

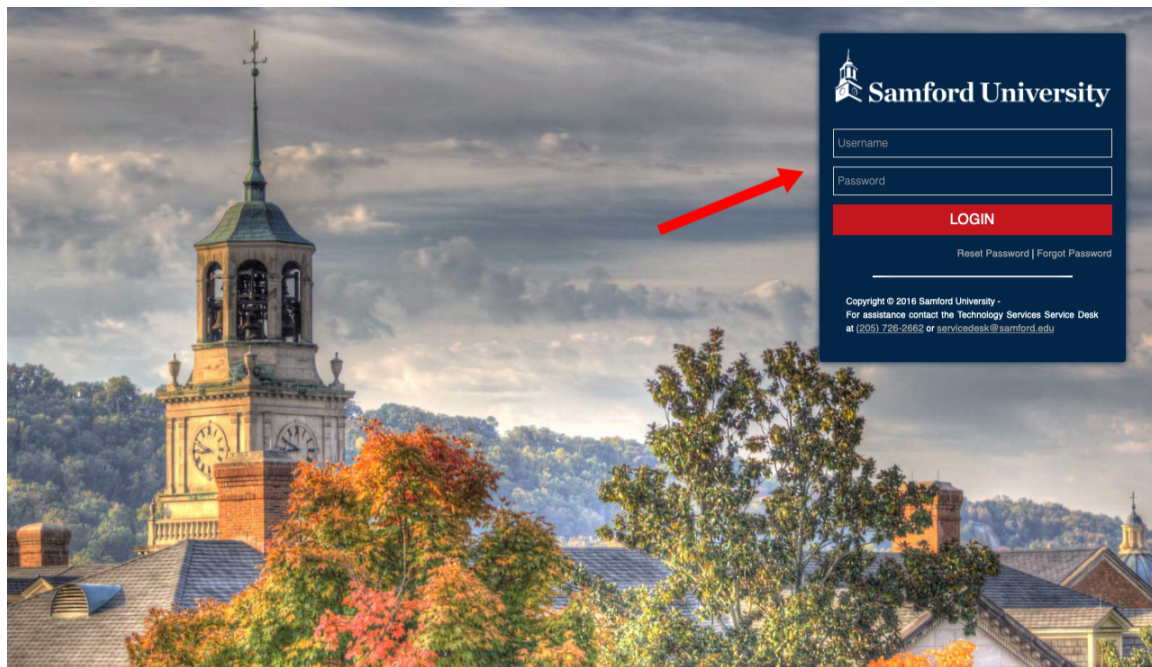
Replacing the Video Thumbnail on Your ARC Video

Starting Requirements:

1. The video must be loaded into directly into Canvas, via ARC (*not embedded from Youtube or another platform*).
2. An image must be created to represent the video content.
 - a. The image must be a .jpg, .png, or .gif file.
 - b. The minimum dimensions must be 147px high and 263px wide (the examples shown below are 441px high and 786px wide).
 - c. The text or picture that you want to be visible in the thumbnail should be centered (allowing some space along the edge of the image).

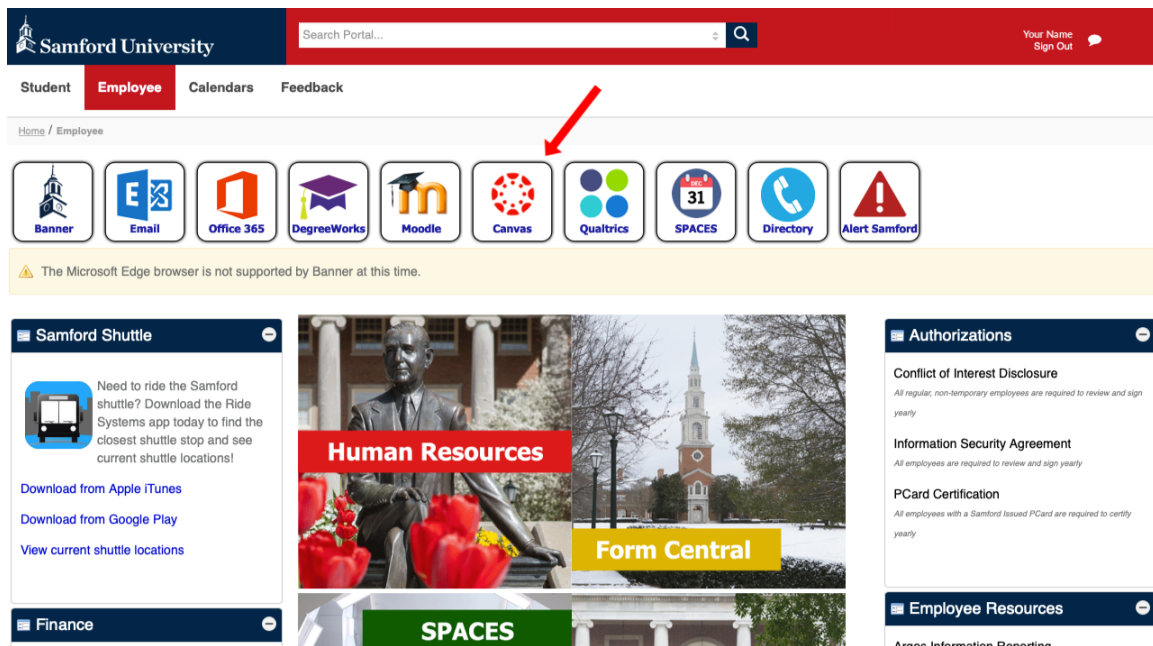
Step 1:

Log in to your **Samford** account via **The Portal** (<https://connect.samford.edu/>)



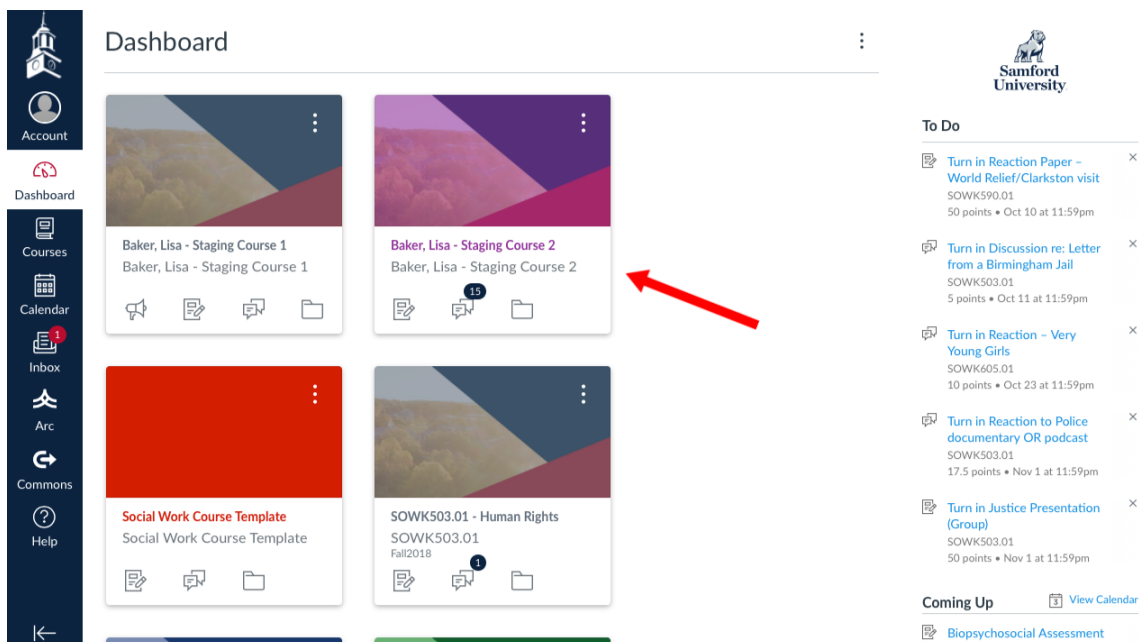
Step 2:

Select the **Canvas** icon.



Step 3:

Select the course with the video for which you want to replace the thumbnail.



Step 4:

Go to **ARC** to find the video you have uploaded (*must be uploaded to ARC*).

Baker, Lisa - Staging Course 2

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Arc

Baker, Lisa - Staging Course 2

Edit

Course Status

Unpublished Publish

Import from Commons

Choose Home Page

View Course Stream

New Announcement

Student View

Coming Up View Calendar

Nothing for the next week

SOWK 590 - Disaster Preparedness and Response

Dr. Lisa Baker

Getting Started

This is your home page which will link you to some very important content areas that you will need frequently throughout the semester. Located on the left hand side of the screen is the [Syllabus](#). Please be sure to read the *entire* syllabus before starting the class. The syllabus is our contract for the semester. The [Help](#) icon on the left hand side will link you to Canvas Guides that can assist you in answering common questions. The [Student Services](#) module also has some great information about policies and resources. Please begin by working through the [Getting Started](#) module.

Step 5:

Select the video for which you want to replace the thumbnail.

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Arc

Goals of PSA

23:38

Disaster Mental Health

Lisa Baker

What we learned

19:13

Course Introduction

Lisa Baker

Responding to Individuals

6:24

Responding to Individuals Lect...

Lisa Baker

Module 12 Welcome

1:20

Module 12 Welcome

Lisa Baker

Module 11 Welcome

1:13

Module 11 Welcome

Lisa Baker

Module 10 Welcome

0:45

Module 10 Welcome

Lisa Baker

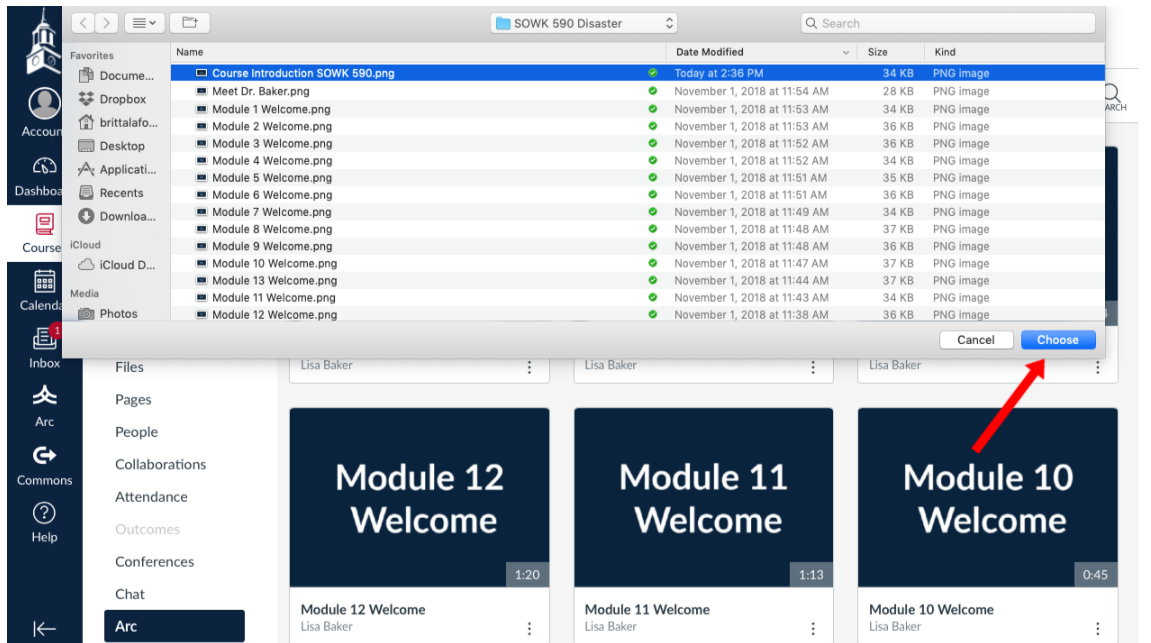
Step 6:

- Click on the three vertical dots in the lower right corner of the video's existing thumbnail to reveal the "Replace Thumbnail" option.
- Select "Replace Thumbnail."

The screenshot displays a course management interface for "Baker, Lisa - Staging Course 2". On the left is a dark sidebar with navigation icons and labels: Home, Account, Dashboard, Courses, Calendar, Inbox, Arc, Commons, Help, and Chat. The main content area shows a grid of video thumbnails. The top row includes "Goals of PSA" (23:38), "What we learned" (Course Introduction), and "Responding to Individuals" (6:24). The bottom row features "Module 12 Welcome" (1:20), "Module 11 Welcome" (1:13), and "Module 10 Welcome" (0:45). A red arrow points to the three vertical dots in the bottom right corner of the "What we learned" thumbnail. A context menu is open over these dots, showing two options: "Replace Thumbnail" (with a camera icon) and "Delete Media" (with a trash can icon).

Step 7:

- Your computer will open automatically your files so that you can select the image (*must be .jpg, .png, or .gif file*).
- Select the image file and click the “Choose” button.



Step 8:

- The new thumbnail will replace the previous thumbnail.
- Check to make sure the new thumbnail is correct.
- The new thumbnail will save automatically.

The screenshot displays a course management interface for "Baker, Lisa - Staging Course 2". On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, Arc, Commons, Help, and a back arrow. The main content area has a header with the course name and a hamburger menu icon. Below the header is a grid of video thumbnails. The "Course Introduction" thumbnail, which has a dark blue background and white text, is highlighted with a red rectangular border. Other visible thumbnails include "Goals of PSA", "Disaster Mental Health", "Responding to Individuals", "Module 12 Welcome", "Module 11 Welcome", and "Module 10 Welcome". Each thumbnail shows a duration in the bottom right corner. At the top right of the main area are icons for RECORD, ADD, and SEARCH.