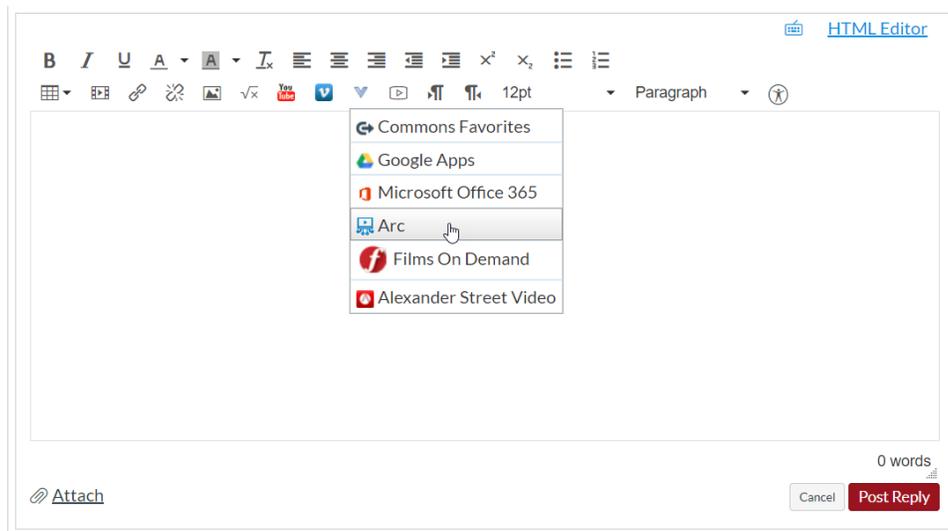


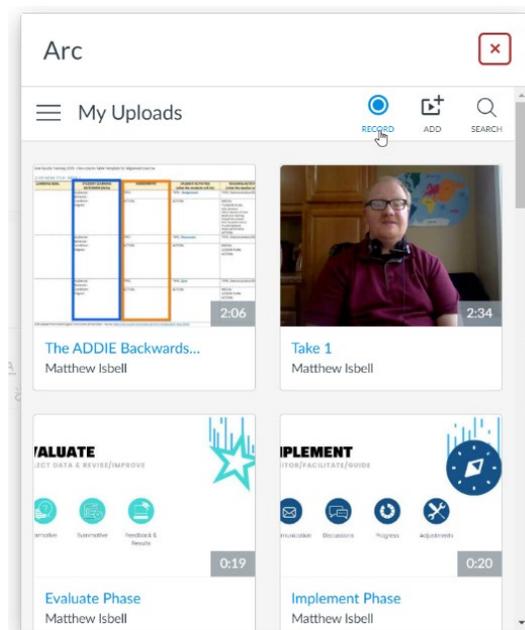
How to Add or Record a Video into an Activity using RTE

Begin by enabling the rich text editor within the activity. For a discussion, click 'Reply'. For an assignment, click 'Submit Assignment.'

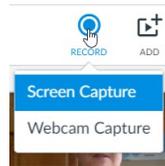
On the second row of the rich text editor menu, select the blue 'V' with a white background. This icon is for 'External Tools.' Choose 'ARC' or 'Studio', depending on which option is available to you. (Canvas Studio was called ARC before last fall, but the links have not been updated everywhere yet.)



Your Canvas Studio 'My Uploads' menu will open. If you have already uploaded or recorded the video, you can simply find and select the video now. Otherwise, use 'Record' to create a new video or 'Add' to upload a video from your computer's hard drive.



Canvas Studios gives you two main options for recording -- 'Screen Capture' or 'Webcam Capture'. Screen Capture is the more robust option and will give you options to trim and even edit your video post-production online. Screen Capture allows you to capture just what's on your computer screen, just your webcam, or you can include both in your capture (picture-in-picture). Webcam Capture will only capture from your webcam and does not offer the same editing features, but it works well for a quick video that won't require any editing.



Screen Capture

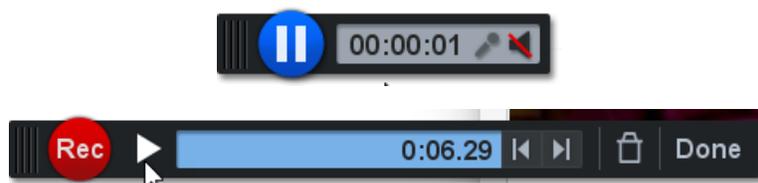
First, select if you are capturing the 'Screen', 'Webcam' or 'Both'. For 'Screen' or 'Both', you will draw a rectangle around the part of the screen you would like to capture.



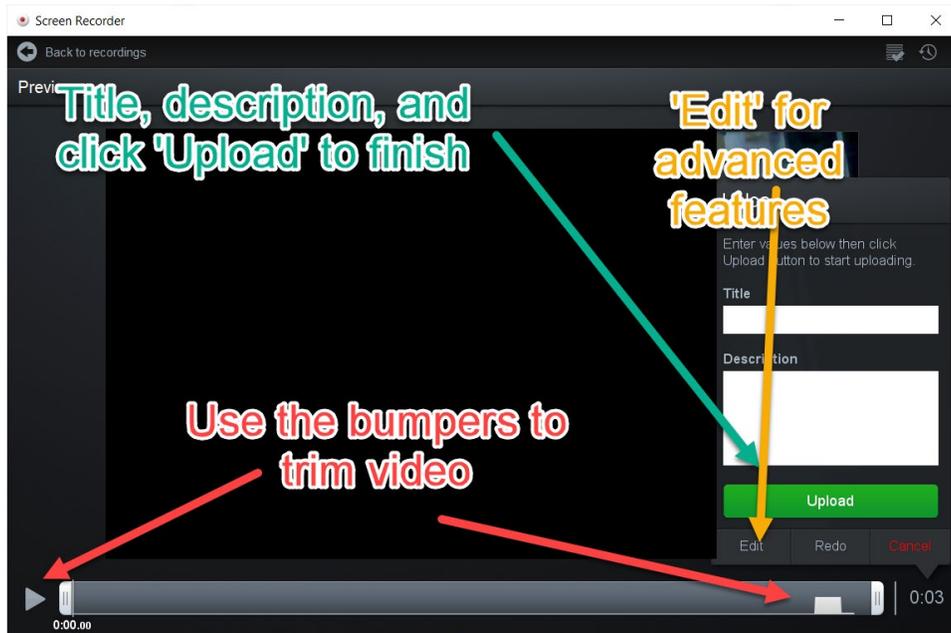
When you are ready to start recording, click 'Rec'



You may pause and resume right where you left off during recording. To finish the recording, press pause and then 'Done'.

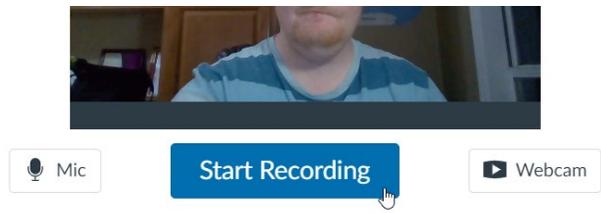


Use the next screen to trim your video, access the advanced editing tools, and save your video. Use the bumpers to cut off parts of the beginning and end of your recording. To save, give your recording a title and description, then click 'Upload.' The save process may take a bit, depending on the length of your video. Canvas Studio is encoding and then uploading the video directly into your Canvas Studio account. For more information on the advanced editing features, use the [Canvas Studio Canvas Guides](#) (link -- also available through the 'Help' button).



Webcam Capture

Make sure your Mic and Webcam are selected correctly, then simply hit 'Start Recording.'



When you are finished recording, click 'Finish' or 'Start Over.'

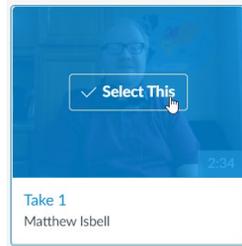


Give your recording a name and then click 'Save' to encode and upload your video.

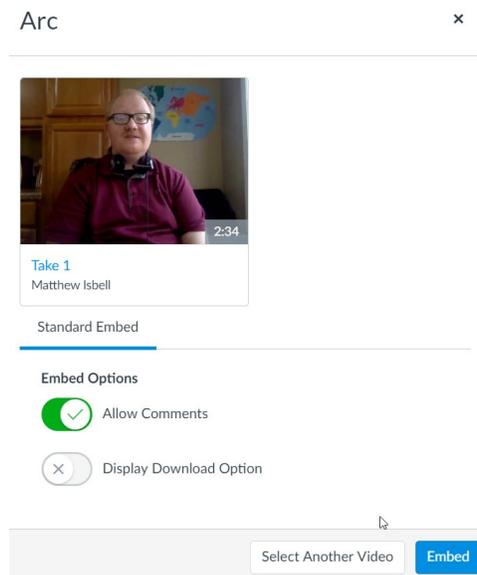


Selecting the Video and Posting/Submitting

After uploading or recording your video, click on the clip ('Select This') you are wanting to post or submit.



You will be given the opportunity to choose to allow comments directly on the video and to allow/restrict others from downloading your video. Click 'Embed' once your options are set.



You will now see your video directly in the rich text editor box of the discussion or assignment you are working on. Click on 'Post Reply' or 'Submit' to finish and share your video within the activity.

