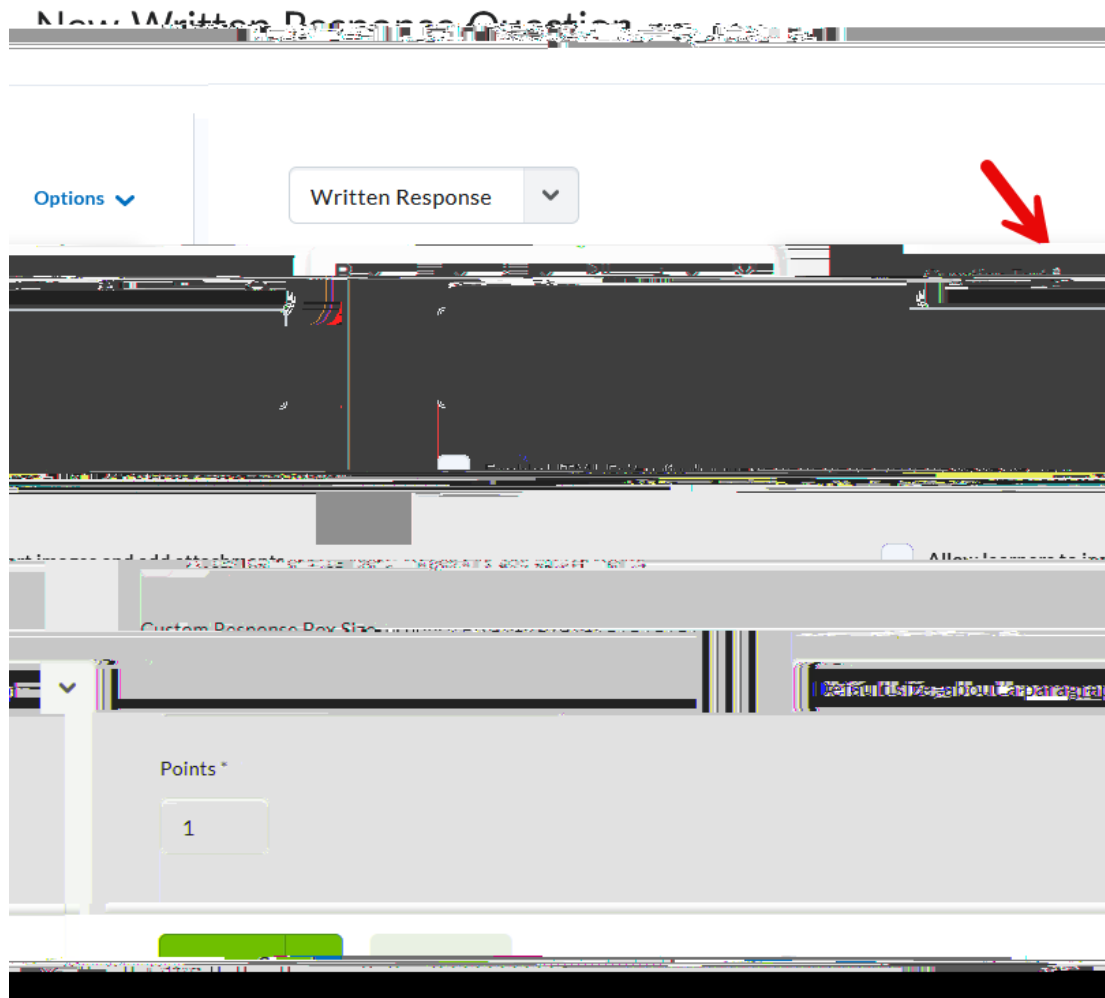


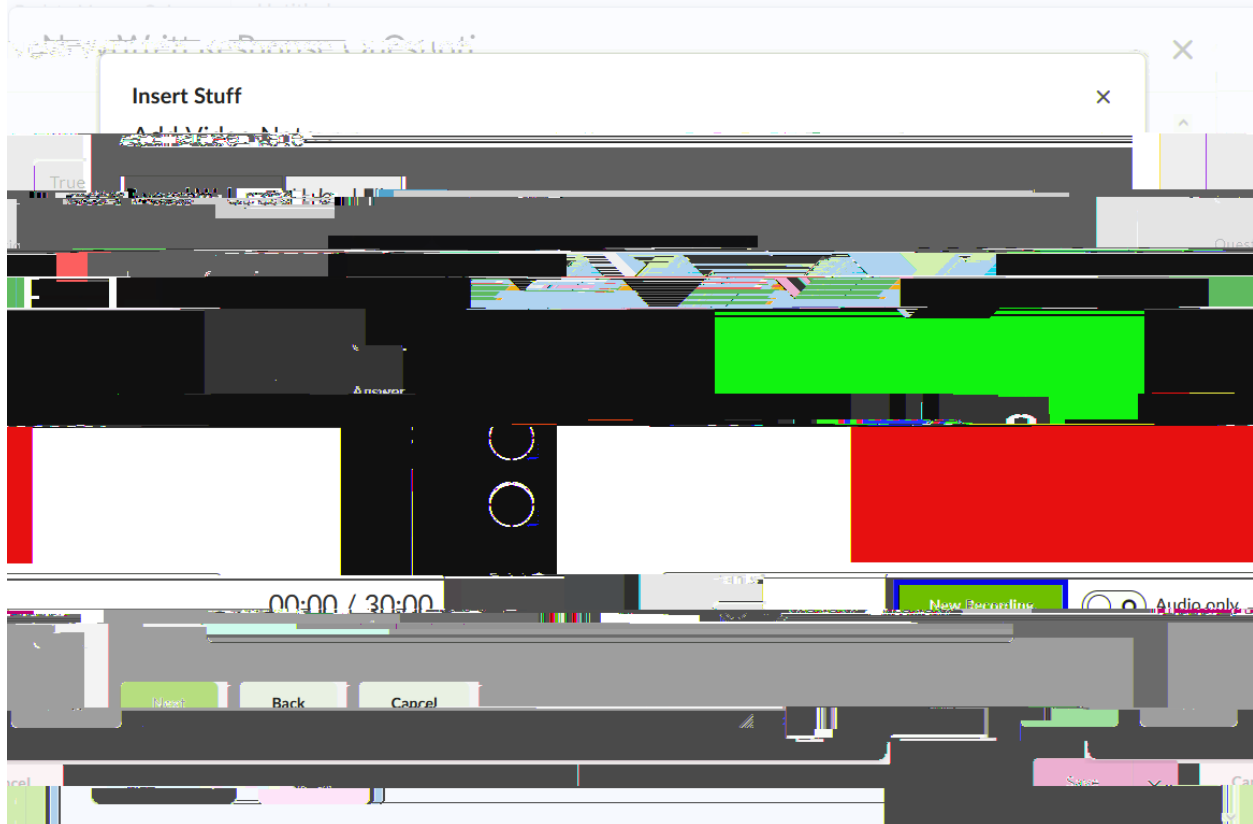
Add Video Note to a News Item

1. Navigate to

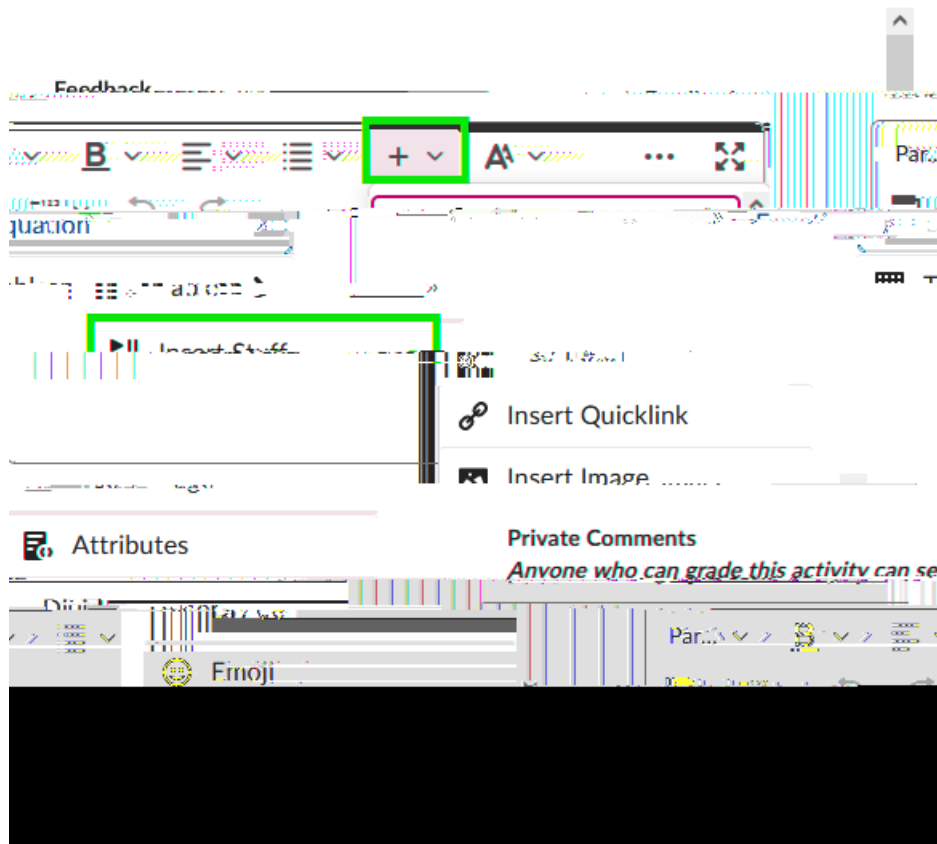
1. Navigate to Assessments (navbar) > Dropbox.
2. Select **View Submissions**.
3. Click on the student's submission.
4. On the right-hand side, below the Overall Feedback text box, select **Record**

10. Select **Publish** or **Save Draft** (to publish all at the end of grading all submissions).





1. Navigate to Assessments (navbar) > Quizzes.
2. Select **New Quiz** button.
3. Add a title to the quiz.
4. Add a question by either importing from Question Library or use Create New button to add a question directly to the quiz.
5. Click once in the question text area to display the editor toolbar.
6. Select Insert Stuff icon from the toolbar.
7. Select **Add Video Note**.
8. Select **New Recording**. There is a 30-minute time limit. (**Note:** There is a toggle to Audio only available.)
9. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
10. Select **Next**.
11. Video will load and provide a preview.
12. Select the **Insert** button.
13. Select **Save**.
14. Select **Save and Close**.



1. Navigate to Assessments > Grades > Enter Grades.
2. Choose a grade item to select **Enter Grades** from the dropdown menu.
3. On the right-hand side, select the pencil to enter comments in the feedback column.
4. Click the plus sign on the editor toolbar to select **Insert Stuff** from the dropdown menu.
5. Select **Add Video Note**.
6. Select **New Recording**. There is a 30-minute time limit. (**Note:** There is a toggle to Audio only available.)
7. Complete the Title, Description, and Audio Language details. This step is important to meet accessibility requirements. The title should be descriptive enough that it will be easy to search and reuse for a later date. Select a language and check the box to automatically generate captions.
8. Select **Next**.
9. Video will load and provide a preview.
10. Select the **Insert** button.
11. Select Save.
12. Select Save and Close.