

## Generating Auto-Captions in Microsoft Stream

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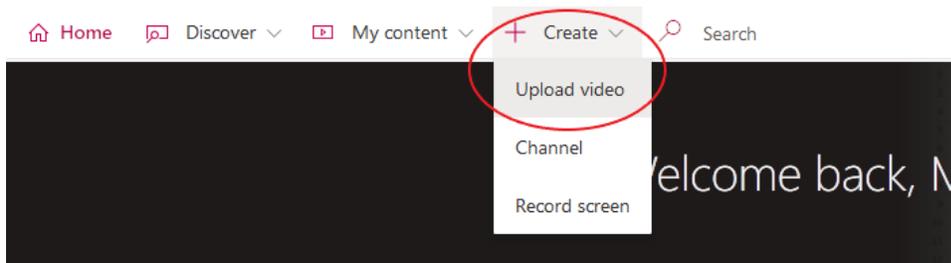
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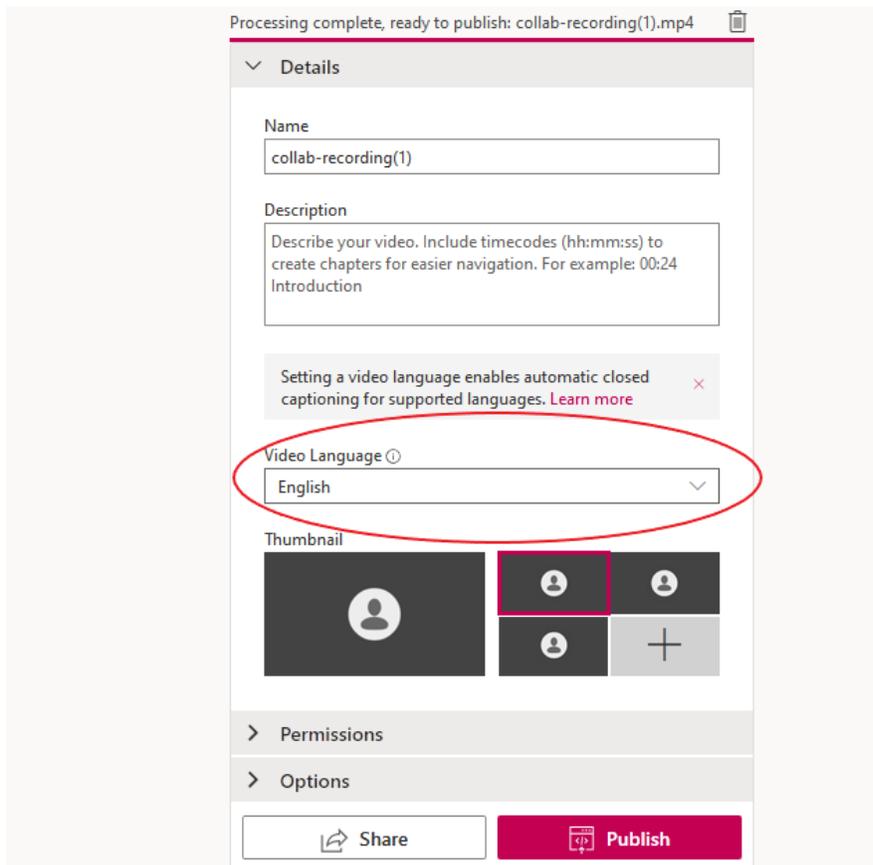
### Uploading a Video to Microsoft Stream and Generating Captions

1. Go to Microsoft Stream ( <https://web.microsoftstream.com/> ) and click “Create” at the top left of the screen – select “Upload Video” from the drop-down menu

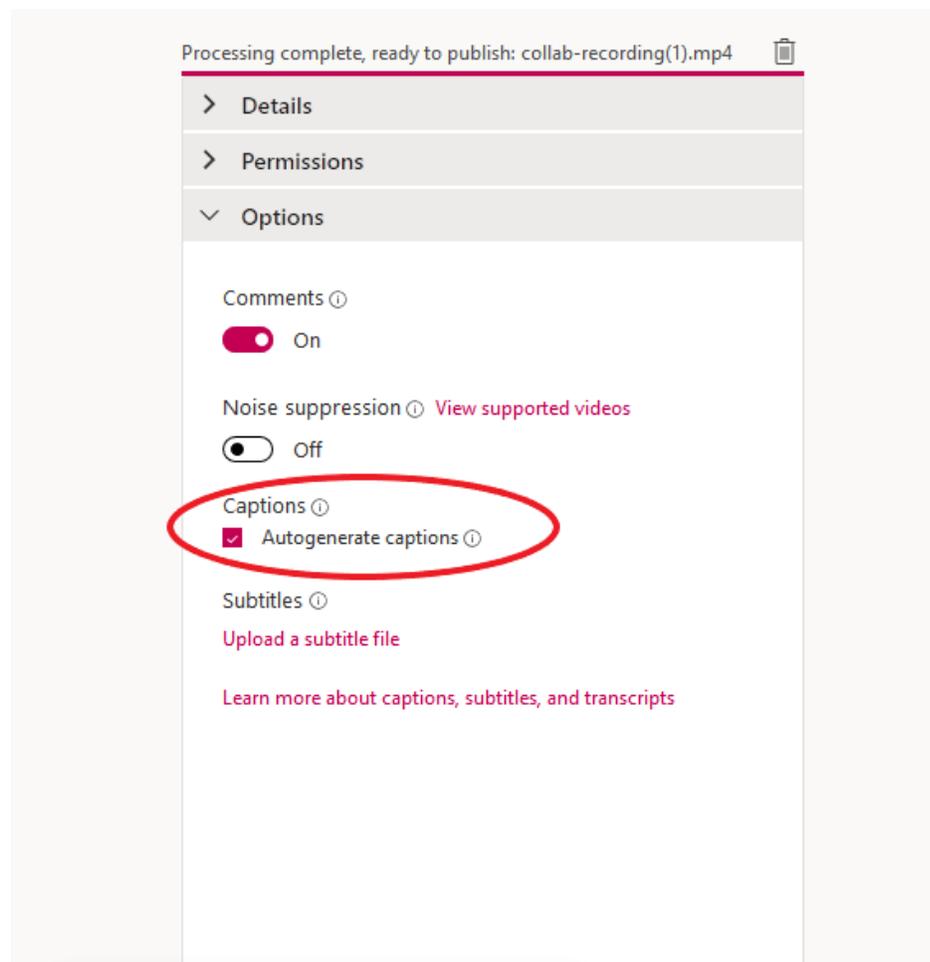


2. You will be taken to a screen where you will be able to drag and drop or browse for the .mp4 you would like to upload
3. Once you have selected and uploaded your file, you will see a box allowing you to edit the “Details” “Permissions” and “Options”

4. Under the “Details” tab ensure your language is set to the appropriate one for your recording (most likely English) in order to generate captions

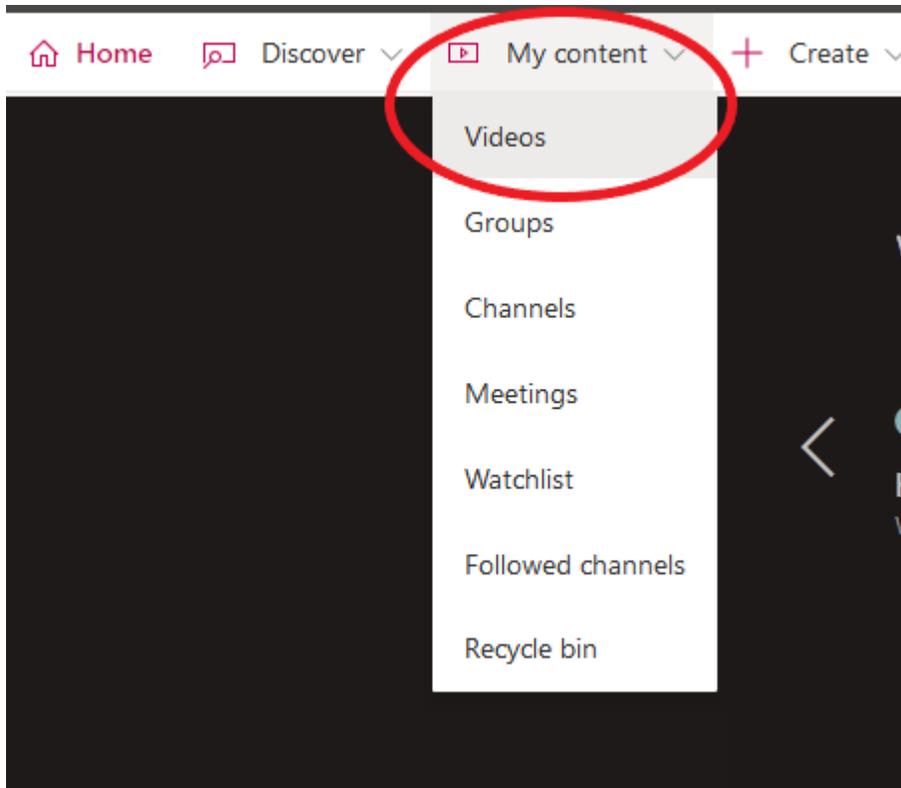


5. Under “Permissions” you will be able to set the video to be viewable by the entire University, or add a list of specific people who you would like to share it with – Note: you do not need to share your video, or publish it, to generate captions
6. Under “Options” ensure that the “Autogenerate captions” option is selected

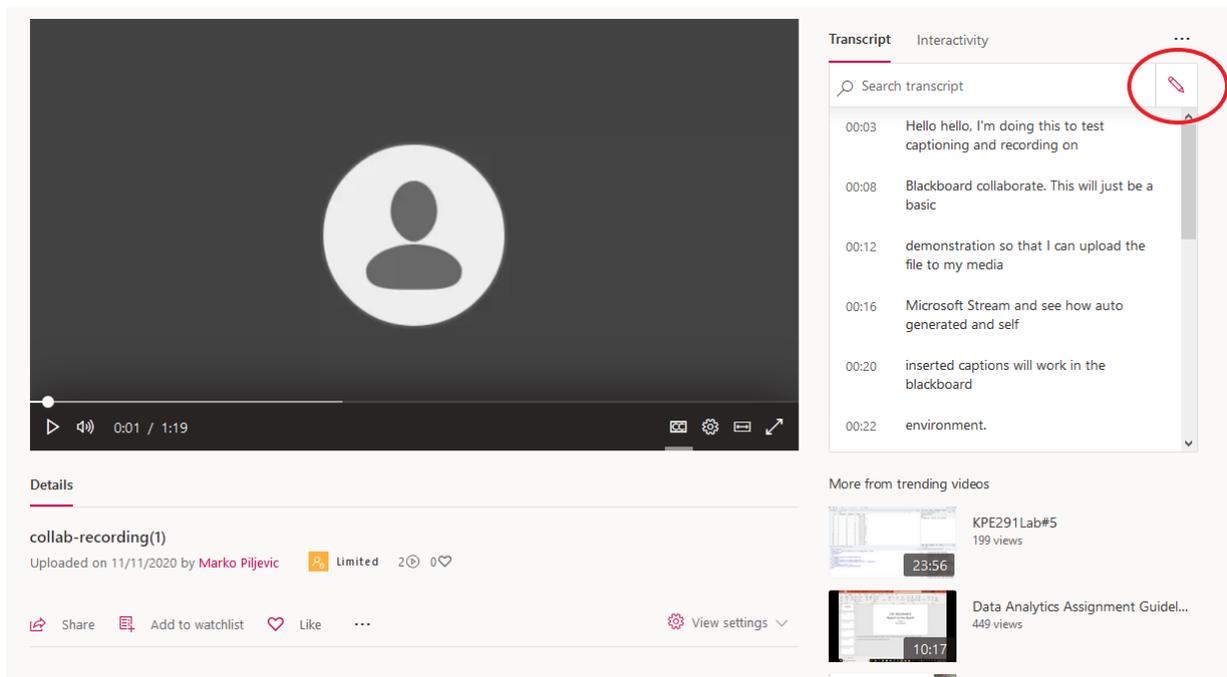


7. At the top of the box, you will see a pink line which represents the time it takes for your video to process, which could be up to a few hours for longer videos. You do not need to wait for this to complete, feel free to navigate away or close the tab- you will be sent an email once your video has been processed

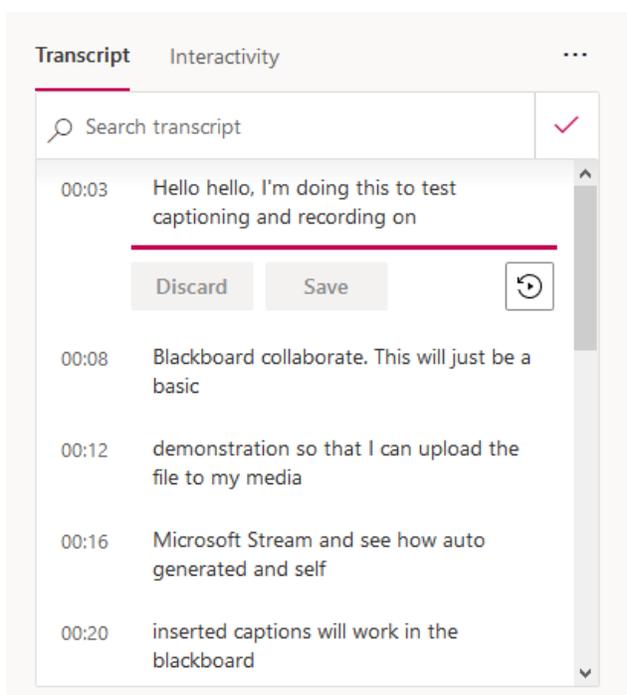
8. You can access your video by going to “My Content” in the top left corner of Stream and selecting Videos from the drop-down menu



9. Generating captions will take longer than the video processing time, and again will vary depending on length- continue to check on your video to see when captions will be shown
10. Once your captions have been generated, a transcript will be shown to the right of the video in Stream. These can be edited in Stream by clicking the pencil icon in the top right of the transcript box

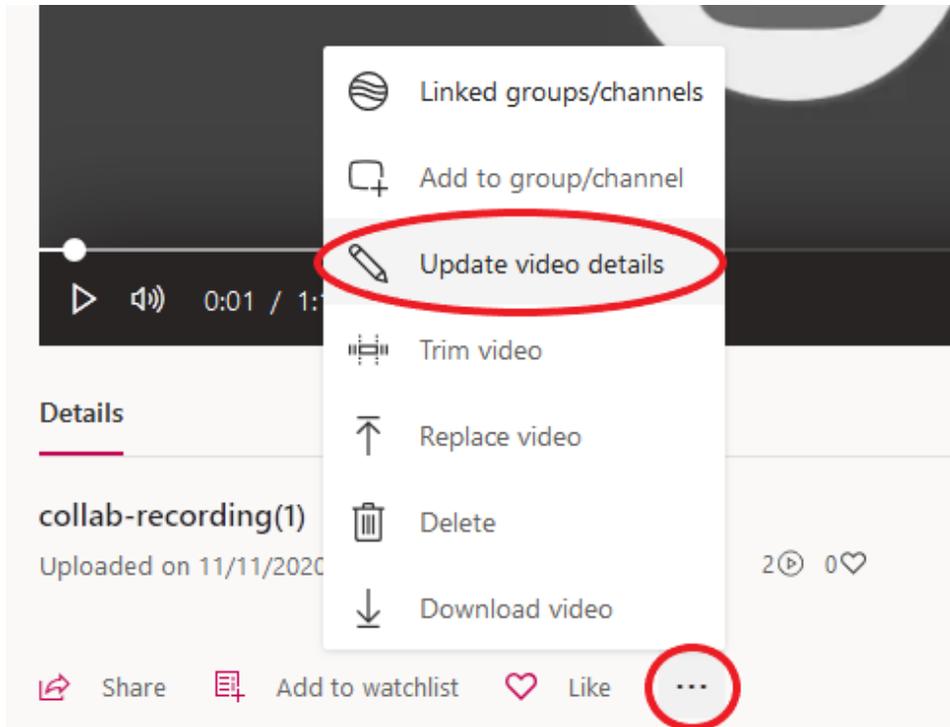


11. The edit transcript function allows you to go by each individual timestamp- make the changes you wish for each then click save below

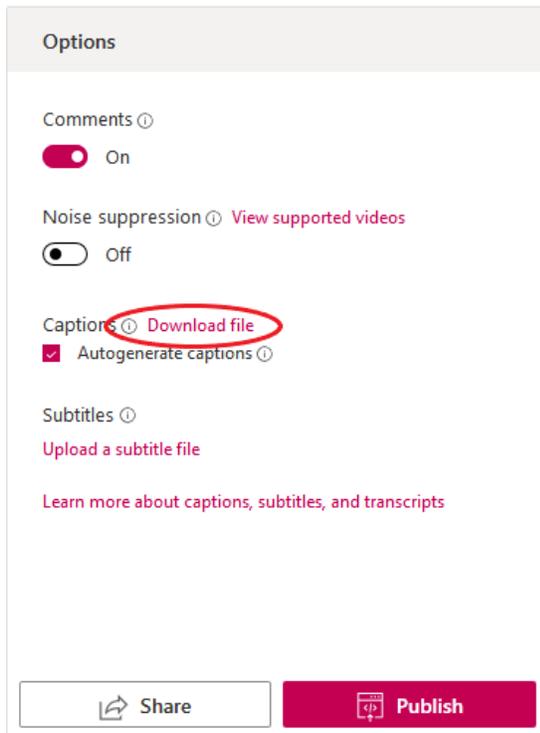


## Editing Transcripts outside of Microsoft Stream

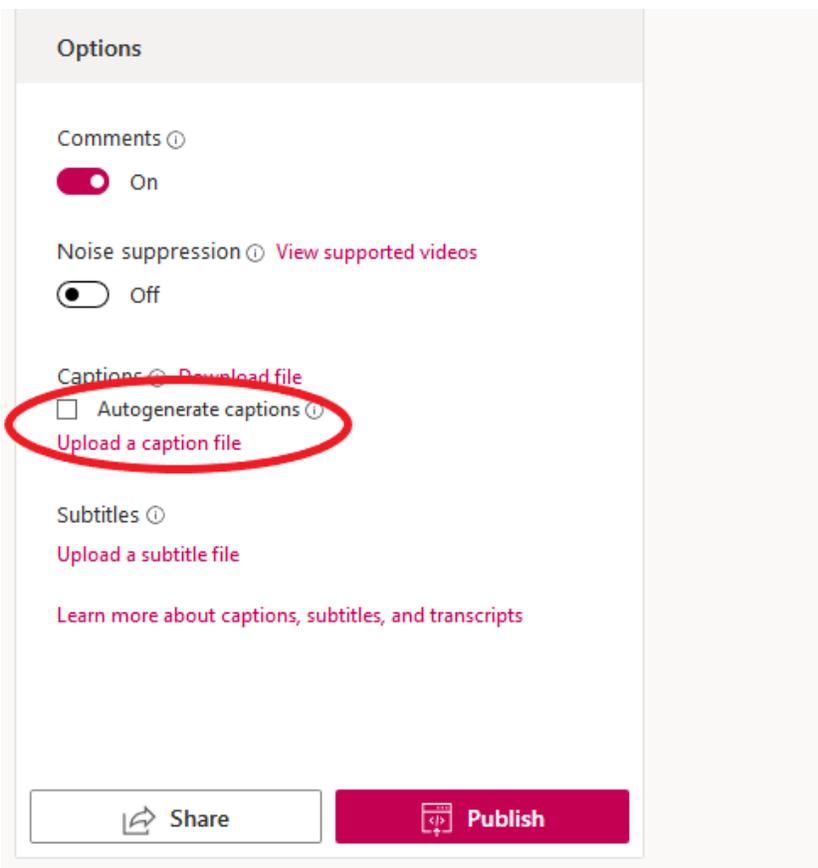
1. Editing your transcript can also be done outside of Microsoft Stream- to download the transcript click on the three dots to the right of the “Like button” and select “Update video details” from the drop-down menu



2. On the video details page, you will be able to change the settings you chose when uploading the video- the box on the right will have the captioning information where you can download the transcript file



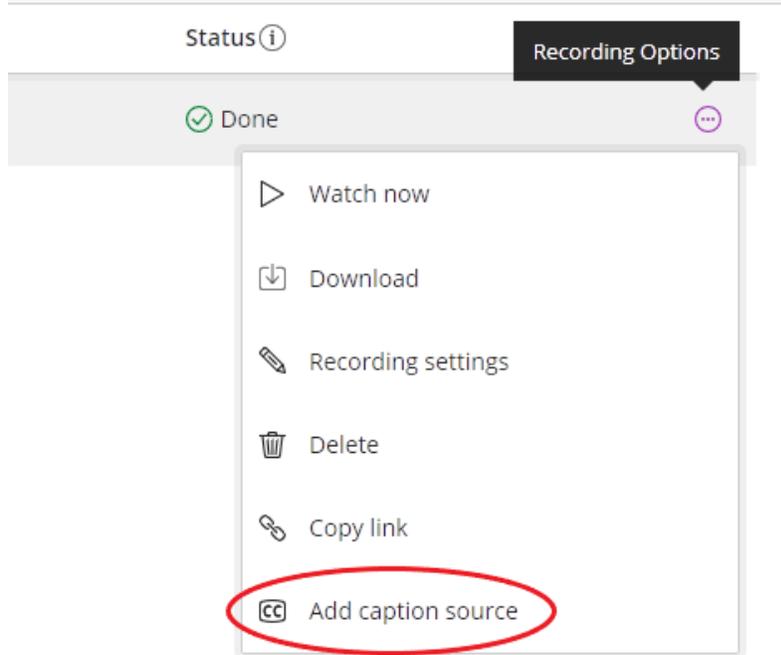
3. The file will be named “Your Recording Name”\_AutoGeneratedCaptions.vtt to edit this file, you will need to rename it, and change the “.vtt” at the end to “.txt” which will allow you to open it in a text editor like Notepad – You can also use the “Open with” function to open the .vtt with Notepad
4. Make sure to only edit the text of the captions, and not any of the timestamps or codes included in the file
5. Once you are satisfied with the quality of your captions, you will need to change the file extension from “.txt” back to “.vtt”
6. To upload the updated transcript to Stream, you need to go to the “Update Video Details” page in Stream, and uncheck the “Autogenerate captions” option – this will allow you to upload your own file



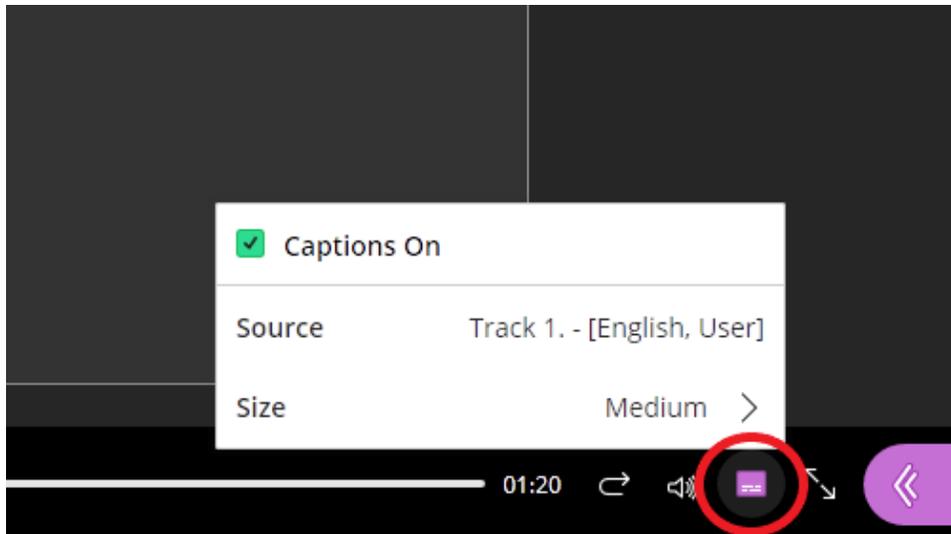
7. At this point your stream video will have your updated and correct captions – you can share and link to/embed this video directly in your course, or add captions to your Blackboard recordings in Quercus or your MyMedia videos

### Adding Captions to your Blackboard Collaborate Recording in Quercus

1. Go to the Blackboard "Recordings" tab in your Quercus course
2. Find the recording you would like to caption and click the three dots to the right labeled "Recording Options"- select "Add captions source" from the drop-down menu

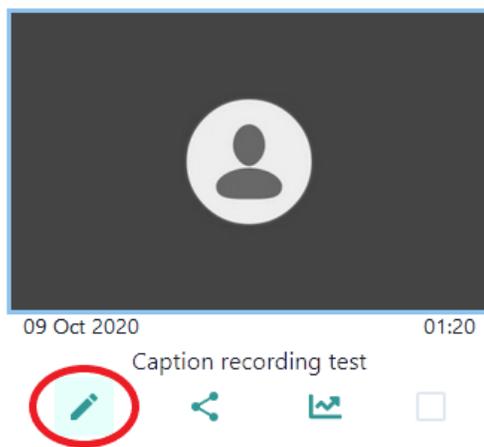


3. Browse for and upload the .vtt file you have downloaded and edited from Microsoft Stream
4. You should see a “cc” icon to the left of the “Recording Options” dots – this indicates that captions are now available for the recording
5. Viewers will be able to toggle captions on or off, and change the size of the captions while viewing the recording

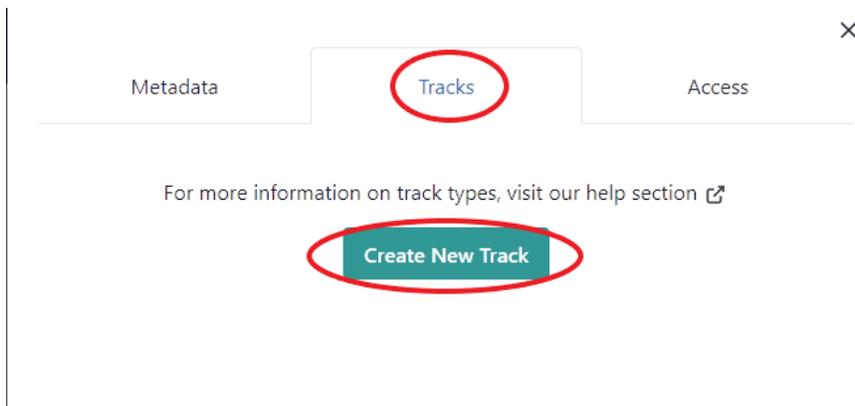


### Adding Captions to your MyMedia videos

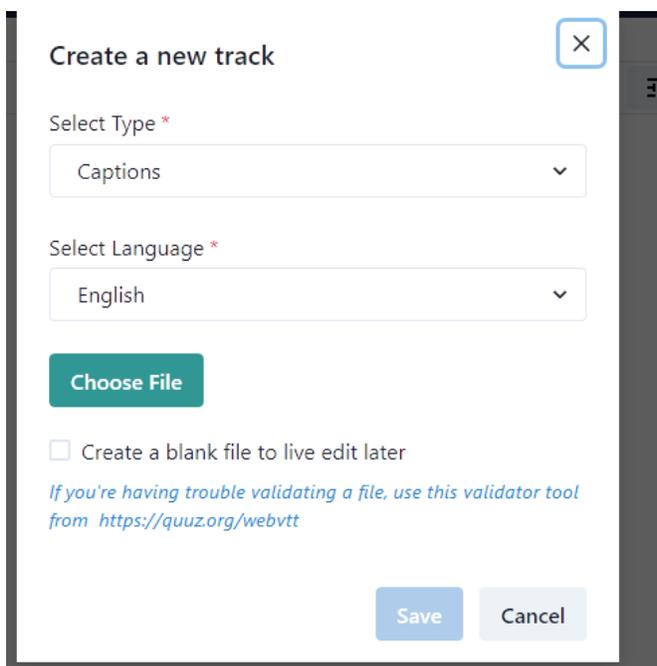
1. To add captions to your MyMedia videos, go to the MyMedia site ([mymedia.library.utoronto.ca](http://mymedia.library.utoronto.ca)), login, and find the video you would like to caption
2. Click the pencil icon under the video



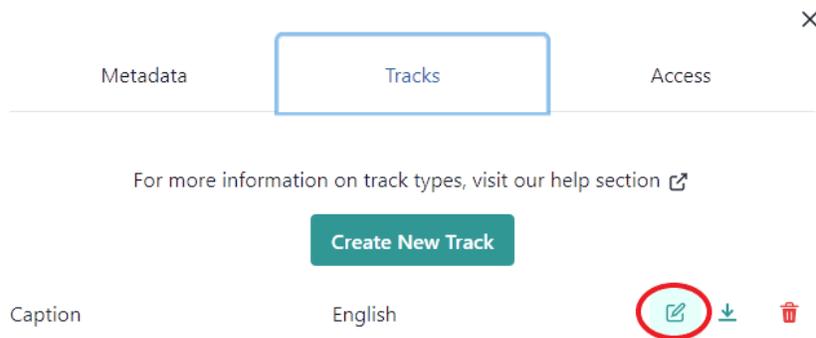
3. In the sidebar that opens, click the “Tracks” tab at the top, then click “Create new Track”



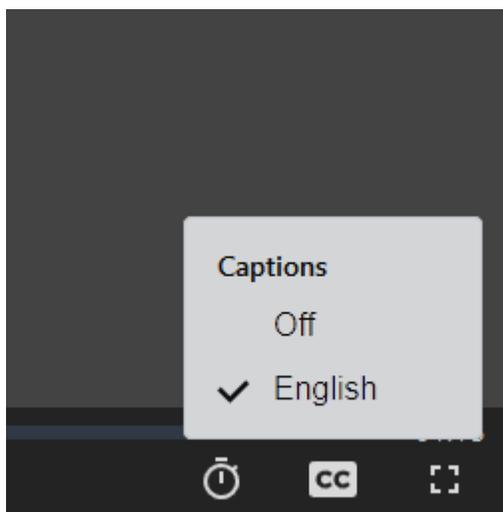
4. Under “Select type” make sure the “Captions” option is chosen and select the language for your captions – upload the .vtt file you have taken from MS Stream

A screenshot of a form titled 'Create a new track' with a close button (X) in the top right corner. The form has two dropdown menus: 'Select Type \*' with 'Captions' selected, and 'Select Language \*' with 'English' selected. Below the dropdowns is a teal button labeled 'Choose File'. Underneath is a checkbox labeled 'Create a blank file to live edit later'. Below the checkbox is a blue link: 'If you're having trouble validating a file, use this validator tool from https://quuz.org/webvtt'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

5. Your video will now have captions - these can also be edited within MyMedia by going back to the “Tracks” tab and clicking the pencil icon to the right of the caption track you would like to edit



6. Those viewing your video can now turn on captions using the “CC” icon in the bottom right of the video



7. Your captioned MyMedia video can now be linked to/embedded in your course

