

# Remote Teaching and Captions at McMaster

## Why add captions to your content?

Adding accurate captions is one method to improve the accessibility of your meetings or educational content. This also allows for Accessibility for Ontarians with Disabilities Act (AODA) and Web Content Accessibility Guidelines (WCAG) [1.2.2 Captions \(Prerecorded\)](#) compliance.

## Service Summary Table

## Campus-Supported Solutions for Captioning

### Microsoft Stream

1. [To add captions](#), upload a video file or export from Microsoft PowerPoint.
2. In the editing menu, select a **Video Language** from the drop down menu.
3. Under **Captions**, select **Autogenerate a caption file**.
4. Captions can be downloaded (.VTT) or edited when viewing your video in the **Transcript** window.

### MacVideo

1. [To add captions](#), upload a video file or record using the Kaltura Capture function.
2. In the Details section of the editor, use the tag **captionasr**.
3. Once processed, captions can then be downloaded (.SRT), edited, or removed in the **Captions** section of the editor.

### Echo360

1. Upload a video file or record using Echo360's Universal Capture function.
2. Create a class and select the blue + symbol to **Import from your library** and assign your video to this class.
3. Wait for your video's **transcript** to be automatically created.
4. Once the transcript has been generated and downloaded, captions can be uploaded in the **Details** section by selecting the **Add** drop down next to **Captions**.

Details		Activity
Type	Video	
Source	Upload	
Auto-publish	No	
Captions	<a href="#">Add</a> ▾	
Transcripts	<a href="#">Update</a> ▾	

## Campus-Supported Solutions for Live Captions

### Microsoft PowerPoint

1. Open a previously created presentation, lecture, or a blank presentation.
2. Select the **Slide Show** tab in the menu ribbon.
  - a. When using Office 365, select the Always Use Subtitles button and customize your subtitles using the drop down menu.
    - An SAS case study recommends having captions below the slide.
  - b. When using the desktop application for Microsoft PowerPoint, check the **Always Use Subtitles** box and customize your subtitles with the **Subtitle Settings** drop down menu.
    - An SAS case study recommends having captions below the slide.

### Microsoft Teams - Live Captions or Burned-In Captions in Meetings

1. For live captions:
  - a. Once a meeting (from teams has started, click More Options and **Turn on Live Captions (preview)**.
  - b. Live captions will then display in the lower left of the window and will overlay videos.
2. For burned-in captions (cannot be edited):
  - a. Once a call or meeting has started, click More Options and **Turn on Live Captions (preview)**.
  - b. Live captions will then display in the lower left of the window and will overlay videos.
  - c. Click **More options** and **Start Recording**.
  - d. Once the meeting has ended, click **More options** and **Stop Recording**.
  - e. This recording is then saved to your account in Microsoft Stream.

## External Services

### Zoom

1. [Automatically transcribe cloud recordings](#).
  - [Powered by Otter.ai](#).

### Webex

1. [Create recording transcripts in Cisco Webex Meetings and Events](#)

## 2. [View, Search, and Edit Cisco Webex Recording Transcripts](#)

### Google Slides - Live Captions Only

1. Open a previously created presentation, lecture, or a blank presentation.
2. Click View, then Present.
3. In the menu on the bottom left of the screen, click **Captions**.
  - a. Adjust the text location and size as needed.

- [Ryerson's Closed Captions in Google Slides](#)

### Otter.ai

- [Quick start guide available here.](#)
- [Exporting text as captions \(SRT\).](#)

### Features

- Free version offers 600 minutes per month
  - Educational Discount of 50% off the regular subscription price for Premium (6000 minutes) and Teams (6000 minutes per user)
- Generates a transcript in real time of meetings and/or lectures
- Search by keywords
- Edit and highlight generated transcripts
- Share unique link to groups
- Import audio and video to be transcribed
- Export audio and text

## Additional Recommendations

During these uncertain times, it is our recommendation that users explore campus-supported captioning solutions before those offered by external services. If you require more than live, transient captions and are using Zoom or Webex, please explore one of the following options:

### Zoom

1. [Record your lecture](#) by selecting Record, then **Record on this Computer**.
  - a. Ensure participant consent is obtained before recording.

2. Upload the .mp4 file to Microsoft Stream or MacVideo and follow the captioning instructions above.

#### Webex

1. [Record your lecture](#) by selecting **Record**, then **Record on my Computer**
3. Upload the .mp4 file to Microsoft Stream or MacVideo and follow the captioning instructions above.