

Using Stream to Caption a Recorded Collaborate Session

[1. Record your Collaborate Session in Blackboard](#)

[2. Download Your Recorded Collaborate Session from Blackboard](#)

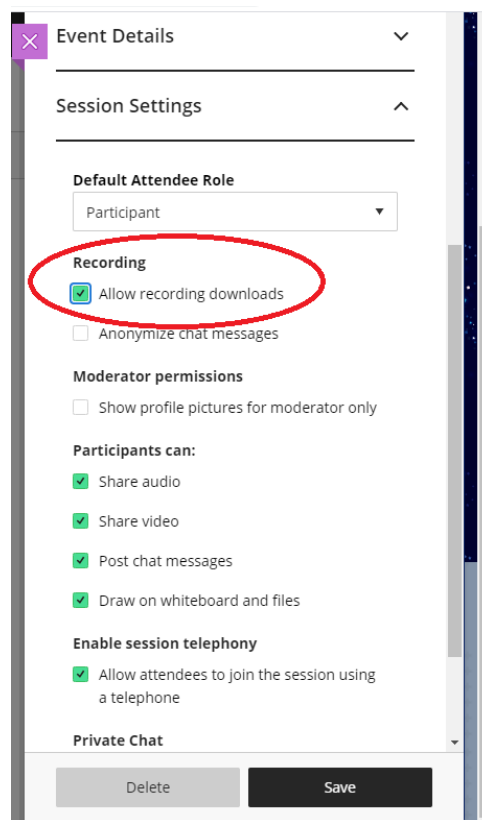
[3. Upload Your Recording to Microsoft Stream](#)

[4. Add Captions to Your Recording](#)

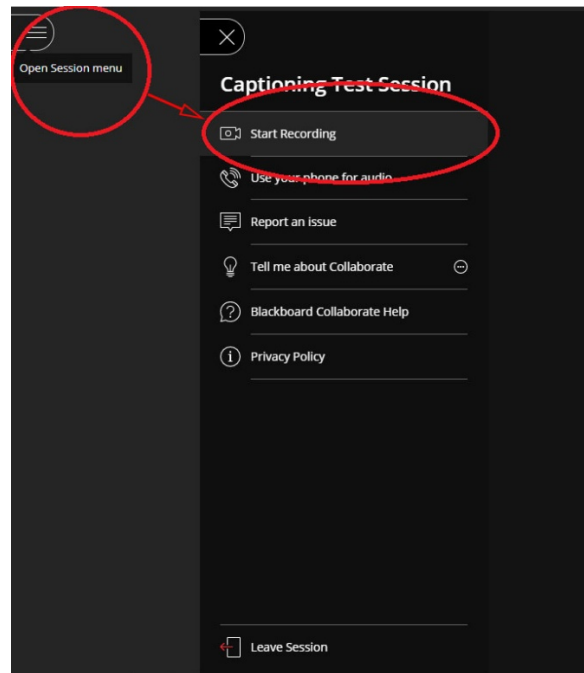
[5. Display Your Captioned Recording in Blackboard](#)

1. Record your Collaborate Session in Blackboard

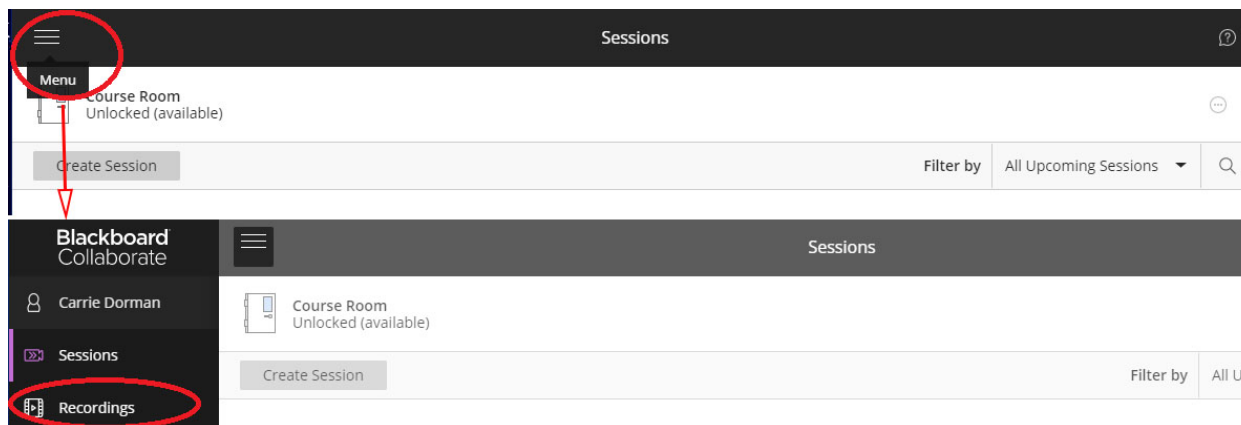
When creating your session, be sure to “Allow recording downloads” under Session Settings – without this option selected, your recorded session will not be available for download and cannot be captioned.



Don't forget to **START RECORDING** your Collaborate session when it begins.



Once the session has ended OR after you select Stop Recording, the recording will be available from the Recordings page on your Blackboard Collaborate page.



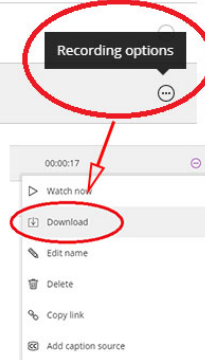
Multiple recordings can be made for the same session. Even open-ended sessions allow for Starting and Stopping Recordings. The time it takes for a recording to appear on the recordings page depends on:

- The length of the recording
- The use of multi-media during the session
- The amount of Blackboard server traffic at the time

2. Download Your Recorded Collaborate Session from Blackboard

To download your recording, select the ellipses that appear to the right of the recorded session name and select, Download.

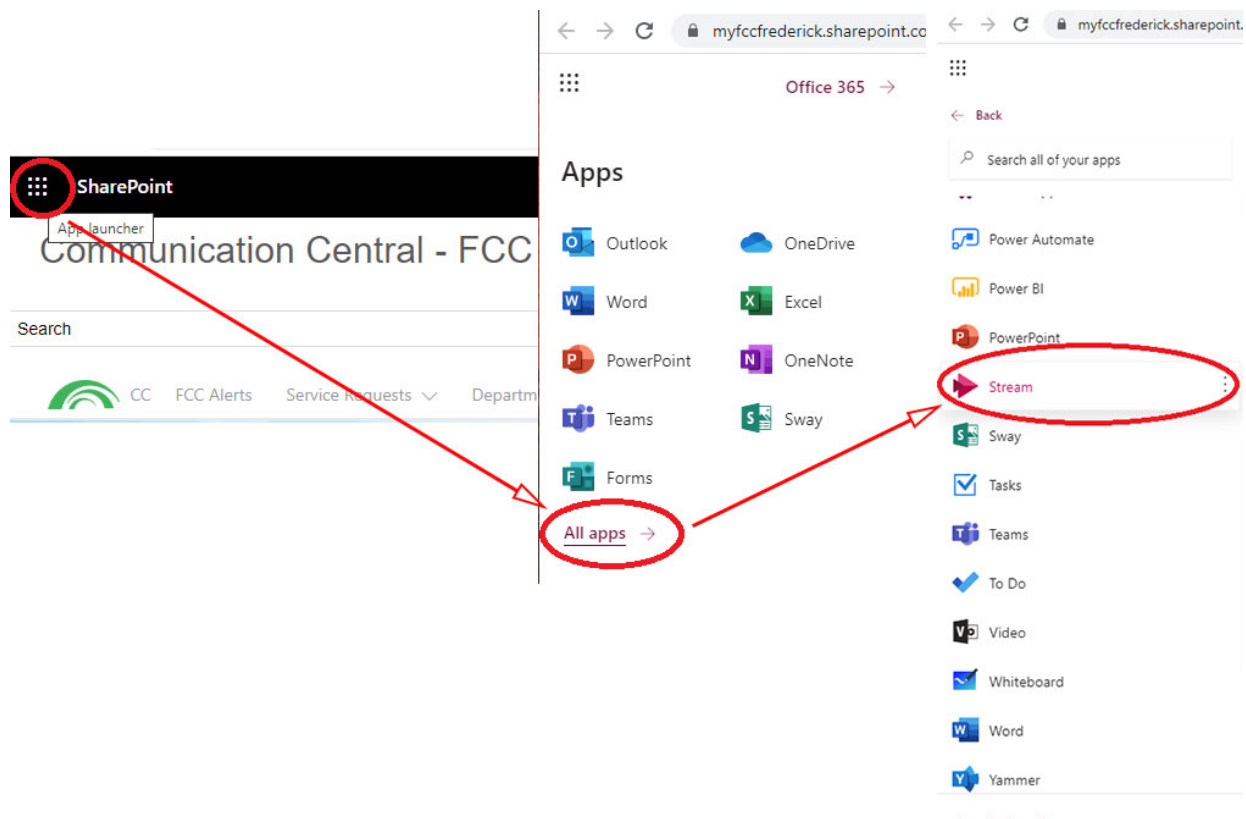
Session name / Recording name	Date	Duration	
Course Room / recording_2	3/10/20, 1:00 PM	00:00:12	⋮
Course Room / recording_1	3/10/20, 12:55 PM	00:00:17	⋮
Stream Captioning Test / recording_1	3/10/20, 9:53 AM	00:00:16	⋮



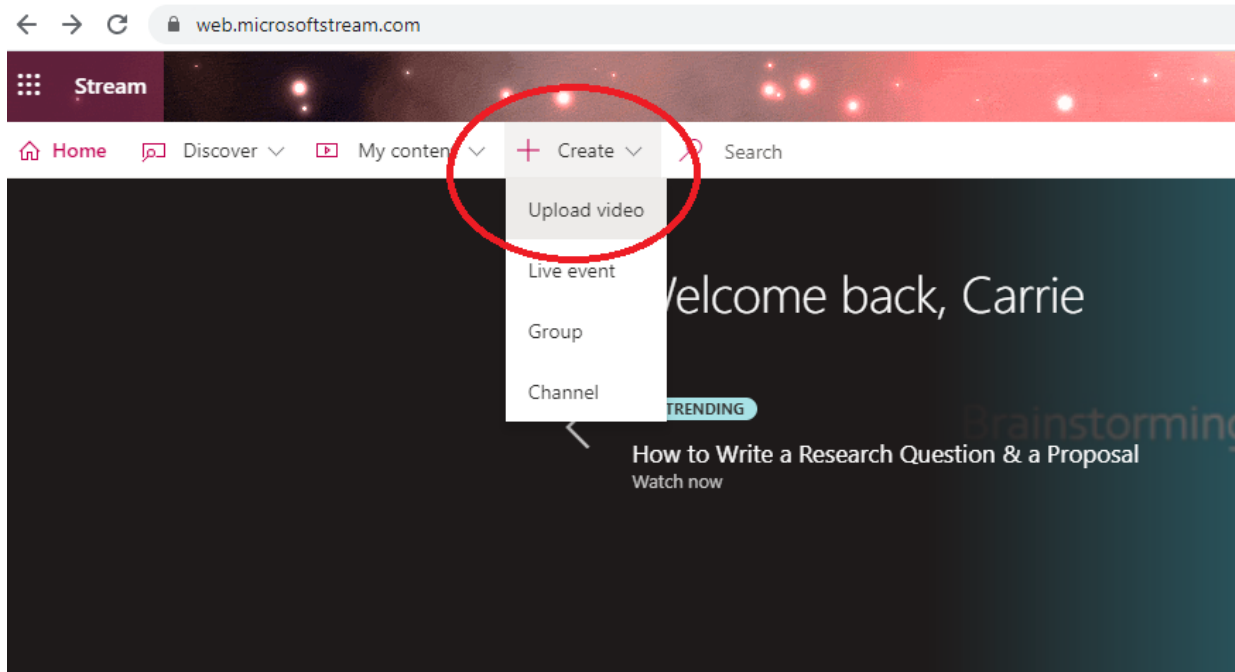
The image shows a table of recorded sessions. The 'Recording options' menu is highlighted for the 'Stream Captioning Test / recording_1' session. The menu includes options: Watch now, Download, Edit name, Delete, Copy link, and Add caption source. The 'Download' option is circled in red.

3. Upload Your Recording to Microsoft Stream

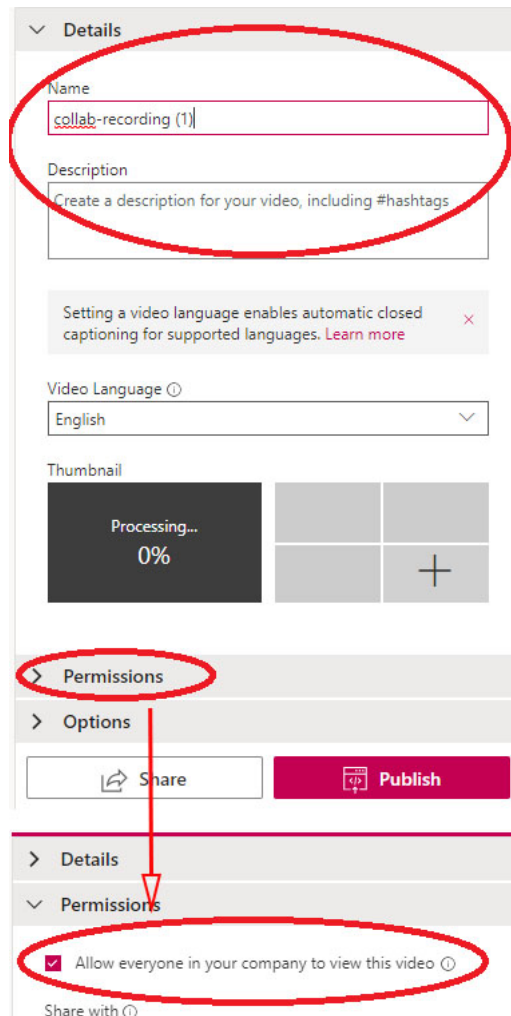
To Caption your recording, go to Microsoft Stream. You can access Stream from any Office 365 application including Outlook, and Communication Central. Simply click on the “App Launcher” icon located in the top left corner of any Office 365 application and select “All Apps > Stream”.



Upload your recording to Stream by selecting Create > Upload video



While the file is uploading, you can add the Name and Description of your recording.

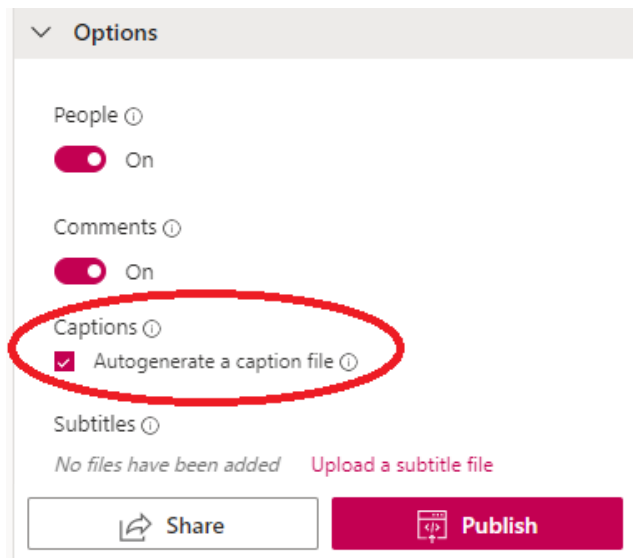


Open the Permissions menu and check, "Allow everyone in your company to view this video", otherwise students will not be able to view your captioned recording.

From the Option menu, check, “Autogenerate a caption file”

Automatic captions generally take 1-2 times the video's duration to finish processing - that is, expect to wait roughly two hours for the creation of captions for a one-hour video.

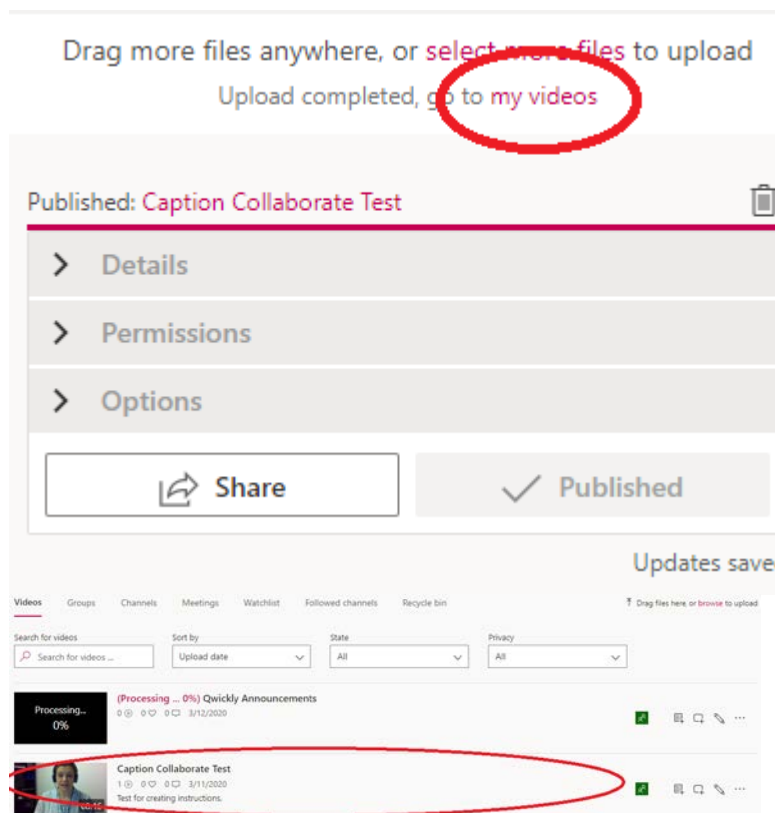
Click “Publish”



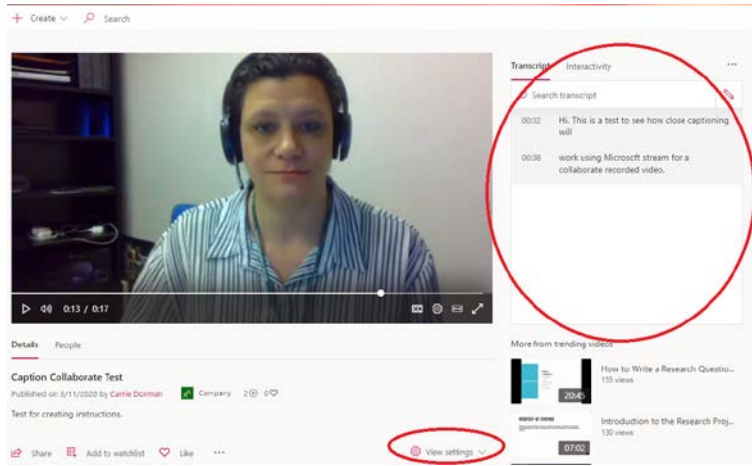
4. Add Captions to Your Recording

When the upload has completed, click on “my videos”

Select the recording you want to caption.

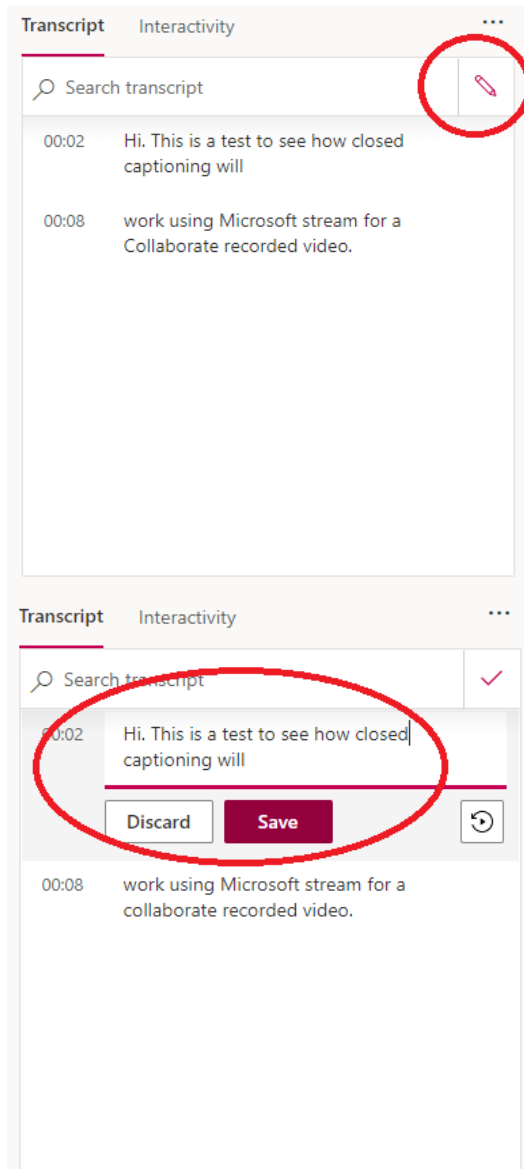


When the auto-captioning process has completed, you will see the captions to the right of the video.



If you do not see this window, click on "View Settings > Show transcript".

You will need to edit the captions for accuracy and punctuation. Click on the "Edit" button at the top right of the caption window.



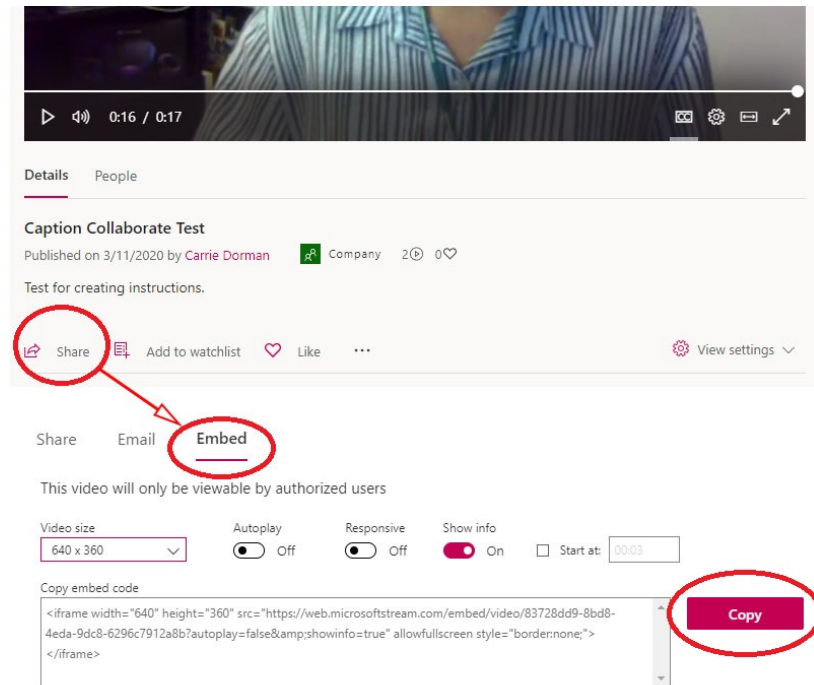
You can edit the captions directly from the Transcript window by clicking anywhere in the caption blocks.

Be sure to click Save for each caption block you make changes to.

Now your recording is closed captioned!

5. Display Your Captioned Recording in Blackboard

From your video page on Stream, select “Share” then “Embed”.



Details People

Caption Collaborate Test

Published on 3/11/2020 by Carrie Dorman Company 2 0

Test for creating instructions.

Share Add to watchlist Like ... View settings

Share Email **Embed**

This video will only be viewable by authorized users

Video size: 640 x 360 Autoplay: Off Responsive: Off Show info: On Start at: 00:03

Copy embed code

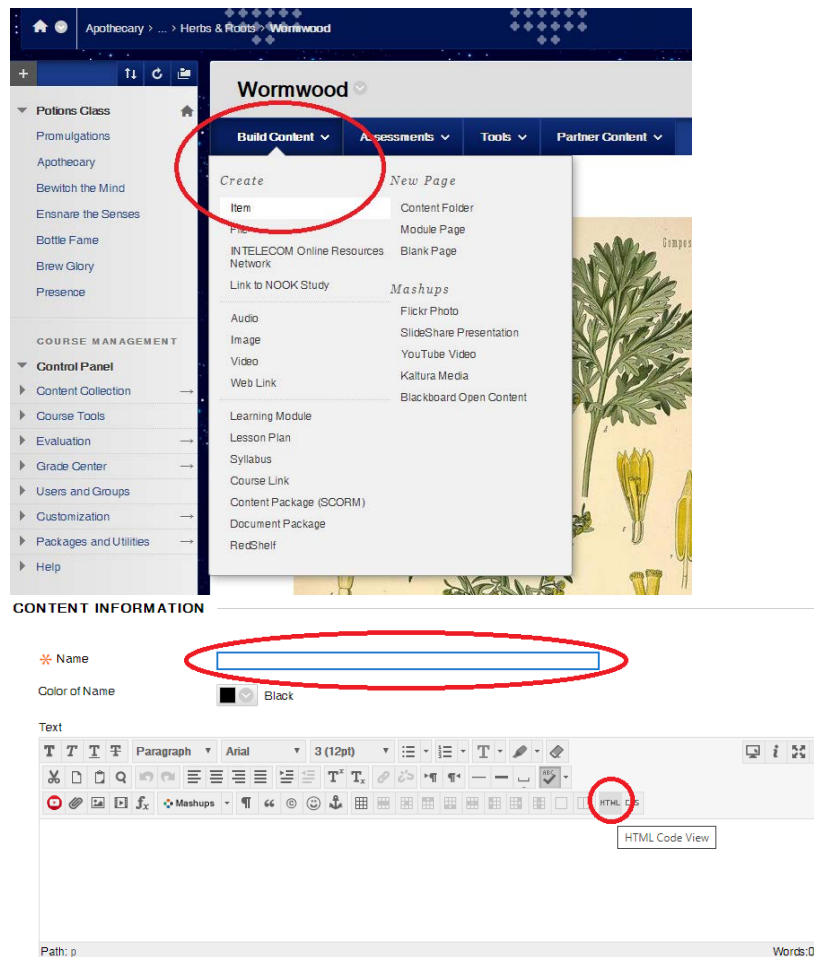
```
<iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/83728dd9-8bd8-4eda-9dc8-6296c7912a8b?autoplay=false&showinfo=true" allowfullscreen style="border:none;"></iframe>
```

Copy

Copy the embed code provided.

Now return to your Blackboard course and navigate to the Content Area where you want students to access the captioned recording.

Select “Build Content > Item”.



Apothecary > Herbs & Roots > Wormwood

Wormwood

Build Content Assessments Tools Partner Content

Create New Page

Item	Content Folder
Module Page	Module Page
INTELECOM Online Resources Network	Blank Page
Link to NOOK Study	Mashups
Audio	Flickr Photo
Image	SlideShare Presentation
Video	YouTube Video
Web Link	Kaltura Media
Learning Module	Blackboard Open Content
Lesson Plan	
Syllabus	
Course Link	
Content Package (SCORM)	
Document Package	
RedShelf	

CONTENT INFORMATION

Name: []

Color of Name: Black

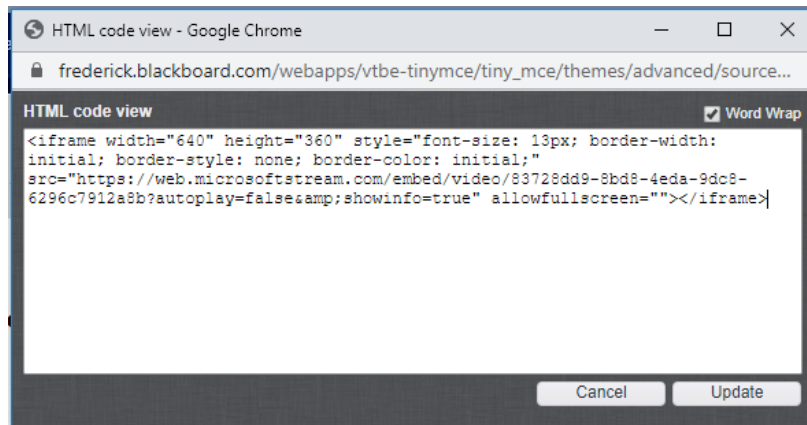
Text

HTML

Path: p Words: 0

Enter a “Name” for your video and select the “HTML” button on the text editor tool bar.

Paste (Ctrl + V) the embed tag you copied from Stream into the text box and click "Update".



Don't forget to click Submit when you are done!

Your captioned recording is now available for students to view.

Please note: students must be logged in to their FCC account to view the recording – they can do this from the playback window, but you should provide instructions so they know what to expect. Feel free to cut and paste the following:

"If you are prompted to log in to view the video, enter the FCC username and password that you use for FCC email and PeopleSoft."

Please direct any questions or requests for assistance to: <https://servicedesk.frederick.edu>