

DC Connect: Video Note

Faculty Resource

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.

This document will demonstrate how to use the **Video Note** tool within DC Connect.

Note:

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

Document Topics

- Step 1 - Create a Video Note Recording
- Step 2 - Set Video Language and Enable Captions
- Step 3 - Check for Captions
- Step 4 - If Your Captions Need Edits

Step 1 – 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, select **New > Create a File**.

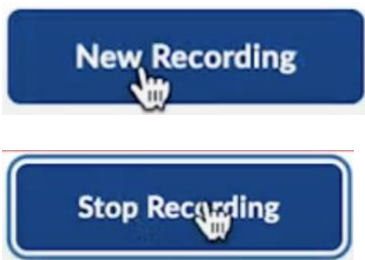
From any HTML editor in DC Connect, select the first icon called **Insert Stuff**.



Select **Add Video Note**.

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.

Start recording by selecting **New Recording**, then **Stop Recording** when done.



You can review your video by clicking the play button. 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 select **Next**.

Step 2 – Set Video Language and Enable Captions

Enter the video title and a brief description.

Set the **Audio Language**.

Enable **Automatically generate captions from audio** (if you do not see these options, scroll down – they might be hidden).

Audio Language:

Automatically generate captions from audio

Note: These last two settings are necessary in order to generate captions, which is an accessibility requirement.

Click **Next** and then **Insert**.

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.

Step 3 – Check for Captions

All recorded videos must have captions.

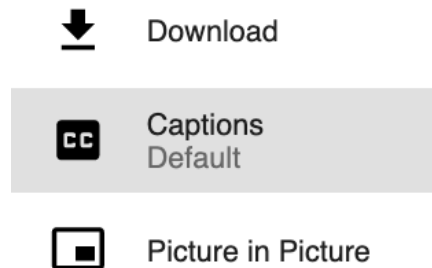
Allow time for the captions to be generated. This can take 1-2 times the length of the video, or longer.

Check for captions by clicking on the **More Options** menu (3-dot icon) when playing the video.



Note: If you do not see the More Options icon, please try a different browser. Chrome works well with Video Note.

When the captions have been generated, a **Captions** option will display in the menu.



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

Step 4 – If Your Captions Need Edits

Since there is currently no way for faculty to edit the Video Note auto captions, it is recommended that you do a short sample recording first and check the captions for accuracy. If you find they are not very accurate for your videos, you may want to consider using a different method for creating and sharing videos.

If you use Video Note within DC Connect and the autogenerated captions are not sufficient, request an update or have professional captions created by completing the CAFE [Captioning Request Form](#).

After following the steps outlined in this document, you will be able to easily add video to your courses in DC Connect.