SUNY DLE Brightspace Guides



Reusing Brightspace Video Notes

You can reuse previously created video notes in Brightspace.

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

Insert Stuff	×
My Computer	>
Course Offering Files	>
Learning Repository	>
M Add Video Note	>
Video Note Search	>
 YouTube 	>
•• Flickr	>
a ^o Insert Link	>
Cancel	k

3. **Search** your previously created video notes. You can search by title or, if you cannot recall the title you can hit the space bar in the search field and click

Search.	
Insert Stuff	
Video Note Search	
Search Notes	
Video	Search
Search Options	
Showing 16 out of 16 results	
6/28 Video Note	
6/14 SW Video Note	
Next Back Cancel	
Select the appropriate video note and click Next	
Next Back Cancel	
Click Insert to place the video note in the page	
Insert Back Cancel	

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

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