

How do I caption my Zoom recording?

Tell Me

These instructions will allow users to caption their Zoom session recordings

1. Select your recording options
 - a. **Faculty/Staff:** Ensure you are selecting the "Record to the Cloud" option when recording your Zoom sessions. Go to step 2
 - b. **Students:** Select the "Record on this Computer" option, once your recording is complete, go to step 3
2. **Faculty/Staff:** Zoom sessions recorded to the cloud will automatically appear in your Canvas My Media storage and will be automatically machine captioned. You may need to allow up to 24-hours for captions to complete depending on the length of the recording. Go to step 4
3. **Students:** Once you have completed a Zoom session you will receive an email from Zoom notifying you that your recording is ready, [download your recording](#)
 - a. Login to [Canvas](#)
 - b. Access a course in Canvas
 - c. [Upload the Zoom recording to My Media in Canvas](#)
 - d. Uploaded videos are automatically machine captioned - Go to step 4
4. [Edit the Captions in Kaltura](#) to ensure accuracy



Uploaded videos are automatically machine captioned

Related FAQs

- [How do I publish a video in Media Gallery in Canvas?](#)
- [How do I download a Kaltura Video in Canvas?](#)
- [Which tools can I use to create videos or presentations for my class?](#)
- [How do I caption my Zoom recording?](#)
- [What is the process for recording, editing, and sharing a video for my class?](#)