

Transferring Videos from ScreenPal to Canvas Studio

This guide provides step-by-step instructions on how to transfer videos from **ScreenPal** to **Canvas Studio** for easy integration into your Canvas courses.

| Contents | |
|---|---|
| Step 1: Download Video(s) from ScreenPal to Your Device | 2 |
| Step 2: Upload Video(s) from Your Device to Canvas Studio | 4 |



Step 1:

Download Video(s) from ScreenPal to Your Device

1. Log in to your <u>ScreenPal account</u>.



2. Locate the video you want to download. Hover over the video and click **Manage**.





3. Click on the three dots (...) [1] and choose Download MP4 [2].

NOTE: MP4 is recommended for compatibility.

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| 2 Users | | Duplicate video |
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4. Save the file to your device (By default, it may be saved in the Downloads folder). To make it easier to locate videos when uploading to Canvas Studio, it is recommended to create a dedicated folder for the transfer.



NOTE: Repeat these steps for each video you want to transfer from ScreenPal to Canvas Studio. **Tip**: Provide a clear, descriptive name for your video file to ensure easy identification in Canvas Studio.



Step 2:

Upload Video(s) from Your Device to Canvas Studio

1. Log in to Canvas and click on the Studio icon [1] in the Global Navigation menu. You will land on the My Library page. Click the Create button [2].

| HELENACOLLEGE | ស្រុក My Library | Admin 🗸 S | iettings | | | | | |
|---------------------|--|-----------|---|------|----------------|----------|----------|---|
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| (S) <u>Admin</u> | Sort Collections by Date: Most recent on top | ~ | My library | | | | | |
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| <u>Courses</u> | > 💩 Shared Library | | Title \$ | Туре | Upload Date | Duration | | |
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| EBB Calendar | | | Helena College is Moving to the Canvas LMS | | Jan 6, 2025 | 0:17 | : | - |
| ے Inbox | | | Loading | | Jan 6, 2025 | 0:05 | : | |
| U <u>History</u> | | | How to Create Classes and Class Meetings on <u>Teams</u> | \$ | Jan 6, 2025 | 3:22 | : | _ |
| Commons Studio | 1 | | | | | | | |

2. Select Add Media from the drop-down list.





3. Drag and drop the downloaded ScreenPal video(s), or click Browse Files to locate it on your device.

| Add to My Library | × |
|--|---|
| | YouTube vimeo |
| Drag & Drop or Upload Media Browse your device to upload media files. | Paste External Link YouTube or Vimeo Link |
| Browse Files | Add Video |

4. You can perform a **bulk upload** if you have multiple videos. In the **Downloads** folder [1] (or the other dedicated folder you created), select your previously downloaded **Videos** [2]. Select one video first, then press **Ctrl** on the keyboard and select more videos. Click **Open** [3]. Once selected, the upload process will begin automatically.

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| Organize - New folder | | ≣ • □ 0 |
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| Desktop Documents Downloads Pictures | Forming_a_New_Nation Reform_Movement Research_paper Last month | Final paper |
| File name: "Researc | h_paper" "Intro_to_videos" "Forming_a_New_Nation" "Reform_Movement" | Custom Files |



5. Wait for the video(s) to complete processing (this may take some time depending on the file size).

| My Library | | | | | QT | 7 Filter | $+$ Create \checkmark |
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| Date: Most recent on top | \sim | My Library | | | | | |
| 🗸 🚨 My Library | + | Selected: 0 | | | | | 88 8 |
| > 🛞 Shared Library | | ☐ Title \$ | | Туре | Upload Date • | Duration | |
| > 🗐 Course Collections | ۲ | Intro to videos | 1 | | Apr 3, 2025 | 5:28 | : |
| | | Reform Movement | | | Apr 3, 2025 | 32:35 | : |
| | | Research paper | 1 | ii Þ | Apr 3, 2025 | 12:38 | : |
| | | Forming a New Nation | | | Apr 3, 2025 | 29:51 | : |

Test Before Publishing – Preview your video(s) in Canvas to ensure they play correctly.

Need Help?

- <u>eLearning Team Contact Information</u>
- <u>Canvas Studio Resources</u>
- Canvas 24/7 Vendor Support.
- <u>ScreenPal Support Desk</u>