

## How to Generate Captions on Your Videos

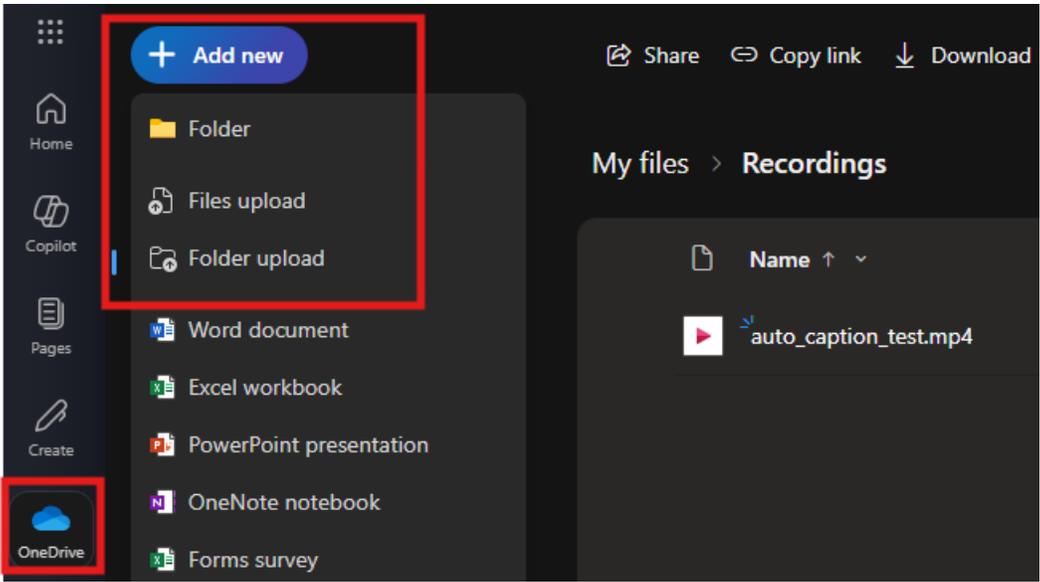
The availability of captions is required for all video content that requires an accompanying audio track to be fully understood. You can find guidance and resources on the [ADA website](#). If you have recorded lectures or any such course content, Microsoft 365 and Copilot make it easy to add captioning automatically.

These steps should only be used for content that you have personal ownership of or explicit permission to use. Uploading copyrighted material or other users' original content for any reason without permission can result in potential litigation or suspicion of unethical behavior or plagiarism.

### Step 1: Upload Your Video

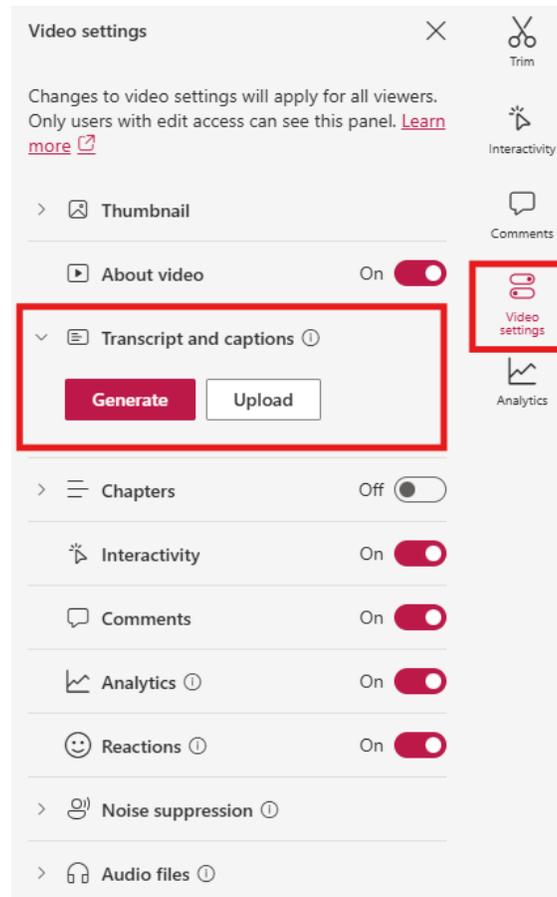
Go to your Microsoft portal at [portal.office.com](https://portal.office.com) and log in with your MVCC credentials. Access your OneDrive folder by clicking on the icon on the left side of the screen. Make sure you keep your videos well organized so that you'll be able to find them easily, e.g., by having a separate folder for each class on your schedule.

Once you've opened the folder that you want to upload the video to, you may simply drag-and-drop the file directly into it or click "Add new" on the upper-left corner and select the option to upload individual files or entire folders if needed.



## Step 2: Use the Auto-Caption Feature in Stream

When you click on your uploaded video to open it in OneDrive, a new tab will automatically open within the Stream app to let you view it. On the right-hand side of the video, click on "Video settings" to access the settings menu. The third section from the top of the list is the "Transcript and captions" section. Click there and click on "Generate".

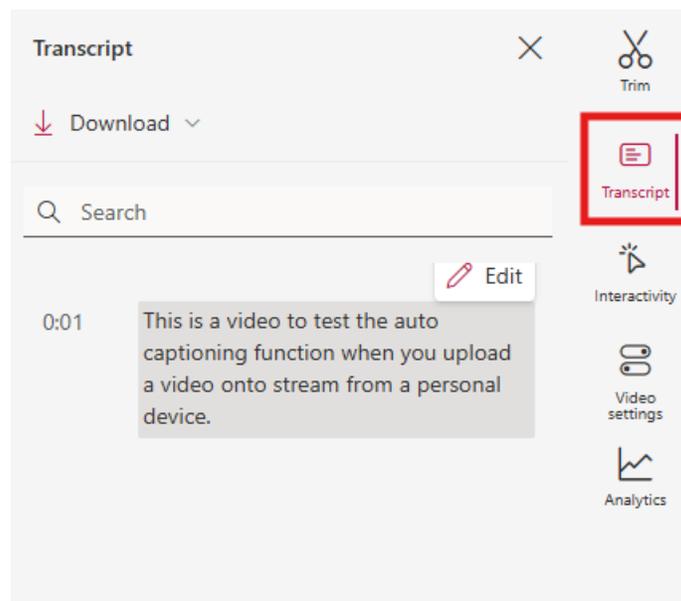


You can also adjust other options such as toggling comments and reactions. It's recommended to turn these options off if you're making your videos available to a wide audience unless you plan to request feedback. A brief description to accompany each video is recommended as well, but if you don't plan to have one, you may turn off the "About video" feature.

## Step 3: Review Your Transcript – VERY IMPORTANT

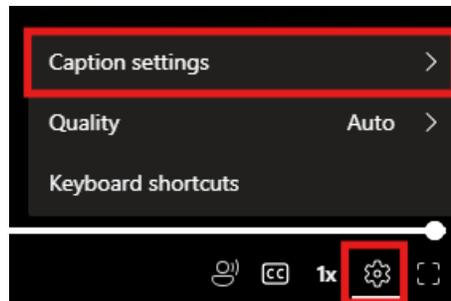
It is essential that you carefully review your transcript for accuracy to comply with the Americans with Disabilities Act (ADA) and current Web Content Accessibility Guidelines (WCAG) standards. Names of people and places are often misunderstood by the A.I., and variations in the speed, cadence, and loudness of your voice can easily result in inaccuracies.

Once your transcript is ready, you can access it through the “Transcript” tab that will appear to the right of the video. Play the video, follow along and hover your mouse pointer over any line that needs correction, then click “Edit”, and make any necessary changes.



## Step 4 (Optional): Adjust Your Caption Settings

Once you're satisfied that your transcript is entirely correct, you may click on the gear icon on the lower-right corner of your video to access the caption settings. In this menu, you can change the size and color of the text, as well as toggle background transparency, i.e., whether the words appear within a rectangular black field to make them easier to read.



## Step 5: Verify the Results (Double-Check!)

Play your video again with the captions on and recheck for any inaccuracies in the displayed text. Make sure all of it appears at the appropriate time (just as or very close to when the words are spoken), and that all of it is easy to read. The captions toggle button is on the bottom-right corner of the video.



## Tips:

### **Speak slowly and clearly.**

The faster you speak, the more likely you are to blend words together and not clearly enunciate multi-syllabic words. This will result in inaccurate captioning and require more time to edit. Maintaining a consistent volume will also help with accuracy.

### **Minimize background noise.**

If possible, record in a closed room with adequate sound isolation.

### **Use a good microphone.**

When recording by yourself, the microphone on your laptop or webcam should be good enough to provide accurate captioning if the above tips are considered. External USB microphones are available for purchase, if resources permit.