



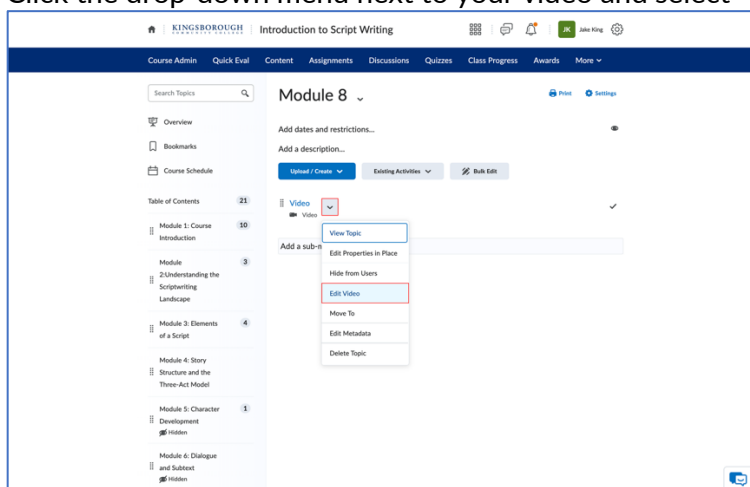
Captioning Options

Captions benefit all students in your course. Students who are deaf or hard of hearing need captions to access video content. Non-native English speakers use captions to follow lectures more easily. Students studying in quiet spaces like libraries or on noisy subway commutes rely on captions when they cannot use audio. Research shows that captions help all learners follow complex terminology, take better notes, and review material more efficiently. When you caption your videos, you remove barriers and support better learning outcomes across your entire class.

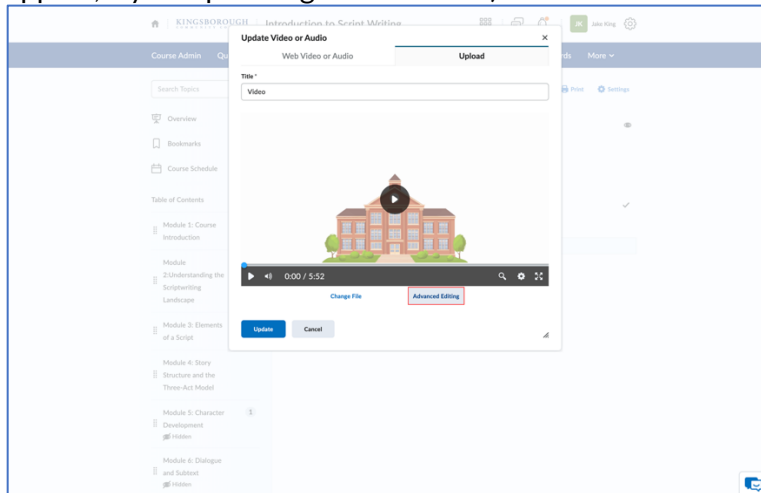
This guide presents free captioning methods ranked by efficiency and ease of use. You will find step-by-step instructions for the three most practical approaches, starting with the fastest option that requires the least technical skill. Each method works with tools you already have access to through CUNY, so you can choose the approach that fits your workflow and technical comfort level. Follow the first method if you want the quickest path to captioned videos or explore the alternatives if your situation requires a different approach.

Method 1: Adding Video in Brightspace Content

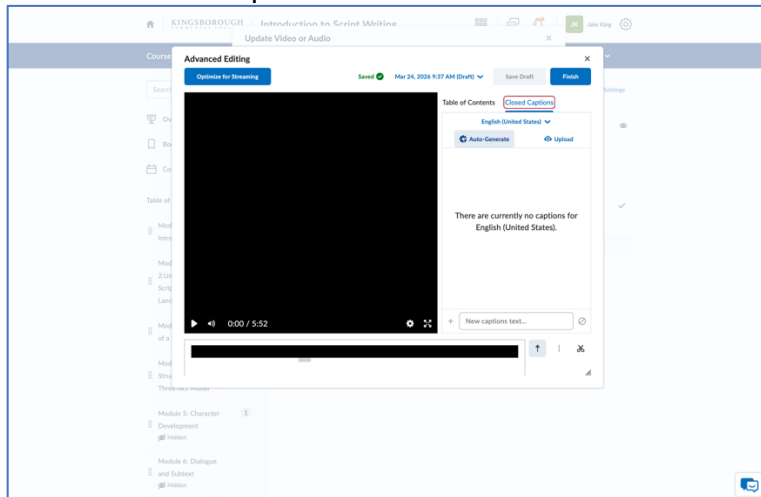
- Click the drop-down menu next to your video and select “Edit Video”.



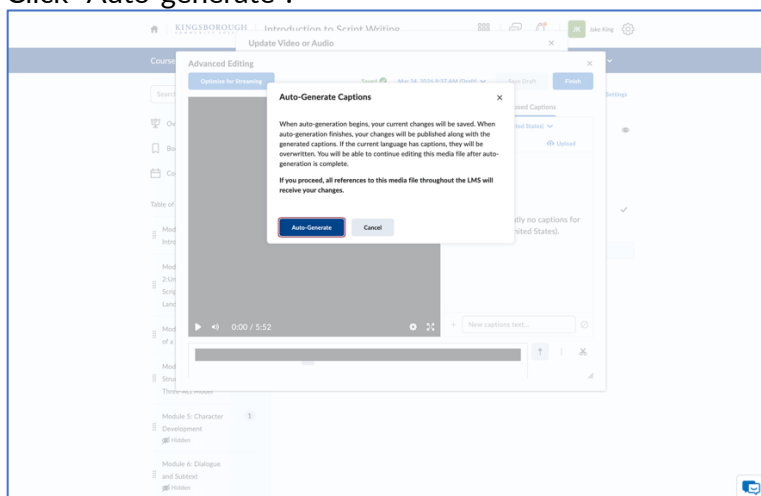
- At the bottom of the video display, click "Advanced editing" link (Note: If this option doesn't appear, try re-uploading the video file).



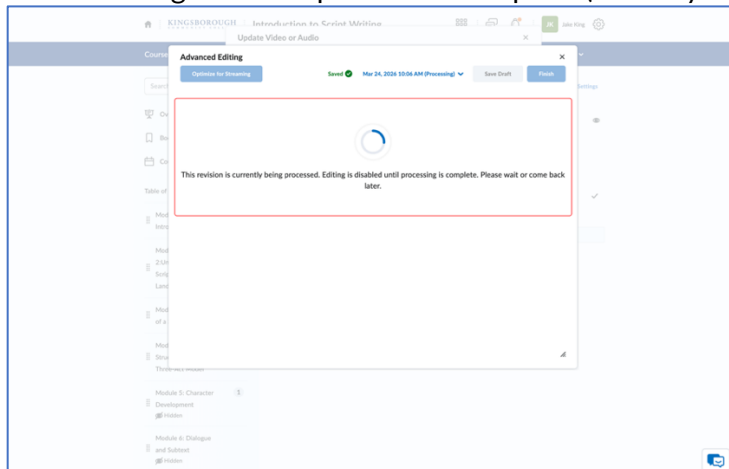
- Click on "Closed captions".



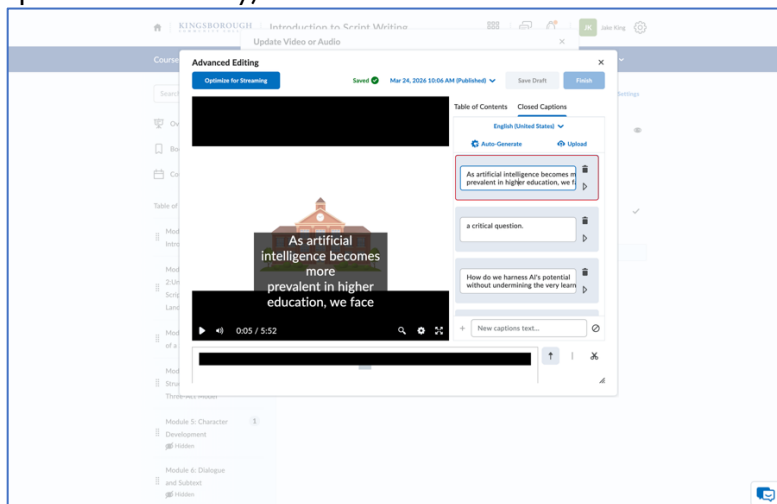
- Click "Auto-generate".



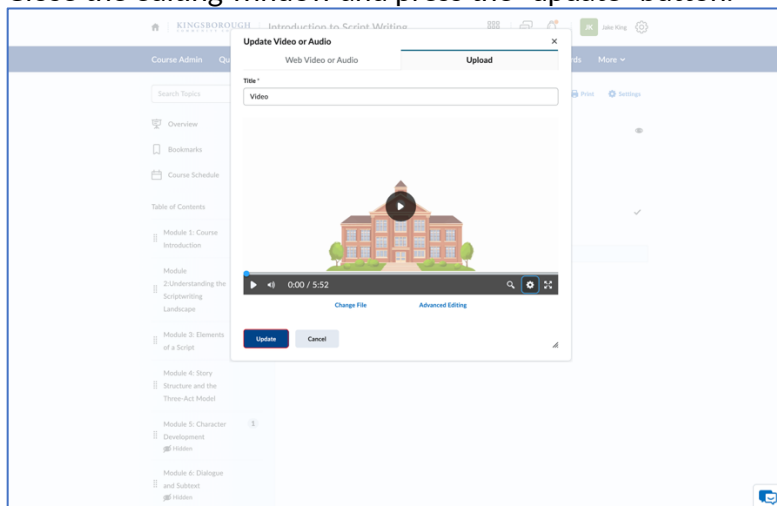
- Wait for the generation process to complete (this may take several minutes).



- Review and edit the captions for accuracy (especially technical terms, names, and discipline-specific vocabulary).



- Close the editing window and press the "update" button.

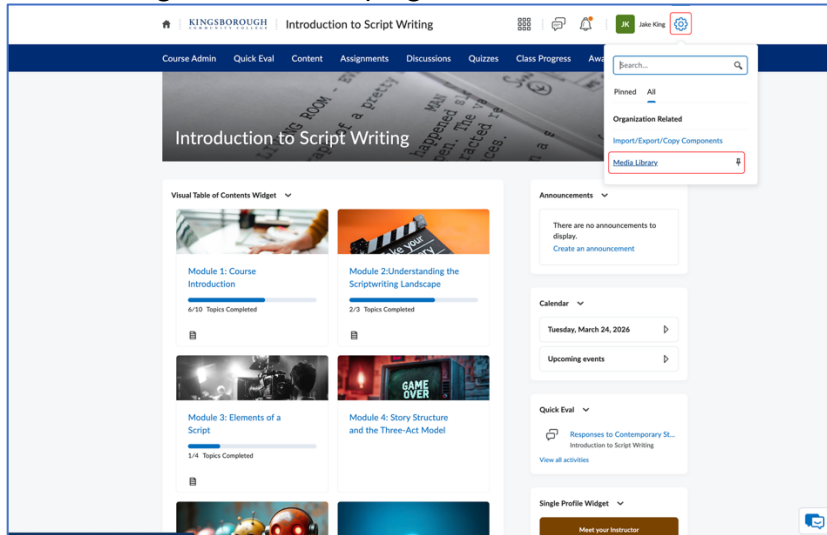


This is the fastest method, no external tools needed, captions stay within Brightspace, but auto-generation may be slow; accuracy varies with audio quality.

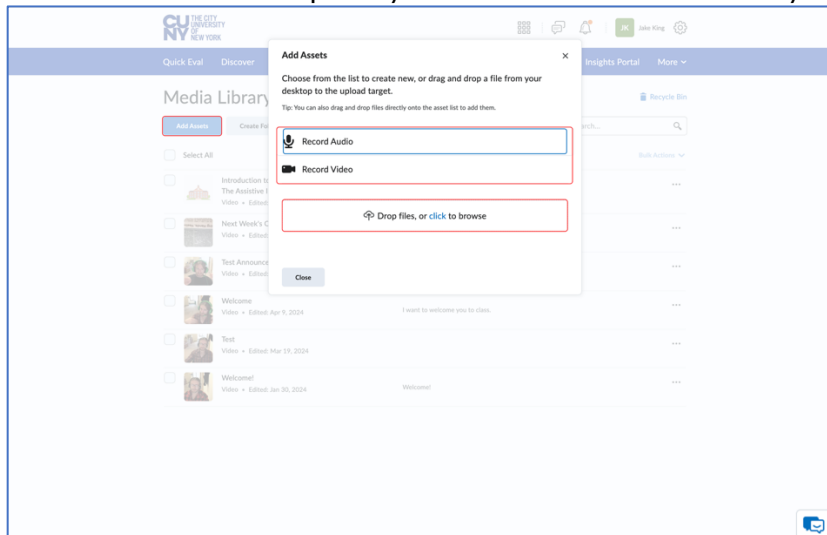
Method 1a: Brightspace Media Library with Auto-Captioning

This method is best for new recordings or videos you're uploading for the first time.

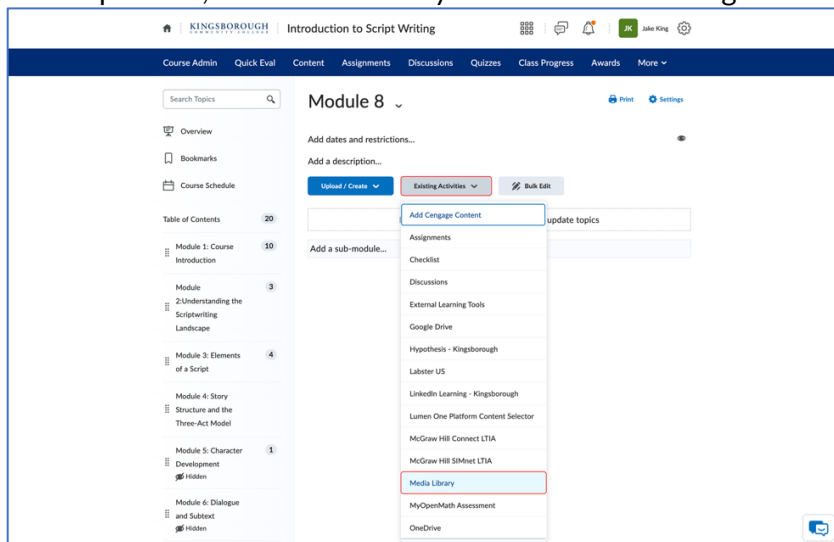
- Click the cogwheel in the top right corner and click “media library”.



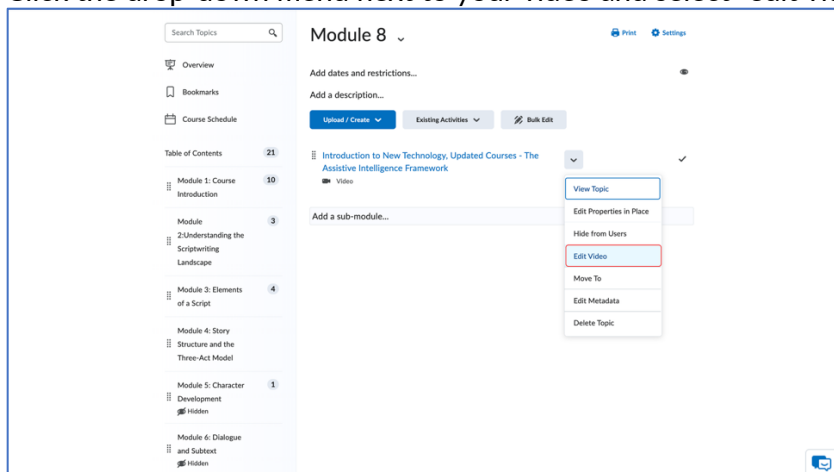
- Click “add assets” and upload your video file or record directly in the media library.



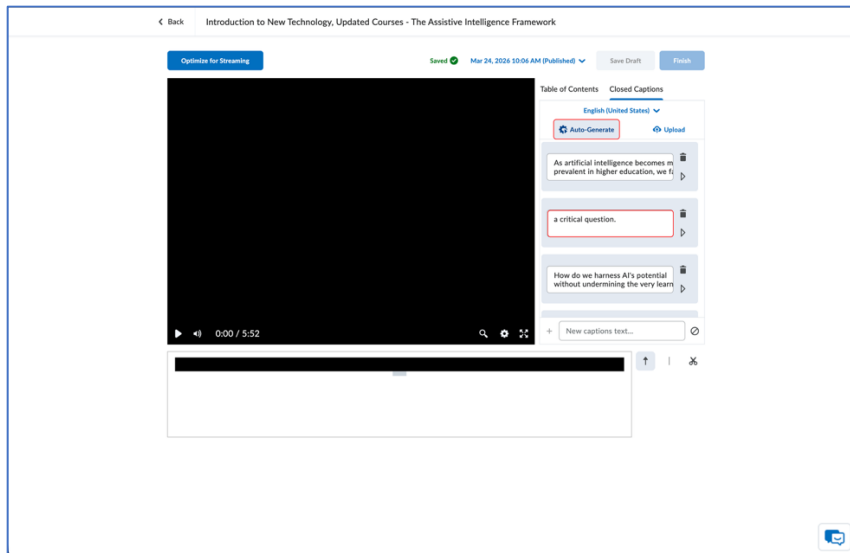
- Once uploaded, add the video to your course via existing activities.



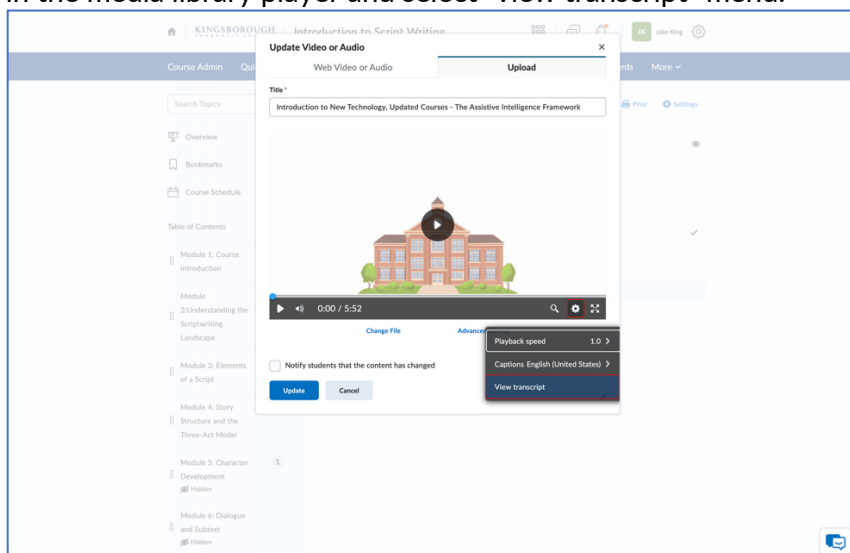
- Click the drop-down menu next to your video and select “edit video”.



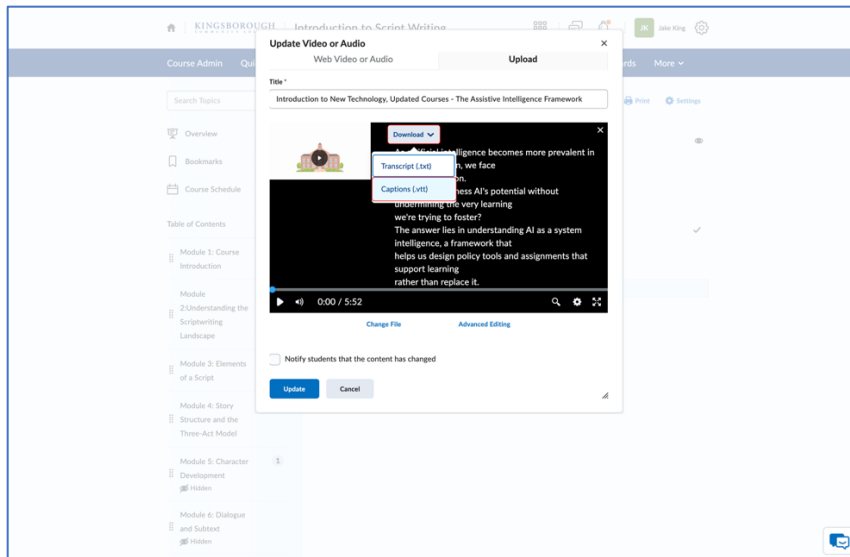
- Use the auto-generate captions. Click on the caption editor to review the auto-generated captions. Manually review and correct any errors (technical terminology, speaker names etc.).



- Save your edited captions.
- If desired, download the captions as a .vtt file for backup or reuse. Click the cog/settings icon in the media library player and select "view transcript" menu.

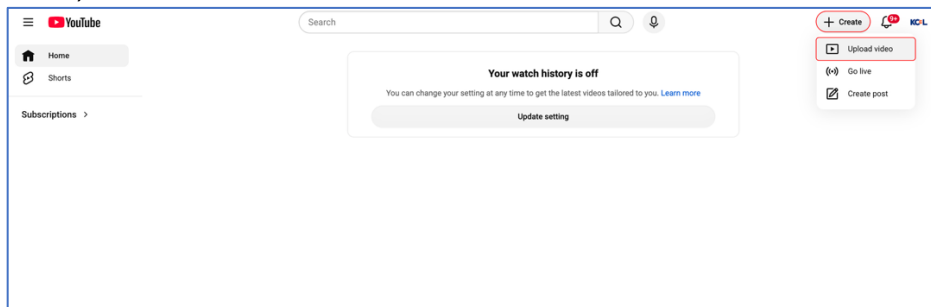


- Click download on top of the pop-up menu, and then choose the VTT download option.

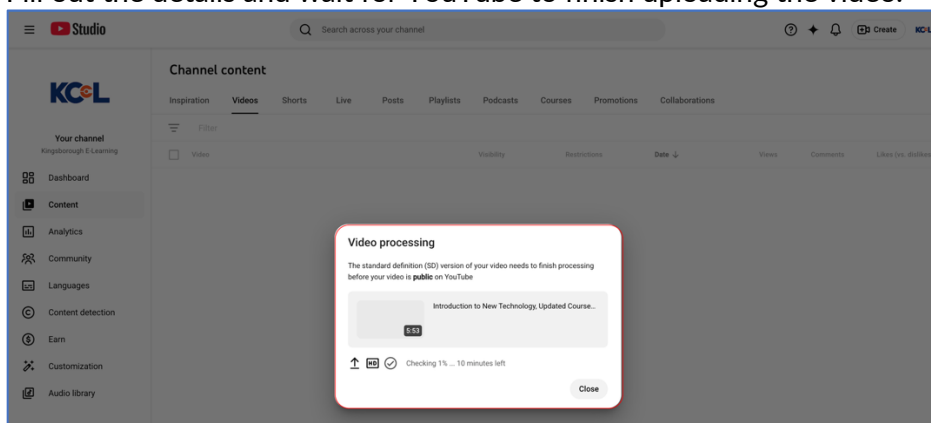


Method 2: Uploading to YouTube, then Adding to Brightspace

- Log in to Google and access YouTube. Then click the “create” button on top and upload your video/audio.



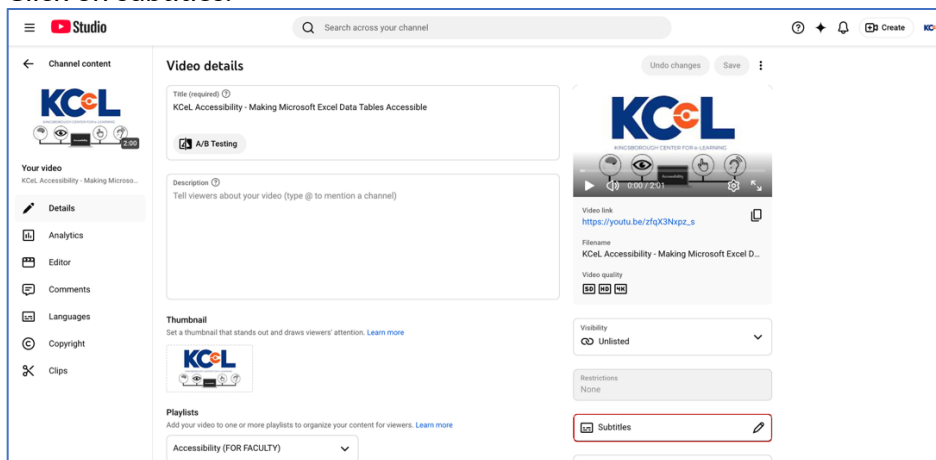
- Fill out the details and wait for YouTube to finish uploading the video.



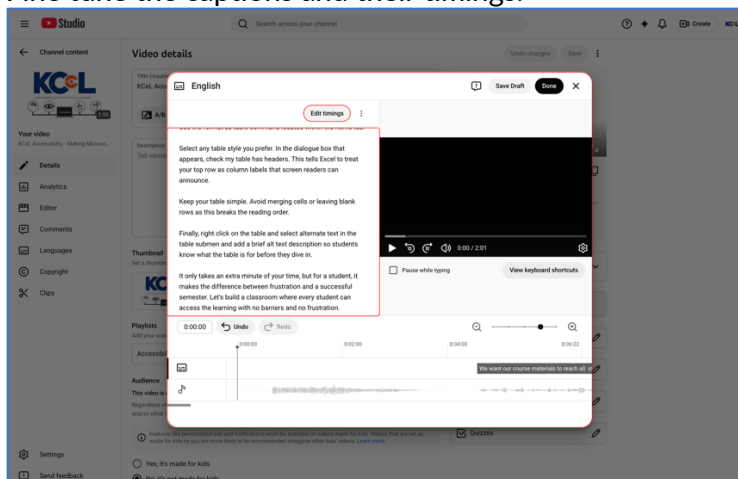
- Give YouTube a few extra minutes and captions should automatically be created.
- Go to your video and click on the cogwheel at the bottom of the video frame to view subtitles.



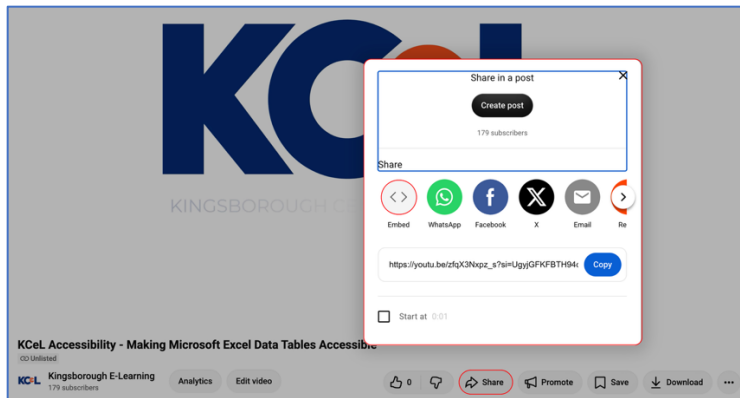
- If you wish to edit captions, click on “Edit Video” and you will be brought to YouTube Studio.
- Click on subtitles.



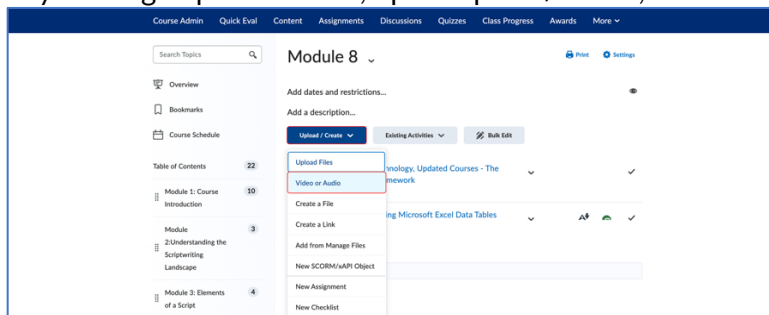
- Fine tune the captions and their timings.



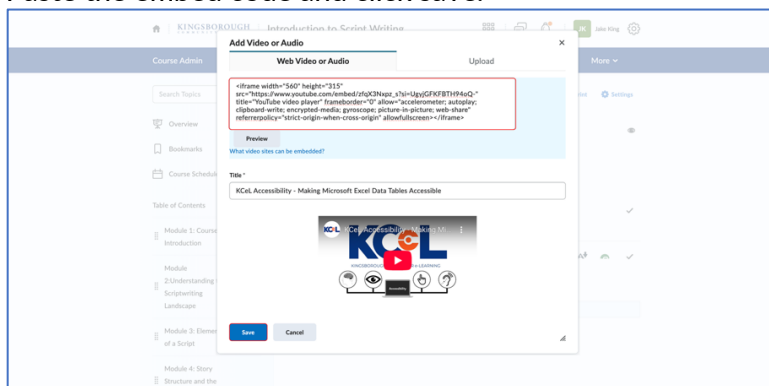
- Go back to your video, click share, and copy the embed code.



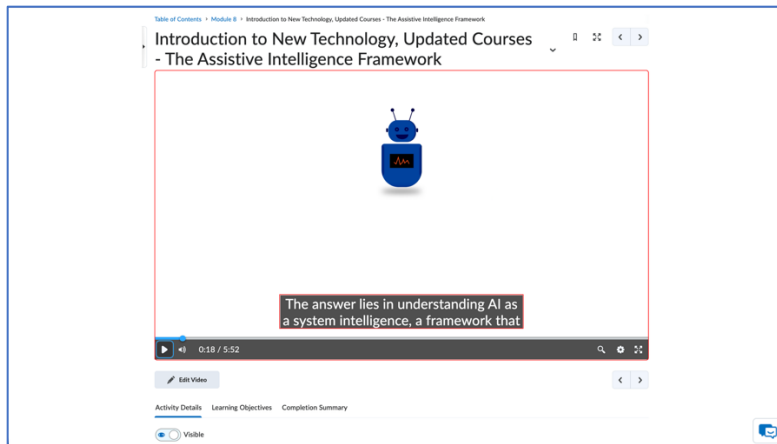
- In your Brightspace module, open “upload/create,” and click “video or audio”.



- Paste the embed code and click save.

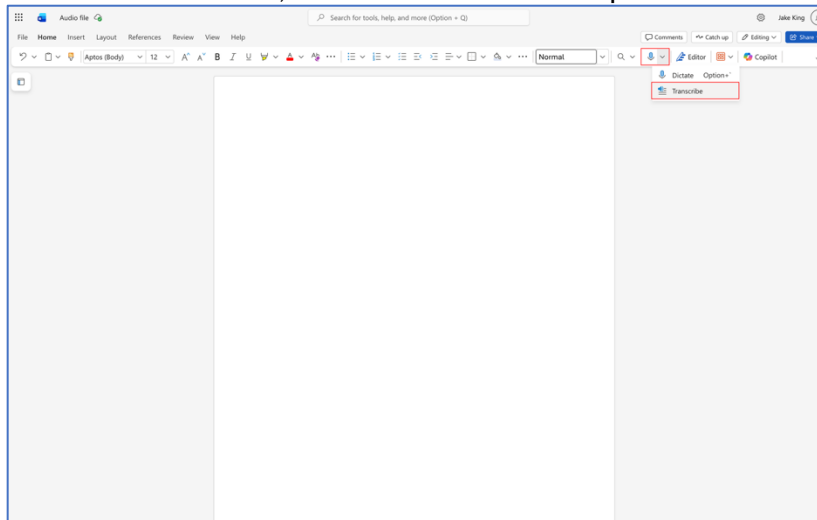


- Go to your newly created video, and you will see that the video is visible, as are your captions

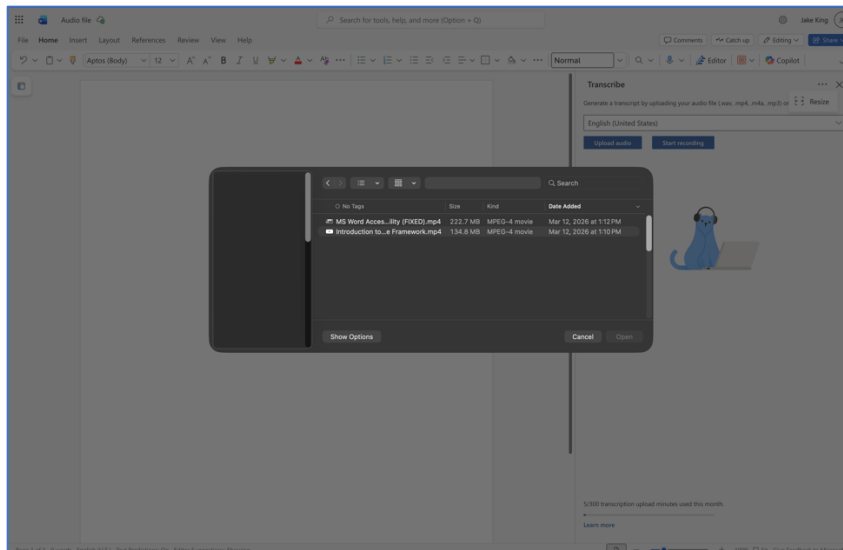


Method 3: (Most Technically Challenging) Microsoft Word Transcribe + Manual Upload

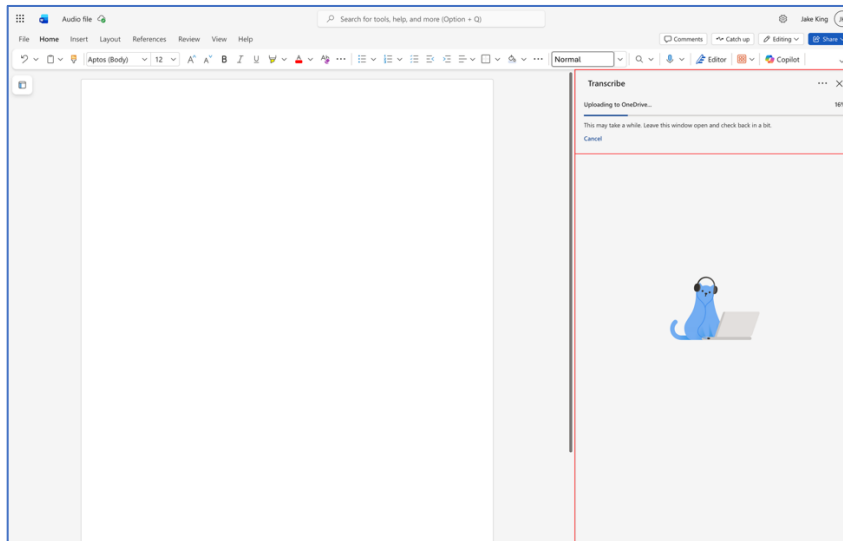
- Open Microsoft Word (desktop or online version)
- Go to the "home" tab, click on the "dictate" dropdown menu and select "transcribe"



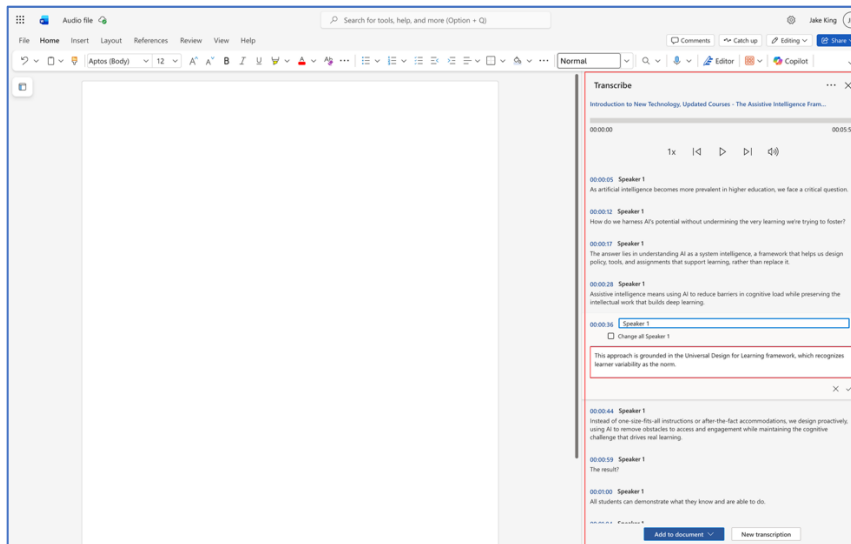
- Upload your video or audio file



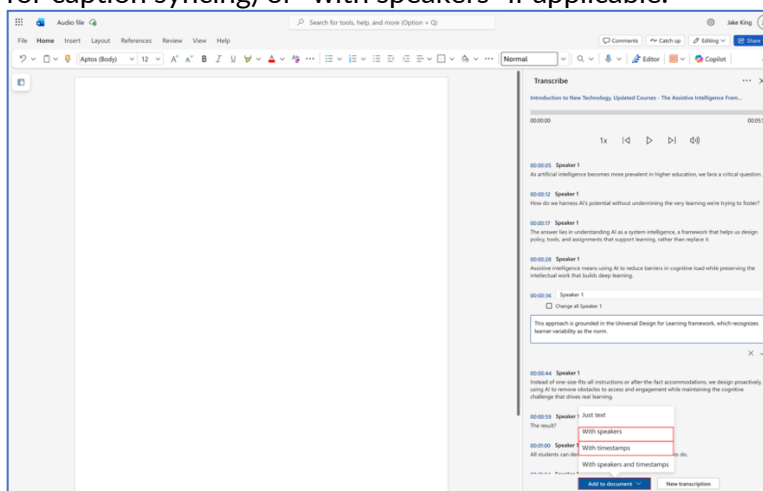
- Wait for Microsoft to transcribe the content.



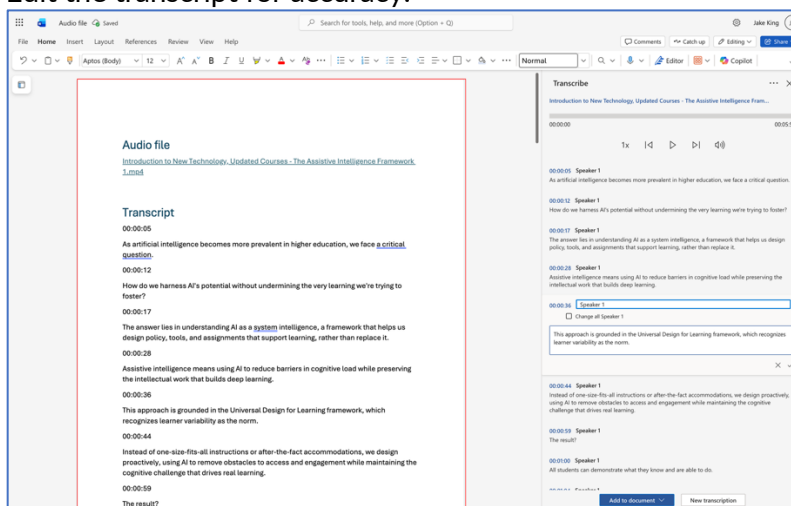
- Review the transcript in the “transcribe” pane on the right-hand side.



- Click "add to document." Then choose between two options: "with timestamps" (important for caption syncing) or "with speakers" if applicable.

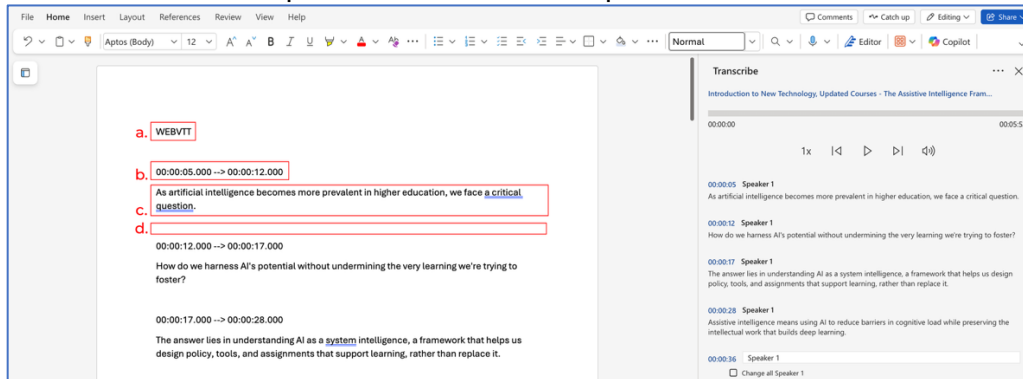


- Edit the transcript for accuracy.

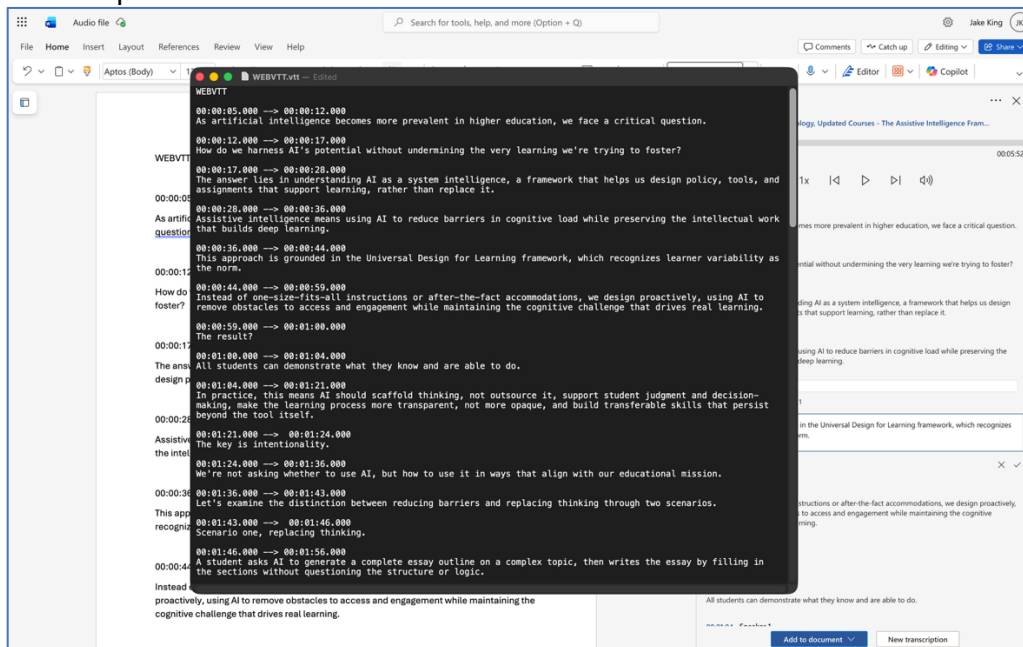


Convert to WebVTT Format

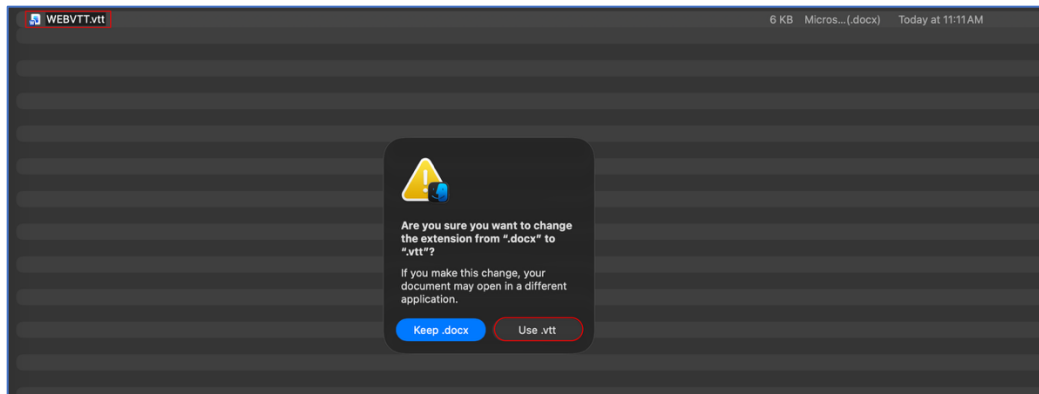
- Format the transcript as a WebVTT file (.vtt):
 - a. Start with the line: "WEBVTT"
 - b. Format timestamps as: 00:00:00.000 --> 00:00:05.000 (Note: Microsoft Word provides "in-points" for each subtitle, but no "out-points." So, add the beginning of the next subtitle as the end of the previous subtitle).
 - c. Add caption text below each timestamp.
 - d. Include a space in-between each caption.



- Copy the entire transcript with the document and paste it into a basic text app like "TextEdit" or "Notepad."

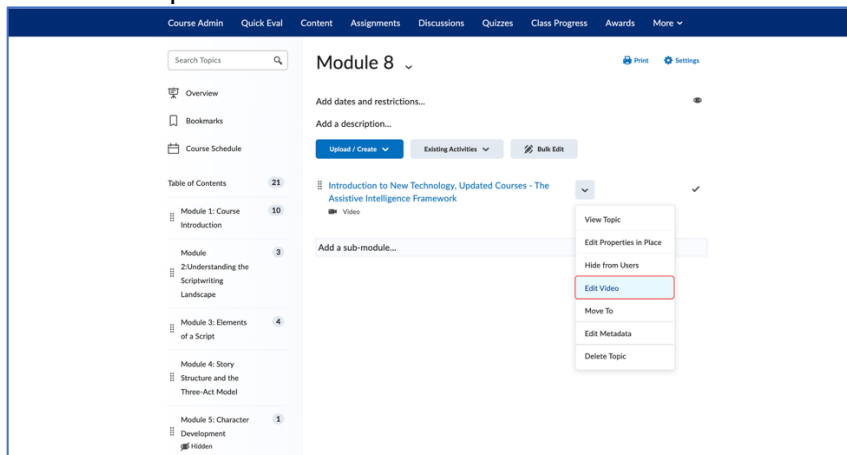


- Save the transcript with a ".VTT" extension (You may have to rename it manually in your documents).

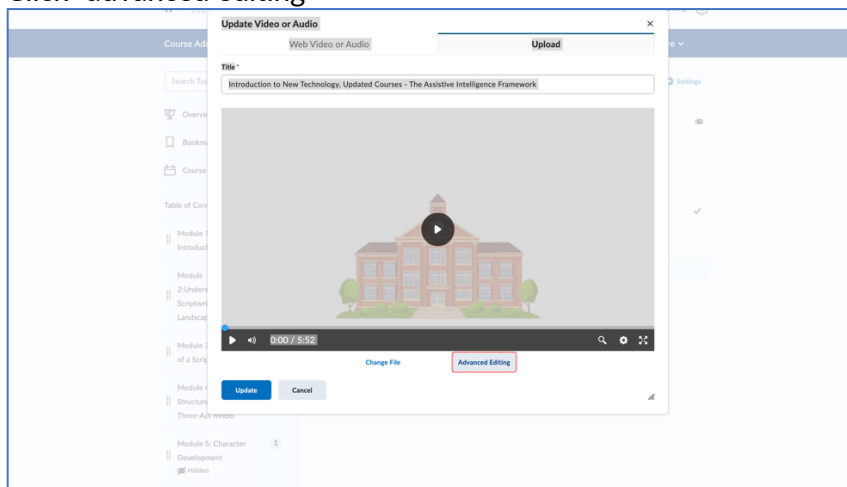


Upload to Brightspace

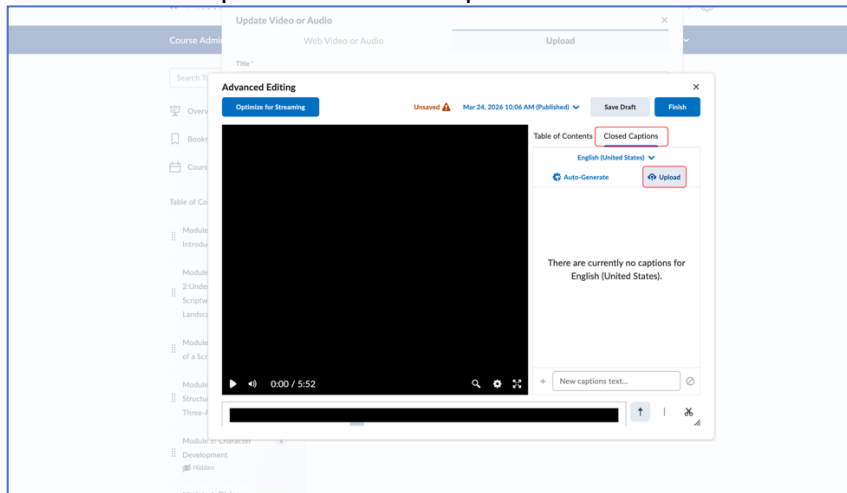
- In Brightspace, navigate to your video in content.
- Click the drop-down menu next to the video and click “edit video”.



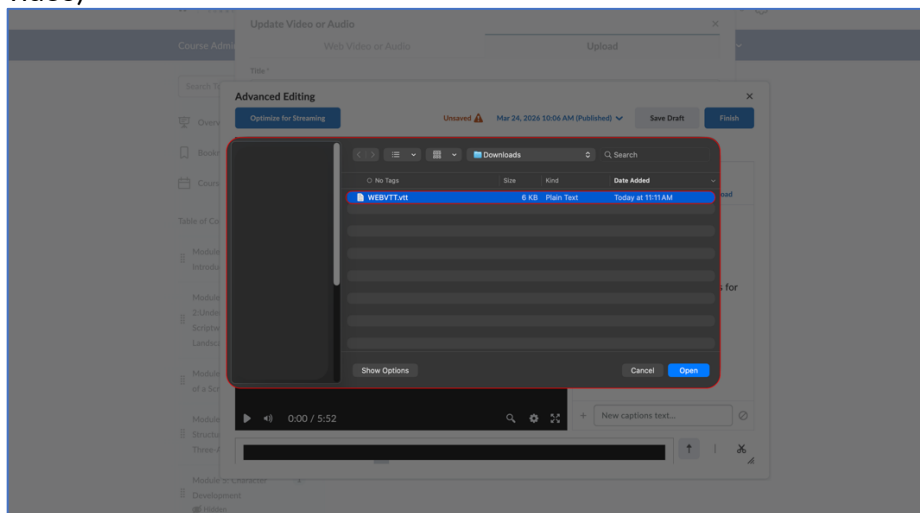
- Click “advanced editing”



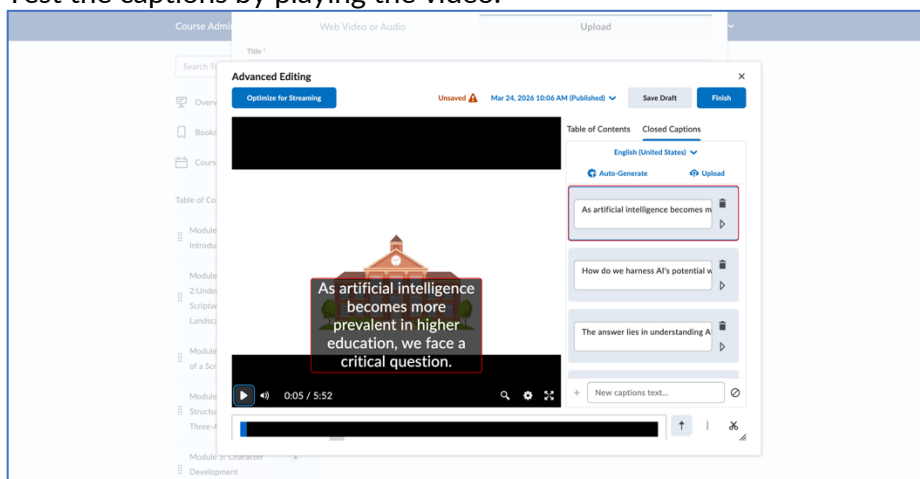
- Select "closed captions" and click "upload"



- Browse and select your .vtt file, then upload the file (it will be stored in a subfolder with your video)



- Test the captions by playing the video.



This method allows for more control over transcript quality, works when auto-generate isn't available but also more time-intensive, and perhaps more challenging.