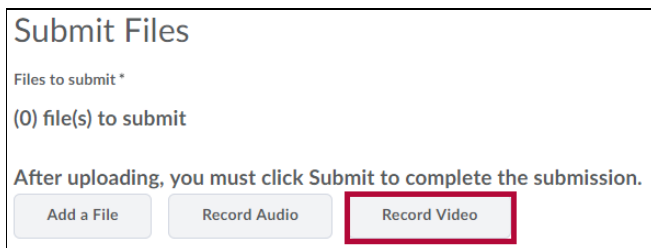# Create and Insert a Video Note Attachment

Last Modified on 01/29/2025 2:12 pm CST
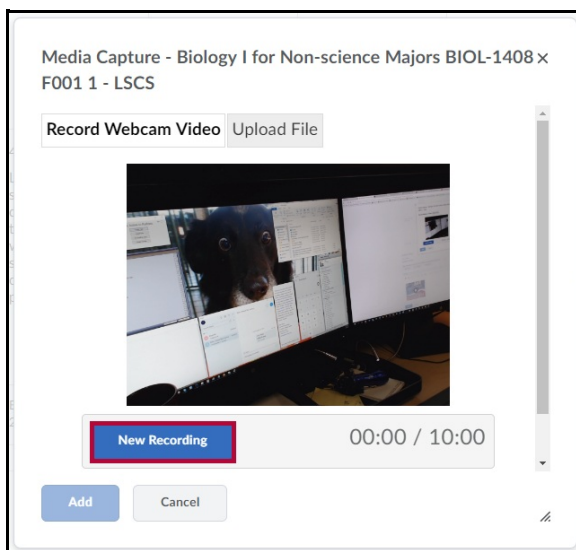
Video Note is available in any tool with an HTML editor. You can add videos to assignment submissions, discussion posts, email, etc.. The method varies slightly depending on the course tool you are using.
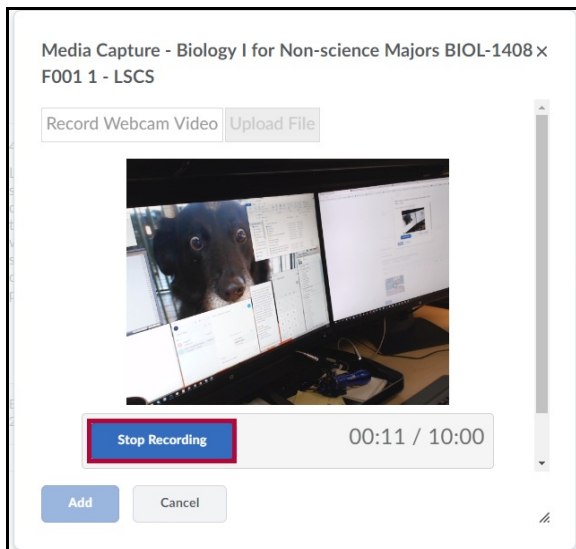
Using Record Video

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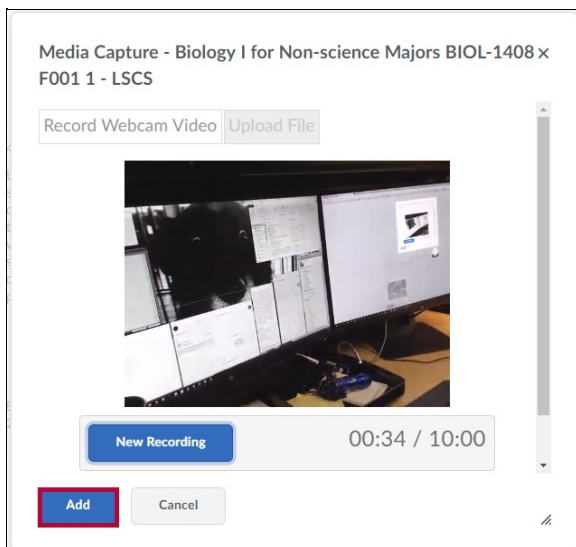

2. Click **[New Recording]** and record your video.

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]**.

6. 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.

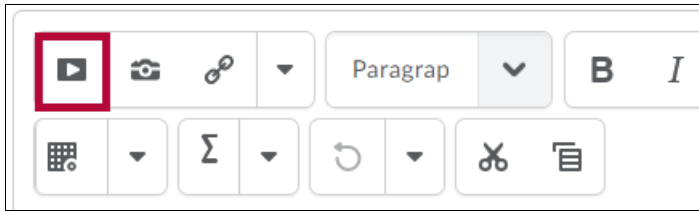**NOTE:** If you are unable to record using **Video Note**, you can create a video file in other software and use **[Add a File]** to upload your video.
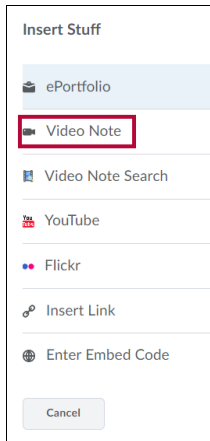
Using Insert Stuff

Show Video Walkthrough

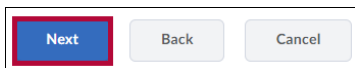1. In the HTML Editor, click the **[Insert Stuff]** icon.
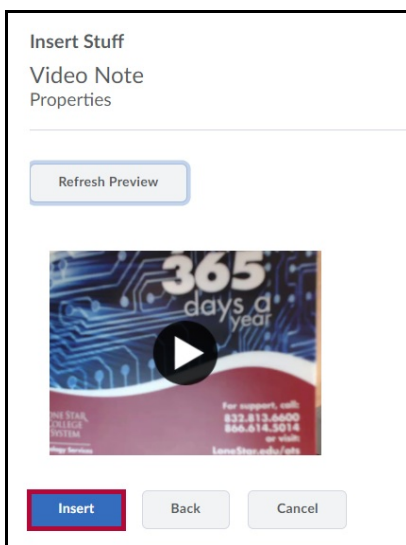
2. Click **[Video Note]**.

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.

Submit Cancel