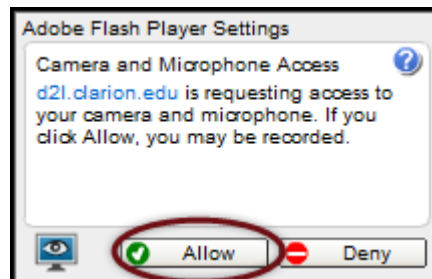# Creating and inserting a video note in HTML Editor

Video Note enables you to create video recordings from your webcam and insert them through HTML Editor's Insert Stuff option, and anywhere video attachments are supported such as News, Dropbox and Discussions. Using Video Note Search, you can also search for and insert your video notes in another course.

The maximum recording time is 3 minutes. Perfect for a welcome video, weekly overview message, or even concept reinforcement.

Create and Insert a Video Note

You will need a microphone and webcam to record a video note.

1. In any D2L HTML Editor (News, Discussions, Dropbox, New file, etc.), click the 📑 **Insert Stuff** icon.

2. Click 📷 **Video Note** > **Record Webcam Video**

3. Click **Allow** when the Flash player prompts you to allow camera and microphone access.

4. Click **Record** and record your video. Click Stop when you finish recording.

5. You can click Play to preview your video note.

6. If you want to re-record, click Clear. If you are satisfied with your recording, click Next.

7. Enter a Title and Description of your video note. Text you provide in these fields become searchable so you can insert videos notes in your other courses. Click Next. Note: After this step your video note saves to **Video Note Search.** You can reuse this video in another course by entering a keyword in the search field.

8. You can preview the video note before you insert it.

9. Click Insert.

Insert an Existing Video Note

1. In the HTML Editor, click the ▶‖ **Insert Stuff** icon.

2. Click **Video Note Search.**

3. Enter your search terms in the **Search Notes** field, then click **Search**. You can also perform a blank **Search** to see all search results.

4. Select the video you want to insert and click **Next**.

5. You can preview the video note before you insert it. Click **Insert**.

Upload a Video File from Your Computer as a Video Note

Note: File format must be: MP4, FLV, F4V, or MOV and max file size is 5MB.

1. In the HTML Editor, click the ▶‖ **Insert Stuff** icon.

2. Click **Video Note**.

3. Click the **Upload File** tab.

4. Click **Browse** to locate the file you want to upload. Click Next. **Note**: After this step your video note saves to **Video Note Search.**

5. You can preview the video note before you insert it.

6. Click Insert.

Creating a Video Note Attachment

1. Click **Record Video** in the Attachments section of the tool you are in. (News, Dropbox, Discussions)

2. Click **Allow** when the Flash player prompts you to allow camera and microphone access.

3. Click **Record** and record your video. Click Stop when you finish recording.

4. You can click **Play** to preview your video note.

5. If you want to re-record, click **Clear**. If you are satisfied with your recording, click **Add**.

10. Enter a Title and Description of your video note. Click **Next**. **Note**: After this step your video note saves to **Video Note Search.** You can reuse this video in another course by entering a keyword in the search field.

11. Click **Add**.