

Zoom Captioning

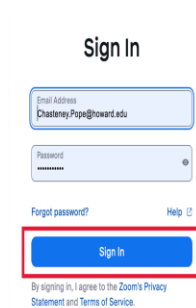
Step 1: Start or Schedule a Zoom Meeting

Begin by launching Zoom. You can start a new meeting immediately or schedule one in advance.

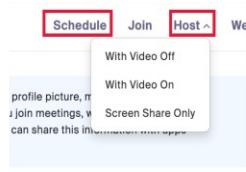
1. **If you're using the Zoom App:** Open the Zoom app. Select **New Meeting** or choose **Schedule a Meeting** to plan ahead.



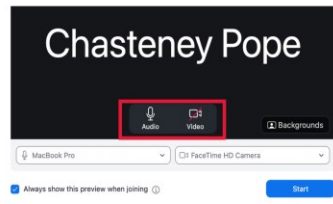
2. **If you're using the Browser (zoom.us):** Go to **zoom.us** and sign in.

A screenshot of the Zoom web sign-in page. The page has a white background with a light gray border. At the top, the text 'Sign In' is centered. Below it are two input fields: 'Email Address' with the value 'Chastney.Pope@howard.edu' and 'Password' with a masked password. Below the password field are two links: 'Forgot password?' and 'Help'. A blue 'Sign In' button is at the bottom, highlighted with a red rectangular box. At the very bottom, there is a small line of text: 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.'

3. Select **Host** (with or without video) or choose **Schedule a Meeting** to plan ahead.



Note: Before you begin, make sure your microphone and webcam are working.



Step 2: Enable Live Captions

Once in the meeting, enable Zoom's auto-captioning.

1. In the meeting toolbar, look for the **Show Captions** button.
2. Captions will begin displaying live as you speak.

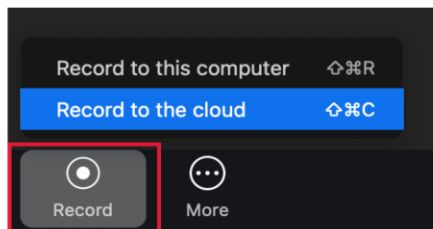


Note: If you don't see Show Captions on the toolbar, select **More**, then select **Captions** and choose **Show Captions** or **Enable Auto-Transcription**.



Step 3: Record the Session

1. Click **Record** and select **Record to the Cloud**. This option is recommended because Zoom will automatically generate a caption file.



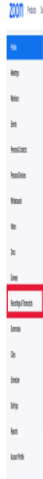
2. Deliver your lecture or presentation.
3. When finished, click **Stop Recording** and then end the meeting.



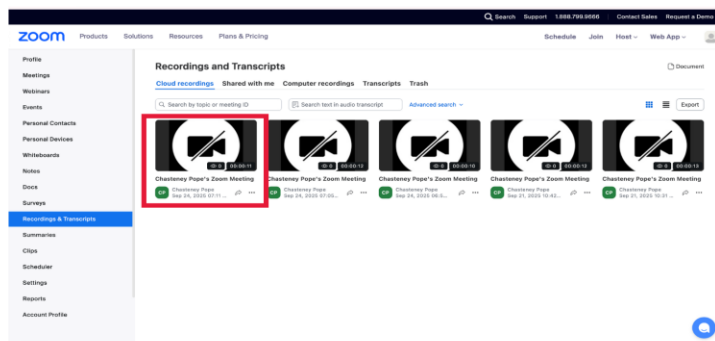
Step 4: Download the Video and Captions

Note: After your recording is processed, Zoom will send you an email.

1. Return to your Zoom account and click **Recordings and Transcripts**.



2. Select your recorded meeting.



3. Download the **MP4 video file**.
4. Next, download the **caption file**, usually provided as a **.vtt** file. This is the file that enables closed captions in Canvas.



Step 5: Upload the Video and Captions to Canvas

Now that you have downloaded your video and caption file, let's move to Canvas.

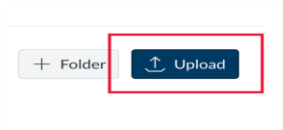
1. Go to your course in Canvas and select **Files** from the left-hand course menu.



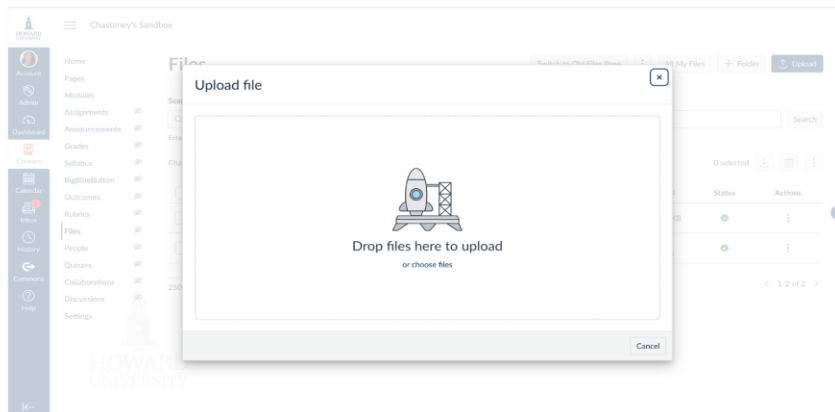
2. Select the **Uploaded Media** file.



3. Click **Upload** in the top-right corner.



4. Upload your **MP4 video file** and **.vtt caption file**.

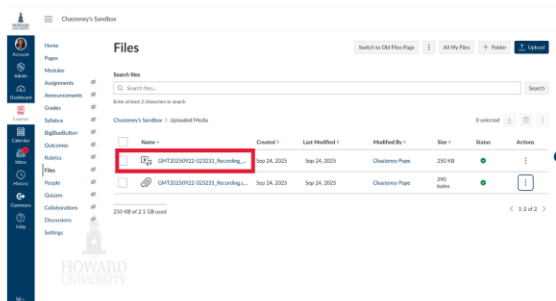


Note: Make sure both files are uploaded in the same folder for easy reference.

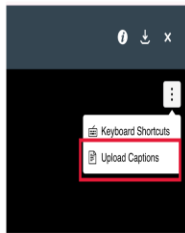
Step 6: Attach Captions to the Video in Canvas

Next, connect your captions to the video.

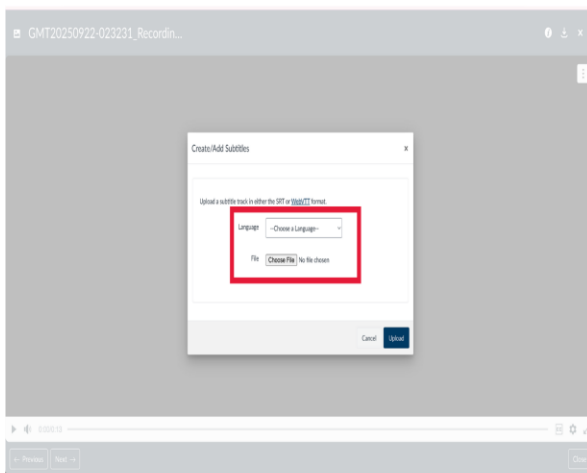
1. In the Files area, click on your **video file** to open it in preview mode.



2. Select the '**three dots**' in the upper right-hand corner of the page.
3. Select '**Upload Caption File.**'



4. Choose the **.vtt file** you just uploaded.
5. Select the correct **language**, such as English, and click **Upload**.

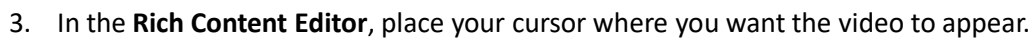


Your video now has captions built in. Students will see the CC button on the video player.

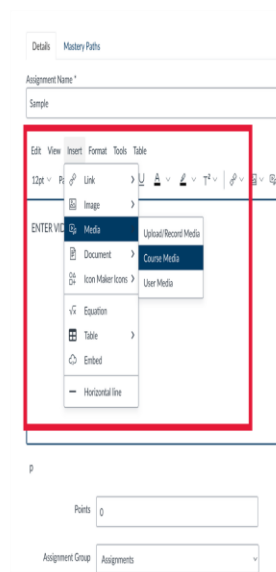
Step 7: Embed the Captioned Video into a Canvas Page or Assignment

To make your video accessible from course content, embed it into a Page or Assignment.

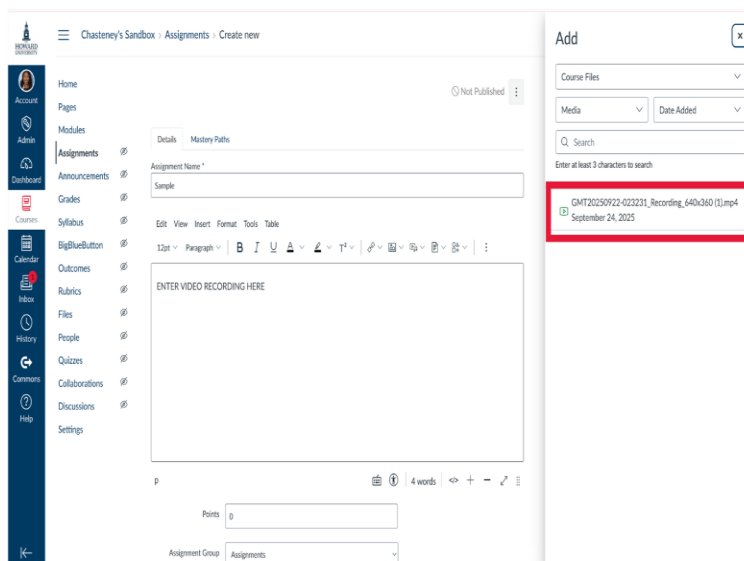
1. Go to **Pages** or **Assignments** in your course.



4. Select Insert > Media > Course Media



5. Click the name of your uploaded video file. Canvas will automatically embed it into the editor.



Step 8: Save and Test

Click **Save** or **Save & Publish**. Then preview the page to make sure the video plays and the captions display correctly using the CC button.



Closing

And that's it! You've recorded a captioned video using Zoom, downloaded both the video and caption files, and uploaded them into Canvas for students to view. This process makes your content more inclusive and meets accessibility standards for all learners.