



Creating an Announcement with Video Note

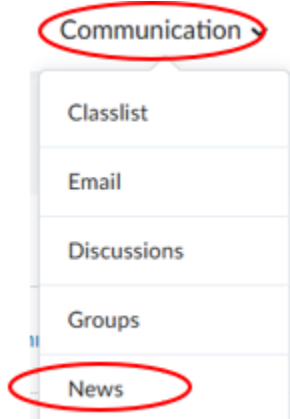
Why Do I Need This Workflow?

Announcements allow you to communicate more effectively with learners. Video Note is a feature that helps create instructor presence by allowing you to record short video announcements. It can also enhance accessibility for learners with different needs. Typically, video notes are created at the same time as announcements. In this workflow, you will edit an announcement to add a video note.

Workflow Steps:

Step one:

Select **Communication** from the navigation bar, then select **News** from the drop-down menu.



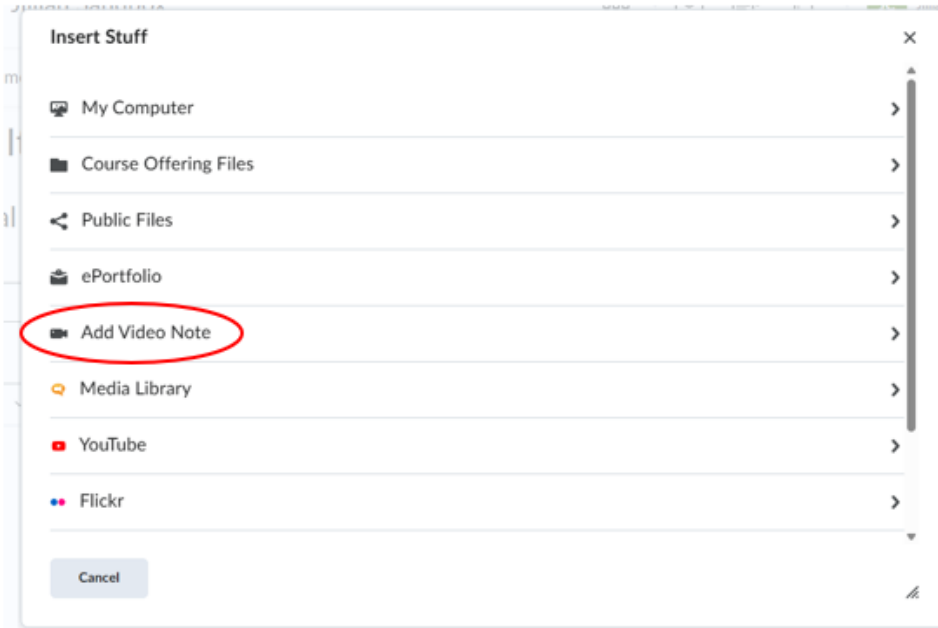
Step two:

Select **New Item** to create a new announcement, or choose a previously created announcement to edit. In the HTML Editor, select the **Insert Stuff** icon.



Step three:

Select **Add Video Note**.



Step four:

Click **Allow** if prompted for camera and microphone access, then select **New Recording** and record your video.



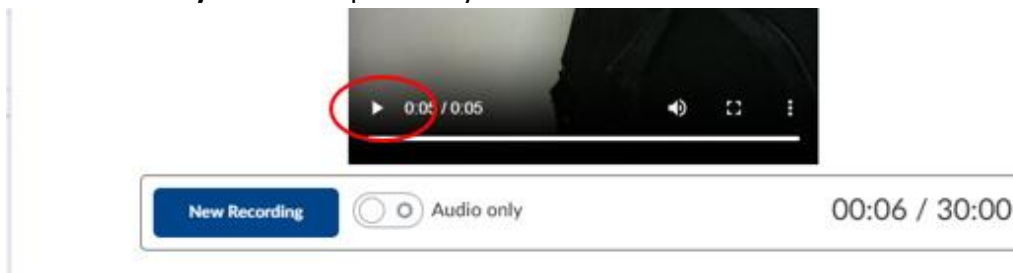
Step five:

Select **Stop Recording** when you are finished recording.



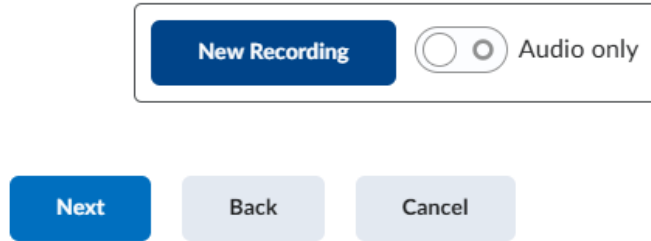
Step six:

You can select the **Play Button** to preview your video note.



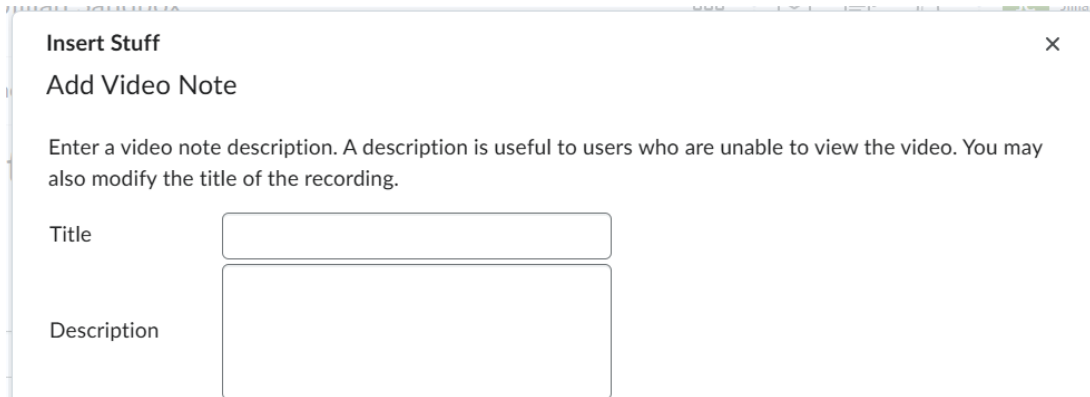
Step seven:

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



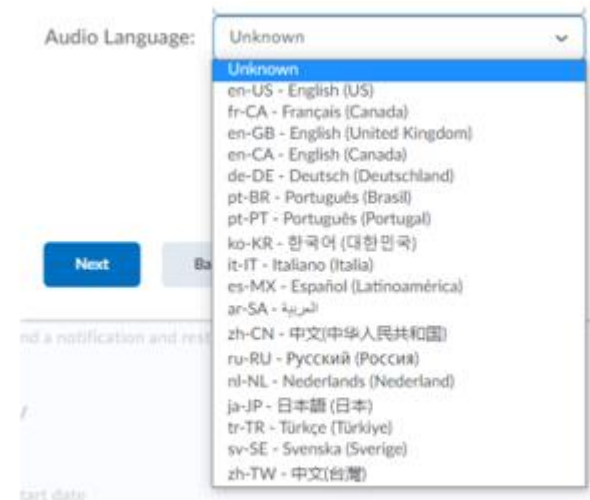
Step eight:

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.



Step nine:

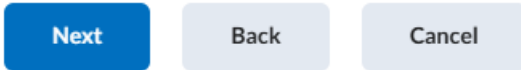
Select the **Audio Language** from the menu, then select **Automatically generate captions from audio** box.



Automatically generate captions from audio

Step ten:

Select **Next**.



Step eleven:

You can preview the video note then select **Insert**.

Insert Stuff
Add Video Note
Properties



Step twelve:

Enter a **Headline** for your announcement, then enter more **Content** for your video announcement, if necessary.

Headline *

Content *



Step thirteen:

Availability can be adjusted by adding a **Start and End Date**.

Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

End Date

Remove news item based on end date

Step fourteen:

Enter any necessary **Attachments, Audio, or Video**. You may also enter **Additional Release Conditions**.

Attachments

Additional Release Conditions

Step fifteen:

To continue editing the announcement, select **Save as Draft**. Students cannot see draft news items. To release the announcement, select **Publish**.

Check for Success:

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

