

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	Add ▼
Transcripts	Update ▼

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.