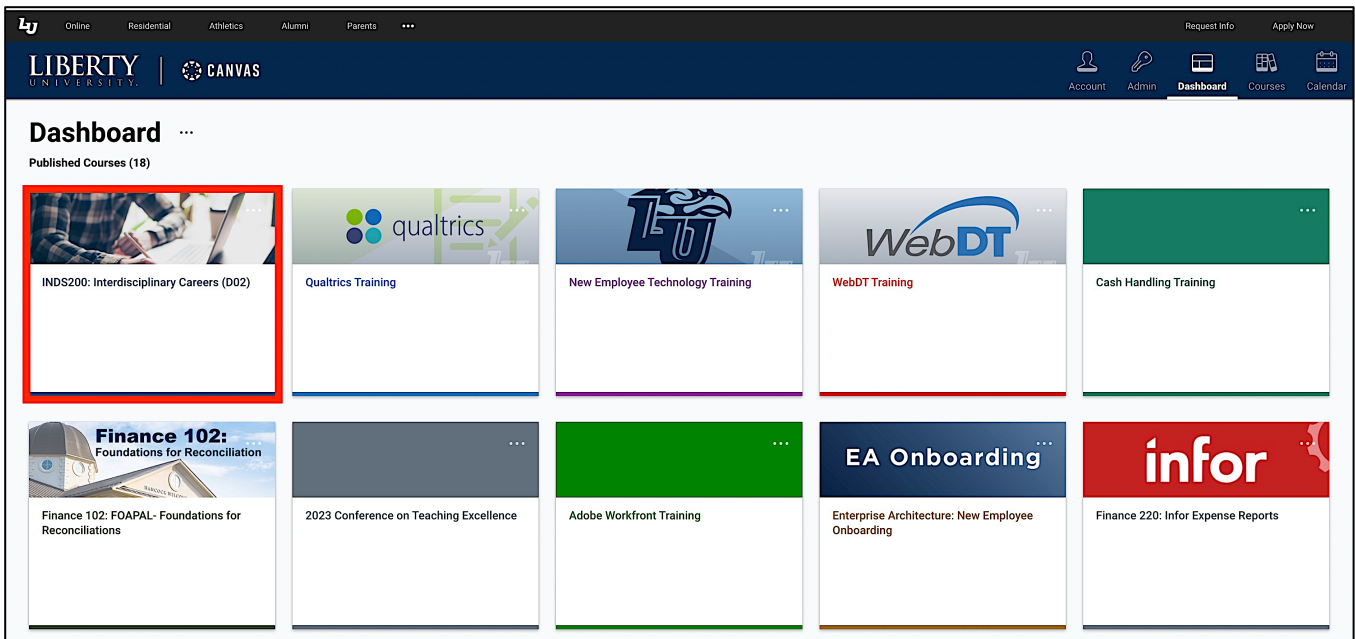


Introduction

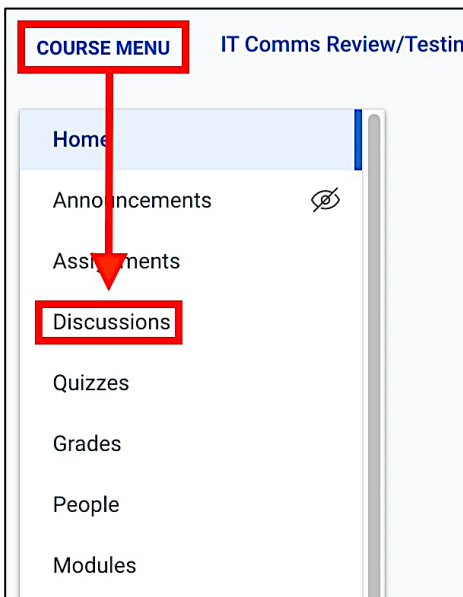
This training document will demonstrate How to Submit a Video to a Discussion within a Canvas course. *Please note that Canvas is limited to 500 MB for media files in assignments. If a file exceeds this limit, you can host the file through an external source like Kaltura and embed it using the Rich Content Editor.*

Instructions

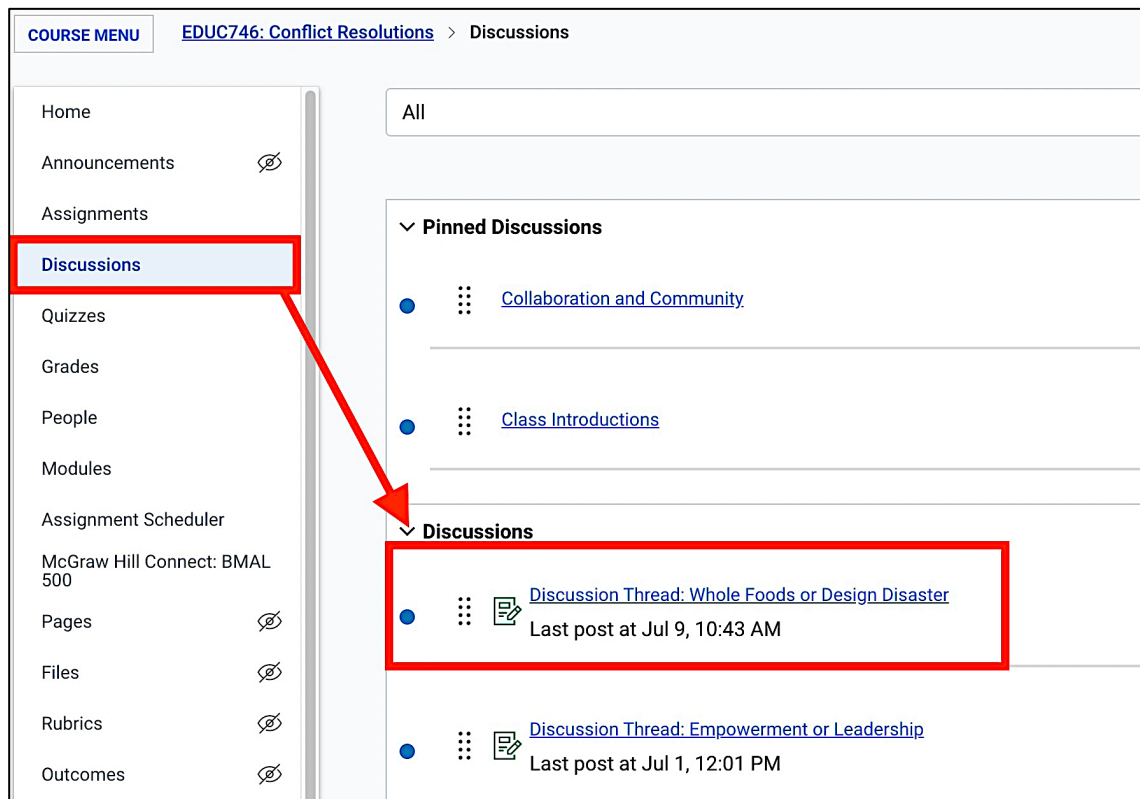
Step 1: To submit a video in Canvas, navigate to a course.



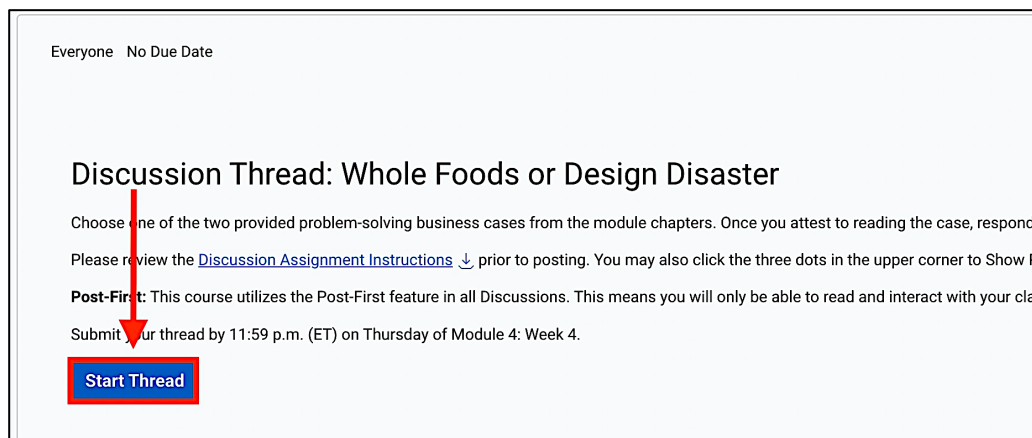
Step 2: Click **Course Menu** on the left side of the page and then click **Discussions**.



Step 3: Click on the desired discussion link from the **Discussions** page.



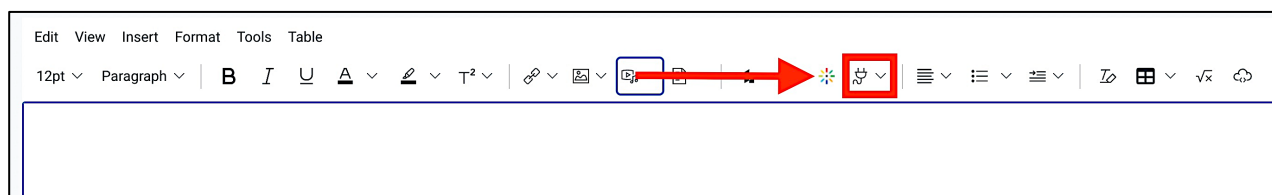
Step 4: Click the **Start Thread** button below the discussion instructions to create a thread.



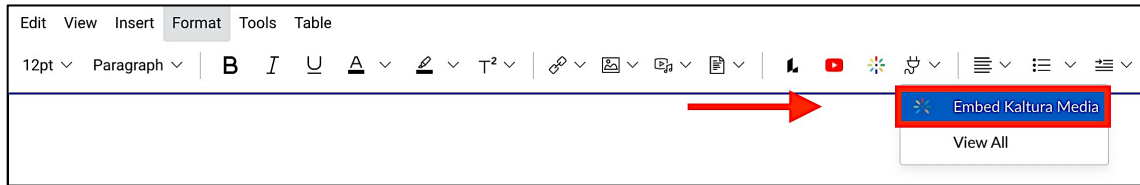
How to Upload a Video

Step 5: There are three ways to upload a video file.

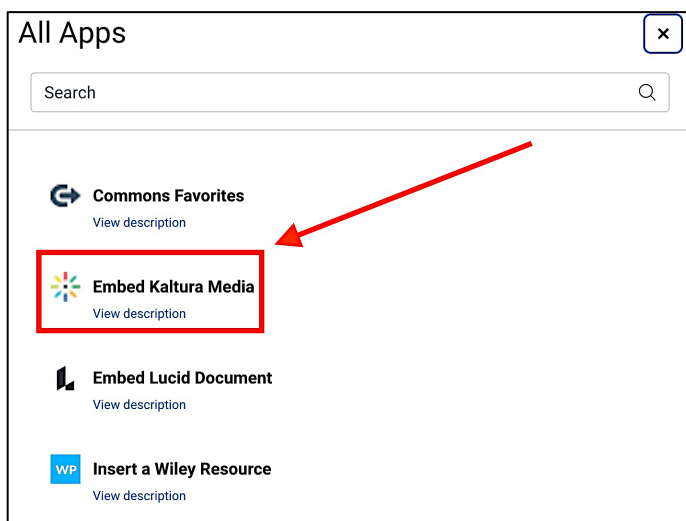
- The recommended and first method to add a video is to use the **Embed Kaltura Media** options. To begin, click the **Apps** icon.



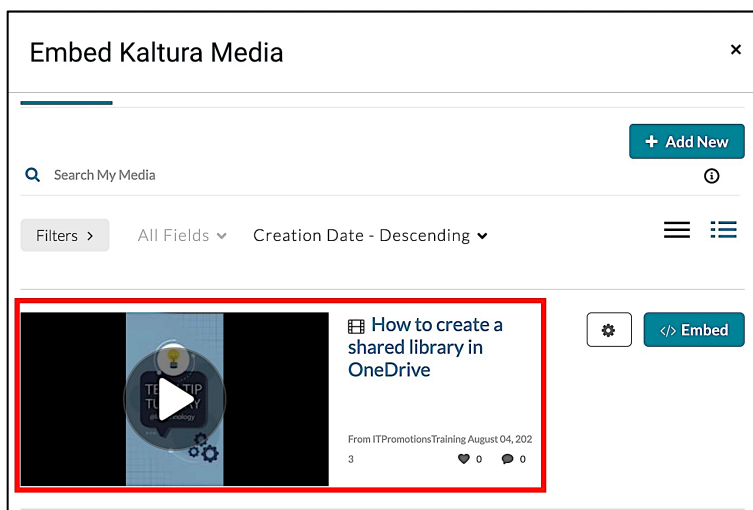
- Then click **Embed Kaltura Media**.

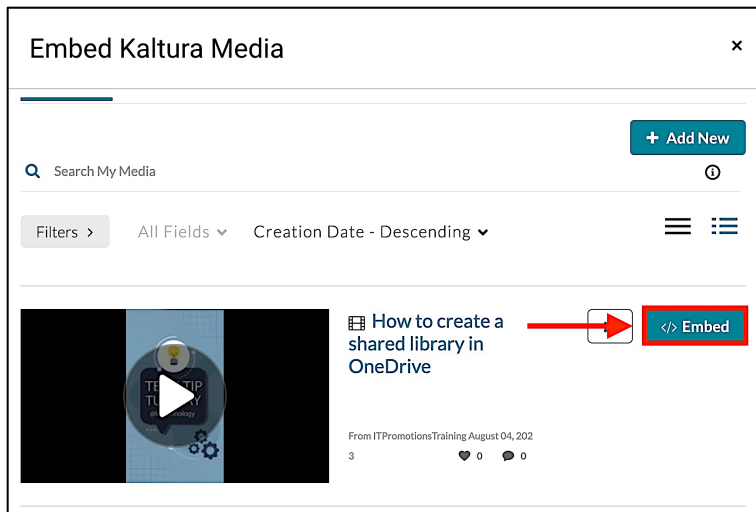


- If you do not see the Embed Kaltura Media option from the drop down menu, click **View All**. Then click **Embed Kaltura Media** from the list.

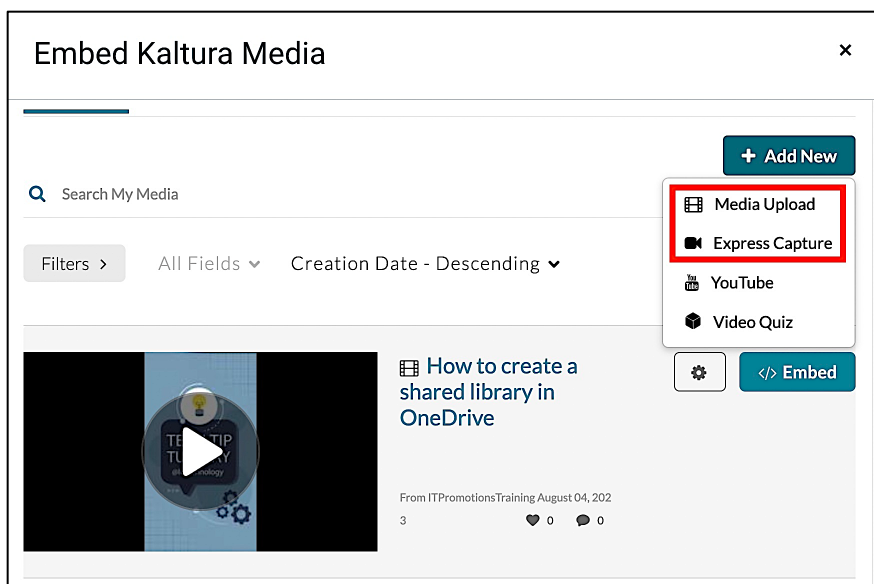
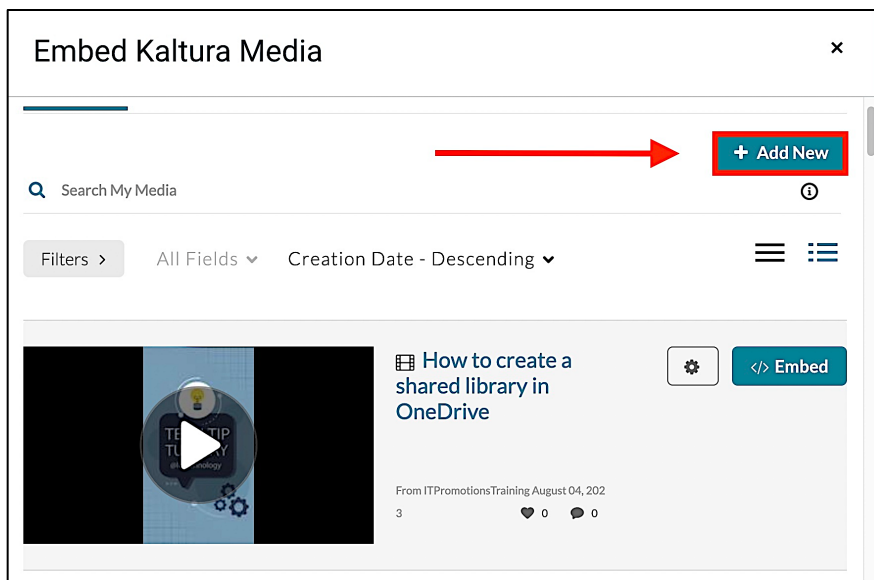


- The **Embed Kaltura Media** window will open. You can select an existing video from the list and then click **Embed**.

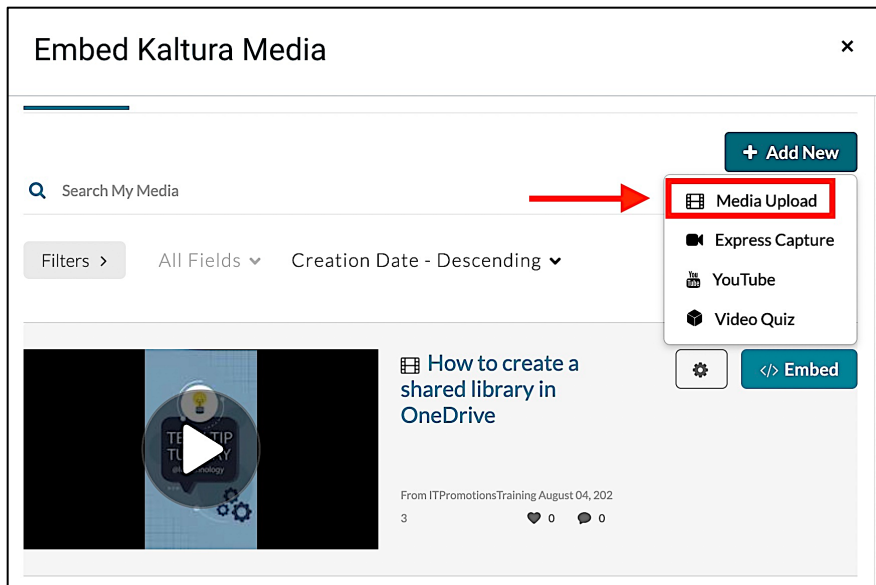




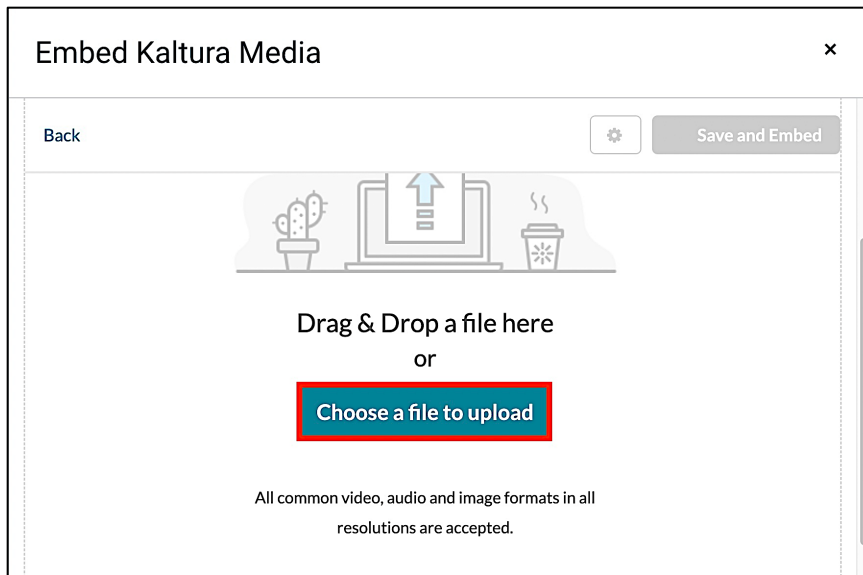
- Alternatively, you can add a video by clicking the **+ Add New** button to use the **Media Upload** or **Express Capture** options.



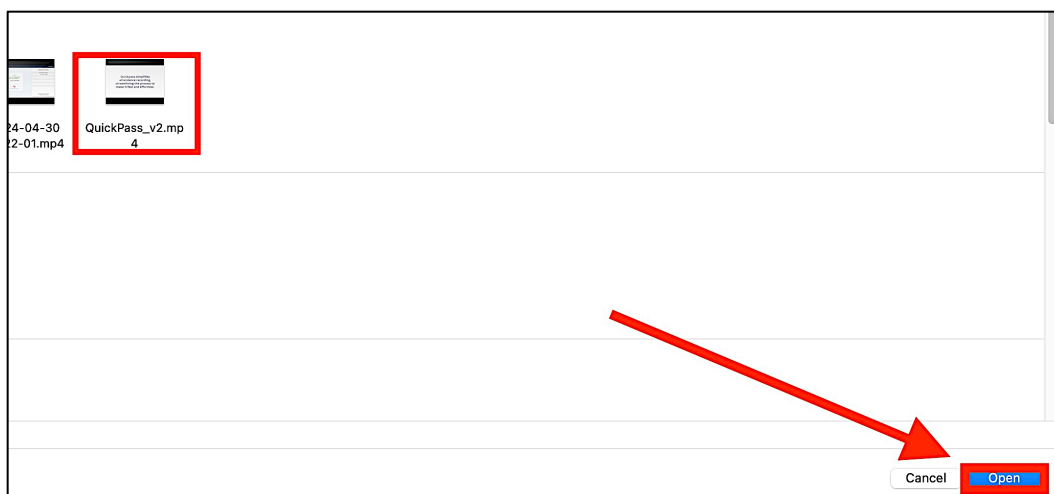
- Select **Media Upload**.



- Click **Choose a file to upload** and select the video from your computer.



- Select the video from your computer and click **Open**.



- Give the video a **Name** and then click **Save and Embed** to upload the video to the text editor.

The screenshot shows the 'Embed Kaltura Media' dialog box. At the top, there is a 'Back' button and a settings gear icon. A red box highlights the 'Save and Embed' button. Below this, a green banner reads 'Upload Completed! Complete the required information for the uploaded media below.' Underneath, it says 'Please fill out these details:'. There is a 'Name: (Required)' field with 'Test Video' entered. Below that is a 'Description:' field with a rich text editor toolbar (Black, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Image) and a text input area with the placeholder 'Enter Description...'. A red arrow points from the 'Test Video' field to the 'Save and Embed' button.

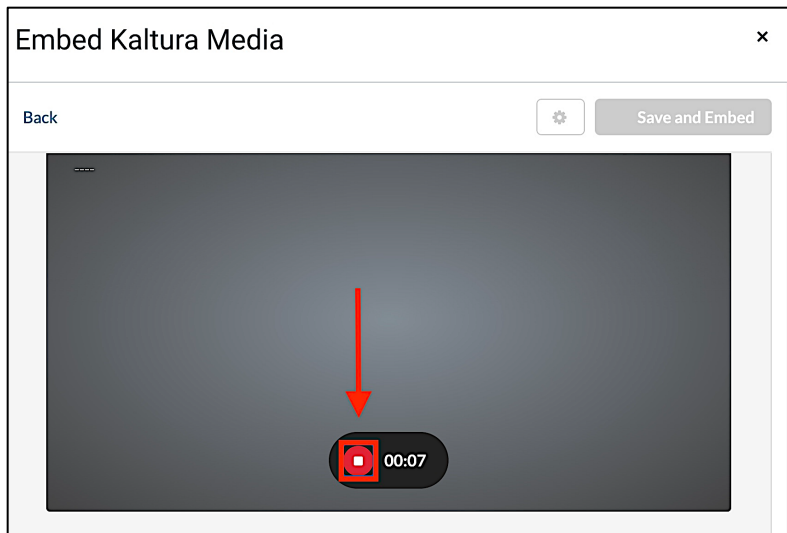
- You can also record a video from your computer's built-in camera and microphone. To create a video, click the **Express Capture** icon.

The screenshot shows the 'Embed Kaltura Media' dialog box. At the top, there is a 'Back' button and a settings gear icon. A red box highlights the 'Express Capture' option in the 'Add New' menu. Below this, there is a search bar 'Search My Media' and a filters section with 'All Fields' and 'Creation Date - Descending'. A video thumbnail is shown with the title 'How to create a shared library in OneDrive' and the text 'From ITPromotionsTraining August 04, 2022'. A red arrow points from the 'Express Capture' option to the video thumbnail.

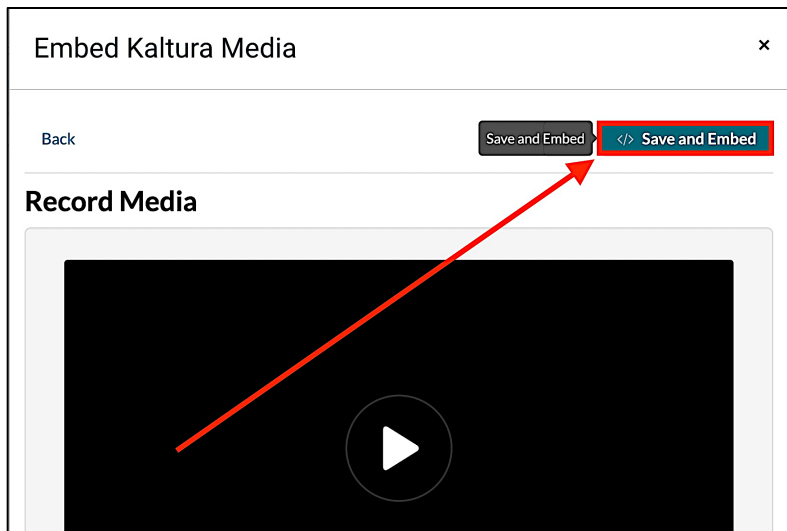
- Click the red **Start Recording** icon to begin the recording.

The screenshot shows the 'Embed Kaltura Media' dialog box. At the top, there is a 'Back' button and a settings gear icon. A red box highlights the 'Start Recording' icon (a red circle) in the video player controls. The video player shows a dark screen with a play button in the center. The controls at the bottom include a play button, a volume icon, a microphone icon, and the 'Start Recording' icon.

- Click the **Stop Recording** button when you are finished with the video.

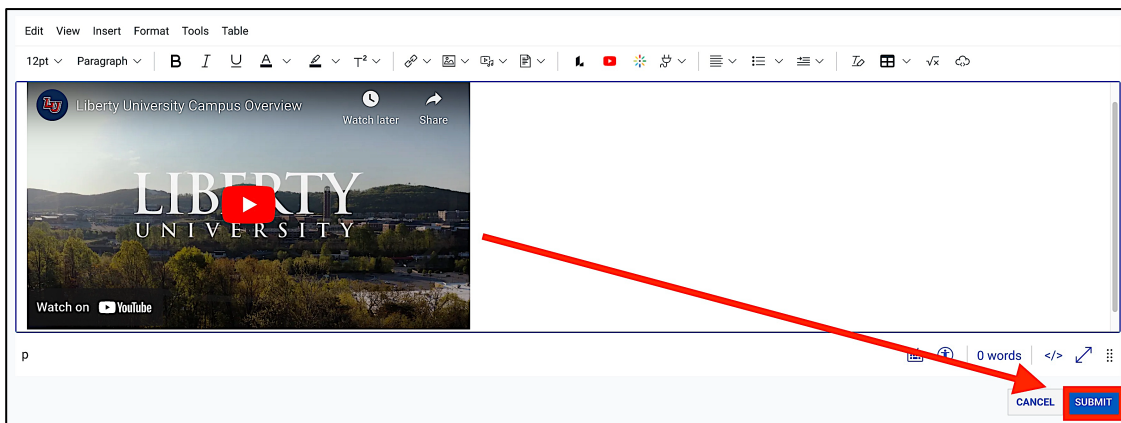


- Then click **Save and Embed** to upload the video to the text editor.



How to Submit a Video

Step 6: Once the video is embedded, click **Submit** to submit the Discussion Thread.



Need Assistance?

To learn more about Canvas, please visit www.Liberty.edu/Canvas.