

Faculty: Record an Audio or Video Message

Hart Wilson - 2026-02-12 - [Comments \(0\)](#) - [Faculty](#)

Add a personal touch to your course with the record audio or video feature. Users can record up to two minutes of audio or video in any textbox that includes these tools. (Post [these instructions for students](#).)

Post by **Test Teacher**
Re: Video

Post by [Hart Wilson](#)

To create an audio or video recording of up to two minutes, open a textbox and click on the appropriate icon. Click on the **Start recording** button. When you're done speaking, click on **Stop recording**, then click on **Attach recording** or **Record again**, depending on how happy you are with the result.

The image shows a screenshot of the CKEditor toolbar. The toolbar includes standard editing tools like 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. Below these are buttons for 'Bold', 'Italic', 'Underline', and a 'More' button. The 'Media' (image and video) and 'More' buttons are highlighted with blue boxes. The 'More' button is also highlighted with a red box in the original image.

Note: In a forum post, if you don't see the toolbar, click on **Advanced** (beneath the textbox) to display it.

