WASHINGTON STATE UNIVERSITY
GLOBAL CAMPUS

Minimizing Digital Content Stored in your Canvas Course Space

- **Videos** should be hosted elsewhere (Panopto, Kaltura, YouTube, etc.) instead of directly uploaded to the LMS course space.

  - You can upload video for which you have copyright permission or are the copyright holder directly to the Kaltura media gallery or Panopto.

  - Panopto videos can be embedded through the HTML editor. You do not need to embed the mp4 file into the LMS course space.

    - Instructions for creating Panopto recordings.

  - Explore the WSU Libraries Streaming Video: Home for additional options.

- **Zoom**: Save your recordings to the cloud, not directly in the online course space.

- Before scanning **journals, articles, books**, etc. to create a PDF, do a quick web search to see if the material is located somewhere on the web. Often with a quick web search you can find the material is already available at WSU libraries or on the web.

- When adding course content try to avoid uploading **digital documents** (PDF, Word, etc.) to create your text content. Instead, add the text content directly in your course space, using the provided HTML style text editor.

  - For example, instead of uploading a PDF or Word version of assignment instructions type it directly within the Assignment instructions when building the drop box.

  - Upload the documents to OneDrive and put a share link to the document in the online course space.

- **Images**: These too require storage space. Take time to crop and resize to present just what is needed using the photo editing tool that comes with Windows 10 or a free online photo editing tool like GIMP that has more features.

- Upload **files** just once and then select that same file from the content collection if it's needed elsewhere.

  - When making updates go to the content collection and update/overwrite the old file instead of uploading a new copy.

- **Student Assignments**: Have students utilize Zoom, Panopto, or Voice Thread for any audio/video assignments rather than having them upload directly to the course space.