Using the Media Recording Tool in Canvas

**Instructions**: Follow the steps below to create assignments in Canvas which allow students to record and submit video and audio.

Creating Assignments in Canvas with Media Recording Submissions

**Step 1**: Log in to your Canvas course. (The steps for this will vary based on your institution. Your Instructional Technology or Distance Education departments might be able to assist you.)

**Step 2**: Once inside the course in Canvas, click on the Assignments tool (on the left side menu).

**Step 3**: From the Assignments page, click **+ Assignment** and write the name of the assignment.

- Fill in the textbox with the instructions for the activity. Use this space any way you want: add text, pictures, shapes, colors, links to websites, videos, audio, etc. Don’t worry about making mistakes; you can always go back and edit this box later.
Creating Assignments in Canvas with Media Recording Submissions (Continued)

**Step 4:** Scroll down to program the details for the assignment. This is where you set the due date, and this is also how you activate the recording function.

- Set the number of points for the assignment.
- If you’ve created assignment groups (which helps you organize your gradebook), then you can select the group for this assignment. This is not a critical step at the beginning.
- You can set how the grade is displayed to students in the gradebook. Again, this is not critical at the beginning.

  **Important:** In the box labeled *Submission Type*, select *Online* from the dropdown list (it is likely the default option). Next, check *Media Recordings* and deselect any other options. This enables the audio/video recording function.

**Step 5:** *Save and Publish* the assignment. Once you receive submissions, you can review your students’ work and provide feedback directly in Canvas.