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.

![Stop Recording button]

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

Insert Stuff

Add Video Note

[Record Webcam Video] [Upload File]

![Video preview]

00:14 / 30:00

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

![New Recording button]

[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.

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

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

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