

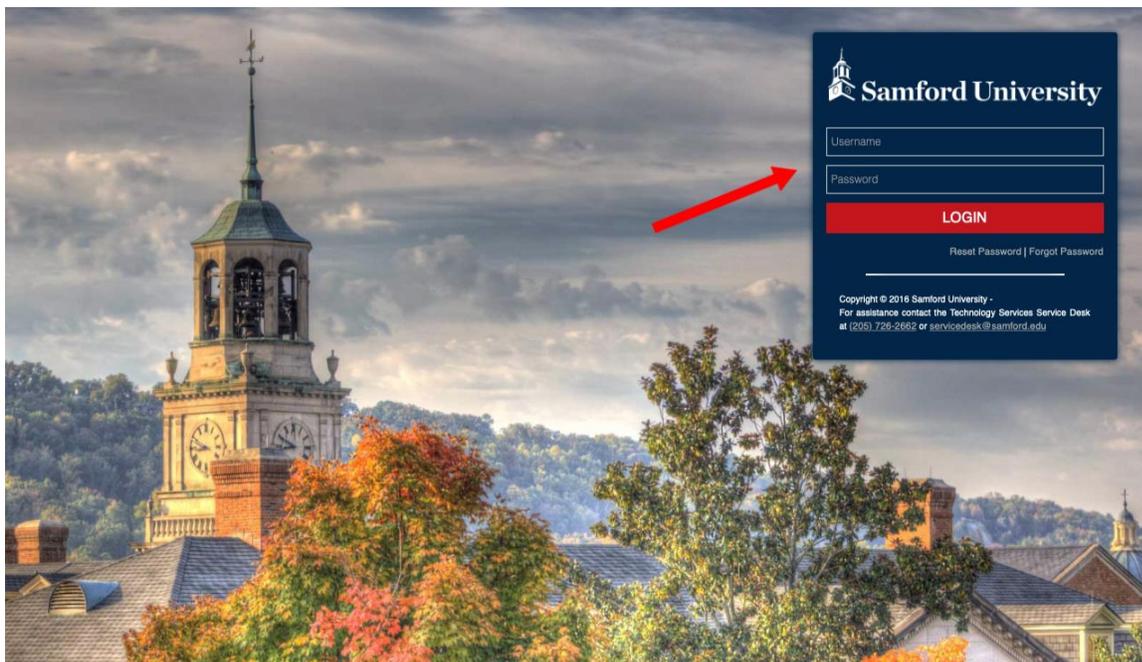
Replacing the Video Thumbnail on Your ARC Video

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.

The screenshot shows the Samford University Employee Portal. At the top, there is a search bar and a navigation menu with 'Student', 'Employee', 'Calendars', and 'Feedback'. Below the navigation menu is a row of application icons: Banner, Email, Office 365, DegreeWorks, Moodle, Canvas, Qualtrics, SPACES, Directory, and Alert Samford. A red arrow points to the Canvas icon. Below the icons is a warning message: 'The Microsoft Edge browser is not supported by Banner at this time.' The main content area is divided into three columns. The left column contains 'Samford Shuttle' and 'Finance'. The middle column features a large image of a statue with 'Human Resources' and 'Form Central' overlays, and a 'SPACES' button at the bottom. The right column contains 'Authorizations' and 'Employee Resources'.

Step 3:

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

The screenshot shows the Canvas LMS Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Arc, Commons, and Help. The main area displays four course cards in a 2x2 grid. The top-left card is 'Baker, Lisa - Staging Course 1'. The top-right card is 'Baker, Lisa - Staging Course 2' and has a red arrow pointing to it. The bottom-left card is 'Social Work Course Template'. The bottom-right card is 'SOWK503.01 - Human Rights'. On the right side of the dashboard, there is a 'To Do' list with five items, each with a close button (X). At the bottom, there is a 'Coming Up' section with a 'View Calendar' link.

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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Baker, Lisa - Staging Course 2

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.

Baker, Lisa - Staging Course 2 > Baker, Lisa - Staging Course 2

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RECORD

ADD

SEARCH

Goals of PSA

SAFETY FUNCTION ACTION

Restoring physical safety and understanding the physiological stress response.

23:38

Disaster Mental Health

Lisa Baker

What we learned

- Preparations
 - Current assessments are missing key elements
 - Blue shelters, show, valves and identification.
- Warning systems
 - Community alerts are outdated
 - Need person alert systems
 - Phone/cell alerts
 - Whistle radios
 - Warning was available

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

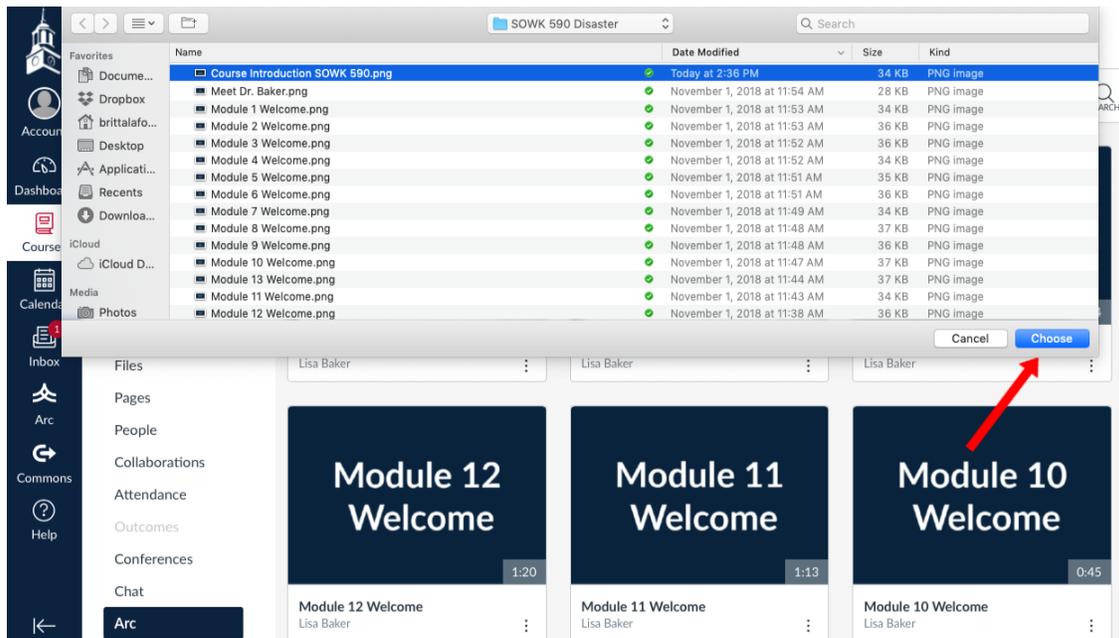
Step 6:

- 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 for Home, Account, Dashboard, Courses, Calendar, Inbox, Arc, Commons, and Help. The main content area shows a grid of video thumbnails. A red arrow points to the three vertical dots in the bottom right corner of the "Course Introduction" video thumbnail. A context menu is open over these dots, showing two options: "Replace Thumbnail" (highlighted in blue) and "Delete Media". Other visible thumbnails include "Goals of PSA", "Disaster Mental Health", "Responding to Individuals", "Module 12 Welcome", "Module 11 Welcome", and "Module 10 Welcome".

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 for Account, Dashboard, Courses, Calendar, Inbox, Arc, Commons, Help, Chat, and Arc. The main content area shows a grid of video thumbnails. The top row includes "Goals of PSA" (23:38), "Course Introduction" (19:13), and "Responding to Individuals" (6:24). The bottom row includes "Module 12 Welcome" (1:20), "Module 11 Welcome" (1:13), and "Module 10 Welcome" (0:45). The "Course Introduction" thumbnail is highlighted with a red border. Each thumbnail has a title, a duration, and the name "Lisa Baker" below it.