

Video Note, Audio Note & Media Library for Students

Video Note is a quick tool to create (**up to 30 minutes**) videos directly in D2L. Your instructors may use it for quick announcements and/or feedback on assessments. They may also have you record short videos with this tool for Assignments, Discussions, and/or Quizzes. If you're using Video Note in for discussions, check out our [Discussions Using Video Note guide](#).

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. Your instructors may use it 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.

Contents

Video Note, Audio Note & Media Library for Students.....	1
Contents	1
Tutorial Video(s)	2
Assessments.....	2
Feedback.....	2
Assignments.....	6
Record a Video Note	6
Search for a Video or Audio Note to Add.....	11
Using Media Library Tools.....	13
Edit Captions for a Video Note or Audio Note	13
Download	17
Edit Captions for a Video Note of Audio Note.....	18
Basic Editing.....	19

Tutorial Video(s)

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

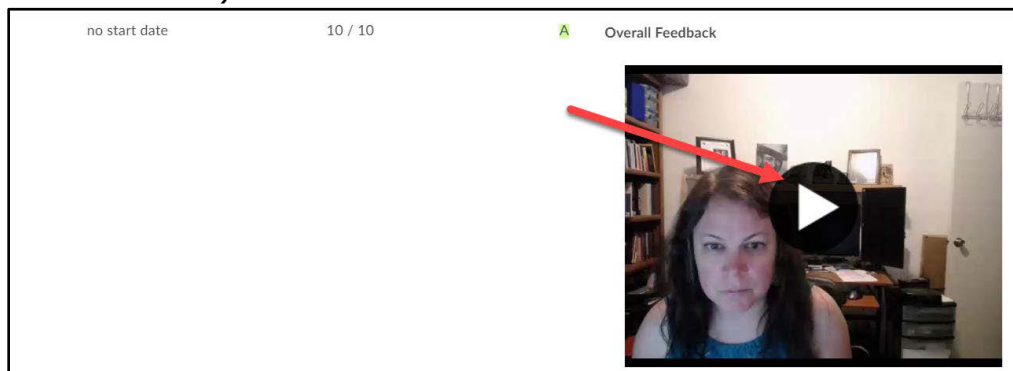
Assessments

Feedback

Your instructor may use Audio or Video Note in **Grades, Assignments, Discussions,** and **Quizzes** for **submission feedback.**

To view/listen to your feedback:

1. Go to **Grades.**
2. Go to the applicable **Assessment.**
3. Click on the video to play the feedback. (The captions will be available once you enable them.)

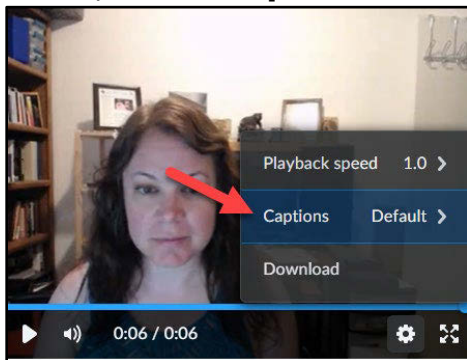


Note: If your instructor also left feedback for the entire class, that Video Note will be below the feedback video for your individual feedback. If your instructor used the Record Video or Record Audio Options, you will only be able to access that feedback by going to the **Assessment**, where it will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

1. You may turn on the captions by clicking on the **gear** icon.





4. Then, select **Captions.**



Alternatively, you may also access 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.)

Assignments ? Help				
View History				
Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Sample Closed Dec 20, 2019 8:39 PM	Not Submitted	- / -		Dec 17, 2019 8:39 PM
Week 2 Essay 	2 Submissions, 2 Files	8 / 10 - B	Feedback: Read	
Fake Assignment	1 Submission, 1 File	- / -	Feedback: Unread	
FAKE	1 Submission, 1 File	9 / 10 - A	Feedback: Unread	
Turnitin Example 	Not Submitted	- / 10		
No start date	1 Submission, 2 Files	10 / 10 - A	Feedback: Read	

3. In the **View Feedback** area, you'll see various sections, depending on what type of feedback your 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 you will be able to click on the recording file to play it, along with the captions/transcript when they are turned on. If your instructor used the Record Video or Record Audio Options, they will display as **Attached Files**.

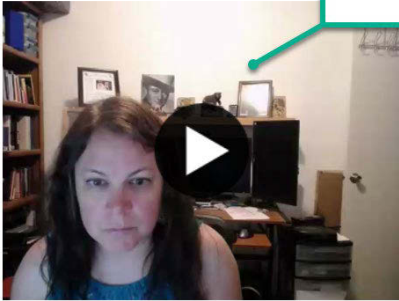
Assignments > View Feedback

Feedback for No start date

Submission Feedback

Overall Feedback

Video Note via Insert Stuff



Score


10 / 10 - A


Feedback Date

Jul 28, 2021 5:17 PM

Video Note via Record Video

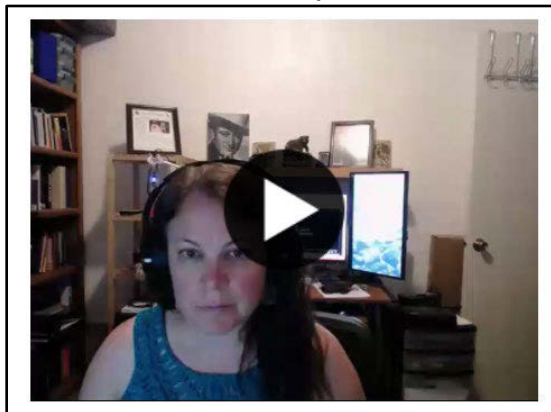
Attached Files

 [Record Video Feedback](#)

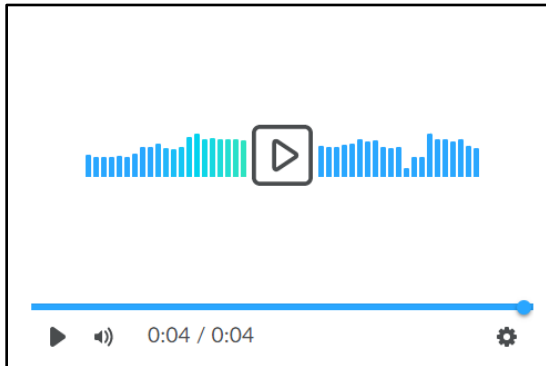
 [Record Audio Feedback](#)

Audio Note via Record Audio

The video file will open in a new window:



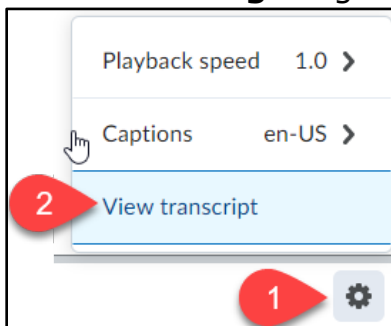
The audio file will also open in a new window:



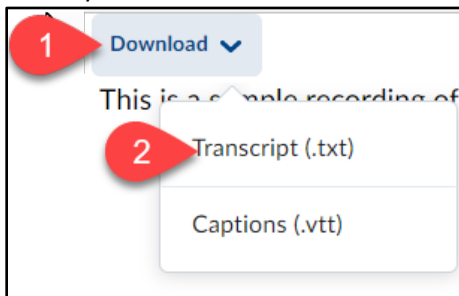
Click the Play (forward arrow) icon to play either type of file. Both options allow you to view the automatic captions/transcript.

You also have the option to download a text file (.txt) of the transcript if you wish.

1. Use the **Settings** cog to select **View Transcript**.

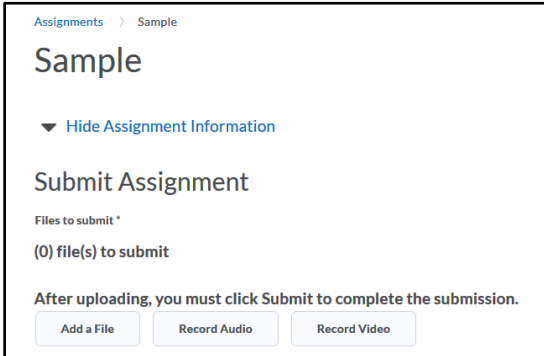


2. Then, use the **Download** drop down menu to select **Transcript**.



Assignments

If your instructor creates an **Assignment** that requires a **File Submission**, you 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 Video Note option uses Video Note. Be sure to follow the directions/expectations provided by your instructor for the assignment.



Note: If you record a Video Note using the **HTML Editor** in an Assignment that requires a **File Submission**, the Video Note will appear as a **Comment** rather than the file submission. Therefore, it will appear to your instructor that you have not submitted your assignment.

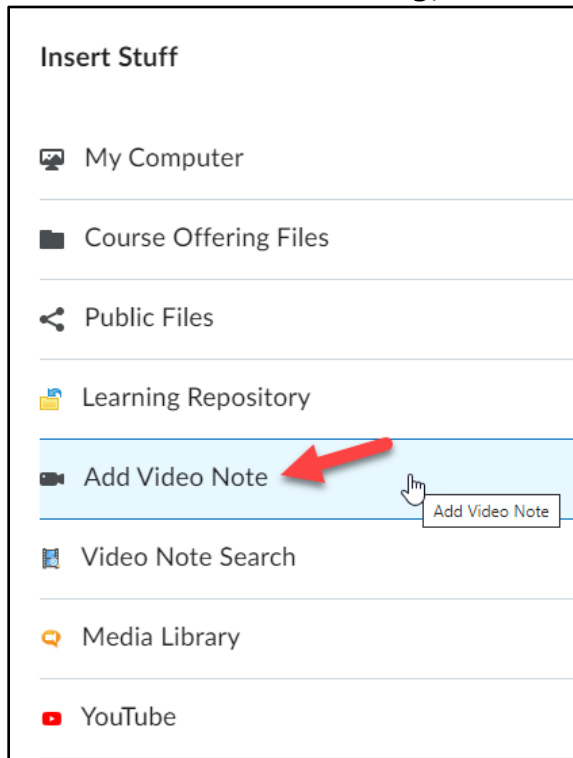
Record a Video Note

Anywhere the **HTML Editor** is available, you may add a **Video Note** by using the **Insert Stuff** feature. **Note:** Be sure to follow the directions provided by your instructor. Even if you are expected to record a video as part of your assessment, your instructor may want you to use another tool.

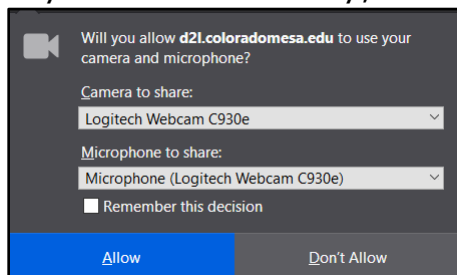
2. In the **HTML Editor**, click **Insert Stuff**.



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



4. If you haven't already, **Allow** D2L to use your **camera** and **microphone**.



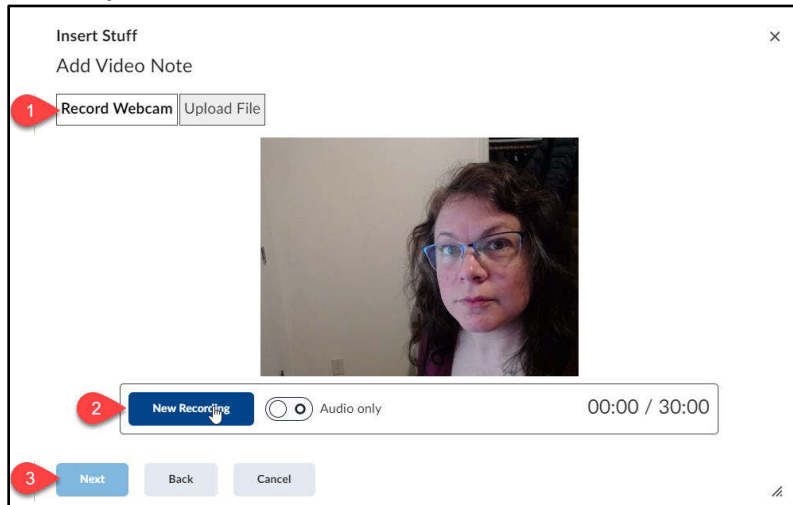
5. Click the **Record Webcam Video** option.

Notes:

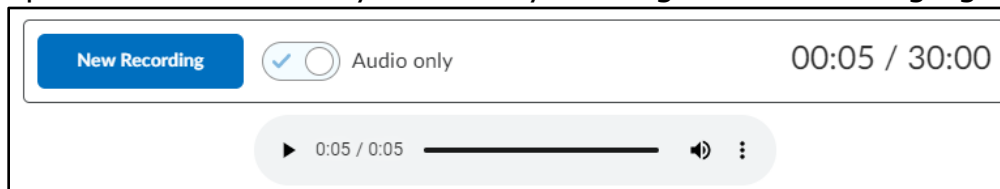
- In addition to the Record Webcam Video option, you have the option to **Upload File**. This allows you to add a video file (MP4, FLV, F4V, MOV, or WEBM format) from your device. If you do not see the option to attach a **pre-existing** Video Note and wish to do so, check out [Search for a Video Note or Audio Note to Add](#).
- You may also opt to record **Audio only**.



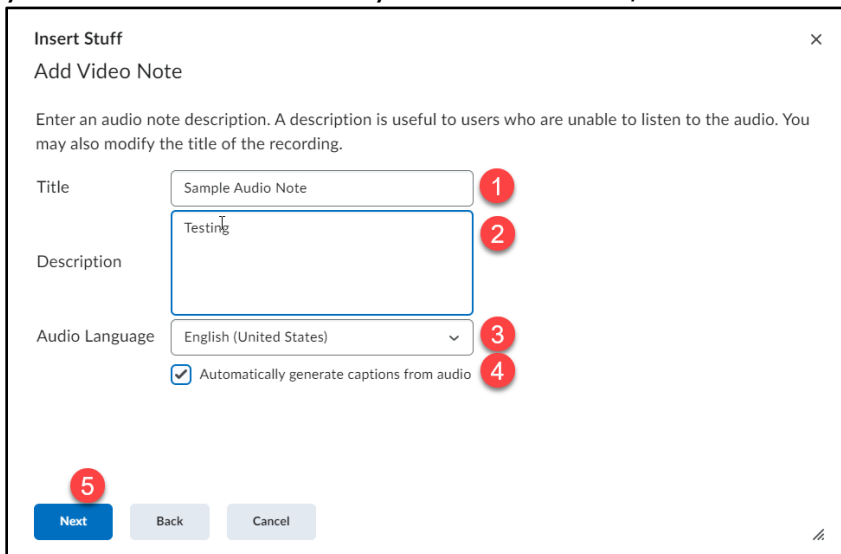
6. Click the **New Recording** button and record your video. Click **Stop Recording** when you are finished.



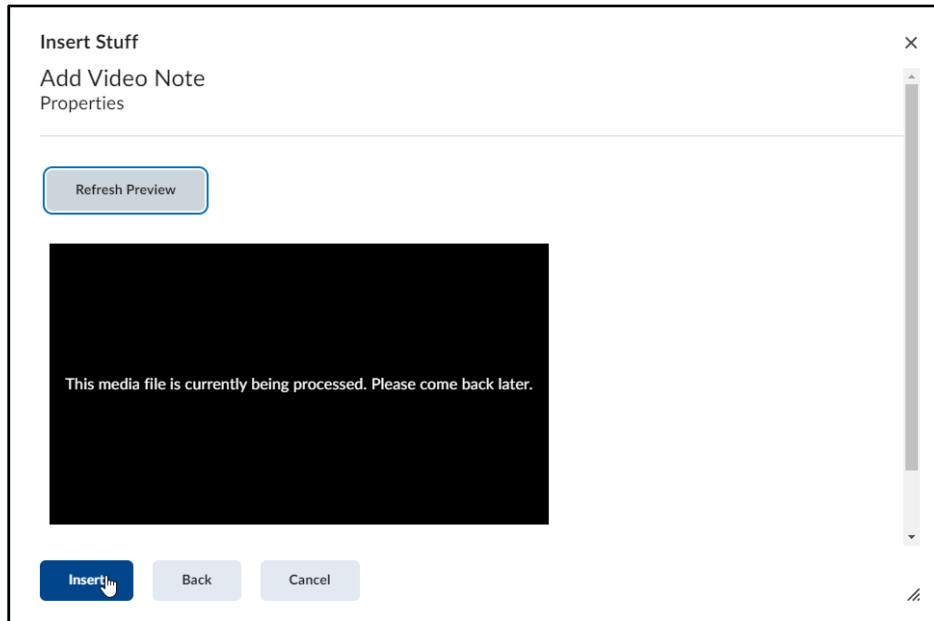
You may preview your recording before clicking the **Next** button. (You'll have the option to re-record if you wish by clicking New Recording again instead of Next.)



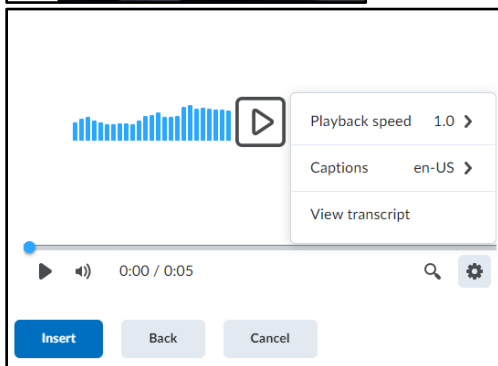
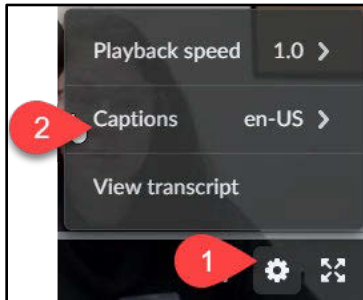
7. Add a **Title**, **Description**, and **Audio Language**. Also, check the box for Automatically generate captions from audio. (Use the dropdown menu to select the applicable language.) Finally, click the **Next** button. (These will be helpful if you wish to search for your notes later, as well as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



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

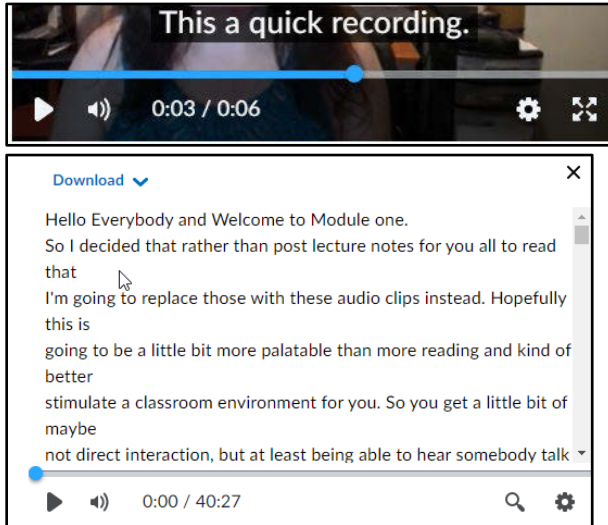


9. To check your auto-captions, play the video and click on the **gear** icon. Then, select **Captions**. (You may also check **View Transcript**.)

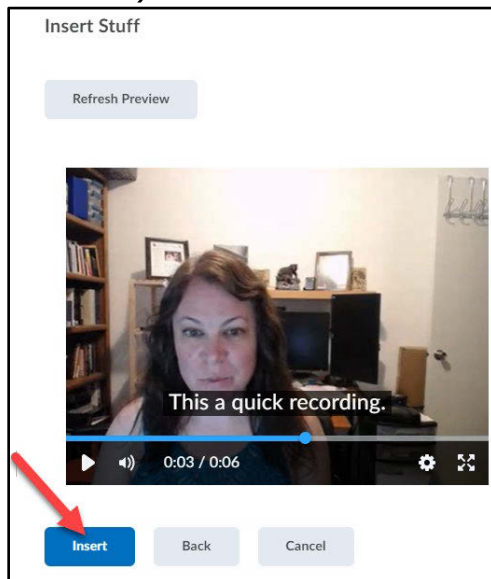


Note: Depending on the length of your recording, it may take a few minutes for the automatic captions/transcript to process. You may need to wait and refresh your screen.

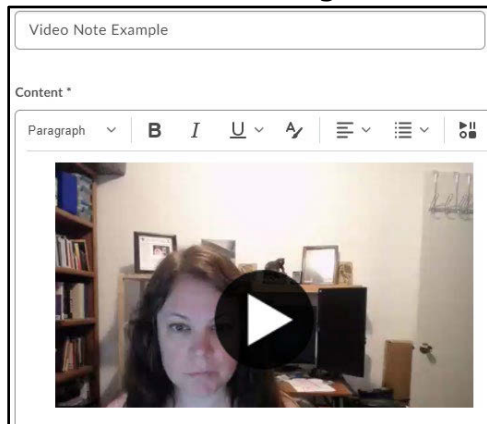
10. This will display the auto-captions or transcript. You can also review these once the recording is inserted.



11. Once the video is reviewed, you may click **Insert**. (You may also go **Back** or **Cancel**.)



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

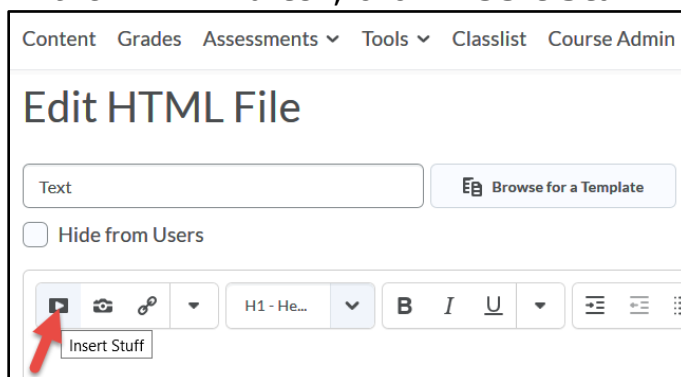


13. Click **Save** or **Save and Close**, when are ready to post your recording/file.

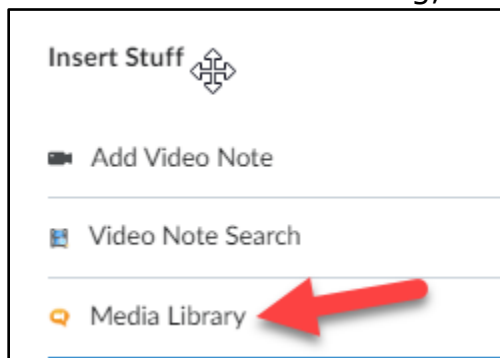
Search for a Video or Audio Note to Add

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**.

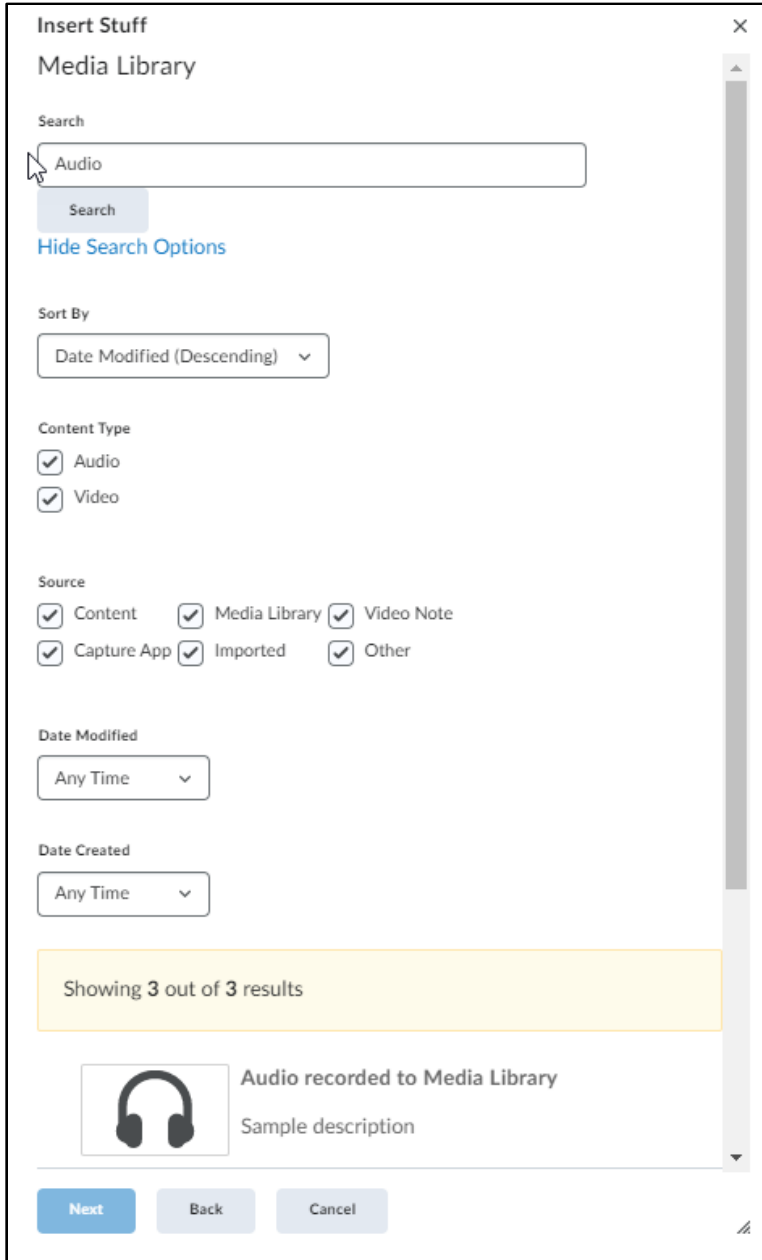


2. In the **Insert Stuff** dialog, select **Media Library**.



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.



Insert Stuff

Media Library

Search

Audio

Search

[Hide Search Options](#)

Sort By

Date Modified (Descending) ▾

Content Type

☒ Audio

☒ Video

Source

☒ Content ☒ Media Library ☒ Video Note

☒ Capture App ☒ Imported ☒ Other


Date Modified

Any Time ▾

Date Created

Any Time ▾

Showing 3 out of 3 results

 Audio recorded to Media Library

Sample description

Next Back Cancel

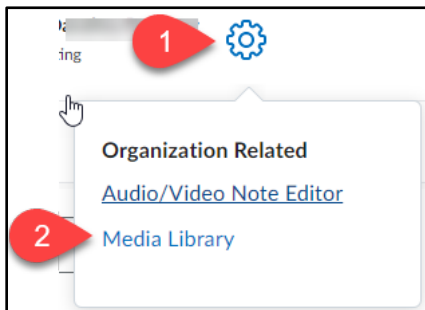
5. Navigate to the recording you wish to insert in your HTML file and click the **Next** button.
6. You may review the recording and then click the **Insert** button to insert the video in your HTML file.

Using Media Library Tools

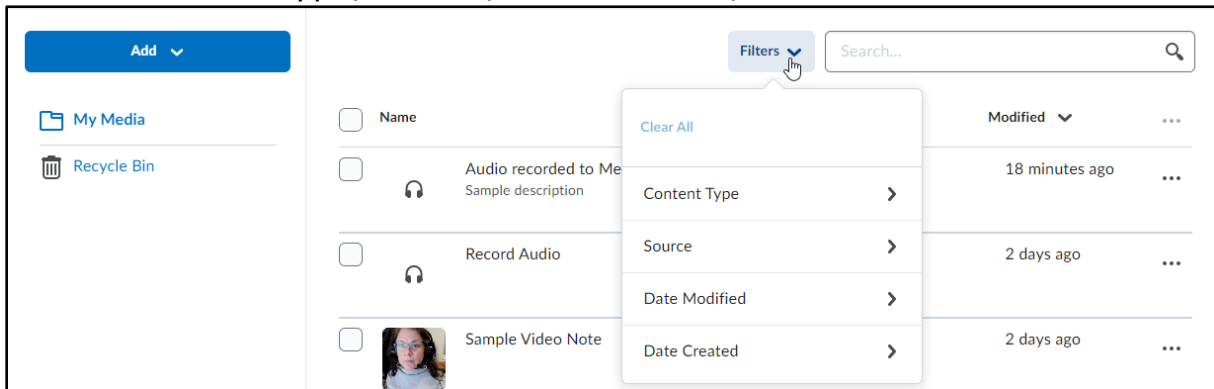
Edit Captions for a Video Note or Audio Note

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.

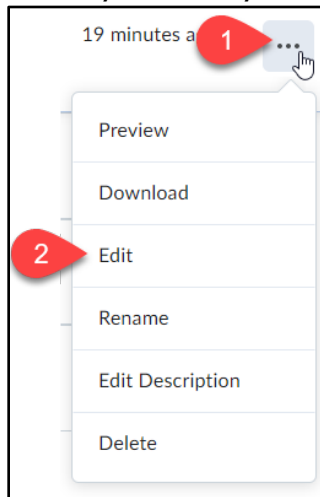
1. Click on **Admin Tools** (gear icon) and select **Media Library** from the dropdown menu.



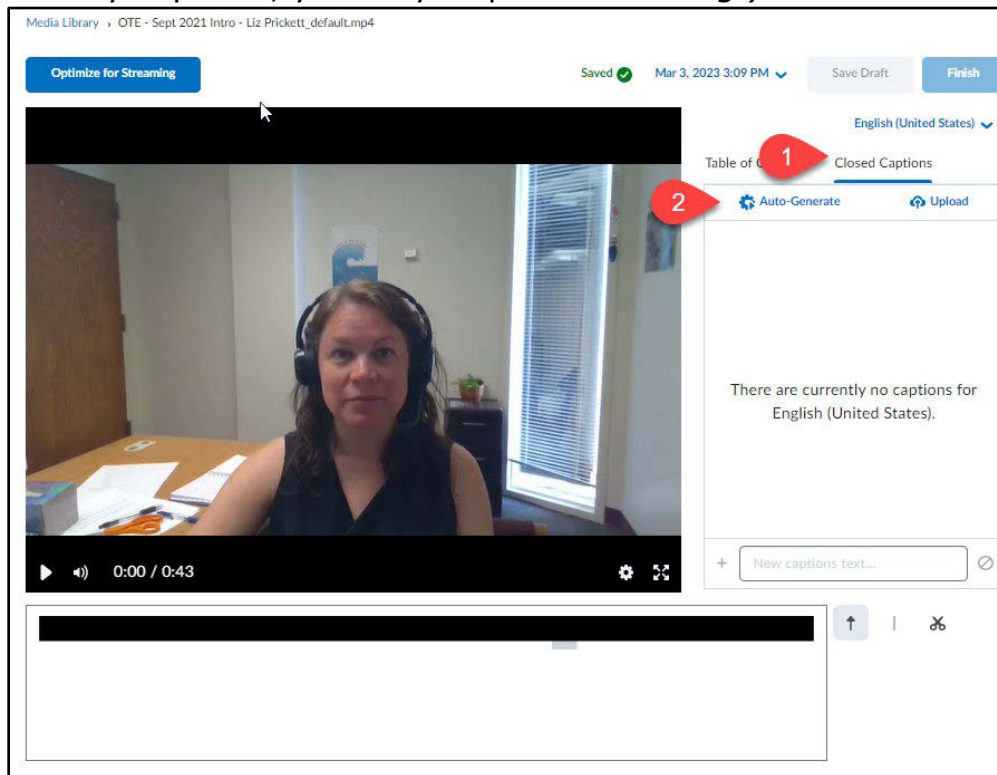
2. Search for your video/audio file. The **Title** and **Description** you added earlier will aid in your search, especially if you have many videos. You can also use Filters, such as Content Type, Source, Date Modified, and/or Date Created.



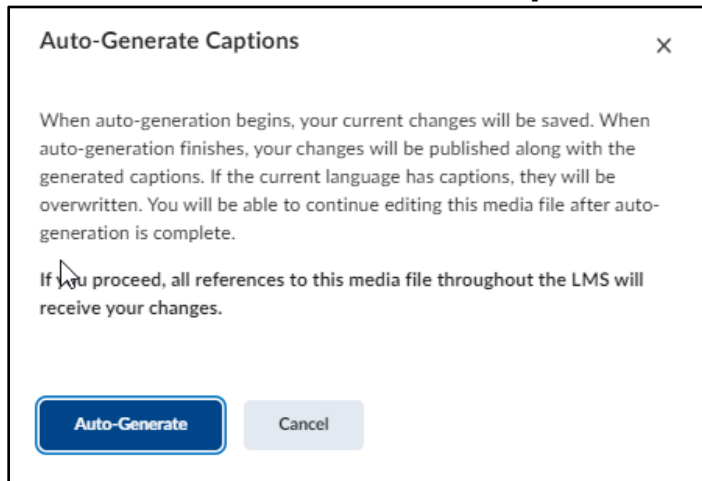
3. Once you find your file, use the **3-dot** menu to select **Edit**.



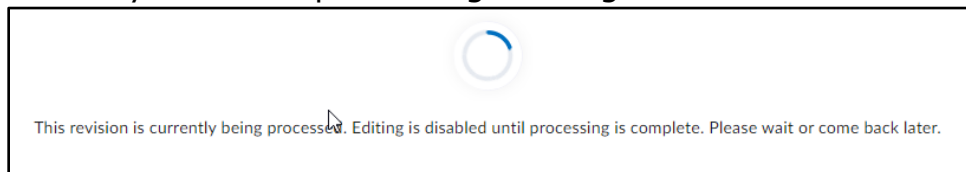
4. Click on the **Closed Captions** tab and select **Auto-Generate**. (If there are already captions, you may skip to the editing.)



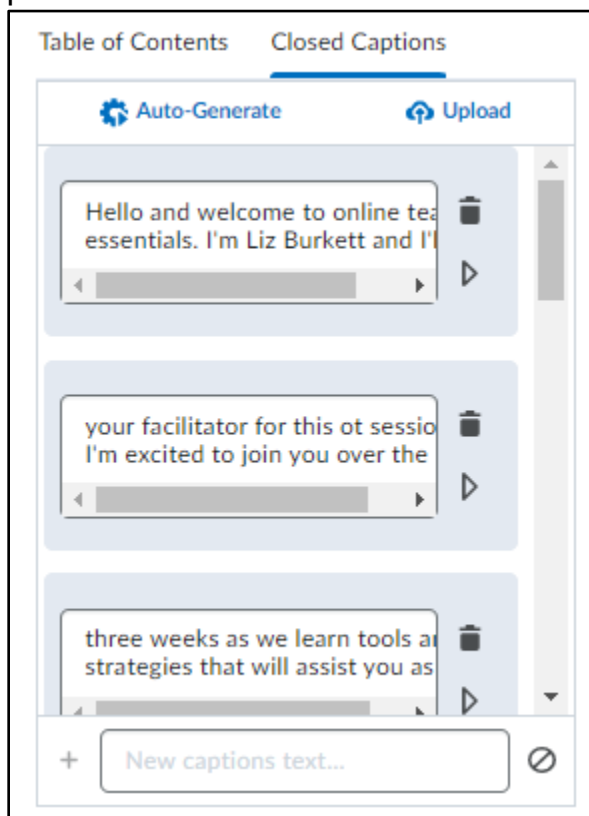
5. In the **Auto-Generate Captions** dialog, click **Auto-Generate**.



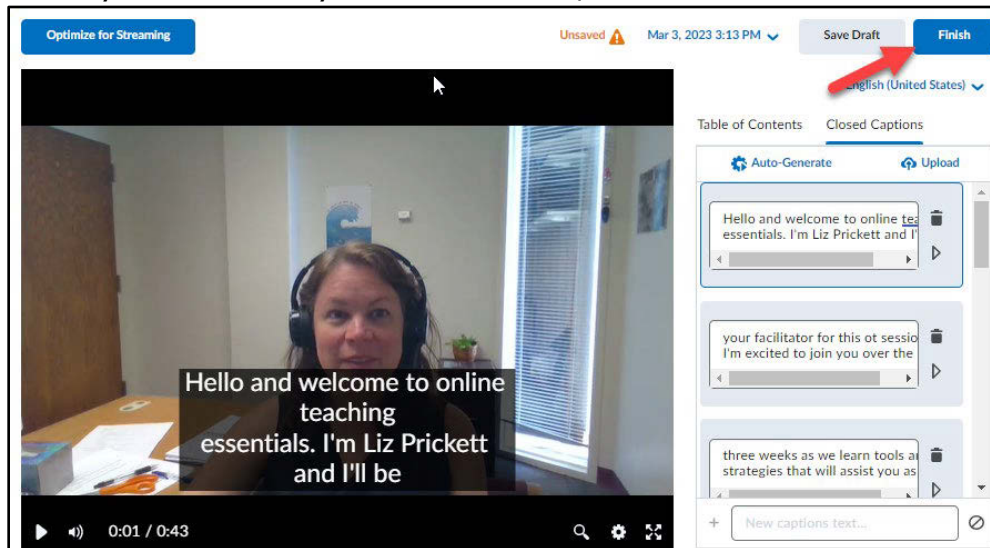
6. You may receive a processing message while the revision is processing.



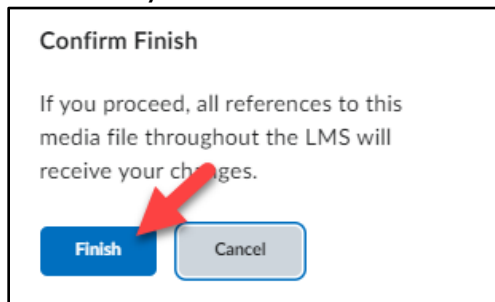
7. Click on a timestamped section if you need to edit the spelling, wording or punctuation.



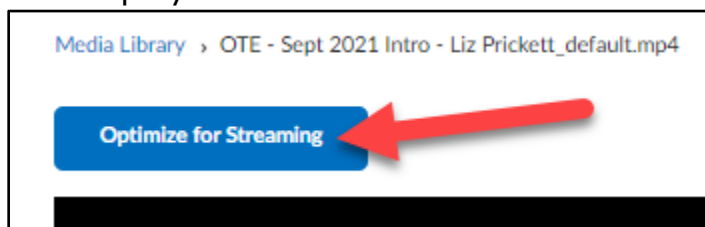
8. Once you've made your corrections, click the **Finish** button to save your changes.



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.

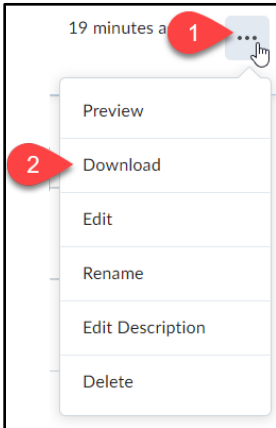


11. Now, when you go back to your video, the **edited** captions will play. These captions are now saved with the Video Note or Audio Note file. They will be available to anyone viewing the video or audio with the captions enabled.

Download

Recording

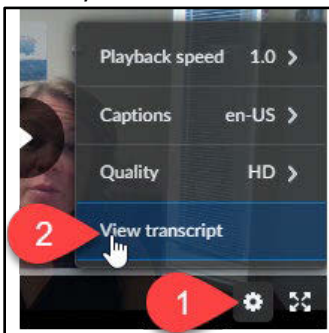
If you wish to download your recording, use the **3-dot** menu by your video to select **Download**.



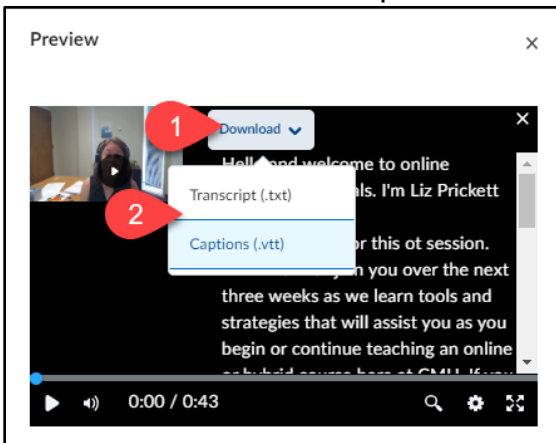
Captions/Transcript Files

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**.



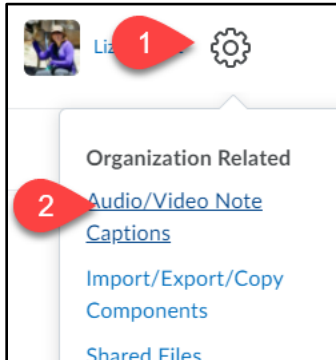
Use the **Download** drop-down menu to select **Transcript** or **Captions**.



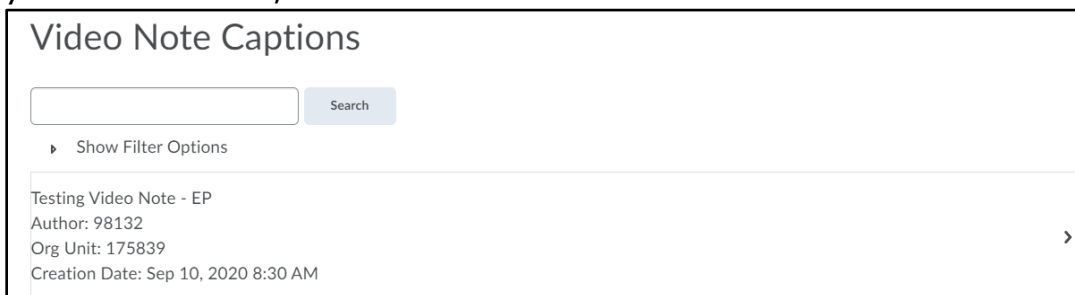
Edit Captions for a Video Note of Audio Note

While you can't edit the auto-captions directly in the HTML Editor, you can use the **Video Note Captions** feature in **Admin Tools**.

12. Click on **Admin Tools** (gear icon) and select **Video Note Captions** from the dropdown menu.

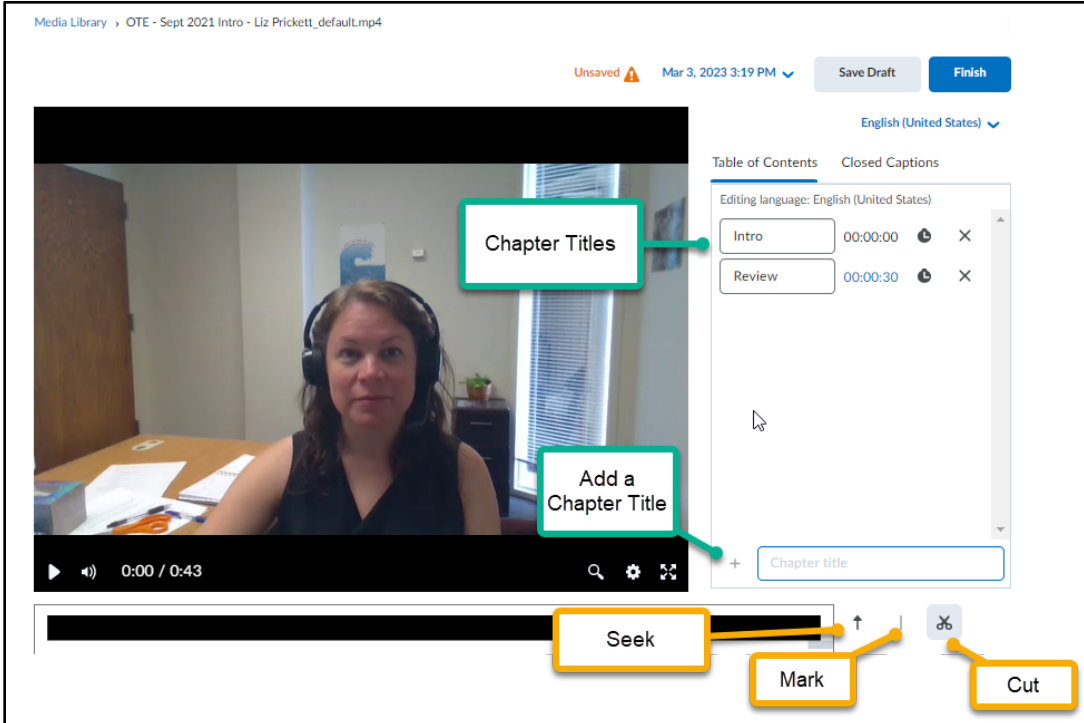


13. Search for your video/audio file. The **Title** and **Description** you added earlier will aid in your search, especially if you have many videos. Once you find your information, click on it.



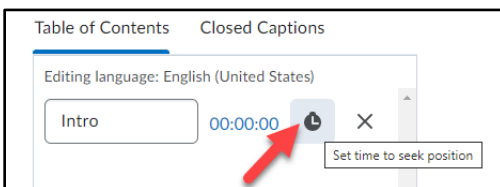
Basic Editing

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.)



The screenshot shows the video editor interface. At the top, there's a status bar with "Unsaved", a date/time "Mar 3, 2023 3:19 PM", and buttons for "Save Draft" and "Finish". Below this is a video player showing a woman wearing headphones. To the right of the video player is the "Table of Contents" panel. It has a tab for "Table of Contents" and another for "Closed Captions". Under "Table of Contents", it says "Editing language: English (United States)". There are two entries: "Intro" with a timestamp of "00:00:00" and "Review" with a timestamp of "00:00:30". Each entry has a stopwatch icon and an "X" icon. Below the entries is a text input field labeled "Chapter title" and a "+" button. At the bottom of the video player, there's a timeline with a "Seek" button, a "Mark" button, and a "Cut" button. A red box labeled "Chapter Titles" points to the "Intro" entry in the Table of Contents. A red box labeled "Add a Chapter Title" points to the "+" button. A red box labeled "Seek" points to the "Seek" button. A red box labeled "Mark" points to the "Mark" button. A red box labeled "Cut" points to the "Cut" button.

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.



This close-up shows the "Table of Contents" panel. The "Intro" entry has a timestamp of "00:00:00". To the right of the timestamp is a stopwatch icon. A red arrow points to the stopwatch icon. Below the stopwatch icon is a button labeled "Set time to seek position".

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.



The screenshot shows the video timeline. A section of the timeline is highlighted in red, indicating it has been marked for removal. The timeline is represented by a horizontal bar with a blue section, a red section, and a black section. A red box labeled "Mark" points to the red section. A red box labeled "Cut" points to the "Cut" button.

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.