



## Instructions without graphics

Students can use mobile devices to record videos for Canvas discussions. To record a video and reply in a discussion, **follow these steps**:

1. **Record** the video with iOS/Android native app. It will be saved in your device image/video gallery.

The camera viewfinder is always at the top. Hold the mobile device horizontally.

(A) cinematic/wide angle format provides more frame coverage. (B) this is not a social media recording. (C) your teacher will most likely be viewing videos on a computer screen.

*Videos recorded in portrait format produce a larger file size, and lots of wasted space.*

For discussions, **Record in one take!** If you record multiple video clips, you will have to edit and export a final video (.mp4 format).

2. Open your **Canvas course** on your mobile device, after complete the recording, (Use the website version, NOT the 3rd Party Canvas App)
3. Access the **discussions** assignment.
4. Click **Reply** on the main post, or on a student post.
5. Click where you'll insert the video, and **select the green Panopto icon** in the Rich Content Editor to insert video.
6. Choose Panopto **[Assignments] folder for the course**. To find:
  - a. Click the **Everything** field, or click the **pulldown arrow** next to "Everything".
  - b. **Type** the name of the course, or **scroll** down the folder list.
  - c. Click the **"arrow"** pointing to the right (for your course) **to reveal sub-folders**, and select the **[assignments] folder** for the course. You'll see assignments in brackets.
7. Select **Upload**.
8. Click **Choose video or audio files**.
9. **Select the video** from the photo gallery/library. Do not turn off the device or shut until the video is fully uploaded.

**STOP. DO NOT SHUT DOWN YOUR MOBILE DEVICE WHILE THE FILE IS UPLOADING.** The time it takes to upload a video depends on the duration and size of the file, and Internet bandwidth. This is what it looks like when the video is uploading.

10. Click **"Insert"** when it appears at the bottom of the window

When the video is fully uploaded, it will begin to "process" immediately in the Panopto cloud. The "Insert" button will then become visible.

**Scroll down the window** to to access and **Insert** button. You **do not have to wait for the processing to complete**. It will continue to process and publish in the cloud.

While the video may not be ready for viewing, it's okay to click "insert".

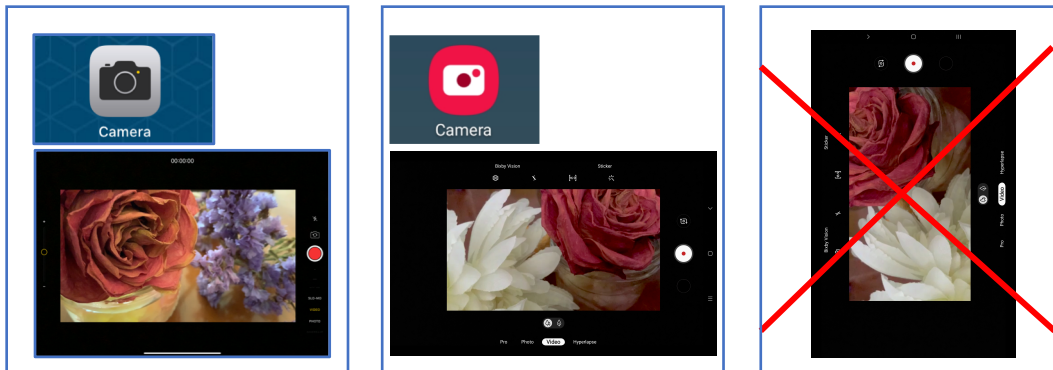
11. Click **Post Reply**.

"Post Reply" even if the video displays, "This video is not ready yet". As soon as the video is fully processed and published in the Panopto cloud, it will become automatically available for viewing in the discussion.

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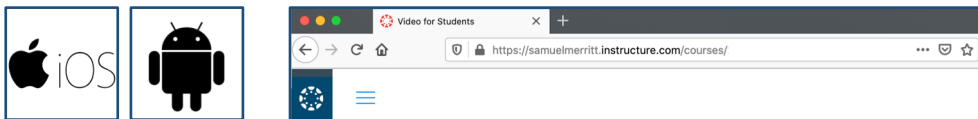


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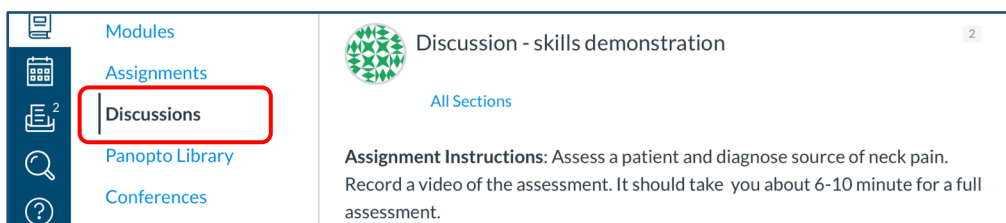
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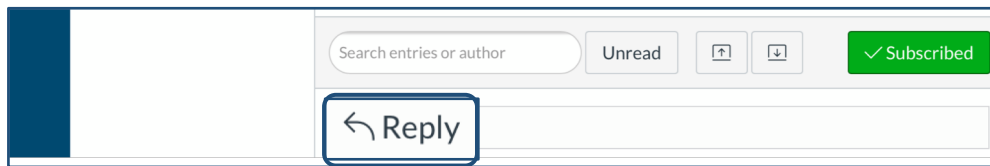
2. Open your **Canvas course** on your mobile device, after complete the recording, (Use the website version, NOT the 3rd Party Canvas App)



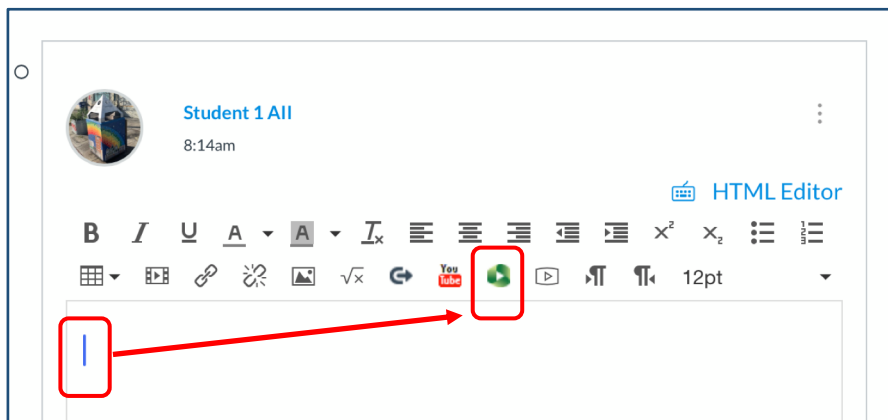
3. Access the **discussions** assignment.



4. Click **Reply** on the main post, or on a student post.

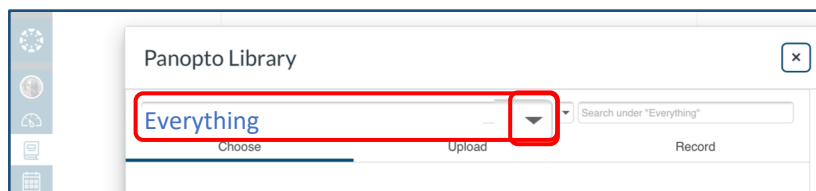


5. Click where you'll insert the video, and **select the green Panopto icon** in the Rich Content Editor to insert video.

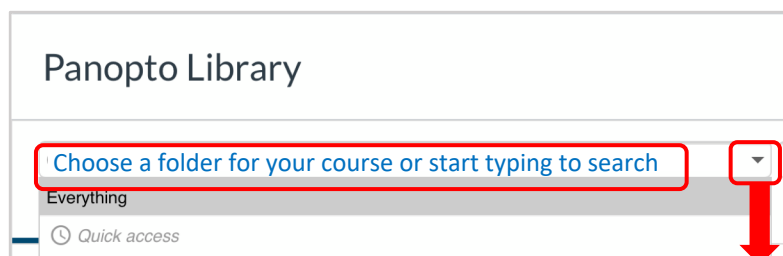


6. Choose Panopto **[Assignments]** folder for the course. To find:

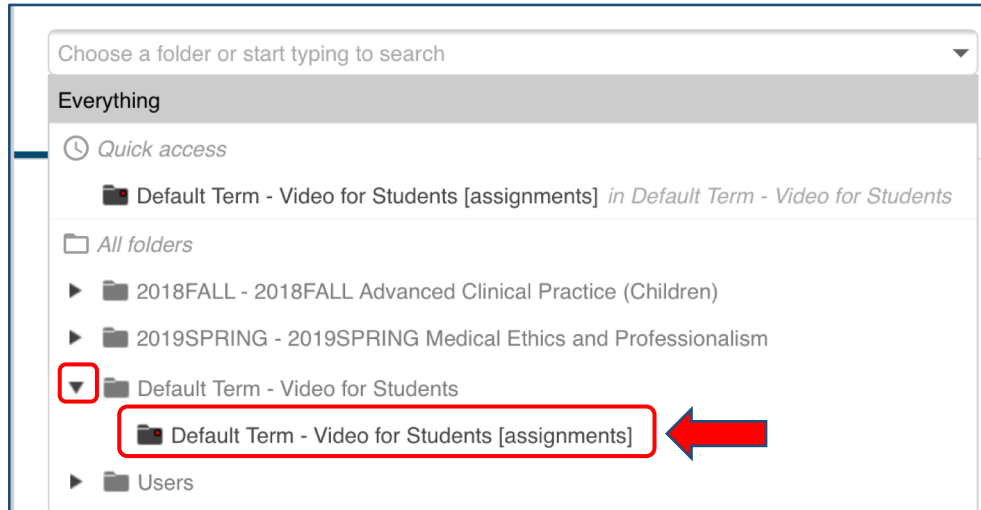
- a. Click the **Everything** field, or click the **pulldown arrow** next to "Everything".



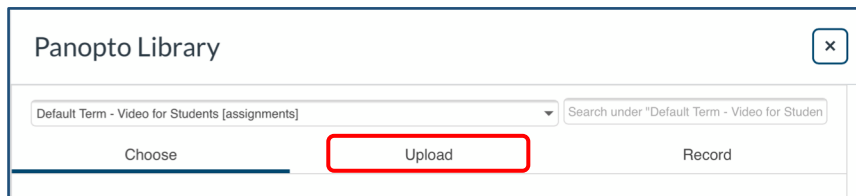
- b. **Type** the name of the course, or **scroll** down the folder list.



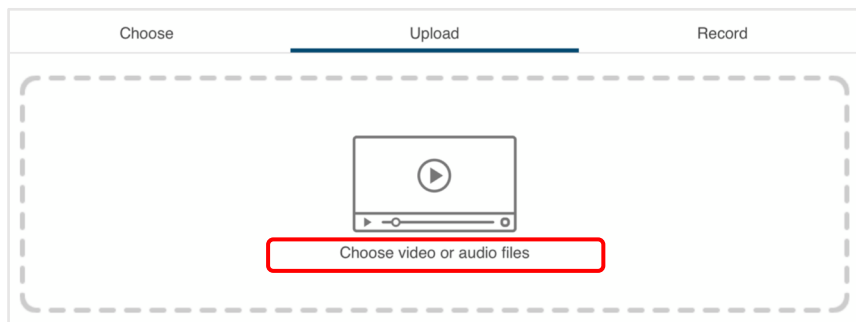
- c. Click the “**arrow**” pointing to the right (for your course) to reveal sub-folders, and select the **[assignments]** folder for the course. You’ll see assignments in brackets.



7. Select **Upload**.



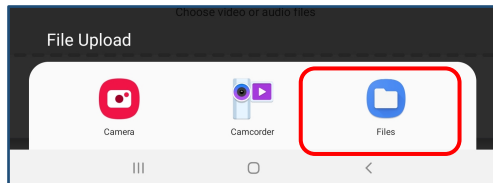
8. Click **Choose video or audio files**.



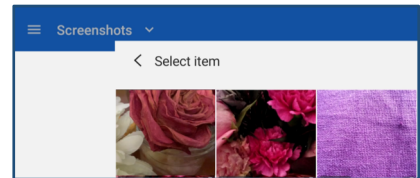
9. **Select the video** from the photo gallery/library. Do not turn off the device or shut until the video is fully uploaded.



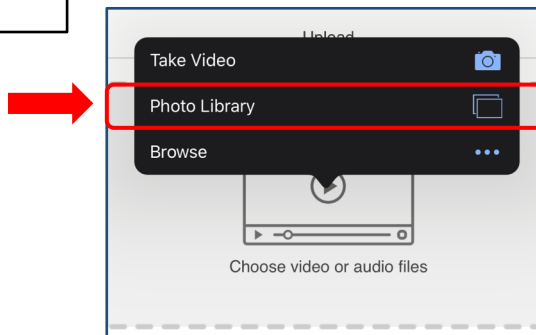
a. Select **Files**.



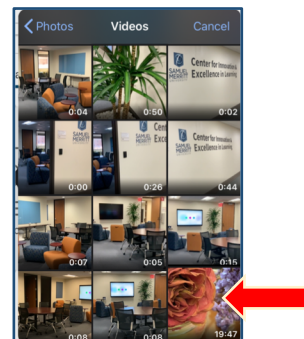
b. Select the **video** to upload.



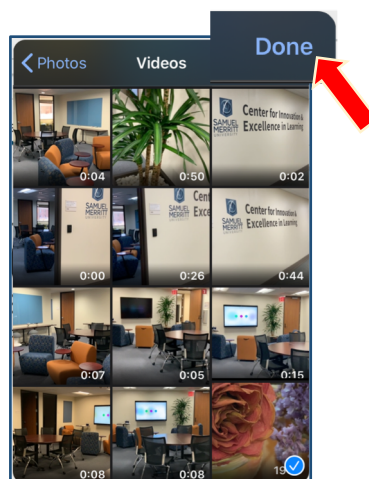
a. Select **Photo Library**.



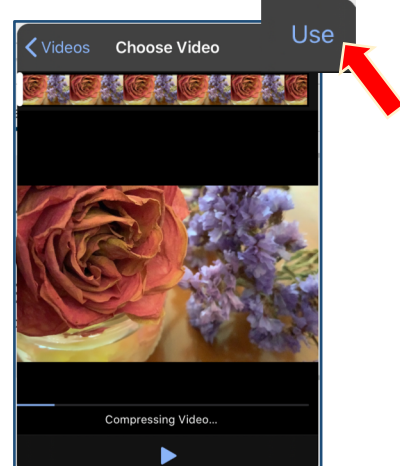
b. **Select** the video.



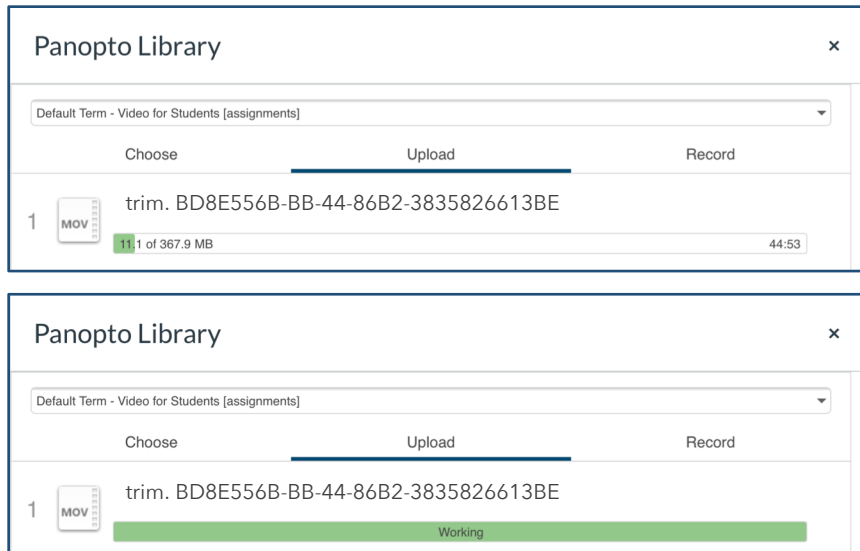
c. Click **Done**.



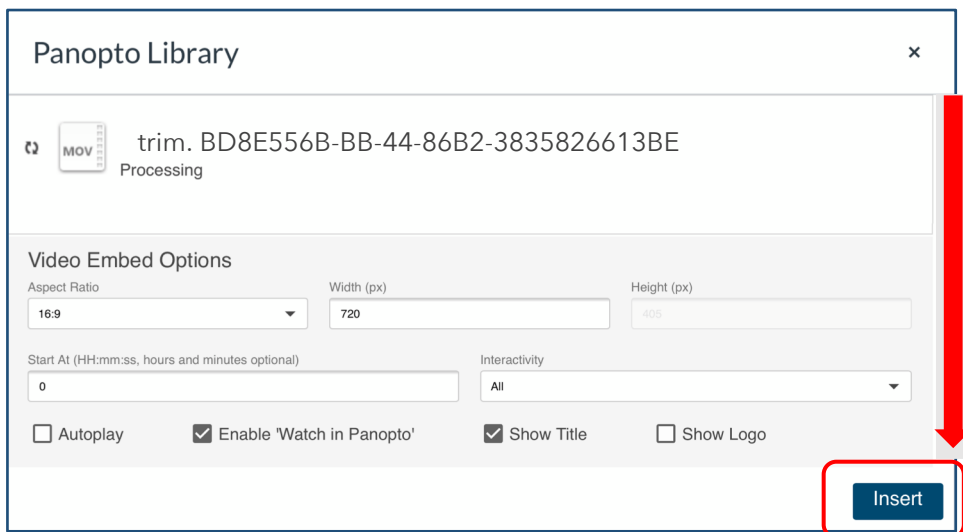
d. Click **Use** (wait for the video to compress & upload)



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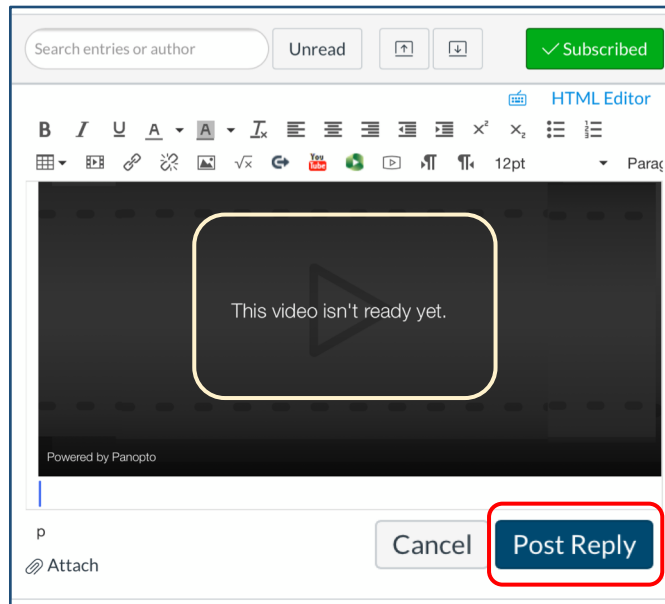
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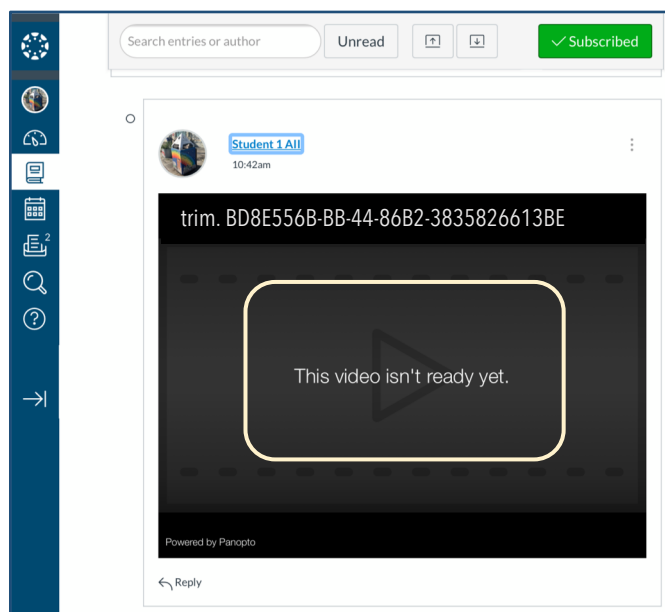
While the video may not be ready for viewing, it’s okay to click “insert”.

## 11. Click **Post Reply**.

“Post Reply” even if the video displays, “This video is not ready yet”.



As soon as the video is fully processed and published in the Panopto cloud, it will become automatically available for viewing in the discussion.



This is what discussions with video look like in Canvas. Below are two examples of videos recorded in mobile devices, and then accessing the web version of Canvas to post the replies.

Student 1 All – responded used an iOS tablet.

Student 2 All – responded used an Android tablet.

The screenshot displays the Canvas LMS interface. On the left is a dark blue sidebar with icons for Home, Syllabus, Modules, Assignments, Discussions, Panopto Library, Conferences, Grades, Search, and Cisco Webex. The main content area shows a discussion thread. At the top, there's a search bar and buttons for 'Unread', 'Share', 'Download', and a green 'Subscribed' button. Below this is a 'Reply' input field. The first post in the thread is from 'Student 1 All' at 10:42am. It features a video player with a red rose and purple flowers. The video ID is 'trim.BD8E556B-BB5B-44B3-86B2-3835826613BE'. Below the video is a 'Reply' button. The second post is from 'Student 2 All' at 9:18am. It also features a video player with a red rose and white flowers. The video ID is '20200626\_22222'. Below this video is another 'Reply' button. To the left of the first video is an 'iOS' logo, and to the left of the second video is an 'Android' logo, indicating the device used to record the videos.