Quick Reference - How to Create Captions in Canvas

Students are encouraged to use any technology or software which they have access to and which they are familiar with to create multimedia - i.e. PowerPoint (can be exported as a video), QuickTime, phone camera, etc. Multimedia created with other tools can be all be uploaded to Canvas using the **Embed My Media** button.

If you aren't sure what to use, we've provided some information about university-supported tools available to you here.

- **Recording a presentation?** Consider using the MyMedia Recording Tool in Canvas or Zoom@OSU to record a presentation with a group. Zoom cloud recordings are automatically uploaded to MyMedia once they have completed processing.
- **Recording a webcam video?** Consider using the MyMedia Recording Tool.
- **Recording an audio recording?** Consider using the MyMedia Recording Tool and disabling your camera.

Record or Upload Media

Share the Media you created in Canvas (in an Assignment or Discussion)

To add media to a discussion or assignment in Canvas, select the 'Embed My Media' icon within the rich text editor. If you are adding media to an assignment, the rich text editor appears under the Text Entry tab.
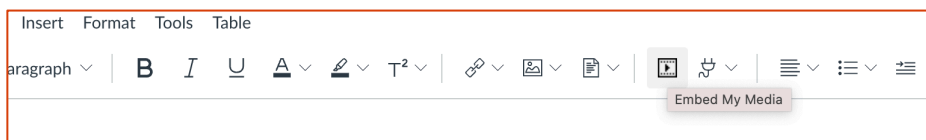
Create Captions

To ensure that your recording is accessible you can create captions after it is shared in Canvas.

1. **Request the automatic captions** – Select MyMedia at the left in Canvas, select the video, choose the Actions menu->Caption & Enrich, leave the default options, and Submit.

2. **Wait ~30 minutes or so.** Go back into Canvas, select MyMedia, find the video, choose Actions->Edit. Select the Captions tab. Select the TV looking icon that says 'Show on Player' when you hover over it to publish the captions. To edit the captions for accuracy you should see the Edit Captions option within the same Captions tab.

Support

Contact the Service Desk for technical help with MyMedia/Kaltura in Canvas.