Captioning in Blackboard Collaborate

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Assigning a Human Captioner in Blackboard Collaborate

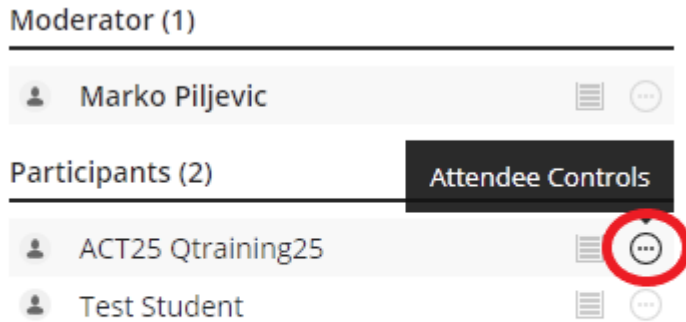Unfortunately, there is currently no integrated solution for auto-captions during a live session within Blackboard Collaborate. If you would like captions to be available to all participants within a live Blackboard Collaborate session without requiring them to use an external third-party tool, you have the option of assigning a human captioner.
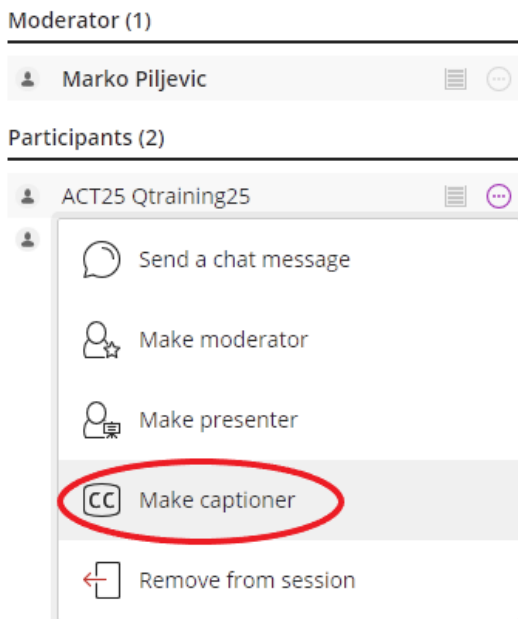
1. To assign a captioner you first need to go to the Attendees tab in the Collaborate Panel
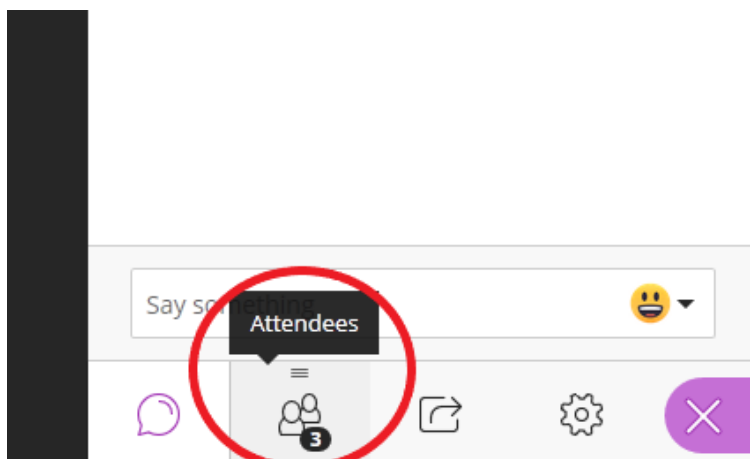
2. Find the Attendee you would like to make a captioner and click the three dots to the right labeled "Attendee Controls"

Moderator (1)

👤 Marko Piljevic   ☰ ⋯

Participants (2)   Attendee Controls

👤 ACT25 Qtraining25   ☰ ⋯

👤 Test Student   ☰ ⋯

3. In the "Attendee Controls" menu, click the "Make Captioner" option

Moderator (1)

👤 Marko Piljevic   ☰ ⋯

Participants (2)

👤 ACT25 Qtraining25   ☰ ⋯
👤
   💬 Send a chat message

   👤 Make moderator

   👤 Make presenter

   CC Make captioner

   ← Remove from session

4. When an Attendee has been made a captioner, they will see a bar at the top of the screen informing them they can provide captions, they must click "Let's get started" to begin
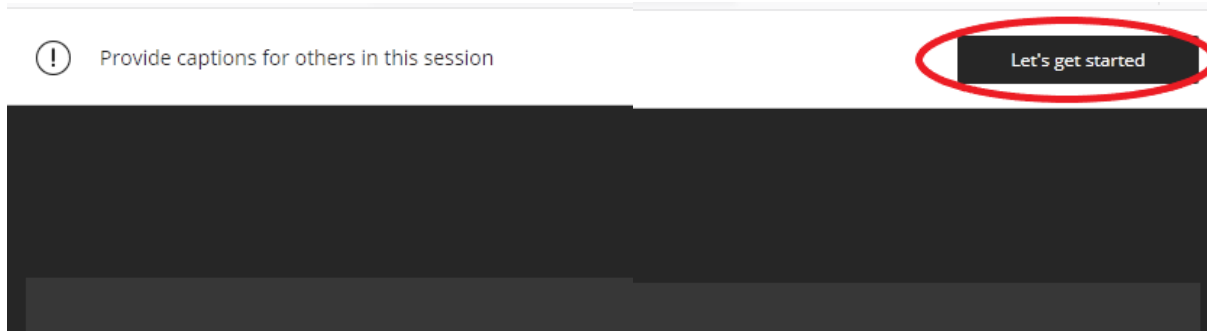

5. Your appointed captioner will then see a box at the bottom allowing them to type captions
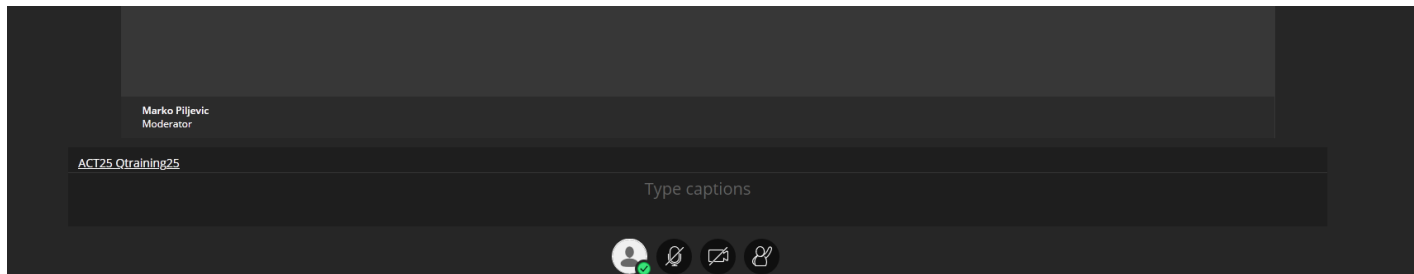
6. Once your captioner has accepted their role, other Attendees will see a message at the top informing them captions are available, and asking whether they would like to enable them
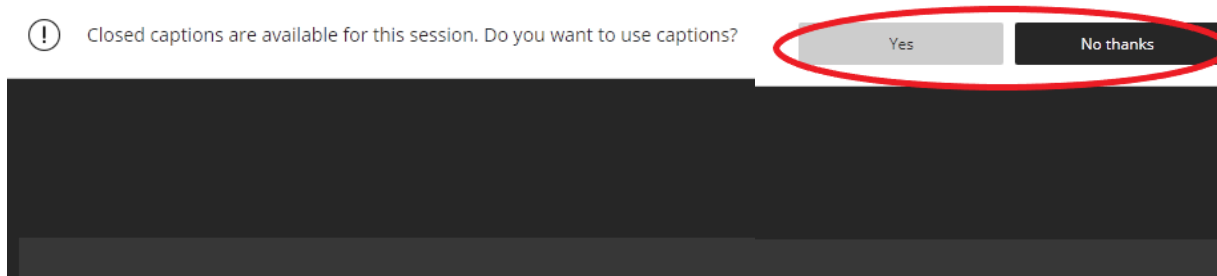
7. Blackboard Collaborate allows for multiple Attendees to be assigned as captioners at once- the primary reason to do this would be to assign captioners to multiple breakout rooms. In the main room, Attendees can select which caption stream they would like to view
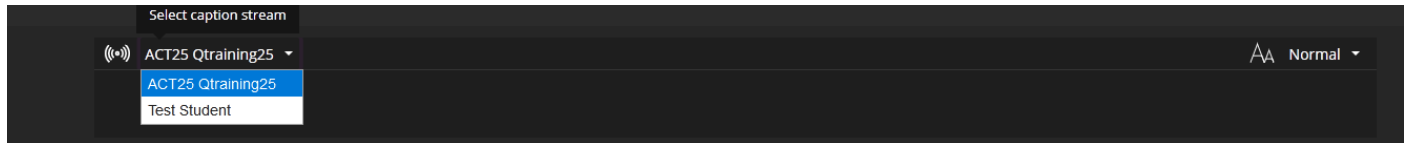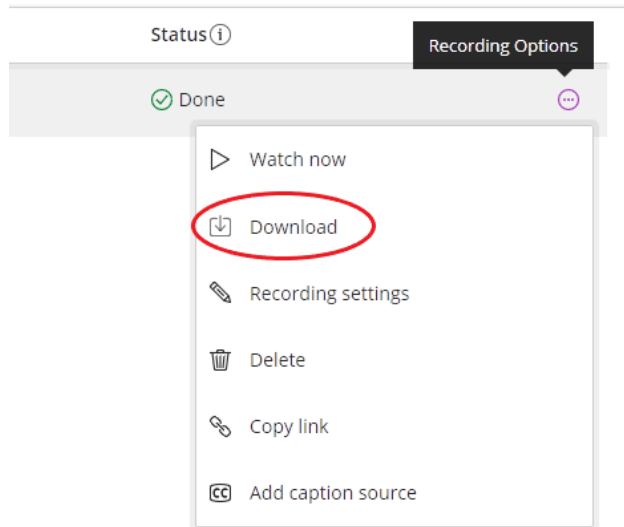

Downloading your Blackboard Collaborate Recordings

Once your session has been hosted and recorded, you may wish to add captions to the recorded video. The easiest way to do this is by uploading your recording to Microsoft Stream and using Auto-Generated captions.

1. Click on the hamburger Menu (3 horizontal lines) at the top left of the Blackboard tab in your Quercus course, and select "Recordings from the drop-down menu.
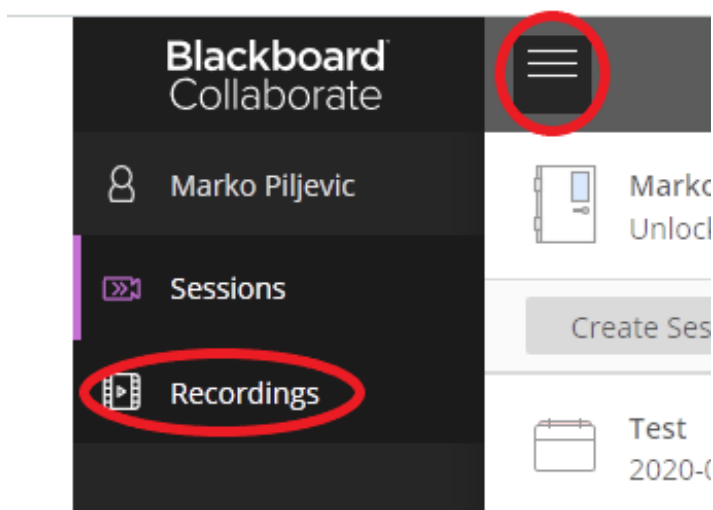
2. Find the recording you would like to caption- on the right side of the screen there will be three dots labeled "Recording Options"- click this and select "Download" from the drop-down list.

Adding Captions to your Blackboard Collaborate Recording in Quercus

1. Go to the Blackboard "Recordings" tab in your Quercus course

2. Find the recording you would like to caption and click the three dots to the right labeled "Recording Options"- select "Add caption source" from the drop-down menu
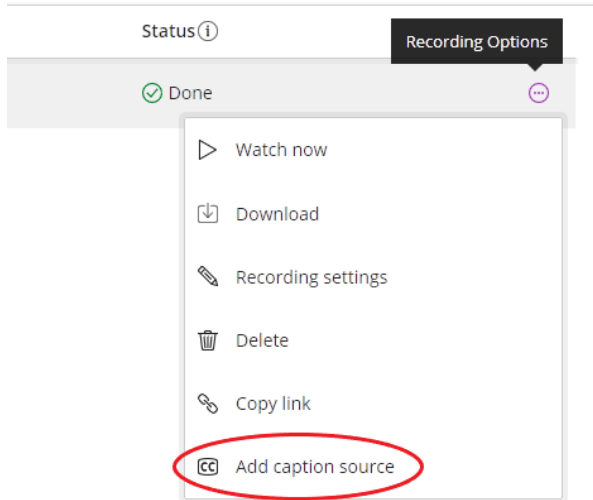
3. Browse for and upload the .vtt file you have downloaded and edited from Microsoft Stream

4. You should see a "cc" icon to the left of the "Recording Options" dots – this indicates that captions are now available for the recording

5. Viewers will be able to toggle captions on or off, and change the size of the captions while viewing the recording