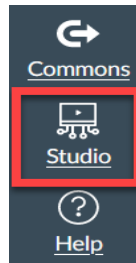




**Steps:**

1. After logging into Canvas, click “Studio.”



2. Hover your mouse over the video that needs captions. An overlay will appear.
3. Click “View.”



4. Click the tab: “Captions.”



5. A new menu will appear. Open the drop-down menu by clicking the down arrow.

**Captions Request**

Our technology can listen for words in your video and create ~85% accurate captions for this media.

Which language is spoken? v Request

6. A drop-down menu appears. Select the language spoken in your video.

English  
French  
German  
Italian

Which language is spoken? ^ Request

7. Click the “Request” button.

**Captions Request**

Our technology can listen for words in your video and create ~85% accurate captions for this media.

English v Request

For assistance, contact the eLC at 972.881.5870 or [eLC@collin.edu](mailto:eLC@collin.edu)

eLC faculty resources are available in CougarWeb

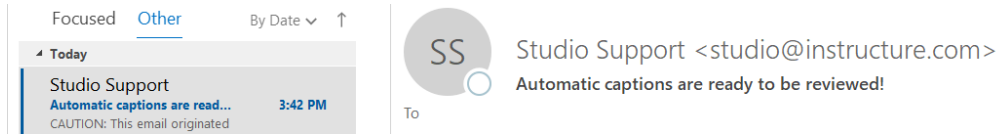
<http://inside.collin.edu/elc>

8. Wait while Canvas Studio auto-generates the captions,
  - a. In place of the selected language, it will read “Studio-generated,” and the button will change to a “QUEUED” message.

Manage Captions



- b. You will receive an email from studio@instructure.com notifying you that “Automatic captions are ready to be reviewed!”



9. When the captions are ready, the available language will appear in place of “Studio-generated” and the “QUEUED” message will be a button. Click “Review and Publish.”

Manage Captions



10. Review and edit text to correct any errors.



11. In the top right corner above the caption boxes, click “Publish.”

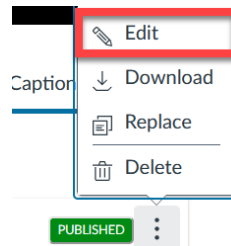


12. The window will update notifying you that the captions are published. If you need to edit your captions after they are published, click the vertical ellipses.

Manage Captions



13. A pop-up menu will appear. Click “Edit.”



14. Repeat Step 10. When you are finished, the captions will auto-save (noted in the right corner above the text boxes). In the left corner above the time stamps, click “Back.”



15. Repeat Steps 10-14 as needed.

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