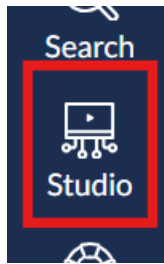
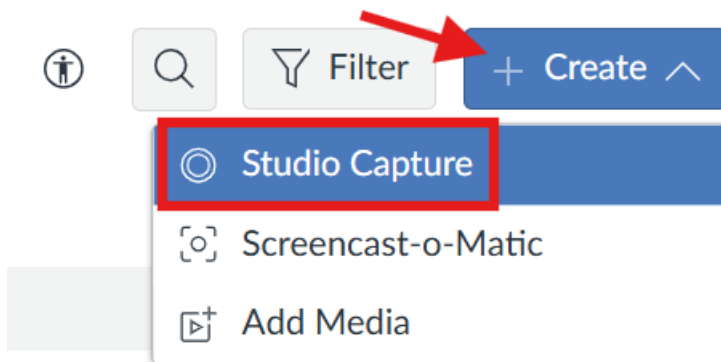


How to Record a Presentation in Canvas Studio

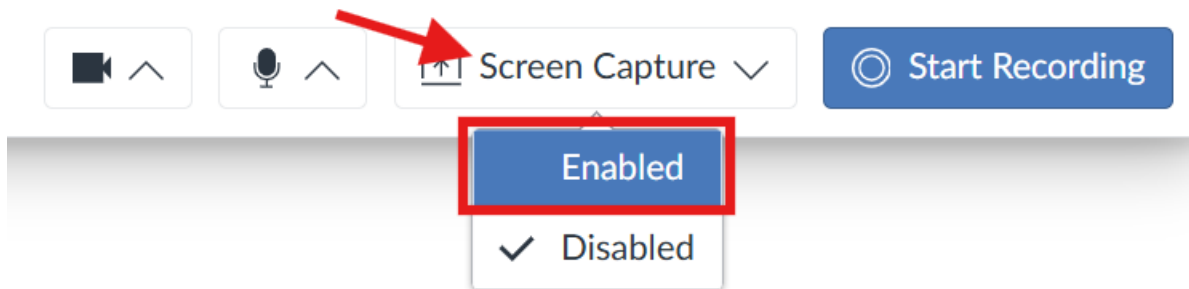
1. In Canvas, click the Studio icon on the global navigation menu.



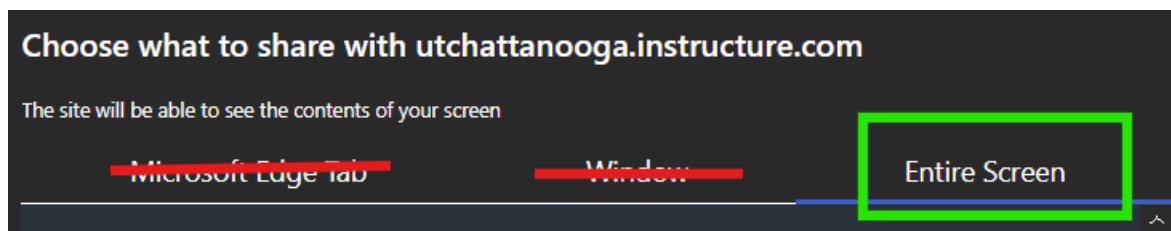
2. In the top right, click Create, then Studio Capture.



3. If you plan to record a presentation (such as PowerPoint slides or other presentation software), click the Screen Capture button and Enabled.



- a. When you do this, you will be prompted to select a source to record. If you plan to record your presentation with your face cam on screen as well (picture-in-picture), you **MUST** select Entire Screen:



- b. Once you've made that selection, select the specific screen if you have more than one and click the **Share button**.
- c. If recording with your camera as well, click Yes to enable the camera during the full screen recording.

- i. If you have multiple monitors, make sure the small frame showing your face is moved to the screen that you are recording.
 4. Click **Start Recording**.
 - a. You will see a 3...2...1 countdown and your recording has started.
 - b. Keep the Studio browser tab open, even if it is in the background.
 - c. Proceed with your presentation. You will see the progress bar while recording:

A screenshot of a recording interface. It features a red circular progress indicator on the left, followed by the text 'Screen recording is in progress 00:59'. To the right are four buttons: 'Picture-in-Picture' with a window icon, 'Cancel', 'Pause' with a vertical bar icon, and 'Finish Recording' in a blue button.
 - d. You can switch to other browser tabs or applications while recording.
 - e. When finished, click **Finish Recording**.
 5. You can preview your recording, and/or click **Save Media**.
 - a. When you save the media, it will automatically be uploaded to Canvas Studio.
 - b. You will see the video being processed. When the processing reaches 100%, your video is ready.
 6. Proceed to the assignment in Canvas to submit your recording.
 - a. Important: Your teacher cannot view your recording until you submit it to the assignment.
-

How to submit your presentation recording to the assignment

1. Go to the assignment in your course in Canvas.
2. Click **Start Assignment**.
3. **Important:** Click the **Studio** tab

Due	No Due Date	Points	100	Submitting	a file upload
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No additional details were added for this assignment.

File Upload

Google Drive

Google Drive (LTI 1.3)

Office 365

Studio

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

4. Your recorded presentation will appear. Click on your video.
 5. Click **Embed Media**.
 6. Click **Submit Assignment**.
-

PRO TIPS!!!

- **IMPORTANT:** Record a **short test video** to make sure your technology is working.
 - Make sure your camera is working (if recording your face).
 - Make sure your microphone is working.
 - It can be quite frustrating to record your presentation only to realize there is no audio and you cannot be heard.
 - Make sure your presentation slides can be seen.
- You can pause your recording if needed.
 - If you would like to take a moment to gather your thoughts, review notes, etc., you can pause your recording in the Studio browser tab.
- Watch your video before submitting the assignment.
 - Once your video has finished processing, in Studio, click your video and watch it to make sure you are satisfied.
- You can also watch your video AFTER submitting the assignment.
 - On the assignment page in your Canvas course, click Submission Details and you can view what you submitted to make sure it looks OK.