

TEAMS ESSENTIALS

Captions in Teams

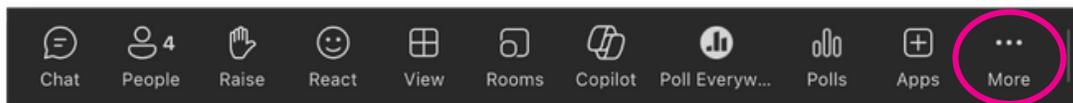
Microsoft Teams offers live captioning during sessions, and with the use of Kaltura, all video content uploaded to courses can be captioned. This guide walks you through how to take advantage of these tools.

LIVE CAPTIONING

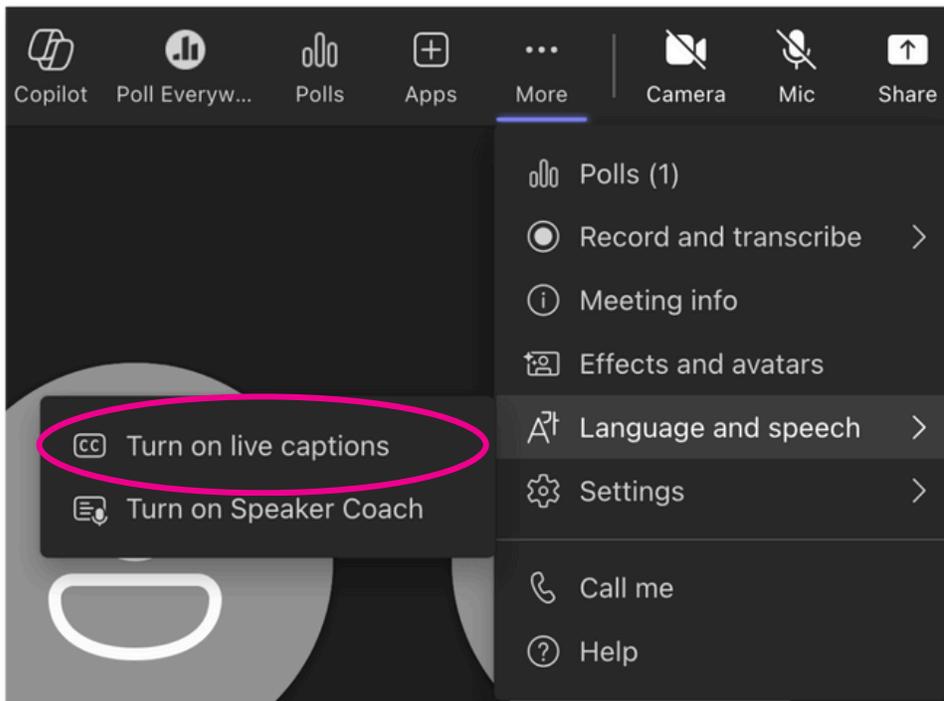
When your students are participating in a session, they have the ability to turn on live captioning so captions will be created on the fly. These will NOT be included in any recordings of the class session.

1

Once students have joined a session, they can turn on live captioning by choosing the **ellipsis** in the top icon bar of the meeting.

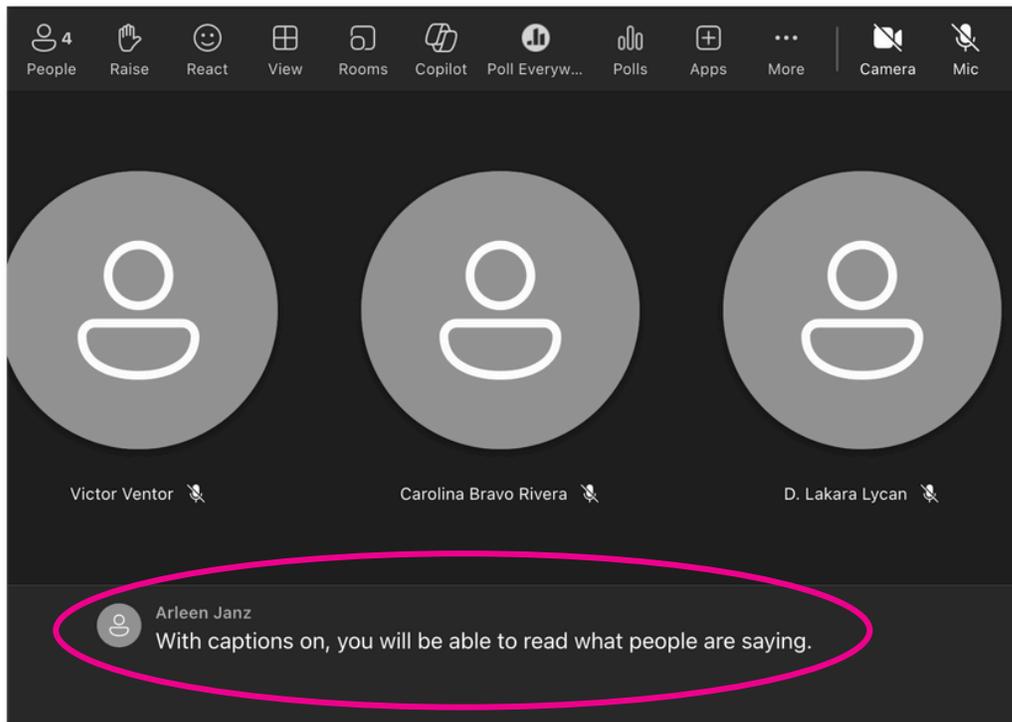
**2**

In the dropdown, choose **Language and speech** and then **Turn on live captions**.



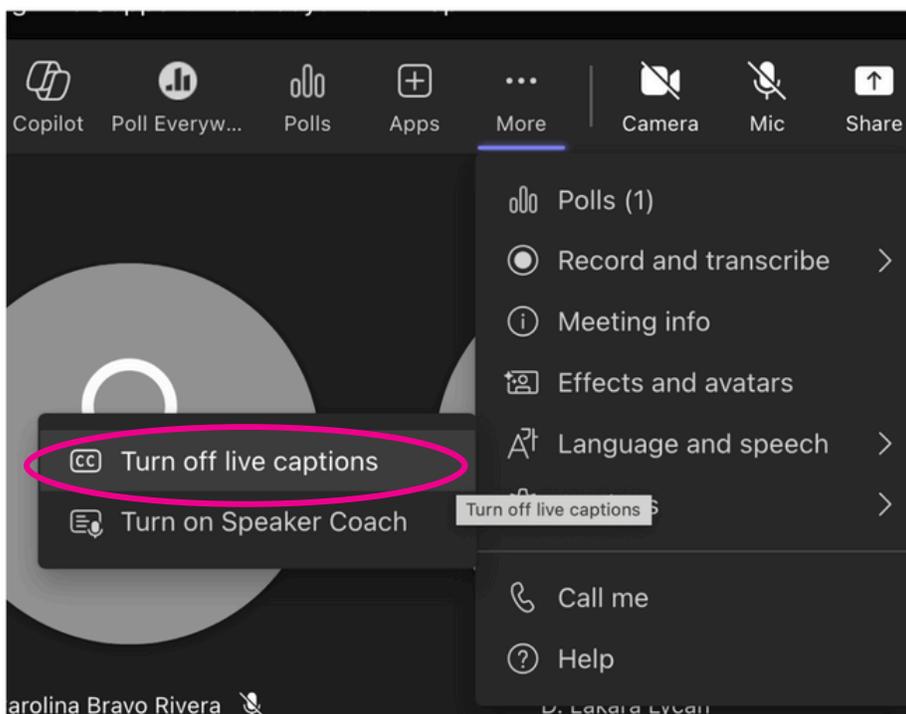
3

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



4

To turn them off, return to the ellipsis and choose **Turn off live captions**.



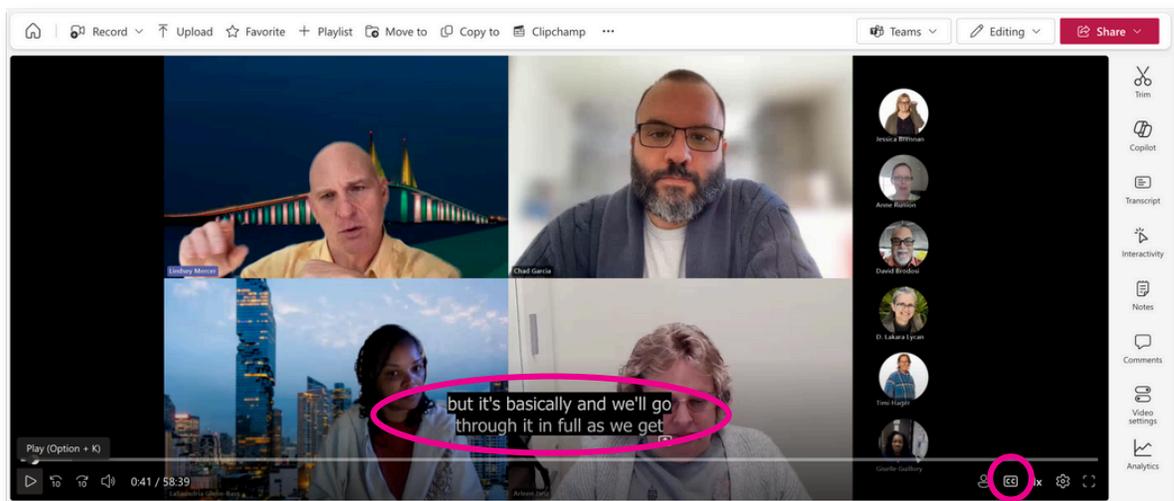
CAPTIONING IN STREAM

If you record your Teams session, anyone who is in the session can view the recording through Stream, which is where all Teams session recordings are stored. Stream automatically captions these recordings.

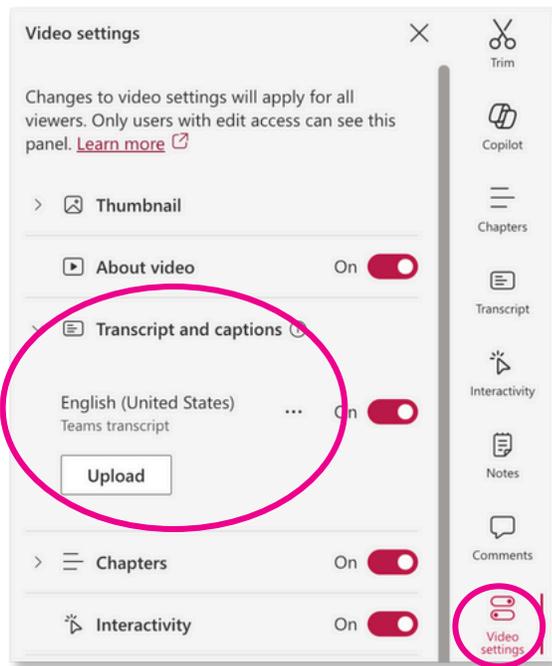
- 1 Once you've recorded your session in Teams, you can access it from the Teams chat in the channel it was created. Find the posted meeting recording entry and choose the **3 dots** at the top right of the entry. In the dropdown that opens, choose **Open in Stream**.



- 2 In Stream, you can turn on the **CC** (closed captions) at the bottom of the player and they will appear at the bottom of the video.



Stream does not allow you to edit the captions, but it does allow you to upload your own captions to replace the ones it generates through the **Video settings** found at the right of the screen. Once chosen, a panel will open to allow you to upload your caption file.



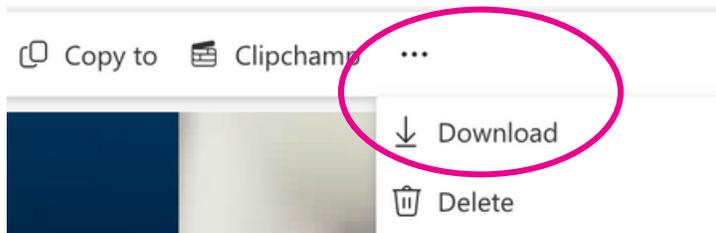
Only those who were in the meeting have access to the video. To make it accessible to others, you must change the permissions within Stream to add the people you would like to give access. See the following section for another solution.

CAPTIONING IN KALTURA

If some students missed the meeting and can't watch the video, you can download it and add it to your course for all to see using Kaltura. Kaltura will add automatic captions that you can easily edit.

1

To download the video from Stream, select the **3 dots** above the video and choose **Download** in the dropdown menu that appears.



2

We have complete instructions on how to upload your video to Kaltura, edit the captions, and embed the video in a Canvas course in the following Kaltura guides:

[Kaltura Basics](#)

[Editing Captions in Kaltura](#)

Editing captions in Kaltura is very easy, so this may be the best solution for you when you need to correct them.