**Jesuit High School**

**Virtual Class Meetings**

***Pre-Recording Lessons and Posting to Canvas***

1. **Recording your Lesson**
	1. In order to record your lesson, you will need to turn on the Screen Recording feature for your iPad. This will add the button to your Control Center.
	2. Go to the Settings App
	3. Scroll down to Control Center (*right below General settings*)
	4. Click Customize controls, then press the + next to Screen Recording to add it to your included controls. Exit the Settings app.
	5. Swipe down from the top right to access the Control Center.
	6. Press and hold the record button. Tap the button to turn the Microphone on. It will turn red. If this step is not done, your recording will not record your voice.
	7. Click Start Recording. A timer will appear. After three seconds, your screen will begin recording.
	8. Begin your lesson.
	9. After your lesson is complete. Swipe down again and tap the screen recording button. This will end the recording and begin the process of sending the video to your Camera Roll in the Photos app. You will receive a notification when it has finished.
2. **Uploading your lesson to OneDrive**.
	1. Once your lesson has been added to the Photos app, you’ll need to upload it to OneDrive.
	2. Open the OneDrive app. (*Download it from the App Store if it’s not on your device. Log in with your Jesuit Credentials*.)
	3. Choose a folder where you would like to upload your video. (*To create a folder, press the + button and choose New Folder*)
	4. Press the + button, then Upload. Choose Photos and Videos. Click Recently Added, then select your lesson. A checkbox will appear over it. You can upload multiple videos at once. (*Please note, the larger the file and the number of files you choose will determine how long the uploads take. Depending on the file size and your locations upload speed, this could be decent amount of time.)*
	5. A light blue bar will appear at the bottom that says its uploading your document. When finished, it will say “file uploaded”.
	6. Tap the three dots next to your video and choose “Rename the file”. Give it the name of your Lesson and date.
3. **Adding your video to Canvas.**
	1. From a web browser, open Canvas and navigate to your course.
	2. Click the + button on your module to add course content.
	3. Choose “External Tool”. Then Office 365
	4. If you’re not logged in to 365, it will prompt you to log in.
	5. Choose the folder where your recording was uploaded.
	6. Choose the file, click Attach File.
	7. Click Add Item.