

Use Video Note

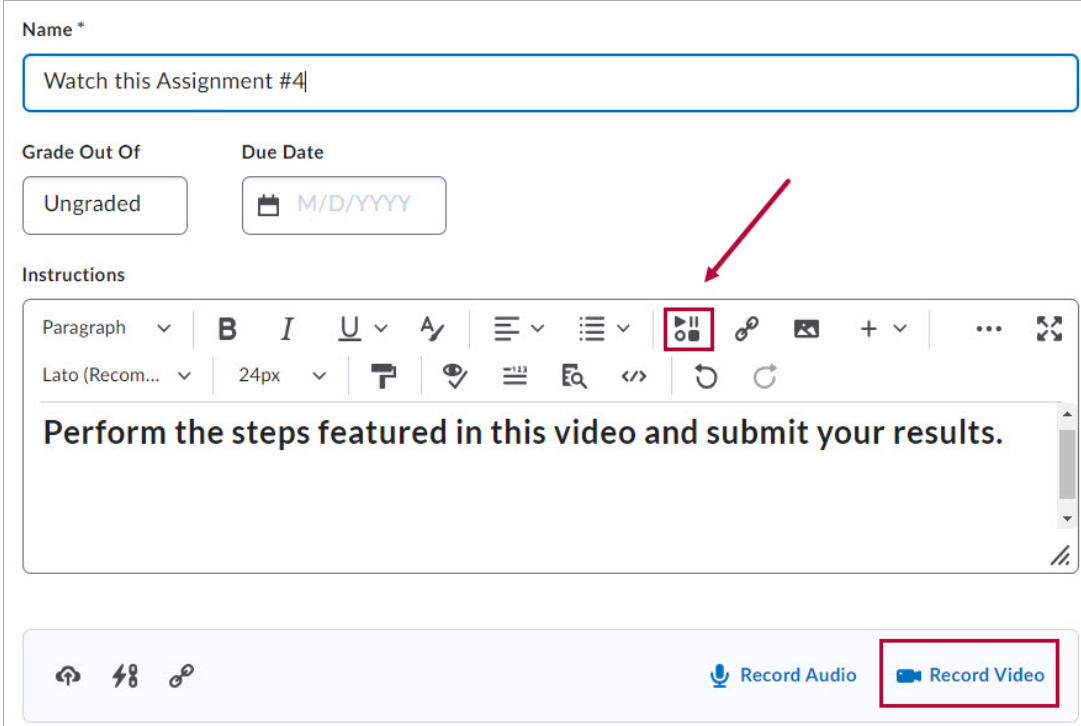
Last Modified on 09/27/2023 9:37 am CDT

Video Notes are available in any tool with an HTML editor. You can add videos to assignment instructions or as downloadable files, discussion posts, emails, etc. The method varies slightly depending on the course tool you are using but the basic steps are similar.

For this document, we are adding an instructional video for the students to watch in the instructions of an assignment.

Using Insert Stuff

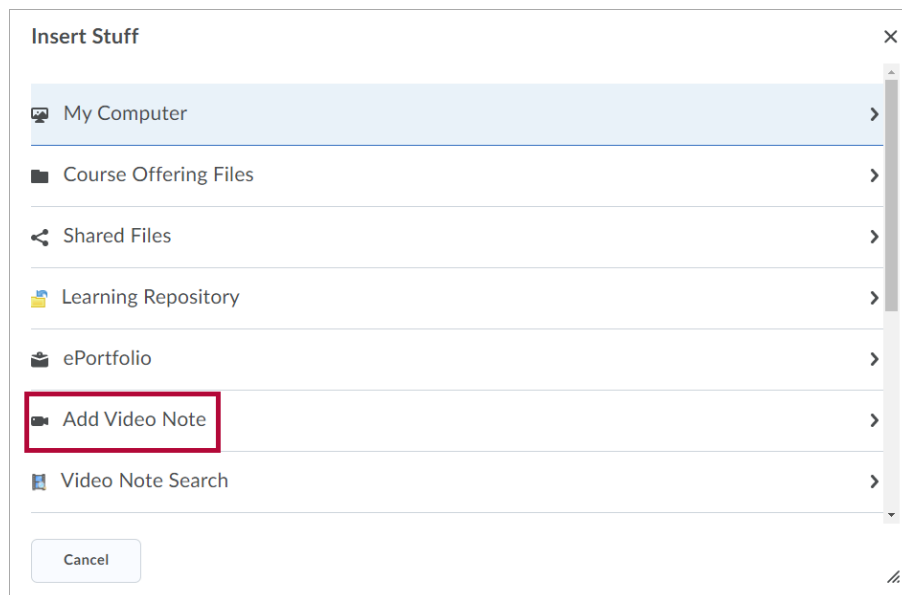
1. In the HTML Editor click the **Insert Stuff** icon.



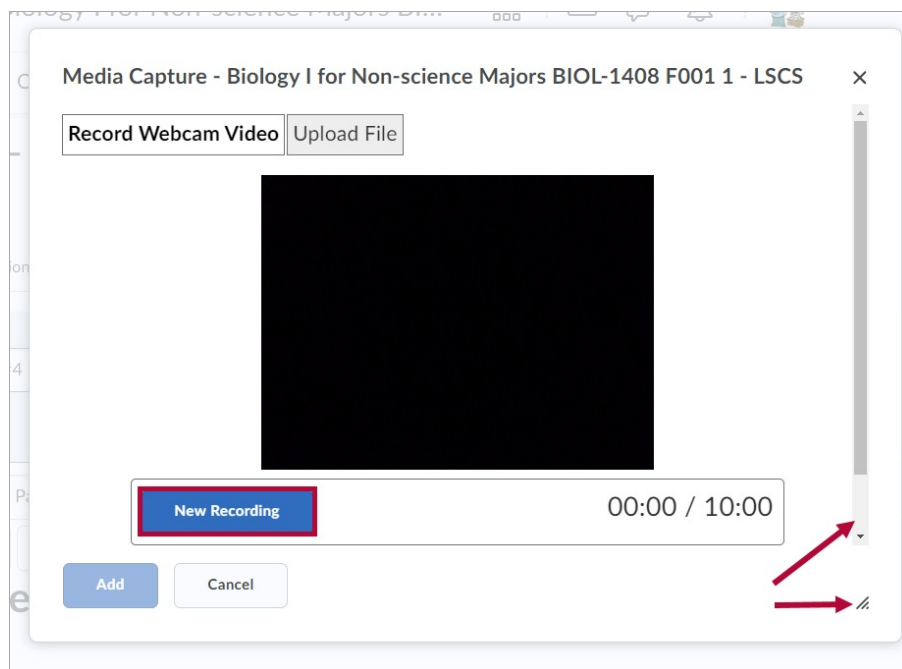
The screenshot shows an assignment configuration interface. At the top, there is a 'Name' field with the text 'Watch this Assignment #4'. Below this are two fields: 'Grade Out Of' set to 'Ungraded' and 'Due Date' set to 'M/D/YYYY'. The main section is 'Instructions', which contains a rich text editor. The text in the editor is 'Perform the steps featured in this video and submit your results.' The toolbar above the text includes various formatting options, and a red arrow points to the 'Insert Stuff' icon. At the bottom of the interface, there are three icons on the left and two buttons on the right: 'Record Audio' and 'Record Video'. The 'Record Video' button is highlighted with a red box.

or use the **Record Video** button to create your video as a downloadable file attachment to the assignment.

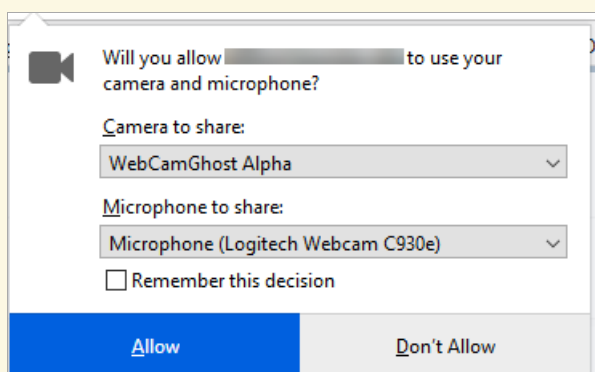
2. Click **Add Video Note**.



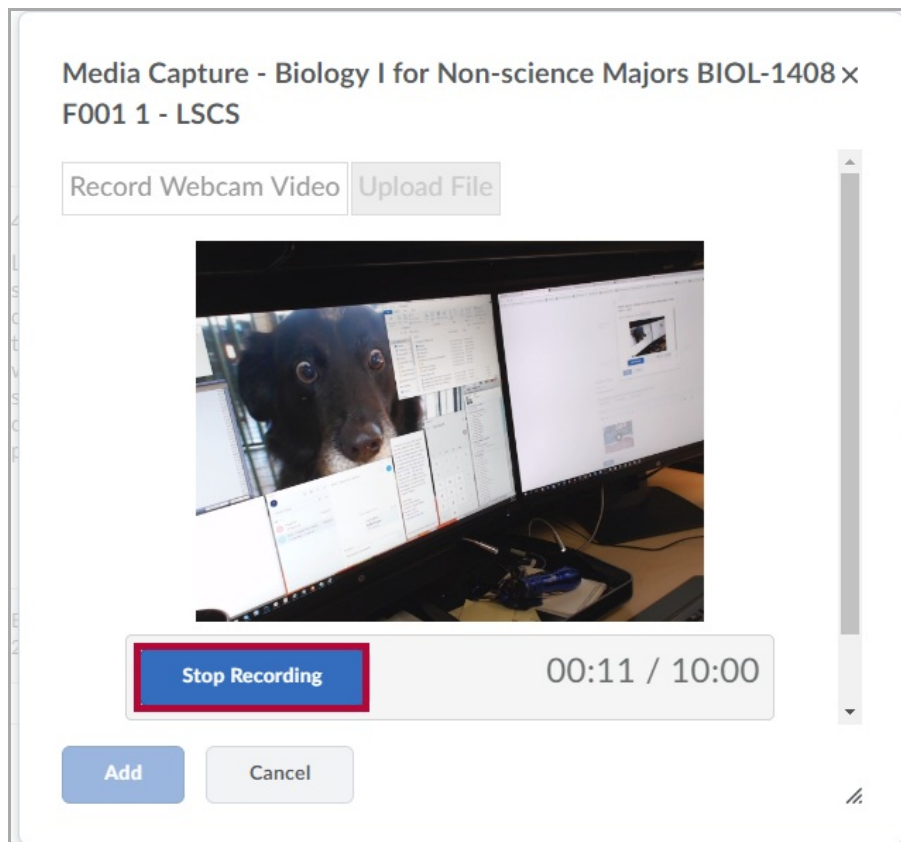
3. Click **New Recording** to begin recording your video. If you do not see the New Recording button use the scroll bar and resize marker until you see New Recording.



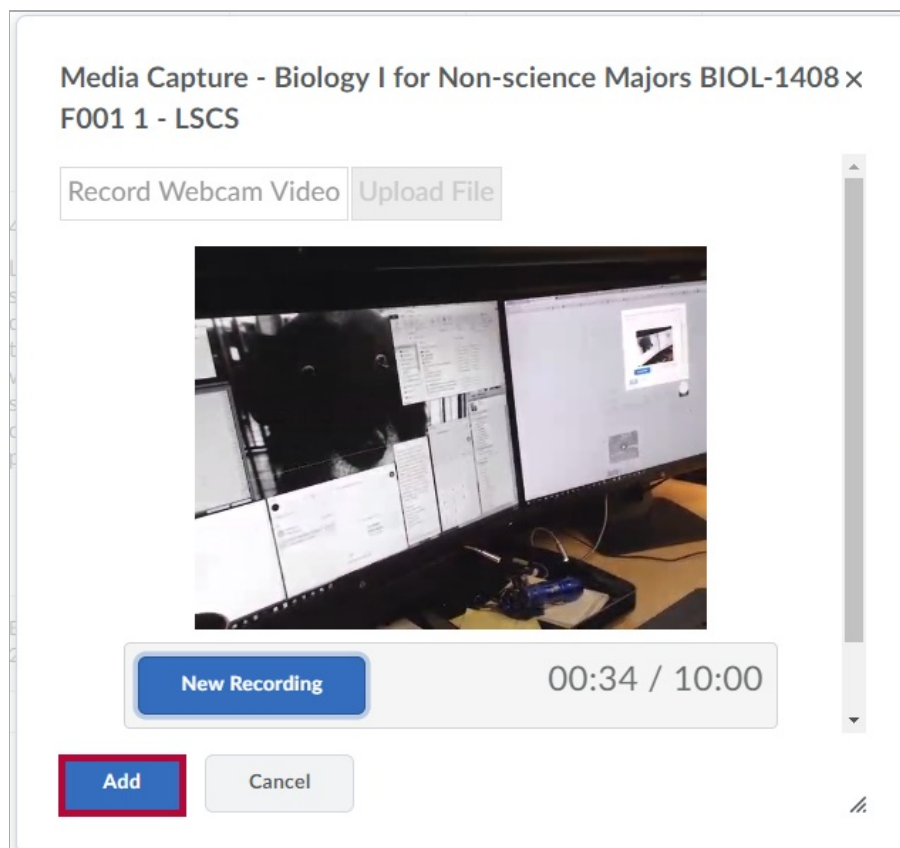
NOTE: If you cannot begin recording a popup window may be asking if you want to allow D2L to use your camera and microphone. Make sure to choose the correct hardware if there is a choice (The list will vary based on your hardware and software.).



4. The timer starts once you click New Recording, the video note can be up to 30 minutes long. Click **Stop Recording** when finished.

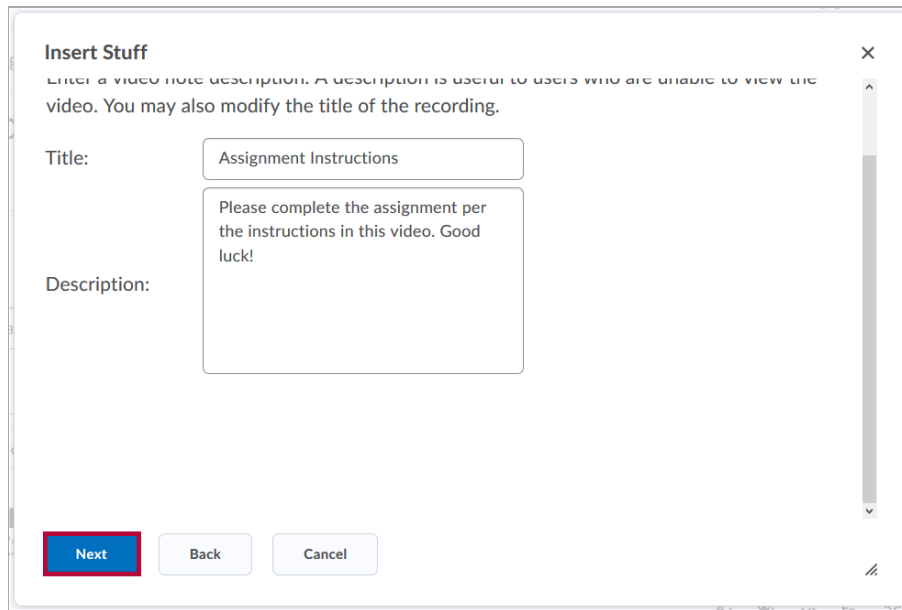


5. To re-record your note, click **New Recording**. If you are satisfied with your recording, click



Add.

6. If you are satisfied with your recording, enter a title and description of your video note. If you do not want the video to auto-generate captions leave this box unchecked. Click **Next**.



Insert Stuff

Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording.

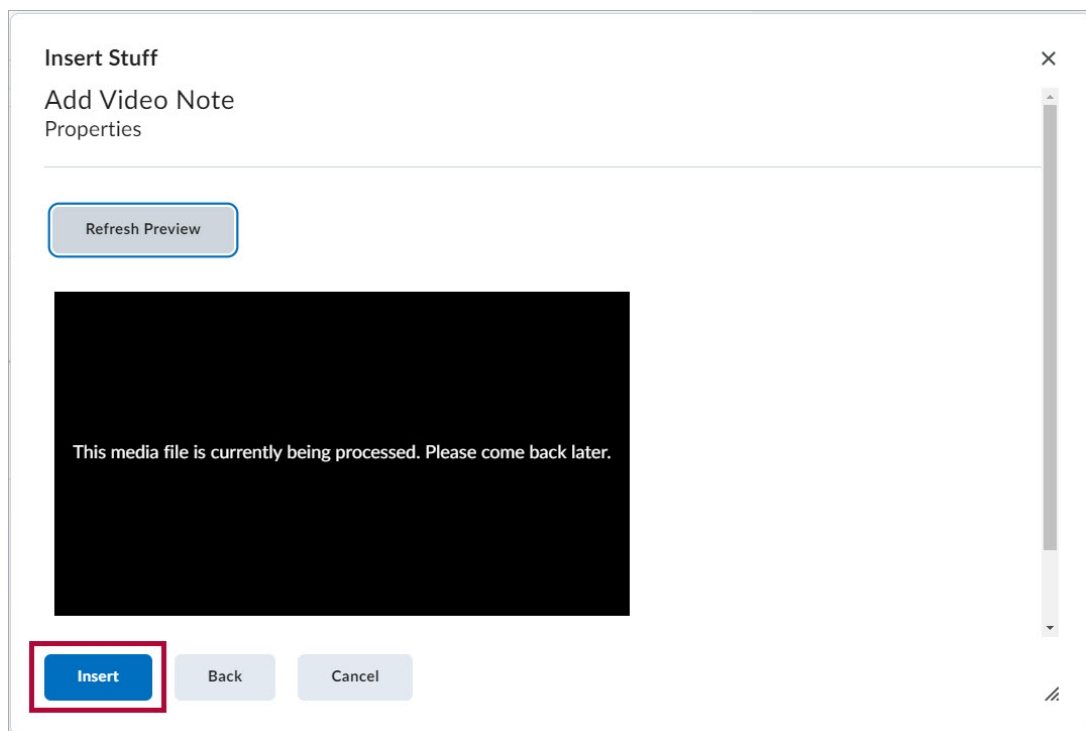
Title:

Description:

Next Back Cancel

NOTE: If you are unable to record using Video Note, you can create a video file in other software and use **Add a File** to upload your video.

7. Click **Insert** to insert the file into the HTML editor or use the **Back** button to return to the previous page if you wish to re-record your video. You can preview the video note before you insert it but you may have to refresh the screen first using the Refresh Preview button.



Insert Stuff

Add Video Note Properties

Refresh Preview

This media file is currently being processed. Please come back later.

Insert Back Cancel

8. Your video is now embedded in the instructions of the assignment.

Name*

Watch this Assignment #4

Grade Out Of: Ungraded


Due Date: M/D/YYYY

Instructions

Paragraph | **B** | *I* | U | ~~A~~ | [List] | [List] | [Link] | [Image] | + | ... | [Fullscreen]

Lato (Recom...) | 24px | [Text] | [Image] | [List] | [Image] | [Code] | [Undo] | [Redo]

Perform the steps featured in this video and submit your results.



[Link] [Share] [Embed]

[Record Audio](#) [Record Video](#)

9. Complete set up of the remainder of the assignment, discussion topic, or quiz.