



Closed Captioning

- [General Information on Closed Captioning & Live Transcription](#)
- [Live Captioning](#)
- [How to Edit Kaltura/My-Media Closed Captions](#)
- [Enable Audio Transcript Setting](#)
- [Viewing and Editing the Zoom Audio Transcript](#)
(Zoom Help)
- [HappyScribe](#) (Closed Caption (.srt or .vtt) to Transcript Converter Tool not supported by ODU)
- [Adding External Zoom Captions to Kaltura/My-Media](#)

Zoom

The Home icon will bring you to the Full Zoom Slide Deck.



Closed Captioning & Live Transcription

General Information

Return to Closed Captioning Topic



Closed Captions are **required** to meet 508 Compliance (Accessibility standards)

- Both Zoom and Kaltura/My-Media **require human editing** is as automatic machine-generated audio transcripts/captions are not sufficient to meet accessibility standards
- Closed Captioning or Live Transcription available and should be enabled
- When publishing or sharing recordings:
 - **Within Blackboard:** use Kaltura/My-Media Closed Captioning
 - **Outside of Blackboard:** enable Audio Transcript setting
 - Backup may be used for recordings in Blackboard too
 - Settings > Recording Tab > Advanced Cloud Recording

[Enabling and Managing Closed Captioning & Live Transcription \(Zoom Help\)](#)



Closed Captioning & Live Transcription

Enable Captioning Settings 1 of 2

Return to Closed Captioning Topic

1. Sign in to [ODU Zoom Website](https://du.zoom.us)
2. Select "Settings"

The screenshot shows the Zoom web interface. At the top, there are links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. Below the Zoom logo, there are navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile picture is visible in the top right corner. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of settings categories: Profile, Meetings, Webinars, Personal Audio Conference, Recordings, Settings (highlighted with a red circle and the number 2), Account Profile, and Reports. Below this list are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main panel has tabs for 'Meeting', 'Recording', and 'Telephone'. The 'Meeting' tab is active, showing a 'Security' section. Under 'Security', there are three main settings: 'Waiting Room' (enabled), 'Waiting Room Options', and 'Require a passcode when scheduling new meetings' (enabled). The 'Waiting Room' setting includes a description and 'Modified' and 'Reset' links. The 'Waiting Room Options' section includes a checked option 'Everyone will go in the waiting room' and links for 'Edit Options' and 'Customize Waiting Room'. The 'Require a passcode when scheduling new meetings' setting includes a description and 'Modified' and 'Reset' links. The 'Require a passcode for instant meetings' setting is disabled. The 'Require a passcode for Personal Meeting ID (PMI)' setting is partially visible at the bottom. A blue chat icon is in the bottom right corner. The URL 'https://odu.zoom.us/profile/setting' is visible in the bottom left corner.

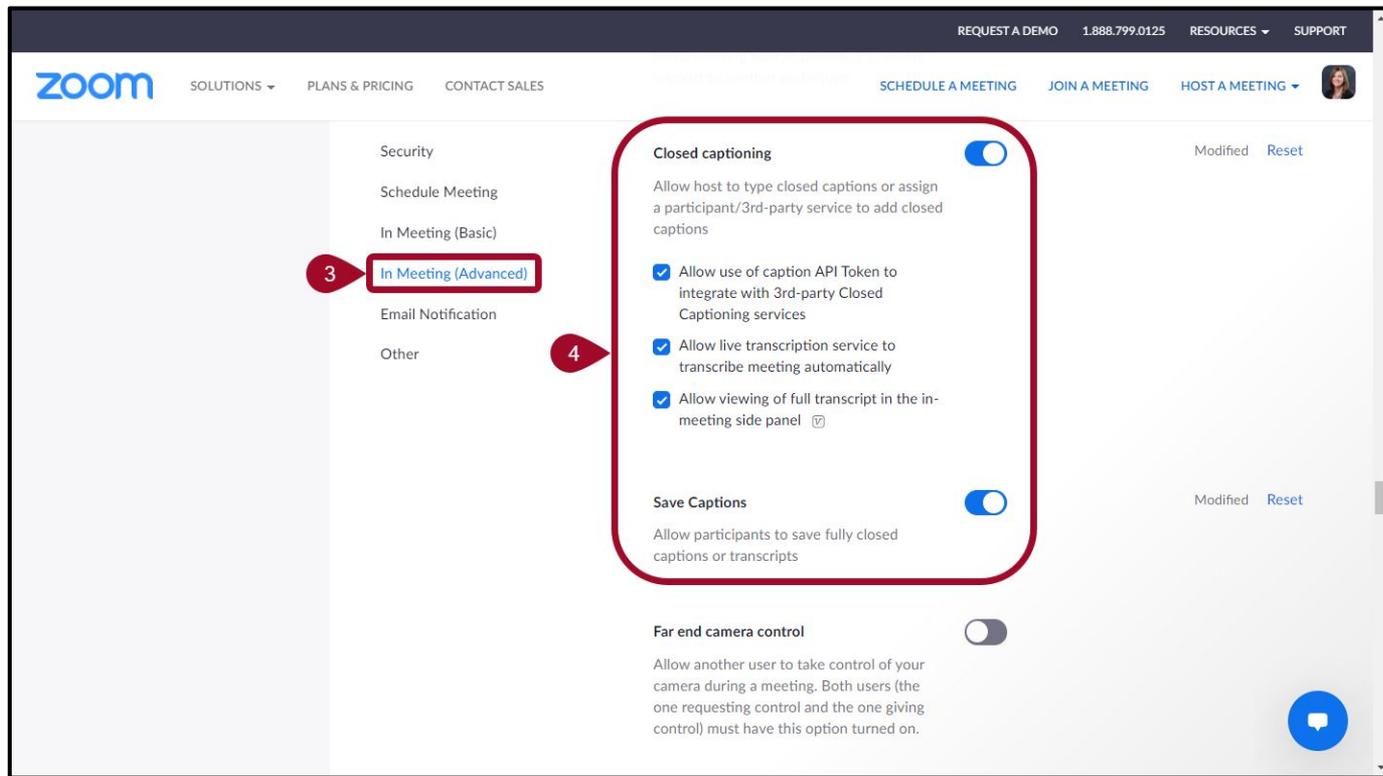


Closed Captioning & Live Transcription

Enable Captioning Settings 2 of 2

Return to Closed Captioning Topic

3. Select "In Meeting (Advanced)"
4. Select toggle next to "Closed captioning" and "Save Captions" settings turn ON
 - a. Select the three checkboxes under Closed Captioning



REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Security

Schedule Meeting

In Meeting (Basic)

3 In Meeting (Advanced)

Email Notification

Other

4

Closed captioning Modified Reset

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services
- Allow live transcription service to transcribe meeting automatically
- Allow viewing of full transcript in the in-meeting side panel [?](#)

Save Captions Modified Reset

Allow participants to save fully closed captions or transcripts

Far end camera control

Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.



Closed Captioning & Live Transcription

View During Meeting

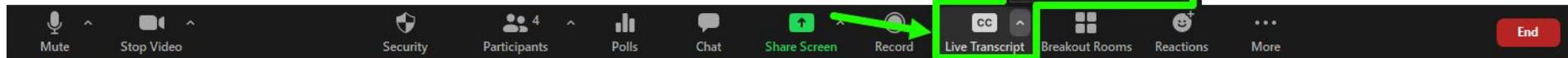
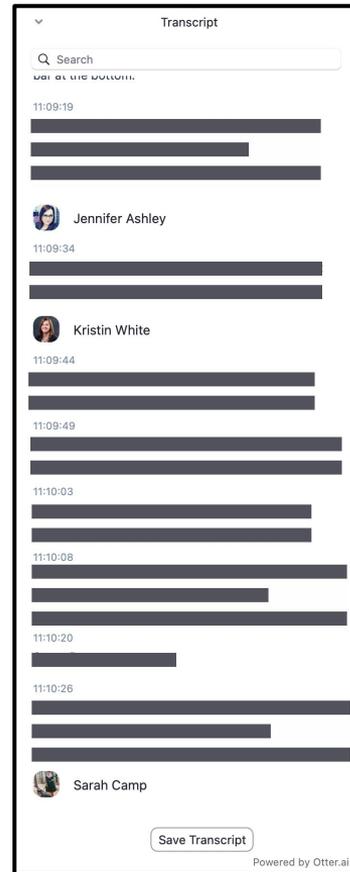
Return to Closed Captioning Topic

Once Closed Captions or Live Transcription is enabled in your settings, the button will appear in the Meeting Control Bar.

- Select "Live Transcript"
 - Select "Show Subtitle" to view closed captioning
 - Select "View Full Transcript" to display transcript on right of meeting window

[Viewing Closed Captioning and Live Transcription](#)

(Zoom Help)

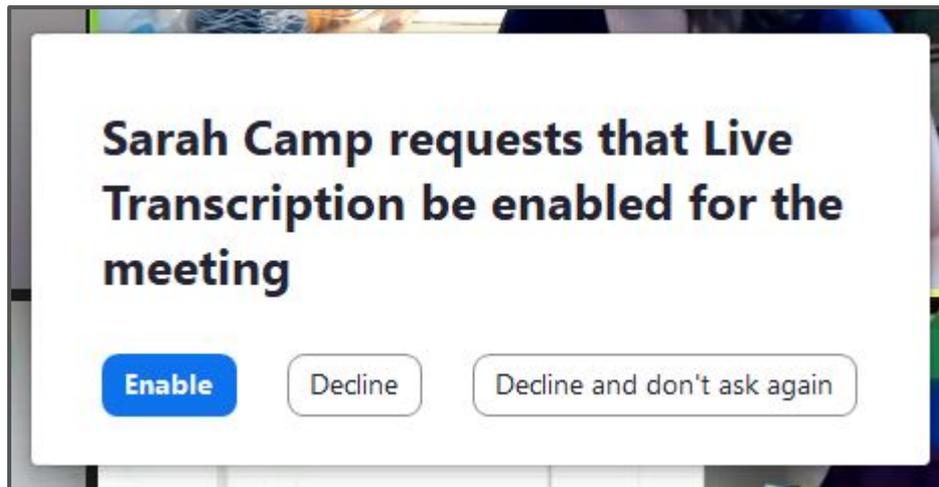


End

Closed Captioning & Live Transcription Participant Request

Return to Closed
Captioning Topic

If a participant request to enable Live Transcription, you will receive a pop-up with the request.



[Participant Requests to Enable Live Transcription](#) (Zoom Help)

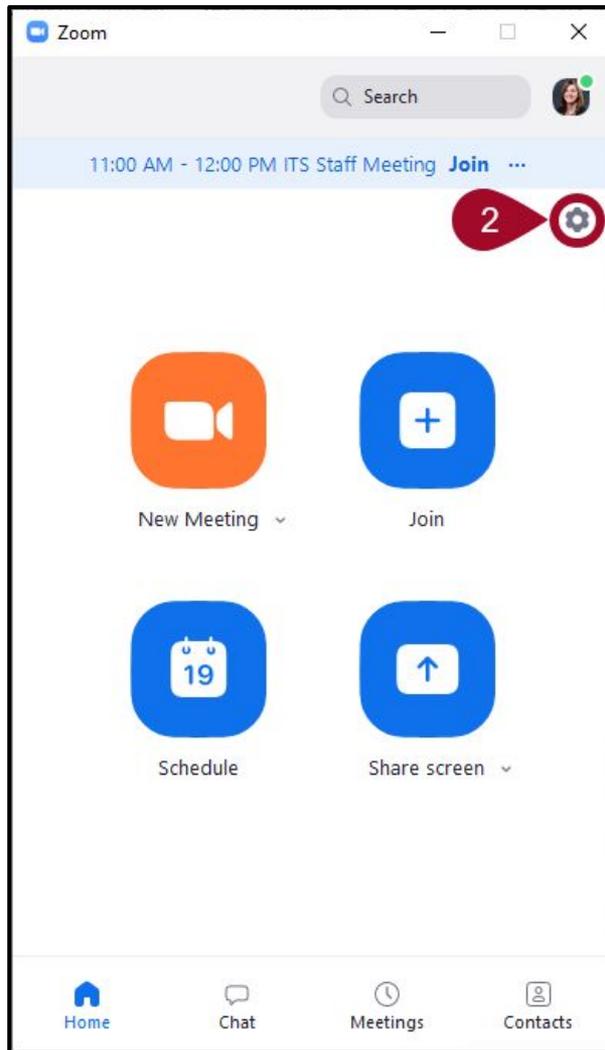


Live Captioning a Meeting

Locating Accessibility Settings

Return to Closed Captioning Topic

1. Sign in to Zoom Desktop Client
 - a. Don't have the Desktop Client yet? Download [Zoom Client for Meetings](#)
2. Select the "Settings" gear icon 

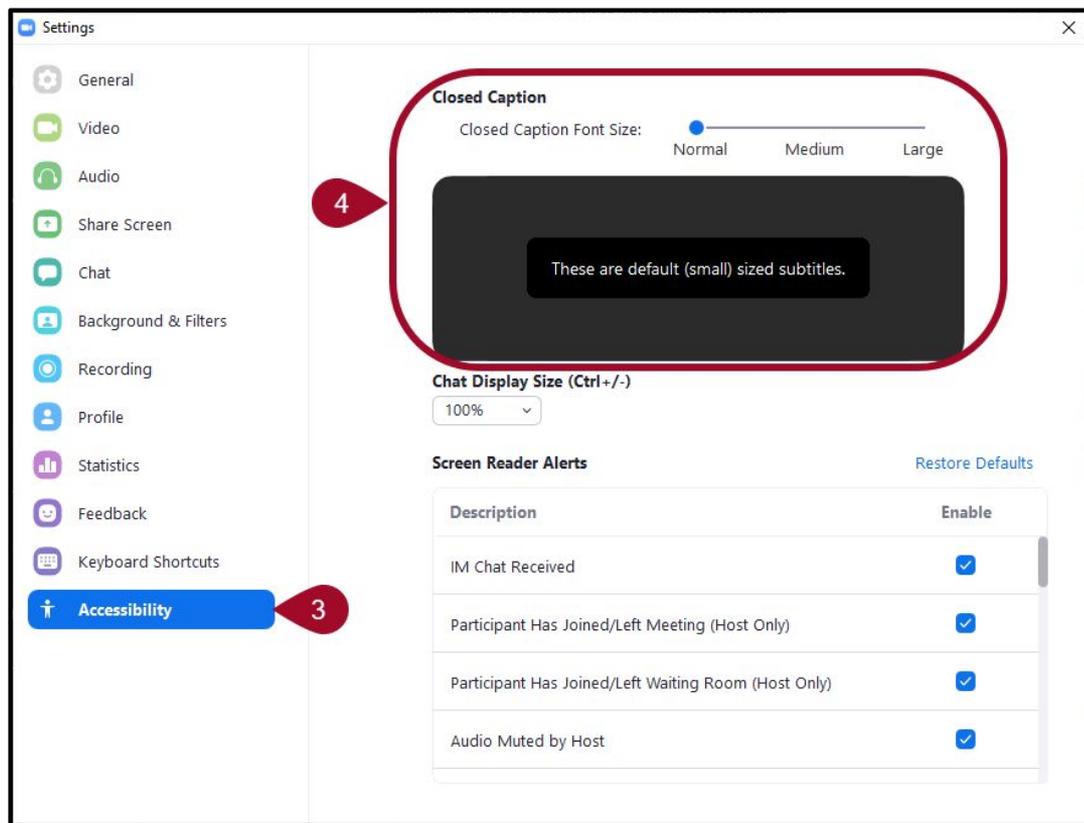


Live Captioning a Meeting

Accessibility Settings

Return to Closed Captioning Topic

3. Select "Accessibility"
4. Change settings if desired
 - o Closed Caption Font Size



The screenshot shows the Zoom Settings application window. The left sidebar contains a list of settings categories: General, Video, Audio, Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, Feedback, and Keyboard Shortcuts. The 'Accessibility' category is selected and highlighted in blue, with a red callout bubble containing the number '3' pointing to it. The main content area displays the 'Accessibility' settings. The 'Closed Caption' section is highlighted with a red rounded rectangle and has a red callout bubble with the number '4' pointing to it. This section includes a slider for 'Closed Caption Font Size' with markers for 'Normal', 'Medium', and 'Large'. Below the slider is a preview window showing a dark background with white text that reads 'These are default (small) sized subtitles.' Below the 'Closed Caption' section are the 'Chat Display Size (Ctrl+/-)' dropdown menu set to '100%' and the 'Screen Reader Alerts' section. The 'Screen Reader Alerts' section has a 'Restore Defaults' link and a table with the following content:

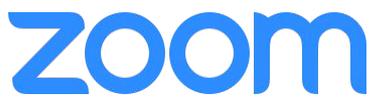
Description	Enable
IM Chat Received	<input checked="" type="checkbox"/>
Participant Has Joined/Left Meeting (Host Only)	<input checked="" type="checkbox"/>
Participant Has Joined/Left Waiting Room (Host Only)	<input checked="" type="checkbox"/>
Audio Muted by Host	<input checked="" type="checkbox"/>

How to Edit Kaltura/ My-Media Closed Captions

Return to Closed
Captioning Topic

- Machine-generated captions should be automatically ordered for your Zoom Cloud recordings that push into Kaltura/My-Media
 - **Note:** Any videos produced/added to Kaltura/My-Media prior to 5/16/2020 will require you to reorder captions for this functionality to be available
 - [Requesting Closed Captions for Older Videos in Kaltura](#) (Google Doc)
- [Step-by-Step Instructions for Editing Captions in Kaltura using the Closed Captions Editor](#) (Google Doc)





How to Edit Kaltura/ My-Media Closed Captions Video

Return to Closed
Captioning Topic



Kaltura Closed Captioning

CENTER FOR LEARNING AND TEACHING
faculty-focused

[Kaltura Closed Captioning \(CLT YouTube\)](#)





Enable Audio Transcript

Audio Transcript Settings Web

Return to Closed Captioning Topic

1. From [ODU Zoom Website](#) select "Settings"
2. Select the "Recording" tab
3. Turn on "Audio transcript" under Advanced cloud recording settings

The screenshot displays the Zoom account settings interface. The left sidebar contains navigation options: Profile, Meetings, Webinars, Personal Audio Conference, Recordings, Settings (highlighted with a blue bar and a red circle labeled '1'), Account Profile, and Reports. Below the sidebar are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Recording' (highlighted with a red box and a red circle labeled '2') and is divided into 'Local recording' and 'Cloud recording' sections. Under 'Local recording', the toggle is turned on, and the checkbox 'Hosts can give participants the permission to record locally' is checked. Under 'Cloud recording', the toggle is also turned on, and there are links for 'Modified' and 'Reset'. The 'Advanced cloud recording settings' section includes several checkboxes: 'Add a timestamp to the recording', 'Display participants' names in the recording', 'Record thumbnails when sharing', 'Optimize the recording for 3rd party video editor', and 'Audio transcript' (checked and highlighted with a red box and a red circle labeled '3').



Access Zoom Audio Transcript

Return to Closed Captioning Topic

Select "Topic" of the meeting you want to access the audio transcript from

The screenshot shows the Zoom Cloud Recordings interface. The left sidebar contains navigation options: Profile, Meetings, Webinars, Personal Audio Conference, Recordings (highlighted), Settings, Account Profile, and Reports. The main content area is titled 'Cloud Recordings' and includes a notification: 'Cloud recordings will be deleted automatically after they have been stored for 30 days.' Below this, there are filters for 'From' (mm/dd/yyyy), 'To' (09/02/2020), and 'All Status'. A search bar with 'Search by ID' and a 'Search' button is present, along with 'Delete Selected' and 'Delete All' buttons. A table of recordings is displayed with columns: Topic, ID, Start Time, File Size, and Auto Delete In. The 'Topic' column is highlighted with a red box, and a red arrow points to it from the text on the left. The table contains several rows of recordings, including 'Bb: VoiceThread Basics Workshop' which is highlighted with a red box. A 'Trash (6)' link is visible on the right side of the table.

Topic	ID	Start Time	File Size	Auto Delete In
<input type="checkbox"/> CS121G Grade Center - K. Garg	941 0422 8831	Sep 1, 2020 10:29 AM	3 Files (312 MB)	29 days
<input type="checkbox"/> Bb: VoiceThread Basics Workshop	937 3220 2679	Aug 20, 2020 09:44 AM	7 Files (1.6 GB)	17 days
<input type="checkbox"/> CHEM 122N SL SCORM Package Settings	971 6052 9615	Aug 17, 2020 09:24 AM	6 Files (1 GB)	14 days
<input type="checkbox"/> Application: Zoom Features to Engage Students Workshop	980 5034 1111	Aug 12, 2020 10:39 AM	7 Files (1.51 GB)	9 days
<input type="checkbox"/> Bb: Kaltura Share Media	931 5761 0704	Aug 11, 2020 10:08	7 Files (1.12 GB)	8 days



Download Zoom Audio Transcript

Return to Closed Captioning Topic

Select the down arrow icon to the right of "Audio transcript" to download the transcript

→ .vtt file - requires conversion for Kaltura

My Recordings > Bb: VoiceThread Basics Workshop

Bb: VoiceThread Basics Workshop

Aug 20, 2020 09:44 AM Eastern Time (US and Canada) ID: 937 3220 2679

This recording will be deleted automatically in 17 days. [Disable auto-delete](#)

3 total views · 0 total downloads [Recording Analytics](#)

Recording 1
7 files · 1.6 GB

[Download \(7 files\)](#) [Copy shareable link](#)

Shared screen with speaker view	235 MB
Speaker view	309 MB
Gallery view	832 MB
Shared screen	233 MB
Audio only	33 MB
Audio transcript	0 views this month 111 KB
Chat file	403 B

https://odu.zoom.us/recording/detail?meeting_id=Lr9ZK2ftTsGRL9BX1H%2FRpA%3D%3D



Converting .vtt to .srt File for Blackboard

Return to Closed
Captioning Topic

Navigate to [HappyScribe](https://happyscribe.com) (free tool not supported by ODU)

1. Select "Select File" (use VTT file from Downloads folder)
2. Choose which .srt file format
3. Select "Convert Subtitles"
4. Automatically downloads (saved to Downloads folder)

Note: HappyScribe can also be used to convert subtitle files to a Word transcript



Adding External Zoom Captions

Locate Zoom Recording in Kaltura/My-Media

Return to Closed Captioning Topic

After you locate your recording in Kaltura/My Media:

1. Select the pencil icon to the right of your recording to edit

The screenshot displays the 'My Media' interface in Kaltura. At the top, there is a search bar labeled 'Search My Media' and a filter section with 'Search In: All Fields' and 'Sort By: Creation Date - Descending'. A navigation sidebar is visible on the left. The main content area lists three video recordings:

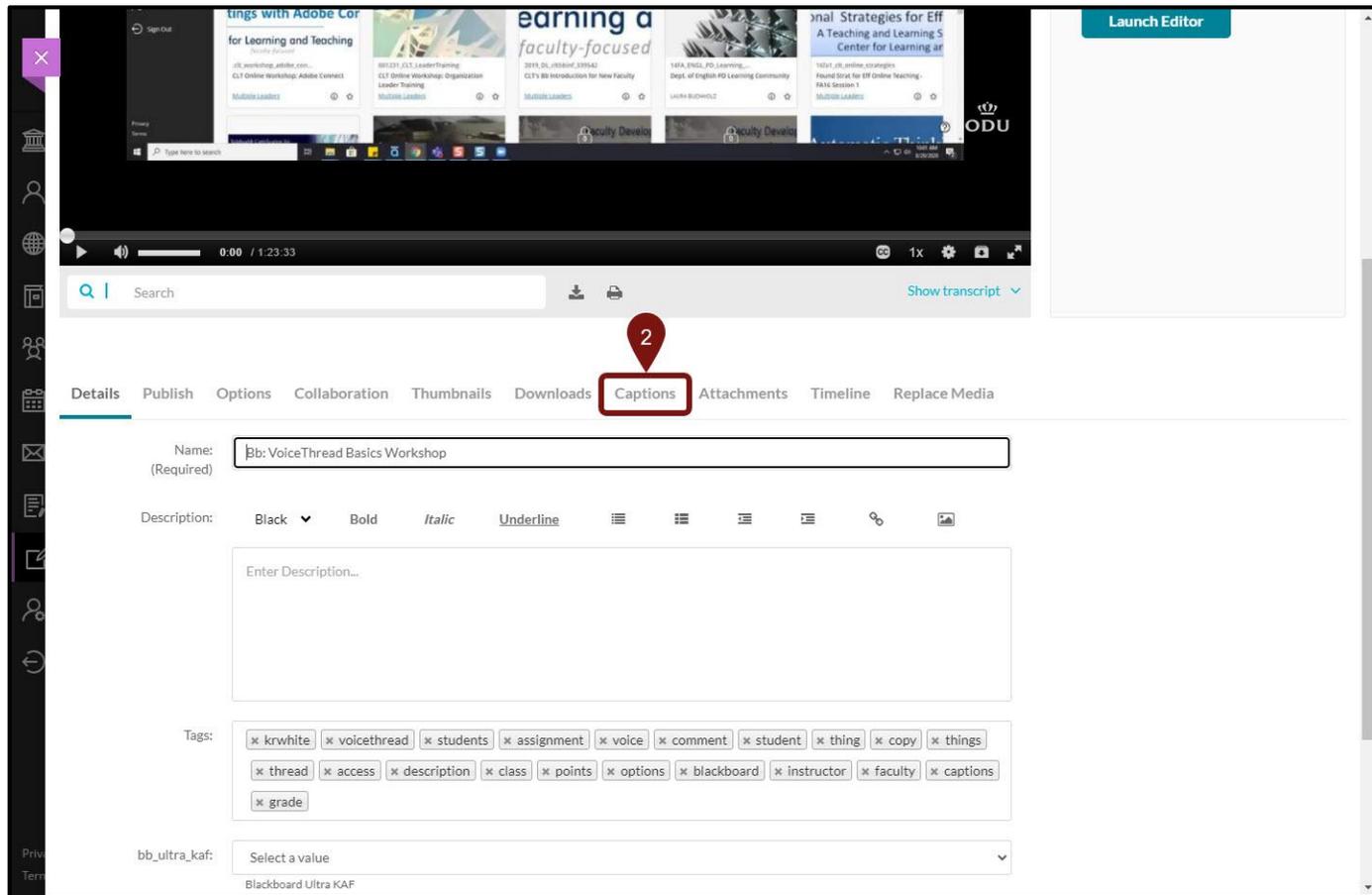
- CS121G Grade Center - K. Garg**: A video recording with a duration of 49:48. It is marked as 'Private' and has tags: krwhite, assignment, grade, column, quiz, groups, columns, thing, lot, students, and + 11 more. The owner is 'on September 1st, 2020'. A red notification bubble with the number '1' is positioned over the pencil icon to the right of the video thumbnail.
- Bb: VoiceThread Basics Workshop**: A video recording with a duration of 01:23:33. It is marked as 'Private' and has tags: krwhite, voicethread, students, assignment, voice, comment, student, thing, copy, and + 12 more. The owner is 'on August 20th, 2020'.
- Bb: VoiceThread Basics Workshop**: A video recording with a duration of 01:23:33. It is marked as 'Private' and has tags: krwhite, voicethread, students, assignment, voice, comment, student, thing, copy, and + 12 more. The owner is 'on August 20th, 2020'.

Adding External Zoom Captions

Select Captions Tab

Return to Closed Captioning Topic

2. Select the "Captions" tab below the video



The screenshot displays the Zoom interface with a video player at the top. Below the video player, the "Captions" tab is highlighted with a red box and a red callout bubble containing the number "2". The interface includes a search bar, a navigation menu with tabs for Details, Publish, Options, Collaboration, Thumbnails, Downloads, Captions, Attachments, Timeline, and Replace Media, and a form for adding captions. The form fields include:

- Name (Required):
- Description:
- Tags: A list of tags including krwhite, voicethread, students, assignment, voice, comment, student, thing, copy, things, thread, access, description, class, points, options, blackboard, instructor, faculty, captions, and grade.
- bb_ultra_kaf:

At the bottom, it shows "Blackboard Ultra KAF".

Adding External Zoom Captions

Select Upload Captions File Button

Return to Closed Captioning Topic

3. Select the "Upload captions file" button

The screenshot shows a Zoom meeting interface. At the top, there is a video player with a play button and a search bar. Below the video player, there are several tabs: Details, Publish, Options, Collaboration, Thumbnails, Downloads, Captions, Attachments, Timeline, and Replace Media. The 'Captions' tab is selected. In the bottom right corner of the interface, there is a red callout bubble with the number '3' pointing to a blue button labeled 'Upload captions file'. The video player shows a video titled 'Private' with a play button. Below the video player, there is a search bar and a 'Show transcript' button. The video player also shows a progress bar at 0:00 / 1:23:33. The video player shows a video titled 'Private' with a play button. Below the video player, there is a search bar and a 'Show transcript' button. The video player also shows a progress bar at 0:00 / 1:23:33. The video player shows a video titled 'Private' with a play button. Below the video player, there is a search bar and a 'Show transcript' button. The video player also shows a progress bar at 0:00 / 1:23:33.

Media Type: Video
Publish Status: Private
Creation Date: on August 20th, 2020
Updated Date: on August 20th, 2020

Launch Editor

Search

Details Publish Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline Replace Media

3 Upload captions file

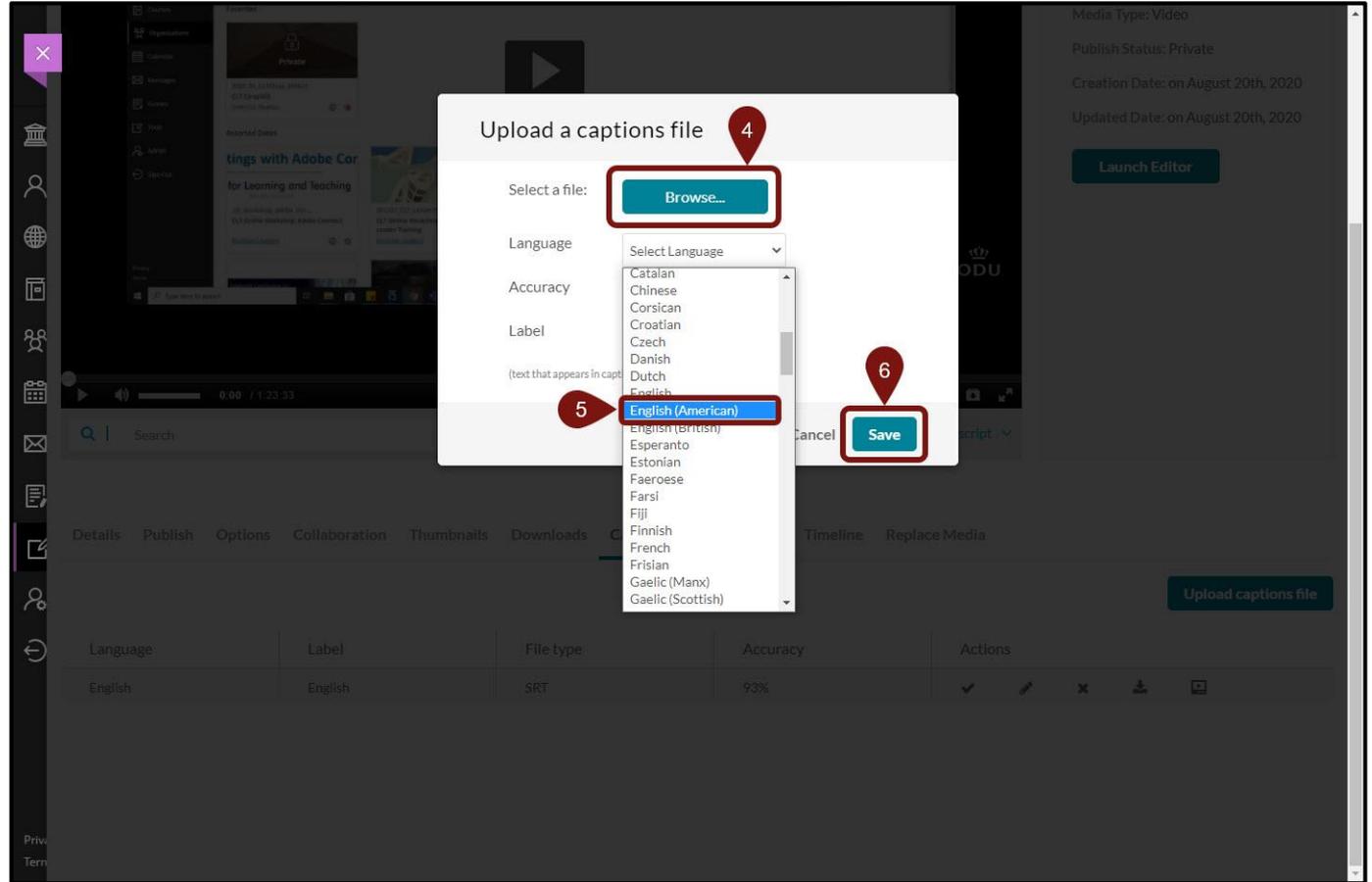
Language	Label	File type	Accuracy	Actions
English	English	SRT	93%	✓ ✎ ✕ 📄 🗑️

Adding External Zoom Captions

Upload SRT Captions File

Return to Closed Captioning Topic

4. Select Browse and select SRT file for video (Downloads folder)
5. Select Language: English (American) unless teaching foreign language
6. Select Save



Upload a captions file

Select a file:

Language:

Accuracy:

Label:

Language	Label	File type	Accuracy	Actions
English	English	SRT	93%	<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>