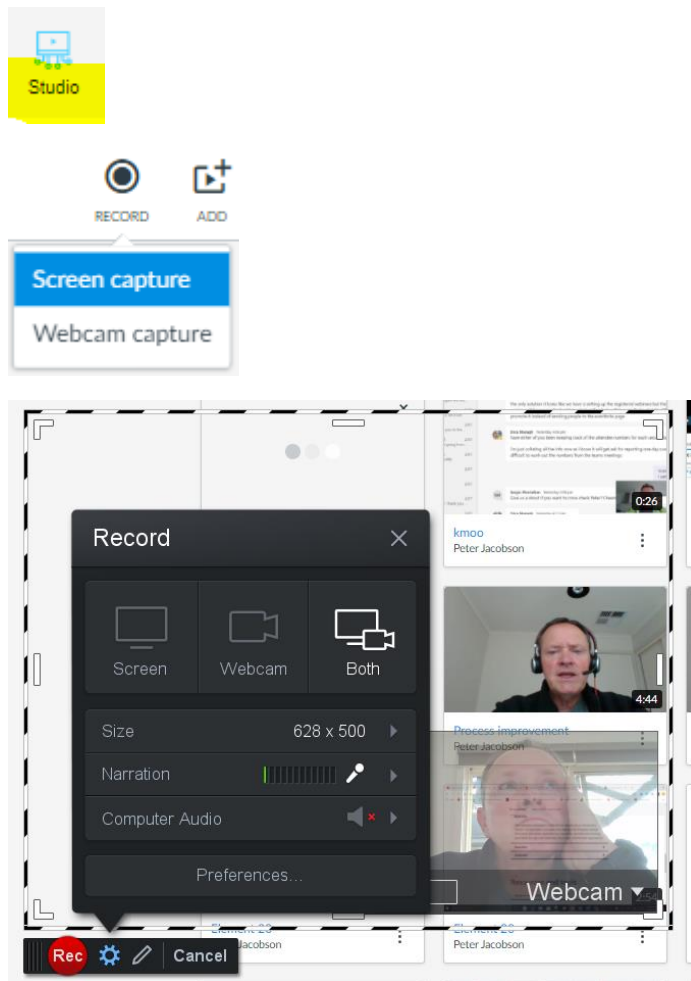


Recording and editing in Canvas studio



From the Canvas menu select Studio.

Select the 'RECORD' icon at top right of screen.

Select 'Webcam Capture' to talk to camera, or 'Screen Capture' to talk over webpages or PowerPoints.

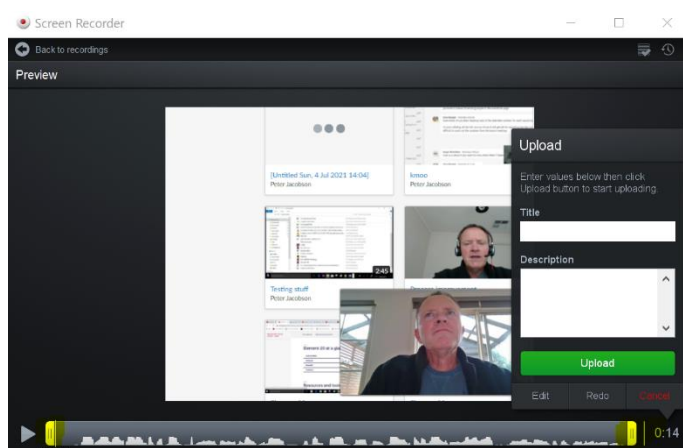
If you have selected 'Screen Capture', click and drag over your screen to select the screen capture size.

Select 'Screen', 'Webcam', or 'Both'.

Click record, wait for the countdown, and start talking - you can pause if you need to, then restart.

Select the pencil to draw or highlight sections on your screen - this will appear in the final video.

When ready, press stop and done to save your video. You can then name, preview, and edit the video.



Name your video in the 'Title' section - you can also add a description below.

Press the play button in the bottom left corner to review the video; at this time, you can drag and drop the yellow highlighted handles on the recording to edit out pauses or glitches before saving your work.

When ready, press the green 'Upload' button to save the video in your Studio, ready to upload into courses.

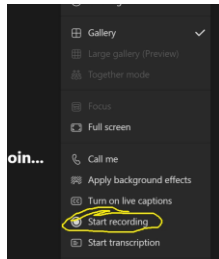
Experiment with your recording and editing!

[This video on Youtube](#) is a great source of further information on using Studio in Canvas.

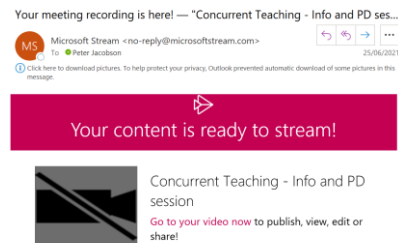
Recording and editing a Teams video



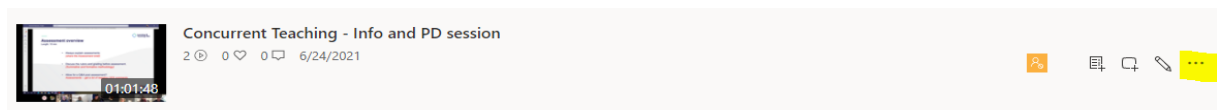
At the start of the Teams session, click on the 3 dots to open the menu.



Select "Start Recording".

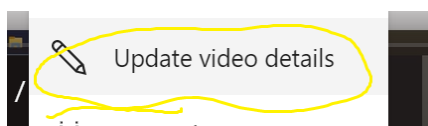
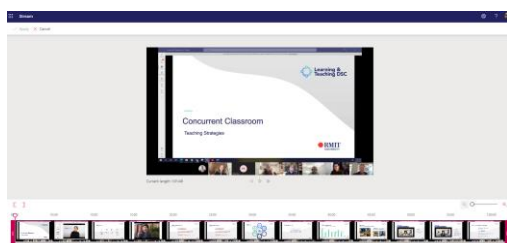
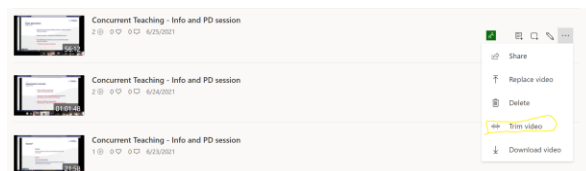


When your session is complete and you have stopped recording, Teams will email you a link to access and edit the recording.



Click on the 3 dots (shown in the image above)

From the dropdown box, select "Trim Video" and drag either end of the video to trim.



When editing is complete, click 'Update video details' and set the permissions to share with everyone so students can access.

