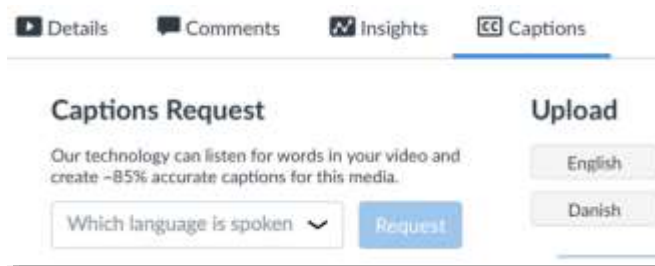


How to add Closed Captioning to a Video in Studio

To better accommodate all learning styles and needs, be sure to include both **close captioning** and a **text transcript** for all recording that include an audio component.

Request Closed Captions for video stored in Studio:

- 1) In Canvas, click on the Studio link in the left side column
- 2) Select the video you wish to caption.
- 3) Select the **Captions** tab.
- 4) Under Captions Request, expand the dropdown menu and indicate the language spoken in the video.
 - If the video is in English, you must select English for the captions. The captioning service does not provide language translations.

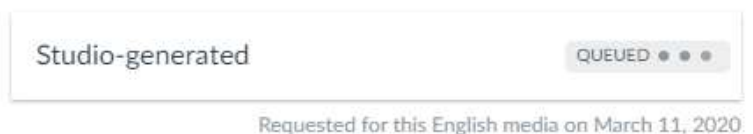


- 5) Select Request

Captioning requires minutes to hours, depending on the length of the video.

Canvas will send you a notification when the process is complete. You can also check in Studio to see if the process has finished.

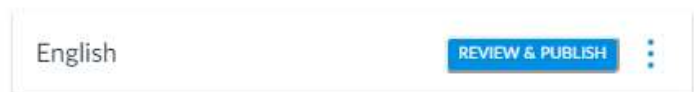
Manage Captions



After the video has been captioned:

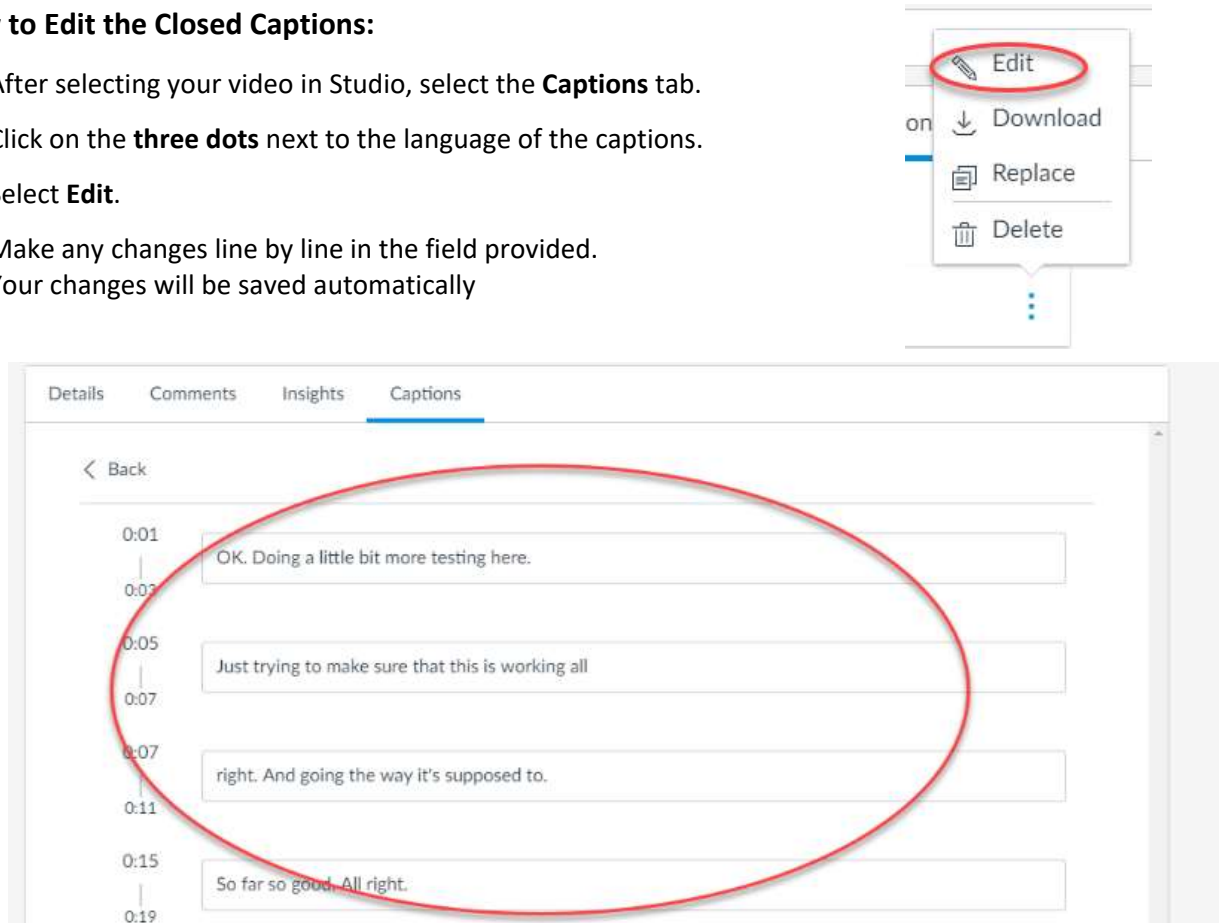
- Navigate back to the video
- Click the **Captions** tab
- Under Manage Captions, click **Review & Publish**.
- Review the captions and make edits as needed! ***see notes that follow**
- Click **Publish**.

Manage Captions



How to Edit the Closed Captions:

- 1) After selecting your video in Studio, select the **Captions** tab.
- 2) Click on the **three dots** next to the language of the captions.
- 3) Select **Edit**.
- 4) Make any changes line by line in the field provided.
Your changes will be saved automatically



Create a Transcript from your Captions

1. After selecting your video in Studio, select the **Captions** tab.
2. Click on the **three dots** next to the language of the captions.
3. Select **Download**. This downloads a zip file containing the captions.
4. Extract and save the zip file contents in your preferred destination folder.
You should see two files = Latest and Original.
"Latest" is the one version containing any edits that you have made to the captions.
5. Right click on "Latest" and select "Open with..."
6. Open the file with your preferred text editor, such as NotePad or TextEditor. The file opens and displays as a vertical list of timestamps and text.
7. If the text is displaying as a single run-on, hit Format on the top bar and select Word Wrap.
8. Copy and paste only the text portion into Word and edit as needed.
9. Save Word file.