**Studio Videos**

**Studio videos do NOT use any space in a Canvas course, and they remain until an owner deletes them.**

1. Log in to Canvas at <https://utk.instructure.com/>.

2. From a course, on the left menu, click Studio.

Adding a video

1. Click *Add* in the upper, right corner.
2. Click Browse Files to upload a video.
3. Wait for the video to finish processing and uploading.
4. To change the thumbnail image that appears as the “face” of the video, click the three dots at the bottom of the video, and select *Replace Thumbnail*.
   1. You might want to change the image if the thumbnail chosen by Studio looks like this: 
5. Click *View* on the video to set OPTIONAL preferences. Scroll down to see options.
   1. *Details*: To change the title and add a description, click *Edit Details*.
   2. *Comments*: Allow you to see when someone has commented on a video. If you wish to turn comments OFF, see the box below. Note: Comments will show up to all people who watch the video (sort of like Facebook Live).
   3. *Insights*: Shows you who has viewed the video and at what point they stopped viewing the video (even if they skipped parts of the video!).
   4. *Captions*: Upload your own captions, or click *Request* to have Studio provide a DRAFT of captions (**IMPORTANT**–you’ll have to edit the captions).

# Turning **off** user commenting capability

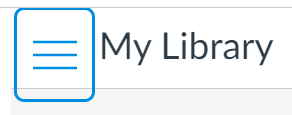
At the bottom right of the video screen, click the Comment Box icon. If the box has a check mark, commenting is on; if has an ×, commenting is off.



Linking a video to a Canvas course

1. Open a Canvas course.
2. Videos may be included inside a Module.
3. When adding an item to a Module, select *External Tool*, and choose *Studio*.
4. From there, select the video you wish to link to the Canvas course.
5. Select whether to allow comments and downloads.
6. Click *Embed* to finish, or select another video.
7. Scroll down, and give the video a name in the *Page Name* box (it defaults to “Studio” if no name is chosen).
8. Click *Add Item*.

Sharing a video with another instructor

1. From the main Studio page, find the video you wish to share, and click the stacked dots.
2. Choose *Share Media*.
3. Click *People*, and type a University of Tennessee-affiliated person’s name or email.
4. Choose the level of access (*Can View* or *Can Edit*), and click Done.
   1. **IMPORTANT**: If you select *Can Edit*, that instructor can now delete the video from both your Studio accounts, as well as share it with others.
5. The person with whom you have shared the video will receive an email notification.
6. To see a video that has been shared with you, click the “hamburger” (three bars) in the upper left corner near My Library. 
   1. Select *Shared with Me*.