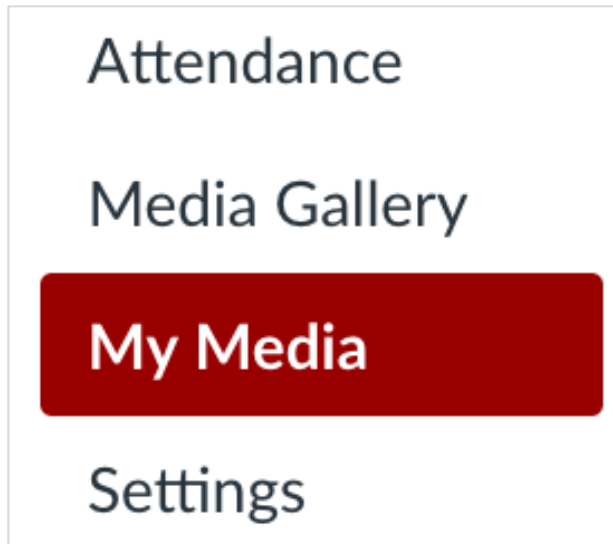


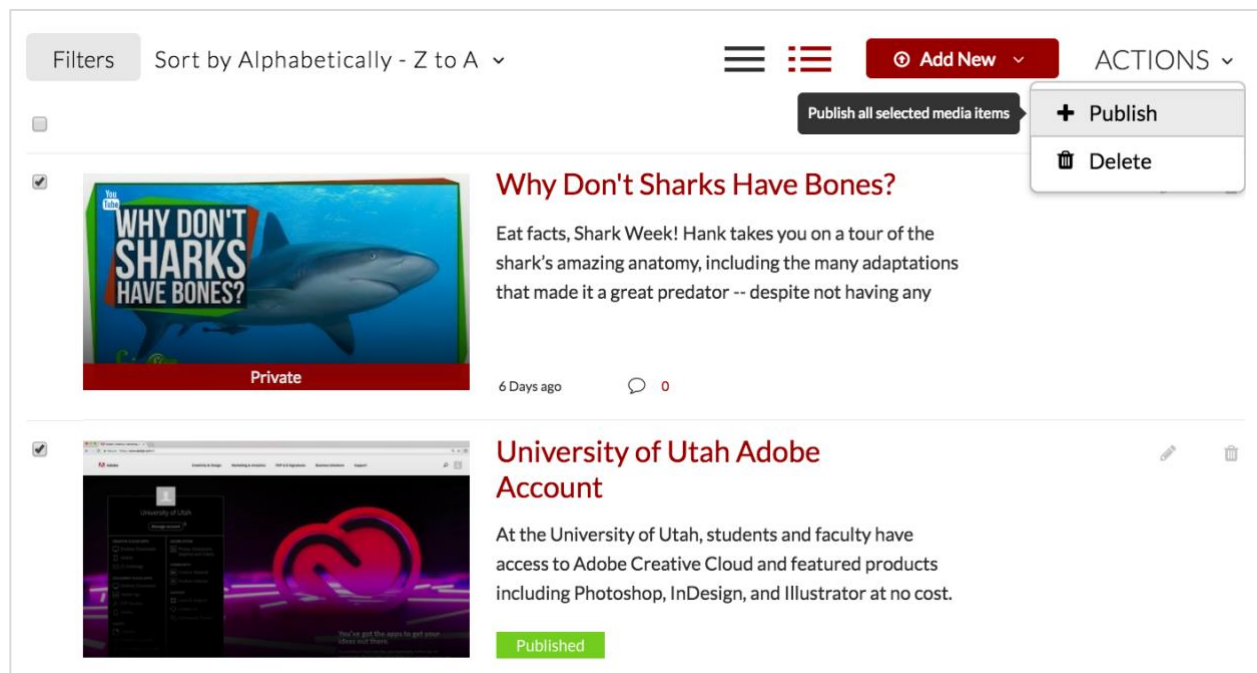
Step 1: Open My Media



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: Actions



The screenshot shows a video management interface. At the top, there are navigation elements: 'Filters', 'Sort by Alphabetically - Z to A', a hamburger menu, a list view icon, an 'Add New' button, and an 'ACTIONS' dropdown menu. The 'ACTIONS' menu is open, showing '+ Publish' and 'Delete' options. A tooltip 'Publish all selected media items' is visible above the menu. Two video items are listed below:

- Why Don't Sharks Have Bones?**: A video thumbnail showing a shark. The title is in red. The description reads: "Eat facts, Shark Week! Hank takes you on a tour of the shark's amazing anatomy, including the many adaptations that made it a great predator -- despite not having any". It is marked as 'Private' and was uploaded '6 Days ago' with 0 comments.
- University of Utah Adobe Account**: A video thumbnail showing a computer screen with Adobe Creative Cloud. The description reads: "At the University of Utah, students and faculty have access to Adobe Creative Cloud and featured products including Photoshop, InDesign, and Illustrator at no cost." It is marked as 'Published'.

Click the checkbox next to the video you would like to publish and under the Actions drop-down select **Publish**.

Note: You can select multiple videos to be published.

Step 3: Publish in Gallery Page

My Media

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

Publish in Gallery

<input type="checkbox"/> [COMM 4610-001 Spring 2012] Magazine Wrtg	<input type="checkbox"/> [LEAP 1100-008 Spring 2012] LEAP Sem in Humanities	<input type="checkbox"/> [LEAP 1101-008 Fall 2011] LEAP Sem in Soc Sci	<input checked="" type="checkbox"/> Advancing Youth in Medical Education
<input type="checkbox"/> ART 2060 Prototype	<input type="checkbox"/> ARTH 1020-001 Fall 2012 Art Now	<input type="checkbox"/> BIOL 2400-001 Fall 2012 Princ Wldf Ecol Consv	<input type="checkbox"/> BUS 1050-002 Spring 2013 Foundations of Business
<input type="checkbox"/> COMM 1270-001 Fall 2014 Analysis Of Argument	<input type="checkbox"/> COMM 1610-001 Summer 2014 Intro to News Writing	<input type="checkbox"/> COMM 2110-001 Fall 2013 Intro Interpersonal	<input type="checkbox"/> COMM 3020-001 Spring 2013 Media & Pop Culture
<input type="checkbox"/> COMM 3505-091 Summer 2014 Living in a Media World	<input type="checkbox"/> COMM 3550-001 Fall 2014 Principles of Visual Comm	<input type="checkbox"/> COMM 3570-001 Fall 2013 Newsbreak	<input type="checkbox"/> COMM 3600-090 Summer 2015 Editing Process

On the Publish in Gallery Page, click the checkbox next to the course gallery you would like to publish the video to.

Note: The page will display all of the courses you are enrolled in.

Step 4: 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