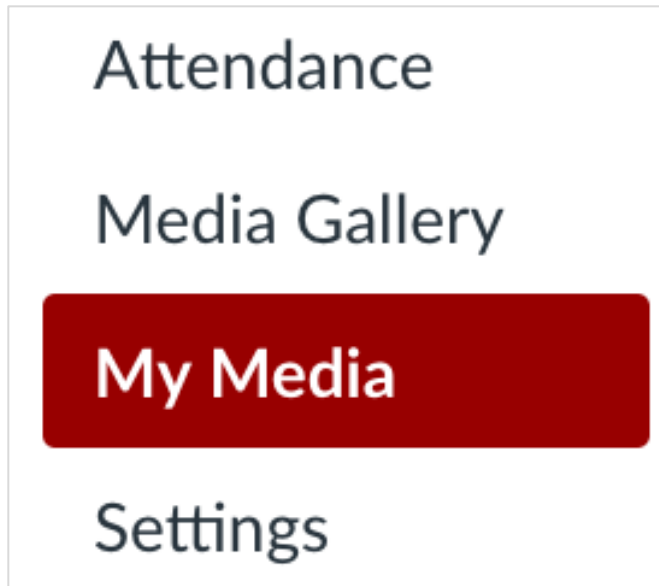


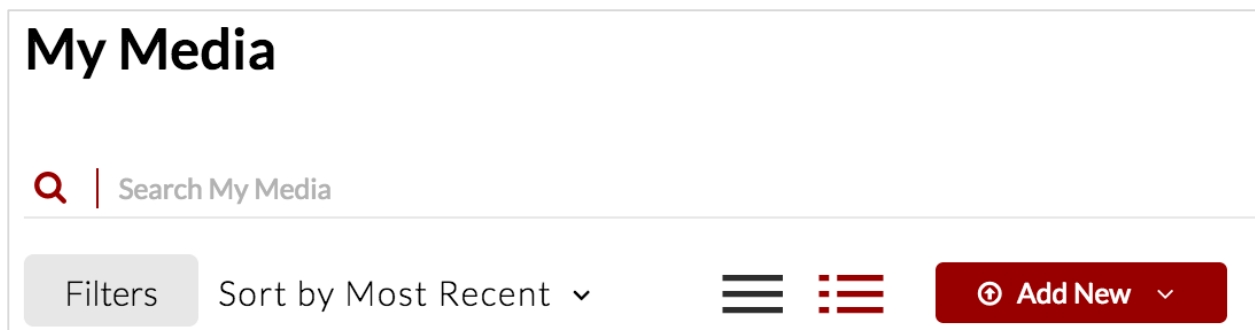
Step 1: Open My Media



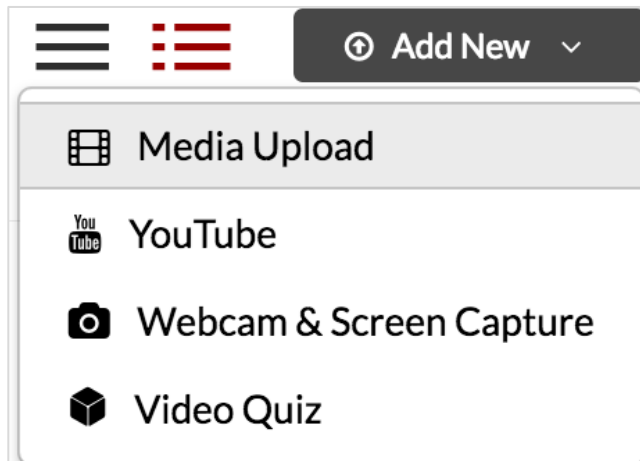
Select **My Media** from the Course Navigation.

Note: You can also access your My Media in Canvas by clicking the Account link in the Global Navigation, select the Profile link and a My Media link will be listed.

Step 2: Select Add New



Step 3: Select Media Upload



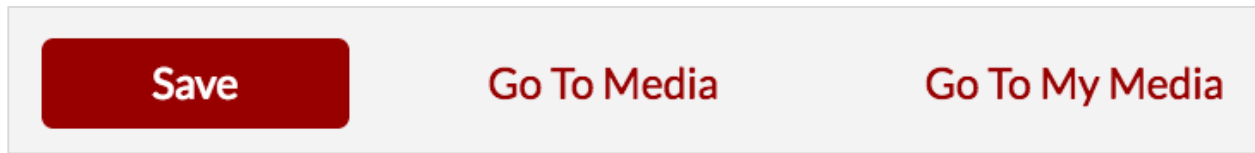
Click **Media Upload** from the drop-down menu and select a video from your computer files to upload.

Step 4: Edit Media Information

A screenshot of a form for editing media information. At the top, a green bar displays '100% of 134.91Mb'. Below it, a light green bar contains the text 'Upload Completed! Complete the required information for the uploaded media below.' The main form area is titled 'Please fill out these details:'. It includes a 'Name: (Required)' field with the text 'Adobe Spark Anthropology Presentation'. Below that is a 'Description:' field with a rich text editor toolbar containing options for 'Black', 'Bold', 'Italic', and 'Underline', along with icons for bulleted list, numbered list, link, and image. The description text reads 'Learn what the Anthropology Department has to offer in awesome summer internships.' At the bottom, a 'Tags:' field contains two tags: 'x summer internships (new tag)' and 'x anthropology'.

The **Name field** of the file is required, it will autofill with the original file name but you can edit this. The **Description field** and **Tag field** are optional.

Step 5: Select Save



Teaching & Learning Technologies (TLT)

Contact: classhelp@utah.edu | 801-581-6112 | tlt.utah.edu

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM