

Zoom: Captioning & Recording

Topics

- [Captioning](#)
- [Recording a Meeting](#)
- [Adding Captions to Zoom Recordings in Blackboard](#)





Captioning

- [Live Captioning](#)
- [Cloud Recording Settings](#) - Audio Transcript
- [Viewing and Editing the Auto Transcript](#)
(Resource Link)

Zoom



Live Captioning a Meeting

Enable Captioning Settings

1. Sign in to odu.zoom.us
2. Select "Settings"

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Profile Meetings Webinars Personal Audio Conference Recordings **Settings** Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Host video Start meetings with host video on Modified Reset

Participants video Start meetings with participant video on. Participants can change this during the meeting.

Audio Type Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio ☐ Telephone ☐ Computer Audio

Join before host Allow participants to join the meeting before the host arrives Modified Reset

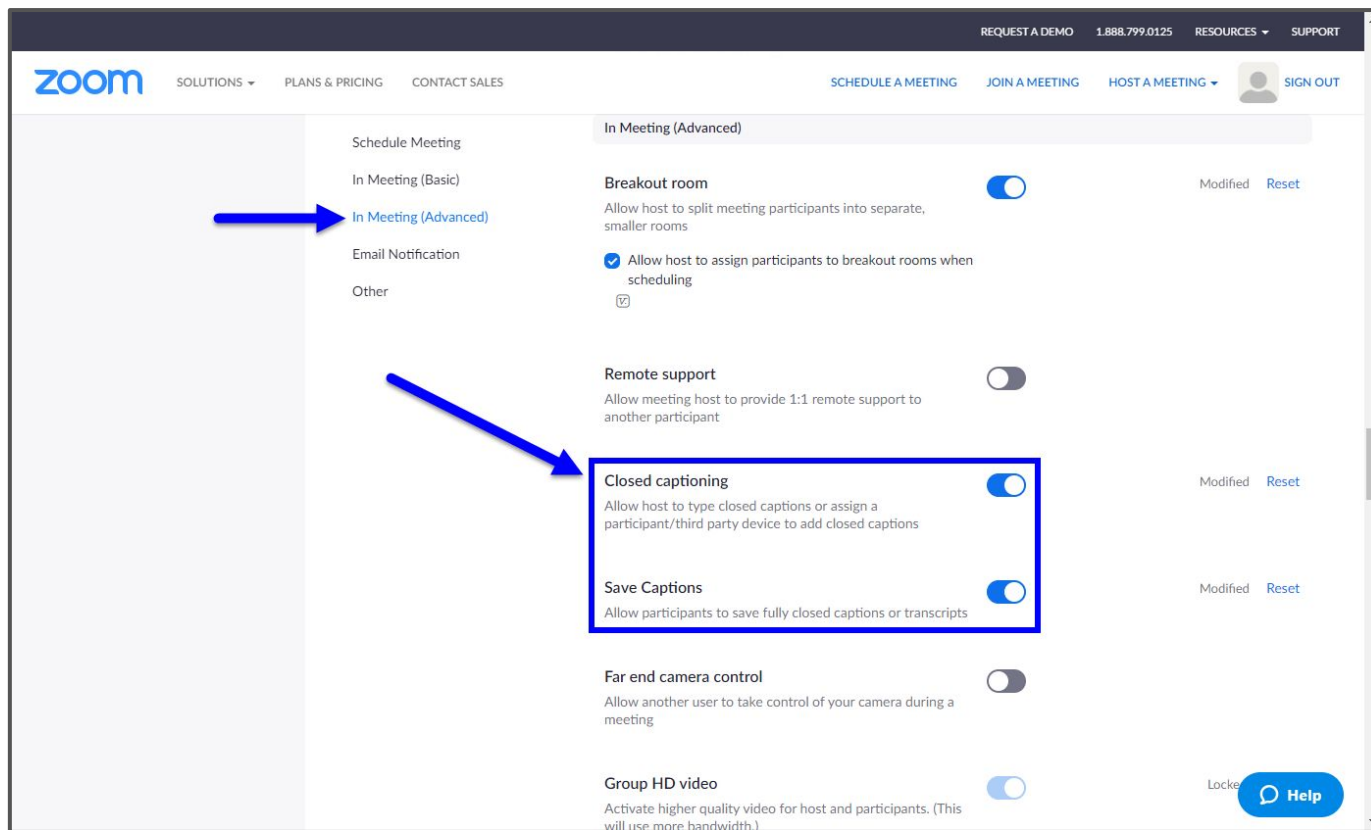
Help

Live Captioning a Meeting

Enable Captioning Settings

3. Select "In Meeting (Advanced)"
4. Turn on "Closed captioning" and "Save Captions" settings

*ON position - circle to right and blue background



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Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Advanced)

Breakout room ☒ Modified Reset

Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling ☐

Remote support ☐

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning ☒ Modified Reset

Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions ☒ Modified Reset

Allow participants to save fully closed captions or transcripts

Far end camera control ☐

Allow another user to take control of your camera during a meeting

Group HD video ☒ Locked Help

Activate higher quality video for host and participants. (This will use more bandwidth.)



Live Captioning a Meeting

Using Live
Captioning During
Meeting

Watch the Closed
Captioning video

See next slide for
Accessibility Setting
information

(User Interface in video differs
from ODU's)



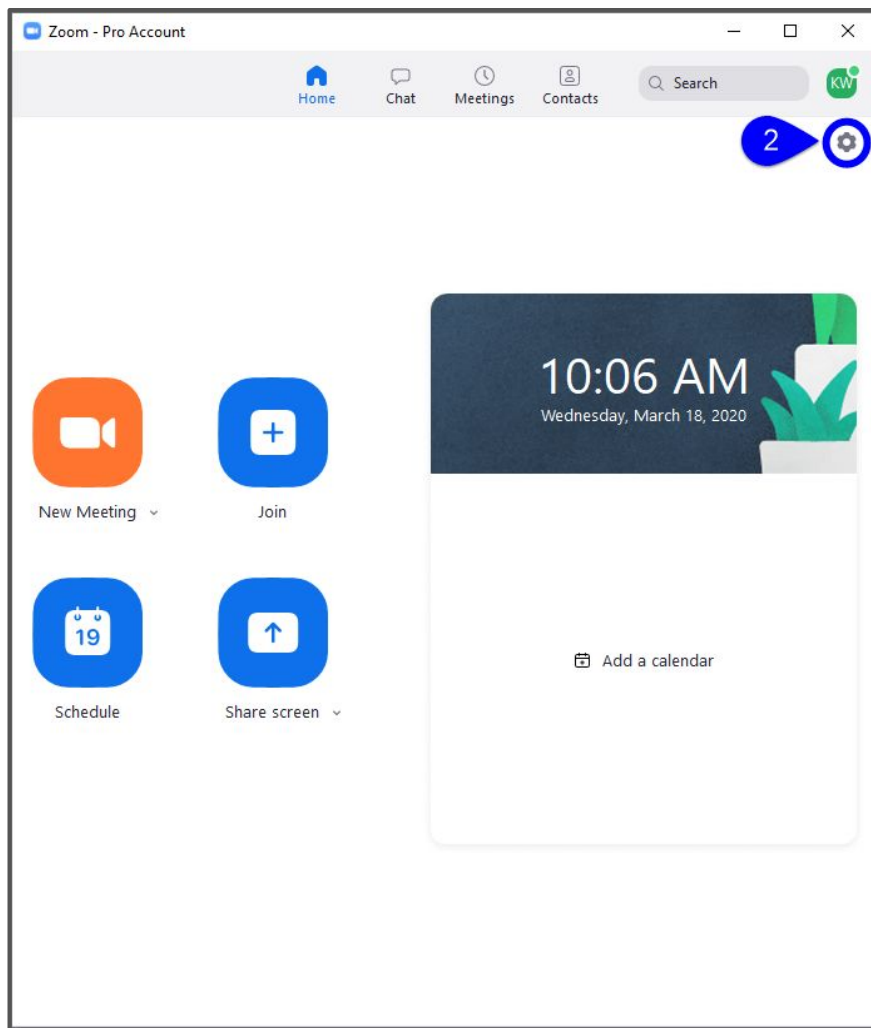
[Zoom Live Captioning Video](#)



Live Captioning a Meeting

Accessibility Settings

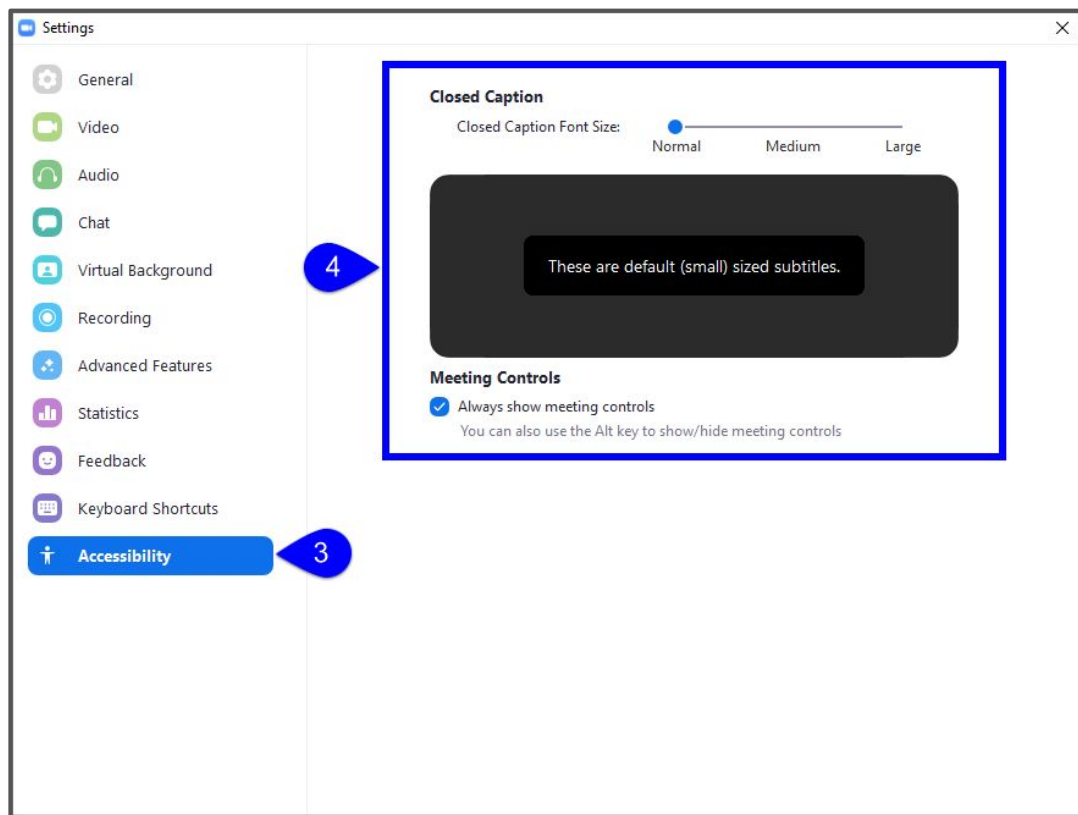
1. Sign in to Zoom Desktop Client
 - Don't have the Desktop Client yet? Download [Zoom Client for Meetings](#)
2. Select the "Settings" icon



Live Captioning a Meeting

Accessibility Settings

3. Select "Accessibility"
4. Change settings if desired
 - Closed Caption Font Size
 - Meeting Controls



Audio Transcript

Cloud Recording Settings Web

1. From odu.zoom.us select "Settings"
2. Select the "Recording" tab
3. Turn on "Audio transcript" under Advanced cloud recording settings

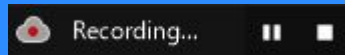
The screenshot shows the Zoom Cloud Recording Settings page. The left sidebar contains a menu with options: Profile, Meetings, Webinars, Personal Audio Conference, Recordings, Settings (highlighted with a blue box and a blue circle with the number 1), Account Profile, and Reports. Below the menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has tabs for 'Meeting', 'Recording' (highlighted with a blue box and a blue circle with the number 2), and 'Telephone'. Under the 'Recording' tab, there are sections for 'Local recording' and 'Cloud recording'. The 'Local recording' section has a toggle switch turned on and a checked checkbox for 'Hosts can give participants the permission to record locally'. The 'Cloud recording' section has a toggle switch turned on and a 'Modified' button. Below this is the 'Advanced cloud recording settings' section, which includes several checkboxes: 'Add a timestamp to the recording' (unchecked), 'Display participants' names in the recording' (checked), 'Record thumbnails when sharing' (checked), 'Optimize the recording for 3rd party video editor' (unchecked), 'Audio transcript' (checked and highlighted with a blue box and a blue circle with the number 3), and 'Save panelist chat to the recording' (checked). A 'Reset' button is located to the right of the 'Cloud recording' section.



Recording a Meeting

Meetings can be recorded to your computer (Local) or to the cloud (Zoom website).

It's recommended to use the Cloud Recording option for multiple reasons:



- You can adjust cloud recording settings via the Zoom Website
- A copy is automatically uploaded to your My Media in Blackboard where it can be viewed, edited, or published
- You can still download a copy of the file from your Cloud Recordings on the Zoom website
- You can enable Automatic Transcription (useful for accessibility purposes)

As a reminder, per ODU's Recording Policies, your Zoom Cloud Recordings are automatically deleted after 30 days. Given this policy, it is best practice to turn on your Email Notification via the [Zoom website](#) (Meeting Settings, Email Notification) for "When the cloud recording is going to be permanently deleted from trash".





Recording a Meeting

- [Automatic Recording](#)
- [Recording After Meeting has Started](#)
- [Accessing/Managing your Recordings](#)

zoom



Recording a Meeting

Automatic Recording Part 1

1. From odu.zoom.us select "Settings"
2. Select the "Recording" tab

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Meeting | **Recording** | Telephone

Recording

Local recording ☒ ☐

Allow hosts and participants to record the meeting to a local file

☒ Hosts can give participants the permission to record locally

Cloud recording ☒ ☐ Modified Reset

Allow hosts to record and save the meeting / webinar in the cloud

☒ Record active speaker with shared screen
☐ Record gallery view with shared screen
☐ Record active speaker, gallery view and shared screen separately
☐ Record an audio only file
☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

☐ Add a timestamp to the recording
☒ Display participants' names in the recording
☒ Record thumbnails when sharing
☐ Optimize the recording for 3rd party video editor
☒ Audio transcript
☒ Save panelist chat to the recording

Automatic recording ☐

Record meetings automatically as they start

IP Address Access Control ☐

Help



Recording a Meeting

Automatic Recording Part 2

3. Turn on "Automatic recording" setting
 - Select "Record in the cloud" radio button
 - Select "Host can pause/stop the audio recording in the cloud" checkbox
 - Select "Save"

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Recording

Local recording

Allow hosts and participants to record the meeting to a local file

☒ Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

☒ Record active speaker with shared screen

☐ Record gallery view with shared screen ⓘ

☐ Record active speaker, gallery view and shared screen separately

☐ Record an audio only file

☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

☐ Add a timestamp to the recording ⓘ

☒ Display participants' names in the recording

☒ Record thumbnails when sharing ⓘ

☐ Optimize the recording for 3rd party video editor ⓘ

☒ Audio transcript ⓘ

☒ Save panelist chat to the recording ⓘ

Modified Reset

3 Automatic recording

Record meetings automatically as they start

☐ Record on the local computer

☒ Record in the cloud

☒ Host can pause/stop the auto recording in the cloud ⓘ

Save Cancel

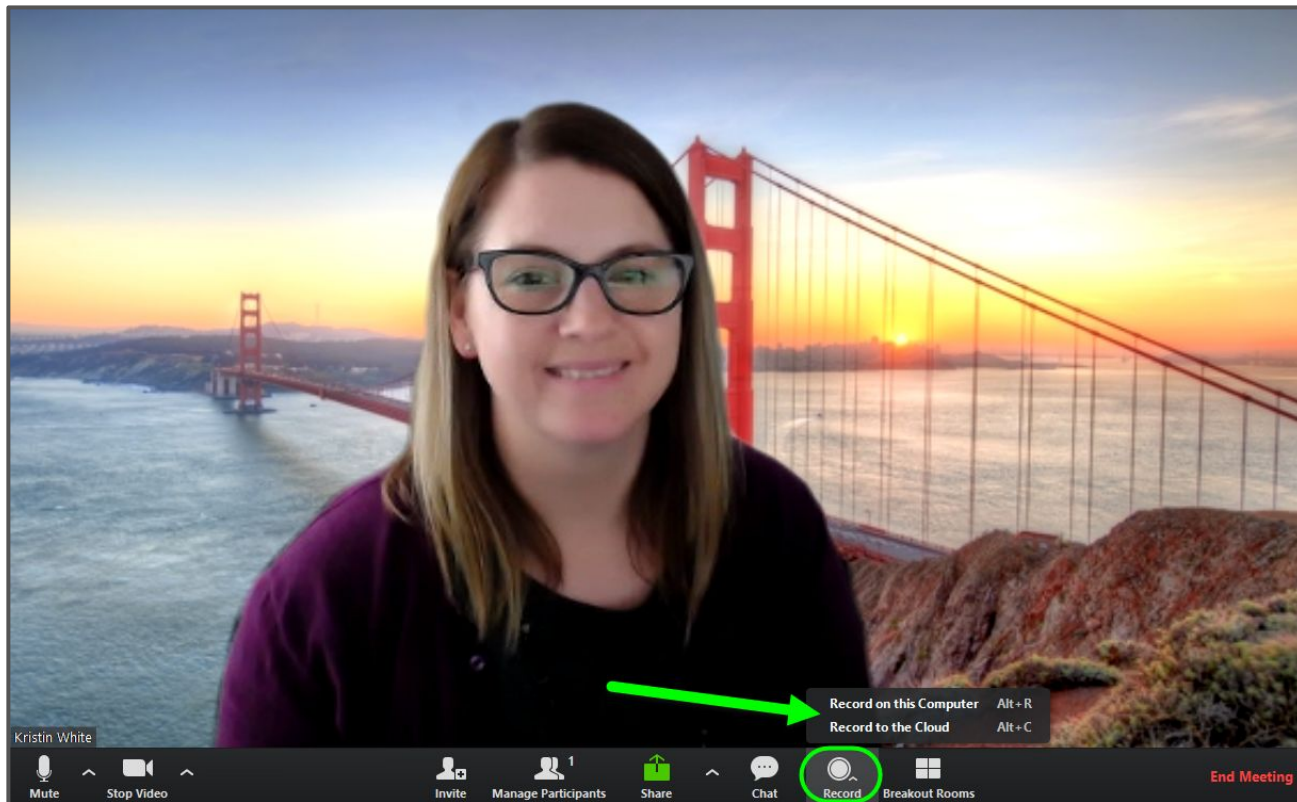
Modified Reset

Help

Recording a Meeting

After meeting has started

1. Select "Record" from your meeting controls
2. Select the "Record to the Cloud"





Recording a Meeting

Access/Manage Recordings

1. From odu.zoom.us select "Recordings"
2. Select a "Topic" or title of your meeting to manage/access its files

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Profile Meetings Webinars Personal Audio Conference **Recordings** Settings Account Profile Reports

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Cloud Recordings Local Recordings Settings

Cloud recordings will be deleted automatically after they have been stored for 30 days.

From mm/dd/yyyy To 03/18/2020 All Status

Search by ID Search Export

Delete Selected Delete All Trash (3)

Topic	ID	Start Time	File Size	Auto Delete In	
Kristin White's Personal Meeting Room	757-683-6109	Mar 10, 2020 01:11 PM	1 File (14 MB)	23 days	Share... More
ITS 101 3/17/2020	757-683-6109	Mar 10, 2020 01:09 PM	2 Files (3 MB)	23 days	Share... More
Kristin White's Personal Meeting Room	757-683-6109	Mar 10, 2020 11:44 AM	2 Files (6 MB)	23 days	Share... More
Kristin White's Personal Meeting Room	757-683-6109	Mar 10, 2020 11:41 AM	3 Files (4 MB)	23 days	Share... More
Kristin White's Personal Meeting Room	757-683-6109	Mar 3, 2020 03:30 PM	3 Files (1 MB)	16 days	Share...

Help



Adding Captions to Zoom Recordings in Blackboard

- [Download Transcript](#)
- [Convert VTT to SRT File](#)
- [Adding SRT to Video in Blackboard](#)



Download Transcript

1. From odu.zoom.us select "Recordings"
2. From "Cloud Recordings" select the Topic/Name of the Recording

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Profile Meetings Webinars Personal Audio Conference **Recordings** Settings Account Profile Reports

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Cloud Recordings Local Recordings Settings

Cloud recordings will be deleted automatically after they have been stored for 30 days.

From 09/03/2019 To 10/04/2019 All Status

Maximum duration: 1 Month

Search by ID Search Export

Delete Selected Delete All Trash (2)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/>	Kristin White's Personal Meeting Room	757-683-6109	Oct 2, 2019 02:44 PM	3 Files (89 MB)	29 days	Share... More
<input type="checkbox"/>	Kristin White's Personal Meeting Room	757-683-6109	Oct 2, 2019 10:58 AM	3 Files (71 MB)	28 days	Share... More
<input type="checkbox"/>	Jennings - COMM2005 Group Test Availability	757-683-6109	Sep 4, 2019 01:59 PM	3 Files (5 MB)	1 day	Share... More
<input type="checkbox"/>	Kristin White's Personal Meeting Room	757-683-6109	Sep 3, 2019 01:33 PM	3 Files (4 MB)	1 day	Share... More

Help



Download Transcript

3. Select "Download" icon next to "Audio transcript"

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Profile

Meetings

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[Video Tutorials](#)

[Knowledge Base](#)

My Recordings > Kristin White's Personal Meeting Room

Kristin White's Personal Meeting Room ✎

Oct 2, 2019 02:44 PM Eastern Time (US and Canada) ID: 757-683-6109

This recording will be deleted automatically in 29 days.

Recording 1
3 files 89 MB

Download (3 files) Copy shareable link

Shared screen with speaker view 76 MB

Audio only 12 MB

Audio transcript 15 KB

Help



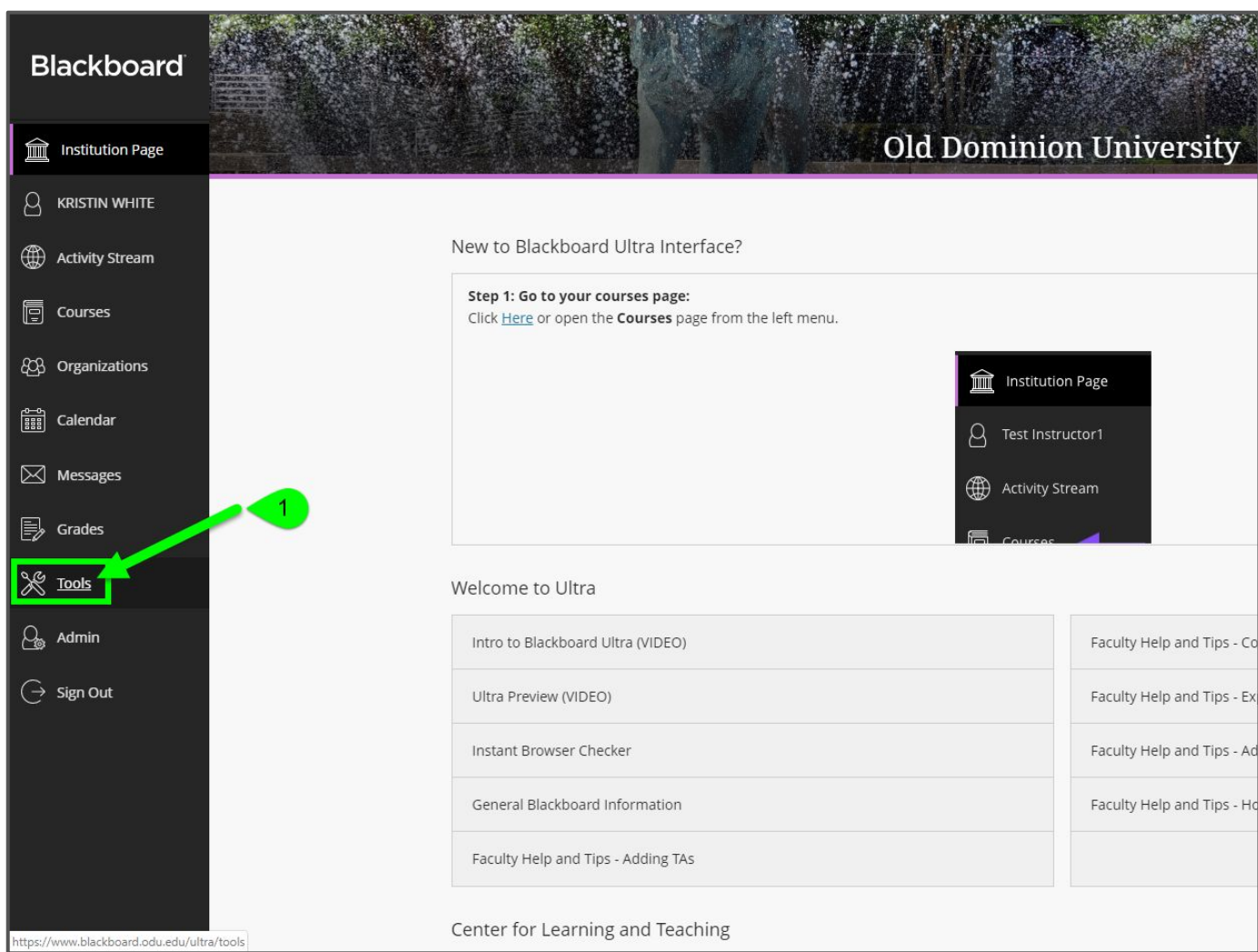
Convert VTT to SRT File

Navigate to ToolSlick Converter

1. Select "Upload" (use VTT file from Downloads folder)
2. Select "Convert"
3. Select Download icon to obtain SRT file (saved to Downloads folder)

The screenshot shows the ToolSlick website's 'VTT to SRT Converter' page. The interface includes a navigation bar with links like Home, Finance, Math, Text, Conversion, Generation, Programming, All Tools, and Contact. The main heading is 'VTT to SRT Converter' with a star rating and a 'Share' button. A description explains that the tool converts Web Video Text Tracks Format (WebVTT) files to SRT subtitles. Below the text, there are two input fields: 'Input: Paste VTT lyric below' and 'Output: Converted SRT'. The 'Input' field has a 'FROM URL' button and an 'UPLOAD' button (annotated with a green circle and the number 1). Below the input fields are 'CONVERT' and 'EXAMPLE' buttons (the 'CONVERT' button is annotated with a green circle and the number 2). A 'Settings' section shows a 'Start Counter' set to 0. At the bottom, there is a 'WITH OUTPUT -' button and a download icon (annotated with a green circle and the number 3). The right sidebar contains advertisements for 'Subtitle Converter', 'SEPHORA', and 'Background Information' about VTT and SRT formats.

Adding SRT to Video in Blackboard



Blackboard

Old Dominion University

New to Blackboard Ultra Interface?

Step 1: Go to your courses page:
Click [Here](#) or open the **Courses** page from the left menu.

Welcome to Ultra

Intro to Blackboard Ultra (VIDEO)	Faculty Help and Tips - Co
Ultra Preview (VIDEO)	Faculty Help and Tips - Ex
Instant Browser Checker	Faculty Help and Tips - Ad
General Blackboard Information	Faculty Help and Tips - Ho
Faculty Help and Tips - Adding TAs	

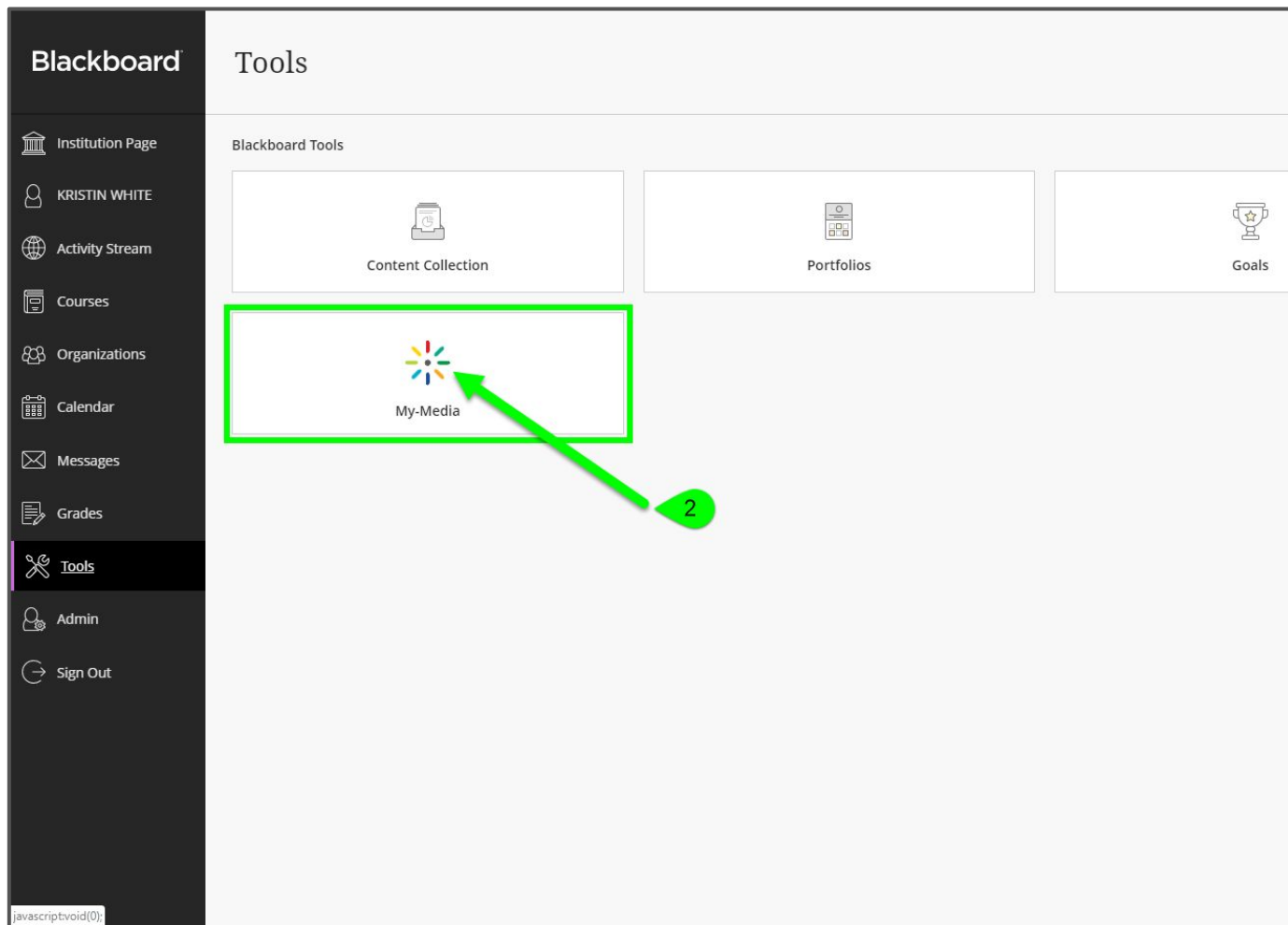
Center for Learning and Teaching

<https://www.blackboard.odu.edu/ultra/tools>

1. Select "Tools" from Blackboard Menu

Adding SRT to Video in Blackboard

2. Select "My-Media" on Blackboard Tools page



The screenshot displays the Blackboard user interface. On the left is a dark navigation sidebar with the following items: Institution Page, KRISTIN WHITE, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools (highlighted with a purple bar), Admin, and Sign Out. The main content area is titled 'Tools' and contains a section 'Blackboard Tools' with three visible tool tiles: 'Content Collection', 'Portfolios', and 'Goals'. Below these, the 'My-Media' tool is highlighted with a green rectangular box. A green arrow points from a green circle containing the number '2' to the 'My-Media' icon.

Blackboard® Tools

Blackboard Tools

Content Collection

Portfolios

Goals

My-Media

2

javascriptvoid(0);



Adding Captions

Locate Zoom Recording in Blackboard

3. Locate Zoom Recording
4. Select "Pencil" icon next to video


LTl Launch

My Media

Search My Media

Filters > Add New ACTIONS


Search In: All Fields Sort By: Creation Date - Descending



Kristin White's Personal Meeting Room

krwhite

A day ago 0



Test Room

Published

krwhite

2 Days ago 0





Adding SRT to Video in Blackboard

5. Select "Captions" tab

The screenshot shows the Blackboard LTI Launch interface for a video player. The top bar is dark gray with a menu icon, a close icon, and the text "LTI Launch". A home icon is in the top right corner. The main area features a large video player with a black screen and a white play button. Below the player is a control bar with a progress slider at 0:00 / 31:33, a volume icon, a 1x speed selector, and a settings icon. To the right of the player, the text "Edit:" is followed by "Kristin White's Perso..." and a red "Private" button. Below this is a "Launch Editor" button. A green arrow points from the settings icon in the video player's control bar to the "Captions" tab in the bottom navigation bar. The bottom navigation bar has tabs for "Details", "Options", "Collaboration", "Thumbnails", "Downloads", "Captions" (which is highlighted with a green box), and "Attachments". Below the tabs, there are sections for "Timeline" and "Replace Media". The "Name:" field is labeled "(Required)" and contains the text "Kristin White's Personal Meeting Room". The "Description:" field has a rich text editor with options for "Black", "Bold", "Italic", "Underline", and icons for bulleted list, numbered list, table, and link. At the bottom is a text input field labeled "Enter Description...".

Adding SRT to Video in Blackboard

6. Select "Upload captions file" button

LTI Launch

Edit:
Kristin White's Perso...
Private

Launch Editor

Details Options Collaboration Thumbnails Downloads **Captions** Attachments

Timeline Replace Media

No Captions have been added to media
Begin by uploading a caption file (SRT, DFXP formats are supported)

Upload captions file

Adding SRT to Video in Blackboard

7. Select "Browse" and select SRT file for video (Downloads folder)
8. Select Language - "English (American)"
9. Select "Save"

