# **Create auto-captions for your Collaborate recordings**

Collaborate can automatically generate captions and a transcript of your session recordings.

**Note:** Auto-captioning is only available for recorded sessions; live auto-captioning in real time is not available in Collaborate. Also note that auto-captioning is currently only available for recordings in English.

# **How to generate auto-captions in Collaborate**

## **Go to the list of recordings in your Learn or Moodle course**

In a **Learn Ultra** course, click the ellipsis alongside **Class Collaborate** in the **Details and Actions** menu and select **View all recordings.**



If your course is using the current/old version of Learn, or Moodle, access the **Collaborate Ultra** tool and then select **Recordings** from the burger menu.



## **Enable and generate captions for the selected recording**

Find the recording you would like to generate captions for and select **Recording Settings** from the **Recording Options** menu.



In the **Recording Settings** panel, toggle on **Enable Captions**, if not already selected. Then click **Create auto-caption.**



It may take time for the auto-captions to generate. You can leave the screen and come back later to view and share them.

After the captions are created, you’ll see that captions are available from the recording list. The captions will also immediately appear in the recording player for anyone who has access to the recording.

# **Editing captions**

To improve or edit the auto-generated captions, click **Download captions** and open the downloaded **.vtt** file in a plain-text editor, such as Notepad on Windows, or Textedit on a Mac. When you have finished editing the captions, save the file, click **Upload/Overwrite captions** and select the **.vtt** file from the location you saved it.

