

## Recording videos using Canvas Studio

The process to use the webcam or screen recording function is outlined below:

1. Log into the [Canvas \(Links to an external site.\)](#) Navigate to the home **Dashboard** page.
2. Click on the **Studio** button on the left-hand side of the screen.
3. Click on the **Record** button at the top-right of the screen.

**Screen capture** – this will give you the option to record your screen, your webcam or both.

**Webcam capture** – this will give you the option to record your webcam, your microphone, or both

4. If this is first time you've done this on your computer, Canvas will show a prompt that asks you to Download screen capture application.  
Click **Download**
5. A download will start (**exe** for PC, or **InstallScreenReader.dmg** for Mac). Complete the install for your device type.
  - Once the software has installed, reopen Canvas Studio and select the **Record** button again (Step 3)
  - For this example, we will select screen capture
  - Confirm '**Open Screen Recorder Launcher v2.0**' from the pop-up, and you will find that a new application opens on your computer with the below options

By default, **Screen** will be the method of capture. If you would like to include your webcam, select both.

- Activating the 'Computer audio' setting will mean that any audio from your computer will record as well as your narration.
  - Preferences will open up advanced settings.
  - To make full-screen recording (particularly if you wish to record a PowerPoint), click on the **Size** button and choose **Full Screen**.
  - Clicking on the **Narration** button, allows you to choose your microphone, mute it by choosing **None**, and to **Auto Adjust Volume**.
6. Press the red **Rec** button when you're ready to start recording
  7. At this point anything you display on screen will be captured, and also your voice through your microphone
  8. When you've finished, press the on-screen **Pause** button to stop.
  9. If you would like to re-record your video, press the **Delete** icon. If you're happy with your recording, press the **Done** button to continue.