

TEACHING WITH TEAMS: ESSENTIALS

CAPTIONS IN TEAMS

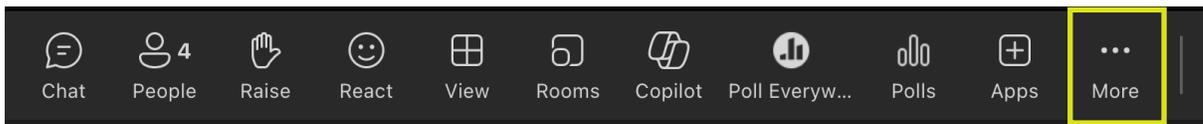
Microsoft Teams offers live captioning during sessions, and with the use of Kaltura, all video content uploaded to courses can be captioned. This guide walks you through how to take advantage of these tools.

Live Captioning

When your students are participating in a session, they have the ability to turn on live captioning so captions will be created on the fly. These will NOT be included in any recordings of the class session.

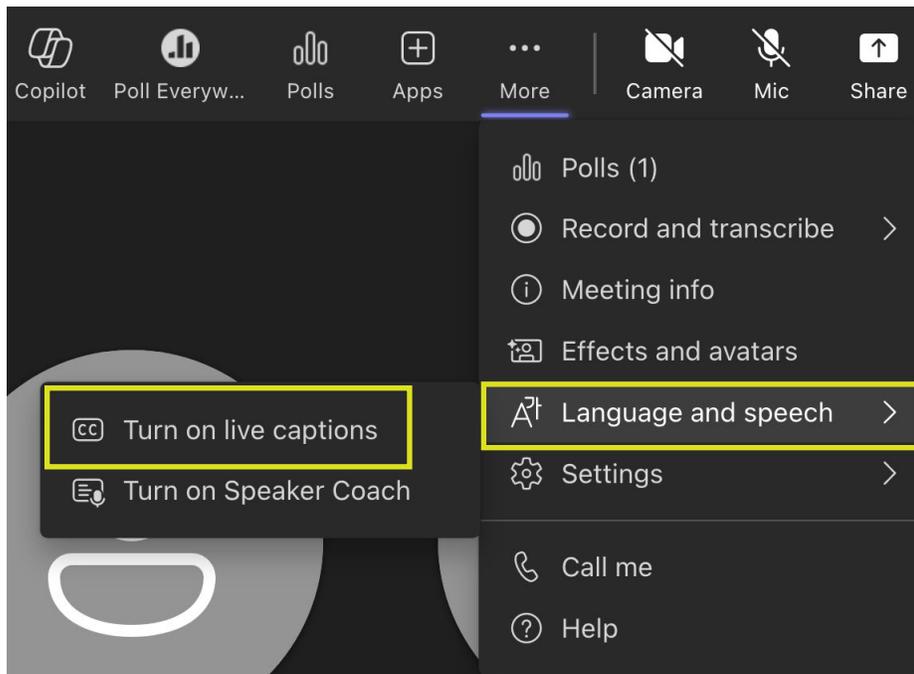
01

Once students have joined a session, they can turn on live captioning by choosing the **ellipsis** in the top icon bar of the meeting.



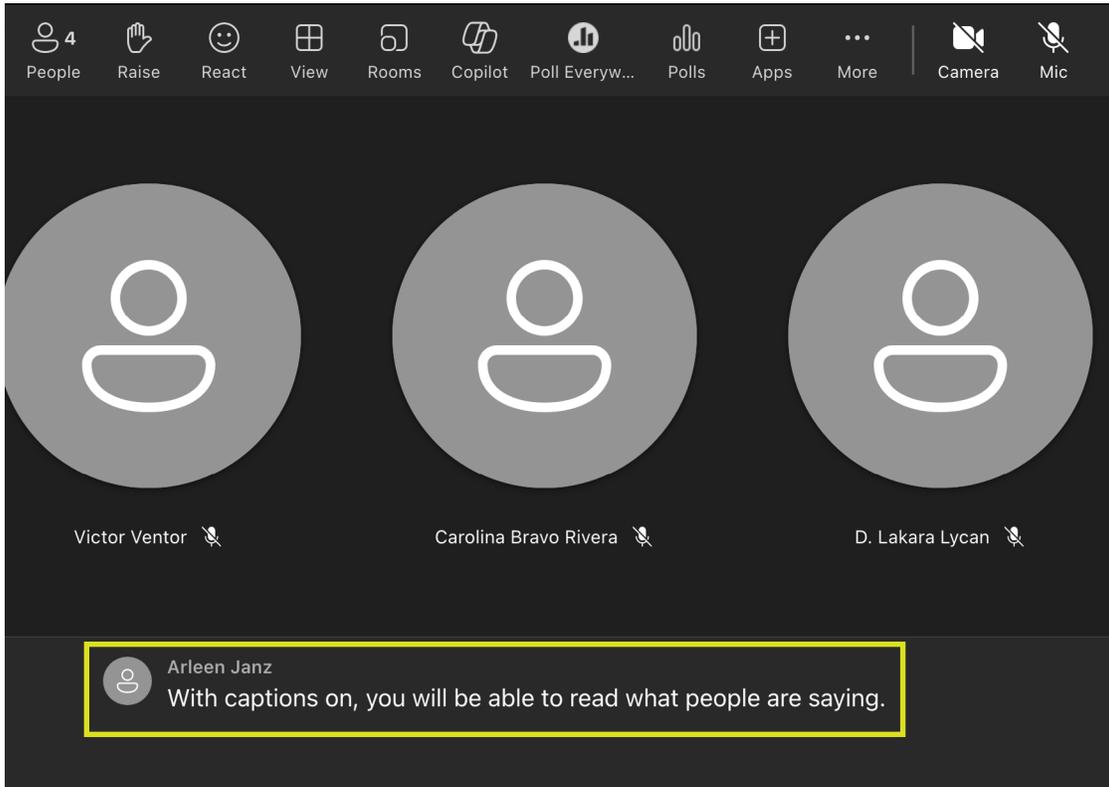
02

In the dropdown, choose **Language and speech** and then **Turn on live captions**.



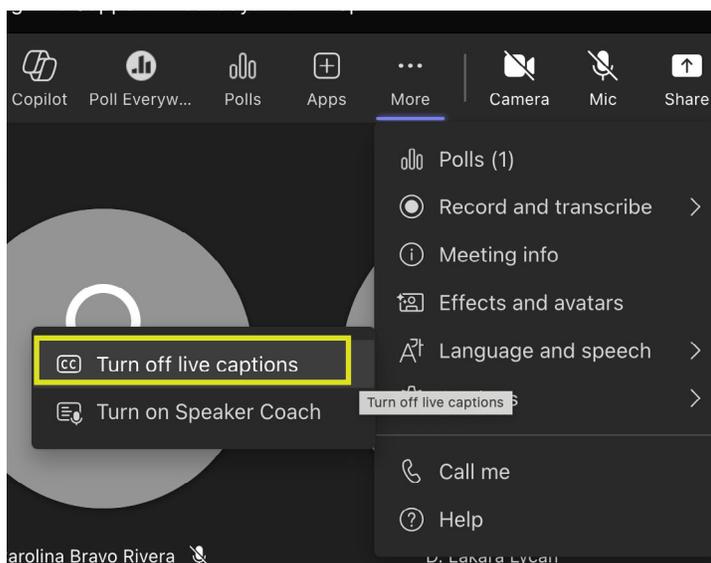
03

Live captions will appear at the bottom of the screen and indicate who is speaking.



04

To turn them off, return to the ellipsis and choose **Turn off live captions**.



Downloading Microsoft Teams Meetings

01

Once you've recorded your session in Teams, you can access it from the Teams chat in the channel it was created. Find the posted meeting recording entry.



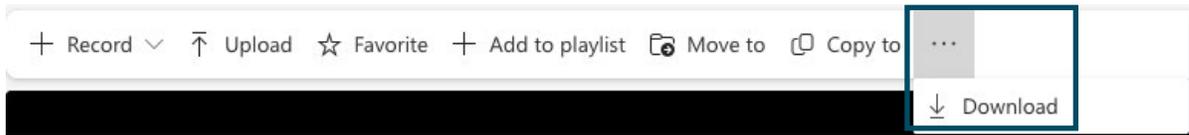
02

Choose the **ellipsis** at the top right of the video to view the dropdown. Choose **Open in Stream**. This will open in a browser window.



03

Once in Stream, choose the **ellipses** and then **Download** in the top menu bar and save this file to your desktop.



Automatic Captions in Kaltura

Once you've downloaded your session recording, you will want to add the recorded video to Kaltura for automatic captioning. To access Kaltura, go to your Canvas course, and in the left navigation panel, select **My Kaltura**.



Upload a Video to Kaltura

01

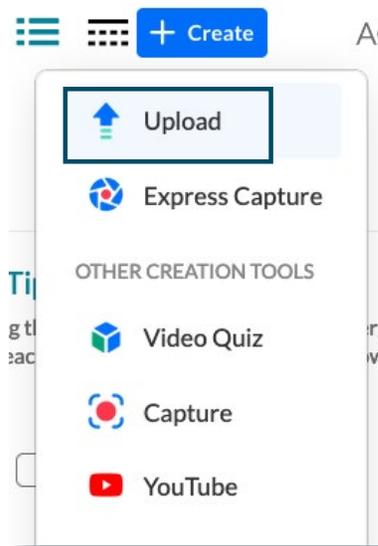
Once inside My Kaltura you can add a video by selecting the **Create** button.





02

You will be offered a variety of choices. Select **Upload**.

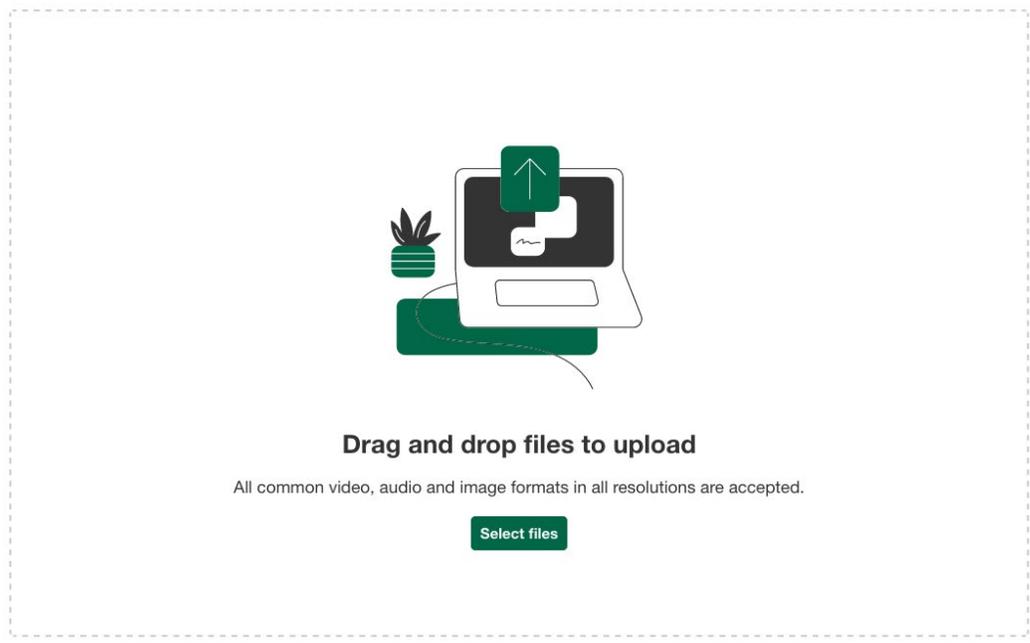


03

Browse for your video by selecting **Select files** or drag the file into the designated area. (You may have to accept the terms before seeing this screen).

Upload Media

[Back](#)



04

You will see a notice that the video is processing. Below, you can add the title, a description, and tags. The description appears with the video on stand alone pages, but does not show when embedding it on a Canvas page.

Upload Media

[Back](#)

 1 Processing

Drag and drop files to upload

All common video, audio and image formats in all resolutions are accepted.

Select files



instructions
Processing

 Private

 Edit



instructions
Ready

 Private

 Edit

Name *

instructions

Description

B *i* U    

Tags

05

Be sure to select the **Save** button.

Cancel **Save**

06

Once the upload is complete, your video will then appear on the **Kaltura Media** page. If the video is long, you may see a message saying the media is still processing.

Kaltura Media

 **Watch List**

 Search Kaltura Media 

Filters >

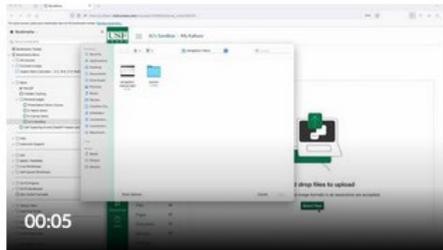


+ Create

ACTIONS ▾

All Fields ▾

Creation Date - Descending ▾



instructions   

Private

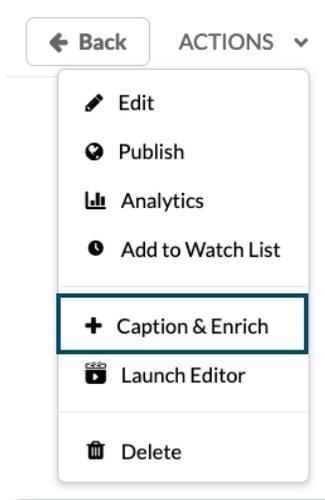
Owner • on January 8th, 2024

Editing Captions

Captions are automatically created in Kaltura once you upload your video, however you may need to edit them.

01

To access the caption editing feature, select your video within My Kaltura and choose **Actions**. In the dropdown, choose **+ Caption & Enrich**.



02

This opens the captions page. Select the pencil to edit. If you do not see this, then your captions may still be processing. They're usually done within an hour, but during times when the server is busy, it could take up to 24 hours.

Existing Requests [+ Order](#)

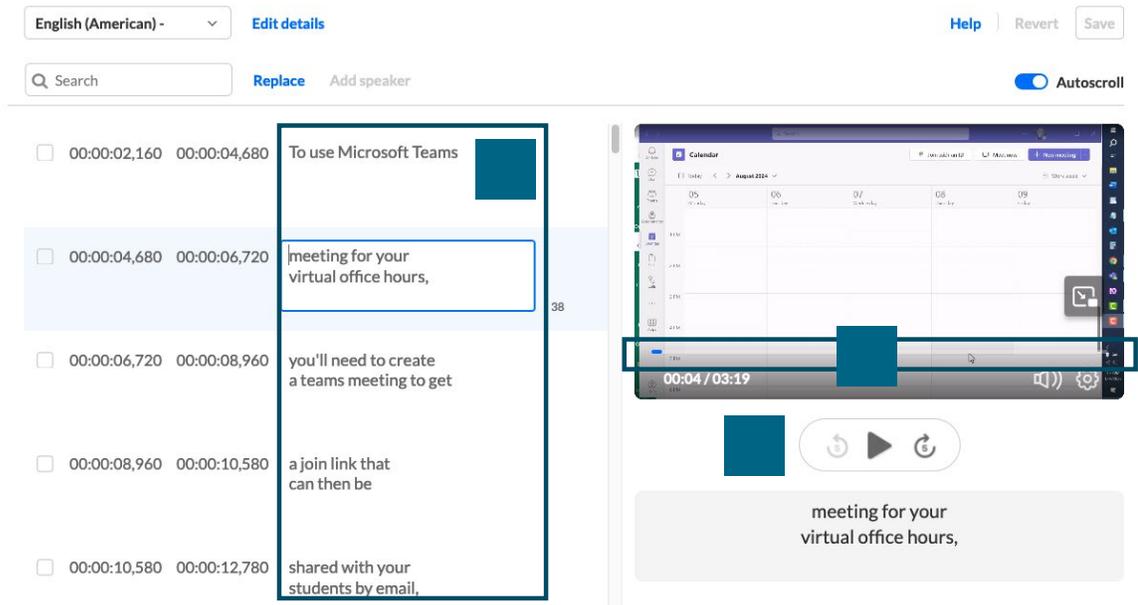
REQUEST DATE ▾	SERVICE	FEATURE	LANGUAGE	STATUS	
January 5th, 2024	Machine	Captions	English	● Ready	<div style="border: 1px solid black; padding: 2px; display: inline-block;">✎</div> >



03

The editing screen will open. Scan through the **text** (1) to find any discrepancies, or use the **video scrubber** (2) to go to a certain point within the video. Select the **play button** (3) to listen to the video to verify what was said.

Closed Captions Editor



04

To edit, type the correct text in the line selected. Once changes are made, the **Save** button at the top right of the page turns blue. Don't forget to select it to save your changes when you're finished.

