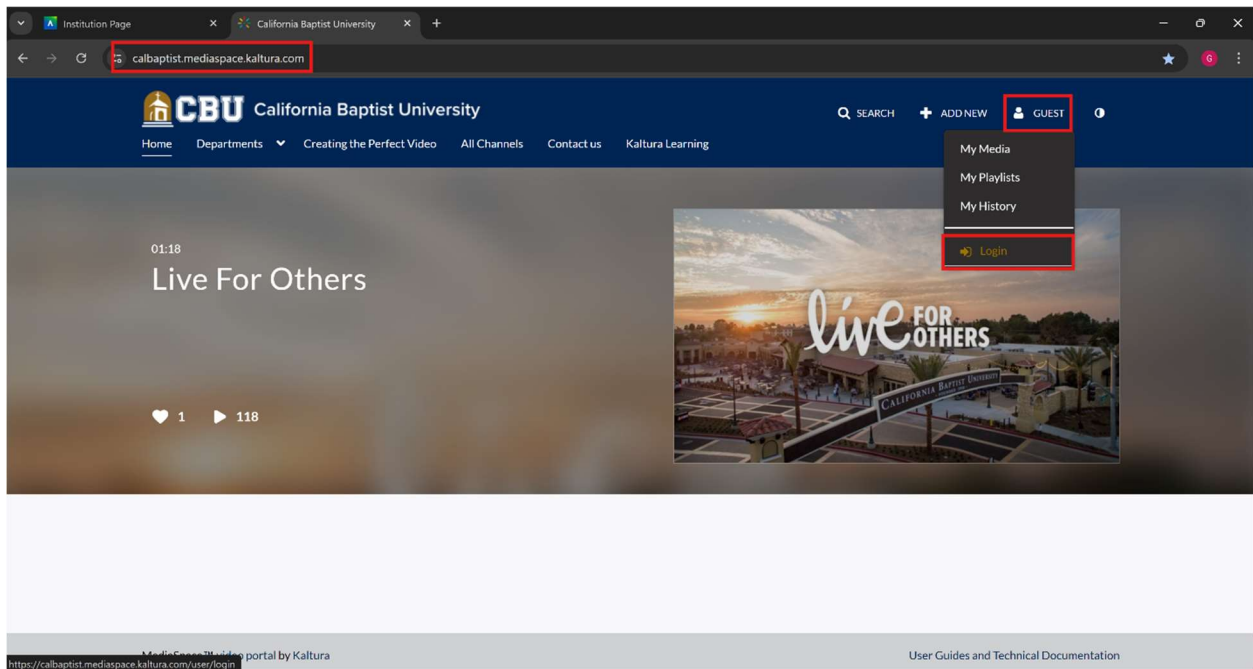


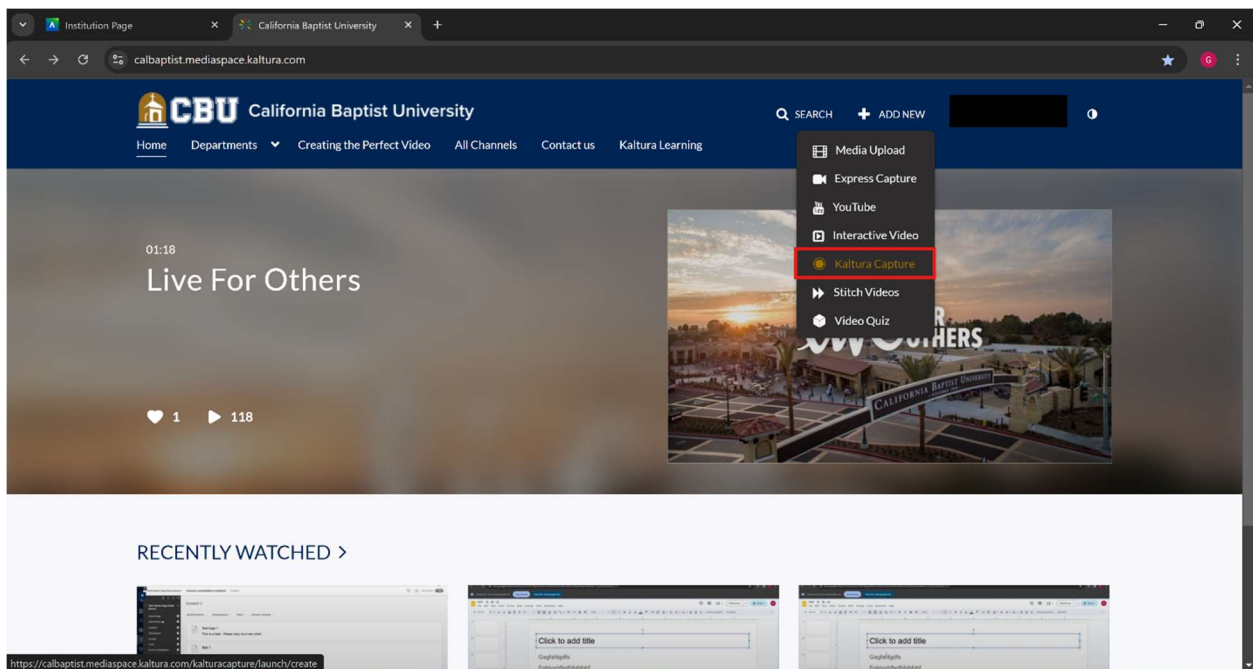


Create a Lecture Transcript via Kaltura

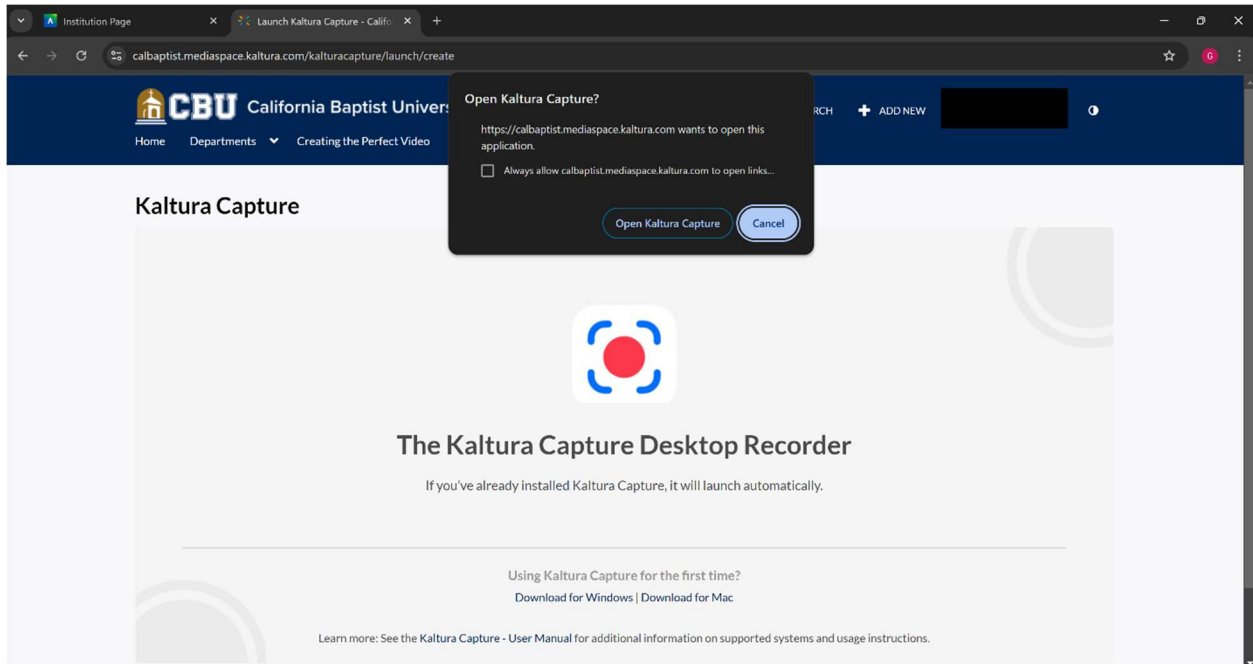
1. Log into Kaltura. (Note the web address in red.) Log into your account



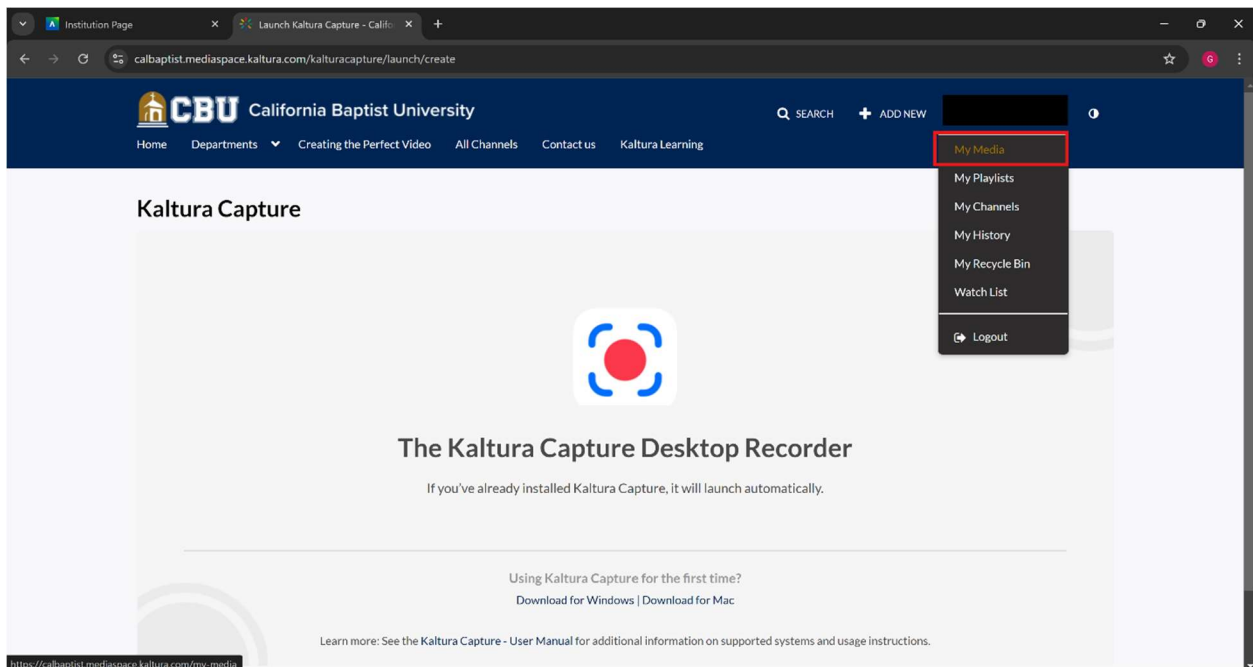
2. Click “Add New”
3. Click “Kaltura Capture”



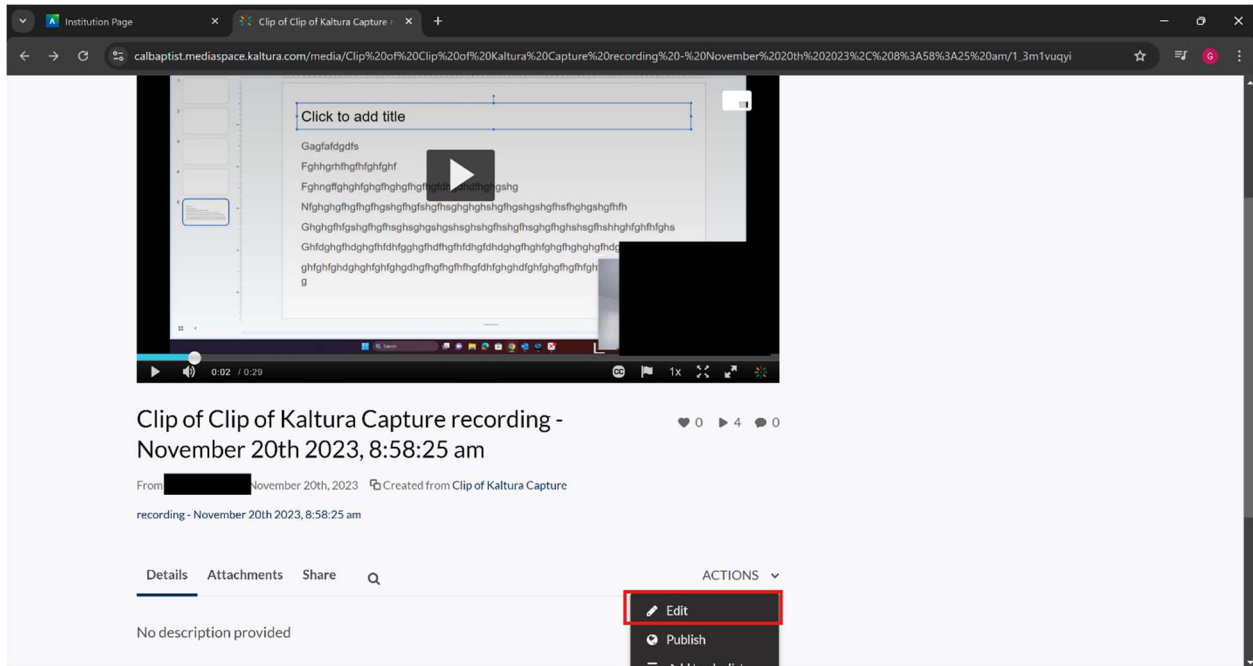
4. You will be prompted to open the Kaltura Capture Desktop Recorder. If not downloaded, you must download the software first. Contact CBU IT to get the administrator to authorize the download.



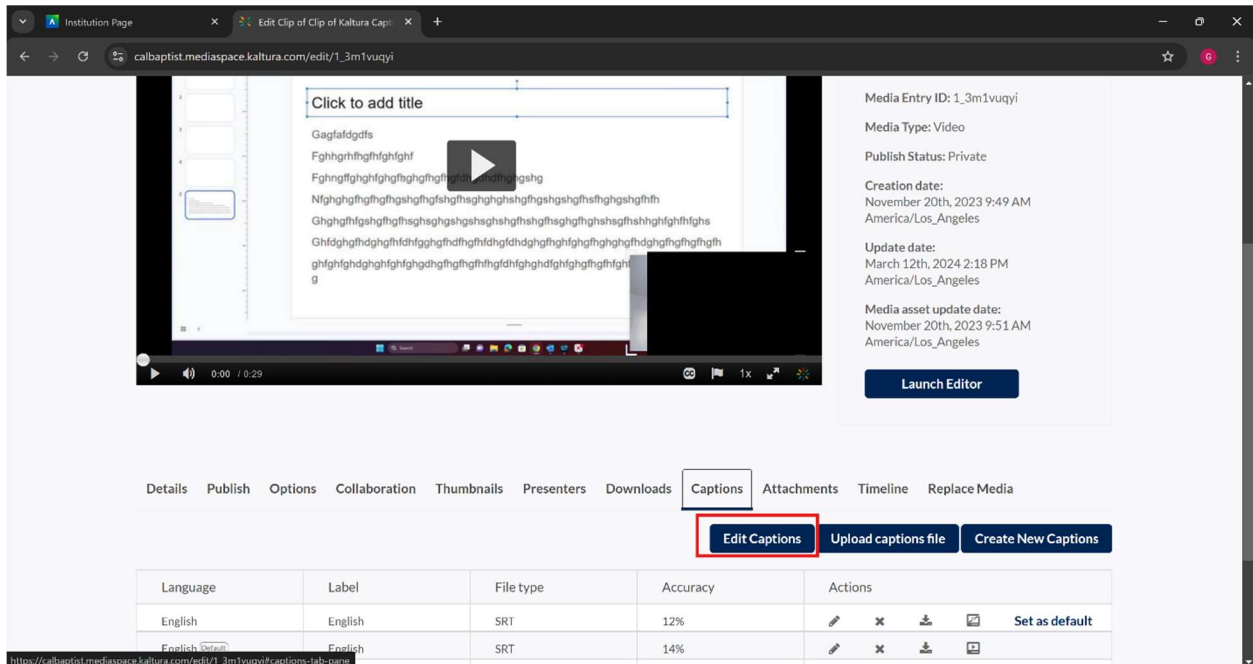
5. Record the video lecture, download it, and upload it.
6. After video lecture is uploaded, go to account/ your name. Click on “My Media.”



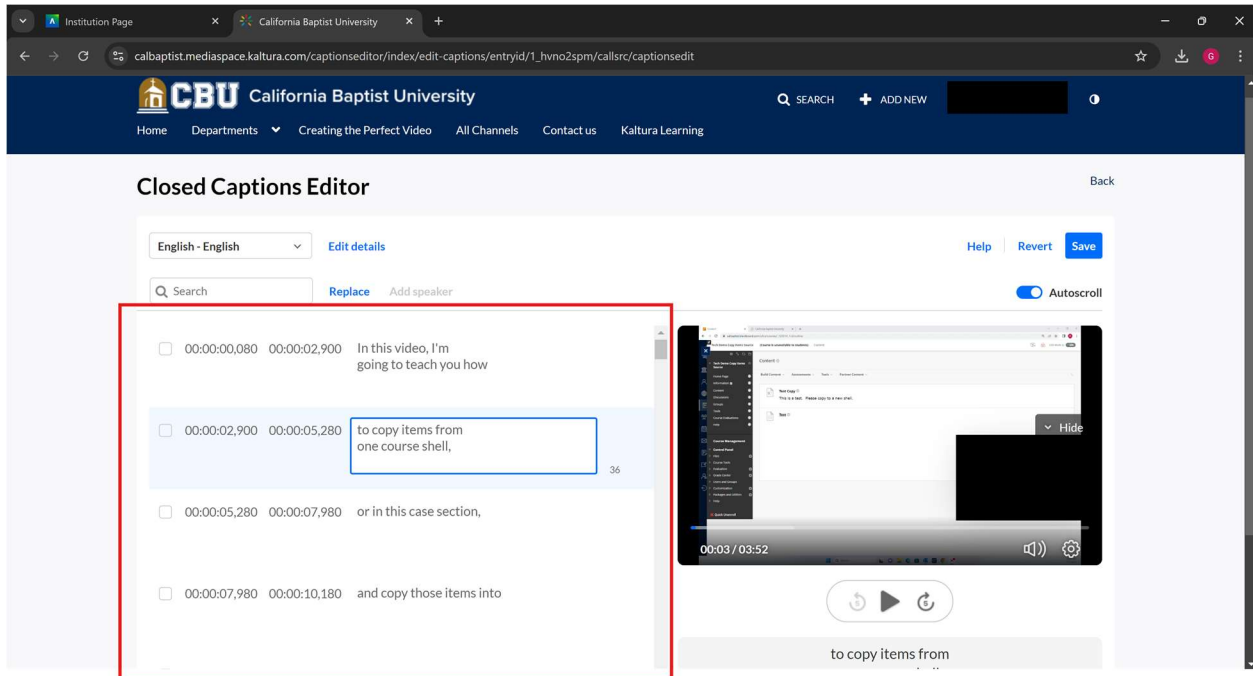
7. Click intended lecture/ video just created.
8. Click Edit on the video page.



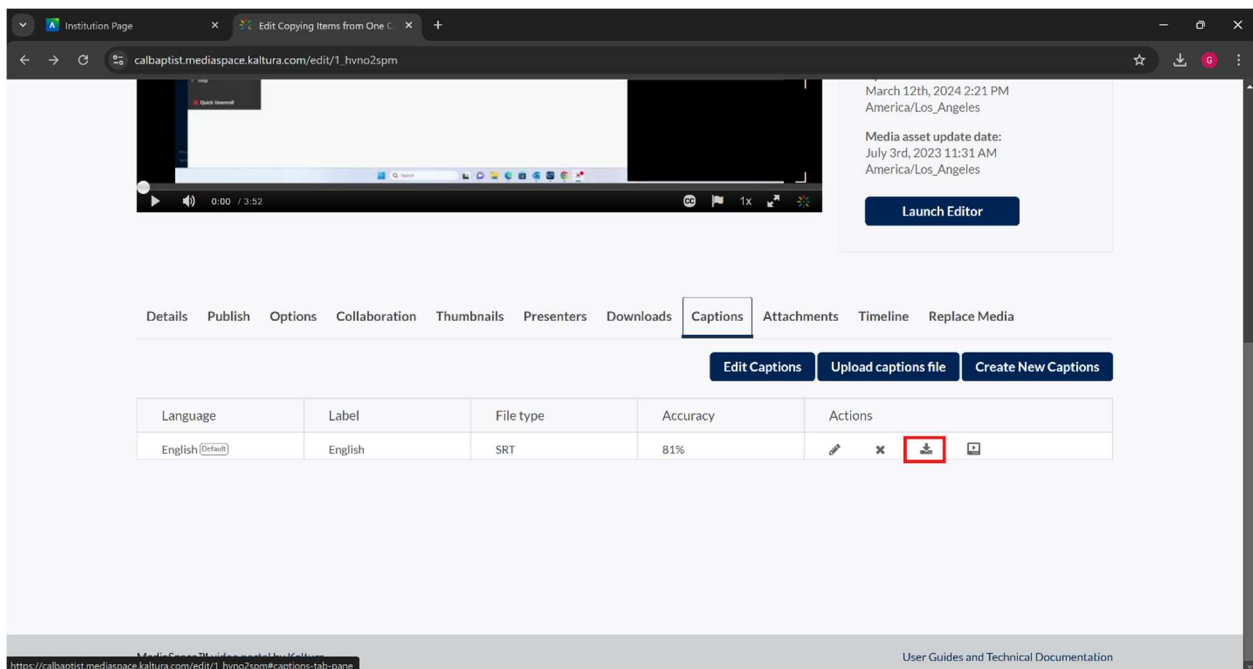
9. “Click Captions.” “Then Edit Captions.” *Note: Captions may not be immediately ready. Wait if necessary as Kaltura analyzes and generates captions.



10. Proofread the captions. Edit when necessary.



11. Return to Captions. Download the captions, preferably as a .txt file.



12. Copy the text and paste into a Word document. Edit as necessary. Remove timestamps.

13. Title the document as “date of lecture transcription.”

14. Save the document and upload into Blackboard.

*Note: You can also upload previous mp4 lecture files into Kaltura and find them in “My Media.” Go to “Media Upload” (Refer to image one) and locate your desired file. Let Kaltura transcribe it, then edit the captions, and finally download. Then copy and paste into Word for a transcript.