

How to generate automated CLOSED CAPTIONS for Blackboard COLLABORATE recordings

1. Find your RECORDING in Blackboard Collaborate
2. By default it will show NO CAPTIONS
3. Click SETTINGS and then choose recording settings

Blackboard Collaborate Ultra

Recordings

Filter by Recent Recordings

1 All Recordings Recording Usage

Session name / Recording name	Start date	Duration	Access	2 Closed Captions	3
Spring 2022 Learning and Teaching Online / recording_g.3	5/10/22, 9:01 AM	00:00:44	Course members only	No captions	
test cc / recording_1ccc	5/5/22, 11:36 AM	00:01:10	Course members only	Available	
Spring 2022 Learning and Teaching Online / recording_g.2	5/5/22, 11:31 AM	00:00:19	Course members only	No captions	

Closed Captions

No captions 3

- Watch now
- Download
- 3 Recording settings
- Copy link
- Delete

Recording settings

Details & Information

* Recording name
recording_3

Access
Course members only

Closed Captions

Create a computer generated auto-caption or upload your own caption file source. Video Text Tracks (VTT) and SubRip Subtitle (SRT) files are supported.

[Download example file](#)

Enable captions

4 [Create auto-caption](#)
English only

[Upload/Overwrite captions](#)

4. Click CREATE AUTO-CAPTION
5. Closed Captions are now AVAILABLE. Students can watch this recording with CC.

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