

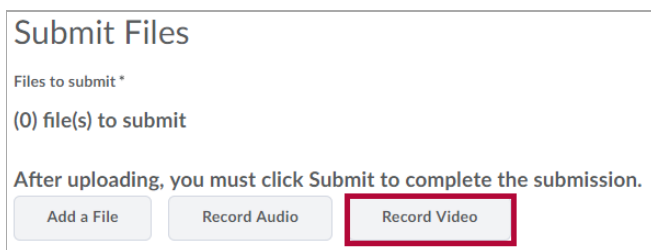
Create and Insert a Video Note Attachment

Last Modified on 03/28/2026 2:13 pm CDT

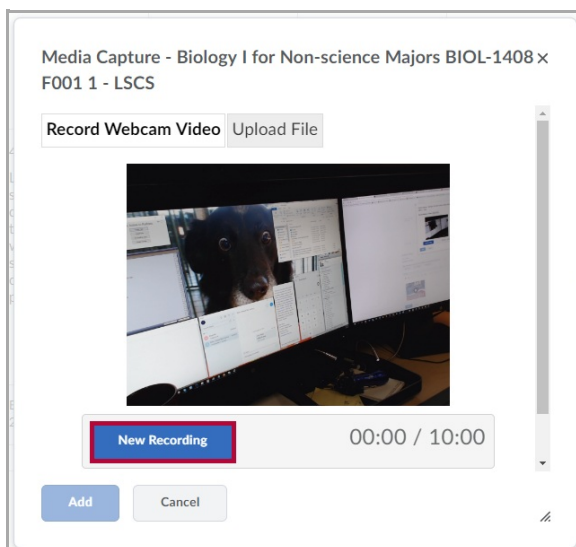
Video Note is available in any tool with an HTML editor. You can add videos to assignment submissions, discussion posts, email, etc.. The method varies slightly depending on the course tool you are using.

Using Record Video

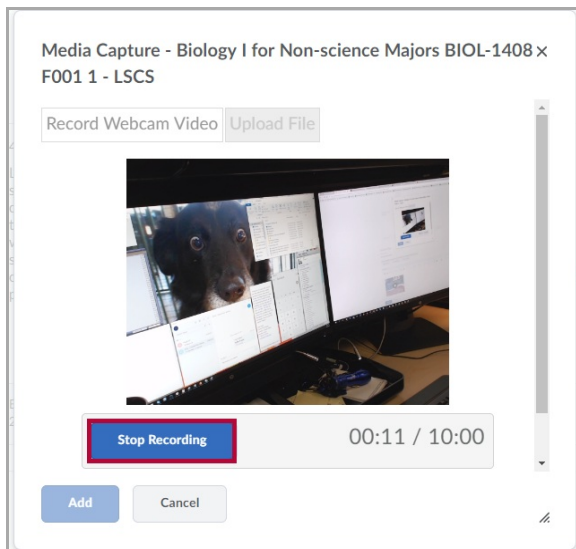
1. From the **Attachments** area of the tool you are in, click **[Record Video]**.



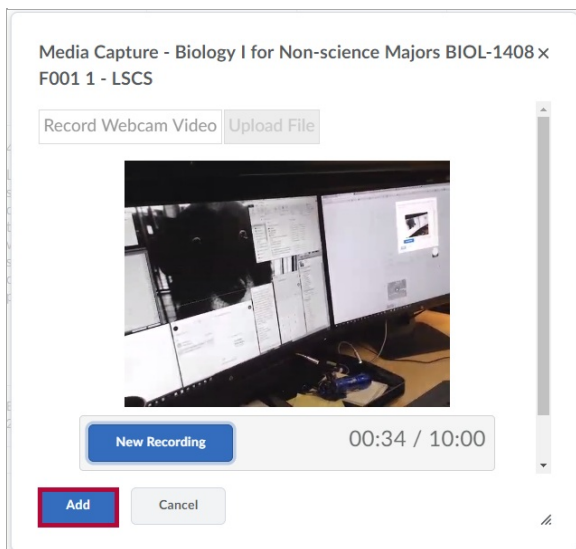
2. Click **[New Recording]** and record your video.



3. Click **[Stop Recording]** when you finish recording.



4. To re-record your note, click **[New Recording]**. If you are satisfied with your recording, click **[Add]**.



5. If you are satisfied with your recording, enter a title and description of your video note. Select the language for the **Audio Language captioning** and check the **[Automatically generate captions from audio]** box. 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: Assignment Instructions

Description: Please complete the assignment per the instructions in this video. Good luck!

Audio Language: en-US - English (US)

Automatically generate captions from audio

Next Back Cancel

- 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

Video Note Properties

Refresh Preview

Media file is currently being transformed.
You may view this by refreshing in a bit, or you can insert the file and view it later.

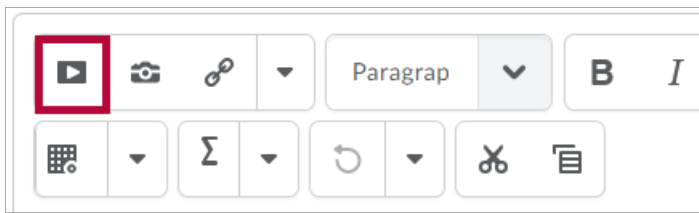
Insert Back Cancel

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.

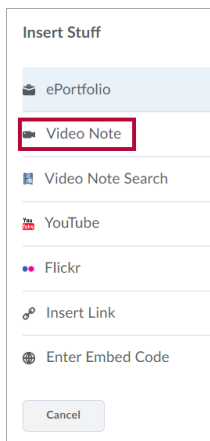
Using Insert Stuff

▶ Show Video Walkthrough

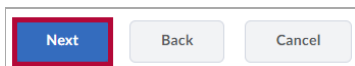
1. In the HTML Editor, click the **[Insert Stuff]** icon.



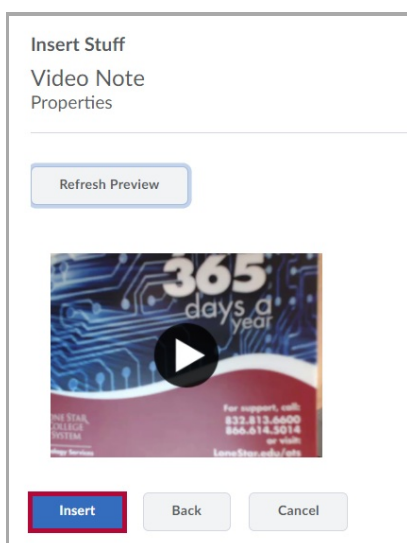
2. Click **[Video Note]**.



3. Follow the instructions for [Using Record Video](#) above.
4. If you are satisfied with your recording click **[Next]**.



5. 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.



6. Click **[Submit]** to complete the process.

A rectangular button group containing two buttons. The left button is blue with the text "Submit" in white. The right button is light gray with the text "Cancel" in black. A red rectangular border highlights the "Submit" button.

Submit Cancel