

# TEACHING WITH TEAMS: ESSENTIALS

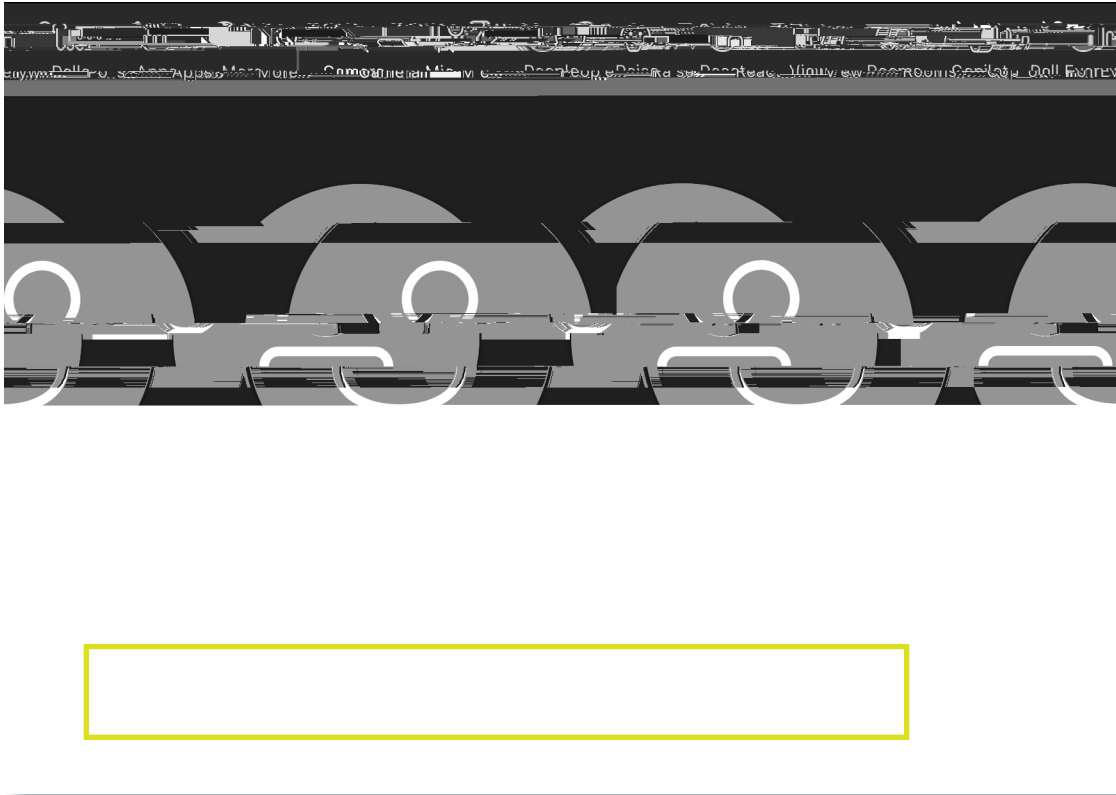
## CAPTIONS IN TEAMS

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

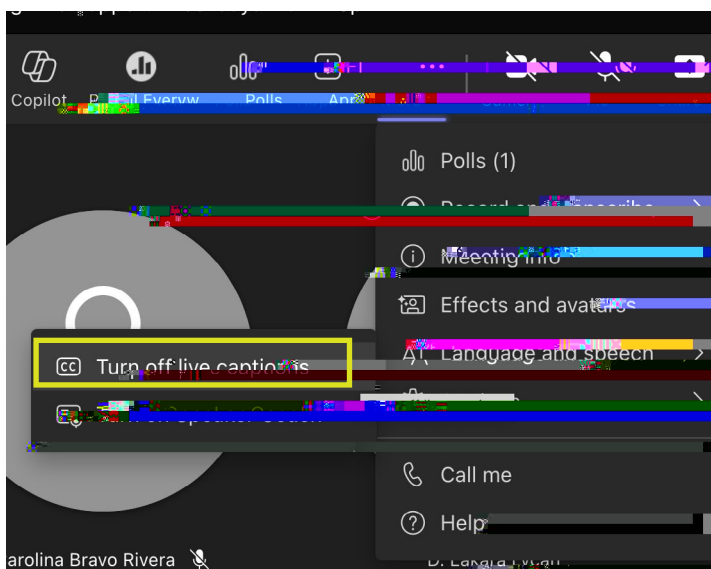
03

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



04

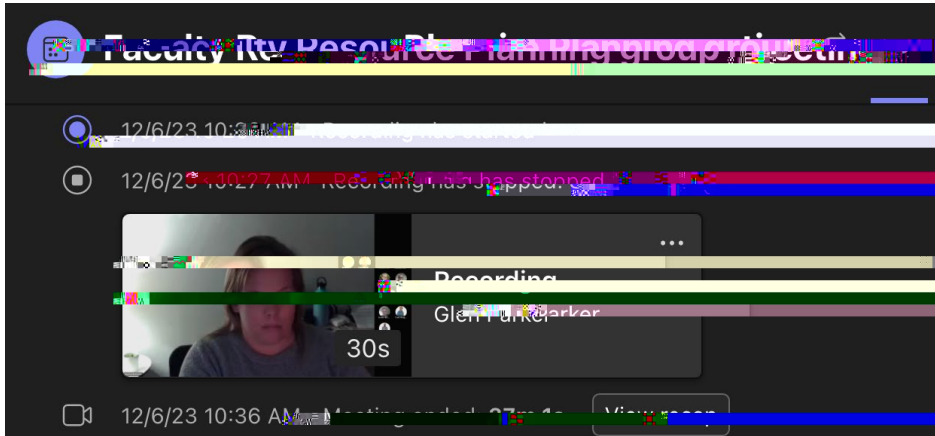
To turn them off, return to the ellipsis and choose **u** . . . . .



## 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**

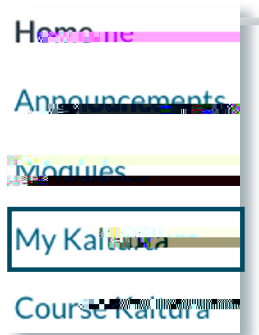
03

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.

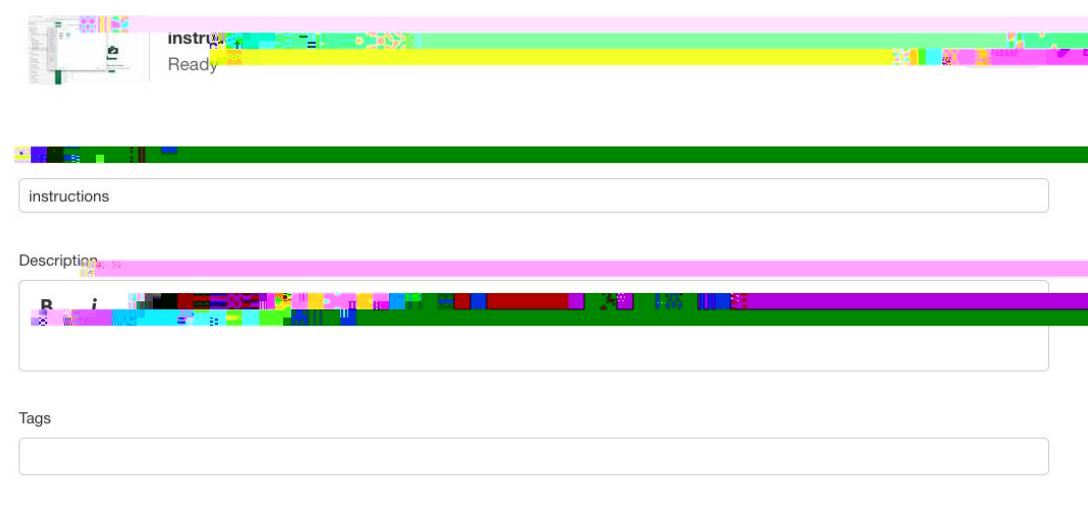


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04

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.



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.

