Madison School District

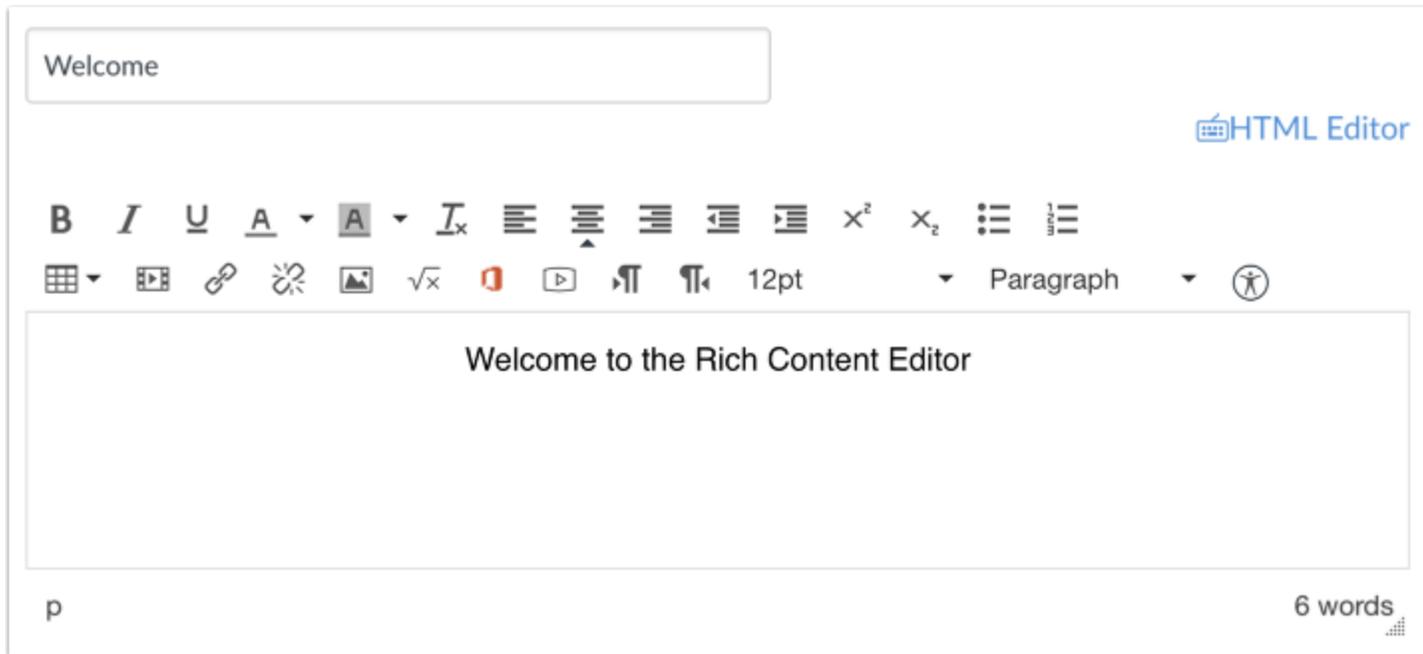## How To... record a video using the Rich Content Editor as a student in Canvas

You can use the Rich Content Editor to record a video. You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

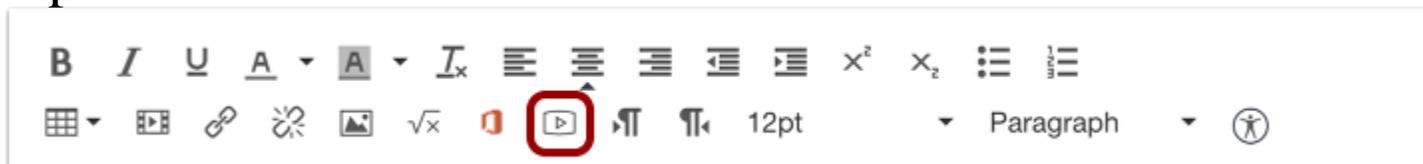Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Note: Please use Chrome Web Browser to insure there are no issues.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
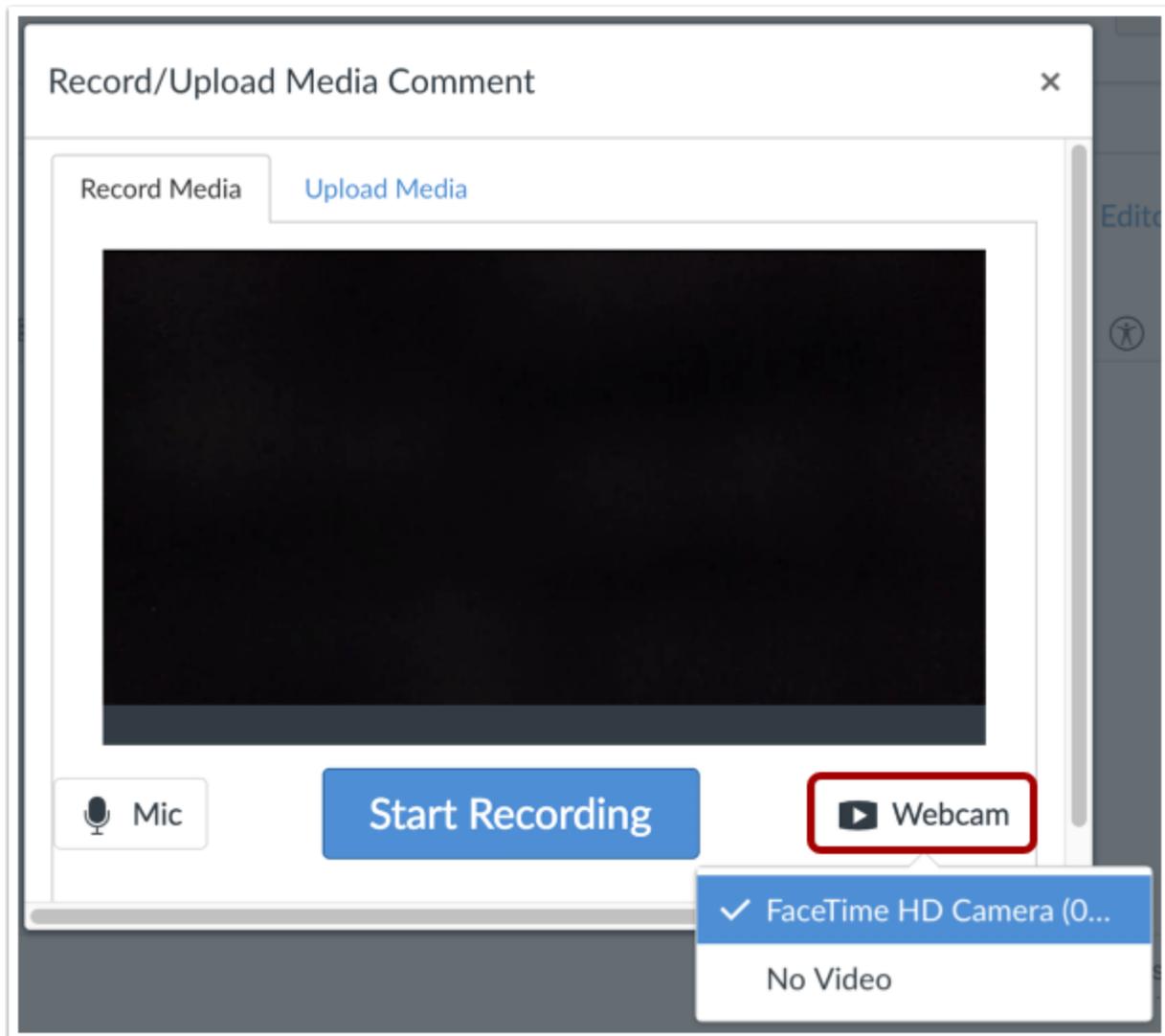
Open Media Comment Tool

Click the **Media** icon.

If this is the first time you have recorded a video on this computer, it may ask you if this device has permission to use the camera and microphone. If it does click yes.
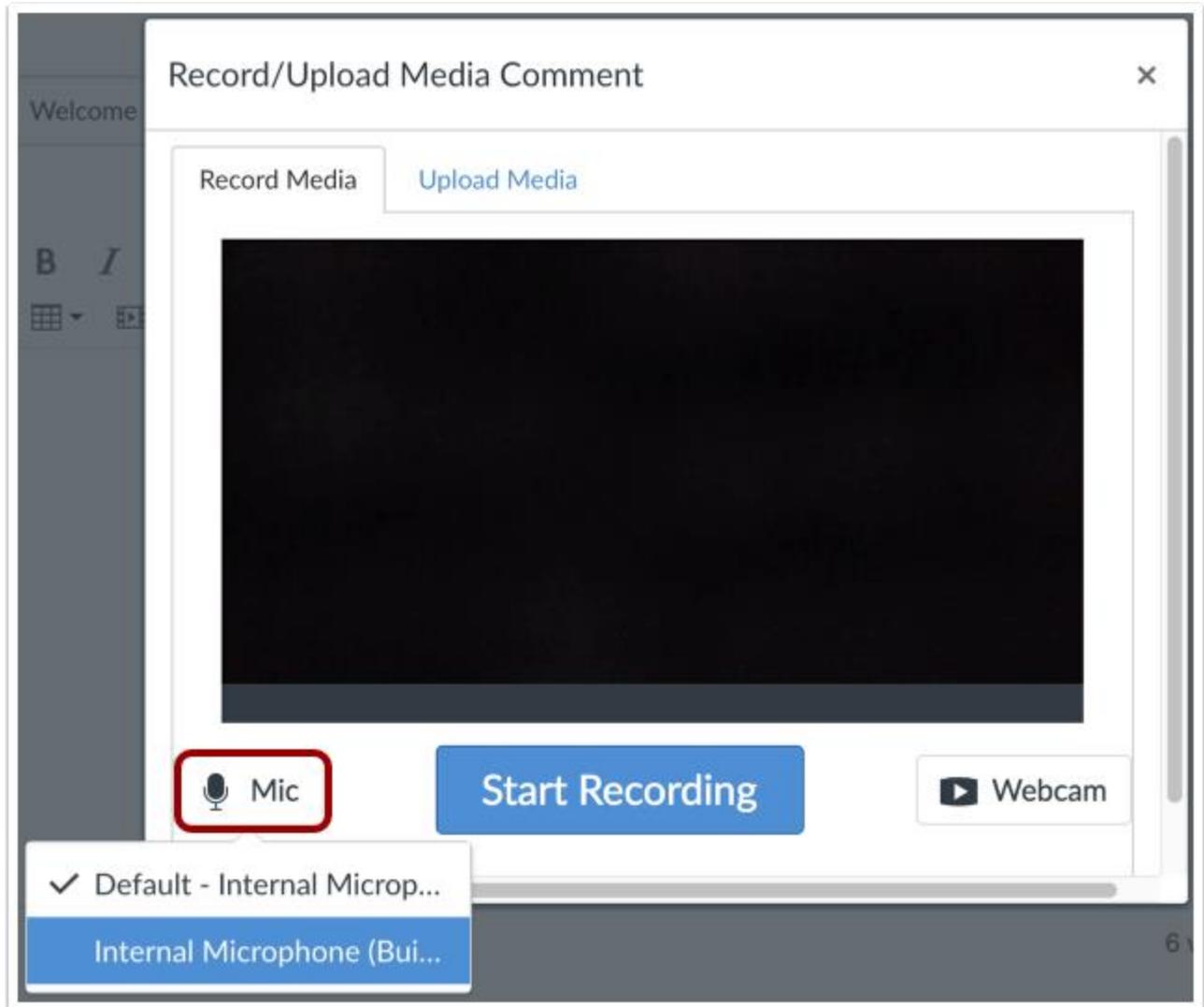
Select Video Recording Option

If your computer has a webcam, Canvas will select your default camera automatically. However, if you have multiple webcams, you can select your webcam by clicking the **Webcam** button.
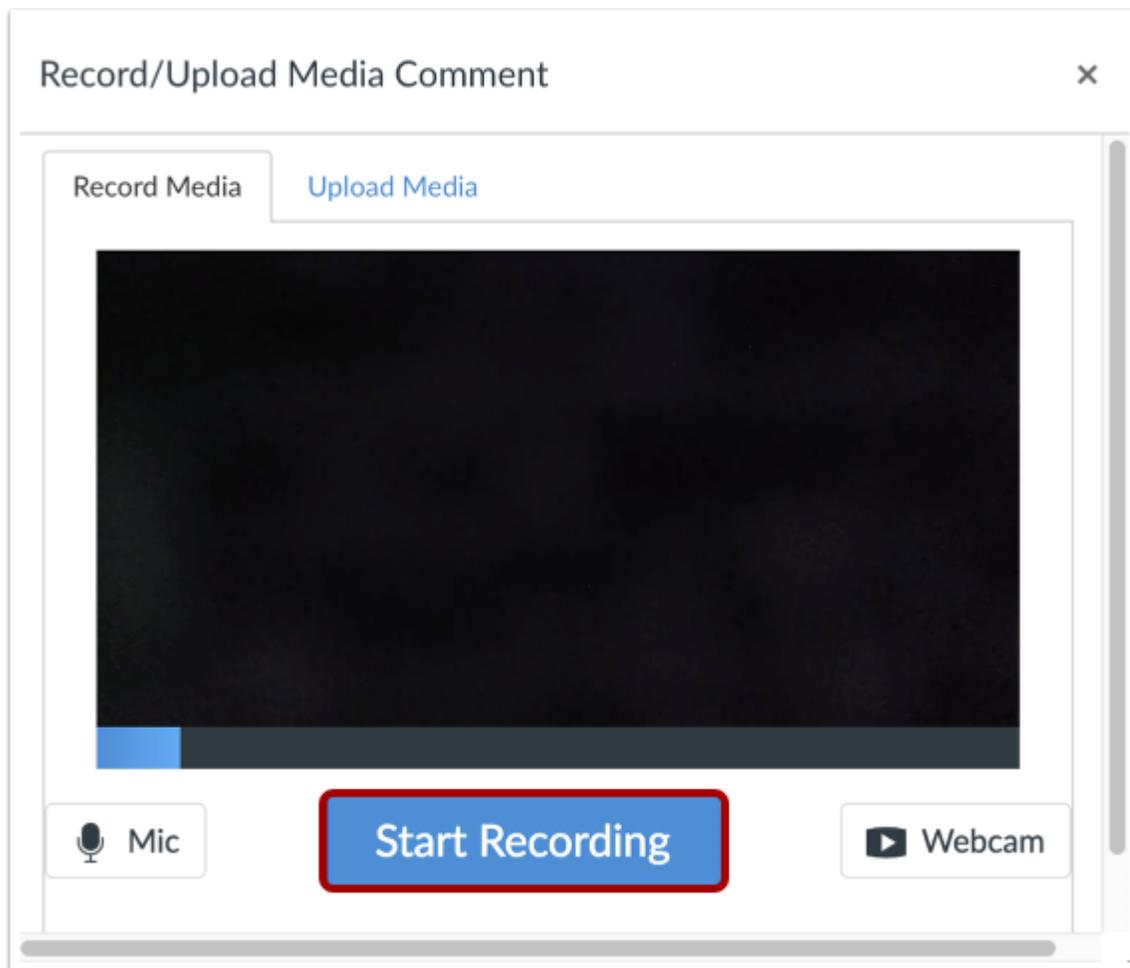
If you want it to be audio only you can select No Video
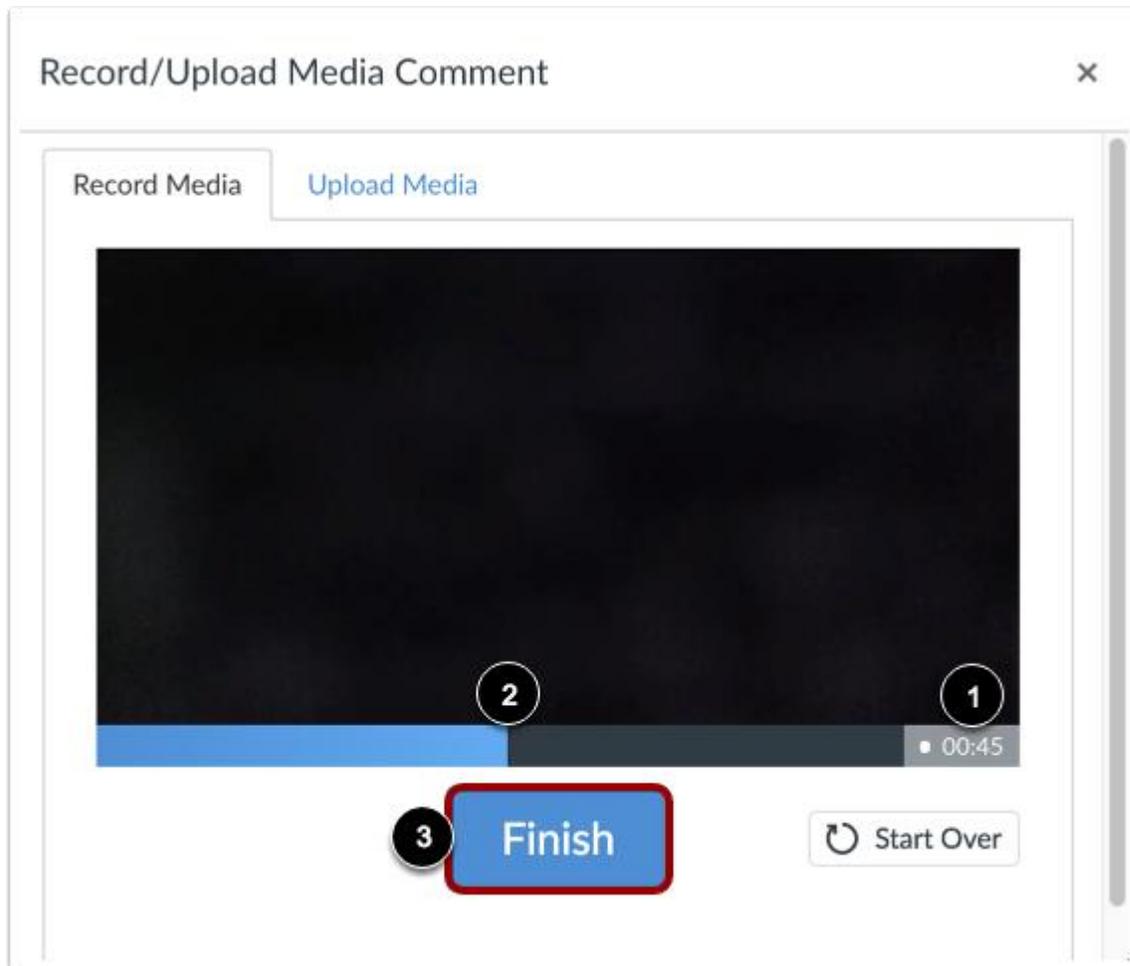
Select Audio Option

Canvas will also select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the **Mic** button.
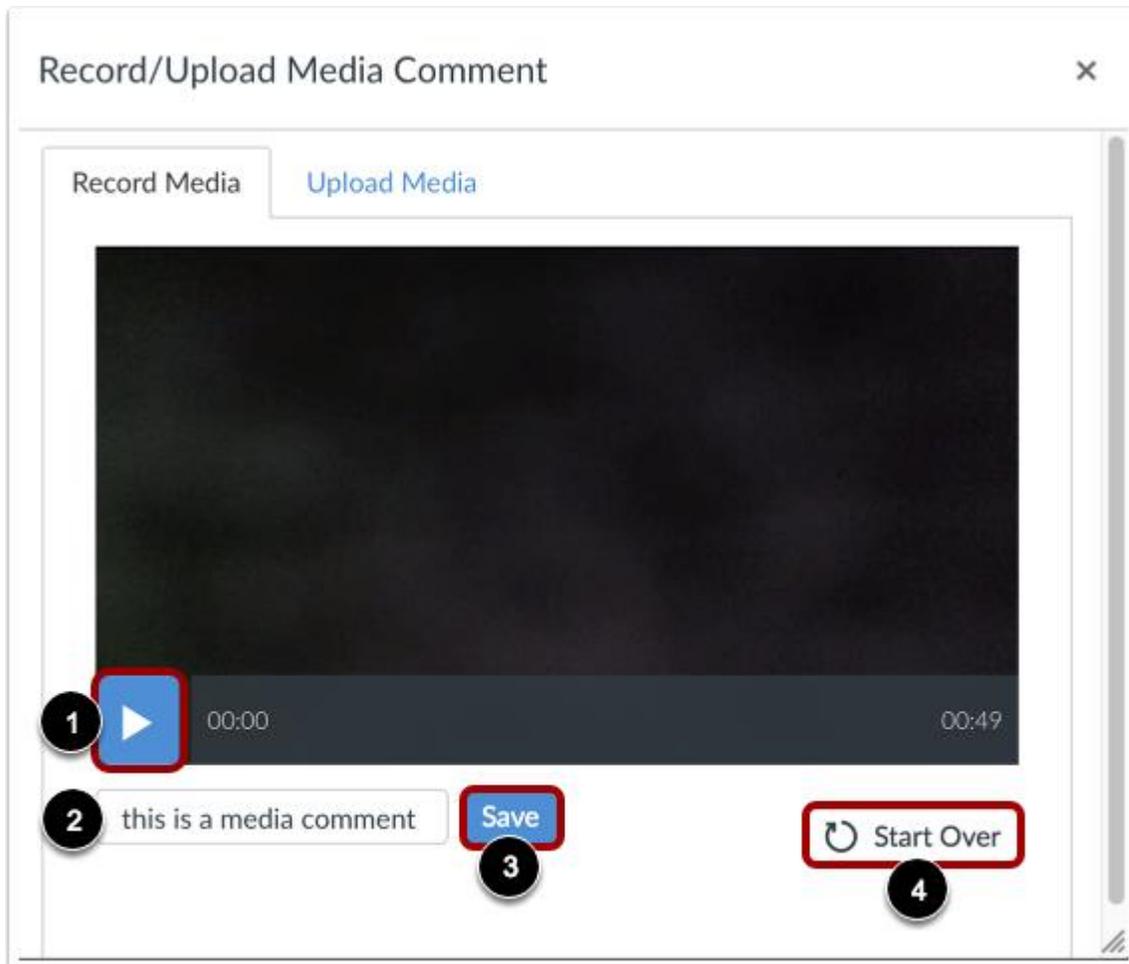
Start Recording

To begin recording video, click the **Start Recording** button.

Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the **Finish** button [3].
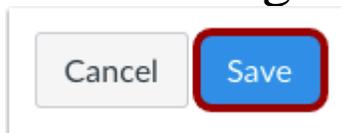
Review Recording

To review your video, click the **Play** button [1]. To save your video, click the text field [2], enter a title for your video, then click the **Save** button [3]. To re-record your video, click the **Start Over** button [4].

Note: Long videos may take some time to save. Please do not leave the page until your video has saved.

View Video

View your video automatically inserted into the Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as "Post Reply".

Version history

Revision #:
4 of 4
Last update:
Saturday
Updated by:

CanvasDocTeam 🐼

Edited by: Michael Weissend