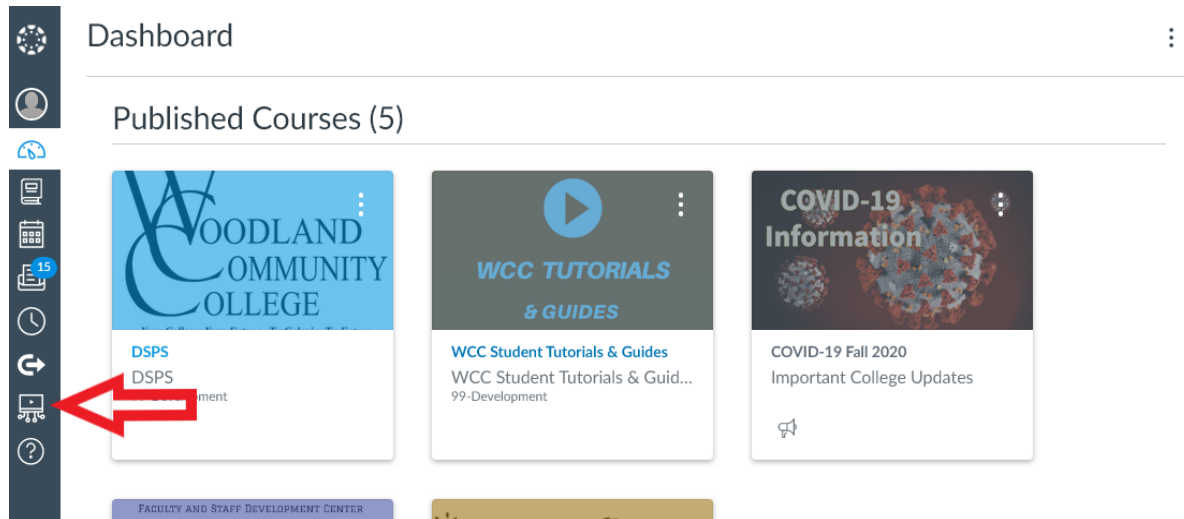
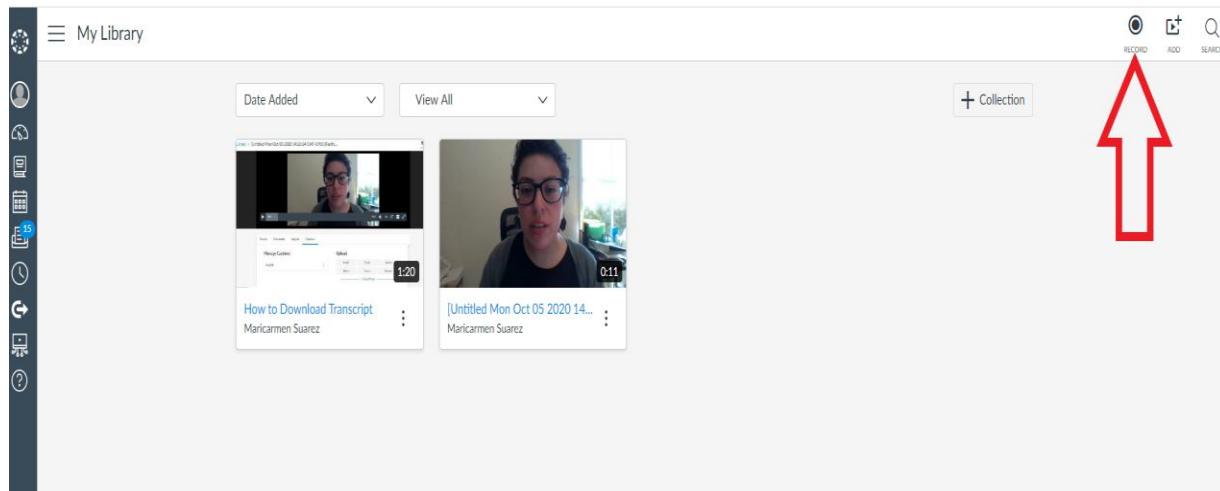


How to Caption on Canvas Studio

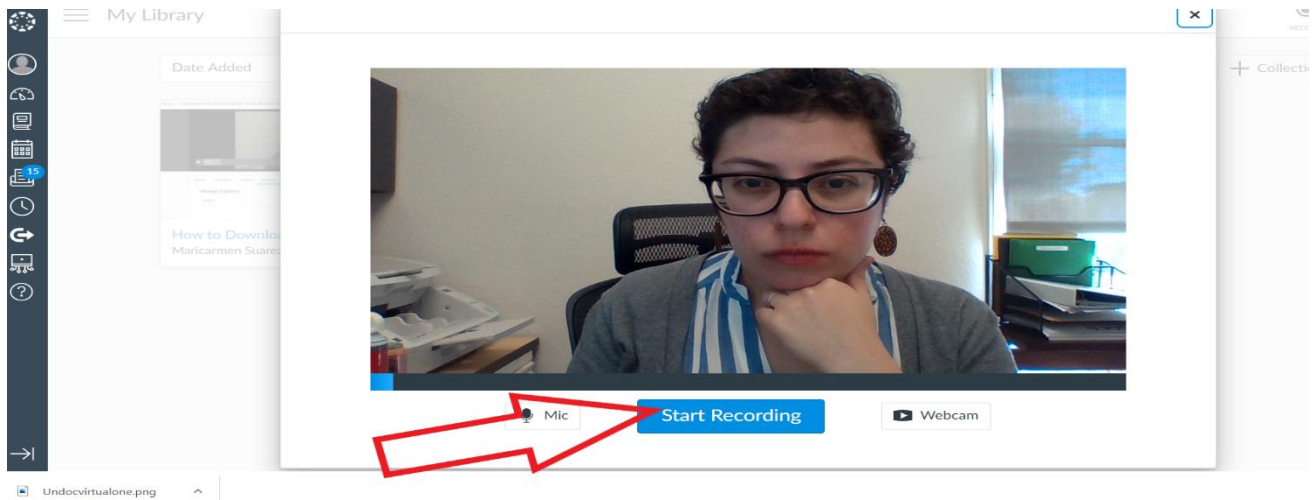
- Log in into Canvas.
- Select the Studio logo on the left hand side bar.



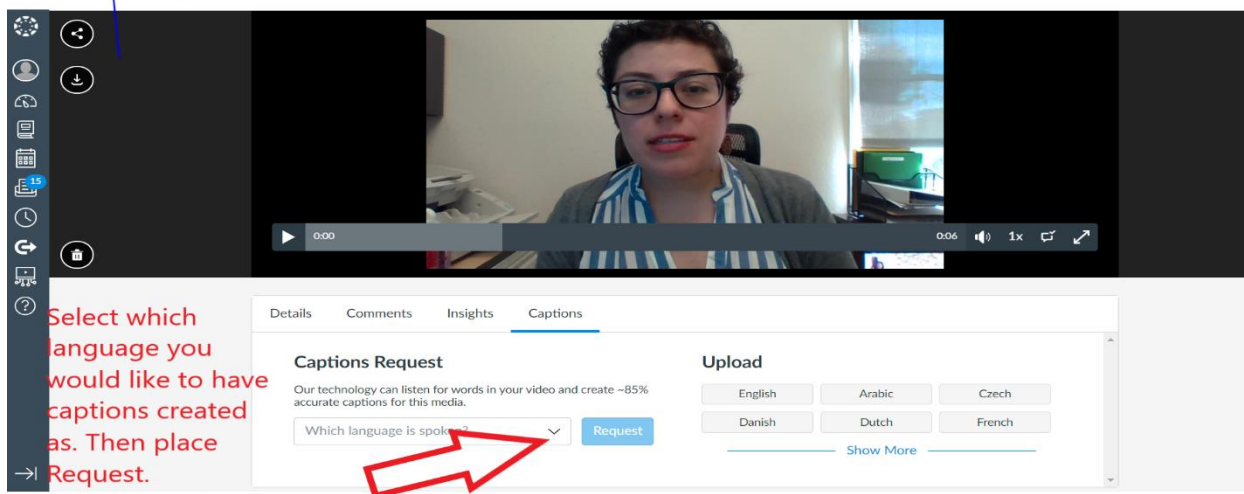
- Select Screen Capture or Webcam Capture.



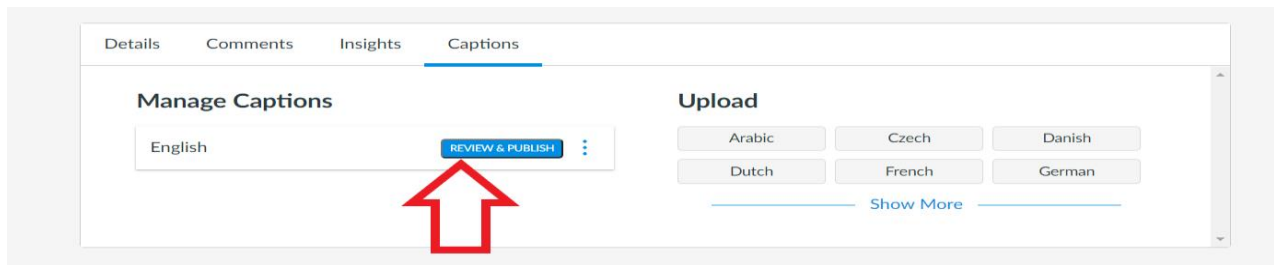
- Start Recording



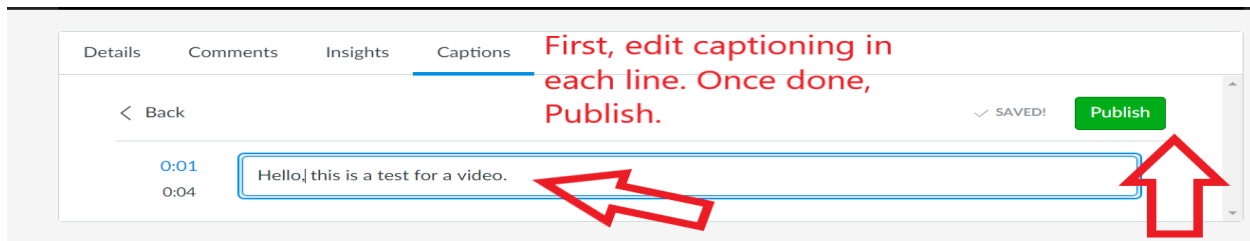
- When done. Go to your video and select language. Then place a Request. Your video will go in to queue for a few minutes or more depending on how long the video is. You will also receive an email when the automatic caption is ready to be view.



- Select Review and Publish to edit the captions.



- Edit the captioning in each line. Publish when ready.



- Remember Captioning Standards

According to Jayme Johnson, Director of Accessibility and User Experience for the Online Education Initiative (OEI), quality captions should abide by the following standards:

- Include all sounds in the video, including ambient and music
- Take up no more than 2 lines at a time on the screen
- Be left-aligned
- Use no more than 32 characters per line
- Use Sans Serif font (such as Arial, Helvetica, or Calibri)
- Use upper and lower case letters as appropriate
- Transcribe dialog word-for-word
- Ignore non-sense syllables such as "uh" or "um"
- Italics may be used for emphasis