Create User button [5].

View User Information

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

Note: Studio 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

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

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, added to the Studio users list, and assigned a Studio role based on their user role in Canvas. 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.

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the Email field [2], enter your email address. This is the email address where you received your invitation to create an Studio password.

In the Password field [3], enter your password. If you forgot your password, click the Forgot password? link [4].
Click the Sign In button [5].

Notes:

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

Open Studio Settings

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

View Studio Users

In Studio Settings, click the Studio Users tab.
Create User

Click the Create User button.

Enter User Details

<table>
<thead>
<tr>
<th>Full name</th>
<th>Display name</th>
<th>Email</th>
<th>Is Admin?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1]  e.g. Doe, Jonathan</td>
<td>[2]  e.g. Jonny Doe</td>
<td>[3]  e.g. <a href="mailto:jdoe@example.edu">jdoe@example.edu</a></td>
<td>[4]  Is Admin?</td>
</tr>
</tbody>
</table>

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 a Studio admin.

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

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the Email field [2], enter your email address. This is the email address where you received your invitation to create a Studio password.

In the Password field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].
Notes:

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

Open Studio Settings

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

In Studio Settings, click the **LTI Keys** tab [1]. Then click the **LTI Keys** button [2].

View LTI Keys

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

As a 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.

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the Email field [2], enter your email address. This is the email address where you received your invitation to create an Studio password.

In the Password field [3], enter your password. If you forgot your password, click the Forgot password? link [4].

Click the Sign In button [5].
Notes:

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

Open Studio Settings

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

<table>
<thead>
<tr>
<th>Settings</th>
<th>Permissions</th>
<th>Integrations</th>
<th>Developer Keys</th>
<th>Studio Users</th>
<th>LTI Keys</th>
</tr>
</thead>
</table>

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].
How do I manage user role permissions for a Canvas Studio site as an admin?

As a Studio admin, you can manage user role permissions.

Sign in to Studio Site

In a browser window, enter the URL of your Studio account [1].

In the Email field [2], enter your email address. This is the email address where you received your invitation to create a Studio password.

In the Password field [3], enter your password. If you forgot your password, click the Forgot password? link [4].

Click the Sign In button [5].

Notes:

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

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

To view user role permissions, click the Permissions tab [1].

The table displays the name of the permission [2] and the default user role names [3].

Edit User Role Names

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

Type a name in the user role name field and press the Return or Enter key.

Set User Role Permissions

To enable or disable a permission for a specific user role, click the toggle button [1]. The toggle button displays as off if the permission is disabled for a user role [2].