Unit Topic: Video Note

Introduction

The Video Note tool within DC Connect can be used to increase student engagement and faculty presence in your course. The maximum length of a Video Note is 30 minutes and can be used by faculty to post things such as: an introductory video, weekly update or overview, an announcement, short lesson, response to a student discussion post or to provide assignment feedback. Video notes can be used by students as well, in Discussion posts or Assignment submissions. It's a great way to promote student interaction and Universal Design for Learning.

NOTE: If Video Note capture or playback is not working, try using a different browser. Video Note works well in Chrome.

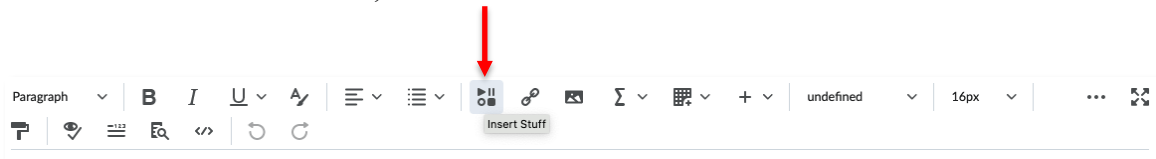## *Content*

This document covers the following topics:

- Create a Video Note Recording
- Set Video Language and Enable Captions
- Check for Captions
- When Your Captions Need Edits
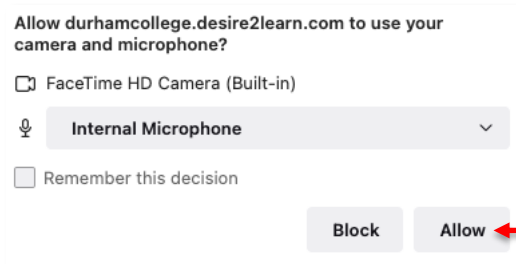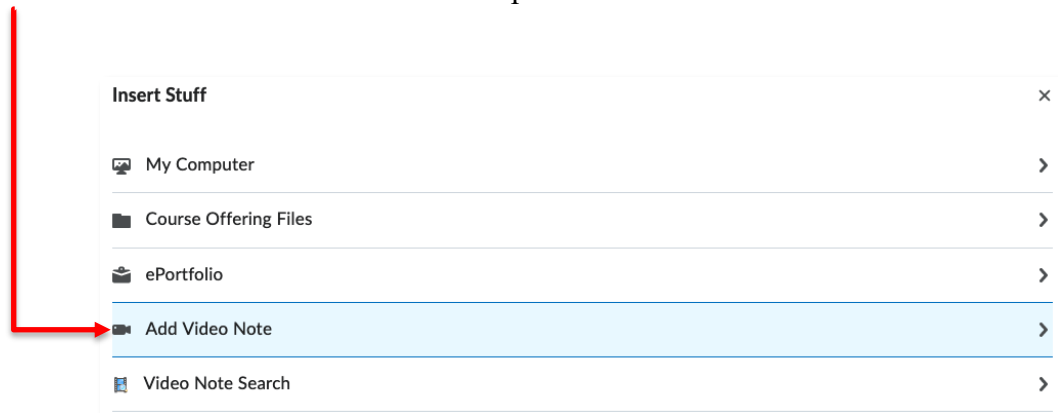
Create a Video Note Recording

A Video Note can be added anywhere in DC Connect that uses the HTML editor (i.e. a Content file, Announcement, Discussion post, Assignment). Any area in DC Connect that has the toolbar in the image below, is considered an HTML editor.

For example, an HTML editor can be found when creating a new Content file in DC Connect. Within the Content area, click the **New** button and select the **Create a File** option.

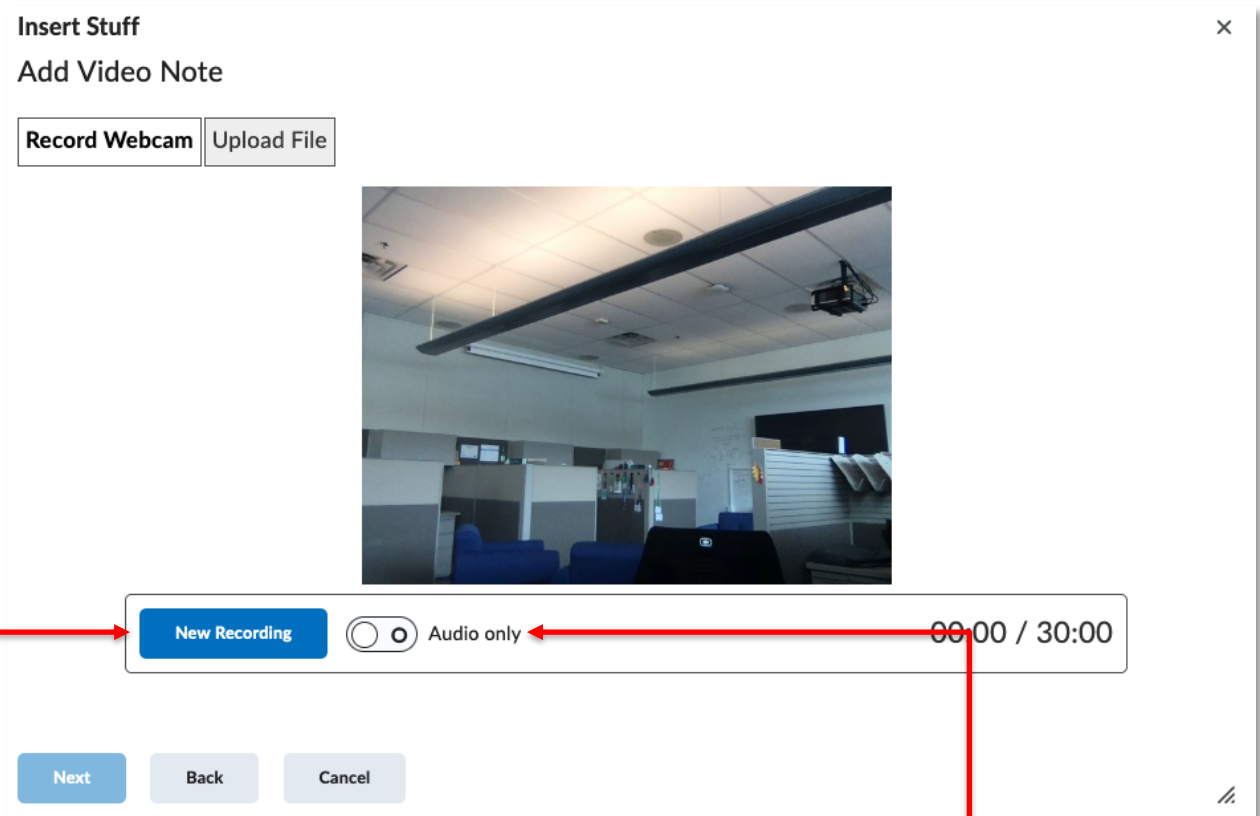Once the HTML editor is active, click the **Insert Stuff** icon.

Select **Add Video Note** from the list of Insert Stuff options.

You may be prompted to grant DC Connect, access to your webcam and microphone. If so, be sure to select **Allow**.
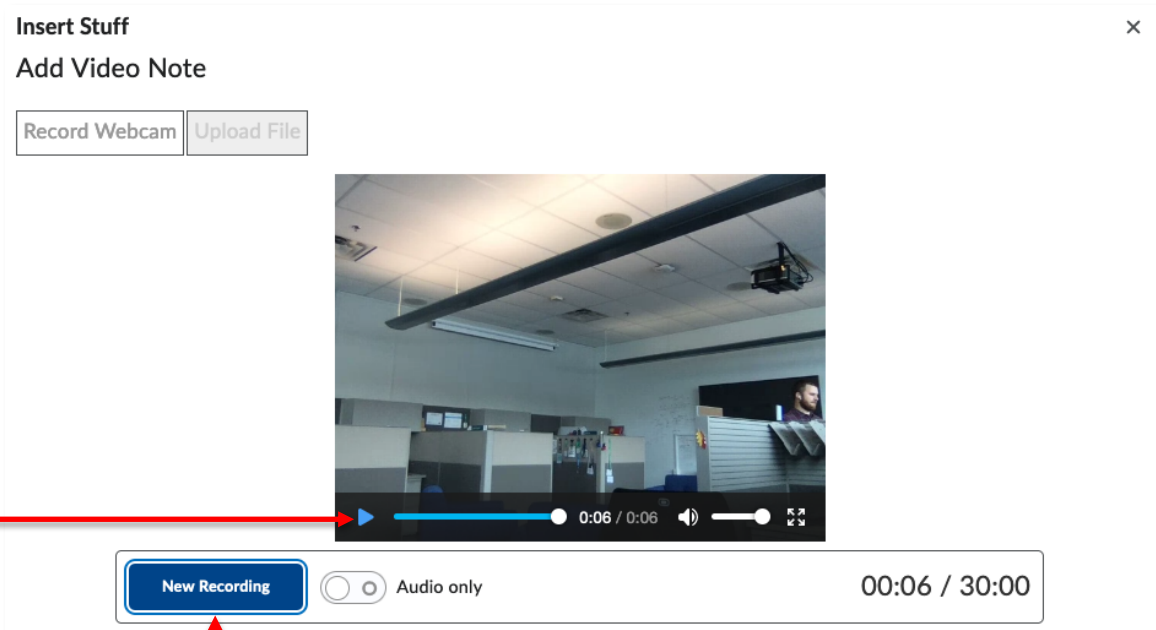
You will now see a preview of your webcam.

NOTE: If you would prefer not to be on camera, you can always use the **Audio only** toggle
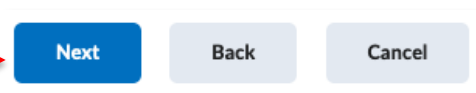
Start recording by clicking the **New Recording** button,…

…then **Stop Recording** when done.

You can review your video by clicking the play button.

Insert Stuff   ✕

Add Video Note

| Record Webcam | Upload File |

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| New Recording | ⬤○ Audio only | 00:06 / 30:00 |

If needed, you can redo your video by selecting **New Recording** again. This will replace the previous recording with a new one.

When you are done recording click the **Next** button. → | Next | Back | Cancel |

Enter the video **Title** and a brief **Description**.

Insert Stuff   ×

Add Video Note

Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording.

Title | First Last - CTLT1000 - Week 1 Announcement

Description | 202341
Week 1 Announcement

*Set the **Audio Language**.

Audio Language | English (Canada) ⌄

*Enable **Automatically generate captions from audio**.

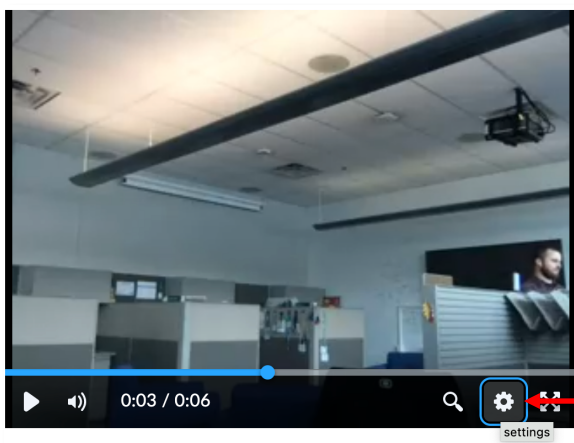☑ Automatically generate captions from audio

[Next]   [Back]   [Cancel]

NOTE: These last two *settings are necessary to generate captions, which is an accessibility requirement.

Click the **Next** button and then the **Insert** button. Once the Video Note is done processing you will be able to preview it. Depending on the length of your video, it might take some time before the video appears.
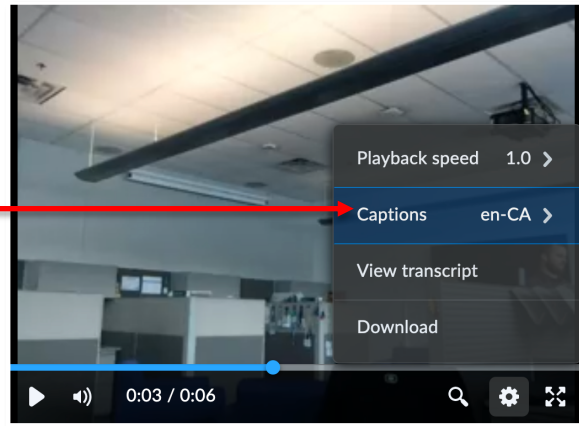
Check for Captions

All recorded videos must have captions. Allow time for the captions to be generated. This can take 1-2 times the length of the video, or longer.
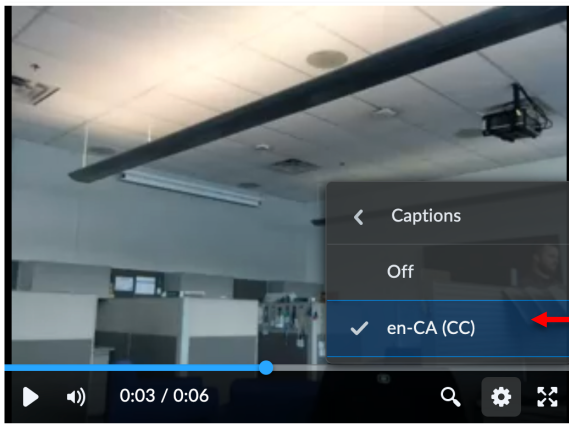
Check for captions by clicking on the **Settings** icon,…

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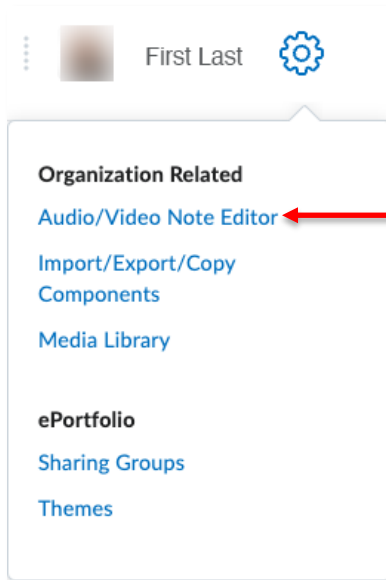settings

Click the **Captions** option…

Then select the desired captions.

This is the method students will use to turn captions on if they so choose.

When Your Captions Need Edits

It is possible for professors to review and update the automatically generated captions of their Video Notes directly in DC Connect, should it be necessary.
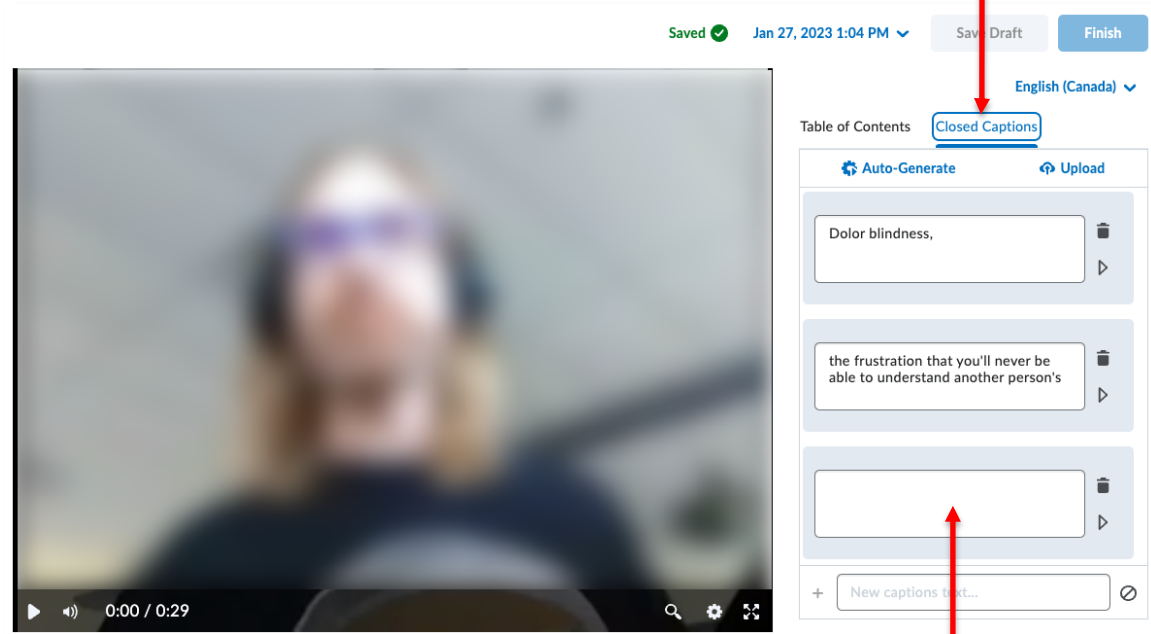

Click on the Admin Tool sprocket next to your account name and then the **Audio/Video Note Editor** link.

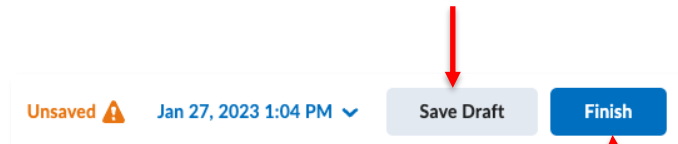Next, click directly on the recording you need to update.

Click on the **Closed Captions** tab.

Next, click in the text field that needs correction and update the text.

Be sure to click the **Save Draft** button as you review and update your captions,…

…then the **Finish** button when you are satisfied with your changes.

Your captions are now corrected and will display properly when set to do so.