Media Tools in Canvas

Definition of Media Tools

Media tools include any feature in Canvas that facilitates in creating or accessing images and audio or video material, as well as any feature in Canvas that facilitates access to internet media not on the Canvas site, such as news articles, online reference materials, etc.

Media Features Specific to Canvas

Canvas makes it easy to use media in your course site. Instructors can select, display, and link out to online material with only a few clicks. Instructors can also very easily combine media with Canvas’s various features, meaning that media files and links can be embedded anywhere the Rich Content Editor appears (including Content Pages, Assignments, Discussions, Announcements, and Quizzes), and audio and video files can be recorded and uploaded to Canvas at the click of a button.

Specifically, Canvas offers you the ability to:

• Create live links to external internet resources. Links can be included in Modules as well as on Content Pages, Assignment, Discussions, Announcements, and Quizzes.
• Embed images, audio clips, and video clips on Content Pages, Assignment, Discussions, Announcements, and Quizzes.
• Record and post audio and video files on Content Pages, Assignments, Discussions, Announcements, and Quizzes.
• Provide assignment feedback to students in the form of recorded audio or video comments.

Pedagogical Uses of Using Media

• Illustrate a point. Images often communicate more effectively than written text. Instructors can use charts, graphs, paintings, etc. to accomplish such things as illustrating a concept, getting a point across, or providing memorable examples.
• Assist visual or auditory learning styles. Instructs can use images, audio clips and videos to help reinforce what the student has learned through other course activities.
• Make assignments more creative. Instructors can prompt students to either respond to selected media content such as articles, charts, graphs, images, etc, or create images and audio-visual content of their own. By incorporating different media into their assignments, instructors can develop more varied assignment formats.
• Test visual or auditory knowledge. Instructors of certain subjects such as art history, music, language, or medicine, might want to convey and test knowledge of specific visual or auditory phenomenon.
• Relate course content to other topics and to current events. By linking to outside content, instructors can help students connect what they have learned in class with their daily lives and the world around them.
• Encourage further exploration. When instructors link to external resources on the internet, they enable students to investigate topics on their own.
• Provide more personable feedback. Instructors can consider providing audio or video directions or providing audio or video feedback on individuals assignment. Students like this type of feedback because it is more personable and they can more clearly discern the instructor's tone.
## Technical Overview

### Media Buttons on the Rich Content Editor

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insert/Edit Media</td>
<td>Embed internet videos such as videos on Youtube and Vimeo.</td>
</tr>
<tr>
<td>2. Link to URL &amp; Remove Link</td>
<td>Embed Hyperlinks and Remove Hyperlinks.</td>
</tr>
<tr>
<td>5. Record/Upload Media</td>
<td>Record or Upload an Audio or Video File and Embed the File.</td>
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### Important Navigation Tabs for Managing Media

<table>
<thead>
<tr>
<th>Navigation Tabs</th>
<th>Use</th>
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<tbody>
<tr>
<td>Files</td>
<td>• Upload many files, such as image or audio files, at once.</td>
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<tr>
<td></td>
<td>• On the bottom left of the Files Index Page, you can check how much of the allotted server space has been used:</td>
</tr>
<tr>
<td></td>
<td>0% of 2.1 GB used</td>
</tr>
<tr>
<td>Media Gallery &amp; My Media</td>
<td>• Manage, edit, and add streaming video using Kaltura video streaming service.</td>
</tr>
</tbody>
</table>

### Kaltura Video versus Canvas Video

<table>
<thead>
<tr>
<th>Kaltura</th>
<th>Canvas</th>
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</thead>
<tbody>
<tr>
<td>Ideal for video files that you want access to in the future and for video files of average or larger size.</td>
<td>Ideal for small video files (i.e. short and low quality video files) that are not needed at a future point in time.</td>
</tr>
<tr>
<td>Videos cannot be larger than 2GB.</td>
<td>Videos cannot be larger than 500MB.</td>
</tr>
<tr>
<td>Access to a central searchable repository ('My Media') that contains all of your media files across all courses. These files can be reused on other places on the course site and for other courses.</td>
<td>Videos cannot be moved or copied to other pages on the course site or to other courses.</td>
</tr>
<tr>
<td>Videos can be recorded and embedded anywhere the Rich Content Editor appears (Pages, Discussions, etc). Videos can also be viewed in the course Media Gallery.</td>
<td>Videos can be recorded and embedded anywhere the Rich Content Editor appears (Pages, Discussions, etc.) as well as for assignment feedback in SpeedGrader.</td>
</tr>
<tr>
<td>User interface for uploading, recording, and inserting media is slightly slower than the interface for manipulating Canvas videos.</td>
<td>Recording and inserting videos is a very quick process.</td>
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Additional features that Kaltura offers: 1) ability to edit media files, 2) ability to record computer screen and video simultaneously via CaptureSpace, and 3) ITS Services can provide, upon request, statistics on video views.
Inserting, Uploading, and Creating Media

Create Links in the Rich Content Editor

You can create a link to non-Canvas internet sites whenever you see the Rich Content Editor. Students will be directed to the site you have designated whenever they click on the link.

1. In the Rich Content Editor, highlight the text for which you want to create a link.

2. Click on the **Link to URL** icon.

3. Type or paste the URL into the dialogue box and click **Insert Link**.

Create Links in Modules

1. Click on the “+” button in Modules and select **External URL** from the menu of item types.
2. Type or paste the URL, enter a name for the page you are linking to, and select ‘Load in a new tab’.

3. Click Add Item.

Insert Images in the Rich Content Editor using the Image Icon

Note: This works for images on the internet or Flickr, and files already uploaded to the Canvas course site. To insert an image file that has not yet been uploaded to the Canvas course site, you must upload it first. See “Insert Images in the Rich Content Editor using the Tools Menu” and “Upload Images to Files” to see how to upload image files.

1. In the Rich Content Editor, click on the Embed Image Icon.
2. Choose your image by either pasting its URL, selecting a course file, or searching Flickr.

<table>
<thead>
<tr>
<th>URL</th>
<th>Canvas</th>
<th>Flickr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://example.com/image.png">http://example.com/image.png</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Click **Update**.

**Insert Images in the Rich Content Editor using the Tools Menu**

Note: This works for image files already or yet to be uploaded to the Canvas course site, as well as images on Flickr. For images on the internet, follow the steps under “Embed Image Icon in the Rich Content Editor”.

1. In the Rich Content Editor, click on the **Images** tab on the tools menu on the right.

2. Search Flickr, upload a new image, or select from uploaded course images.
3. If you want to insert a new image, click on **Upload a new image** and select your file for the file menu. Click Upload, then click on the name of the file shown in the menu of image options.

![Image upload form](image.png)

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### Embed Online Videos

1. Copy the embed code for the video you want to embed in Canvas.
2. In the Rich Content Editor in Canvas, click on the HTML Editor link.
3. Paste the embed code.
4. Switch back to Rich Content Editor.

![HTML Editor](image.png)

**Notes:**
1) URL links to YouTube will automatically display the embedded video.
2) As an alternative to pasting an embed code, Canvas recently introduced a button in the Rich Content Editor for uploading and editing media. It has a few limitations: there is no way to select the video and edit the video via the button once the video is inserted, and the “Dimensions” setting requires both width and height to be correct in order for the video not to get distorted (in contrast, you can enter only the width or height in the embed code, and the other dimension will then size automatically).

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### Tips and Notes

- **Tip:** If the embed code for a video is available, then it can usually be accessed either in a list of menu options next to the video or in the dropdown menu that appears if you right-click on the video. Under menu options, look for a “Share” button, or a button labeled “<>”.

- **More info:** For more on how to embed online videos and edit the viewing size of the video, see “How do I embed a video in a page in a course?” [https://community.canvaslms.com/docs/DOC-10089](https://community.canvaslms.com/docs/DOC-10089)
Upload and Embed Kaltura Media

1. From the Rich Content Editor, click on the **Embed Kaltura Media** icon.

2. Select your video from the Kaltura Media popup menu. If you are uploading and embedding a new file, click “Add New” and then “Media Upload.” Follow the steps for uploading the new media and then click “Back to Browse and Embed” on the “Upload Media” screen in order to navigate back to the menu where you can select and embed the new file.

3. Select from the **Embedded Media Options** on the subsequent window of the popup menu.

4. Select the appropriate Metadata, Player Skin, and Player Size and click Embed.

Upload Images to Files

1. Navigate to “Files” in your Canvas course site.
2. Drop your files/folder into the file list, or click “Upload” and select files to upload from the file menu.

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**Tips and Notes**

- **Tip:** Canvas and Kaltura can both upload and record audio and video files. The main disadvantage of Kaltura is that the Kaltura menus take longer to load than the native Canvas media features. The advantages of Kaltura include its ability to handle larger file sizes and the searchable database of all media files. Canvas, in contrast, does not provide you with a way to access and reuse a past media file. Kaltura is generally preferable for any media files that you intend on having access to at a later point in time or using more than once. For a side-by-side comparison of Kaltura and Canvas video, see the Technical Overview on page 2.

- **Tip:** Videos contained on a Google Drive should be uploaded to Kaltura if they are to be used on the course site. This ensures that all course users have access to the videos.

- **Tip:** Uploading images on the Files Index Page of the course site has the advantage of allowing you to upload multiple files at once. The disadvantage to uploading files on the Files Index Page is that you have to exit out of the Rich Content Editor in order to navigate over to the Files Index Page.
Upload Media to Kaltura via Media Gallery or My Media

1. Click on Media Gallery or My Media on the course navigation menu. If the links are not visible, go to Settings and then Navigation to enable them.

2. If you are in the Media Gallery, click Add Media and click Add New on the following screen.

   If you are in My Media, click Add New.

Record Audio or Video Content

1. In Rich Content Editor, click on the Record/Upload Media icon.

2. Select the Camera icon if you want to record video, or select the Microphone icon to record audio only.

Tip: The Kaltura Media Gallery differs from My Media in so far as the Media Gallery is specific to a single course, whereas My Media specific to a single user. The Media Gallery and is a searchable and sortable display of all Kaltura video and audio content that has been added to that course-specific Media Gallery. A Kaltura media file will only appear in the Media Gallery if the instructor or student adds that file to the course-specific Media Gallery; embedding a Kaltura file in a content area such as a Content Page will not automatically add that file to the Media Gallery. My Media is a page where the user can view and manage all media files across all courses that he or she has uploaded or created on Kaltura. Students will find on My Media only the files that they have individually uploaded; files uploaded by an instructor, for example, will not appear on a student’s My Media.
3. Click **Allow** to permit Canvas access to your camera or microphone.

![Record/Upload Media Comment](image)

4. Follow the instructions to record your video or audio.

**Notes on Video and Audio Recording**

- You can provide audio/video comments anywhere there is the Rich Content Editor, including in Announcements, Content Pages, Discussions, etc.

- You can record audio/visual feedback on student assignments by selecting the record button under “Assignment Comments” in SpeedGrader. Recorded comments have advantages over written comments: they are more personable and students can discern the tone of the instructor’s comments.

![Assignment Comments](image)

- You can require media responses from students for an Assignment by selecting “Media Recordings” under “Submission Type”.

**Note on Animations and Visualizations**

ITServices can work with you to create animations and visualizations for your course. Contact Dale S. Mertes, Senior Visualization Specialist, at dale@uchicago.edu for more info.