



Daylight Video_Note Student Guide (Coming Soon!)

Create and insert a video note in HTML Editor



1. In the HTML Editor, click the  **Insert Stuff** icon.
2. Click  **Video Note**.
3. When the Flash player prompts you to allow camera and microphone access, click **Allow**.
4. Click **Record** and record your video. Click **Stop** when you finish recording.
5. To preview your video note, click **Play**.
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 becomes searchable if users have permission to search and insert other people's video notes.
8. Click **Next**. After this step your video note saves to Video Note Search. If you have permission to search and insert video notes, you can reuse this video in the future.
9. You can preview the video note before you insert it.
10. Click **Insert**.

Create a video note attachment

1. From the Attachments area of the tool you are in, click **Record Video**.
2. When the Flash player prompts you to allow camera and microphone access, click **Allow**.
3. Click **Record** and record your video. Click **Stop** when you finish recording.
4. To preview your video note, click **Play**.
5. If you want to re-record your note, click **Clear**. If you are satisfied with your recording, click **Add**.
6. Enter a title and description of your video note. Text you provide in these fields becomes searchable if users have permission to search and insert other people's video notes.
7. Click **Add**. After this step your video note saves to Video Note Search. If you have permission to search and insert video notes, you can reuse this video in the future.

Reuse video notes

If you have created previous video notes, and if you have permission to search and insert video notes, you can reuse video notes.

1. In the HTML Editor click the 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.
6. Click **Insert**.

