Step 1 – Log in to your course in Canvas

Step 2 – Find and select the My Media link in the left-hand menu for the course in Canvas

Step 3 – Select your video

- In the list of Media/Videos presented to you, find the video that you would like to submit for an assignment.
- Click on/Select the video
  - Don't select the checkbox to the left of the video
  - Just click on the image that shows a frame of the video itself

Step 4 – Download the video

- You should be presented with a page that shows a bigger frame of the video and provides you with the option to play the video by selecting the play button (triangle "pointing" to the right)
- You can start to play the video in order to verify that it is the one you want to submit, but this is not necessary.
- Below the video playing area, there should be a set of tabs labeled: **Details**, **Download**, and **Share**.
- Select the Download tab to see a table with the headers **Name**, **Size**, and **Actions**.
- Under the **Actions** header, select the button that looks like a down arrow pointing into a rectangular bar.
- This should download an MP4 file containing your video.

Step 5 – Submit the file to the Canvas assignment

- Find the downloaded MP4 file on your computer. Its location will depend upon what browser you are using and how that browser is setup. However, the MP4 file should be found in your "standard download location".
- Include that file as part of your submission for the assignment.