

Creating Brightspace Video Notes

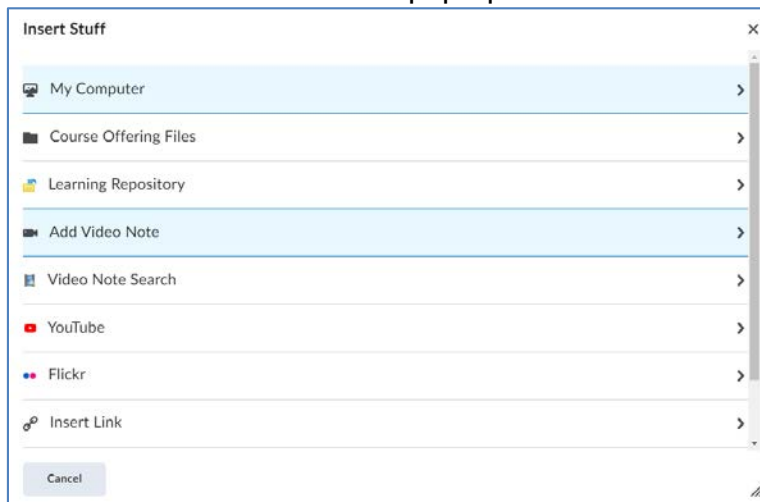
Brightspace has a tool called Video Note which allows faculty and students to create brief, captioned videos within the Brightspace environment. These videos are not intended to be a replacement for your lecture capture videos, please consult with your campus distance learning team to discuss creation, storage, and captioning of lengthier videos for your courses.

Research shows that video engagement drops precipitously once videos exceed 5-6 minutes. To increase video engagement you may wish restrict your video notes to less than 5 minutes.

1. From the **Rich Text Editor** click the **Insert Stuff** icon. (You can add video notes from anywhere in Brightspace that has a rich text editor, including: announcements, email, pages, gradable activities, grade feedback, etc.)



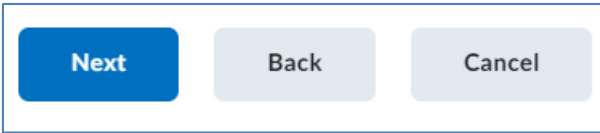
2. Select **Video Note** from the pop-up menu



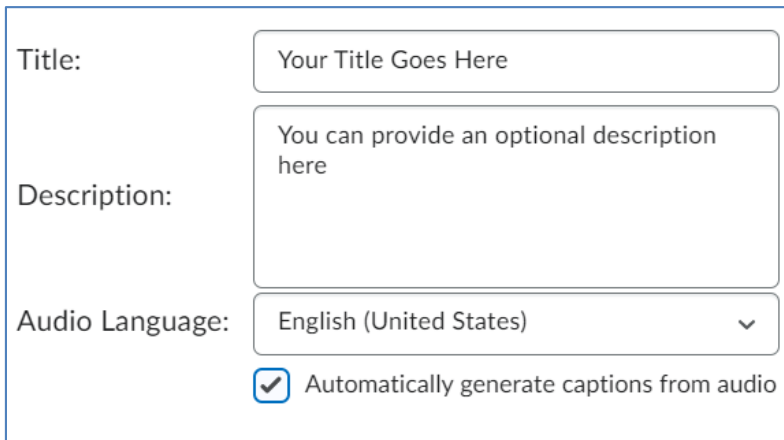
3. Click **New Recording** and begin recording your brief video.



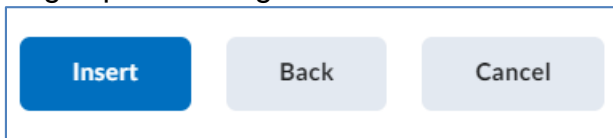
4. If you are satisfied with your recording, click **Next**. If you would like to try again, click **Back**



5. Provide a **Title** for your video note and you can provide an optional **description**
6. Select the **Audio Language** in which you spoke while creating this video note. (This will assist the artificial intelligence auto-captioning feature within Brightspace.) And select the **Automatically generate captions from audio** checkbox

A form with three sections: "Title:" with a text input field containing "Your Title Goes Here"; "Description:" with a larger text area containing "You can provide an optional description here"; and "Audio Language:" with a dropdown menu showing "English (United States)" and a checked checkbox labeled "Automatically generate captions from audio".

7. The "Add Video Note Properties" menu will indicate that the **Media file is currently being processed...** Click **Insert** to place video note within your Brightspace editing view



8. Save the page you are working on within Brightspace when done editing

*Video notes cannot be edited, however, the captions can be edited