# Quick Reference – Recording in Language Courses

At OSU, when a video is recorded in MyMedia (Kaltura) or uploaded in English, captions are automaticaly generated and posted to the video in English, however videos recorded in other languages (French, German, Japanese, etc.) will not automatically generate captions. Consider using Zoom when recording content in other languages.

Verify Zoom Settings

The default Zoom settings will create captions correctly in languages other than English but if you have changed your default Zoom settings in the past, you may need to verify the auto-transcript option is still enabled.

- Signin to OSU Zoom at https://oregonstate.zoom.us.
- Access the Settings and then the Recording tab. Make sure the "Create audio transcript" option is checkmarked.
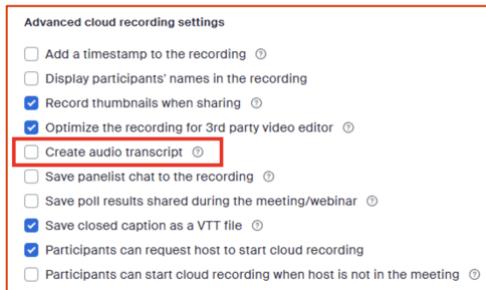
Record in Zoom

- Open the Zoom App or go to https://oregonstate.zoom.us to create a new meeting or to schedule a meeting.
- Start the meeting.
- Start recording / Stop recording and save the recording to the "cloud" if prompted.

Wait for Captions

Immediately after the meeting ends, Zoom will save the recording and upload it to MyMedia (Kaltura) at OSU. It may take a few minutes up to a few hours to process. Once it's available the creator of the meeting will receive an e-mail confirmation.

Once the meeting has processed, it may take additional time for the captions to be created and made available.

Videos longer than 60 seconds will generate automated captions in the appropriate language.

Edit Captions

To edit captions for accuracy, users can review and edit the text of the captions within MyMedia in Canvas. Review this knowledge base article.

Share the Recording

Once a Zoom recording has processed and captions are created, you can then share the recording in Canvas. Insert the recording by selecting Embed My Media within a Discussion or assignment. For assignments, this option will appear under the Text Entry tab.

Troubleshooting

If you have waited a few hours and still encounter an error that "**Media cannot be published without captions**," and the captions are not present, you can create a blank caption file as an alternative solution. (Select "MyMedia," "Edit" the video, select the Captions tab, choose "Create New Captions," then "Save.")
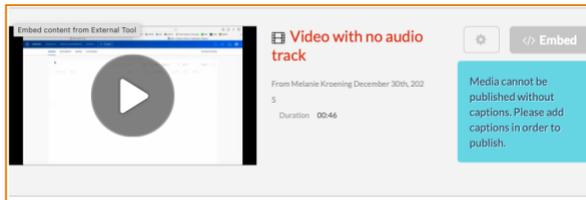
Support

Contact the Service Desk for technical help with MyMedia/Kaltura in Canvas. Additional tutorials can be found in the Knowledge Base.