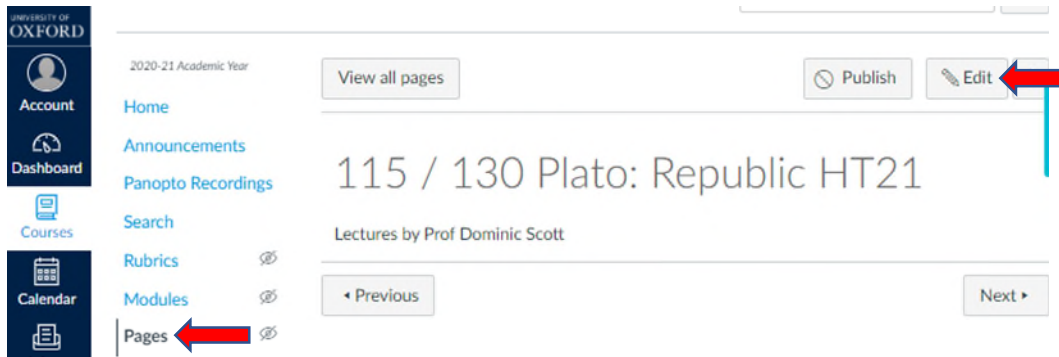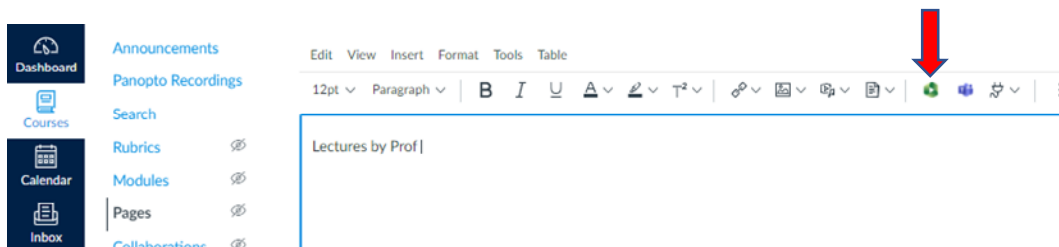**Philosophy Canvas - how to upload to Canvas from Microsoft Stream**
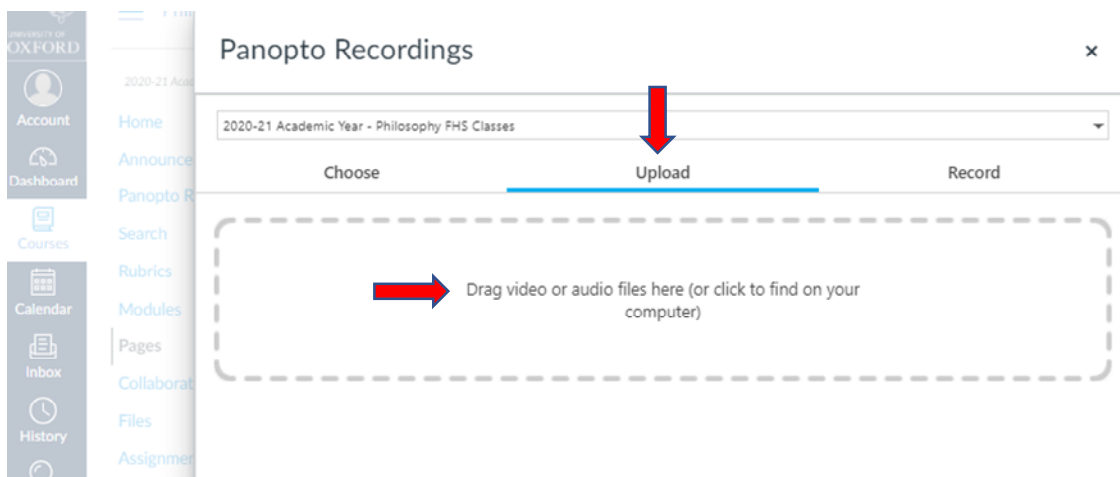
1. Identify the page in your Canvas course where you wish your recording to appear. Your selection will show in 'Pages'. Click 'Edit'.

2. The dialogue box will open. Select the point in the page where you wish to insert the recording. Click on the green Panopto symbol.

3. The below dialogue box will open. Click on 'Upload' and 'Drag video or audio files here'.

4. This will automatically upload the file to the Panopto cloud storage, as well as inserting it into the Canvas page.

5. If the recording is a large file (e.g. over 500 Mb), this may take a number of hours – it would be best to do this outside of peak times.