

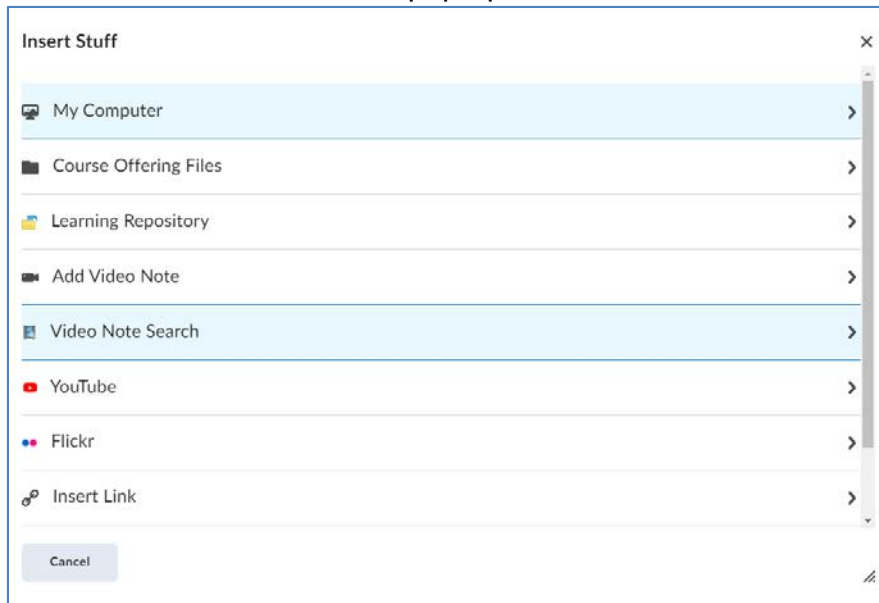
Reusing Brightspace Video Notes

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



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.

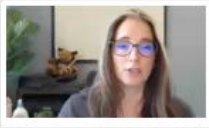
Insert Stuff

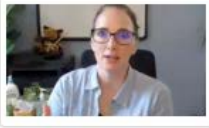
Video Note Search

Search Notes

Search Options

Showing **16** out of **16** results

 **6/28 Video Note**

 **6/14 SW Video Note**

4. Select the appropriate video note and click **Next**

5. Click **Insert** to place the video note in the page

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

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