

You can record or upload videos into MyClasses from the **Media Recorder** in any tool that offers the **Rich Text Editor** (i.e. in a page, a discussion, an assignment, or a quiz) while in **Edit** mode.

## To Record or Upload a Video:

1. Edit the resource you want to use and in the Rich Text Editor, click on the Media Recorder film strip icon

## b. To **Upload** a video:

1. Click the **Upload Media** link and then click **Select Video File**.



2. Navigate and select the video you want to upload and then press Open.

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3. Save the changes to the page, discussion, assignment or quiz overview/question. Then press Play to view the video.



4.



5. You will be given the option to **Create** subtitles or **Upload** an existing **.srt** or **.vtt** file. If you would like to create your own subtitles for closed captioning for free using Amara, you can do so by using the <u>Canvas Guide</u> for support.

If you already have an .srt or .vtt file, skip down to Step 3 and

7. You will receive a **Success Message** when the subtitles are successfully uploaded. **Refresh your browser**.



8.