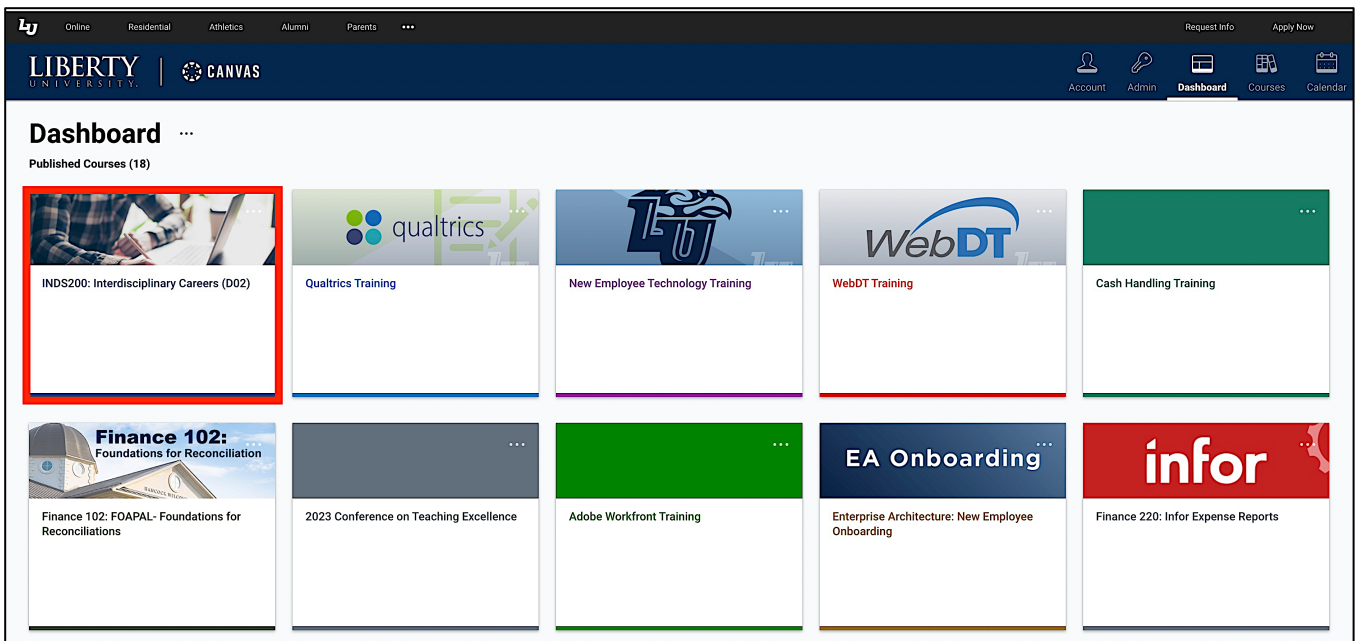


Introduction

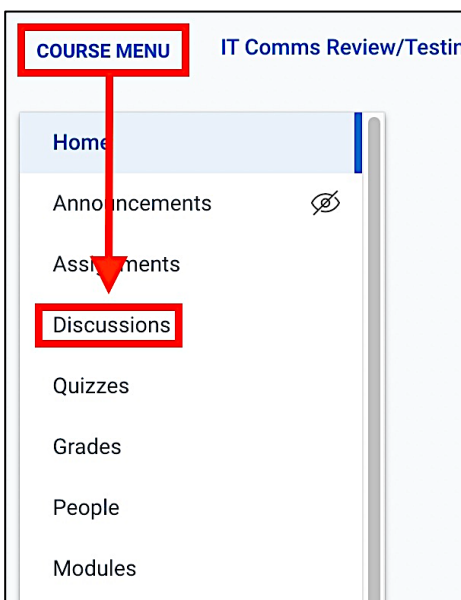
This training document will demonstrate How to Submit a Video to a Discussion within a Canvas course. *Please note that Canvas is limited to 500 MB for media files in assignments. If a file exceeds this limit, you can host the file through an external source like Kaltura or YouTube and embed it using Rich Content Editor.*

Instructions

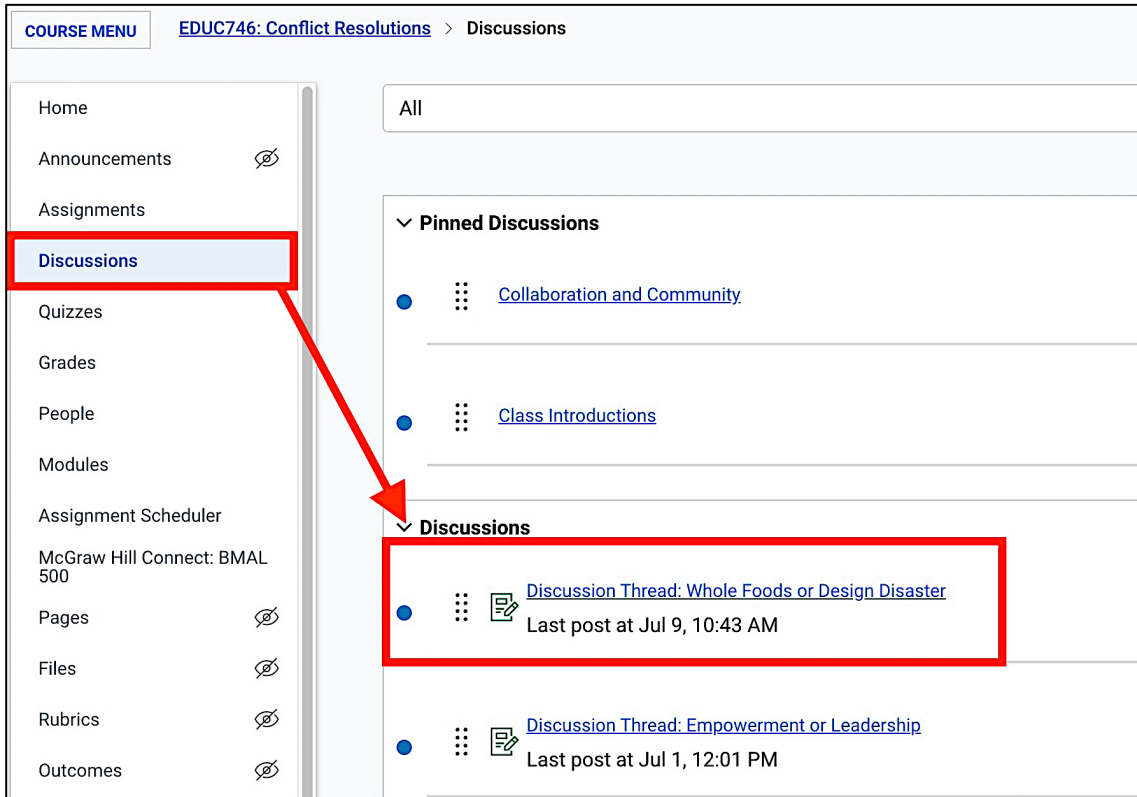
Step 1: To submit a video in Canvas, navigate to a course.



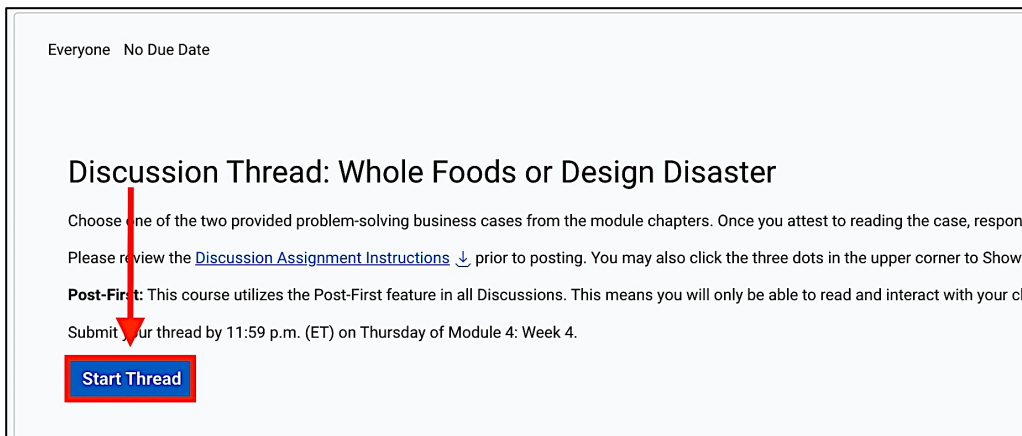
Step 2: Click **Course Menu** on the left side of the page and then click **Discussions**.



Step 3: Click on the desired discussion link from the **Discussions** page.



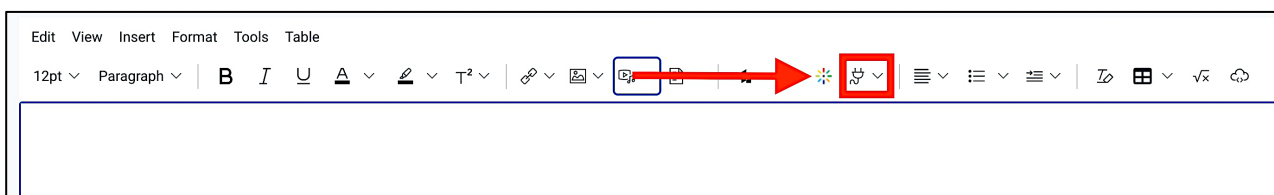
Step 4: Click the **Start Thread** button below the discussion instructions to create a thread.



How to Upload a Video

Step 5: There are three ways to upload a video file.

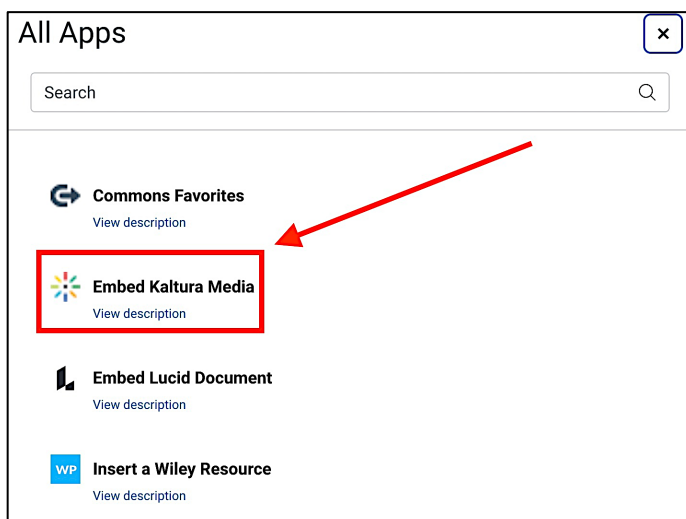
- The recommended and first method to add a video is to use the **Embed Kaltura Media** options. To begin, click the **Apps** icon.



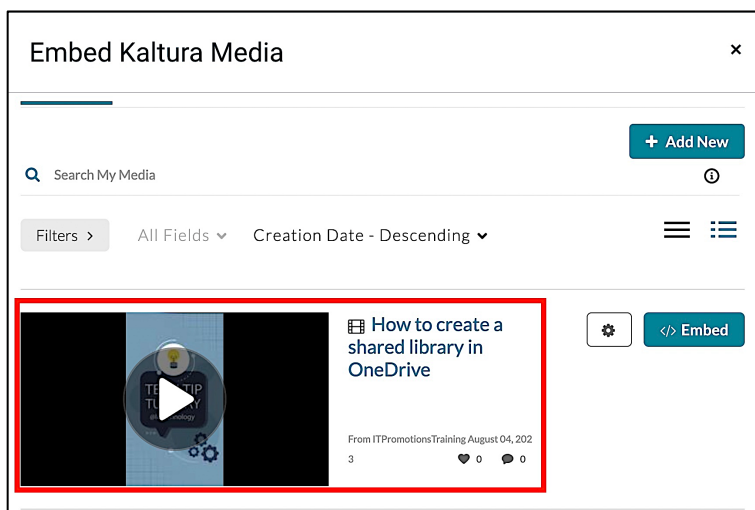
- Then click **Embed Kaltura Media**.

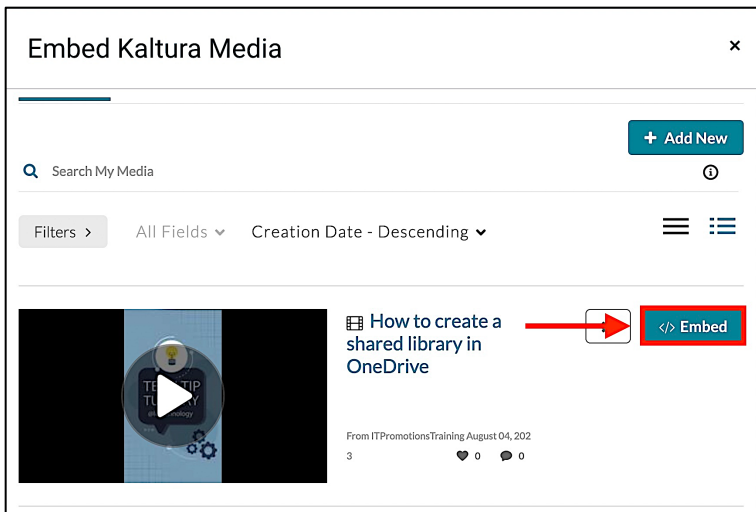


- If you do not see the Embed Kaltura Media option from the drop down menu, click **View All**. Then click **Embed Kaltura Media** from the list.

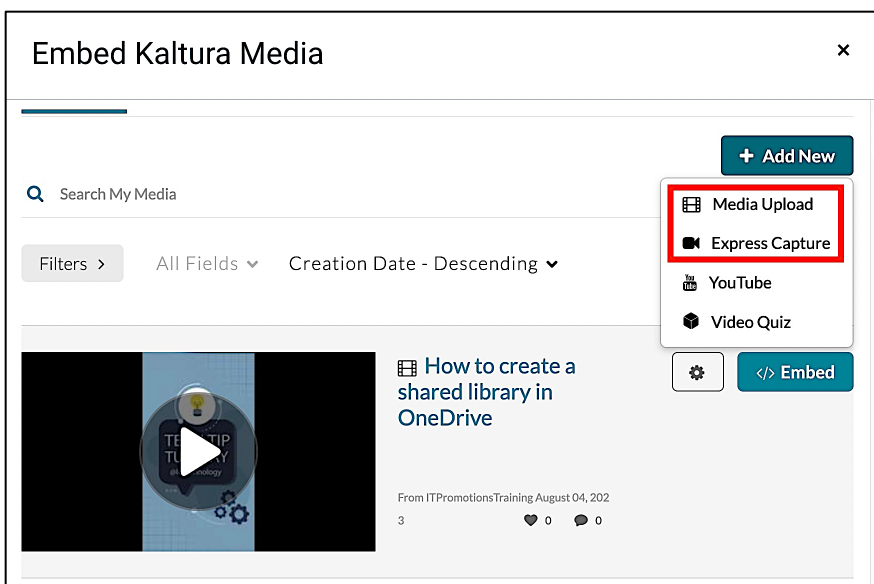
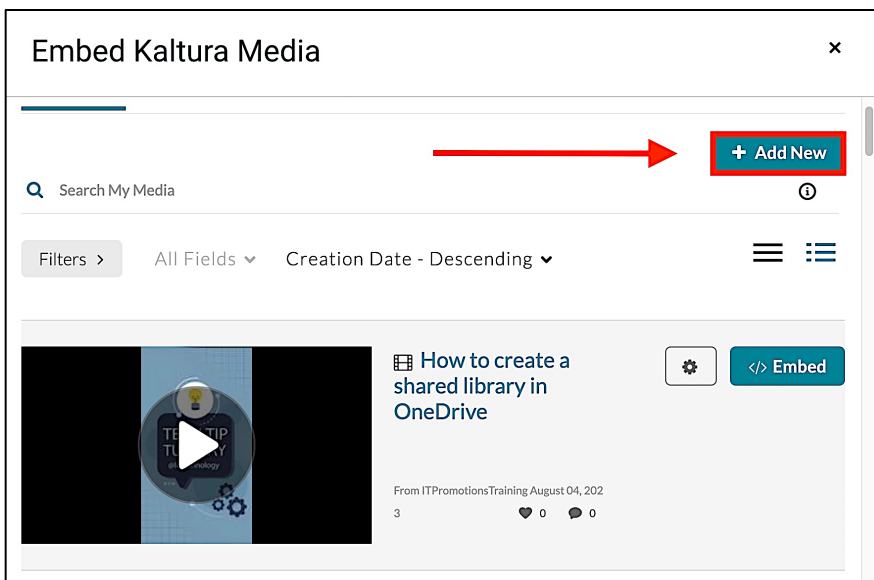


- The **Embed Kaltura Media** window will open. You can select an existing video from the list and then click **Embed**.

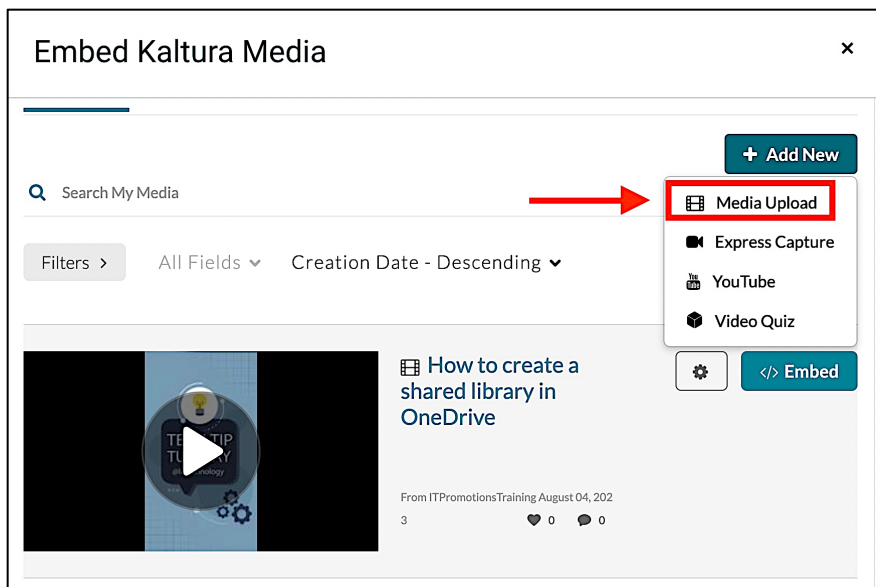




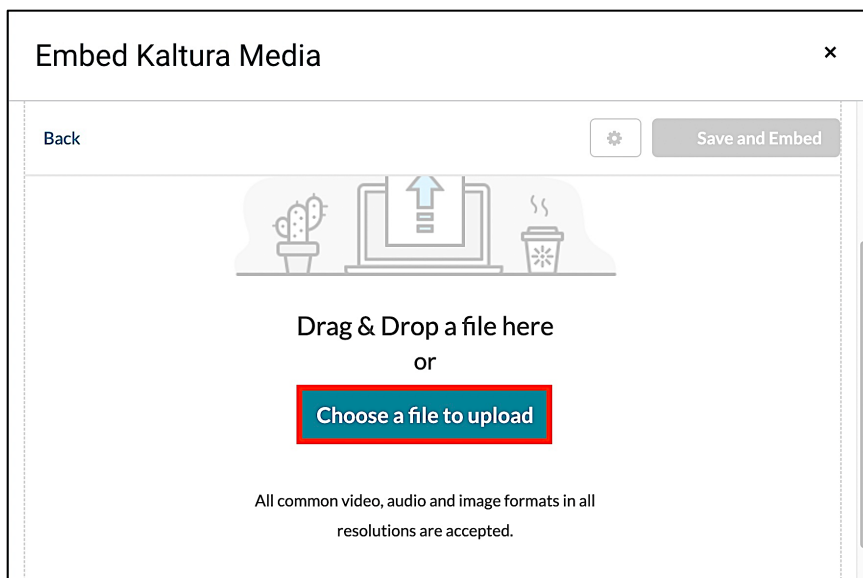
- Alternatively, you can add a video by clicking the **+ Add New** button to use the **Media Upload** or **Express Capture** options.



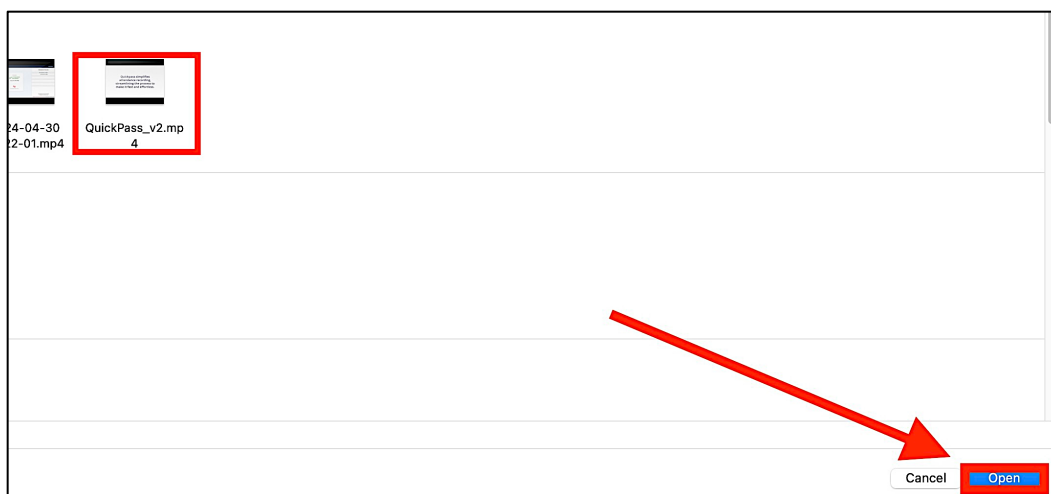
- Select **Media Upload**.



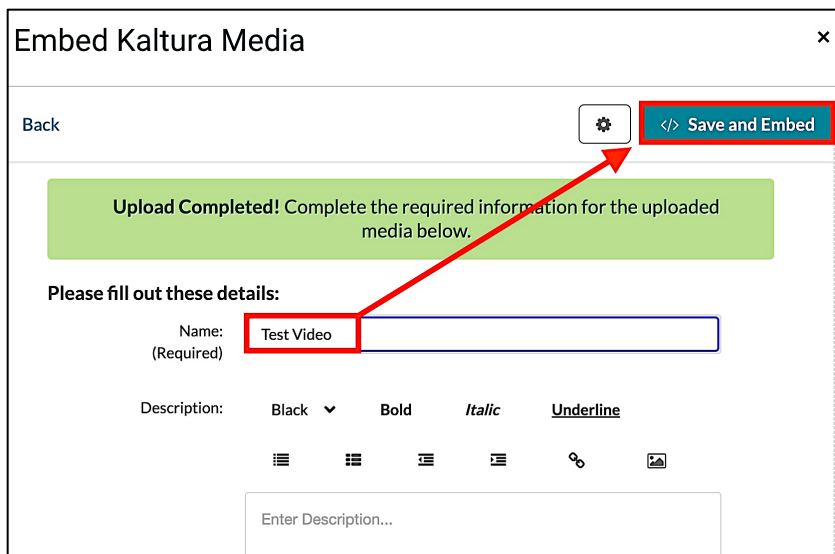
- Click **Choose a file to upload** and select the video from your computer.



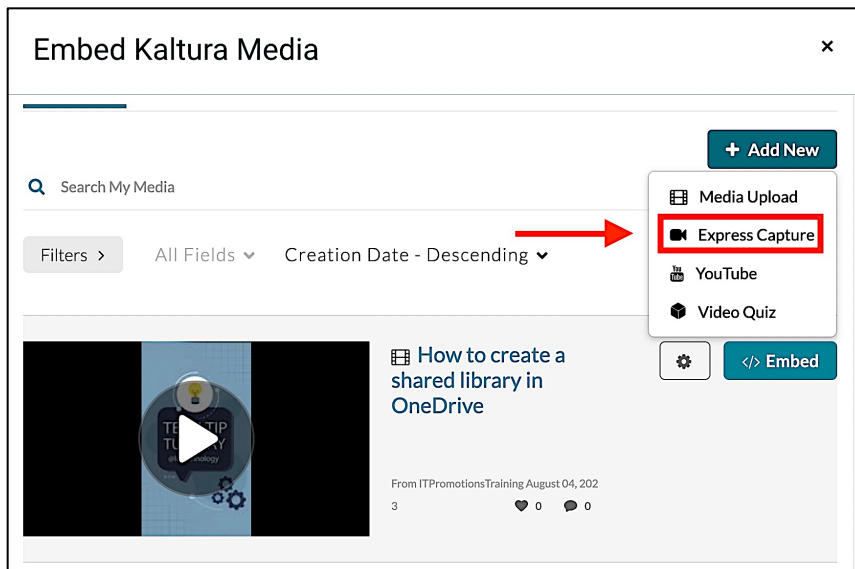
- Select the video from your computer and click **Open**.



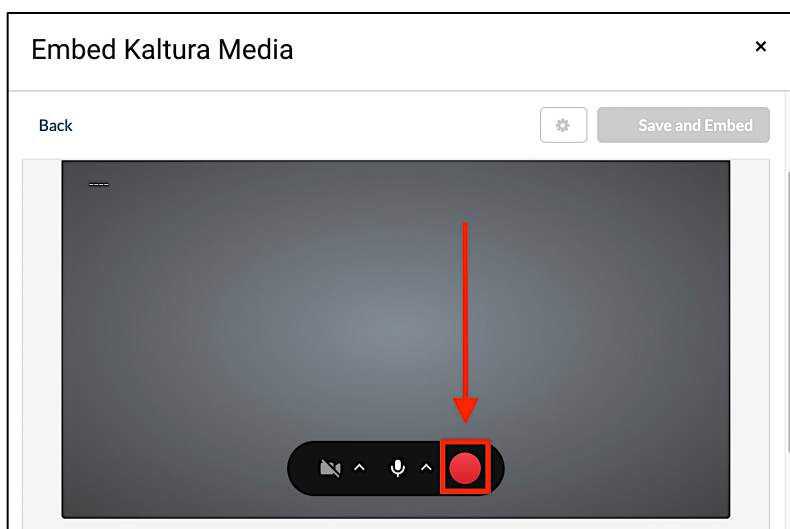
- Give the video a **Name** and then click **Save and Embed** to upload the video to the text editor.



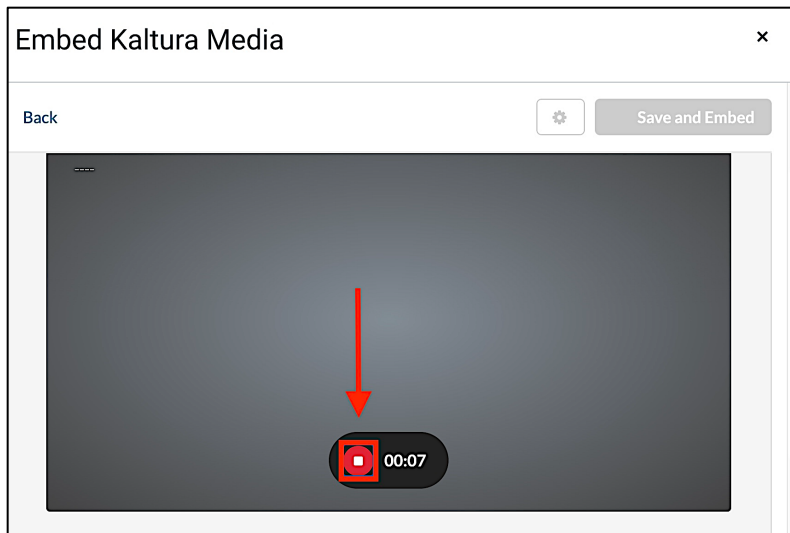
- You can also record a video from your computer's built-in camera and microphone. To create a video, click the **Express Capture** icon.



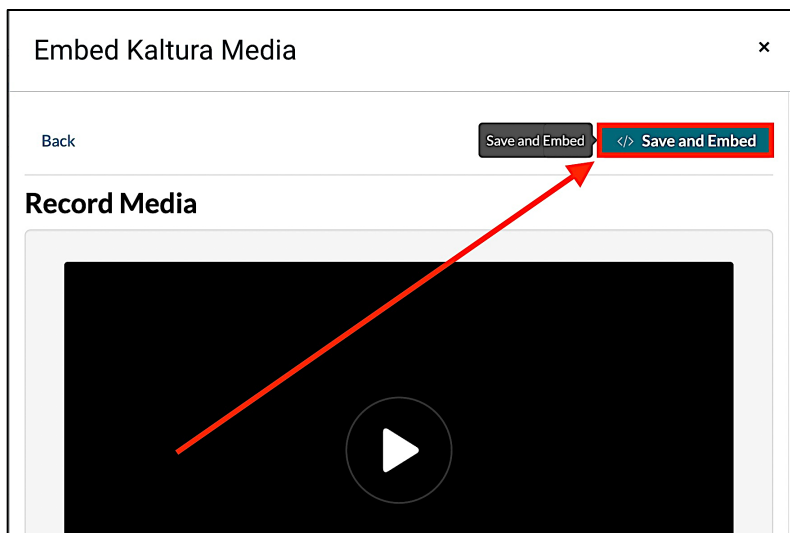
- Click the red **Start Recording** icon to begin the recording.



- Click the **Stop Recording** button when you are finished with the video.

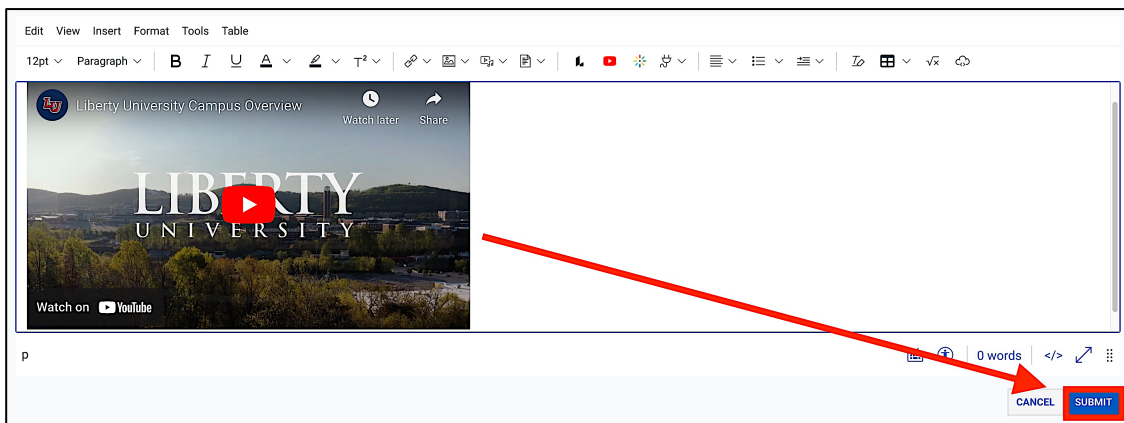


- Then click **Save and Embed** to upload the video to the text editor.



How to Submit a Video

Step 6: Once the video is embedded, click **Submit** to submit the Discussion Thread.



Need Assistance?

To learn more about Canvas, please visit www.Liberty.edu/Canvas.