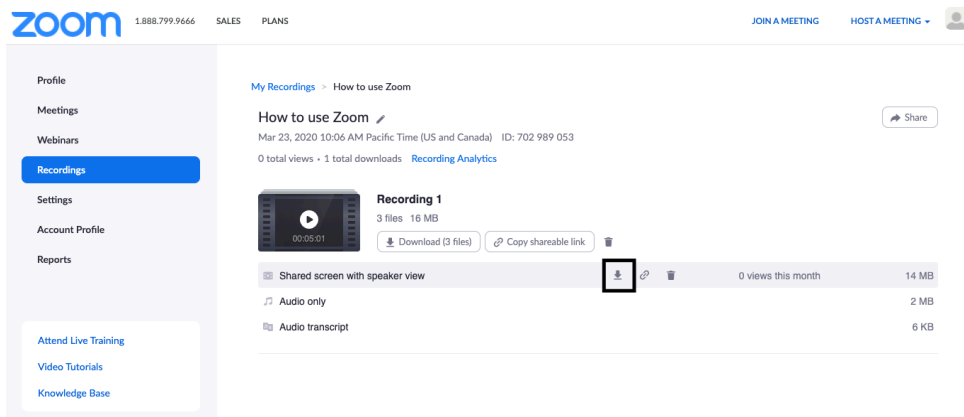


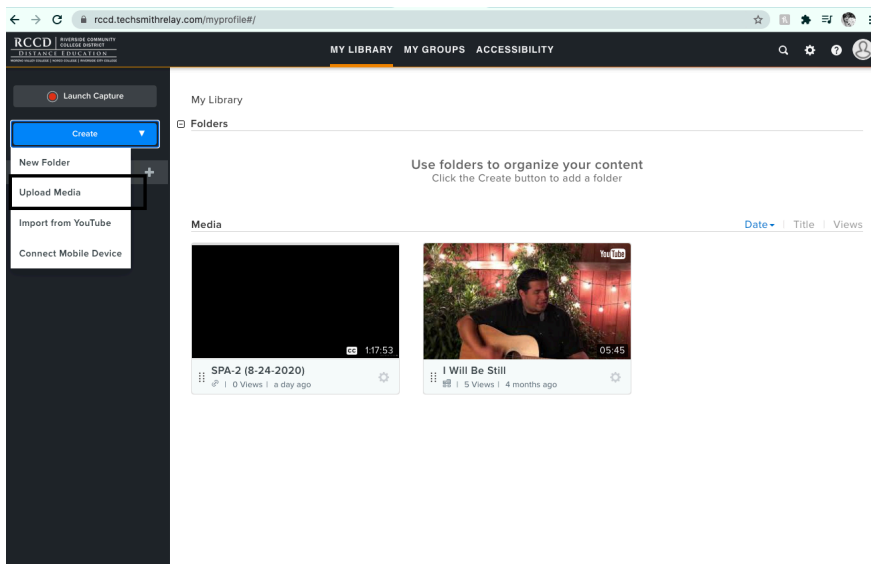
You will need to create an account: <https://www.techsmith.com/tutorial-techsmith-relay-signing-up.html>

1) Download the recorded Zoom lecture. (This might take a few minutes because of the length of the video)
You only need to download the video file.

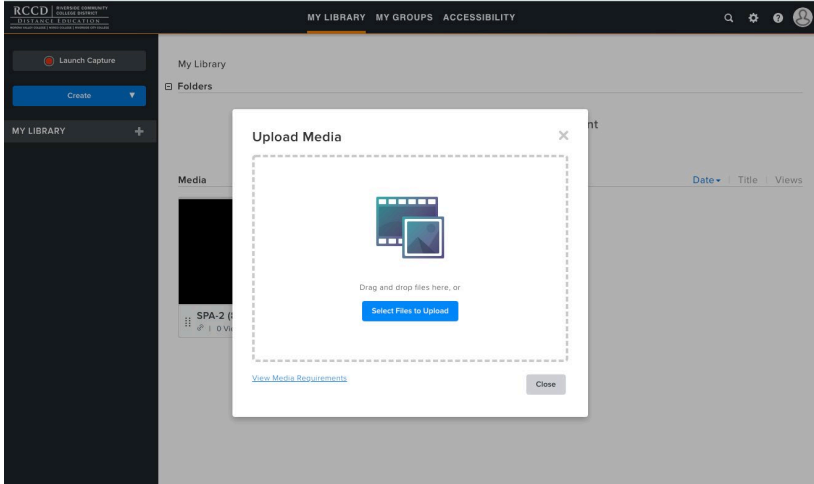


2) Upload the Zoom video to TechSmith:

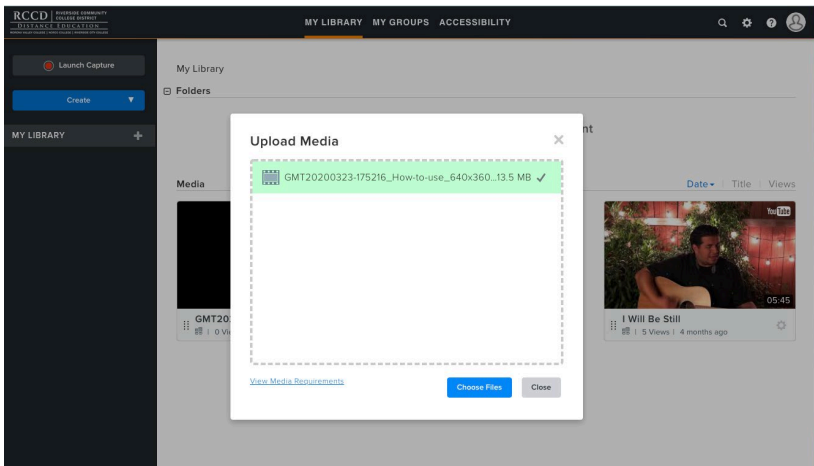
Go to "Create" and Select "Upload Media"



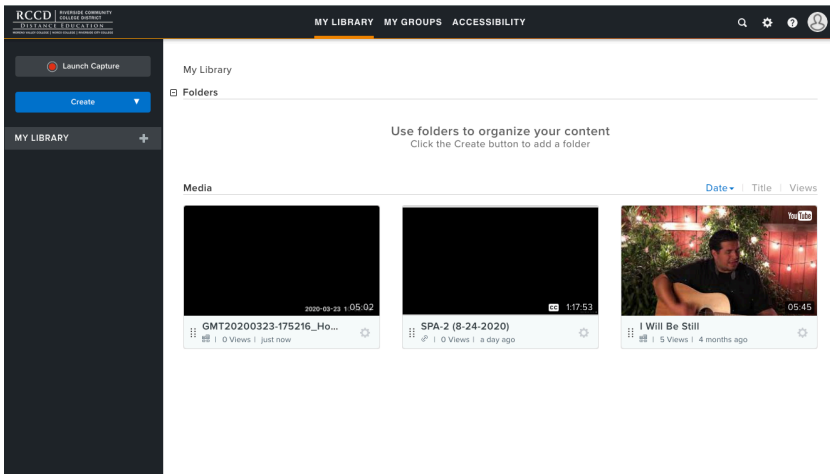
Follow the prompts to select the Zoom Video:



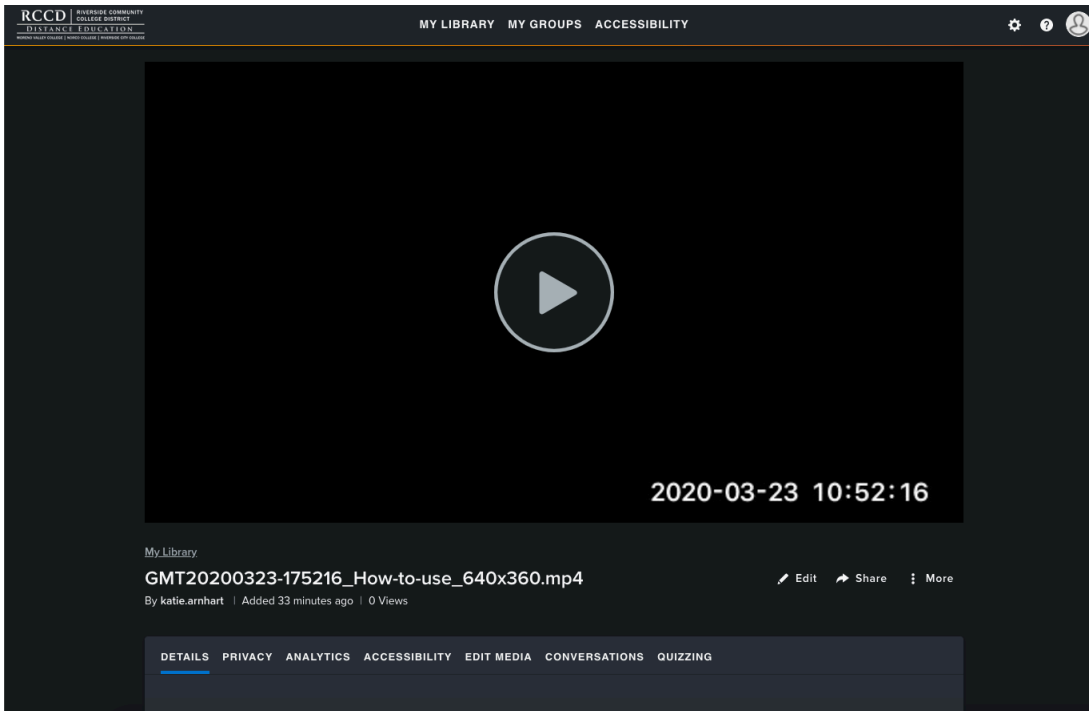
Once your file is selected it will load. Once loaded it will look like this:



You can then close the box and the video should be in your Library.

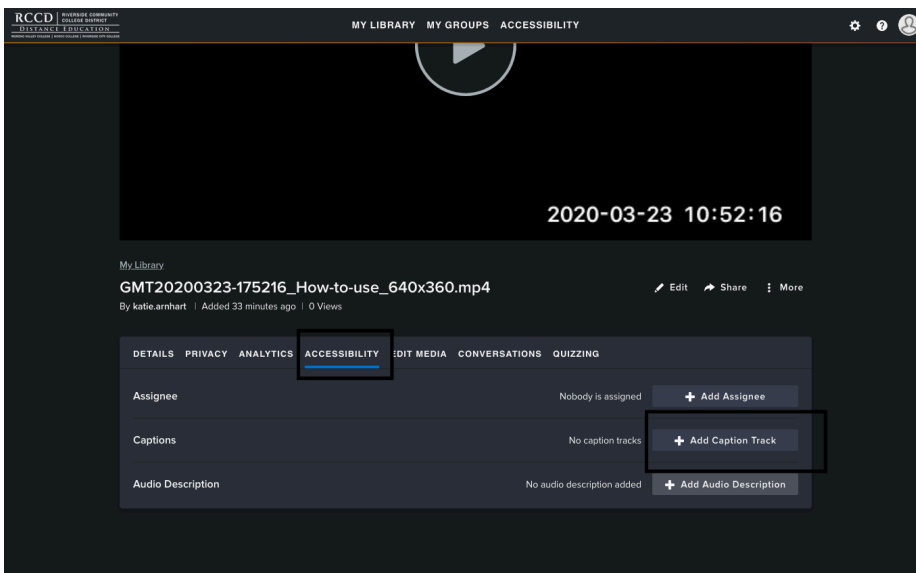


3) Open you video to begin editing:



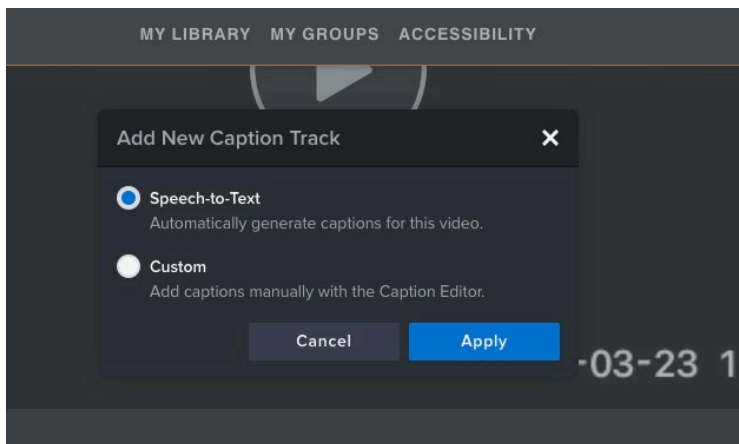
4) Adding Closed Captioning

At the bottom of the screen you will see an Accessibility tab.

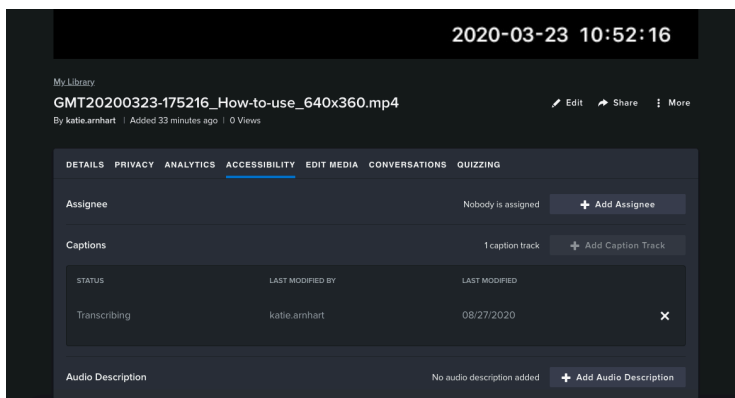


In the Accessibility tab, select Add Caption Track

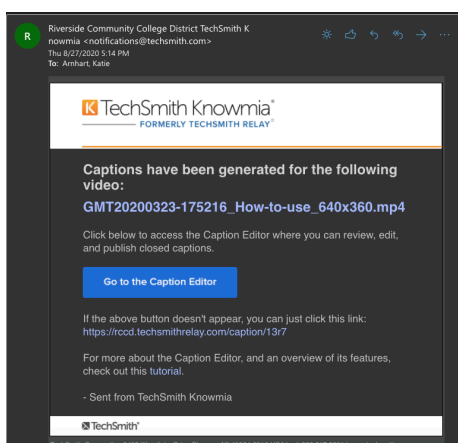
Select Speech to Text, and Apply.



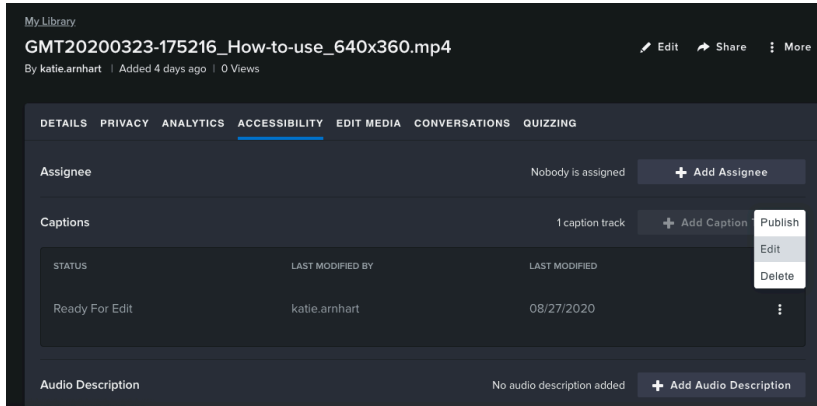
You will see the status box appear under Captioning



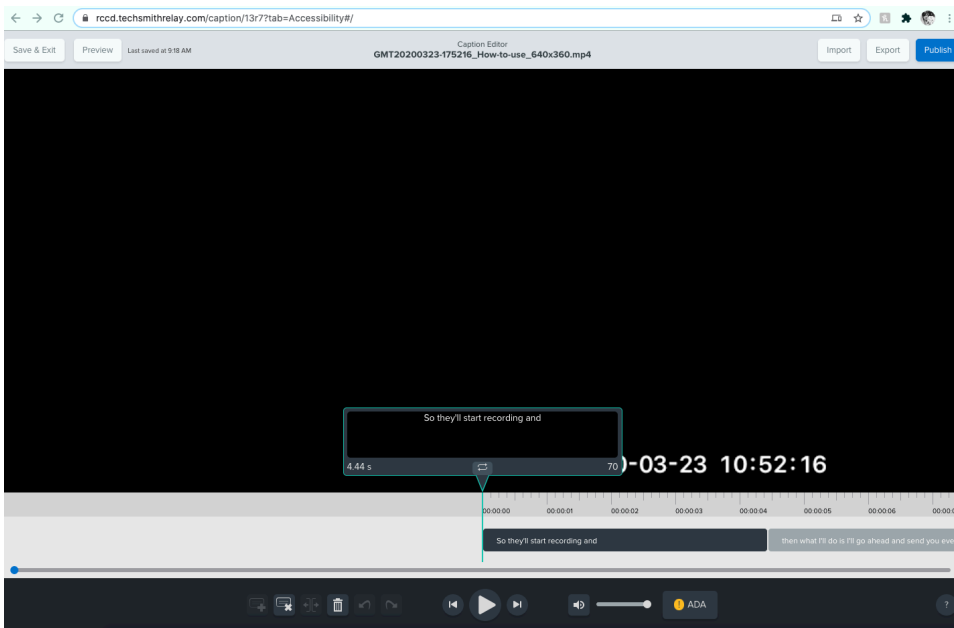
It can take time for the transcripts to generate. You will receive an email from TechSmith when CC are ready.



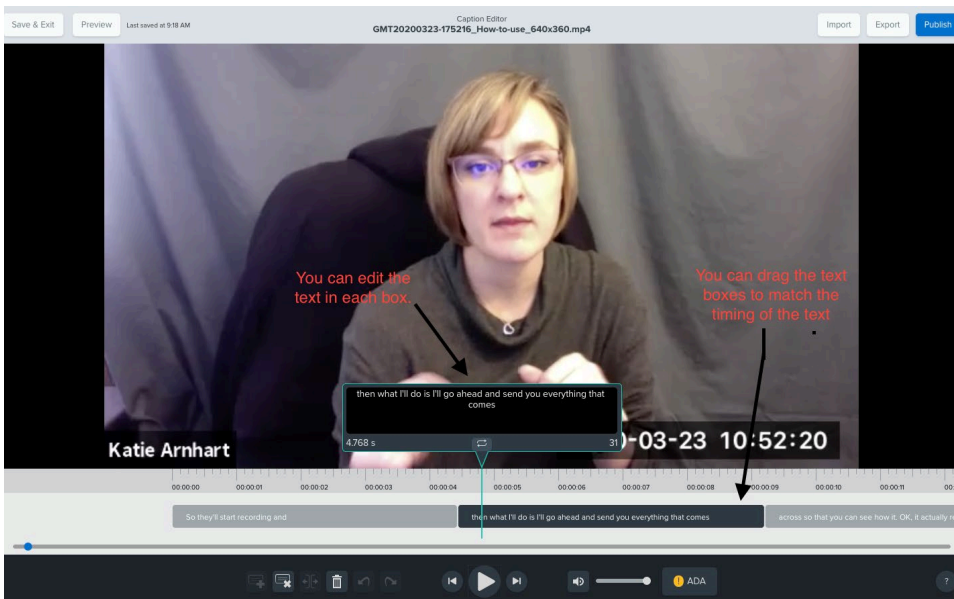
5) When you are ready to edit the CC, go back to TechSmith and access your video, go to the Accessibility tab. You will click on the 3 dots to the left and select Edit.



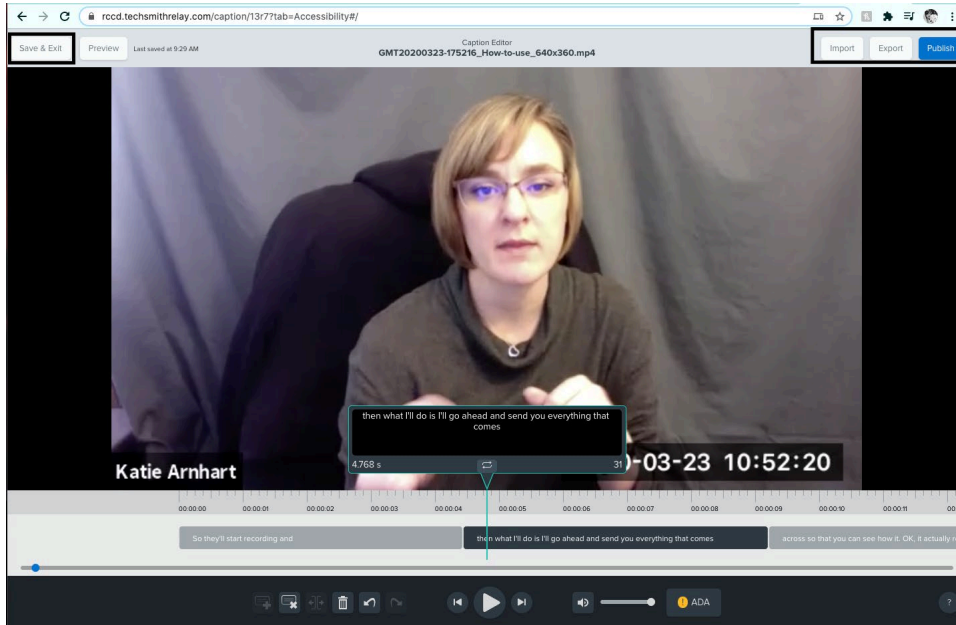
6) Once you click edit, the Caption Editor will open.



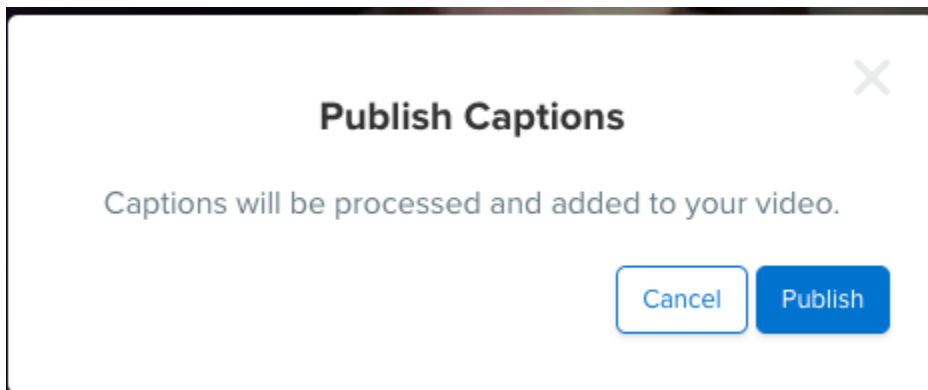
You will be able to edit the text with in the text box. You can also drag the text boxes to better match the timing of the text.



7) When you are done editing, you can save the edits. You save and come back; these edits don't need to be done all at once. Save is located at the top left.



8) When you are 100% done, you are ready to Publish your CC. Publish is at the top right. Then a window will pop up, select Publish.



It will process and then let you know that your CC are ready. It will close out of Caption Editor and take you back to your video.

9) Your video is now ready to be added to Canvas.

Additional info:

Create Your Own Closed-Captioned Videos: <https://rccd.techsmithrelay.com/tsYU>