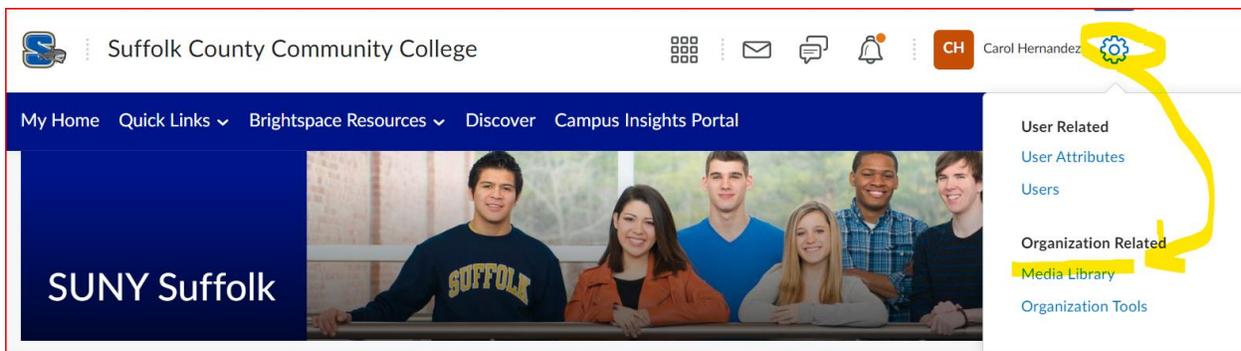


## How to Record a Video Note in Brightspace

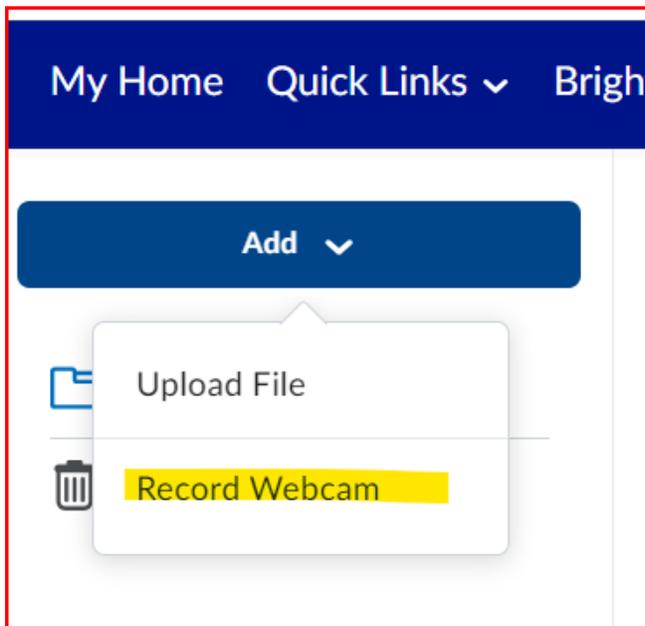
Video notes are a great way to communicate with students in your courses. Use them to welcome students to your course and to introduce yourself. Research shows that the optimal video length is about 3 minutes. Keep it brief. Here is a video that shows you how to do it: <https://youtu.be/6SzPCrEbh-w>

Here are written directions:

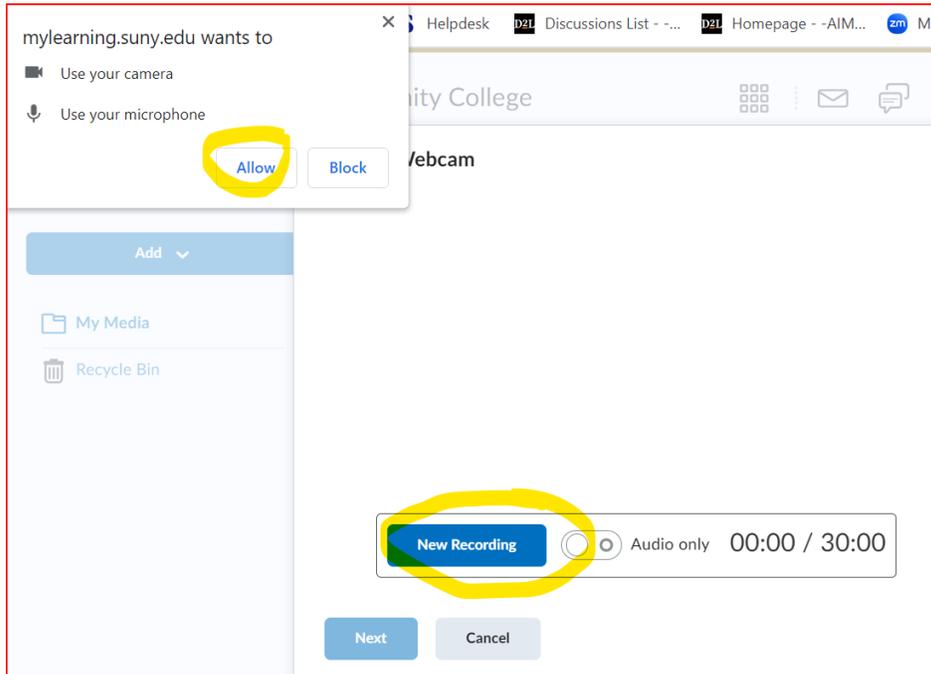
1. Open Brightspace and click the **gear** icon in the top right corner.
2. Next click **Media Library** in the drop down.



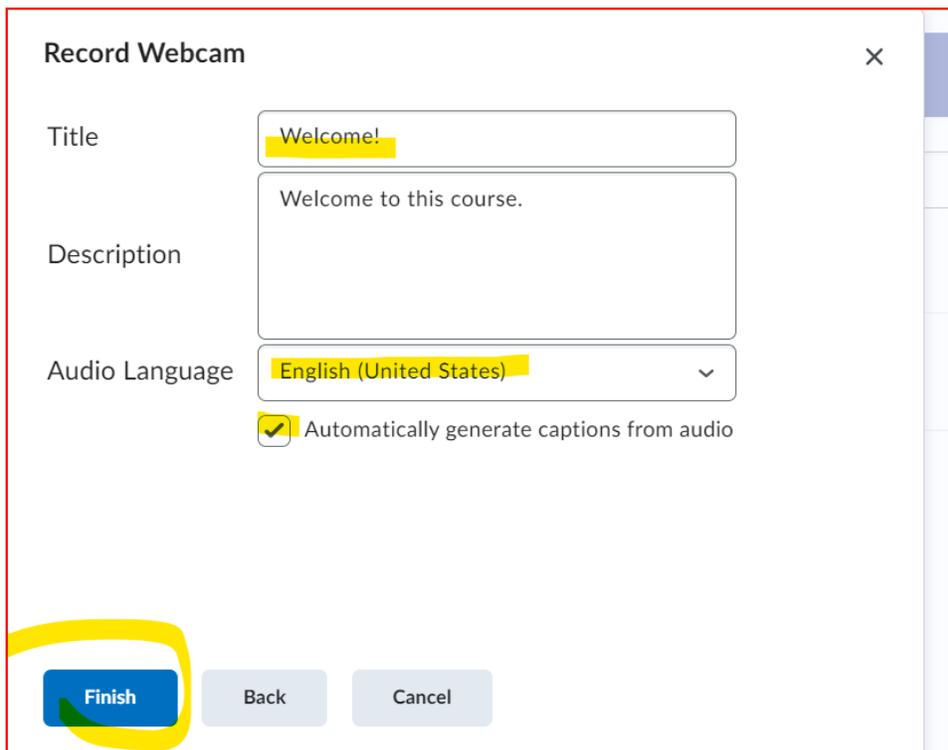
3. Click **Add** and then click **Record Webcam**.



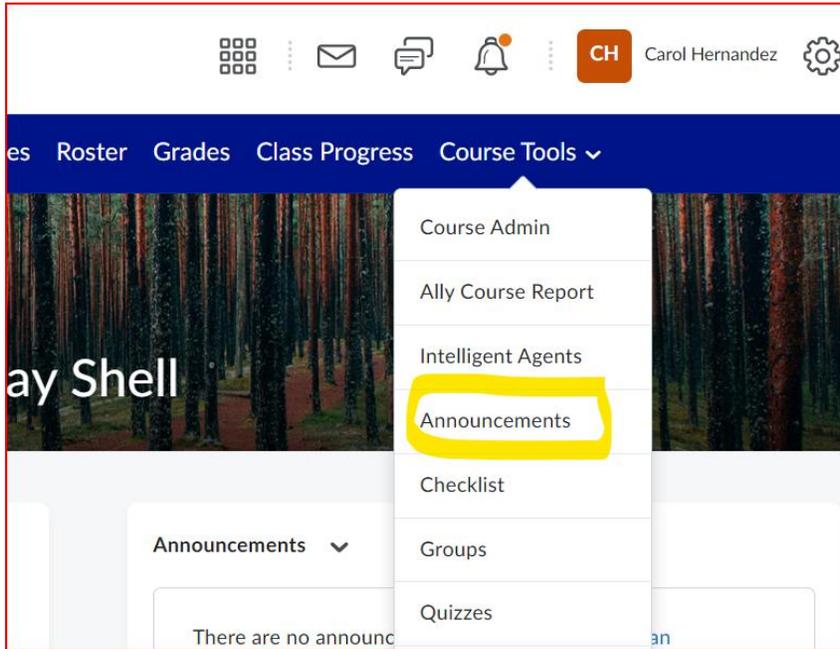
- Click **Allow** (so you can use your camera and microphone) and then click **New Recording**.



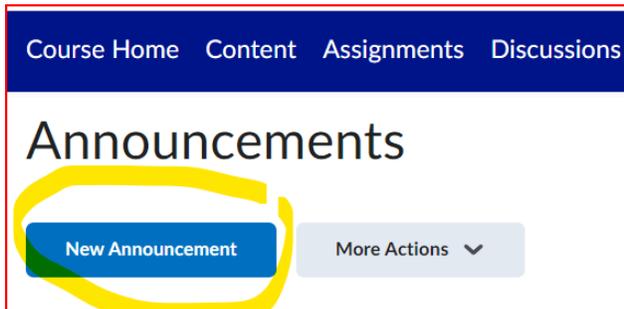
- Give your video a title, choose the transcript language and check the box to automatically generate captions. This is important for accessibility. Click **Finish**.

A screenshot of the 'Record Webcam' form. The form has a title field with 'Welcome!' entered, a description field with 'Welcome to this course.', and an audio language dropdown menu set to 'English (United States)'. A checkbox labeled 'Automatically generate captions from audio' is checked. The 'Finish' button at the bottom left is circled in yellow. There are also 'Back' and 'Cancel' buttons.

6. Click **Course Tools** in the navbar and then click **Announcements**.



7. Click **New Announcement**.



8. Write an announcement and insert your video from the Media Library. Click **Publish**.

# New Announcement

## General

Headline \*

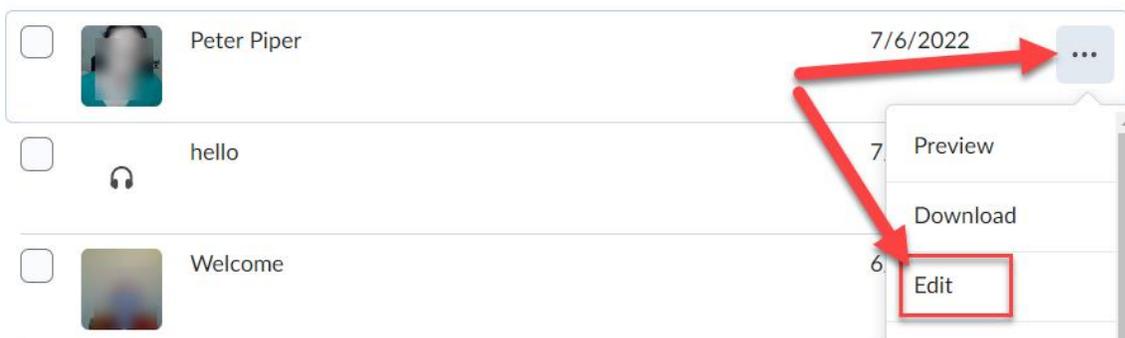
Content \*

Paragraph **B** *I* U ~~A~~    

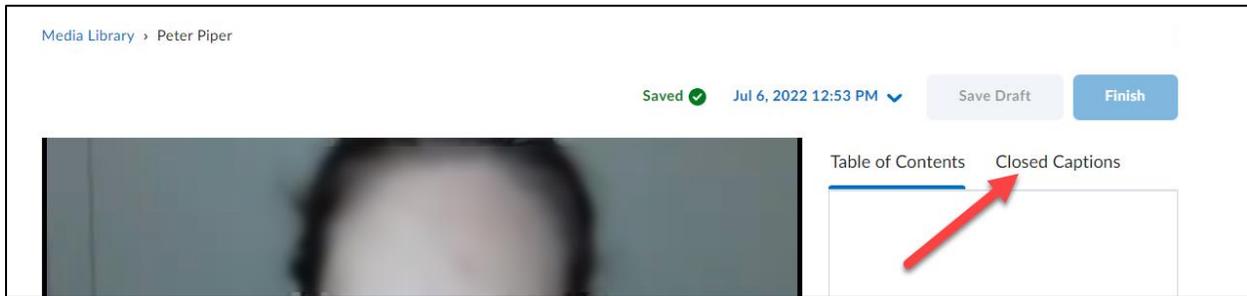
**Publish** Save as Draft Cancel

If you need to edit the captions, you can do this at any time, before or after posting the video to your announcements. Follow the directions below to edit your captions.

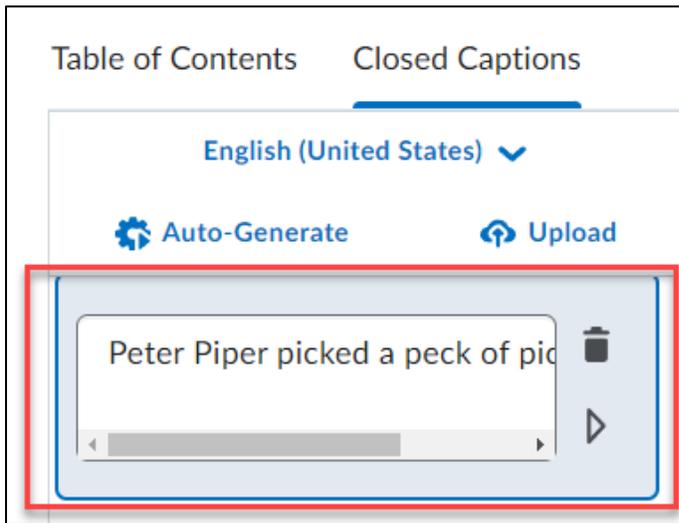
1. Go back into the **Media Library**, find your video, click on the **three dots** to the right of the video and then click on **Edit**.



2. On the video editing page, click on the **Closed Captions** tab.



3. In the **Closed Captions** area, you can edit or delete captions.



4. When you're finished making your edits, you must click on **Finish** to save and submit your changes.

---

If you have questions about using Brightspace in your teaching practice, email us at [CTL@sunysuffolk.edu](mailto:CTL@sunysuffolk.edu)

For further reading on optimal video length:

Knott, R. (n.d.) Video statistics, habits, and trends you need to know. *TechSmith*. Retrieved from <https://www.techsmith.com/blog/video-statistics/>