Building an Announcement with Video Note

Why Do I Need This Workflow?

Announcements allow you to communicate more effectively with learners. Video Note is a fun feature that creates instructor presence by filming short video announcements. It also makes the course more accessible to learners with different abilities. Typically, video notes are created at the same time as your announcements. In this workflow, we edit an announcement to add a video note.
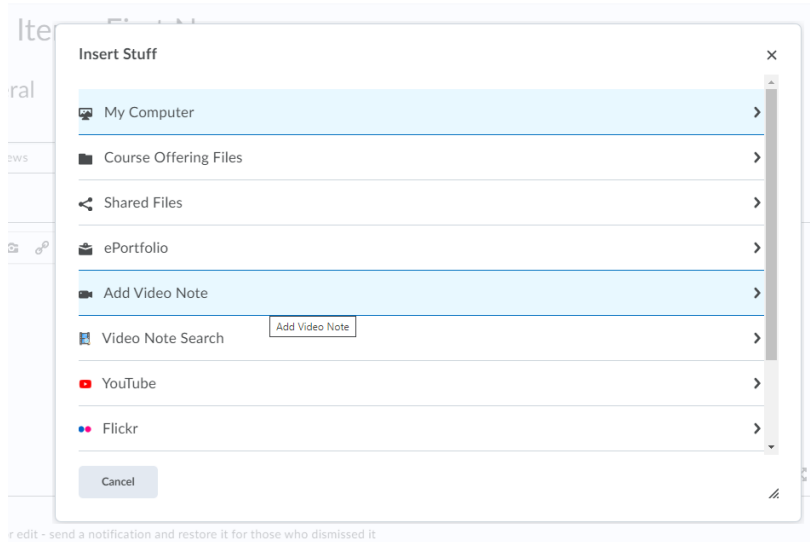
How: Workflow Steps

1. Select **Communication** in the navbar.
2. Select the **News** tool.
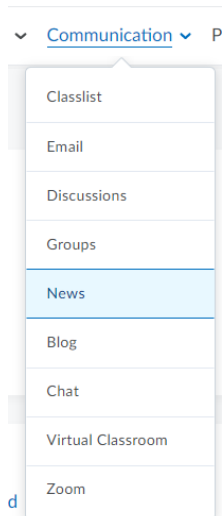
3. Select a previously created announcement in order to edit it or create a new one.
4. In the HTML Editor, select the **Insert Stuff** icon.
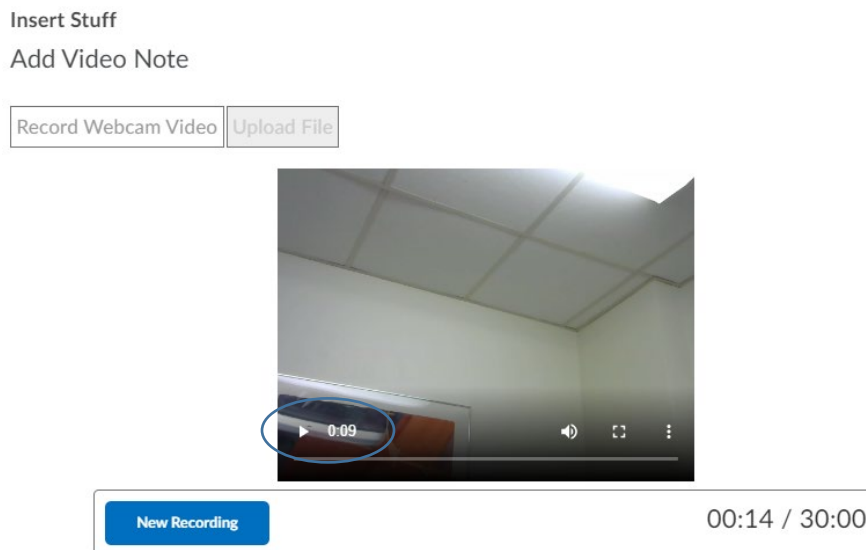
5. Select **Video Note**.

6. Select **Allow** if prompted for camera and microphone access.
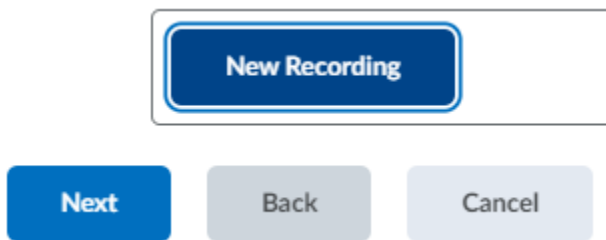7. Select **New Recording** and record your video.

8. Select **Stop Recording** when you finish recording.

9. You can select the play button to preview your video note.

10. If you want to re-record, select **New Recording**. If you are satisfied with your recording, select **Next**.

New Recording

Next   Back   Cancel

11. Enter a **Title** and **Description** of your video **note**. This is especially helpful if you want to find and re-use your video at a later date.
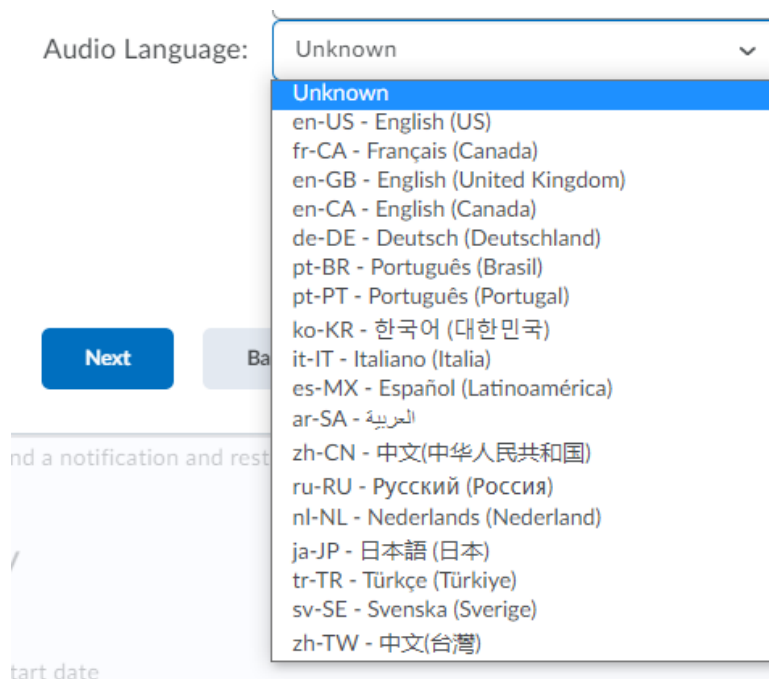
Insert Stuff ⤫

Add Video Note

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: Video Note

Description: Video Description

12. Select the **Audio Language** from the menu, then select **automatically generate captions from audio** box.

Audio Language: Unknown   ⌄

Unknown
en-US - English (US)
fr-CA - Français (Canada)
en-GB - English (United Kingdom)
en-CA - English (Canada)
de-DE - Deutsch (Deutschland)
pt-BR - Português (Brasil)
pt-PT - Português (Portugal)
ko-KR - 한국어 (대한민국)
it-IT - Italiano (Italia)
es-MX - Español (Latinoamérica)
ar-SA - العربية
zh-CN - 中文(中华人民共和国)
ru-RU - Русский (Россия)
nl-NL - Nederlands (Nederland)
ja-JP - 日本語 (日本)
tr-TR - Türkçe (Türkiye)
sv-SE - Svenska (Sverige)
zh-TW - 中文(台灣)

Next   Ba

nd a notification and rest

tart date

Audio Language: en-US - English (US) ⌄

☑ Automatically generate captions from audio

13. Select **Next**.

Next   Back   Cancel
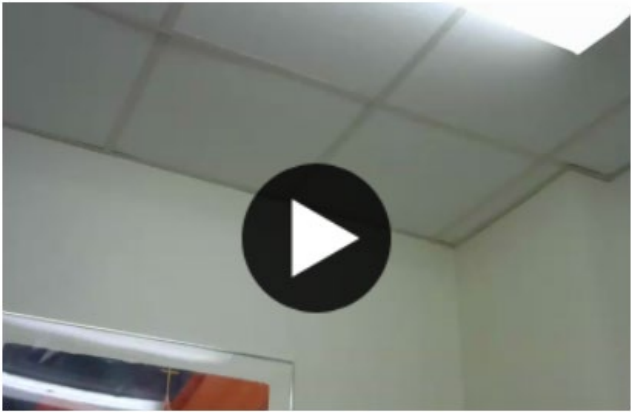
14. You can preview the video note then select **Insert**.

Insert Stuff

Add Video Note
Properties

Refresh Preview

Insert   Back   Cancel

15. Select **Update.**

Update   Cancel

Check for Success: Can you see your announcement and watch your video in the News tool? Congratulations, you have completed this workflow successfully!