

Create a Video or Audio in an Assignment for Submission

Last Modified on 03/28/2026 2:12 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.

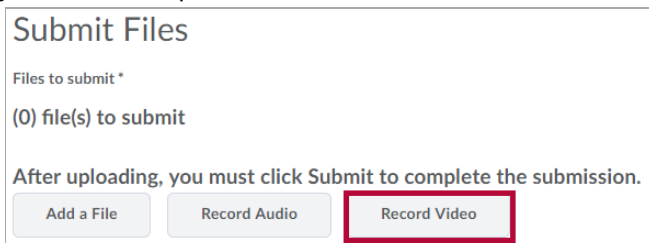
NOTE: You should use the first method below, **Using Record Video**, when submitting to an Assignment Folder which is set to accept **File Submissions** (<https://vlac.lonestar.edu/help/a325#file-submission>), and you should use the second method, **Using Insert Stuff**, when submitting to an Assignment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



Submit Files

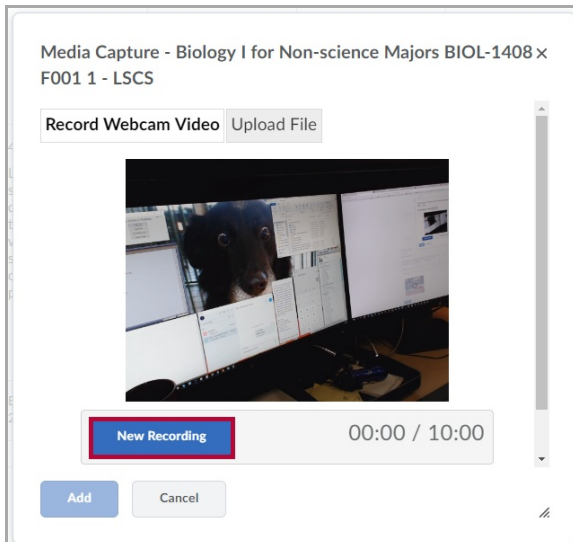
Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

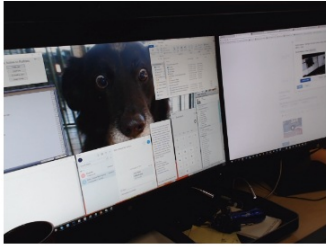
Add a File Record Audio **Record Video**

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



Media Capture - Biology I for Non-science Majors BIOL-1408 x F001 1 - LSCS

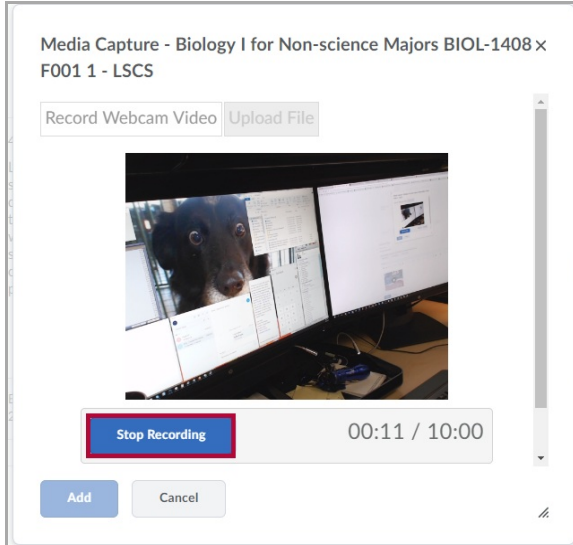
Record Webcam Video Upload File



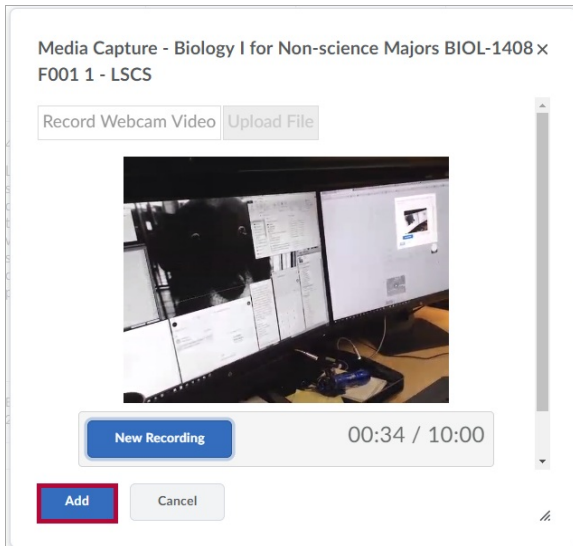
New Recording 00:00 / 10:00

Add Cancel

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.

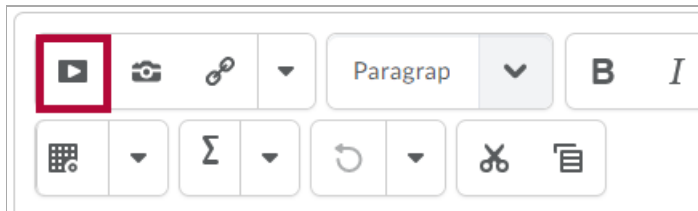
Insert Back Cancel

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.

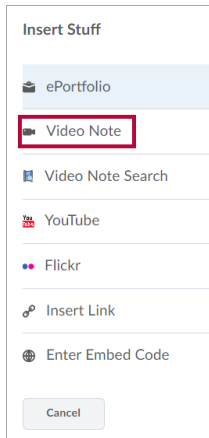
Using Insert Stuff

▶ Show Video Walkthrough

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

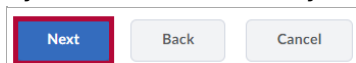


2. Click **[Video Note]**.

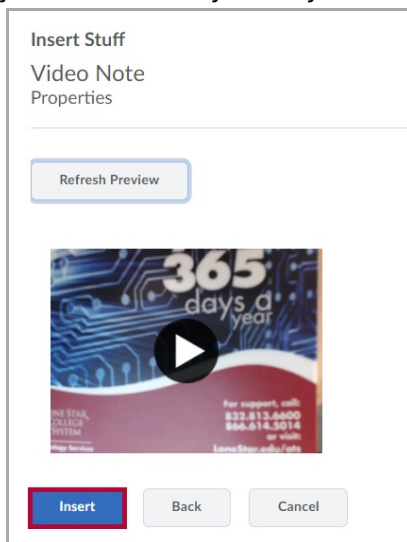


3. Follow the instructions for [Using Record Video](#) above.

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.



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

