Video Note, Audio Note & Media Library

Video Note is a quick tool to create (**up to 30 minute**) videos directly in D2L. This is a great tool for quick announcements and learner feedback on assessments. It may be used anywhere the HTML Editor is available, such as discussions, and where the Record Video option is available, such as a video assignment submission. Instructors may use it to record prompts in quiz questions and students may use it to answer prompts in questions where the instructor has enabled the HTML Editor for learner responses.

Audio Note is a quick tool to create (**up to 30 minute**) audio directly in D2L. It's not available in the HTML Editor, but it is available where the Record Audio option is present. It may be used for feedback, in assessment instructions, or as an audio assignment submission.

Media Library is a repository for audio and video content created with or uploaded to Video/Audio Note. It also offers tools for automatic captioning and basic editing. You may upload media files here from other sources if you need to add captions/transcripts, too. (Uploaded media may be able to exceed the 30-minute limit, but it is a best practice to use shorter videos.)

Notes:

- If you're using Video Note for discussions, check out our Discussions Using Video Note guide.
- If you are requiring students to use Video Note or Audio Note for assessments, share our student guide with them.
- If you need to transfer ownership of a file in your Media Library, contact Distance Education.

Contents

Tutorial Video(s)

[Navigate Brightspace Learning Environment - Video Note - Learners](#)

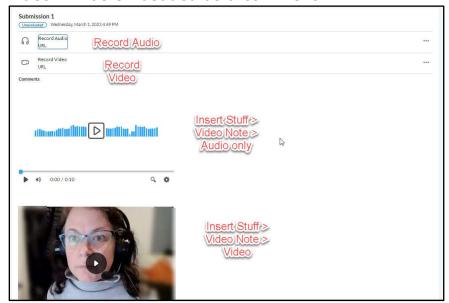[Media Library Overview | Instructor](#)

Assignments: A quick note

If you create an **Assignment** that requires a **File Submission**, your students will have the option to **Add a File**, **Record Audio** (up to 30 minutes), or **Record Video** (up to 30 minutes). The Record Audio option uses Audio Note and the Record Video option uses Video Note.

Students may also record a video in the HTML text editor by using the **Insert Stuff** option and selecting **Add a Video Note**. If this is the case, it will appear as if there is no submission, but the audio or video will appear as a comment. (If you want students to use the HTML editor for submissions, it is best to select the **Text Submission** option when you set up the Assignment, instead of the File Submission option.)

If the student uses the **Record Audio** or **Record Video** option, the file will appear as an HTML file. If the student uses the Insert Stuff option in the HTML editor, the audio or video will be embedded as a comment.
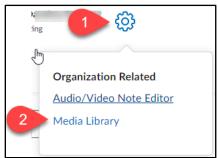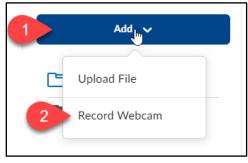
Record an Audio or Video Note

Media Library

If you want to record an audio or video to be used in multiple courses or you don't know where you wish to add it yet, you may record it directly in Media Library. You may also upload media files to the Media Library.

1. Click on **Admin Tools** (gear icon) and select **Media Library** from the dropdown menu.

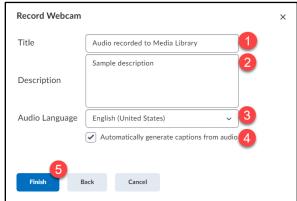2. Click **Add** and select **Record Webcam**.

3. If you haven't already, **Allow** D2L to use your **camera** and **microphone**.
4. Click the **New Recording** button and record your video. Click **Stop Recording** when you are finished.
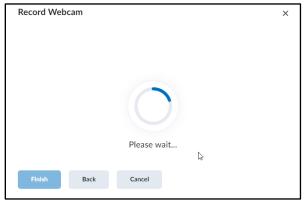5. When you're happy with your recording, click **Next**.

6. Add a **Title**, **Description**, and **Audio Language**. Also, check the box for Automatically generate captions from audio. (Use the dropdown menu to select the applicable language.) Finally, click the **Finish** button. (These will be helpful if you wish to search for your notes later, as well as necessary for captions.)

Record Webcam

Title	Audio recorded to Media Library ①
Description	Sample description ②
Audio Language	English (United States) ③
	☑ Automatically generate captions from audio ④

⑤ Finish   Back   Cancel

7. You'll receive a **Please wait…** message.

Record Webcam

Please wait…

Finish   Back   Cancel

8. Then, you'll receive a notice that D2L is **Uploading 1 item**.

Uploading 1 item   ∨   ✕

Audio recorded to Media Library   65%

9. Once the upload is complete, the message will update to **1 upload complete**.

1 upload complete   ∨   ✕

Audio recorded to Media Library   ✓

10.   You will find the file in your **My Media**.

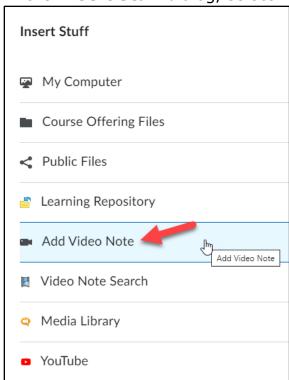| Add ∨		Filters ∨	Search…	🔍
📁 My Media	☐ Name		Modified ∨	…
🗑 Recycle Bin	☐ 🎧	Audio recorded to Media Library	1 minute ago	…

HTML Editor

Anywhere the **HTML Editor** is available, you may add a **Video Note** by using the **Insert Stuff** feature.
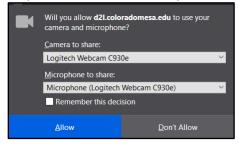
1. In the **HTML Editor**, click **Insert Stuff**.

2. In the **Insert Stuff** dialog, select **Video Note**.

3. If you haven't already, **Allow** D2L to use your **camera** and **microphone**.
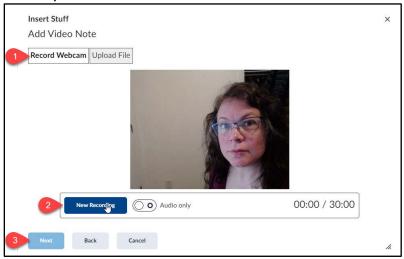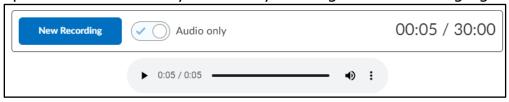
4. Click the **Record Webcam Video** option.
   Notes:
   a. In addition to the Record Webcam Video option, you have the option to **Upload File.** This allows you to add a video file (MP4, FLV, F4V, MOV, or WEBM format) from your device. If you do not see the option to attach a **pre-existing** Video Note and wish to do so, check out Search for a Video Note or Audio Note to Add.
   b. You may also opt to record **Audio only**.

5. Click the **New Recording** button and record your video. Click **Stop Recording** when you are finished.

You may preview your recording before clicking the **Next** button. (You'll have the option to re-record if you wish by clicking New Recording again instead of Next.)

6. Add a **Title**, **Description**, and **Audio Language**. Also, check the box for Automatically generate captions from audio. (Use the dropdown menu to select the applicable language.) Finally, click the **Next** button. (These will be helpful if you wish to search for your notes later, as well as necessary for captions.)
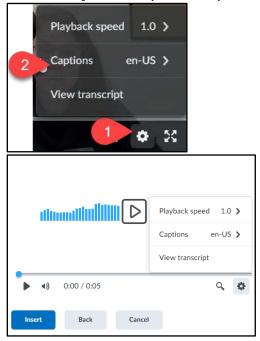
Insert Stuff ✕

Add Video Note

Enter an audio note description. A description is useful to users who are unable to listen to the audio. You may also modify the title of the recording.

Title: Sample Audio Note ①

Description: Testing ②

Audio Language: English (United States) ▾ ③

☑ Automatically generate captions from audio ④

⑤ Next Back Cancel

7. You may see a screen that reads: "Media file is currently being processed. Please come back later."

Insert Stuff ✕

Add Video Note
Properties

Refresh Preview

This media file is currently being processed. Please come back later.
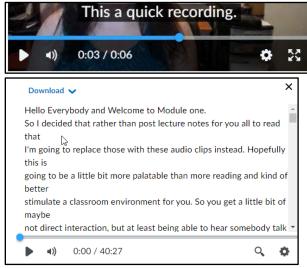
Insert Back Cancel

8. To check your auto-captions, play the video and click on the **gear** icon. Then, select **Captions**. (You may also check **View Transcript**.)
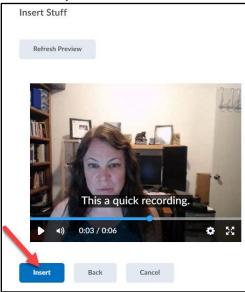

Note: Depending on the length of your recording, it may take a few minutes for the automatic captions/transcript to process. You may need to wait and refresh your screen.

9. This will display the auto-captions or transcript. You can also review these once the recording is inserted.
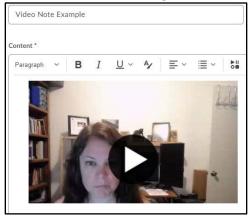
10. Once the video is reviewed, you may click **Insert**. (You may also go **Back** or **Cancel**.)

11. Your recording will now be a part of your HTML file.

12. Click **Save** or **Save and Close**, when are ready to post your recording/file.

Feedback

You may use Video Note or Audio Note in **Grades,** as well as in **Assignments**, **Discussions**, and **Quizzes submission feedback** in the HTML Editor.

Feedback to **everyone**:

1. Navigate to the **Overall Feedback** area in a gradebook item.
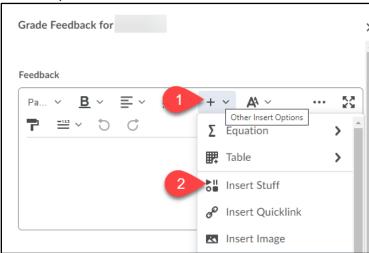2. Use the HTML editor and click **Insert Stuff**.

3. Then, you will follow the same steps as you would in the HTML editor.

Individual feedback via **Grades**:
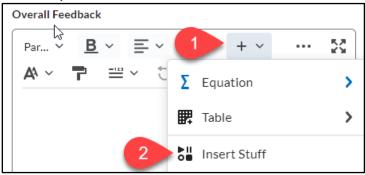1. Go to the **Grade Book** item and navigate to the **Comments** option and the **Feedback** area.
2. In the HTML editor, click the **Other Insert Options** and select **Insert Stuff** from the dropdown menu.

3. Then, you will follow the same steps as you would in the HTML editor.

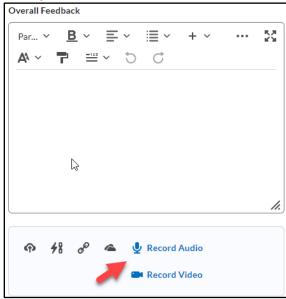**Individual** feedback via **Assignments**, **Discussions**, and **Quizzes**:
1. Go to the submission and go to the **Overall Feedback** area.
2. In the HTML editor, click the **Other Insert Options** and select **Insert Stuff** from the dropdown menu.
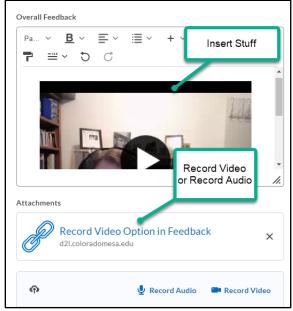
3. Then, you will follow the same steps as you would in the HTML editor.

OR, you can use the **Record Audio** or **Record Video** option below the HTML editor.

This is what you will see with either option:

Note: Record Audio and Record Video both appear as **Attachments**. Remember to click Publish or Save Draft.
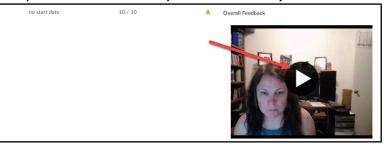
Student View

For students to view/listen to your feedback, they will follow these steps in either Grades or with a specific assessment:

GRADES

1. Go to **Grades**.
2. Go to the applicable **Assessment.**
3. Click on the recording to play the feedback. (The captions will be available once they are turned on by the student.)
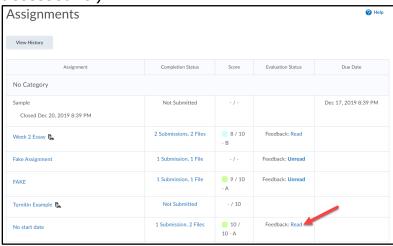

Note: If you have also left feedback for the entire class, that Video Note will be below the feedback recording you left for the individual student. If you used the Record Video or Record Audio Options, students will only be able to access that feedback by going to the **Assessment**, where it will display as **Attached Files**.
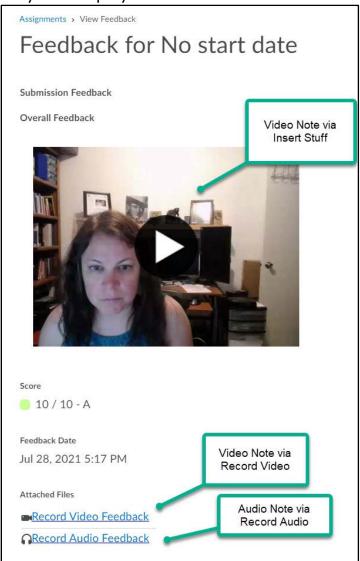
SPECIFIC ASSESSMENT

Alternatively, students may also access their feedback videos by going directly to the assessment:

1. Go to **Assessments** and select the applicable option, **Assignments**, **Discussions**, or **Quizzes**. (For this example, we'll use Assignments.)
2. Go to the applicable **Assignment** and in the **Evaluation Status** column, click on the link by **Feedback**. (The "Unread" link will change to "Read" once you've accessed it.)

3. In the **View Feedback** area, students will see various sections, depending on what type of feedback the instructor utilizes: Submission Feedback, Rubric info, Score, Feedback Date, Attached Files, Assignment, and Submissions, which include your submissions and any Inline Feedback from D2L Annotation or Turnitin.

4. Here they will be able to click on the video file to play it, along with the captions if when they are turned on. If you use the Record Video or Record Audio Options, they will display as **Attached Files**.
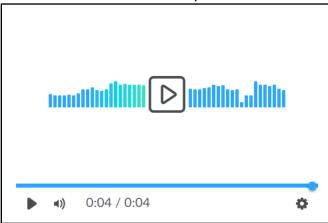
The video file will open in a new window:

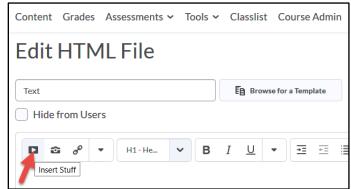The audio file will also open in a new window:

0:04 / 0:04

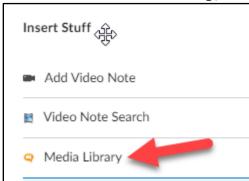Both options allow students to view the automatic captions/transcript.

Search for a Video or Audio Note to Add

You may search for an existing Video or Audio Note by using a key term from the **Title** or **Description** you included with the video when you recorded it.

1. In the **HTML Editor**, click **Insert Stuff**.
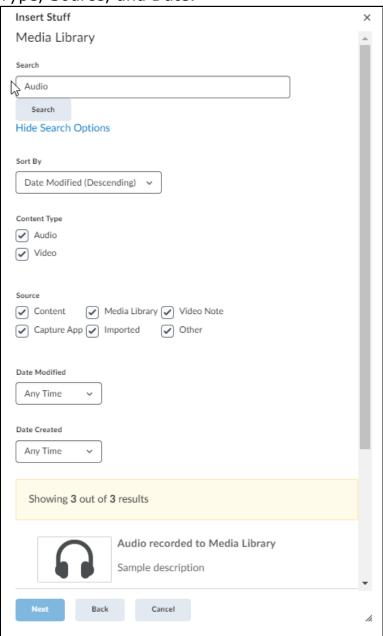

2. In the **Insert Stuff** dialog, select **Media Library**.

3. In the **Search** field, enter your key term and click the **Search** button.

4. If you click Search Options, you can sort and filter more thoroughly, using Content Type, Source, and Date.

5. Navigate to the recording you wish to insert in your HTML file and click the **Next** button.
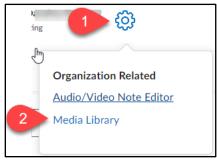6. You may review the recording and then click the **Insert** button to insert the video in your HTML file.
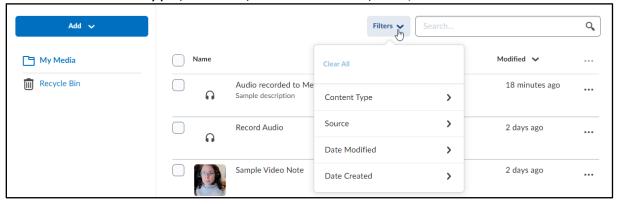
Using Media Library Tools

Edit Captions for a Video Note or Audio Note

While you can't edit the auto-captions directly in the HTML Editor, you can use the **Media Library** feature in **Admin Tools**. Also, if you didn't enable captions when you first recorded the video, you may enable them here.

1. Click on **Admin Tools** (gear icon) and select **Media Library** from the dropdown menu.

2. Search for your video/audio file. The **Title** and **Description** you added earlier will aid in your search, especially if you have many videos. You can also use Filters, such as Content Type, Source, Date Modified, and/or Date Created.
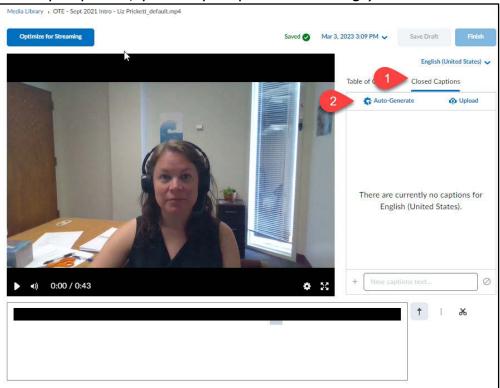
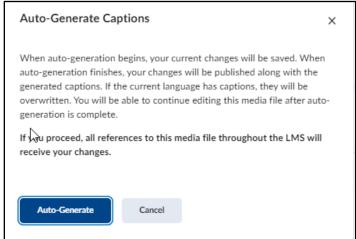3. Once you find your file, use the **3-dot** menu to select **Edit**.

4. Click on the **Closed Captions** tab and select **Auto-Generate**. (If there are already captions, you may skip to the editing.)
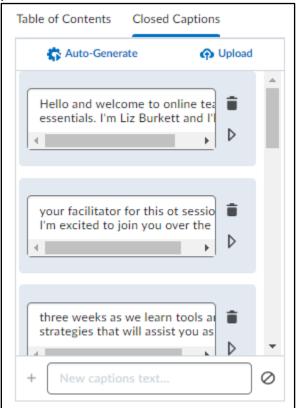
5. In the **Auto-Generate Captions** dialog, click **Auto-Generate**.

Auto-Generate Captions ✕

When auto-generation begins, your current changes will be saved. When auto-generation finishes, your changes will be published along with the generated captions. If the current language has captions, they will be overwritten. You will be able to continue editing this media file after auto-generation is complete.

If you proceed, all references to this media file throughout the LMS will receive your changes.

[Auto-Generate]   [Cancel]

6. You may receive a processing message while the revision is processing.

This revision is currently being processed. Editing is disabled until processing is complete. Please wait or come back later.
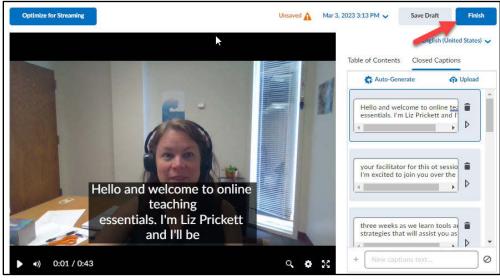
7. Click on a timestamped section if you need to edit the spelling, wording or punctuation.

Table of Contents   Closed Captions

🔧 Auto-Generate   ☁ Upload

Hello and welcome to online tea
essentials. I'm Liz Burkett and I'l

your facilitator for this ot sessio
I'm excited to join you over the

three weeks as we learn tools ar
strategies that will assist you as
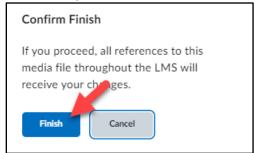
+   New captions text...   ⊘

8. Once you've made your corrections, click the **Finish** button to save your changes.

9. Confirm you're finished – click **Finish**.

10. We recommend clicking on the **Optimize for Streaming** option, too, so that videos play better for viewers.
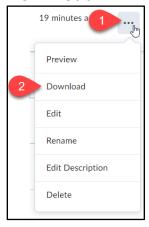

11. Now, when you go back to your video, the **edited** captions will play. These captions are now saved with the Video Note or Audio Note file. They will be available to anyone viewing the video or audio with the captions enabled.
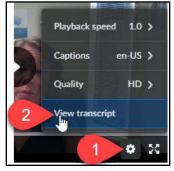
Download

Recording

If you wish to download your recording, use the **3-dot** menu by your video to select **Download**.
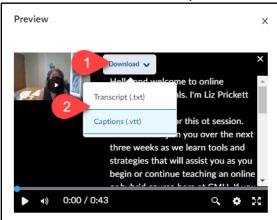

Captions/Transcript Files

If you wish to download the caption file (.vtt format) or the transcript file (.txt format) of the video/audio, use the **3-dot** menu by your video to select the **Preview** option.

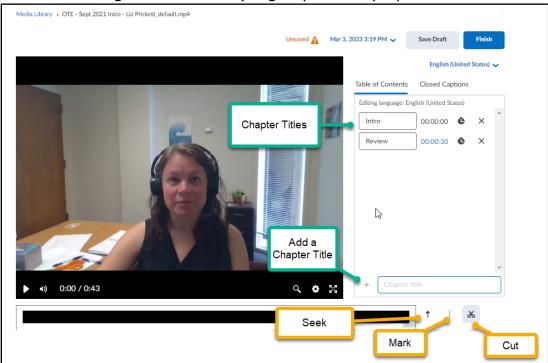Then, use the **Settings** cog to select **View Transcript**.

Use the **Download** drop-down menu to select **Transcript** or **Captions**.
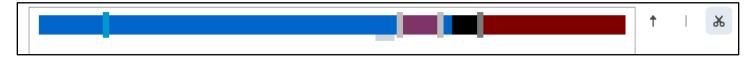
Basic Editing

While Media Library is not a true video editor, you can use the **Table of Contents** to add chapter titles to longer videos to aid in navigation. And, you may remove sections of the video using the **Cut** tool. (Brightspace may update these features in the future.)

To add a chapter, type your chapter title in the **Chapter title** and click the **Add New Chapter** (+) button. To add a timestamp, use the **Seek** button to navigate to the beginning of that chapter. Then, click the **Set time to seek position** (stopwatch icon) button.

If you need to remove part of your video, use the **Mark** option to mark the start and end of the section you wish to remove, then click the **Cut** button. The section(s) you cut, will appear in red.

Remember to **Save Draft** or **Finish** to save changes you wish to keep.

- Notes:
  Any changes you save to your video will update that video in any location in D2L where it has been shared.
- If you need to add a section back to your video which you cut, you may repeat your steps and use the Cut button as, essentially, an "uncut" (or restore) feature. Then you may save your revisions.

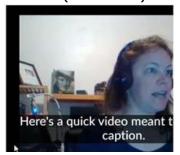## Pre-2021 Recorded Video Notes & Aspect Ratio

The **aspect ratio** for Video Note changed in the summer of 2021. If you reuse embedded Video Notes recorded prior to this time, they may appear cropped now. Likewise, the captions may not be fully visible. If you expand the video to full screen, it will play the video and captions properly. If you have any questions, please contact us at Distance Education. If you wish to fix the aspect ratio in the embedded version and feel comfortable editing the HTML code, you may do so via the **HTML editor** with the **Source Code** option.

You'll need to replace the old width, height, and other parameters with the updated HTML:

width="100%" height="379px" scrolling="no" frameborder="0" allowfullscreen="true" style="max-width: 518px;"

Before (345x301):

After (379x518):