

Multimedia in Canvas Courses Guide

A GUIDE TO INCLUDING MULTIMEDIA IN YOUR CANVAS COURSE
NSU LEARNING AND EDUCATIONAL CENTER

Introduction	2
Choosing your Media Tool	2
Scenarios	4
I want students to attend or participate in a live lecture or discussion	4
I already have multimedia recorded or available online, I just want to make it available in my Canvas course.....	4
I want to record short videos for announcements, discussion board introduction, replies to students .	5
I want to record longer videos for lectures, presentations or other shared content like my desktop or an application.....	5
Recording Considerations	6
Hosting Live Zoom Sessions	6
Recording your Applications or Desktop	6
Editing before Publishing	6
Using a Zoom Meeting/Webinar.....	7
Setting up a Zoom Meeting or Webinar	7
Archiving Zoom Meetings in your Course	9
Using the Canvas Built-in Media Recorder	10
Using Kaltura Capture	11
Embedding with SharkMedia	12
External Media Options	14
Embedding YouTube Videos	14
Embed from a 3 rd party Player	14
Linking to an External Website	16

Introduction

Multimedia is a great way to spice up your course and can be critical for some methods of online instruction or to provide students ways to interact with each other.

There are several options to add multimedia to your course. Which tool to use will be up to you, but some tools might be better suited for specific tasks.

We have put together a general guide of recommendations below to help you decide which tools will work best for which tasks.

Choosing your Media Tool

Deciding on a tool to use for multimedia requires you to ask yourself a few questions:

- Am I recording live or recording for watching on demand?
- Will I use existing media, or will I record something new?
- What kind of content am I sharing?
- How long will the recording be?
- Do I need captions?
- Will I reuse the recording in future courses?
- How convenient is a recording tool and am I familiar with it?

Based on your answers to these questions, you have the following options:

Record Live Session	Zoom
Record Short Video (< 5 mins) with webcam and microphone	Canvas builtin media recorder
Record Long Video (i.e. Powerpoint presentation or Lecture) with screen sharing, webcam and microphone	Kaltura Capture, uploaded to SharkMedia
Use Existing Media	<ul style="list-style-type: none">• Record locally and upload to SharkMedia• Embed or link Youtube or other 3rd party sites like Vimeo• Link to External site

If you want to record live meetings, such as a virtual classroom session with screen sharing, whiteboards or breakout rooms, you should use a Zoom meeting or webinar for a large number of attendees.





However, if you want to pre-record content, you have a few options:

- Record short videos using your webcam and microphone using the built-in Canvas content editor recorder, which embeds them directly in Canvas.
- Record longer videos sharing your desktop, desktop applications and/or webcam and microphone using Kaltura Capture, such as recording a lecture with a PowerPoint.

You should install Kaltura Capture for any time you might want to make a recording. Kaltura Capture simplifies the process of uploading media directly to SharkMedia when you are finished, which can then be embedded in Canvas content.

Optionally, you can use your own preferred video editor and upload the finished media to SharkMedia for easy sharing, collaboration and closed captioning capabilities.

You can use the following chart to check for specific features or specs that you need for your scenario:

 MEDIA OPTIONS			
Live Virtual Meetings	<input checked="" type="checkbox"/>		
Breakout Rooms	<input checked="" type="checkbox"/>		
Whiteboard	<input checked="" type="checkbox"/>		
Short Videos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Long Videos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Share Webcam/Mic/Desktop	<input checked="" type="checkbox"/>		
Record Desktop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Record Webcam/Mic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Statistics	<input checked="" type="checkbox"/>	Must upload to SharkMedia	
Storage and Retention	150 days, archived in SharkMedia	Save locally and upload to SharkMedia	
Caption in Real time	<input checked="" type="checkbox"/>		
Caption After		Must upload to SharkMedia	
Media Editor	<input checked="" type="checkbox"/>	Must upload to SharkMedia	
Uploads to SharkMedia	After Meeting Ends	<input checked="" type="checkbox"/>	
Embed in Canvas Content		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Scenarios

I want students to attend or participate in a live lecture or discussion

*NSU uses **Zoom*** to hold online meetings. This allows you to not only have students attend a live session, but save the recording for later.

Zoom provides complete online meeting tools with the ability for all users to share their webcam, microphone as well as share their desktop. It also provides a shared virtual whiteboard and the ability to use breakout rooms for activities.

As the Zoom host, you will have the ability to mute or unmute attendees, share your webcam, microphone audio or even your desktop or desktop applications.

Zoom recordings are saved and automatically uploaded to SharkMedia. You can access it after a short period of time, and embed it in your course for archival or re-watch purposes.

I already have multimedia recorded or available online, I just want to make it available in my Canvas course

The best way to include existing media is to embed them. This puts the media right in Canvas without visiting an external site, which is more convenient for students and can be merged with your course material.

Embedding Media

You can embed *YouTube* or *SharkMedia* media. Other players (such as *Vimeo*) may have a share option that provides HTML embed code which you can copy and paste into the HTML editor of the Rich Content Editor.

Upload Existing Media

If you already have local files, you can **upload them to SharkMedia**, and then embed it. Sharkmedia is preferred because it is stored in your own personal media gallery that can be embedded or linked to in any of your courses. Additionally, it makes sure that content is viewable on all devices, and also allows for generating captions.

Optionally, you can **upload files to Canvas Files**, and embed them in a page or other content. This method is not recommended, because some types of video files may not play on all devices.

Linking to External Media

If you can't embed media from another site, you can alternatively link to it. Please be careful about what sites you link to externally, and keep in mind safe content, ads and privacy factors for your students.

I want to record short videos for announcements, discussion board introduction, replies to students

You can use the builtin **Canvas recorder** to record your *webcam* and *microphone*. When editing Canvas content, you can click the media icon (a rectangle with a play button) in the rich content editor to record your own webcam or microphone.

This is great for short videos on a page, discussion board introduction or quiz questions.

Keep in mind however that videos might not be view-able in emails for things like announcements, so you might consider linking to the video in these instances.

I want to record longer videos for lectures, presentations or other shared content like my desktop or an application

NSU provides the **Kaltura Capture** software to record your desktop, desktop applications along with including webcam and microphone recordings. You will need to download and install the software.

Kaltura Capture allows you to upload your recording directly to SharkMedia once finished. This is useful if you need to record a presentation locally and make the recording available to students later by embedding the SharkMedia video on a page, discussion board, etc.

If you have a PowerPoint presentation, you could also record and embed audio or videos directly in **PowerPoint** presentations.

You can create your own audio or video files with 3rd party software and **upload them to SharkMedia or Canvas**.

Recording Considerations

Sharing of webcams, microphones and desktops or desktop applications can all have unintended consequences.

No matter what you might record for your course, you must stay aware of what is visible and audible by other users.

In a live session, some things can't be undone, unseen or unheard.

In a recorded session, if you aren't careful with what is posted then private, confidential or sensitive information might be visible to others.

Hosting Live Zoom Sessions

If you are hosting a Zoom session, you need to be wary and prepared to manage your attendees. This might involve muting or hiding webcams for some (or all) attendees, moderating the chat and being cautious about what you share with your webcam, and when you are muted or not.

Consider having an additional users as alternate hosts to help you moderate your Zoom session.

Always use a meeting password, and do not share your meeting url in the public or with anyone who will not be attending.

Recording your Applications or Desktop

When sharing via Zoom or even in local recordings, it is recommended to share only the application you are presenting with. Sometimes though, you might need to multitask while presenting and elect to share your desktop.

Prepare ahead of your meeting. Make sure nothing will be visible to others that is private or confidential. You might temporarily close applications such as your email, messaging applications that might have popup notifications with sensitive information.

Editing before Publishing

If you have prerecorded content, you should review it before publishing, editing to remove unnecessary or sensitive information before making it available to others.

SharkMedia provides a video editing tool; upload your videos as private, and only after reviewing or editing setting it to unlisted or public.

You may also use local video editing software to make corrections.

Using a Zoom Meeting/Webinar

Setting up a Zoom Meeting or Webinar

Zoom can be integrated right into your Canvas course, allowing you to easily schedule meetings. Make sure that the Zoom menu is added to your Canvas course. If it isn't:

1. Click Settings in the course menu
2. Go to the Navigation tab
3. Drag Zoom up from the bottom list (items not in the menu) to the top list (items that are in the menu)
4. Click Save at the bottom of the page



Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
NSU Official Syllabus	⋮
Modules	⋮
Discussions	⋮
Assignments	⋮
Quizzes	⋮
Grades	⋮
SCORM	⋮
Office 365	⋮
LockDown Browser	⋮
Nsu Grades	⋮
New Analytics	⋮
Zoom	⋮

When you click Zoom in your course menu, you'll be able to see your scheduled meetings, or schedule a new meeting:



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [🔗](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

☐ Show my course meetings only

Start Time

Topic

Meeting ID



No Data

When you click the Schedule a New Meeting button, you are presented with the Meeting options:



[Course Meetings](#) > [Schedule a Meeting](#)

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

04/08/2020



5:00



PM



Duration

1



hr

0



min

Time Zone

GMT-04:00 Eastern Time (US and Canada)



☐ Recurring meeting

Form more information on using Zoom, see the following references:

[Host Online Meetings with Zoom \(OIIT\)](#)

[Instructional Continuity Resources](#)

[Archiving Zoom Meetings in your Course](#)

Recorded Zoom meetings are automatically uploaded to the SharkMedia library of the host. While the Zoom meetings are archived for 150 days on the Zoom service, those archives will go away and leave you with only the recording in SharkMedia.

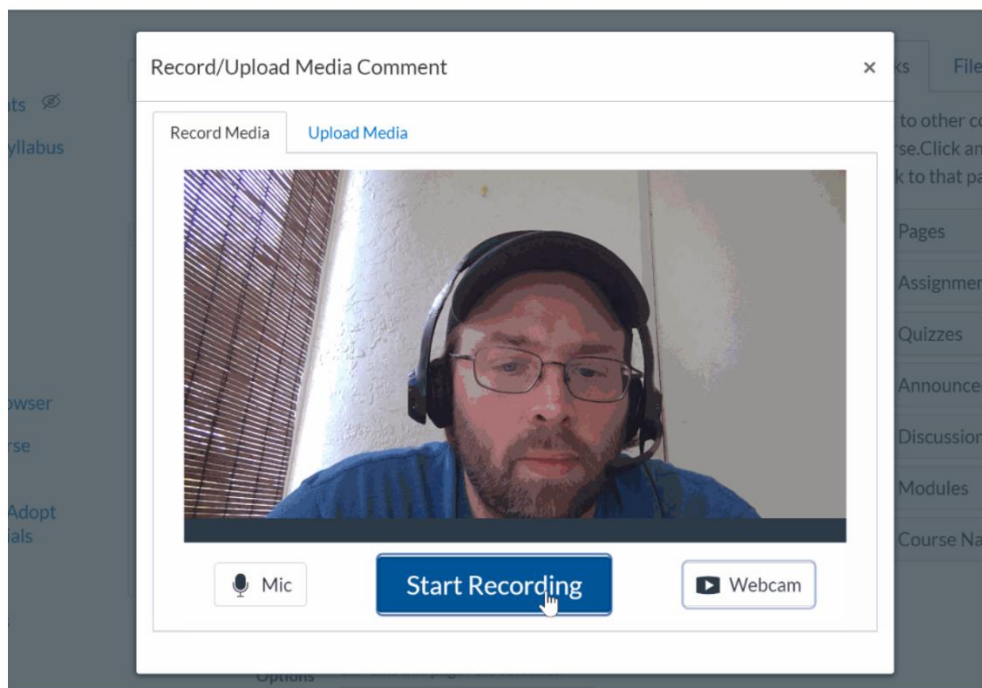
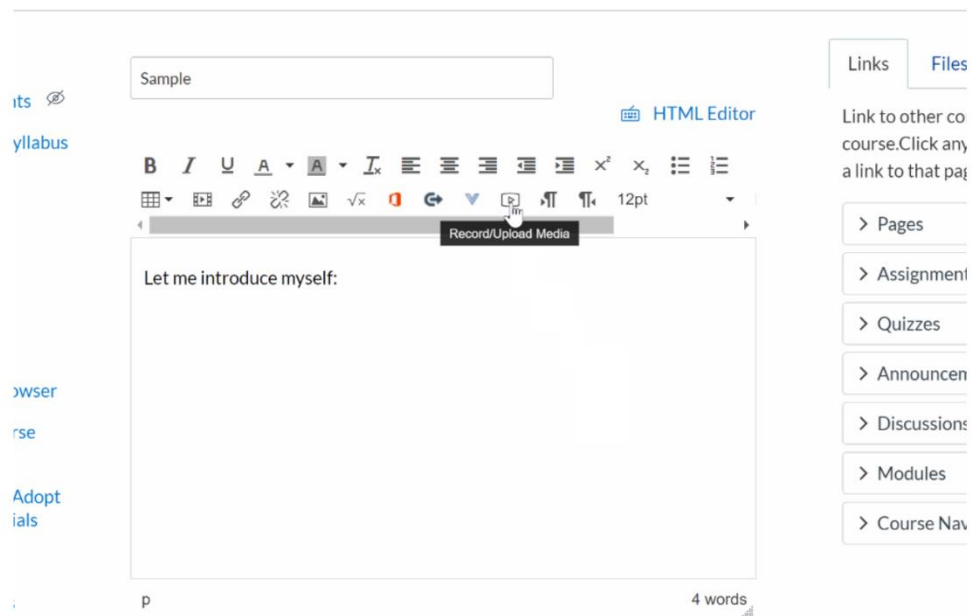
To archive the meeting within your course:

1. Create a page in a module, title it something like 'Zoom Meeting on April 6, 2020'
2. Edit the page
3. Click the More Tools, Kaltura option
4. Select the video from your SharkMedia library
5. Save the Page

Now the Zoom meeting is archived on a page in your course. Make sure you have published the page once you want it available to students.

Using the Canvas Built-in Media Recorder

The built-in content editor in Canvas provides tools to record your webcam and microphone.

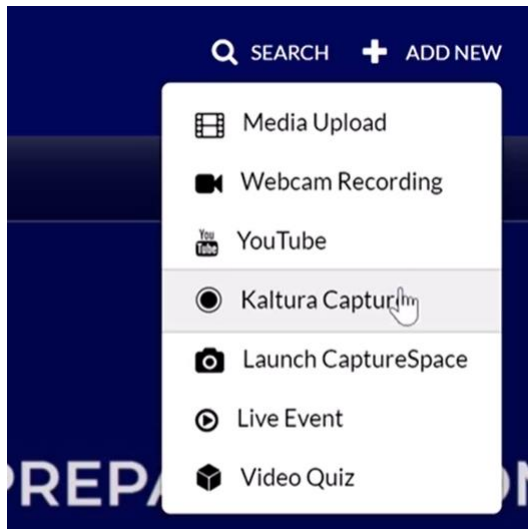


The resulting recording will be embedded directly in the Canvas content for the editor you are using, for example in a Notification, Page or Assignment.

Using Kaltura Capture

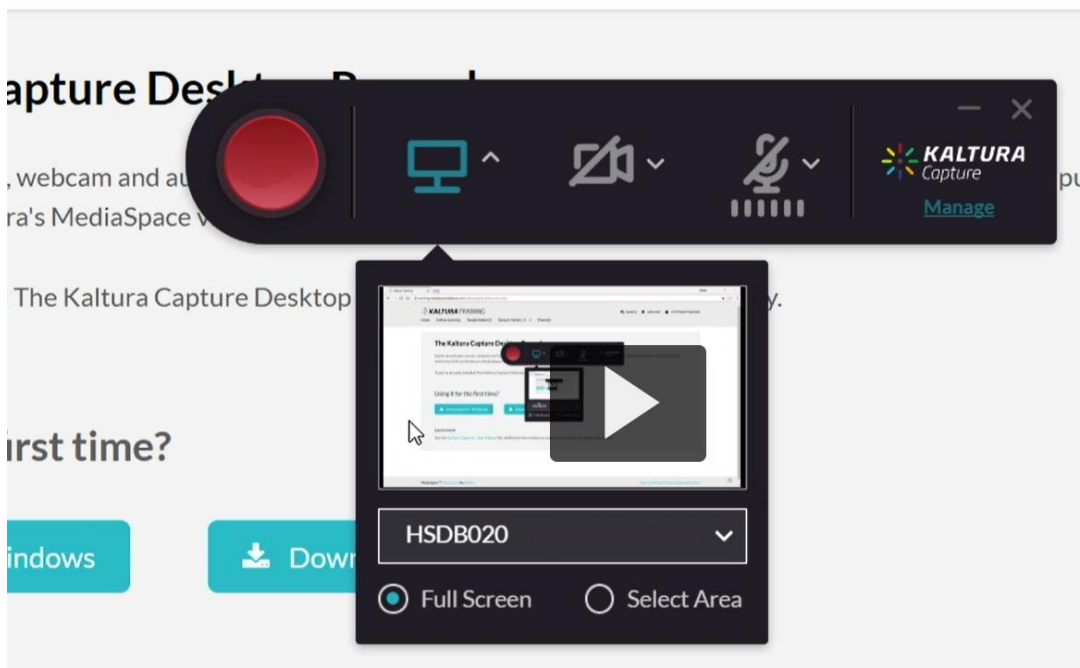
Kaltura Capture is the software provided to create content from your desktop, desktop applications, webcam and microphone.

To download Kaltura Capture, login to SharkMedia at <https://sharkmedia.nova.edu>, then click Add New, and click Kaltura Capture:



Download the software for your operating system.

Once installed, you can use it to capture a mix of your desktop, desktop applications, webcam and/or microphone.



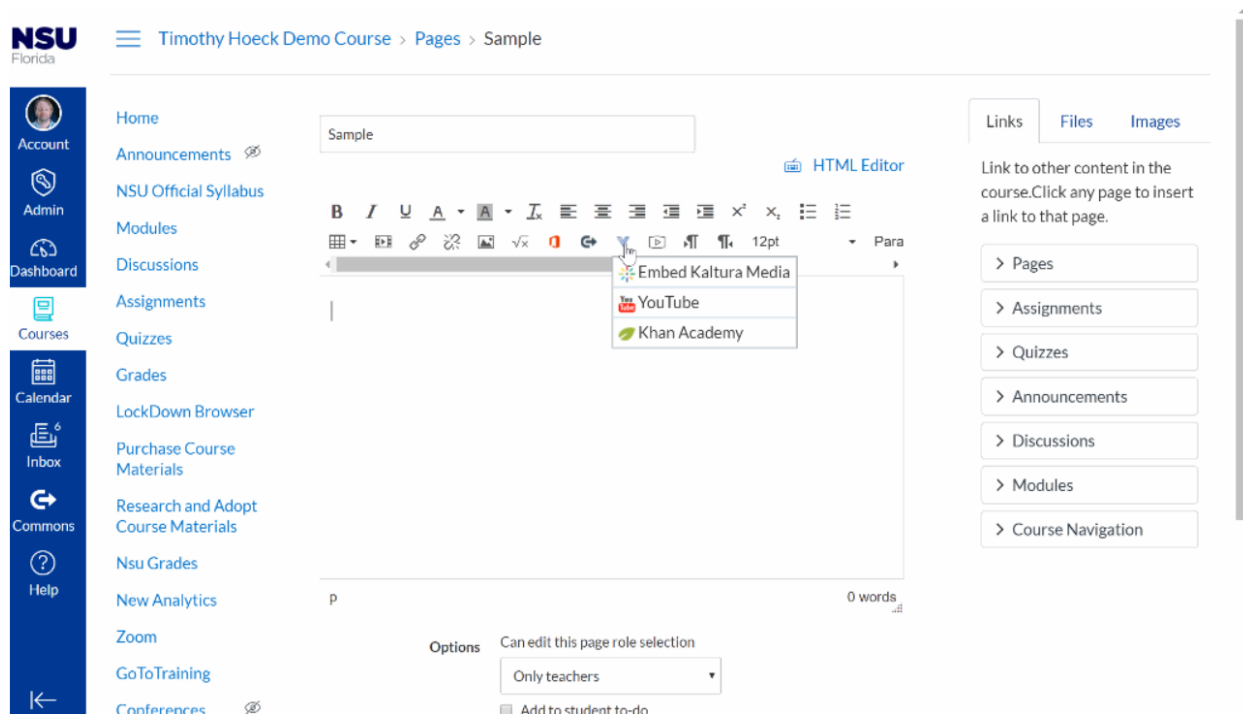
Embedding with SharkMedia

SharkMedia is NSU's media storage tool, provided by Kaltura. It allows you to maintain a personal video library where you can embed media in your course.

If you already have video or audio files available, you can visit <https://sharkmedia.nova.edu> right now and upload it.

If you haven't recorded anything yet, you can use Kaltura Capture to record it, then upload the finished product to SharkMedia.

You can embed SharkMedia videos right from the Canvas content editor by clicking the blue down arrow and selecting **Embed Kaltura Media**:



The screenshot displays the Canvas LMS interface for a course titled "Timothy Hoeck Demo Course". The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, and a back arrow. The main content area shows the "HTML Editor" for a page titled "Sample". The editor toolbar includes various formatting options, and a dropdown menu is open, highlighting "Embed Kaltura Media" with other options like "YouTube" and "Khan Academy". On the right, the "Links" tab is active, showing a list of course content items: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. At the bottom, there are "Options" for role selection, currently set to "Only teachers", and a checkbox for "Add to student to-do".

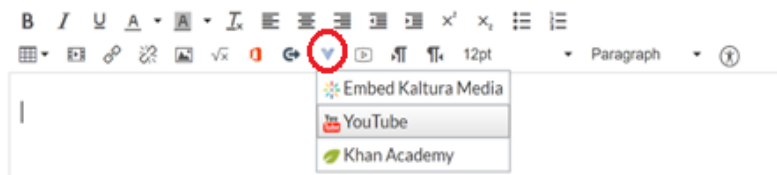
When you are finished recording, you'll have the option to upload the video to SharkMedia, where you can easily embed it in your Canvas content.

External Media Options

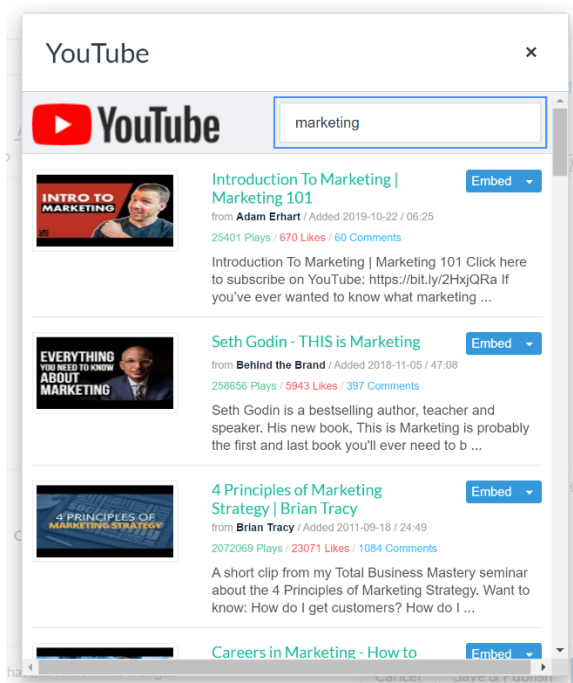
If you know of some existing videos on the internet, most of those can be embedded too. There is a YouTube embed option built right into the Canvas Content Editor. Some video players will provide you with HTML embed code using the Share option. Or, you could link directly to the content from a Canvas notification, page or assignment.

Embedding YouTube Videos

The Canvas Rich Content Editor has a built-in YouTube embed tool:



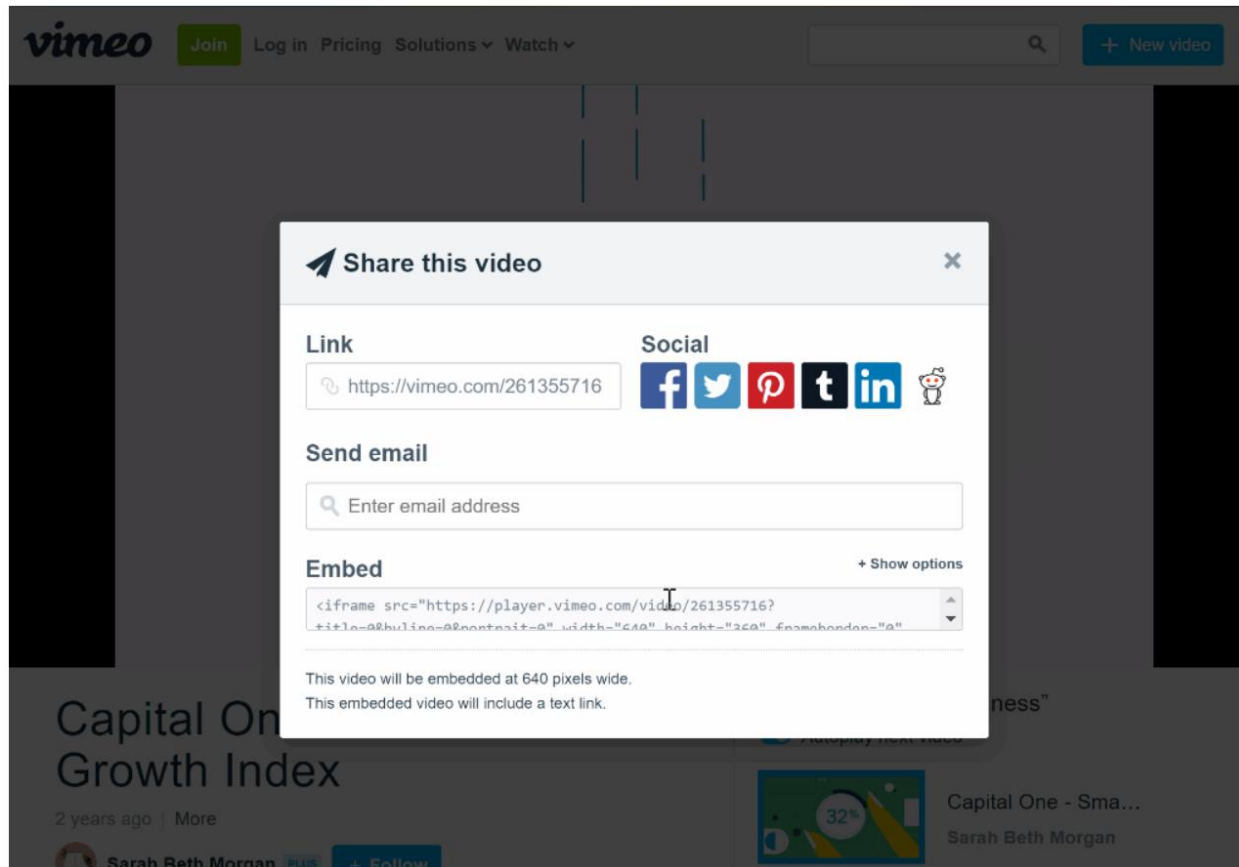
You can search using keywords, or copy a YouTube url and paste it in to find a specific video:



Click the Embed button, or click the arrow next to Embed to choose the embed size.

Embed from a 3rd party Player

Some 3rd party players like Vimeo may allow you to embed the video directly in Canvas. To do this, the player should have a 'Share' option, that will provide HTML embed code. With this code, you can copy it, and using the Canvas HTML Editor, paste it into Canvas content.



You will then edit your Canvas content page, and click the HTML Editor link:

Sample

HTML Editor

B I U A ▾ A ▾ T_x [List Icons] x² x₂ [List Icons]

[Grid Icon] [Video Icon] [Link Icon] [Unlink Icon] [Image Icon] √x [Red X Icon] [Undo Icon] [V Icon] [Play Icon] [Split Icon] [Join Icon] 12pt ▾ Paragraph ▾ [Accessibility Icon]

Sample

Rich Content Editor

<iframe src="[https://player.vimeo.com/video/261355716?title=0&byline=0&portrait=0](\"https://player.vimeo.com/video/261355716?title=0&byline=0&portrait=0\")" width="640" height="360" frameborder="0" allow="[autoplay](\"https://vimeo.com/261355716\"); fullscreen" allowfullscreen></iframe>
<p>Capital One - Small Business Growth Index from Sarah Beth Morgan on Vimeo.</p>

Paste the code into the editor window. You can click 'Rich Content Editor' to preview the player. If you are happy with the results, click to Save your Canvas page.

Sample

HTML Editor

B I U A A Ix [bulleted list] [numbered list] [indent left] [indent right] x² x₂ [bullet with line] [bullet with square] [table icon] [video icon] [link icon] [unlink icon] [image icon] √x [red X icon] ↶ ↷ [play icon] [split screen icon] [full screen icon] 12pt Paragraph [lock icon]

12 words

Options Can edit this page role selection

Only teachers ▼

☐ Add to student to-do

☐ Notify users that this content has changed

Cancel Save & Publish Save

Linking to an External Website

If you can't find a way to embed the player in Canvas, you can still use the link functionality in the Rich Content Editor to link to an external site:

Please be careful about what sites you link to externally and keep in mind safe content, ads and privacy factors for your students.

Please be careful about what sites you link to externally and keep in mind safe content, ads and privacy factors for your students.