1



# TEACHING WITH TEAMS: ESSENTIALS CAPTIONS IN TEAMS

Microsof Teams of ers live capt oning during sessions, and with the use of Kaltura, all video content uploaded to courses can be capt oned. This guide walks you through how to take advantage of these tools.

## **Live Captioning**

// 2

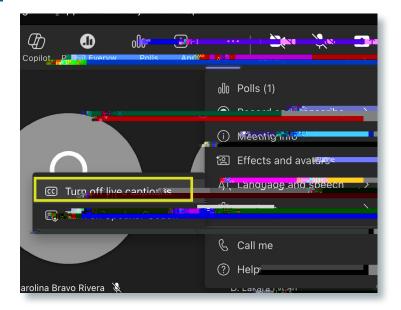


Live capt ons will appear at the bot om of the screen and indicate who is speaking.





To turn them of , return to the ellipsis and choose  $T \mod Ii e \operatorname{cap} on$  .



3

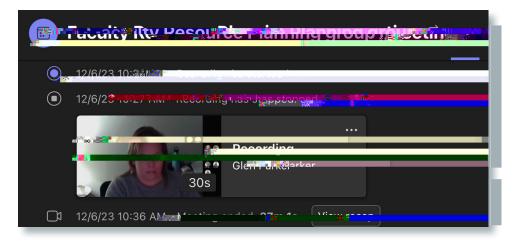
### **Downloading Microsoft Teams Meetings**

DIGITAL LEARNING, INNOVATIVE EDUCATION

01

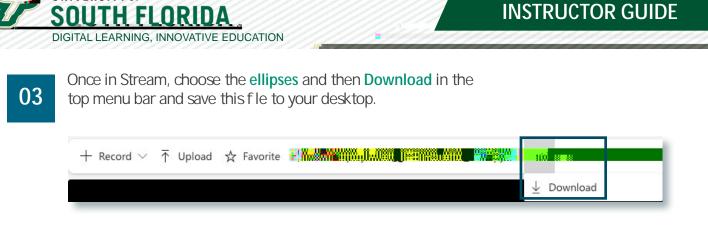
**UNIVERSITY** of

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 meet ng recording entry.





Choose the ellipsis



#### **Automatic Captions in Kaltura**

**UNIVERSITY** of

Once you've downloaded your session recording, you will want to add the recorded video to Kaltura for automat c capt oning. To access Kaltura, go to your Canvas course, and in the lef navigat on panel, select My Kaltura.

Нотопе	ľ
Announcements	
Modules	
My Kaituna	
Course Kaltura	

## Upload a Video to Kaltura



Once inside My Kaltura you can add a video by select ng the Create but on.

Kaltura 2000 Kaltura		- 9. Wetrelst
Q Search Kathura Media	0	
Filters >	= = := : + Creat	e actions 🗸
Search In: All Fields 👻 Sor 🗱 💦		

Developed by Digital Learning, USF Innovat ve Educat on For addit onal resources, visit us at <u>USF Digital Learning</u> • Email <u>facultysupport@usf.edu</u> for quest ons & training

4

DIGITAL LEARNING, INNOVATIVE EDUCATION

**UNIVERSITY** of

04

You will see a not ce that the video is processing. Below, you can add the t tle, a descript on, and tags. The descript on appears with the video on stand alone pages, but does not show when embedding it on a Canvas page.

Back	
Q 1 Processing	
Drag and an the state of the st	1
All common video, audio	
Select files	
······································	· · · ·
Private	🖍 Edit

Instruktor	X	<b></b>	 -
Descripting, 12			
Tags			

 Developed by Digital Learning, USF Innovat ve Educat on
 // 6

 For addit onal resources, visit us at <u>USF Digital Learning</u>
 • Email <u>facultysupport@usf.edu</u> for quest ons & training

2/5/2024



7

05

Be sure to select the **Save** but on.



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 st II processing.

Kaltura Media	
Search Kaitura Mèdia	
Filters >	
Creation Date - D 🚛 👬 🛄 🖘 🕬 🗤 💼	
	instructions 🕒 🌶 🛍
Constant of the second se	Private Sector Owner • on January 8th, 2024