

Record, Caption and Share your video recording

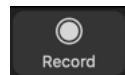
To record, caption and share your video, it will take the following 4 separate steps:

1. Record your video
 - using Zoom or any lecture capture system you are comfortable with
2. Caption the video
 - auto-generated using MS Stream in Office 365 with the ability to edit for corrections
3. Upload the Video and captions
 - Using the UofT MyMedia video server
4. Share the link to the video
 - in Quercus, Pepper, email, etc.

A video demonstration of this process can be found here:

- <https://play.library.utoronto.ca/c3cc1f15e680f71d88f00557df6b7459>

Step 1) Record a video using [Snagit](#) or [Zoom](#):



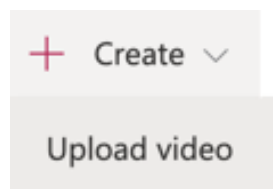
- Connect a private Zoom room with just yourself, share your screen, and record. (Zoom recordings are automatically saved in the Documents folder on your computer, sorted into folders based on the date and time).

Step 2) Upload your video file to **MS Stream** to generate the captions

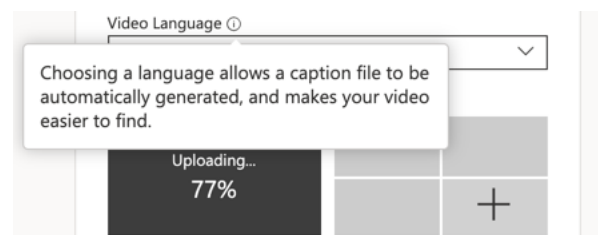
- Log into your UofT email via mail.utoronto.ca
- Click the 9-dots/waffle in the top left corner and select "Stream":



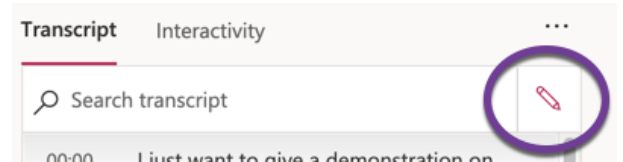
- Click "+ Create",
- and then "Upload video":



- While your video is uploading, select the Video Language:



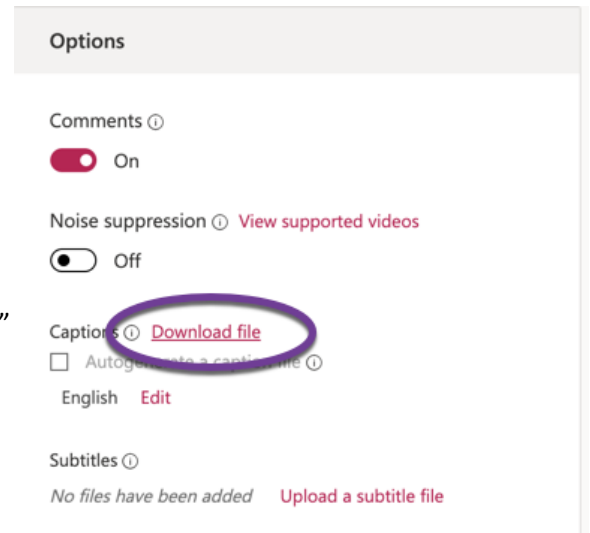
- Wait for your video to finish “processing” (not just uploading), then publish or click on the video in the “My Content” section.
- Check the Transcript and make any edits using the pencil icon:



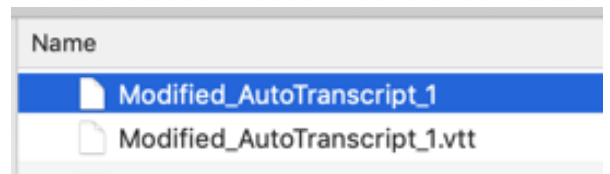
- Once that is complete, find the pencil icon to “Update video details”:



- In the Options area on the right side, click the “Download file” in the Captions section:

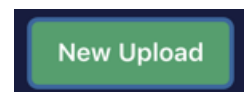


- IMPORTANT final step:
 - The file will most likely be saved in your computer’s Downloads folder
 - If you did not make any edits, it will save the file with .VTT
 - If you made some changes to the captions, it will save the file without any file extension. You will have to rename this file to add the .VTT to the file name.



Step 3) Upload your video & captions file to the MyMedia server

- Navigate your web browser to “mymedia.library.utoronto.ca”
- Click “Login with UTORid”
- Click the green “New Upload” button near the top:
- Select (drag & drop or browse...) your video recording file and “Upload”.
 - IMPORTANT: You made need to scroll down to see the green “Upload” button:



- Once the upload is “Complete”, it will take some time for the MyMedia server to process your video. This may be a few minutes to a few hours depending on your video file size / length. You will receive an automated email from the MyMedia server when your video is ready.



- Click the link provided in the email (or log back in to [MyMedia](#)).
- Click the pencil edit button under the video:
 - Click the “Tracks” tab and then “Upload New Track”
 - Upload a new track, and “Choose File”:



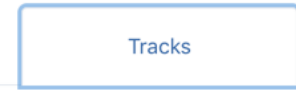
Upload a new track ×

Choose File

Select Type *

Select Language *

Save Cancel



- The file must be a “.VTT” file, if it is not, it will not allow you to select the file.

- Click the share icon (3 connected dots) under you video:



- copy the link to your video called the “**Permanent Play Link**”:

Share media
×

Permanent Play Link

https://play.library.utoronto.ca/...
↗
📄

A link to a web page on that plays your media. Share this link by email or put it in any other web page.

<iframe width="560" height="315" src="https://play.library.utoronto.ca/embed/... frameborder="0" allowfullscreen />
📄

Copy and paste this code into a webpage.

Copy to clipboard

Step 4) Share your video link with your class

- Connect to your course in Quercus and/or Pepper.
- The **Permanent Play Link** can then be shared with the class by pasting it in any course area of Quercus or Pepper (Announcements, notes/pages, etc.).

