

HOW TO: GET CAPTIONS FOR MEDIA CONTENT AND LIVE TEACHING

This factsheet explains how to get software-generated captions to appear on video and audio materials that are provided as part of your course.

Below are some options to get software-generated captions when full captioning has not been written into the video or audio you are studying. Software-generated captions are not guaranteed to be 100% accurate.

Use the information below to:

- 1) Get captions for media (audio and video) recordings,
- 2) Get captions for in-person sessions,
- 3) Understand your right to access captioned media.

1) MEDIA RECORDINGS ON CANVAS AND OTHER WEBPAGES AT SUSSEX

Media provided at Sussex through Panopto and Zoom should already have captions, except for live Panopto webcasts. You can access these through the **[cc]** icon, although in some cases a separate transcript may be provided instead. Where captions are not available during a live Zoom session, you can ask the presenter(s) to turn them on.

You can also get captions through Chrome and Android; see below:

a) On a Windows or Mac OS computer

The Chrome web browser has a “Live Caption” function available as part of its accessibility settings. Once you have turned this on, any media playing in Chrome will be captioned, even if you have the sound down.

- On Chrome, select the three dots icon (:) near the top-right of the browser
- Select Settings
- Scroll down to find and select **Advanced**
- Under Accessibility, find and switch on **Live Caption**

Read [Google's guide to enabling captions in Chrome](#):



b) On an Android mobile phone (Android v10+)

The Android operating system has a “Live Caption” accessibility setting. Once you have turned this on, Android will automatically caption any audio or video playing on the device.

- On your android device open the device settings
- Select Accessibility
- Scroll down and select **Live Caption**
- Switch on Use Live Caption

Read [Google's guide to enabling captions in Android](#):



c) On an Apple mobile device

Unfortunately, we aren't aware of any free options for captions on pre-recorded media for Apple mobile devices.

Your iPhone or iPad can be used to create captions live in taught sessions, though (the guidance for this is in the next section).

2) TAUGHT SESSIONS AND OTHER IN-PERSON EVENTS

You may find it useful to create a live transcription of what a tutor or other presenter is saying when you are in a room with them (e.g. in a taught session).

Microsoft has a service called Microsoft Translator that will provide captions for any audio captured by your device's microphone. Microsoft Translator is available either as an app for Android and iOS devices, or through a web browser on other devices.

One person sitting near a lecturer can use Microsoft Translator to provide captions for everyone else, by sharing their conversation link.

a) On Android or iOS

- Get Microsoft Translator from the Google Play Store, or Apple App Store
- Open the app
- Select the **Conversation** button
- Select **Start**
- Enter a name and the language for the subtitles then select **Enter**
- This creates a conversation with a link and join code you can share
- Select **Enter** again to start captions
- Next select the three dots top right and set the app to **Presenter mode** so that it keeps captioning without stopping
- Return to the conversation to view the captions

b) On Windows or MacOS

- Go to <https://translate.it>
- Select the Start conversation tab, then log in with a Microsoft, Facebook or Google account
- Enter a name and the language for the subtitles then select Start conversation
- You may be prompted to test and enable your microphone
- You will be asked for Presenter mode choices; choose Mic stays on and Mute others, then select OK
- This creates a conversation with a link and join code you can share

See the [Microsoft Translator FAQ](#) for more details:



3) YOUR RIGHT TO CAPTIONED MEDIA AND OTHER SUPPORT

This guidance is in addition to any support you may receive from the Student Support Unit (SSU), or through Disabled Student's Allowance (DSA) and is not intended to replace our responsibility to provide you with captions on media to support your study.

If you can't find captions for any media in Canvas, please ask your tutor to provide them. Where this is not possible, or if you are not comfortable in doing so, you can let us know through our accessibility reporting form: <https://bit.ly/accessibilityform>

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