Captions for Classes making your teaching more accessible

When teaching, we encourage a Universal Design for Learning (UDL) approach to support an accessible and equitable learning experience for all students. A simple and effective step you can take is to enable captions in both live and recorded sessions. Providing Captions supports a more equitable learning experience and improves the overall student experience. Below are some common scenarios and tools where live captions can be enabled, depending on how you deliver your lectures.

- UDL recommends providing multiple ways for learners to perceive information. Captions and live captions address this by offering an alternative to auditory information, ensuring spoken content is accessible regardless of hearing ability, language background, or learning context.
- Support multiple ways to perceive information | CAST UDL Guidelines

Live Captions

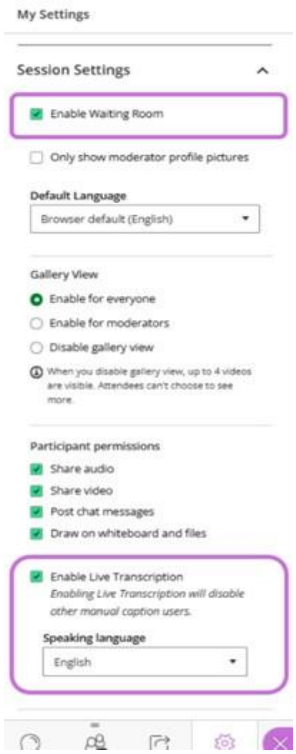
Live captions provide real-time text of spoken content, improving understanding and engagement for all learners. They are helpful in everyday situations such as noisy environments or poor audio quality, and are essential for some students, including those with hearing loss, neurodivergence, learning disabilities, or English as a second language. In line with Universal Design for Learning (UDL), we encourage live captions as a standard inclusive teaching practice that benefits everyone.

Important Tips

- Live captions in Collaborate are available but must be enabled at the start of each session. If live captions are turned on, there is no need to generate captions later after the session recording is complete.
- Please ensure autocaptions are generated for previously recorded sessions if live captions were not enabled during the session, to support accessibility and content review.
- Position the microphone close to your mouth, but not directly in front of it.
- Test your microphone and captions before the session starts.
- Avoid speaking over videos or other audio.
- Use clear, plain language and avoid talking while moving away from the microphone.
- Repeat student questions before answering so they are captured in the captions.
- If there is more than one presenter, ensure each speaker has their own microphone, or speaks close to the microphone when using a shared or stand microphone.

1. Live Captions in Collaborate

As a recent update, Collaborate now includes a feature that allows lecturers to enable live captions during online classes. When live captions are enabled, they are automatically included in the session recording.



Enable Live Transcription

Only moderators can enable live transcription.

- Open the Collaborate Panel.
- Select Settings.
- Expand Session Settings.
- Check Enable Live Transcription.

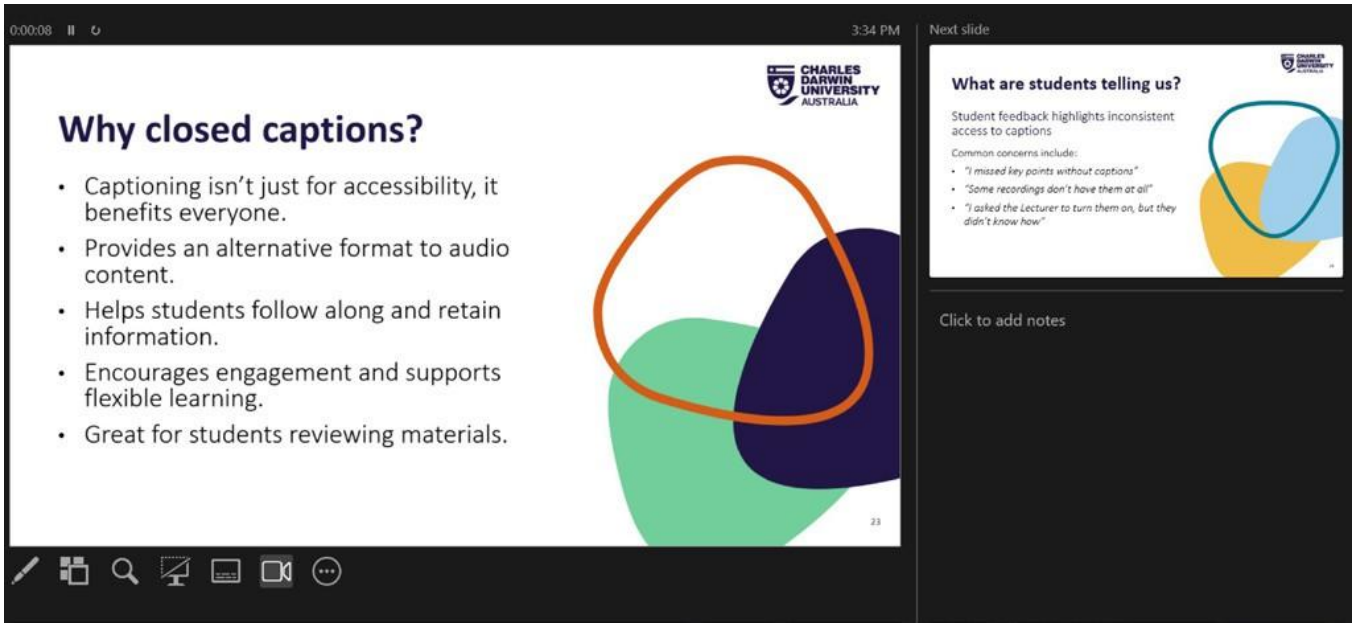
Optionally, change the Speaking language. English (US) is selected by default.

Note: This choice controls the language used in recordings, captions, and transcript downloads.

Everyone in the session will get an alert letting them know that closed captions are available!

2. Captioning in PowerPoint

When presenting in Slide Show view, you can enable subtitles to display real-time captions of what is being spoken. Once enabled, PowerPoint automatically turns on live captions for your presentation.



Turn the feature on or off while presenting

When you're giving a presentation and want to turn the feature on or off:

- Click the Toggle Subtitles button from Slide Show View or Presenter View, on the toolbar below the main slide:

In Slide Show View:



In Presenter View:



You can also toggle subtitles from the right-click menu, or with the shortcut key J.

Always enable subtitles for presentations

If you want captions to start automatically:

- Go to Slide Show tab in the ribbon
- Select Always Use Subtitles
- Subtitles will now start automatically for all slide shows
- Live transcription will appear on screen when presenting

3. Windows In-built accessibility settings.

Windows 11 offers built-in feature called Live Captions. This can show captions for any audio playing on your computer, such as videos. You can also use Live Captions to capture and caption your own voice.

Note: Live Captions is only available on Windows 11. It is not supported on Windows 10 or earlier versions.

Turn on live captions

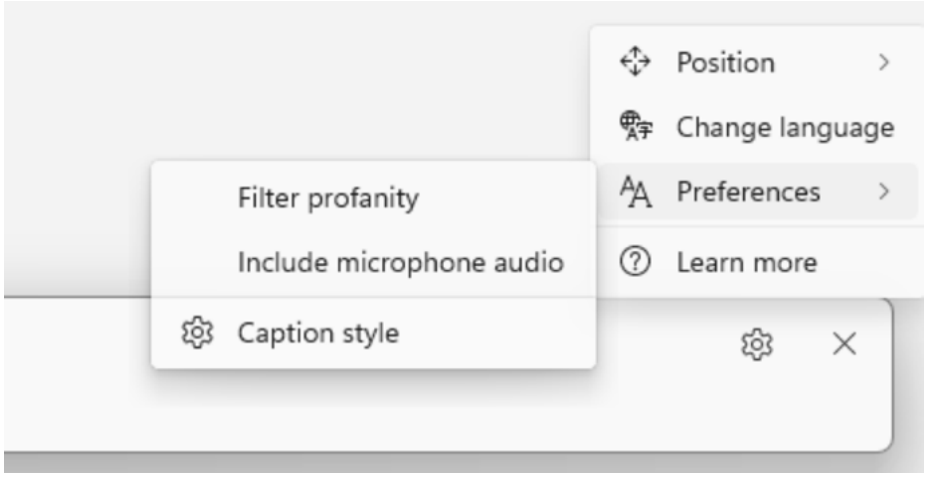
- Press **Windows key + Ctrl + L**
- First use may prompt a language pack download
- After setup, captions can be turned on or off anytime by pressing the same keys.

Using live captions

- A caption toolbar appears on screen
- It Captions videos, meetings, and other audio (e.g. YouTube)

To caption your own voice:

- Select Settings → Preferences
- Turn on Include microphone audio



Here's a quick link to a video if you want to have at the official guide:

Use live captions to better understand audio - Microsof t Support

4. Using live captions in Microsoft Teams meetings

Live captions are enabled by default in Teams. In most cases, no extra setup is required. In Microsoft Teams, live captions are controlled by each participant, not forced on by the meeting host. However, as the host or organiser, you can let the students know how to turn it on if they don't already.

To start using live captions, students can

- Select More actions (···) or settings in the meeting
- Select Accessibility
- Toggle on Show captions

Here is an article that explains how to use live captions in more depth, if you need further guidance.

Use live captions in Microsof t Teams meetings - Microsof t Support

Captions for recorded classrooms (Collaborate)

Please ensure autocaptions are generated for previously recorded sessions if live captions were not enabled during the session, to support accessibility and content review.

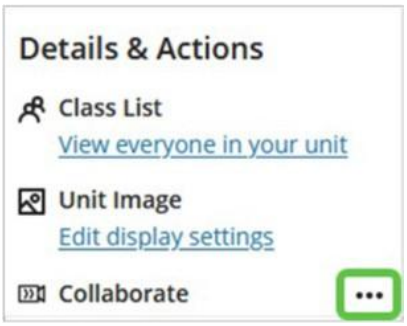
Important to know

- Auto-captions are only available for recordings under 4 hours.
- Captions must be manually generated after the session they are not created automatically by default.

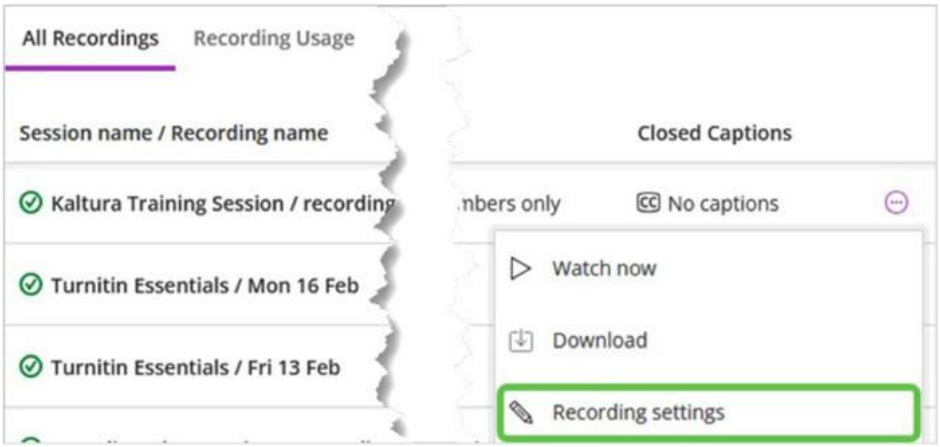
How to create auto-captions in Collaborate

After you have finished recording a live lecture:

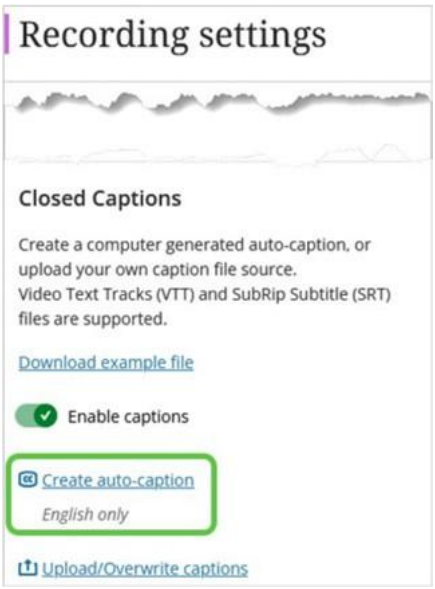
1. **Open Collaborate.**
2. **Go to the Collaborate menu.**



3. **Select View all recordings.**



4. **Locate the relevant recording.**
5. **Open the recording settings.**
6. **Select the option to create auto-captions.**



Once processing is complete, captions will appear with the recorded lecture and will be available for students to view.