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 facilities 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, Assignments, 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 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**. Instructors 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, languages, or medicine, might want to convey and test knowledge of specific visual or auditory phenomena.
- **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 to 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 might consider providing audio or video directions or providing audio or video feedback on individual's assignments. 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

Button	Function
1. Insert/Edit Media	Embed internet videos from video sharing sites such as Youtube and Vimeo.
2. Link to URL & Remove Link	Embed hyperlinks and remove hyperlinks.
3. Embed Image	Embed images.
4. Embed Kaltura Media	Embed Kaltura Media.
5. Record/Upload Media	Record or upload an audio or video file and embed the file.

Important Navigation Tabs for Managing Media

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

Kaltura Video versus Canvas Video

Kaltura	Canvas
Ideal for video files that you want access to in the future and for video files of average or larger size.	Ideal for small video files (i.e. short and low quality video files) that are not needed at a future point in time.
Videos cannot be larger than 2GB.	Videos cannot be larger than 500MB.
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.	Videos cannot be moved or copied to other pages on the course site or to other courses.
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.	Videos can be recorded and embedded anywhere the Rich Content Editor appears (Pages, Discussions, etc.) as well as for assignment feedback in SpeedGrader.
User interface for uploading, recording, and inserting media is slightly slower than the interface for manipulating Canvas videos.	Recording and inserting videos is a very quick process.

Additional features that Kaltura offers: 1) ability to edit media files, 2) ability to record computer screen and video simultaneously via CaptureSpace, and 3) IT 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.

View Progress   + Module

▾ Course Activities   ⌀ **+** ⚙▾

Add Item to Course Activities   ✕

Ad ✓ Assignment   to Course Activities
Quiz
File   with this module, or add an assignment by selecting "New Assignment".
Content Page
Discussion
Text Header   ssignment
External URL
External Tool
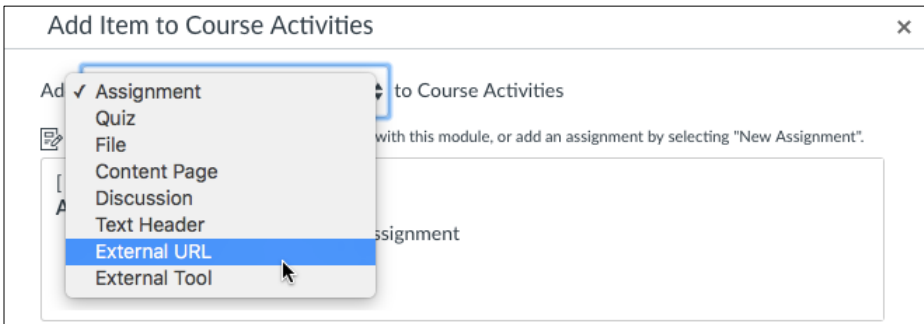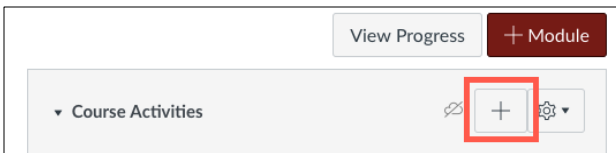
2. Type or paste the URL, enter a name for the page you are linking to, and select 'Load in a new tab'.

Add Item to Course Activities   ✕

Add [External URL ⬍] to Course Activities
🔗 Enter a URL and page name to add a link to any website URL to this module.
URL: [https://chronicle.com]
Page Name: [Chronicle of Higher]
☑ Load in a new tab
Indentation: [Don't Indent ⬍]

Cancel   **Add Item**
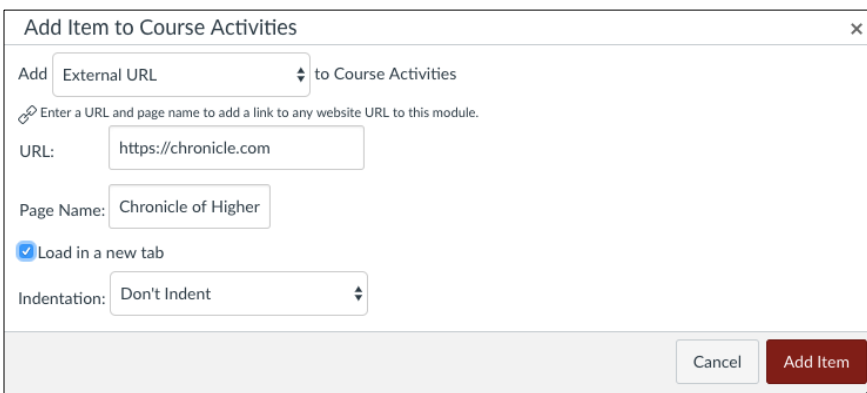
3. Click **Add Item**.

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.
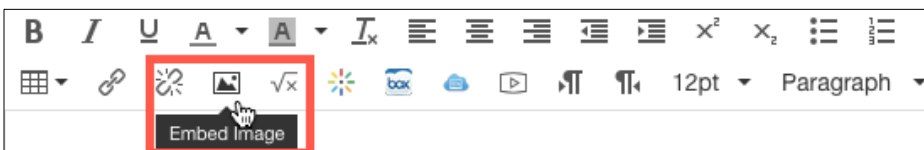
B   I   U   A ▾   A ▾   Iₓ   ≡   ≡   ≡   ≡   ≡   x²   x₂   ☰   ☰
⊞ ▾   🔗   ⚡   🖼   √x̄   ✳   box   ☁   ▶   ¶   ¶   12pt ▾   Paragraph ▾
Embed Image

📝 More info: For more on how to insert and edit images in the Rich Content Editor, see "How do I embed images from the web in the Rich Content Editor?" *https://community.canvaslms.com/docs/DOC-10375*

Tips and Notes

2. Choose your image by either pasting its URL, selecting a course file, or searching Flickr.

| URL	Canvas	Flickr

http://example.com/image.png

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".
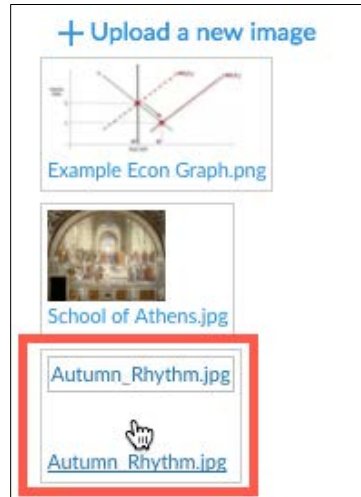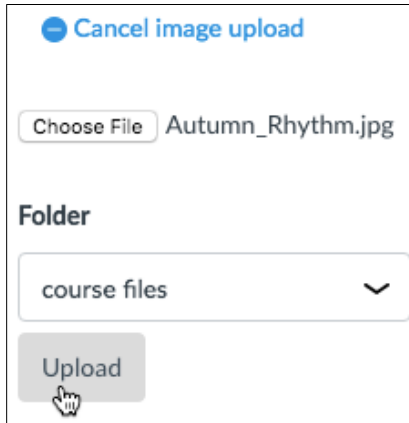
1. In the Rich Content Editor, click on the **Images** tab on the tools menu on the right.
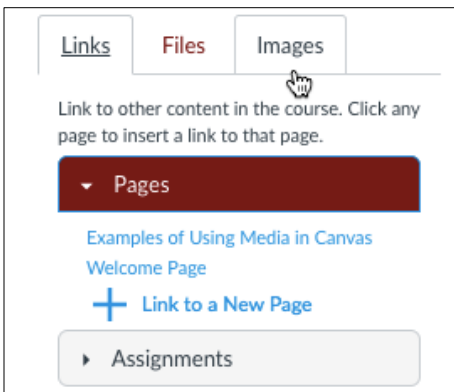
2. Search Flickr, upload a new image, or select from uploaded course images.
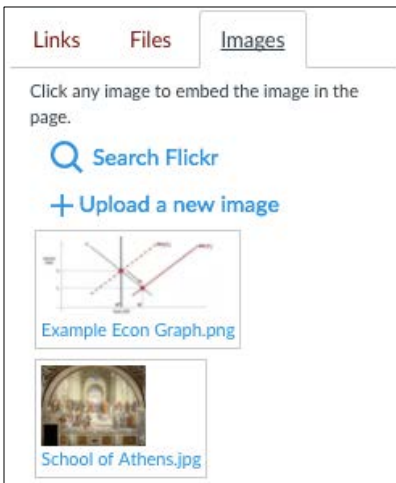
3. If you want to insert a new image, click on **Upload a new imag**e and select your file from the file menu. Click **Upload**, then click on the name of the file shown in the menu of image options.

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.

⚲ 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 "<>".

3. Paste the embed code.

4. Switch back to Rich Content Editor.

📝 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

Notes: 1) URL links to YouTube will automatically display the embedded video. 2) As an alternative to pasting an embed code, Canvas has 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).

# 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.
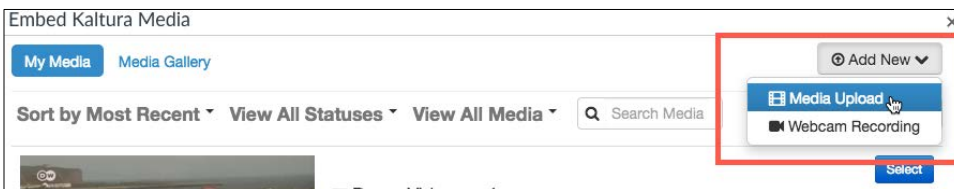
3. Select from the **Embedded Media Options** on the subsequent window of the popup menu.
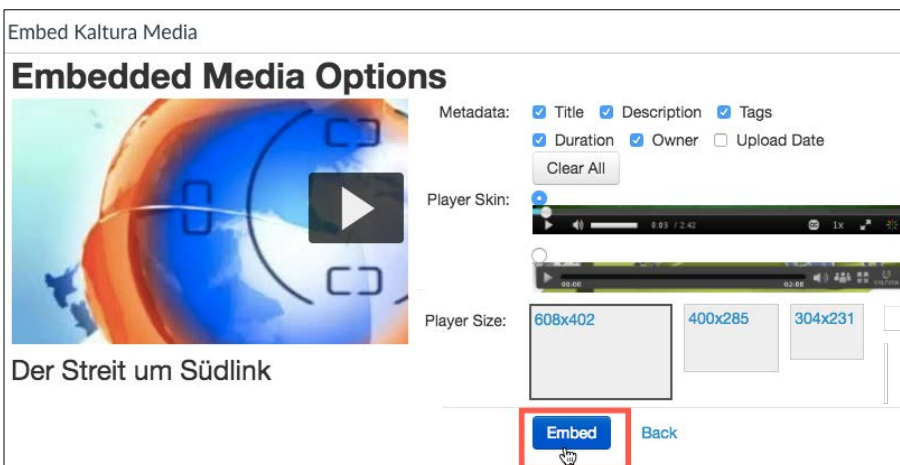
4. Select the appropriate Metadata, Player Skin, and Player Size and click Embed.

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.

💡 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.
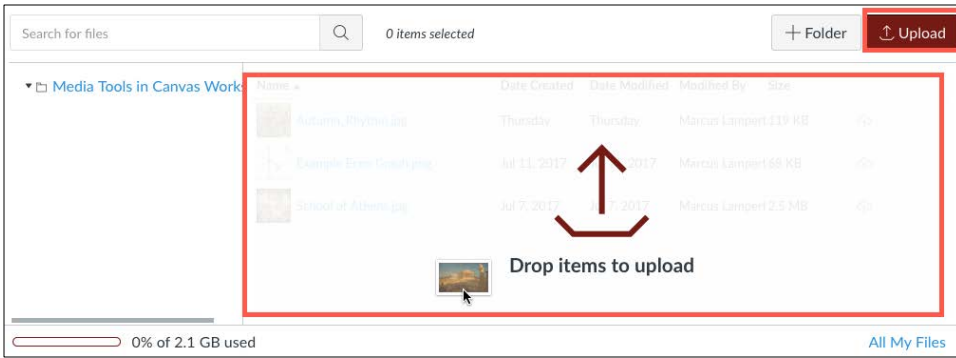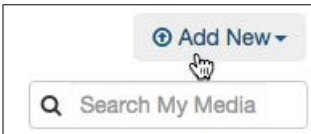
Upload Media to Kaltura via Media Gallery or My Media

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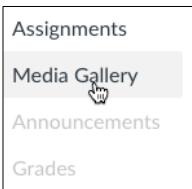
2. If you are in the Media Gallery, click **Add Media** and click **Add New** on the following screen.
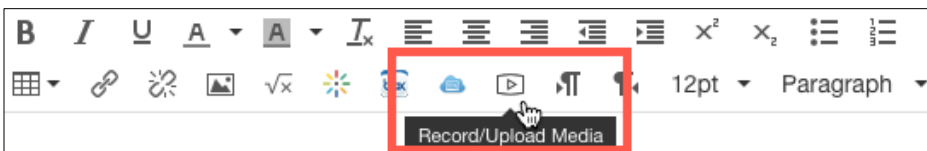

If you are in My Media, click **Add New**.
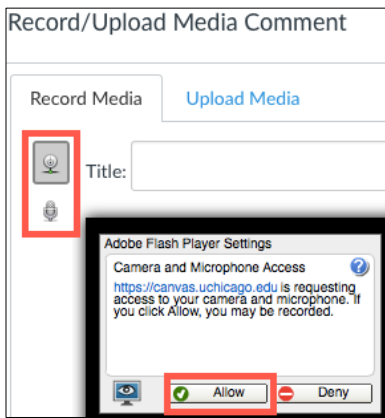

Record Audio or Video Content

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.

3. Click **Allow** to permit Canvas access to your camera or microphone.

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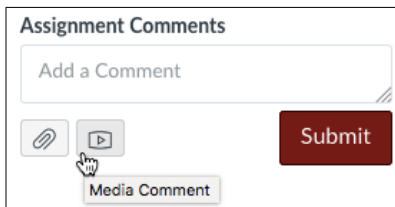
- You can require media responses from students for an Assignment by selecting "Media Recordings" under "Submission Type".

Note on Animations and Visualizations

IT Services 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.