Video Note

The Video Note tool within D2L Brightspace enables users to create concise video or audio recordings. These recordings can be easily inserted into various components such as modules, announcements, dropboxes, discussion posts, quizzes, or the grade book using the "Insert Stuff" option available on the Brightspace Editor.
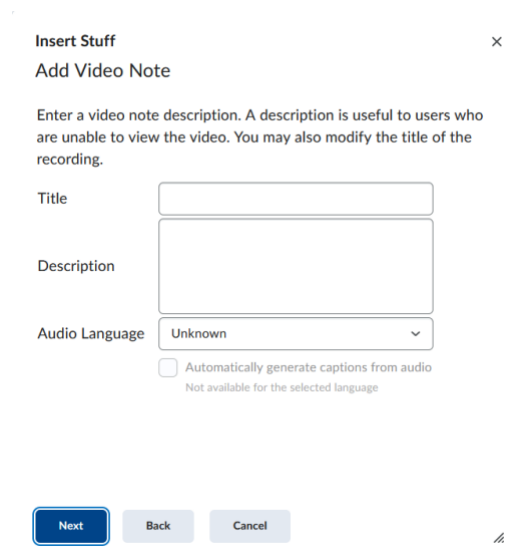
Best Practices

The Video Note feature serves multiple purposes, including offering student feedback, providing clarification on assignments, introducing classes, and welcoming students through announcements. Its primary aim is to help instructors establish a strong presence in their courses. While instructors have up to 30 minutes of recording time available, it's unlikely they'll need the entire duration because Video Notes are intended to be brief. It's important to note that Video Notes should not be utilized for recording full lectures; instead, Microsoft Teams is recommended for creating microlectures.

Additionally, it's not possible to capture screen activity; only webcam recordings are supported. For ease of retrieval and reuse, it's advisable to label video or audio recordings appropriately.
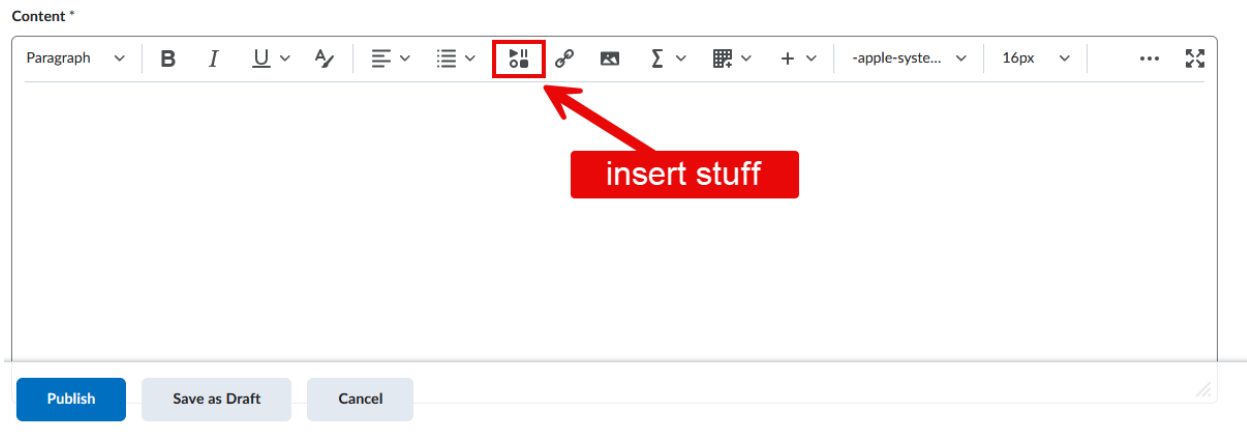
Accessibility

To generate captions, select the language (e.g., English (United States)) from the dropdown menu of Audio Language and check the box for Automatically generate captions from audio.

Add Video Note to a News Item

1. Navigate to Course Home and select New News Item from the News dropdown menu.
2. Select Insert Stuff icon from the Brightspace Editor toolbar.
3. Select **Add Video Note**.
4. A pop-up message should appear. Allow camera and microphone to be used.
5. Select **New Recording.** There is a 30-minute time limit. (**Note:** There is a toggle to Audio only available.)
6. Select **Stop Recording** to end the recording.
7. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
8. Select **Next**.
9. Video will load and provide a preview.
10. Select the **Insert** button.
11. Select **Publish** to make the News item visible.

Add Video Note to Dropbox submission

1. Navigate to Assessments (navbar) > Dropbox.
2. Select **View Submissions.**
3. Click on the student's name or submission.
4. On the right-hand side, below the Overall Feedback text box, select **Record Video**.
5. Select **New Recording**. There is a 30-minute time limit.
6. Select **Stop Recording** to end the recording.
7. Select the **Add** button.
8. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
9. Select the **Add** button.

10. Select **Publish** or **Save Draft** (to publish all at the end of grading all submissions).

Add Video Note to a Quiz

New Written Response Question
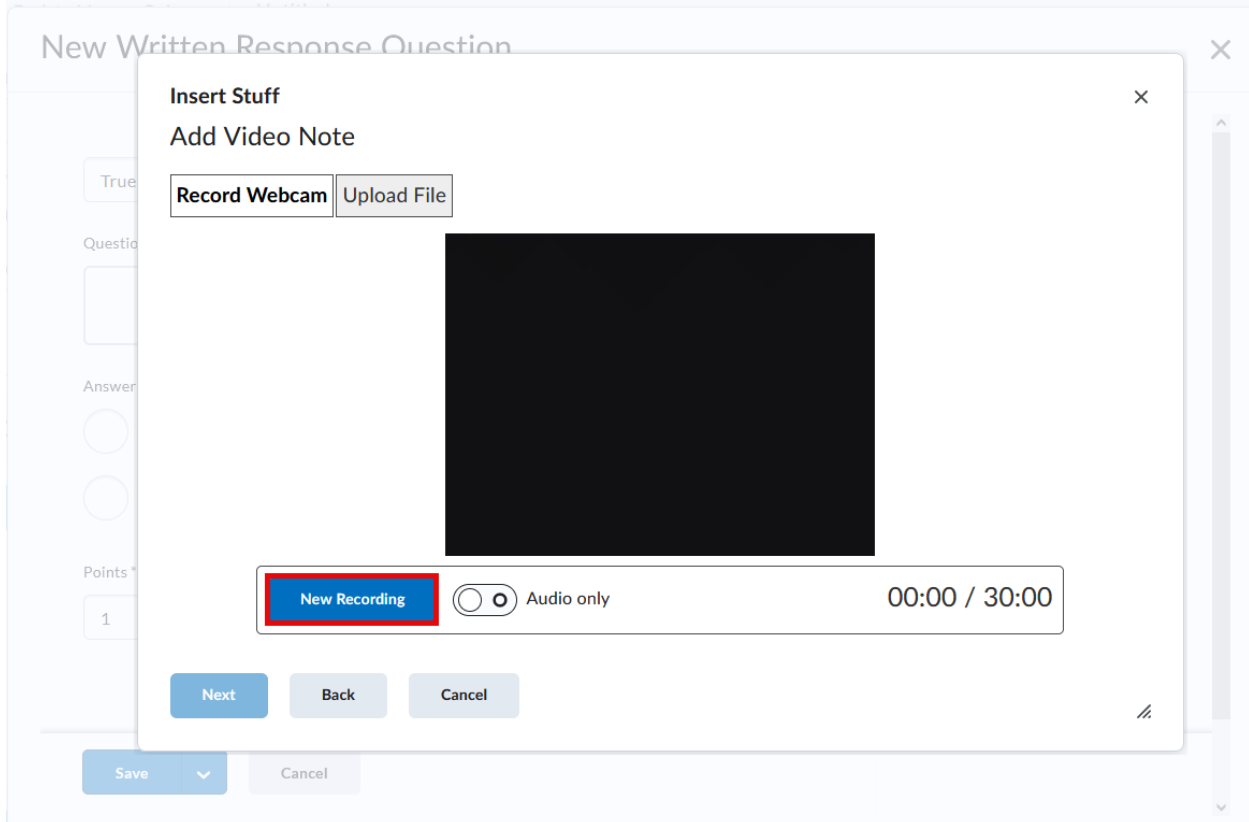
1. Navigate to Assessments (navbar) > Quizzes.
2. Select **New Quiz** button.
3. Add a title to the quiz.
4. Add a question by either importing from Question Library or use Create New button to add a question directly to the quiz.
5. Click once in the question text area to display the editor toolbar.
6. Select Insert Stuff icon from the toolbar.
7. Select **Add Video Note**.
8. Select **New Recording.** There is a 30-minute time limit. (**Note:** There is a toggle to Audio only available.)
9. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
10. Select **Next**.
11. Video will load and provide a preview.
12. Select the **Insert** button.
13. Select **Save**.
14. Select **Save and Close**.

Add Video Note to Discussion Topic

1. Navigate to Communication (navbar) > Discussions.
2. Select New Topic from the New button dropdown menu.
3. Add a topic title.
4. Choose a forum or create forum.
5. Select Insert Stuff icon from the toolbar of the Description text box.
6. Select **Add Video Note**.
7. Select **New Recording.** There is a 30-minute time limit. (**Note:** There is a toggle to Audio only available.)
8. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
9. Select **Next**.
10. Video will load and provide a preview.
11. Select the **Insert** button.
12. Click **Save and Close**.

Add Video Note to Grades
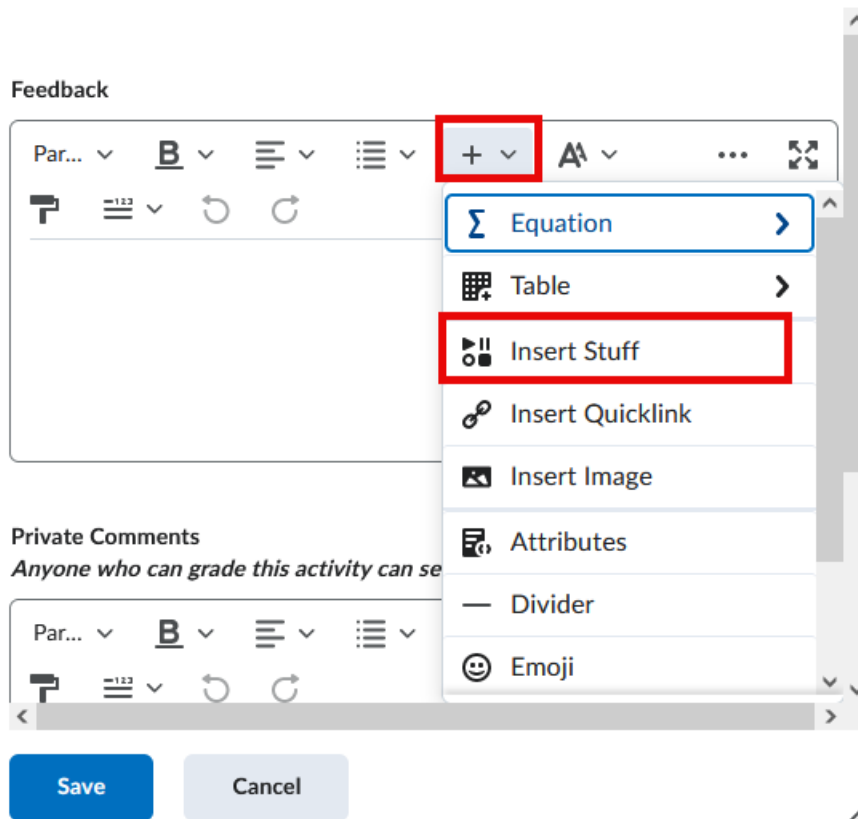
1. Navigate to Assessments > Grades > Enter Grades.
2. Choose a grade item to select **Enter Grades** from the dropdown menu.
3. On the right-hand side, select the pencil to enter comments in the feedback column.
4. Click the plus sign on the editor toolbar to select **Insert Stuff** from the dropdown menu.
5. Select **Add Video Note**.
6. Select **New Recording.** There is a 30-minute time limit. (**Note:** There is a toggle to Audio only available.)
7. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
8. Select **Next**.
9. Video will load and provide a preview.
10. Select the **Insert** button.
11. Select Save.
12. Select Save and Close.