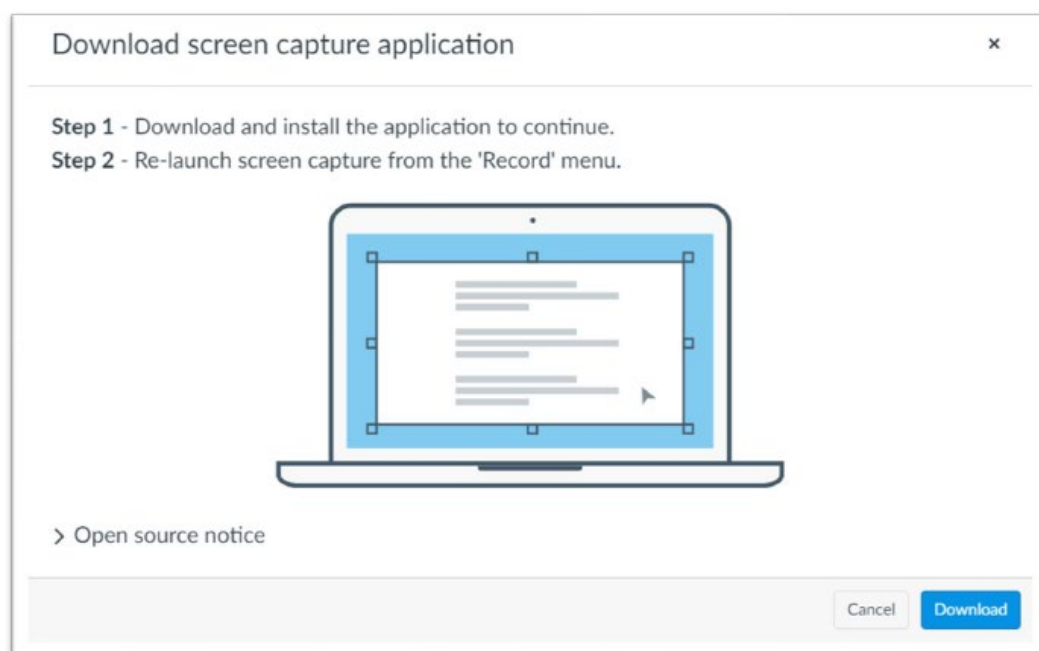# How to record a presentation within Canvas Studio

With Canvas Studio it is very easy to record videos and screen recordings directly from your computer, ready for use within your Canvas courses or other sites including VITAL.
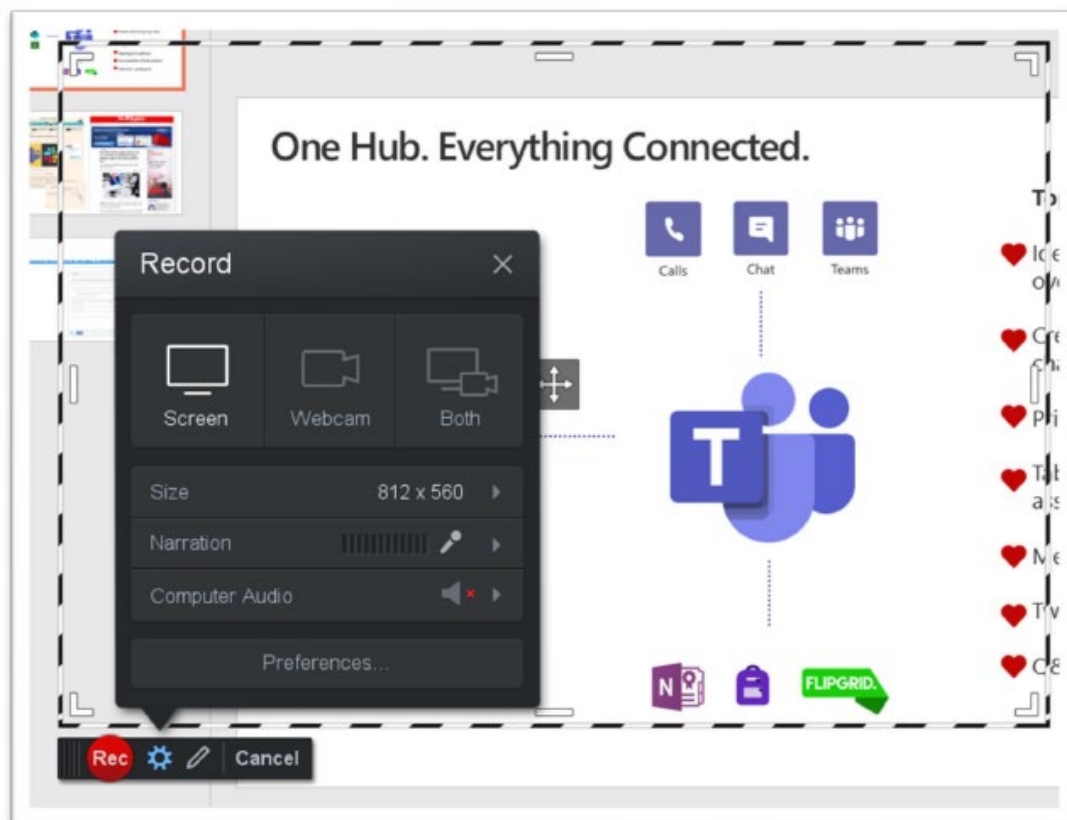
Canvas Studio can record a combination of video from a webcam, microphone, or capture anything shown on your computer screen (a 'screen-recording'). By recording anything shown on your computer screen it is therefore very easy way to record a PowerPoint presentation with you talking alongside the slides. This is a good alternative to recording presentations directly within PowerPoint and also allows you to bring up and talk through additional materials such as record mathematical workings out, online resources or demonstration of tools. With the recordings in Canvas Studio it is also easy to create subtitles for increased accessibility.

In preparation, get your materials ready, such as load up your PowerPoint ready to run, or any other media that you'd like to feature within your video such as web pages or documents.

1. Log into Canvas. Make sure that you are on the Dashboard screen (not within a course).
2. Click on the **Studio** button from the extreme left hand menu.
3. Click on the **Record** button at the top-right of the interface. This guide presumes that you want to record a presentation so choose **Screen capture**. (If you just want to record a video of you talking choose Webcam capture – not covered here).
4. If this is the first time you've done this on your computer, Canvas will show a prompt that asks you to Download screen capture application. Click the **Download** button.
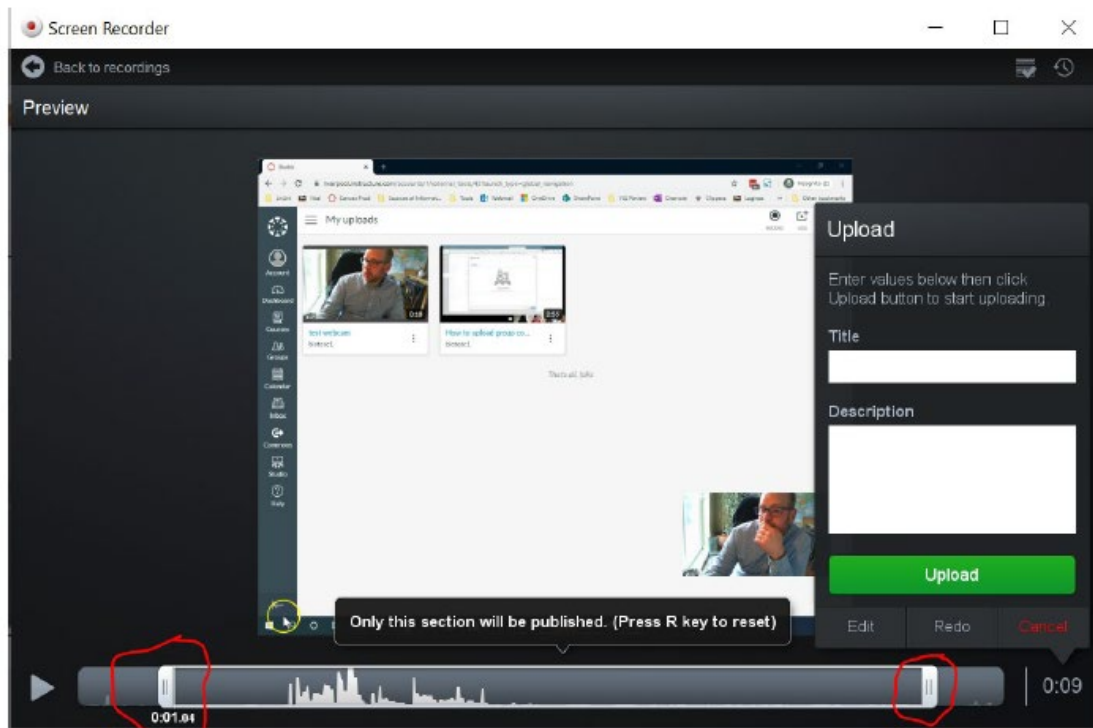
5. A download will start - **InstallScreenReader.exe** for PC, or **InstallScreenReader.dmg** for Mac. After this has finished downloading, click on it to run it (you may need to locate the installer file within your Downloads folder if it does not show at the bottom of you web browser automatically). The install will be very quick and run by itself. Now back at Canvas, click on the **Record** button again, and again choose **Screen Capture.** This time Canvas will detect that you have already installed the relevant application and show you this prompt. Click '**Open Screen Recorder Launcher v2.0**' and you will find that a new application opens up on your computer.

6. By default, **Screen** will be the method of capture (recommended), but if you also wish to record from your Webcam (so your picture will appear in a window overlaid onto the screen) choose the **Both** option.
7. To make a full-screen recording (particularly if you wish to record a PowerPoint), click on the **Size** button and choose **Fullscreen.**
8. Clicking on the **Narration** button, allows you to choose your microphone, mute it by choosing **None**, and to **Auto Adjust Volume.**
9. Press the red **Rec** button when you're ready to start recording.
   At this point anything you display on screen will be recorded, and also your voice through your microphone. So you can now launch and run your PowerPoint file exactly as you would do in a face-to-face teaching session. Don't worry if you fluff the beginning, you can always trim off the beginning.

10. When you've finished press the on-screen **Pause** button to stop.
11. Press the trash button to re-record or press the **Done** button to continue.
12. At the next screen you can carry out minimal editing such as cutting off the beginning or end recording, by dragging in the 'drag handles' at the beginning and end of the recording.
13. Once you're happy with the video, give it a Title and click **Upload.**

You will now find a thumbnail image of your video within the **My uploads** screen (this may take short while to process depending upon the length of your video). You can now use the video in a Canvas course, or create a Public link to use the video elsewhere.