

Canvas Survival Guide: Uploading Media, Documents, and URLs

1. Uploading an Introduction Video (or any video):

- Log in to Canvas.
- Navigate to the course where you want to upload the video.
- Click on “Modules” or “Assignments” (depending on where you want the video to appear).
- Click the “+” button to add content.
- Choose “File Upload” or “Media Upload.”
- Select your video file.
- Add a title and description.
- Click “Save” or “Submit.”

2. Uploading a Word Document (to display without downloading):

- Follow the same steps as above to navigate to your course.
- Click the “+” button.
- Choose “File Upload.”
- Select your Word document.
- Click “Save” or “Submit.”
- To display it without downloading, click the document title, and it will open in the browser.

3. Uploading URLs Correctly:

- In your course, go to the appropriate section (Modules, Assignments, etc.).
- Click the “+” button.
- Choose “External URL.”
- Paste the URL (e.g., a link to an article, website, or video).
- Add a title and description.
- Click “Save” or “Submit.”

4. Uploading a Picture (to display, not download):

- Navigate to the desired location in your course.
- Click the “+” button.
- Choose “File Upload.”
- Select your image file.
- Click “Save” or “Submit.”
- To display it without downloading, click the image title, and it will open in the browser.