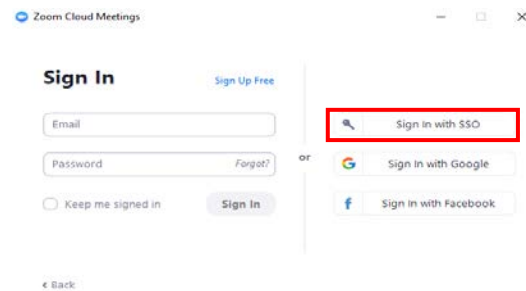
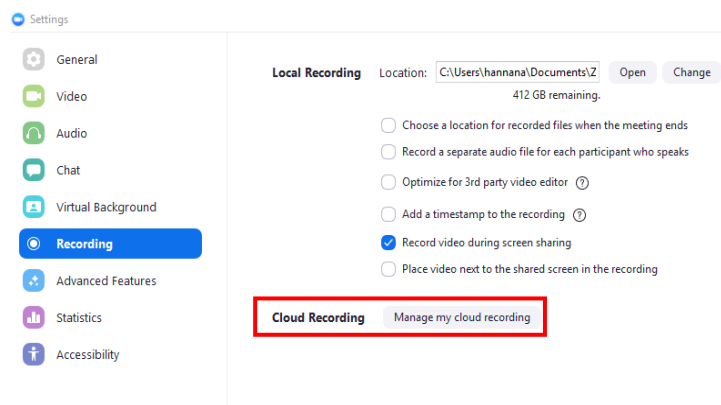


## Adding Captioning to Zoom Recordings

1. Sign in to [uhd.zoom.us](https://uhd.zoom.us)
  - a. Remember to use SSO
  - b. Use your regular username and password

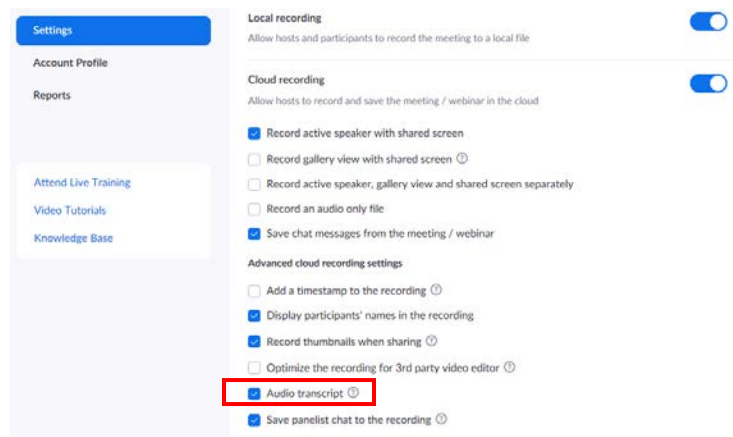


2. Navigate to **Account Settings**.
3. Navigate to the **Cloud recording** option on the **Recording** tab and verify that the setting is enabled.

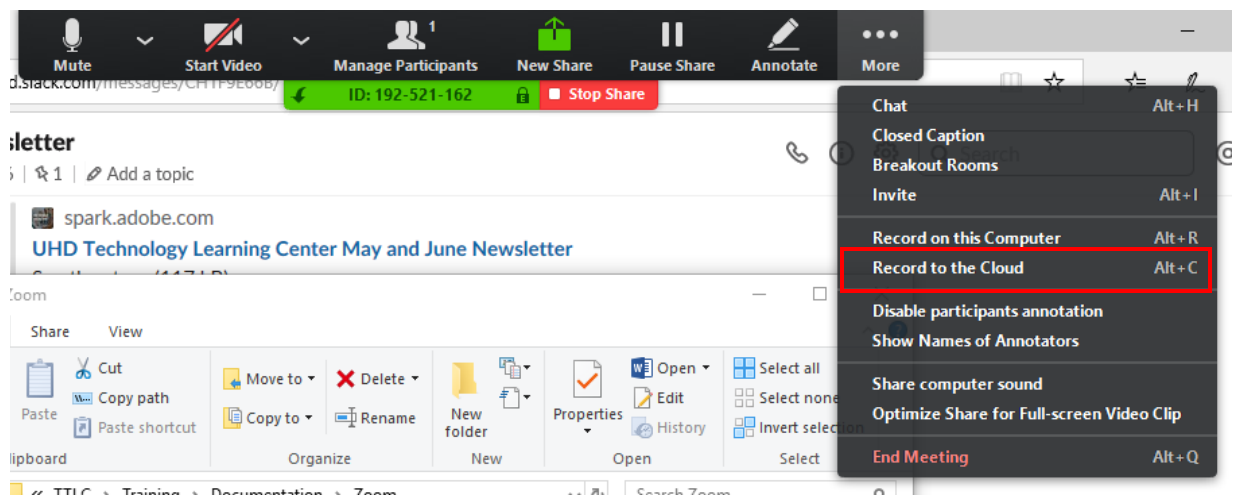


**Note:** If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

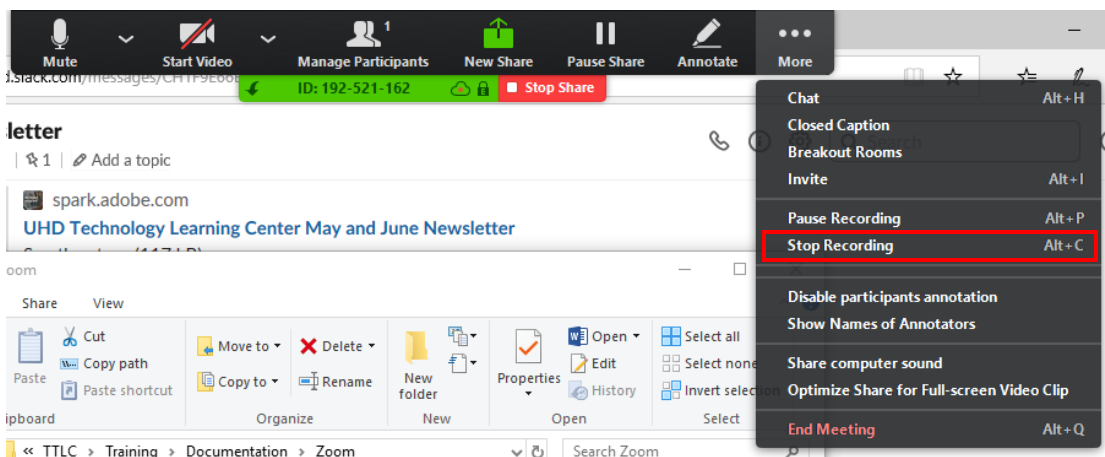
4. In the **Advanced cloud recording settings**, click the **Audio Transcript** checkbox to enable it, then click **Save** to confirm the change.



5. Host a Meeting
6. Enable Computer Audio
7. Under “Share” select which computer monitor will be Shared (this will be the screen that will be recorded as well)
8. Your Zoom interface should minimize to the top of the screen. Move your mouse towards the top to reveal the Zoom shared interface
9. Under “More” select Record to the Cloud (or press Alt-C)  
NOTE: if you want audio other than your microphone, to be recorded from your computer, enable “Share Computer Audio” under the “More” menu



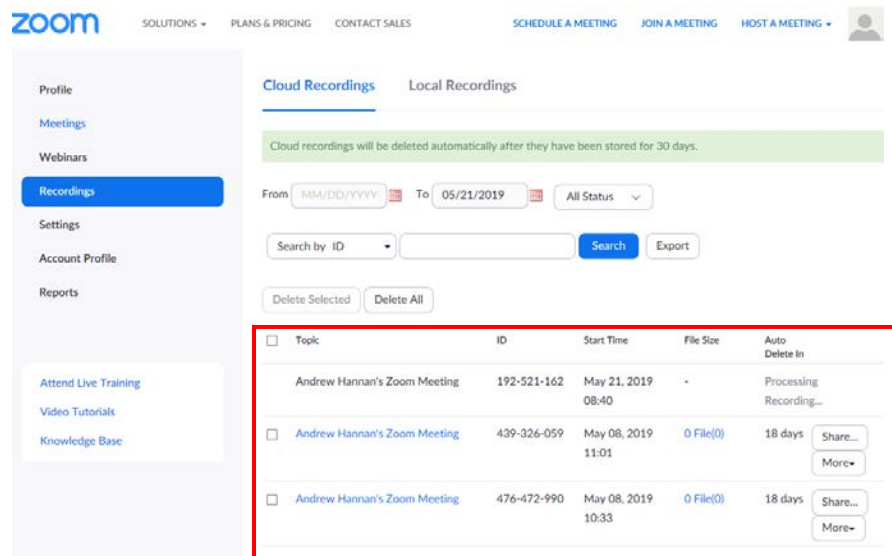
10. Conduct your meeting, class, etc.
11. At the end of your activity, under “More”, select Stop Recording.



12. End your Meeting, and exit Zoom

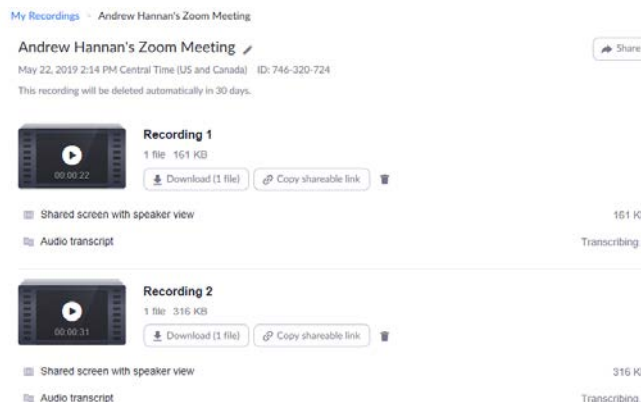
13. You will receive two email notifications after your video has been rendered and transcribed. This may take several hours, or even overnight, depending on its length. The first one will notify you that the video itself is ready; the second email will notify you when the Audio Transcript is ready. The Audio Transcript email notification will arrive later than the first one.

NOTE: if Zoom cannot transcribe your audio, you will not receive a notification. You can verify this under “Recordings” in the Zoom webpage interface.



Click on the name of the recording, which will bring up its individual page. Under the thumbnail, you will see “Audio transcript”, and to its right, will be its status (e.g., “transcribing”, “unable to transcribe”, or its file size.)

14. Upon successful transcription, your Audio Transcript notification email will have two links. One will take you to a shareable page of the recording with the integrated audio transcript, the other will take you to a page for downloading the files, including the transcription as a .vtt file. These files are only good for 30 days and will need to be saved to a permanent location.



## Preparing Your Files for Upload to MyMediasite 7.2

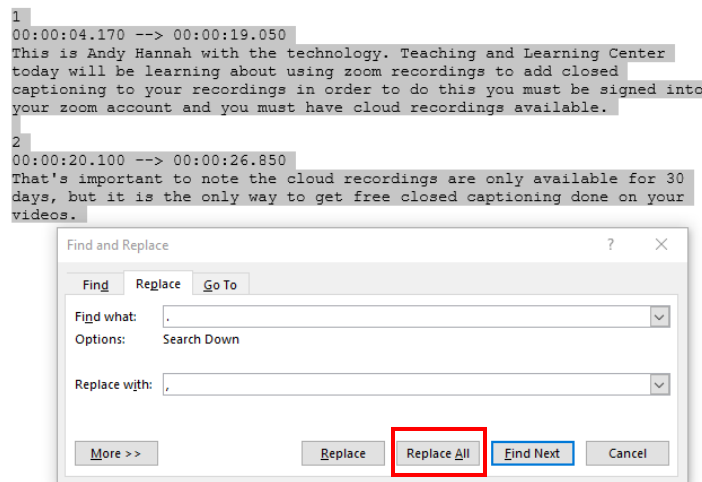
Zoom recordings will only generate “.vtt” audio transcriptions. If you plan to upload your videos to MyMediasite for permanent storage you will need to follow this process to convert the “.vtt” to a “.srt” as MyMediasite will only accept “.srt” audio transcription files.

1. Download your recording and “.vtt” file from Zoom to a folder on your computer
2. Open your .vtt file with NotePad, if it opens in Word then copy and paste the contents into NotePad
3. Delete the Header (1<sup>st</sup> line at top of page, usually in all caps)

```
WEBVTT

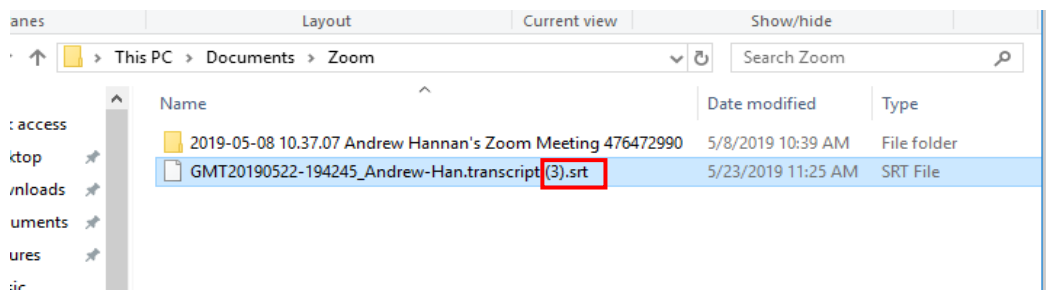
1
00:00:04.170 --> 00:00:19.050
This is Andy Hannah with the technology. Teaching and Learning Center
today will be learning about using zoom recordings to add closed
captioning to your recordings in order to do this you must be signed into
your zoom account and you must have cloud recordings available.
```

4. Select the whole document (ctrl+a). Use the Replace feature (ctrl+h). Replace All periods “.” With commas “,” and choose **Replace All**



5. While in the document feel free to correct any transcription errors
6. Save the file and exit

7. If you are using Windows 10 make sure you have File Extensions enabled
  - a. Open any Folder
  - b. Click on "View" at the top
  - c. Make sure "File Name Extensions" and "Hidden Items" are checked
  - d. Rename your transcript file. Delete ".vtt" (or any other document type) and replace with ".srt"



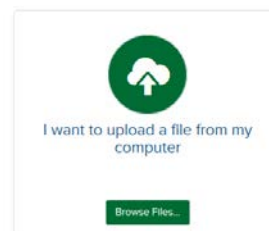
## Uploading Your Files to Mediasite

In order to save your video and audio transcription you will need to store them in Mediasite. Cloud Recordings for Zoom are only available for 30 days. Saving the Zoom recording and audio transcription to your computer are helpful, but a 3<sup>rd</sup> party application is required in order for the captioning to show up on the video. MyMediasite is the easiest tool available for this.

1. Log on to your MyMediasite 7.2 account
2. Use the **Add Media** option



3. Select "I want to upload a file from my computer" option. Select your video file.



4. Name your new Presentation

5. Once your video has been uploaded (this may take some time depending on the size of your video), find its Presentation and select it
6. Select **Edit Details**
  - a. Choose **Delivery**
  - b. Choose **Audio Transcriptions**
  - c. Choose **Manually Upload an Audio Caption File**. Choose your “.srt” file

The screenshot shows the 'Edit Presentation' interface. At the top, there are buttons for 'Save', 'Reset Media', and 'Cancel'. Below this is a 'Zoom Closed Captioning' section with a black video player. To the right of the player are fields for 'Visibility' (set to 'Private'), 'Date' (05/23/2019), 'Time' (11:32 AM), and 'Duration' (0:00:31). Below the video player are tabs for 'Information', 'Player', 'Delivery', 'Actions', and 'Annotate'. The 'Delivery' tab is active. Underneath, there is a section for 'Audio Transcriptions' with a checkbox that is checked. Below this, there is a radio button selected for 'Manually Upload an Audio Caption File', followed by a text input field containing a URL and a 'Select a File' button. At the bottom, there is an option to 'Choose a Provider for Captioning'.

7. Select your Presentation again and play it in a New Window
8. Activate the **CC** option and your audio transcription should appear embedded in the video