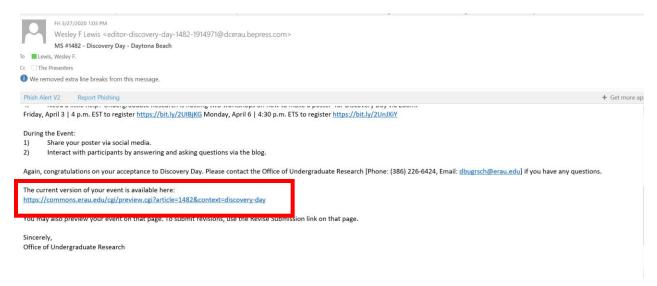
Steps to Upload Poster or Video to Site.

- 1) Locate the Congratulations Email titled #MS****- Student Research Symposium- Daytona Beach
- 2) At the bottom of the message you will see a hyperlink under "The current version of your event is available here:"



- 3) The link will take you to ERAU Scholarly Commons Landing Page
- 4) Log in using your ERNIE Login

ommons.erau.edu



5) Once logged in you will be taken to the your presentation landing page.

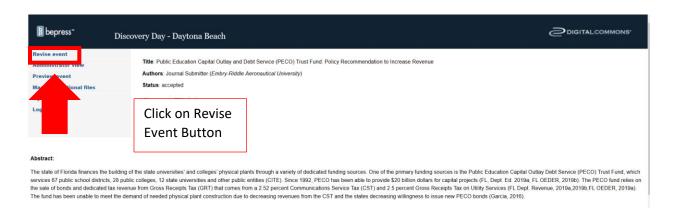


- 6) From this page you will be able to add your poster PDF, video or link to your video hosted by Canvas Studio.
 - a. <u>If you are going to post your PDF or video to the website please see How to Upload Video and Poster to Website.</u>
 - b. <u>If you are using Canvas Studio to host your video, please see how to Post Canvas Studio to the Website Section.</u>

To Upload Video or Poster to Website

	File Type	Size Limit
Poster	PDF	Keep it compressed, 2-5 MB
Video	Most video files especially MP4	30 MB- Anything larger you will
		need to upload to YouTube or
		Canvas Studio.

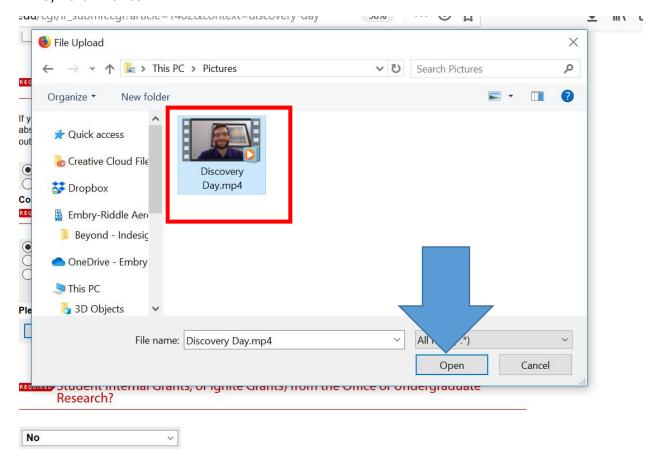
- 1) Ensure your files are formatted to the stated requirements.
- 2) Click on Revise Event and follow these steps to upload your PDF poster or video.



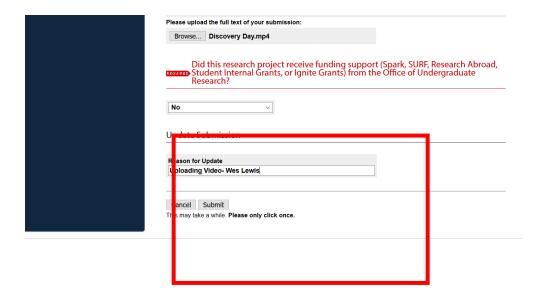
3) Scroll Down to Upload Poster/Video Section



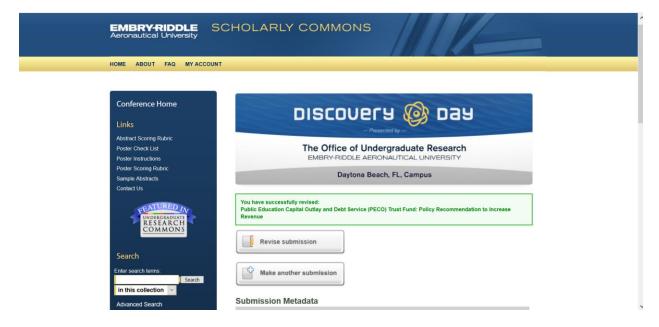
- 4) Click on Upload file from your computer.
- 5) Click Browse



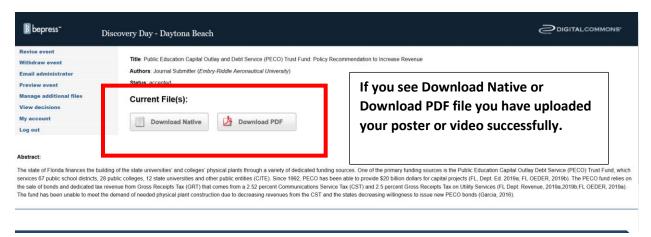
- 6) Select the file and click open
- 7) Fill in "Reason for Update"
- 8) Select Submit- Only Click Once and do not close window



9) Once upload is complete you will get this screen

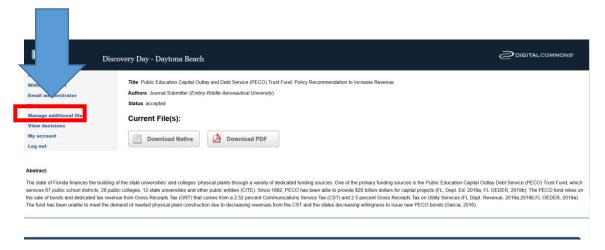


10) Once you have uploaded your poster PDF or video you are done. The Screen should look like this, showing Native File or PDF..

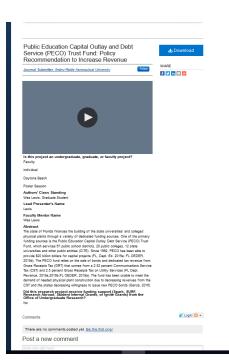


To Preview Your Presentation Page

1) From this page you can preview your webpage to see how it will look once published.

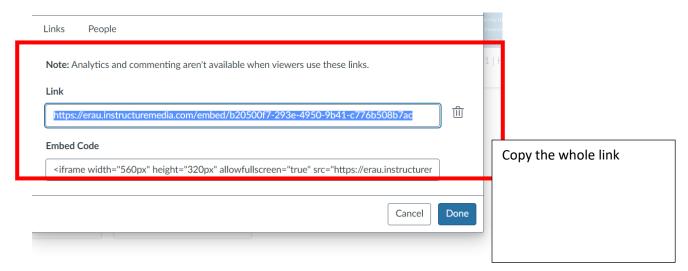


- 2) Click on Preview Event
 - a. Should have your video or poster

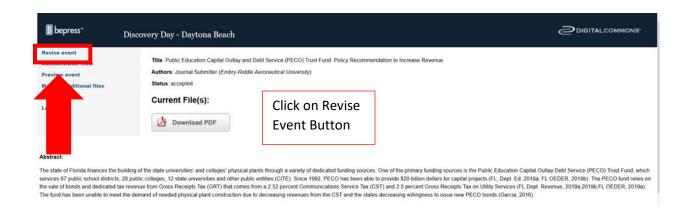


To Upload Video from Canvas Studio for Video Thesis

- 1) Ensure you have uploaded your video to Canvas Studio & created the public hyperlink.
 - a. Guide to How to Record
 - i. https://community.canvaslms.com/t5/Studio/How-do-I-record-a-video-with-a-webcam-in-Canvas-Studio/ta-p/1687
 - b. Guide to How to Record a Screen Capture
 - i. https://community.canvaslms.com/t5/Studio/How-do-I-record-a-screen-capture-video-in-Canvas-Studio/ta-p/1706
 - c. Digital Studio How to Record and Share Video on Canvas Studio
 - i. https://www.youtube.com/watch?v=2PUhEs1WCtQ&list=PLmCQTAL0NGGV9hq 1a2I8eThArUSqaR2UT&index=3
 - d. Copy The Link for your Video

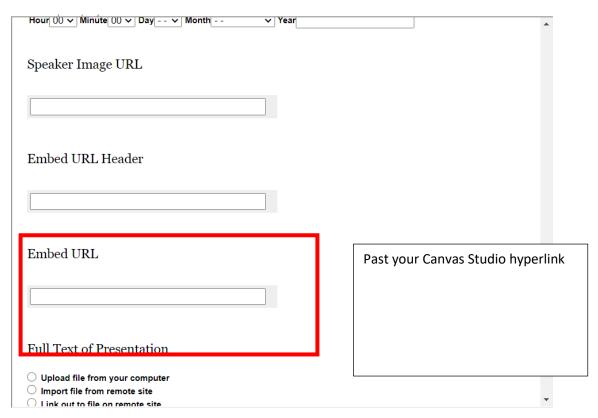


2) Click on Revise Event and follow these steps to for Canvas Studio Video.

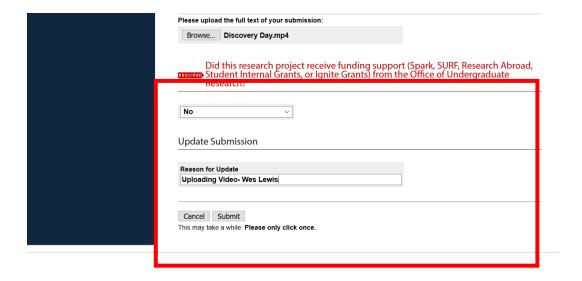


3) Scroll down to Embed URL

a. Past "Canvas Studio Embed text

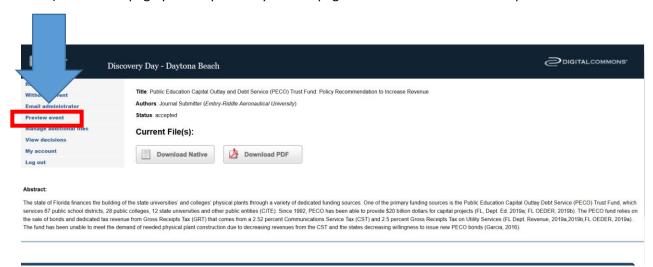


- 4) Fill in "Reason for Update"
- 5) Select Submit- Only Click Once and do not close window



To Preview Your Presentation Page

1) From this page you can preview your webpage to see how it will look once published.



2) Click on Preview Event

a. Should have your video

