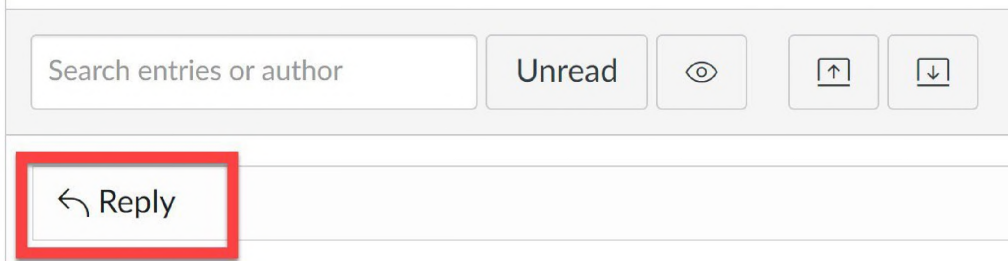
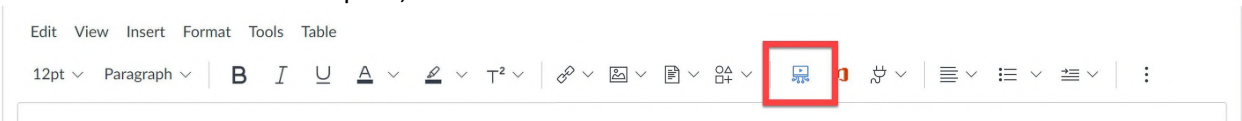


Student Guide – How to respond with a video of yourself on a Canvas discussion board

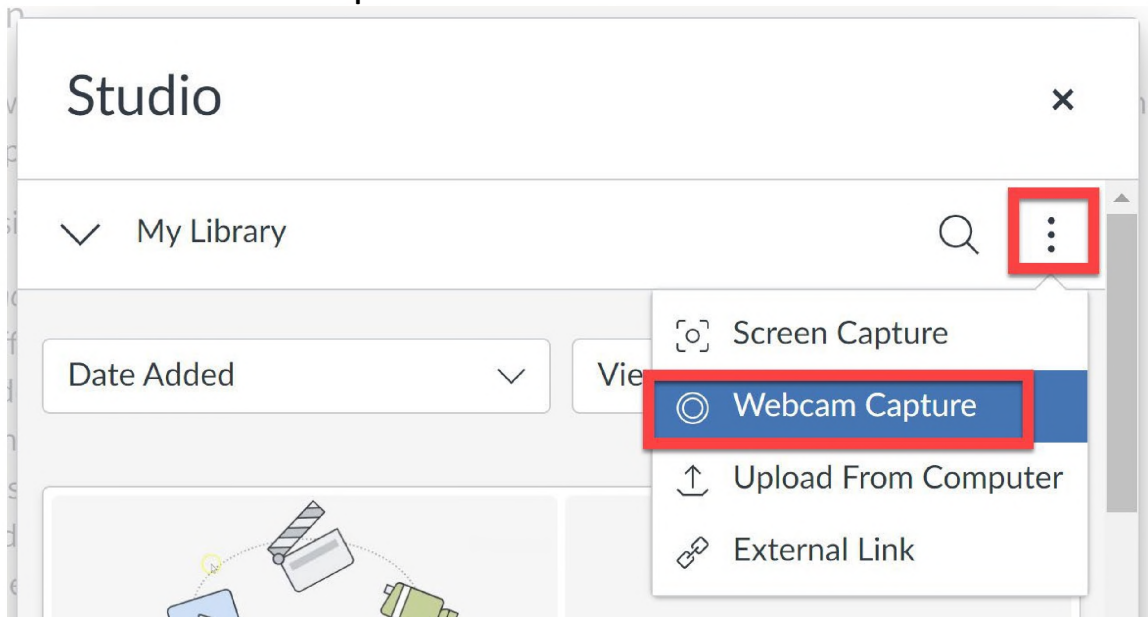
1. In the Canvas discussion board, click “Reply:”



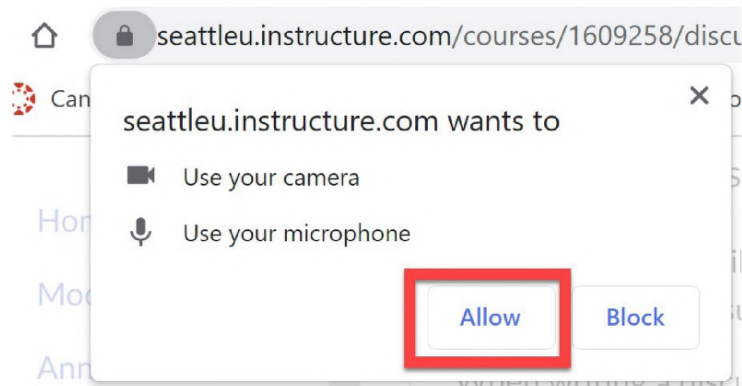
2. When the Canvas text editor opens, click the blue **Studio** icon:



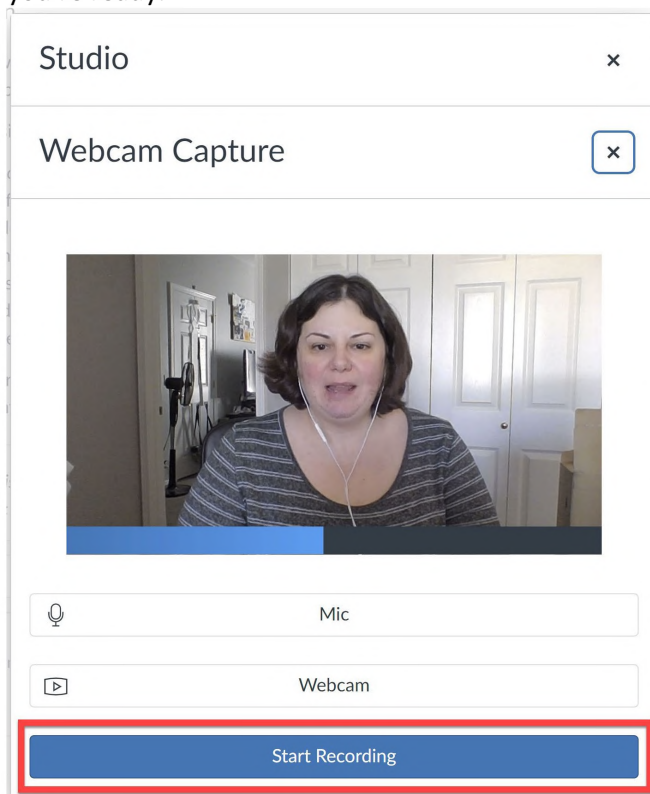
3. When the Studio pop up opens, click the **3 dots** (the more menu) in the top right hand corner and then select “Webcam Capture:”



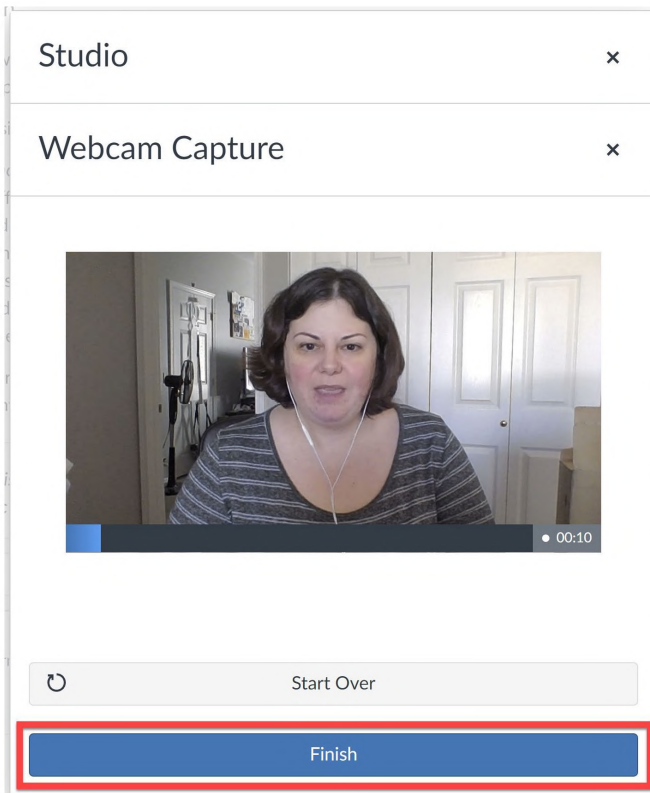
- a. If this is the first time doing this using this browser or device, it will likely trigger a pop-up window in your browser asking if seattleu.instructure.com (Canvas) can access your camera and microphone. You must choose “**Allow**” for this to work correctly. (Your pop up may look different depending on what browser and device you are using.)



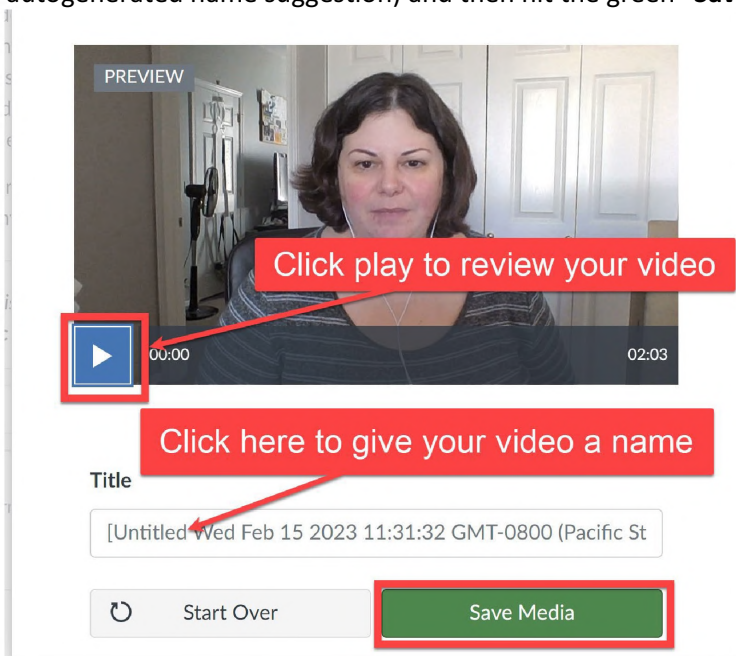
4. Now you should see yourself from your webcam and see a blue bar moving when you speak (to ensure that your microphone is selected and working correctly). Click **“Start recording”** when you’re ready.



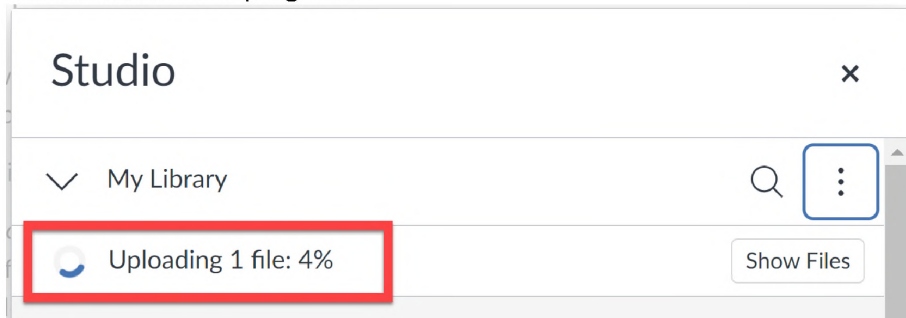
5. When you’re done recording your response, click **“Finish”** (or if you want to start over, click **“Start Over:”**)



6. After you hit "Finish" you can hit the blue play button to review your video. If you are satisfied with the video, click into the field below the video and give the video a name (or leave the autogenerated name suggestion) and then hit the green "Save Media" button:

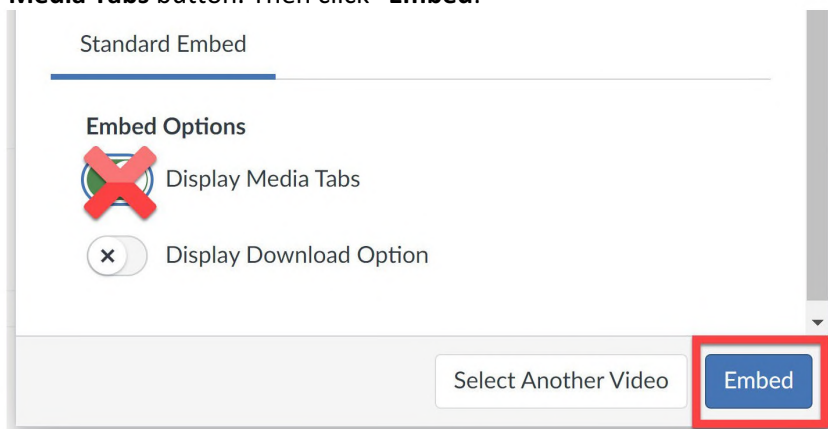


7. Then it will take a few minutes to upload your video to Canvas Studio – you’ll see a blue circle icon to indicate the progress:



After uploading, the video may need some additional time to continue processing, and you may see three animated horizontal dots indicating the video is still processing.

8. When it’s finished uploading, hover over your video and click “**View**” then click “**Select.**”
9. Now, the “Display Media Tabs” button is green/enabled by default. But since you are embedding this video in a discussion board, this option is not necessary. So **uncheck the Display Media Tabs** button. Then click “**Embed:**”



10. Lastly, select add your video reply to the discussion board by clicking “**PostReply:**”

