

Understanding Canvas Storage Limits

A Guide for Educators

Created by the Academic Commons at Thomas Jefferson University

Course storage limits (500MB per course) have been established to support an effective learning experience and make use of best practices in course design and user experience. The Academic Commons has identified four primary strategies for maximizing course storage:

1. [Find and delete duplicate files.](#)
2. [Compress PPTs or PDFs for optimal on-screen viewing.](#)
3. [Store multimedia files in servers designed for streaming media.](#)
4. [Using file sharing services such as Microsoft 365.](#)







As you get started with Canvas, utilize this guide to troubleshoot if you encounter limitations in course storage in Canvas.

Find & delete duplicate files

- Select 'Files' in the course navigation list on the left; use this canvas guide on [Viewing Course Files](#) to assist.
- Towards the bottom left of the files area, you will see a status bar, noting the current capacity progress:

❖ Example:  3% of 524.3 MB used

- ❖ If the status bar reflects 100%, you are at full storage capacity, and Canvas will restrict you from uploading any other additional content to the course.

1. Click on "size" to sort the files by size.	Name	Date Created	Date Modified	Modified By	Size ▲	Accessibility
	 Canvas Course-Evaluation-Checklist.pdf	Feb 16, 2024	Feb 16, 2024		442 KB	 
2. Note, investigate, and delete duplicates.	 TJU-PowerPoint Template.pptx	Feb 16, 2024	Feb 16, 2024		2.8 MB	 

Compress PowerPoint or PDF

- [Use this Microsoft Guide](#) to compress your PowerPoint file. This is useful for PowerPoints that have animations, narration, or embedded media files.

- [Use this Microsoft Guide](#) to save your PowerPoint file as a video. This is useful for PowerPoints that have animations, narration, or embedded multimedia files but are still large when compressed.
 - ❖ We recommend choosing Standard 480p for step 3 of the Microsoft guide.
- If you are still concerned about the size of a file, please contact EdTech.Support@lists.jefferson.edu to discuss other options.

Storing Multimedia Files

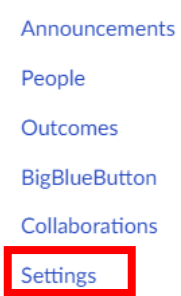
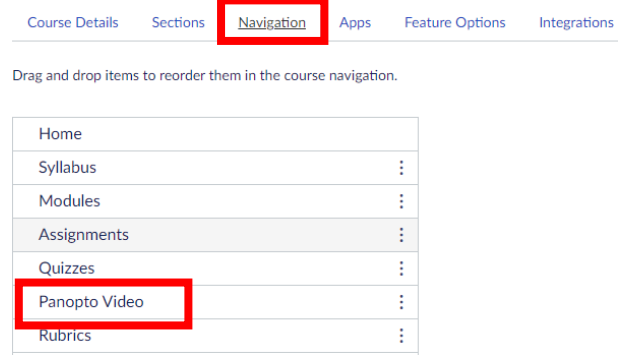
More and more learners use mobile devices to access learning materials, and it is important to store multimedia files in a consistent and easy to find location within a course.


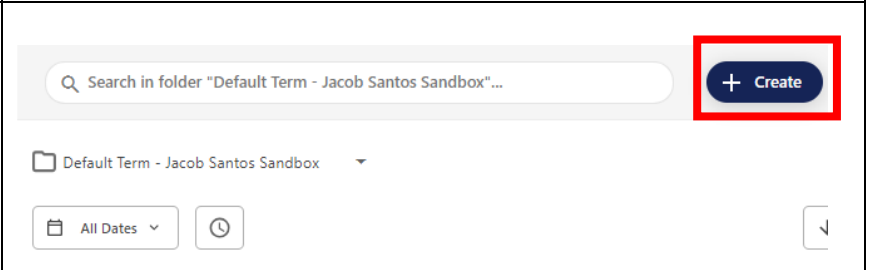
Jefferson has invested in two different technologies to store and stream multimedia content to learners—Panopto and Studio.

Adding Videos to Panopto

- Using Panopto is beneficial for the following circumstances:
 - ❖ The video file is currently saved in Panopto, and you want to create a way for your students to access it.
 - ❖ You want to create a folder of all multimedia content to be used for the course, possibly with subfolders for organization purposes.
- If these conditions apply, follow the instructions below to activate the Panopto integration in Canvas for your course.

Log in to Canvas and access your course.

<p>1. In your Canvas course, open the Settings area.</p>	
<p>2. Open the Navigation tab at the top of the page (Between Sections and Apps). Find the Panopto Video menu item in the bottom section of the page and drag it up into the top section so it will be enabled in the course menu.</p> <p>Save your changes using the button at the bottom of the page.</p>	

<p>3. Open the Panopto Video link found in the course menu.</p>	 <p>A screenshot of a course menu with four blue links: Home, Syllabus, Modules, and Panopto Video. The 'Panopto Video' link is highlighted with a red rectangular box.</p>
<p>4. Click the Create button at the top of the page.</p>	 <p>A screenshot of a folder view interface. At the top right, there is a search bar and a dark blue button with a white plus sign and the text '+ Create', which is highlighted with a red rectangular box. Below the search bar, the folder name 'Default Term - Jacob Santos Sandbox' is displayed with a dropdown arrow. At the bottom left, there is a filter button labeled 'All Dates' with a dropdown arrow, and a clock icon. At the bottom right, there is a scroll-down arrow icon.</p>

5. Choose a video to use:

Select “Panopto for Windows” to use Panopto software to record from your device. Phrasing will be different if you are a Mac user.

- a. [Guide for Installation](#)
- b. [Guide for How to Record](#)

-OR-

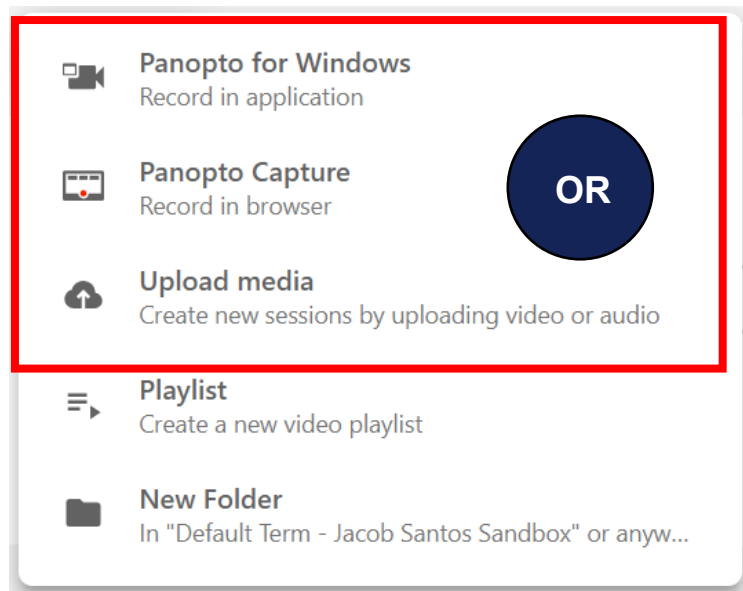
Select “Panopto Capture” to record without downloading any software.

- a. Available when using Google Chrome, Firefox, or Microsoft Edge as your browser.
- b. [Guide for How to Record](#)

-OR-

Select “Upload Media” to choose media from your computer.

- a. Click ‘Drag video or audio files here (or click to find on your computer)’ to browse your computer for files.
- b. Click Open/Select to choose the file.
- c. Continue to upload additional files or close the Upload window. The video may take a little time to process.

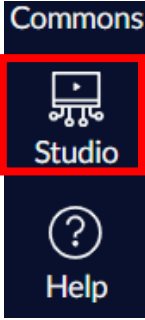

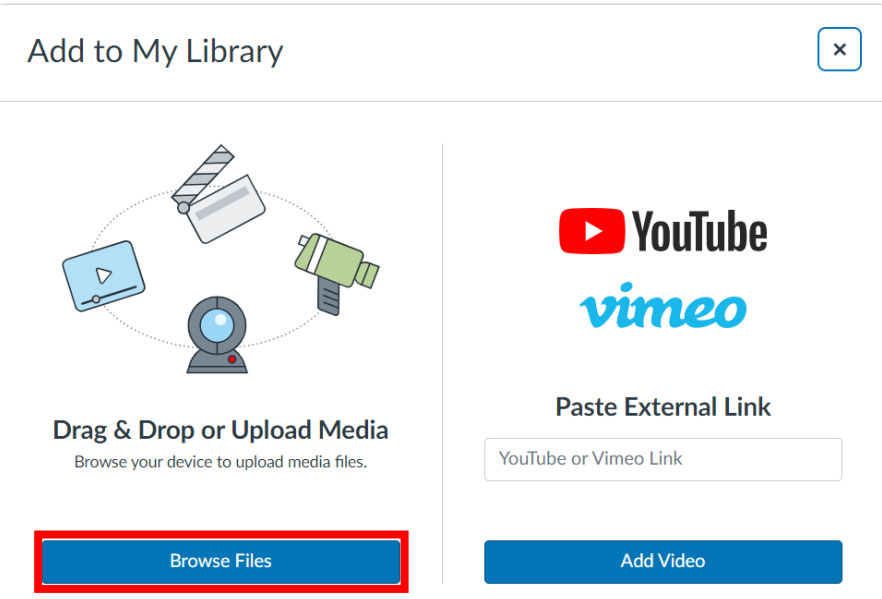


6. Use [this Panopto Guide](#) to embed the video into your Canvas course using the Rich Content Editor. Refer to the Canvas guide on [selecting content from an external app in the Rich Content Editor](#) if you need help finding Panopto in Canvas.

Note: You must complete steps 1 & 2

Adding to Studio

- Using Studio is beneficial for the following circumstances:
 - ❖ You want to create or upload a video file without leaving the Canvas interface.
 - ❖ Having one folder with all multimedia content is not a priority for student access.
- If these conditions apply, follow the instructions below to save video files to your Studio account in Canvas, and then embed the video within the course:

<p>1. Sign in to Canvas</p> <p>2. Click 'Studio' in the Global Navigation Menu (dark blue vertical menu on the far left of the screen)</p>	 <p>The screenshot shows a dark blue vertical navigation menu with three items: 'Commons' at the top, 'Studio' in the middle (highlighted with a red box), and 'Help' at the bottom.</p>
<p>3. Click "Add" on the top right hand of the screen.</p>	 <p>The screenshot shows three icons in a row: 'RECORD' (a target icon), 'ADD' (a play button with a plus sign, highlighted with a red box), and 'SEARCH' (a magnifying glass icon).</p>
<p>4. Click "Browse Files" from the menu that appears.</p>	 <p>The screenshot shows a dialog box titled 'Add to My Library' with a close button (X) in the top right. On the left, there are icons for a video player, a clapperboard, a camera, and a USB drive, with the text 'Drag & Drop or Upload Media' and 'Browse your device to upload media files.' Below this is a blue button labeled 'Browse Files' (highlighted with a red box). On the right, there are logos for YouTube and Vimeo, the text 'Paste External Link', a text input field labeled 'YouTube or Vimeo Link', and a blue button labeled 'Add Video'.</p>
<p>5. Locate and choose the video file saved to your local device.</p> <p>6. Navigate to your course and follow this Canvas guide to embed your video.</p> <p>You may choose to embed the video directly in a module, a page, a discussion board, an announcement, an assignment, and any other place in Canvas that uses the Rich Content Editor.</p>	

File Sharing: Microsoft 365

- [Use this Canvas guide](#) to link your Microsoft 365 account to Canvas.
 - ❖ Note: if you don't see Office 365 in your course navigation menu, [use this Canvas guide](#) to add it.
- [Use this Canvas guide](#) to share a Microsoft 365 OneDrive file with students.
 - ❖ Note: you must change the share setting of the file in Microsoft OneDrive for your link to work. [Use this Microsoft Guide](#) to do so.

Canvas Help

- **Jefferson contracted for 24/7 live agent support for all Jefferson community members**
 - ❖ Call the Canvas Support Hotline: (267) 666-6253
 - ❖ Chat with live with Canvas support: cases.canvaslms.com/liveagentchat
- **Campus Specific Support: Available Monday – Friday 8AM – 6PM**
 - ❖ Center City: Contact the Academic Commons' Educational Technology Support team at EdTech.Support@lists.jefferson.edu or call (215) 503-2830.
 - ❖ East Falls: Contact the East Falls Help Desk at EFHelpdesk@jefferson.edu or call (215) 951-4648.