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# How to Create Media in Canvas

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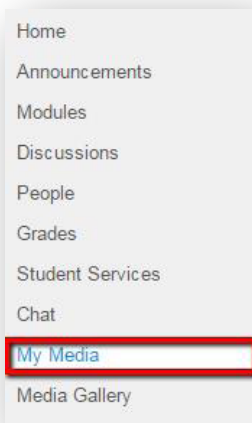
## How to Create Media in Canvas

### Using Kaltura to create and insert a screen capture, webcam video, or audio into Canvas

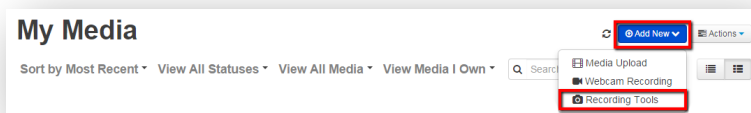
If you do not see My Media and Media Gallery in your left Canvas course menu, click on Settings, then the Navigation tab, click and drag both My Media and Media Gallery into the top section, then click Save at the bottom of the page.

**\*\*Note:** If you are an Ecampus instructor looking to record permanent artifacts for your course, please contact [Victor Yee](#) before recording with Kaltura.

1. From the main menu, click on **My Media**.



2. Select the **Add New** dropdown menu and then **Recording Tools**.



3. **(First time only)** From this page you will be prompted to choose the Kaltura CaptureSpace installer for Mac or Windows. Download the right installer for your operating system and then run the download file.



4. After the installation is complete, go back into Canvas. Click on **My Media** from the main menu and select **Recording Tools** again.
5. From this page you will now be prompted to open the Kaltura CaptureSpace program.
6. Choose the preset option that fits your needs, or choose **Presentations & Lectures** to customize what is recorded.
  - You can record your Screen and Audio, your Screen and Webcam, just the Webcam video, or just Audio.



7. Wait for the countdown and then record. During the recording you have the option to **Pause**, **Cancel**, and to **Draw** on the screen. (You may need to look at your task bar to find the program.)
8. When you are done recording, click **Done**.
9. View the preview of the recording and do some basic editing if needed. When you are done previewing and editing click **Done** again.
10. Give your recording a **Title**, a brief **Description**, and/or **Tags** to help you easily differentiate and locate your file in the future.
11. Click on **Upload** to save it for use within Canvas. (You will get an email when the entry is ready for publishing.)
12. To add a saved recording to any area in Canvas select the **Embed Kaltura Media Icon** from the rich text editor.



13. Click on **Select** to choose the recording, enable the metadata options, select the standard player skin or the downloadable player skin that allows students to download and view the file offline, and select the player size.
14. Click **Embed**.

**FOR SUPPORT:** If you have questions about Kaltura at OSU you can find many helpful resources, including FAQs, by going to [media.oregonstate.edu](http://media.oregonstate.edu) and clicking on the **Help** button in the upper left corner.

If you are the instructor of an Ecampus course and would like to create permanent media for your course, please contact [Victor.Yee@oregonstate.edu](mailto:Victor.Yee@oregonstate.edu).

