

# Create a Video or Audio in an Assignment for Submission

Last Modified on 09/08/2023 3:51 pm CDT

**Recording an Audio or Video Note** is available in **Assignment** folders. If your instructor asks for a video or audio file, you can add them to assignment submissions, discussion posts, emails, etc. The method varies slightly depending on the course tool you are using.

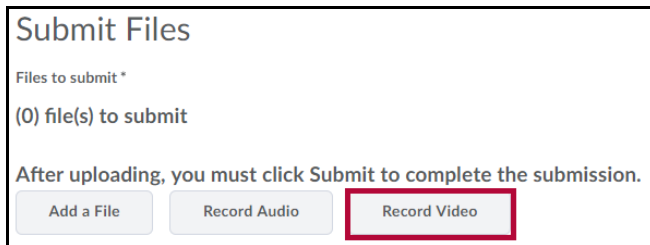
**NOTE:** You should use the first method below, **Using Record Video**, when submitting to an Assignment Folder which is set to accept **File Submissions** (<https://vlac.lonestar.edu/help/a325#file-submission>), and you should use the second method, **Using Insert Stuff**, when submitting to an Assignment Folder which is set to accept **Text Submissions** (<https://vlac.lonestar.edu/help/a325#text-submission>).

## In this article:

- [Using Record Video](#)
- [Using Insert Stuff](#)

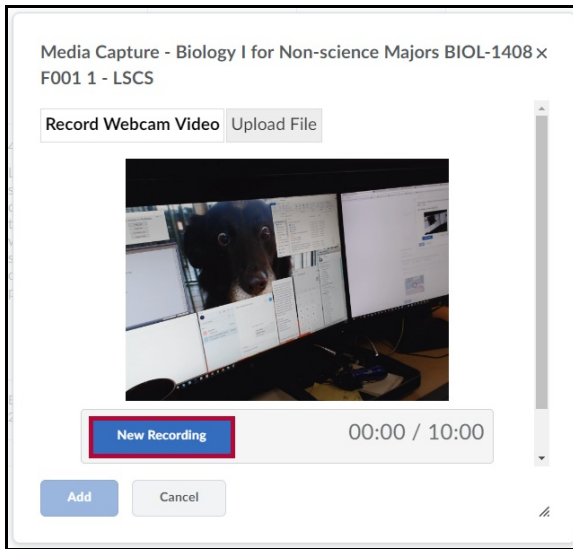
## Using Record Video

1. From the Attachments area of the tool you are in, click **[Record Video]**. (Or Record Audio if you do not require video.)

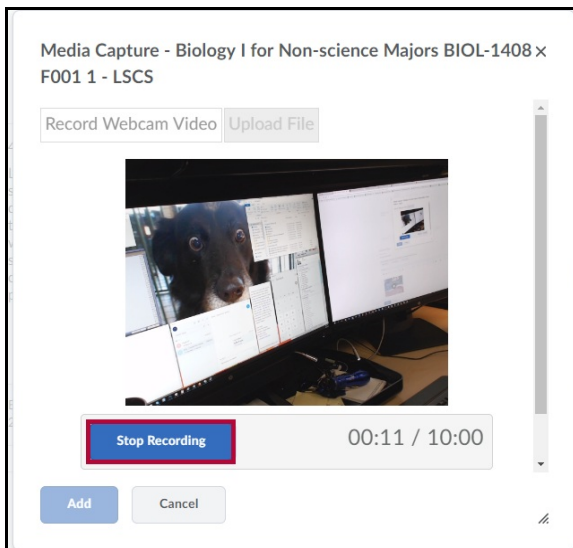


The screenshot shows a 'Submit Files' interface. At the top, it says 'Submit Files'. Below that, it says 'Files to submit \*' and '(0) file(s) to submit'. A note states: 'After uploading, you must click Submit to complete the submission.' At the bottom, there are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. The 'Record Video' button is highlighted with a red box.

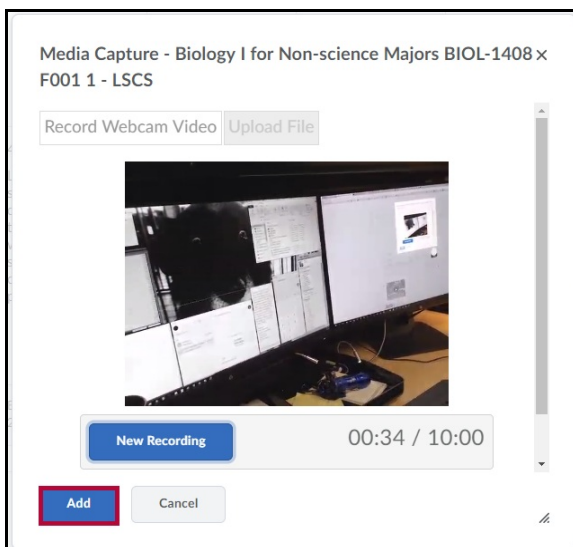
2. Click **[New Recording]** and record your video.



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

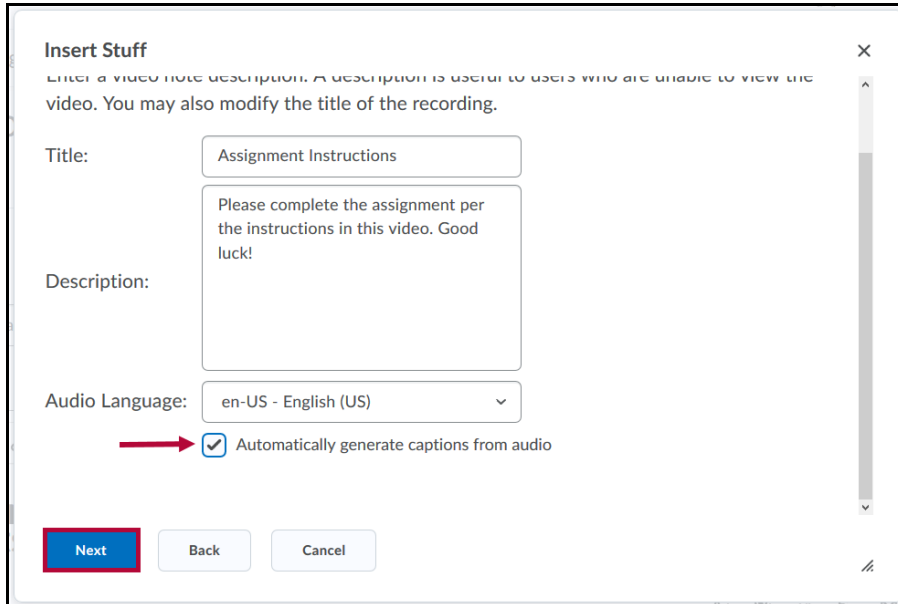


4. To re-record your note, click **[New Recording]**. If you are satisfied with your recording, click **[Add]**.



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]** checkbox.

If you do not want the video to auto-generate captions leave this box unchecked. When finished 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:

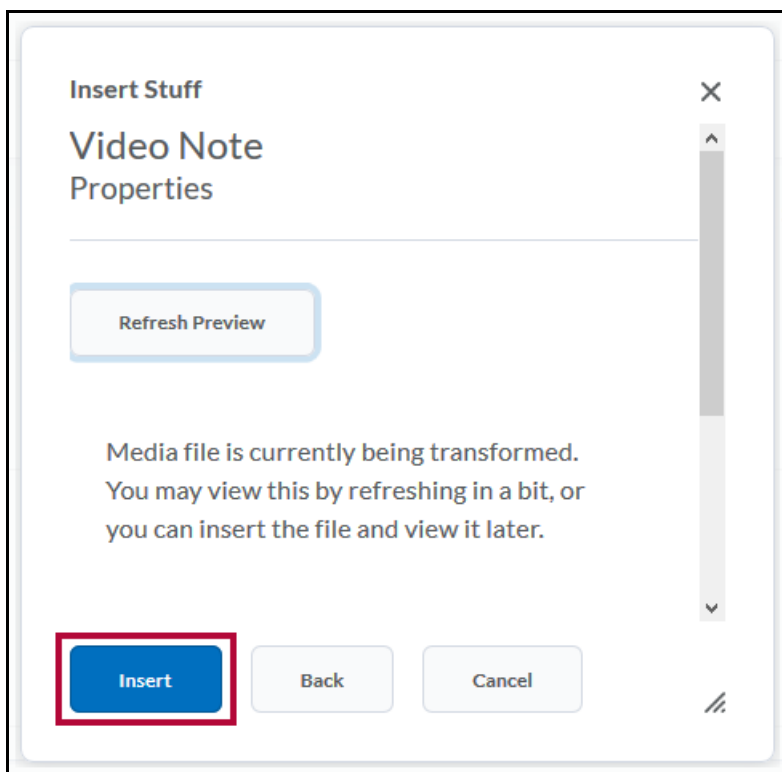
Description:

Audio Language:

Automatically generate captions from audio

**Next** Back Cancel

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.



**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

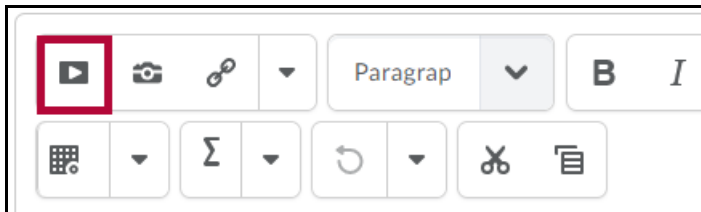
**NOTE:** If you are unable to record using Video Note, you can create a video file in other

software and use **Add a File** to upload your video.

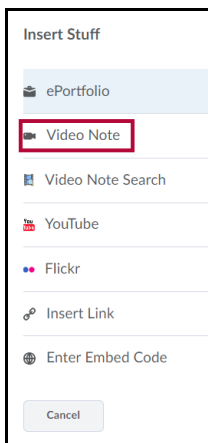
## Using Insert Stuff

### Show Video Walkthrough

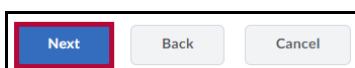
1. In the HTML Editor, click the **[Insert Stuff]** icon.



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.

Insert Stuff  
Video Note  
Properties

Refresh Preview



365  
days a  
year

For support, call  
832.813.4400  
866.614.5014  
or visit  
lonestar.edu/ops

THE STAR  
COLLEGE  
SYSTEM

Insert Back Cancel

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

Submit Cancel

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