



Video Note

Video Note is a quick tool to create brief (**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.

If you're using Video Note in for discussions, check out our [Discussions Using Video Note guide](#).

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Tutorial Video(s)

[How to Record and Upload a Video Note](#)

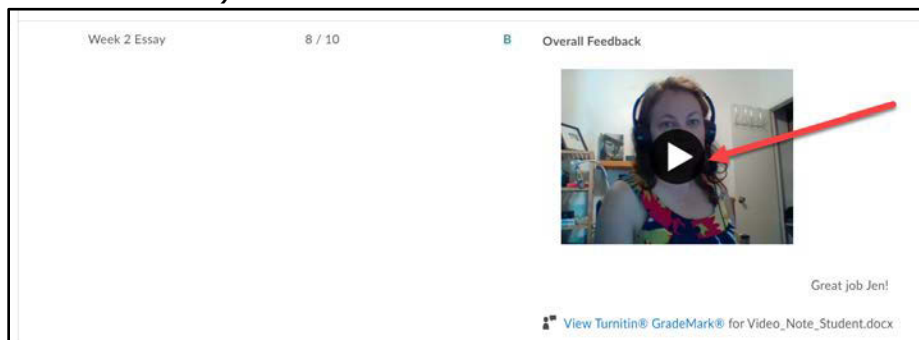
Assessments

Feedback

Your instructor may use 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 **Assignment.**
3. Click on the video to play the feedback. (The captions will be available once you enable them.)

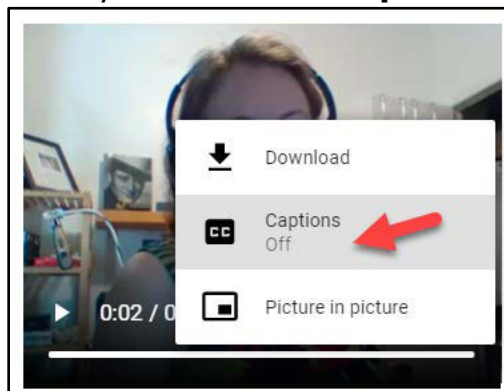


Note: If your instructor also left feedback for the entire class, that Video Note will be below the feedback video for your individual feedback.

4. You may turn on the captions by clicking on the **3-dot** menu.

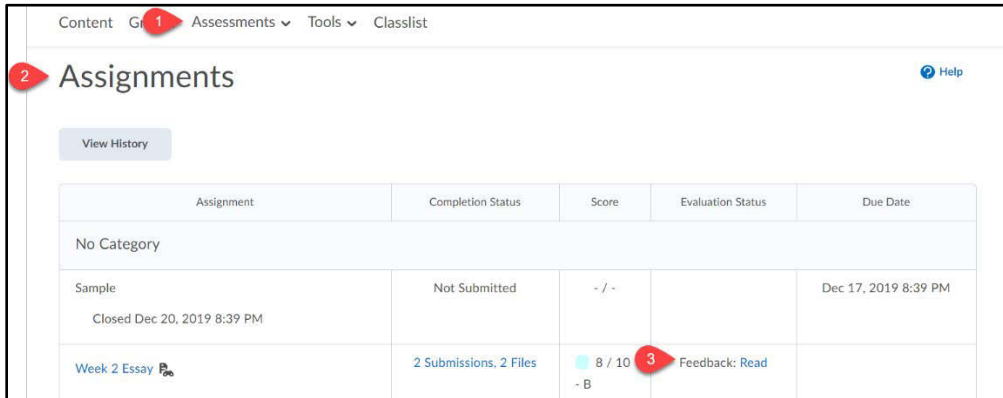


5. Then you will select **Captions.**



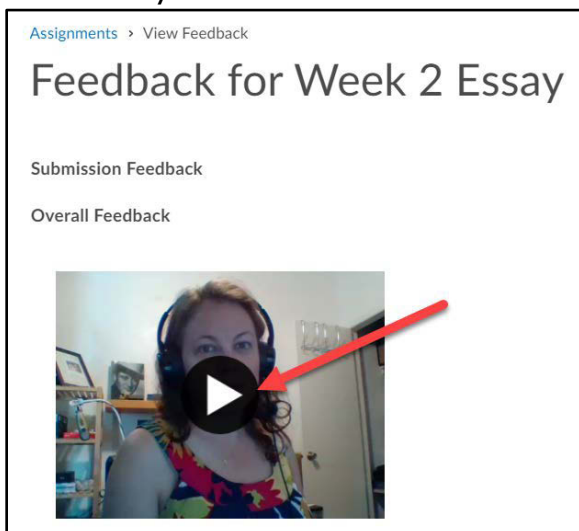
Alternatively, you may also access feedback videos by going directly to the assessment:

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.)



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	

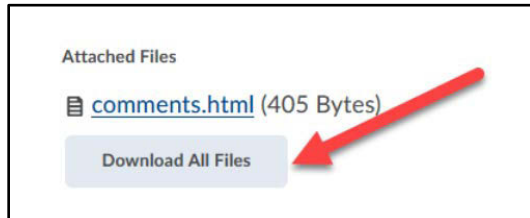
3. In the **View Feedback** area, you'll see various sections, depending on what type of feedback your instructor utilizes: Submission Feedback, Rubric info, Score, Feedback Date, Attached Files, Assignment, and Submissions, which include your submissions and any Inline Feedback from D2L Annotation or Turnitin.
4. Here you will be able to click on the video file to play it, along with the captions if when they are turned on.



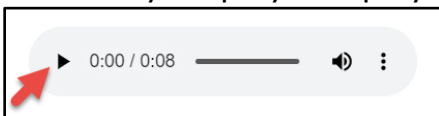
A quick note about Audio Note:

In the event your instructor left audio only feedback (up to 1 minute) directly with an assessment:

1. Scroll down until you see the **Attached Files** section.
2. Here you will be able to click on the audio, which is an .html file. (You also have the option to **Download All Files**.)

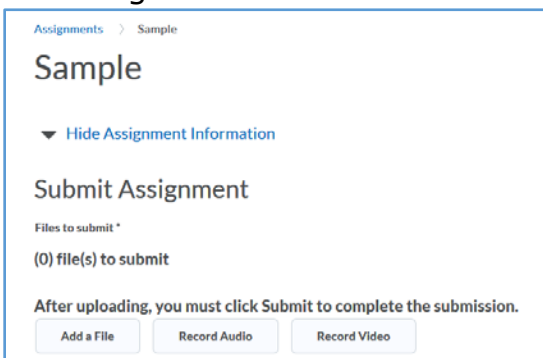


3. Clicking on the **link** will prompt you to open or save the file. By default, if you open it, it will open in your **default web browser**.
4. Click on the **Play** (forward triangle) icon to listen to the audio. (Note: Your web browser may display the player a bit differently.)



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 1 minute), 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.

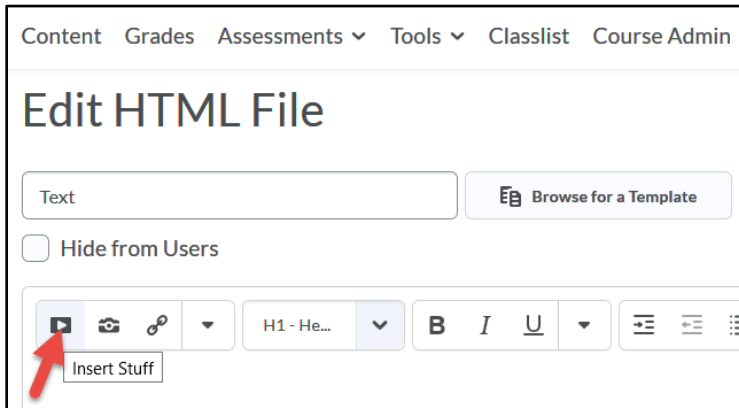


Note: If you record a Video Note using the **Rich Text Editor** in an Assignment that requires a **File Submission**, the Video Note will appear as a **Comment** rather than the file submission. Therefore, it will appear to your instructor that you have not submitted your assignment.

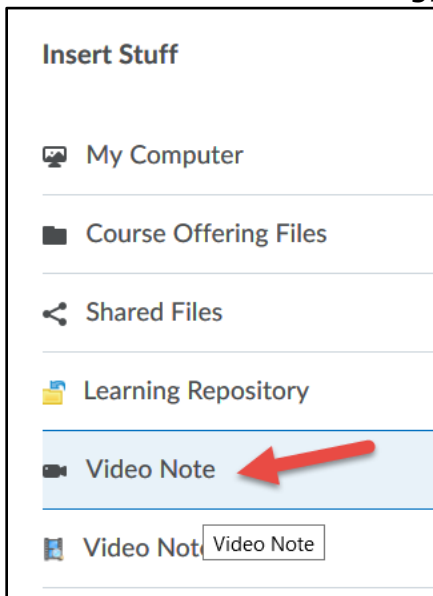
Record a Video Note

Anywhere the **Rich Text Editor** (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.

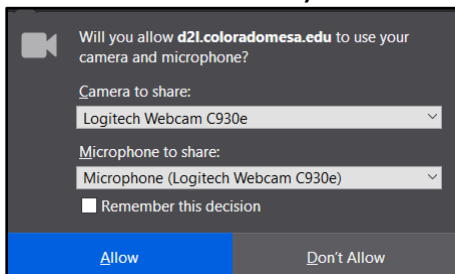
1. In the **Rich Text Editor**, click **Insert Stuff**.



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



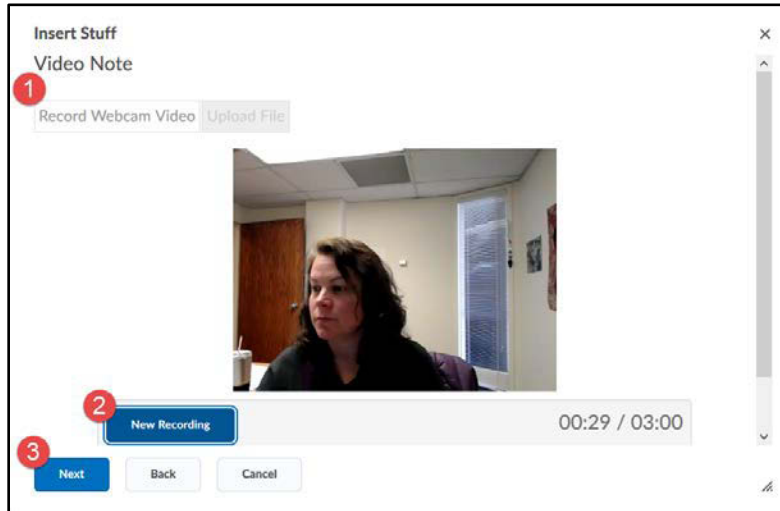
3. **Allow** D2L to use your **camera** and **microphone**.



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

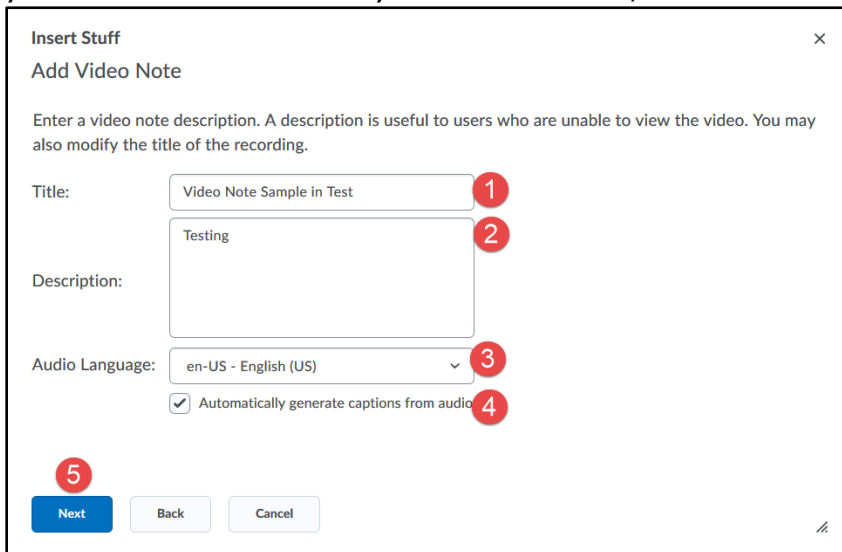
Note: In addition to the Record Webcam Video option, you have the option to **Upload File**. This allows you to add a video file (MP4, FLV, F4V, MOV, or WEBM format) from your device. If you do not see the option to attach a **pre-existing** Video Note and wish to do so, check out [Search for a Video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

5. Click the **New Recording** button and record your feedback.

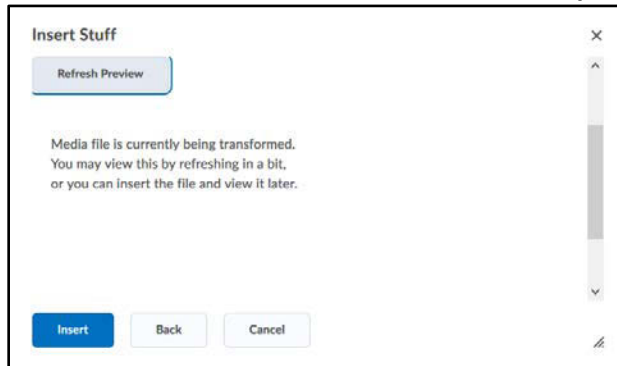


6. You may preview your recording before clicking the **Next** button. (You'll have the option to re-record if you wish.)

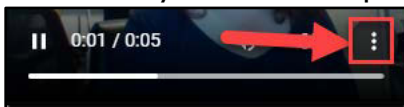
7. Add a **Title**, **Description**, and **Audio Language**. Also, check the box for Automatically generate captions from audio. (Use the dropdown menu to select the applicable language.) Finally, click the **Next** button. (These will be helpful if you wish to search for your notes later, as well as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



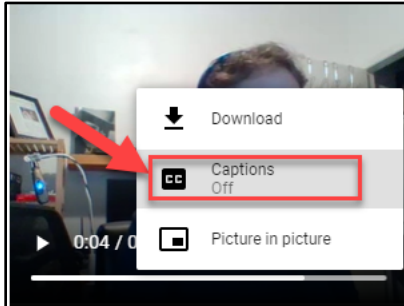
8. You may see a screen that reads: "Media file is currently being transformed. You may view this by refreshing in a bit, or you can insert the file and view it later. Click the Refresh Preview button if you wish to review your video."



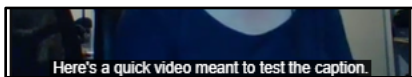
9. If you're adding captions:
- To check your auto-captions, play the video and click on the **3-dot** icon.



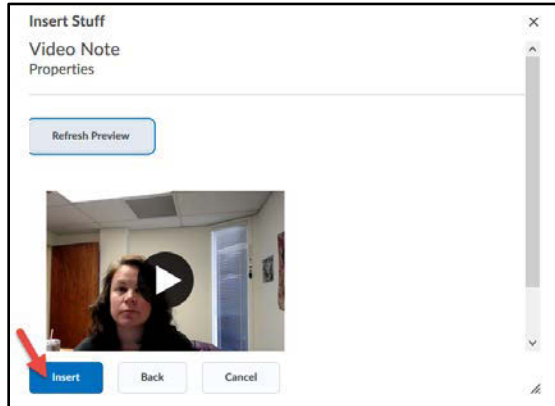
- Then, select the Captions Off option. (This will change the setting to Captions **Default**.)



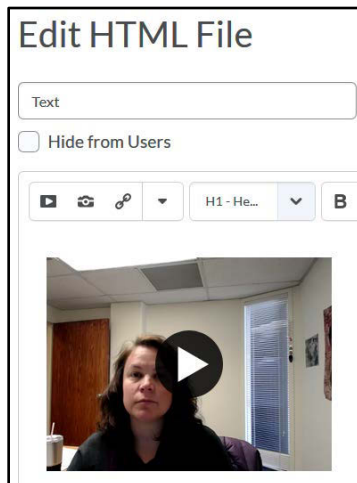
- This will display the auto-captions. You can also review these once the video is inserted.



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



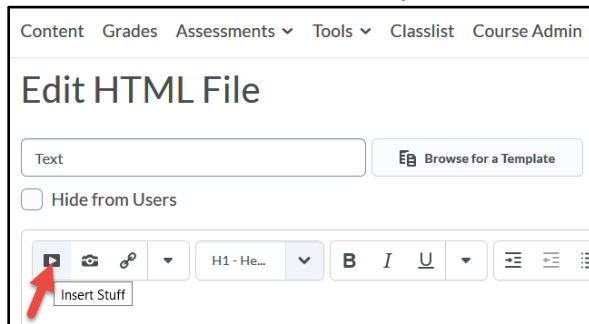
11. Your video will now be a part of your HTML file.



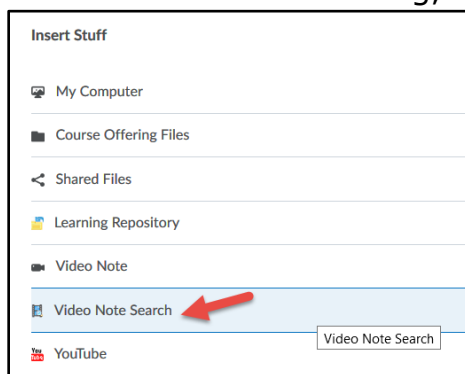
Search for a Video Note

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

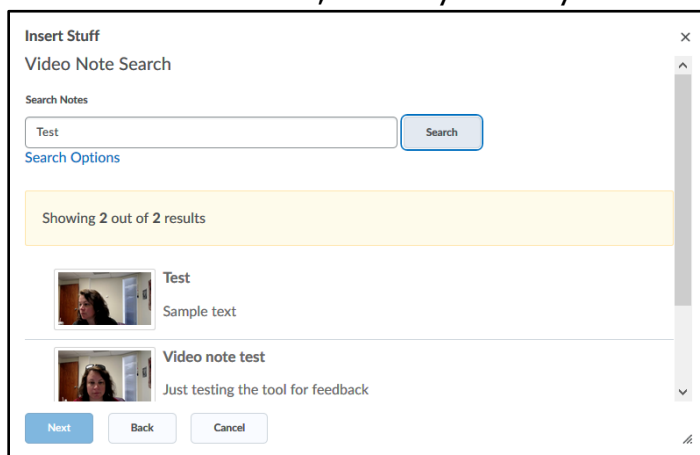
1. In the **Rich Text Editor**, click **Insert Stuff**.



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



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

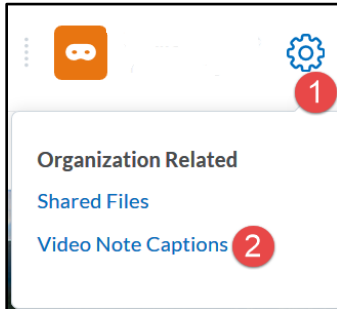


4. Navigate to the video you wish to insert in your HTML file and click the **Next** button.
5. You may review the video and then click the **Insert** button to insert the video in your HTML file.

Edit Captions for a Video Note

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

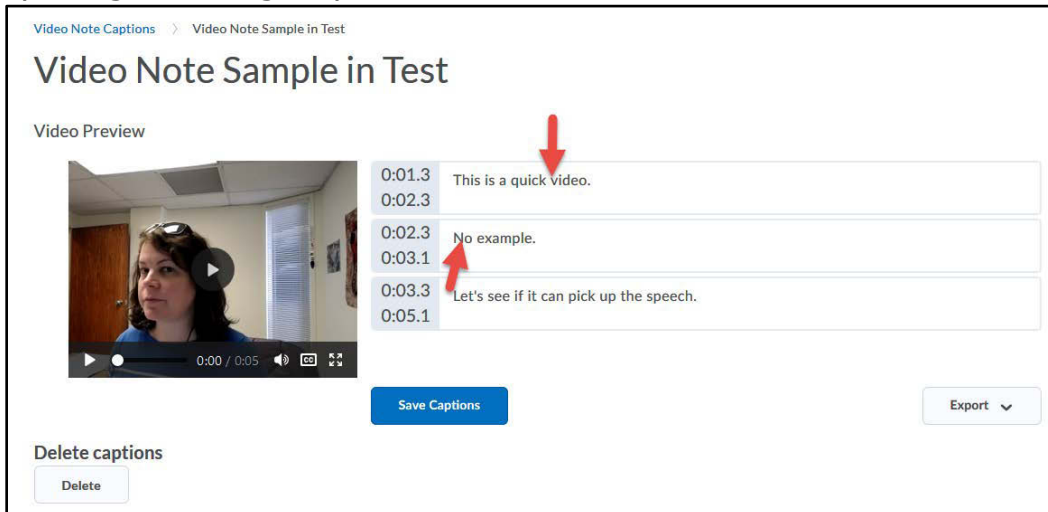
1. Click on **Admin Tools** (gear icon) and select **Video Note Captions** from the dropdown menu.



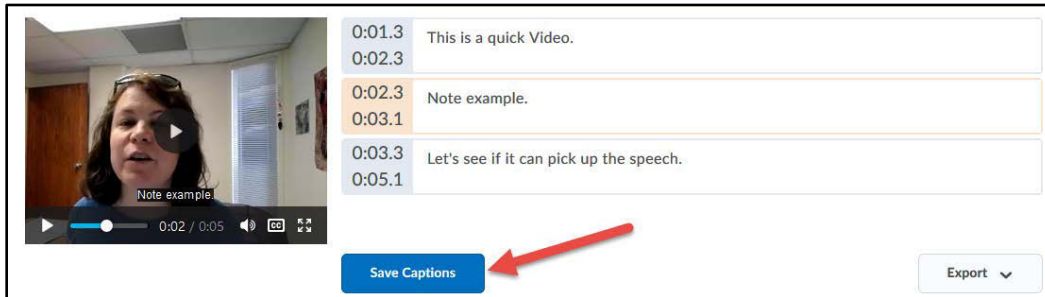
2. Search for your video. The **Title** and **Description** you added earlier will aid in your search, especially if you have many videos. Once you find your video information, click on it.



3. In the **Video Preview**, click on a timestamped section if you need to edit the spelling, wording or punctuation.



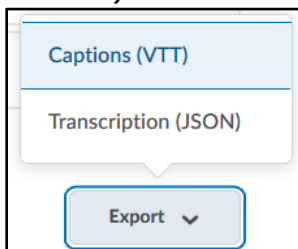
4. Once you've made your corrections, click the **Save Captions** button.



5. You'll receive a **Captions saved successfully** message.



6. If you wish to download the caption file (VTT format) or get a transcript (JSON format) of the video, click on the **Export** option.



7. Now, when you go back to your video, the **edited** captions will play.

These captions are now saved with the Video Note file. They will be available to anyone viewing the video with the captions enabled