Understanding Canvas Storage Limits:
A How-To Guide for Faculty

Created by the Academic Commons

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) Finding and deleting duplicate files
2) Compressing PPTs or PDFs for optimal on-screen viewing
3) Storing multimedia files on 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 when encountering limitation in course storage in Canvas**.**

Finding and deleting duplicate files

➢ Use this Canvas guide to access your course files by selecting "Files" from the left-hand list of course items.

➢ Towards the bottom left of the files area you will see a status bar, noting the current capacity progress

❖ Example: 11% 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 content to the course.

1. Click on "size" to sort the files by size.	
2. Note, investigate, and delete duplicates.	

Compressing PowerPoint or PDFs

➢ Use this Microsoft Guide to compress your PowerPoint file. This is useful for PowerPoints that have animations, narration (see this Microsoft guide on how to narrate), or embedded multimedia 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.

- ➢ Use this Adobe Guide to compress your PDF file. All Jeffersonians have access to the Adobe Suite products using their Jefferson credential.
  - ❖ For questions related to your access to Adobe products, please contact IS&T at 215-503-7975.

- ➢ 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 originated from the Jefferson lecture capture program, Panopto.
  - ❖ 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.

Login to Canvas and access your course.	
1. Click "Settings" from your course navigation menu.	Files Announcements People Outcomes Conferences Collaborations Settings

	Course Details Sections ⬭Navigation⬭ Apps Feature Options
2. Click the "Navigation" tab, then drag Panopto Video to the active Navigation items and click Save. Click on the Panopto menu, now within your course navigation menu.	Drag and drop items to reorder them in the course navigation. Home Blackboard Collaborate ⋮ Syllabus ⋮ Modules ⋮ Discussions ⋮ Panopto Video ⋮ Quizzes ⋮
3. Uploading Existing Video: a. Click the Create button at the top and select Upload media. b. Select the file from your computer and it will upload and start processing. **-OR-** 4. Creating a New Video: a. Click the Create button at the top and select Record a new session. b. Installation: https://support.panopto.com/s/article/Install-Panopto-for-Windows c. How to Record: https://support.panopto.com/s/article/basic-recording-1	Search in folder "Default Term - Carmin…" 🔍 ⬭Create ▾⬭ 📁 Default Term - Carmin Disbrow Sandbox ▾ Sort by: Name Duration Date ▾ Rating 📁 Add folder
5. Use this Panopto guide to embed the video into your Canvas course using the Rich Content Editor. Note: You must complete steps 1 & 2 in order for the embedding of Panopto videos to work.	
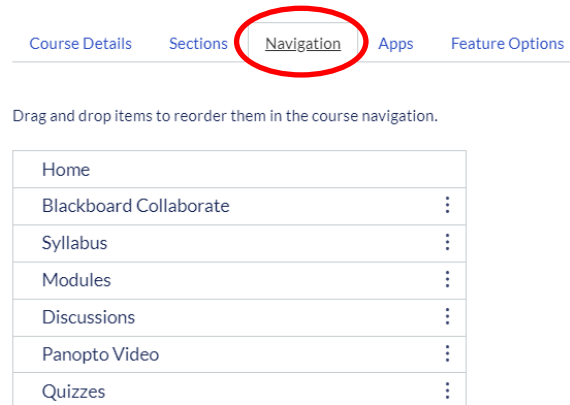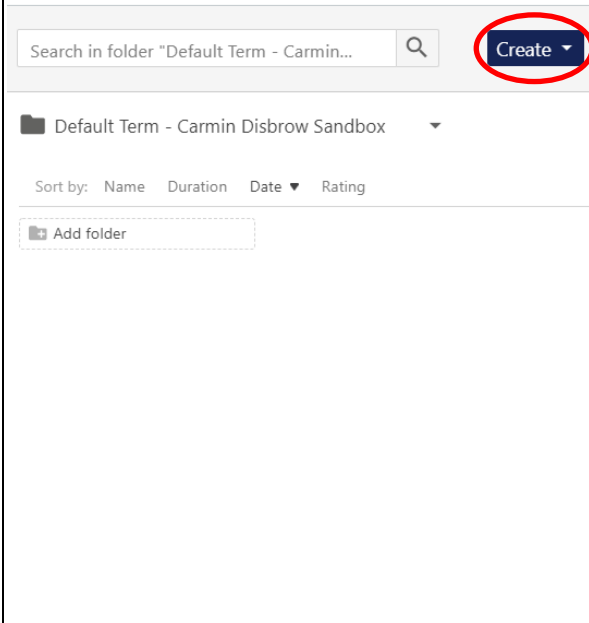
Adding to Studio

- Using Panopto is beneficial for the following circumstances:
    - You want to create or upload a video file without leaving the Canvas interface.
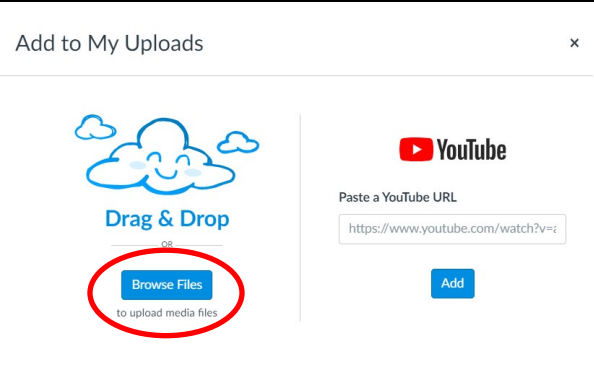   - Having one folder with all multimedia content is not a priority for student access.

- 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:

1. Sign in to Canvas.	
2. Click Studio in the Global Navigation Menu (the dark blue vertical menu on the left of your screen).	Commons Studio ? Help
3. Click "Add" on the top right hand side of the screen.	RECORD ADD SEARCH
4. Click "Browse Files" from the menu that appears.	Add to My Uploads × Drag & Drop or Browse Files to upload media files ▶ YouTube Paste a YouTube URL https://www.youtube.com/watch?v=a Add
5. Locate and choose the video file saved to your local drive.	
6. Navigate to your course and follow this Canvas Guide to embed your video. 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.	

Using file sharing services such as Microsoft 365

- Use this Canvas guide to link your Microsoft 365 OneDrive 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.