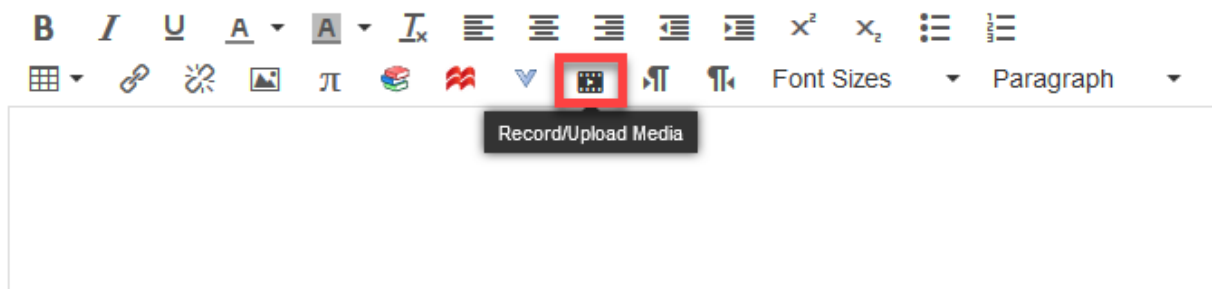You can record or upload videos into MyClasses from the **Media Recorder** in any tool that offers the **Rich Text Editor** (i.e. in a page, a discussion, an assignment, or a quiz) while in **Edit** mode.

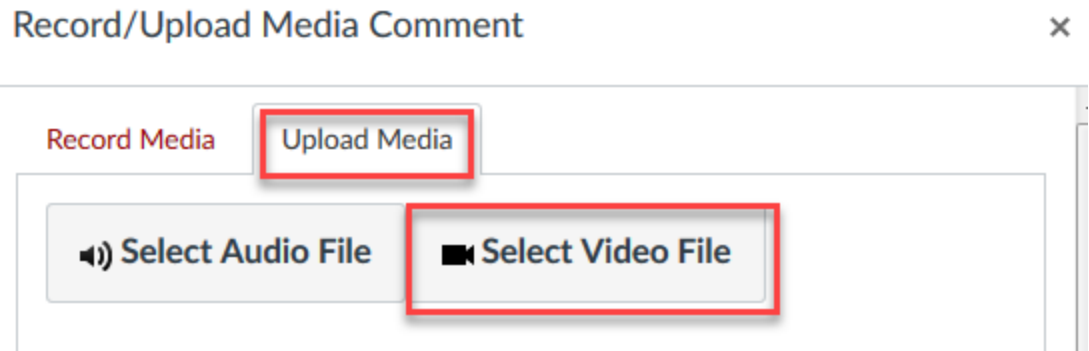**To Record or Upload a Video:**

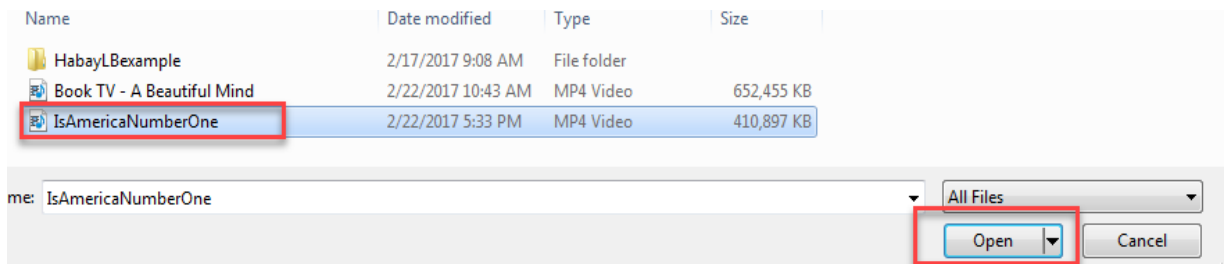1. Edit the resource you want to use and in the Rich Text Editor, click on the Media Recorder film strip icon.



2. You have the option to either Record Media or Upload Media.
   a. To **Record Media** click to allow for **Camera and Microphone Access**. Give the recording a **Title** and press the red **Record** button when you are ready to create the video. Press the **Stop** button to end your recording.
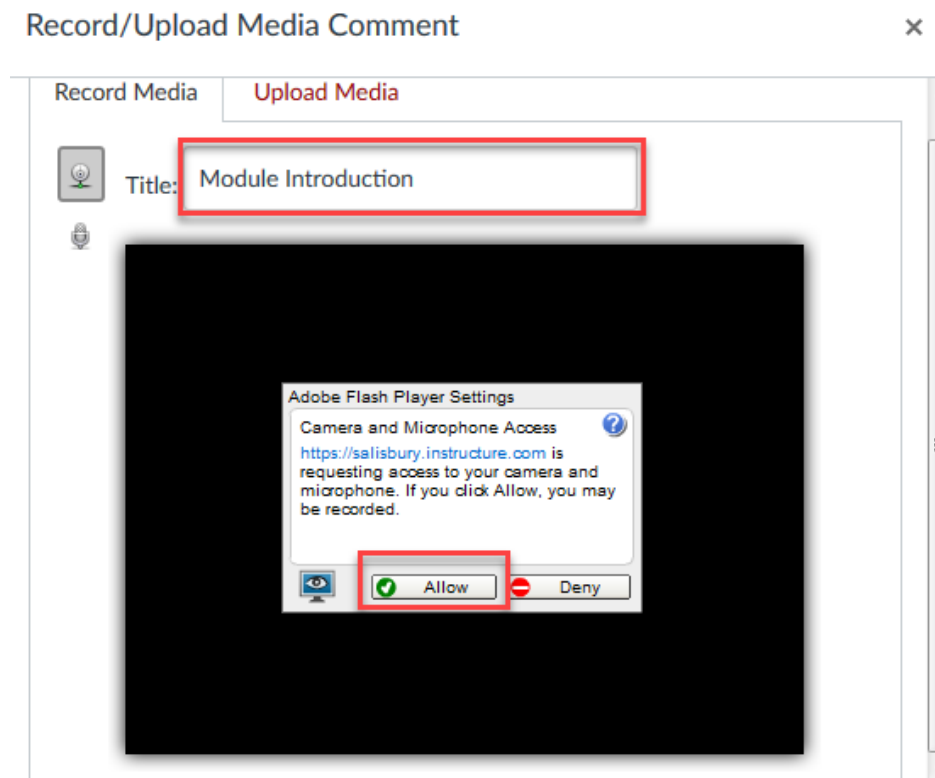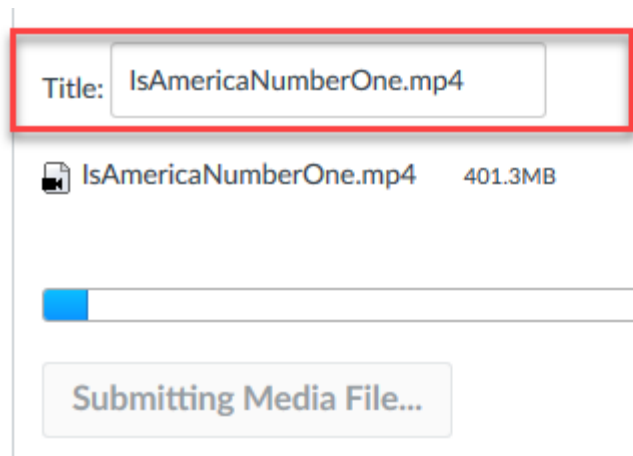
b. To **Upload** a video:
   1. Click the **Upload Media** link and then click **Select Video File**.

Record/Upload Media Comment                                                    ✕

Record Media    Upload Media

◄)) Select Audio File       ◄ Select Video File

   2. Navigate and select the video you want to upload and then press Open.

| Name | Date modified | Type | Size |
| --- | --- | --- | --- |
| HabayLBexample | 2/17/2017 9:08 AM | File folder | |
| Book TV - A Beautiful Mind | 2/22/2017 10:43 AM | MP4 Video | 652,455 KB |
| IsAmericaNumberOne | 2/22/2017 5:33 PM | MP4 Video | 410,897 KB |

me: IsAmericaNumberOne                                    ▼    All Files    ▼

                                                    Open  ▼    Cancel
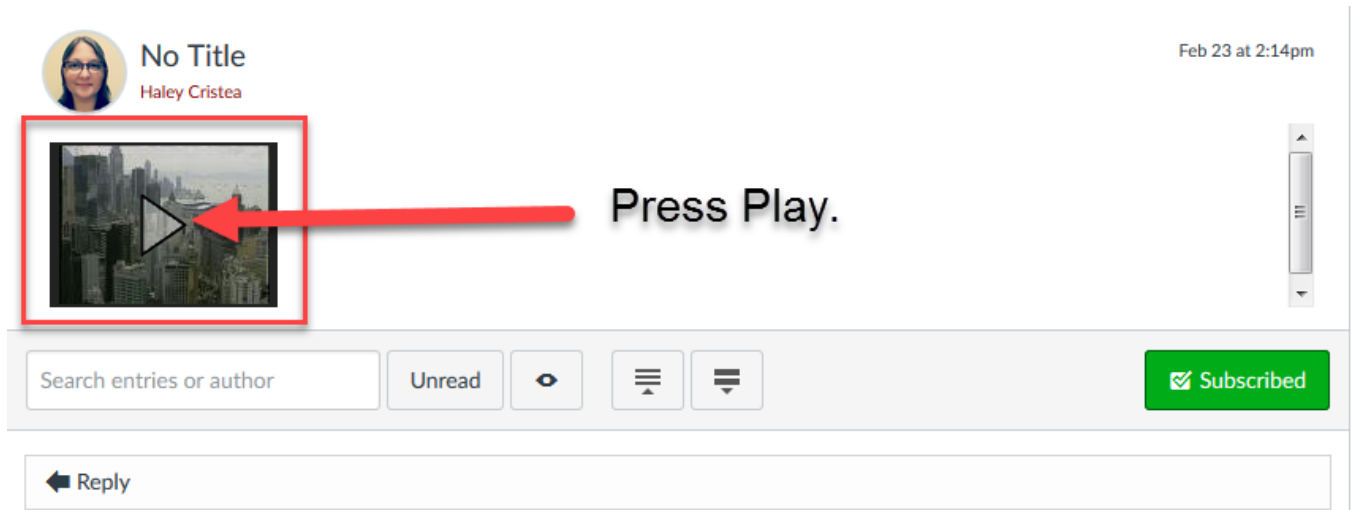
You can title the video while the media uploads.

Title:  IsAmericaNumberOne.mp4

📹 IsAmericaNumberOne.mp4    401.3MB

Submitting Media File...

**Note:** Due to space limitations in MyClasses, it is recommended that larger videos are uploaded to Panopto or the Media Server.

3. Save the changes to the page, discussion, assignment or quiz overview/question.  Then press Play to view the video.
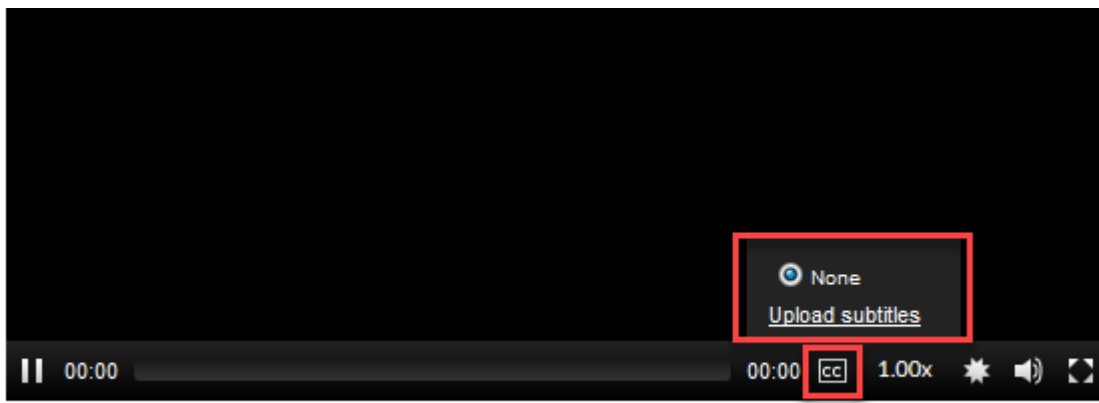


4. While the video is playing, you can **hover over the CC button** on the playbar and a popup will appear above it with the option to **Upload subtitles**.



Minimize embedded content

5. You will be given the option to **Create** subtitles or **Upload** an existing **.srt** or **.vtt** file. If you would like to create your own subtitles for closed captioning for free using Amara, you can do so by using the [Canvas Guide](#) for support.

   If you already have an .srt or .vtt file, skip down to **Step 3** and **select the subtitle language** from the dropdown menu, click on **Browse** to locate and select the .srt or .vtt file you want to use, then click **Open**.
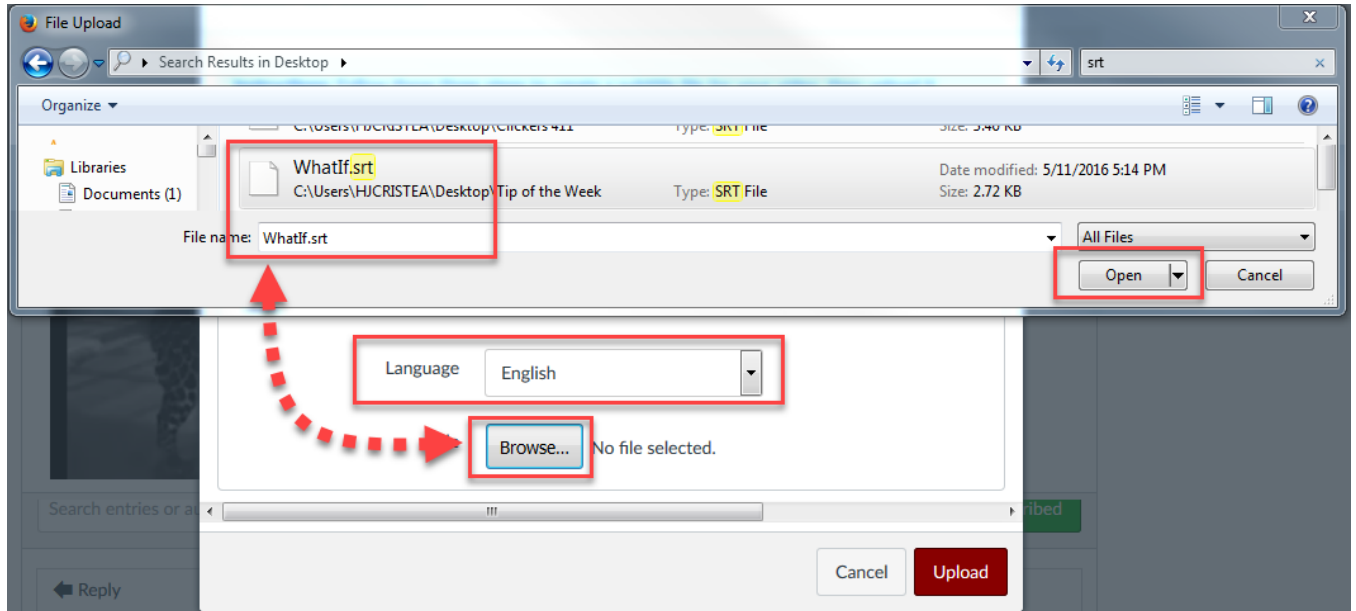


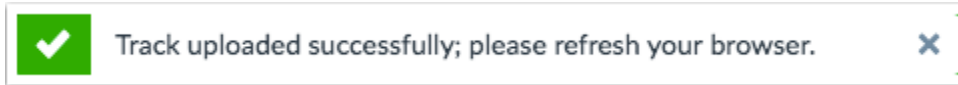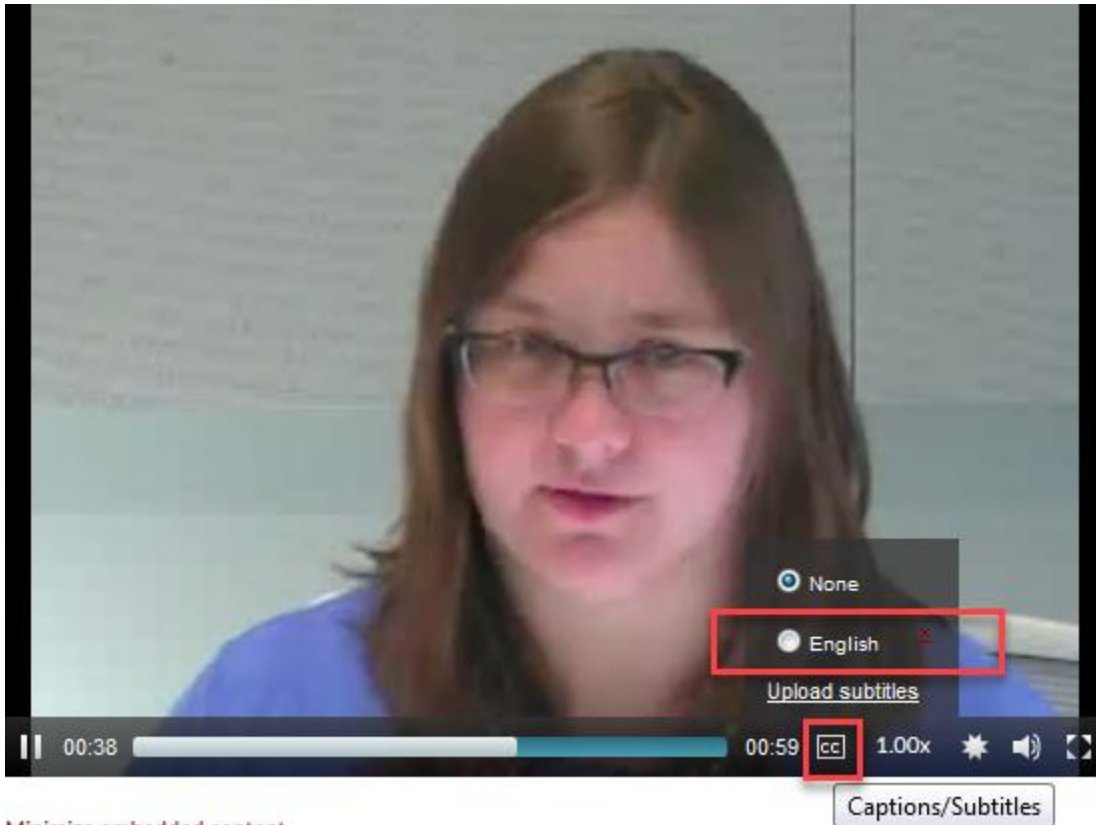6. Once you have selected your file, click **Upload**.
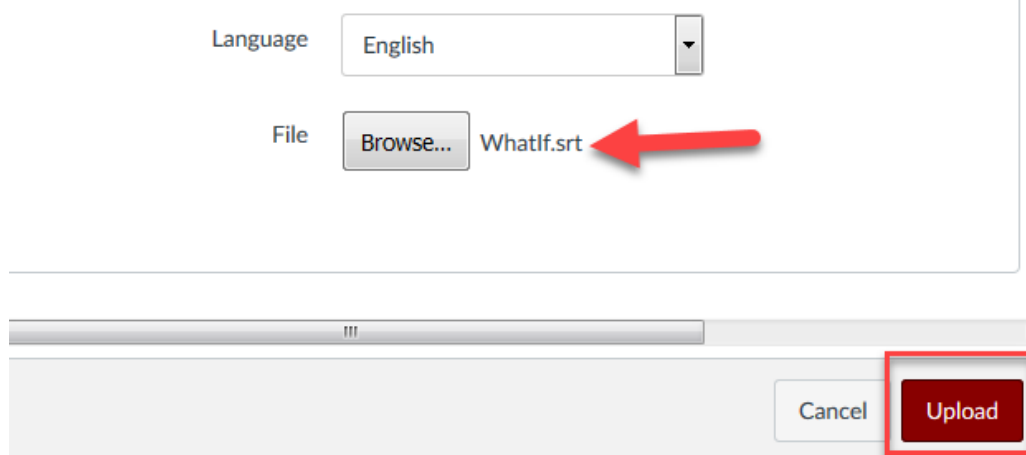
7. You will receive a **Success Message** when the subtitles are successfully uploaded. **Refresh your browser**.



8. Press **Play** on the video again. Click on the **CC button** and now you will get a pop-up that includes English captions. **Click the toggle button next to English** to tun on the Closed Captions.



Minimize embedded content

9. You will see the subtitles you uploaded across the bottom of the video.