**FSCJ** | Florida State College at Jacksonville

# Sharing a Pre-recorded Canvas Conference

Summary

This training document is intended to help faculty and staff share a pre-recorded Canvas Conference video via email or within a Canvas Course via "shared link" method.
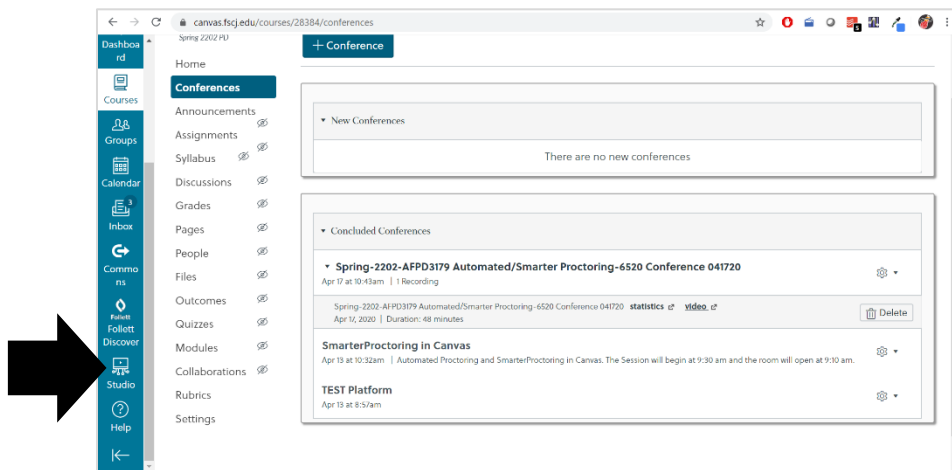
10-Step Process

Step 1: Within your Canvas Conferences course menu item, click the **dropdown arrow** to the left of the pre-recorded Conference video [1]. Then, click the "**video**" item [2].
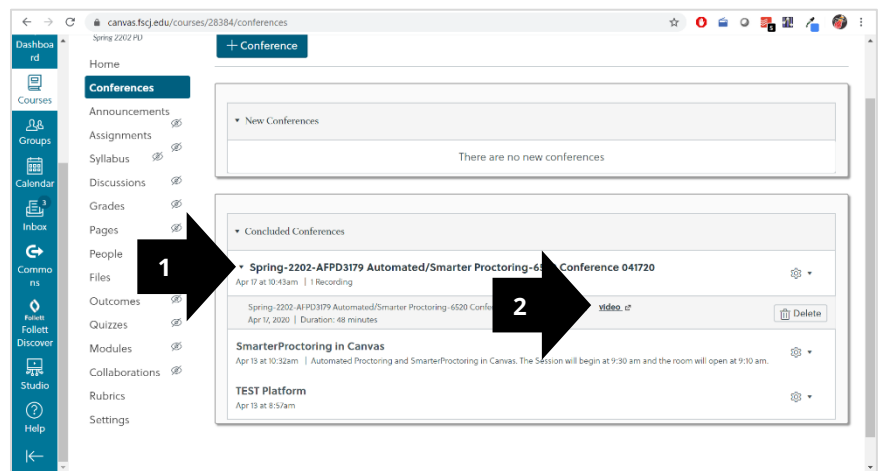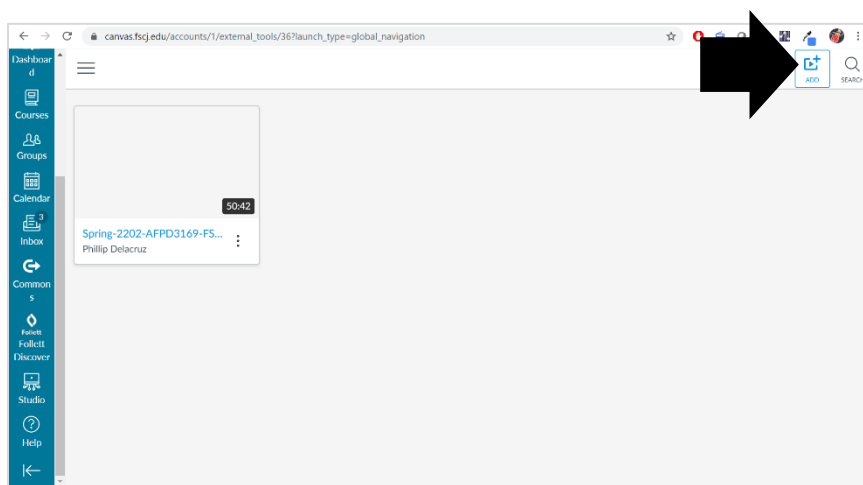

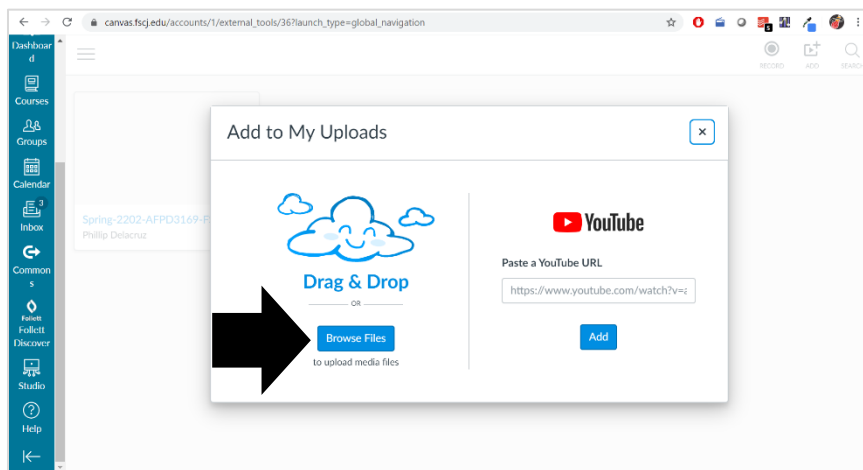Step 2: After the video opens in a browser, right-click it and select "**Save Video As**" [1].
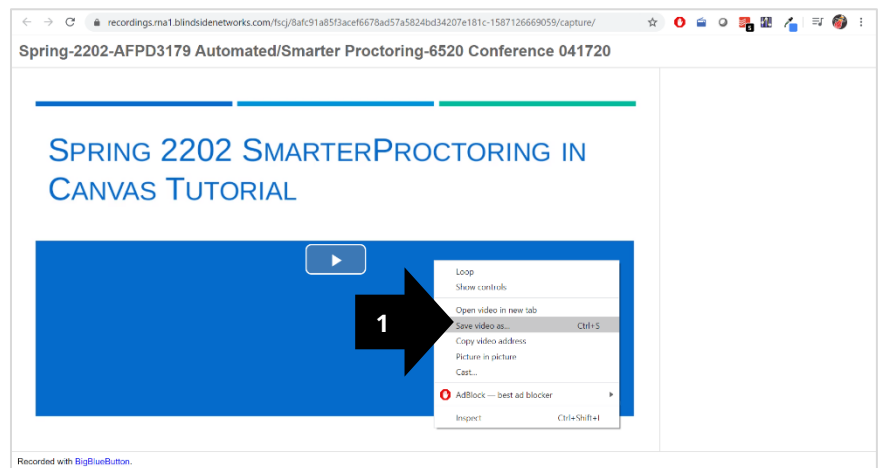
Step 3: Go back to your Canvas window, and in the Global Navigation Bar, click "**Studio**."

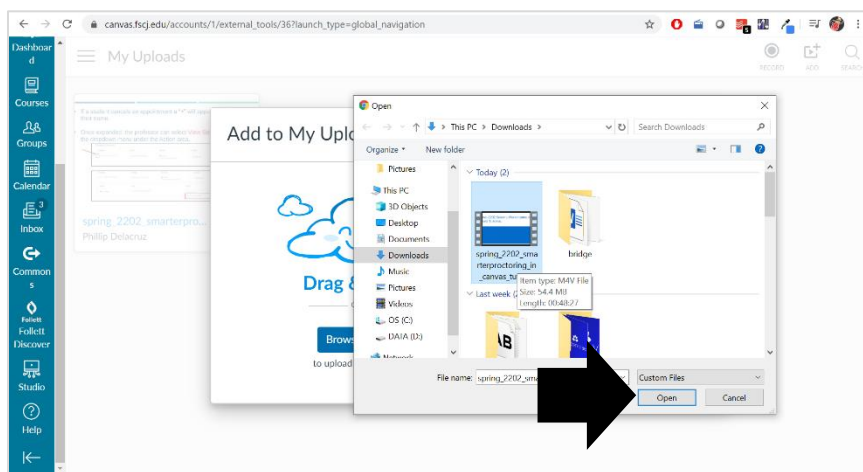Step 4: On the top right of the page, click the "**Add**" button.

Step 5: Click "**Browse Files**" and locate the video that you previously downloaded.
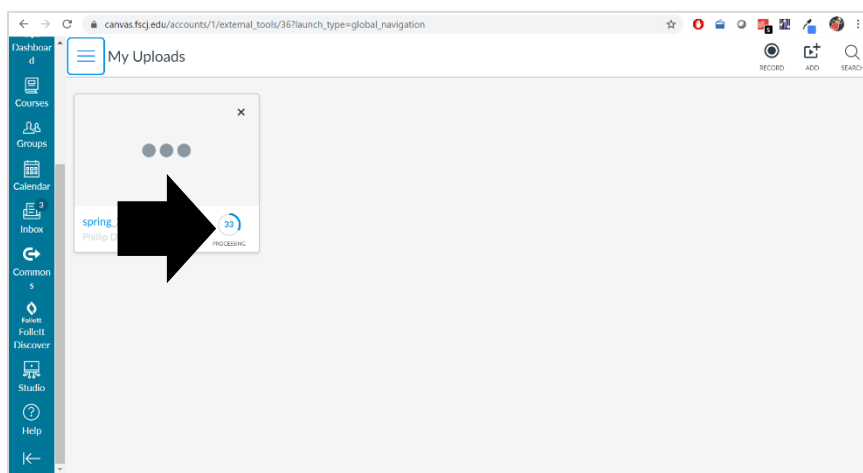
Step 6: Click-select the previously downloaded video and then click "**Open**" to upload the video to Studio.
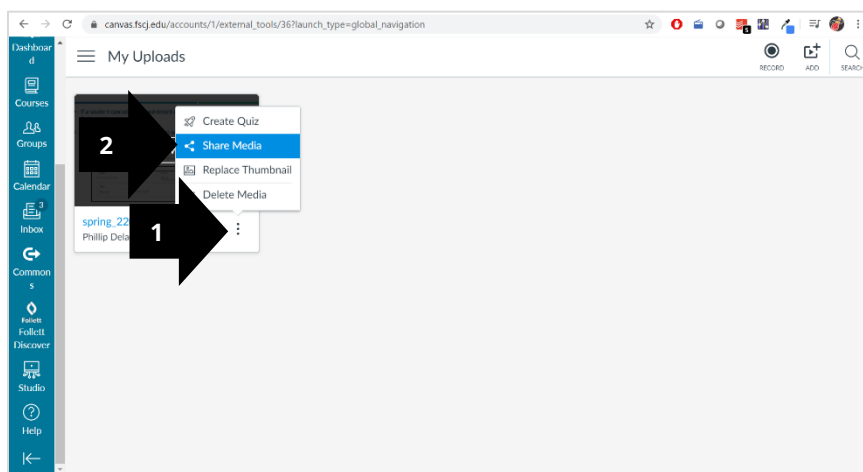
*Note: A video must be under 500mb in order to be uploaded to Canvas.

Step 7: The video will take a few minutes to process. Wait for it to finish in order to proceed to the next step.
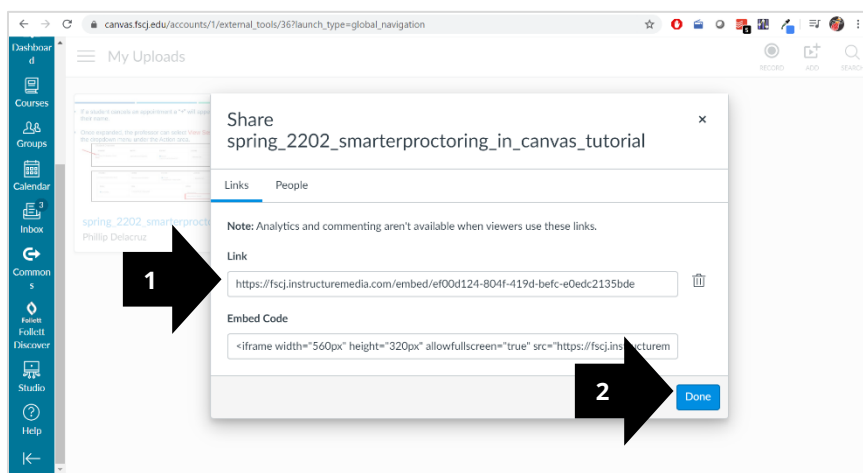
Step 8: Once the video is finished processing, click the **three-vertical dots button** [1] that resides to the right of the video title. Then click "**Shared Media**" [2].

Step 9: Click the "**Create Public Link**" button.
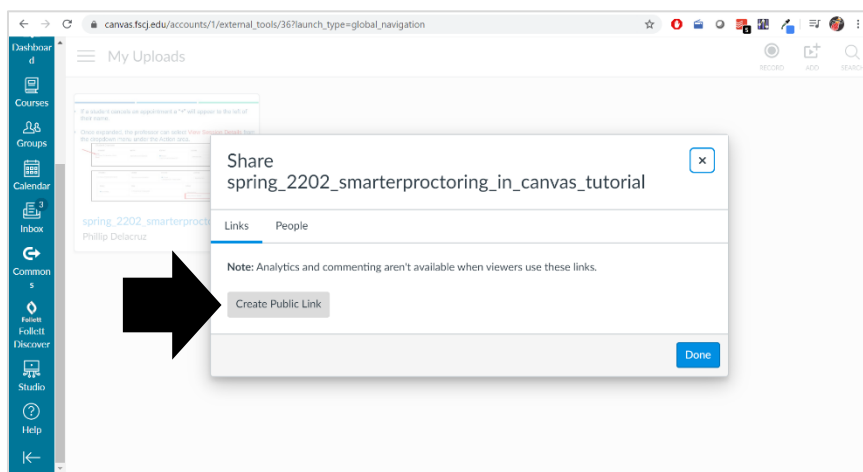
Step 10: A shareable link will be provided. Copy this link [1] to then share via email or within a course. Click "**Done**" [2] to close the window.

For more helpful resources on Canvas Conferences, visit our faculty resource documents page at:

- training.fscj.edu/resources/frc/faculty-resource-documents