

# Submitting a Media Recording Assignment (Student Guide)

This article provides students with instructions on how to submit an assignment with a media recording submission type.

❗ To create a media recording to submit in a Canvas assignment you will need:


- a Microphone to record audio

**AND / OR**

- a Webcam to record video if making a video submission
  - Often a webcam has a microphone built in as well, but if not then a different microphone may be necessary



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## Recording and Submitting a Media Assignment

1. In your Canvas course, navigate to the Canvas assignment and click the "**Submit Assignment**" button.

### Media Submission Assignment ↕



Due No Due Date Points 10 Submitting a media recording

2. In the submission tab that opens, click the "**Record / Upload Media**" button.

### Media Submission Assignment ↕

Due No Due Date Points 10 Submitting a media recording

please record a short 2-3 minute introduction letting me know more about you!

Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

A button with a camera icon and the text "Record / Upload Media". To its right is a red circle containing the white number "2".

Comments...

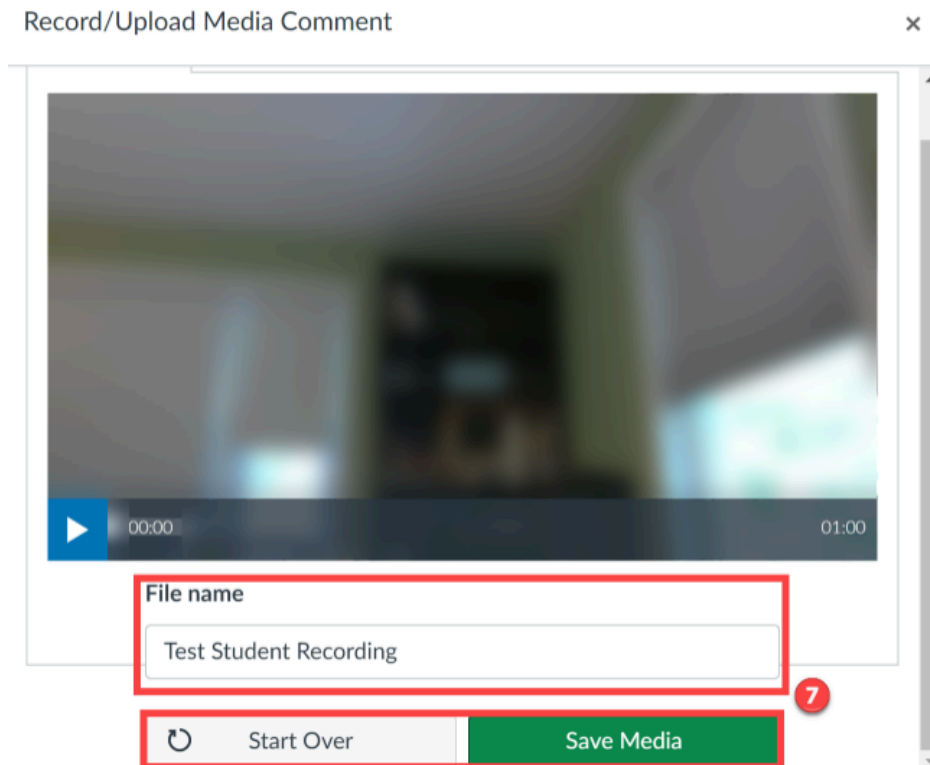
Cancel Submit Assignment

3. In the pop-up that opens, select the "**Record Media**" tab.
4. Click the "**Mic**" button to select which microphone you wish to use if you have more than one microphone available to select.
5. Click the "**Webcam**" button to select which webcam you wish to use if you have more than one webcam available to select.
  - a. For audio only recordings, you can select the "**No Video**" option for "**Webcam.**"



**⚠️** Your browser may prompt you with a pop-up asking you to grant permission for the Canvas application to open and use your computer's webcam and microphone. You will need to grant this permission so that you can record your media submission.

6. Click the "**Start Recording**" button when you are ready to begin your recording. This will start a countdown to begin recording.
  - a. Click the "**Finish**" button when you are done.
7. When the recording is finished, you will have an opportunity to playback the audio / video for review. If you are satisfied with the recording, provide "**File name**" for the recording and click the "**Save Media**" button.
  - a. If you want to re-record your media submission, you can click "**Start Over**" to try again.



8. The pop-up box will close and you will see your media recording attached as a submission. Click the "**Submit Assignment**" button to finalize your media assignment submission.
  - a. Prior to clicking the "**Submit Assignment**" button, you can write / provide any comments for the instructor using the "**Comments**" text box.



## Uploading a Recording and Submitting a Media Assignment

1. In your Canvas course, navigate to the Canvas assignment and click the "**Submit Assignment**" button.

### Media Submission Assignment ↕



Due No Due Date Points 10 Submitting a media recording

2. In the submission tab that opens, click the "**Record / Upload Media**" button.

### Media Submission Assignment ↕

Due No Due Date Points 10 Submitting a media recording

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Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

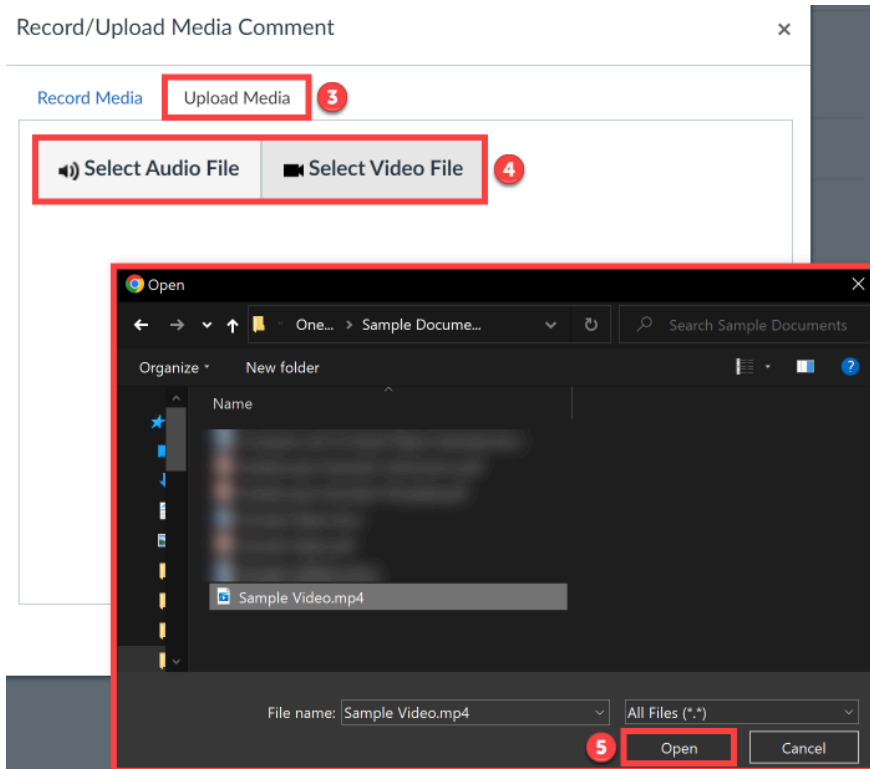
A button with a camera icon and the text "Record / Upload Media". To its right is a red circle containing the white number "2".

Comments...

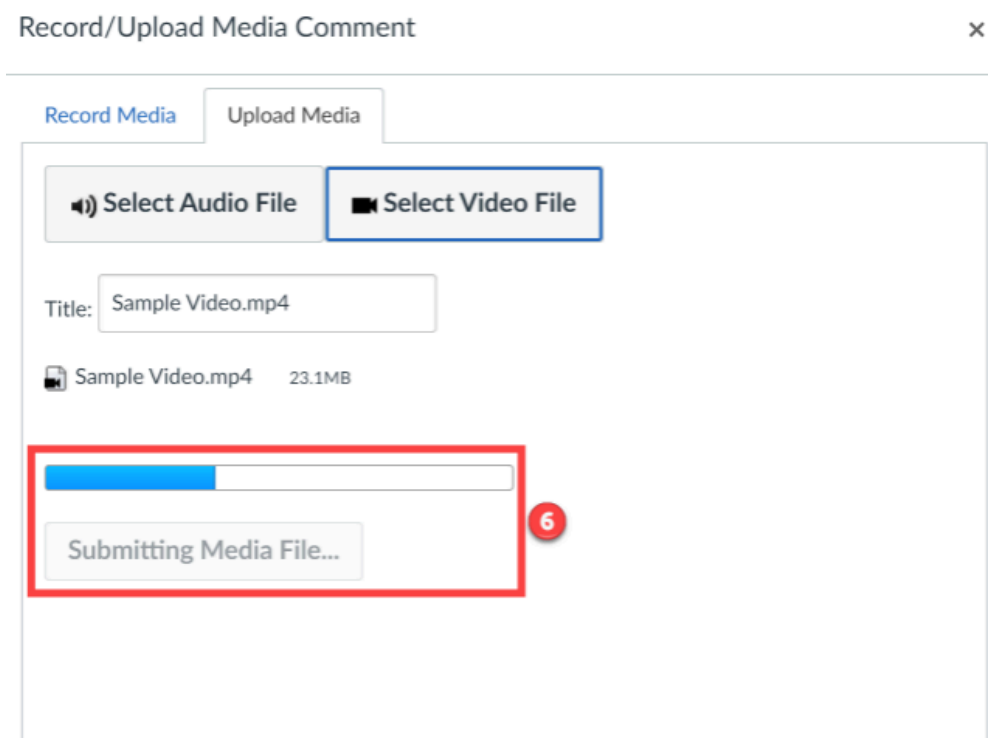
Cancel Submit Assignment

3. In the pop-up box that opens, click the "**Upload Media**" tab.
4. Click either the "**Select Audio File**" or "**Select Video File**" button depending on the type of media you are looking to upload.
5. Your **computer's file picker** will open where you can search your computer's folders / files to select and "**Open**" the file you want to submit.





6. Once a file is selected, the media will begin uploading. **A blue bar will show its upload progress.**
- You will not need to name the file, as the name will pull from the file name you uploaded.






7. The pop-up box will close and you will see your media recording attached as a submission. Click the "**Submit Assignment**" button to finalize your media assignment submission.
  - a. Prior to clicking the "**Submit Assignment**" button, you can write / provide any comments for the instructor using the "**Comments**" text box.

Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

**Ready to Submit! Click 'Submit Assignment' button to finish.**



Final Comments

Cancel

Submit Assignment

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💡 For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).