How to publish your course preview video on Canvas

Step 1 - Recording

First, decide how you will record your video. It is recommended that you use Panopto (How to Record a Video (panopto.com)), but you can also use Zoom or any other recording software. If you need assistance with the recording, please email IT_OneStop@gse.harvard.edu.

Step 2 - Storing

My recording is in Panopto

If you record your video in Panopto, or if you are reusing a video that already exists in Panopto, you should ensure the video resides in the course folder for your course. You can record directly into the course folder but the default location for a recording is your personal "My Folder". Your video may also reside in the folder for a course site from a previous semester.

You can move the video to your current course folder by following the instructions found here: How to Copy and Move Videos (panopto.com)

I recorded using Zoom or other recording software

If your video resides on another platform, you will need to upload it to Panopto. To do so, you will need to download the recording in, for example, an MP4 format (Zoom's default) or MOV format. You may already have a copy on your computer depending on how you recorded the video.

To upload a video to your course folder, go to the folder in your Canvas course site, and select the large "+ Create" button and follow the instructions. More details can be found here: How to Upload Video Files (panopto.com)

Step 3 – Embedding

Now that your video is in your Canvas course site's Panopto folder, make sure your video is appropriately titled. Call it something descriptive like "A1234 Course Preview".

The final task is to embed the video on your Homepage. You can ask your Faculty Coordinator to perform this operation as they are typically responsible for Canvas site preparation for the preview period and know this procedure well. To do this yourself, please complete the following instructions.

1. On the Homepage, click "Edit".
2. Locate the block of content under "Enrollment Information" (you can feel free to edit the title of this block).
3. Delete the placeholder text and add a subtitle or introductory sentence.
4. Center-align the cursor.
5. Click the green circle (the Panopto logo) on the rich text editor toolbar, as indicated in this screenshot:
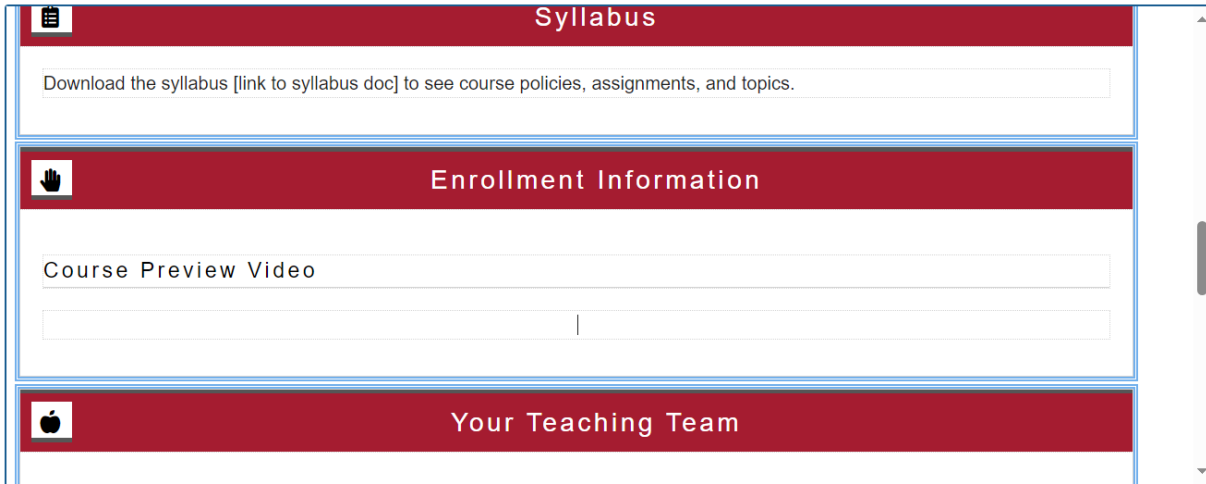
Page Title

Homepage

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Syllabus

Download the syllabus [link to syllabus doc] to see course policies, assignments, and topics.

Enrollment Information

Course Preview Video

Your Teaching Team

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6. You should then see your course preview video available to be selected (if there are other videos in your course's Panopto folder, they will also be shown). Select the course preview video and click "Insert".
7. Click "Save" on the Canvas page.

The Canvas page should now show the embedded video like this:

Enrollment Information

Course Preview Video

A1234 Course Preview Video

Powered by Panopto