



YouTube Automatic Captions Feature Guide

Use the following guide to help you become familiarize with the automatic captions feature in YouTube. This YouTube feature automatically generates captions for videos that you upload to your personal YouTube account.

The tutorials in this guide will show you step-by-step processes that include how to upload a video on YouTube, how to access the auto captions feature, and how to upload your own caption file for your videos.

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<http://www.montgomerycollege.edu/elite>



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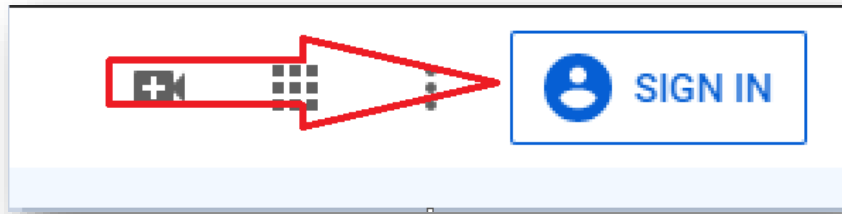
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Uploading a Video to YouTube

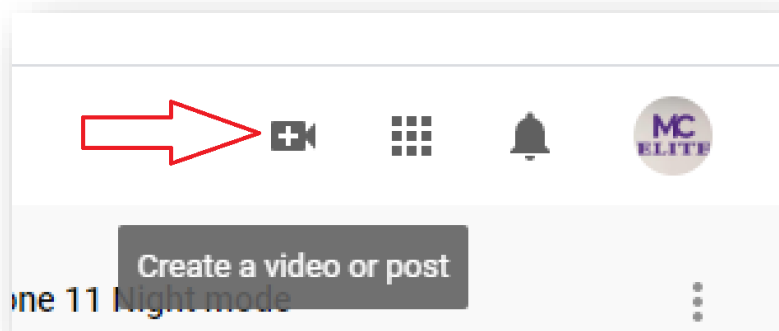
The following instructions will guide you on how to upload a video onto YouTube.

The browser used for this tutorial is Google Chrome. Make sure you are using the current version of the browser.

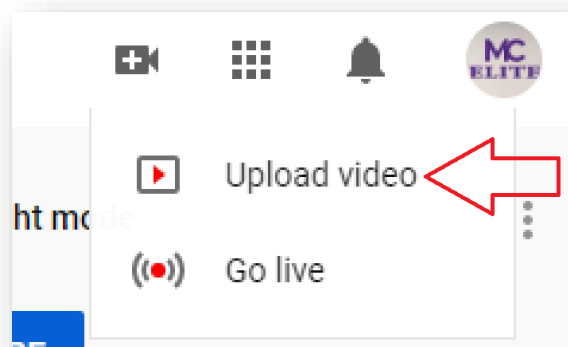
Go to <http://youtube.com>. On the top right-hand corner, click on **SIGN IN** (if you're not logged into your account already)



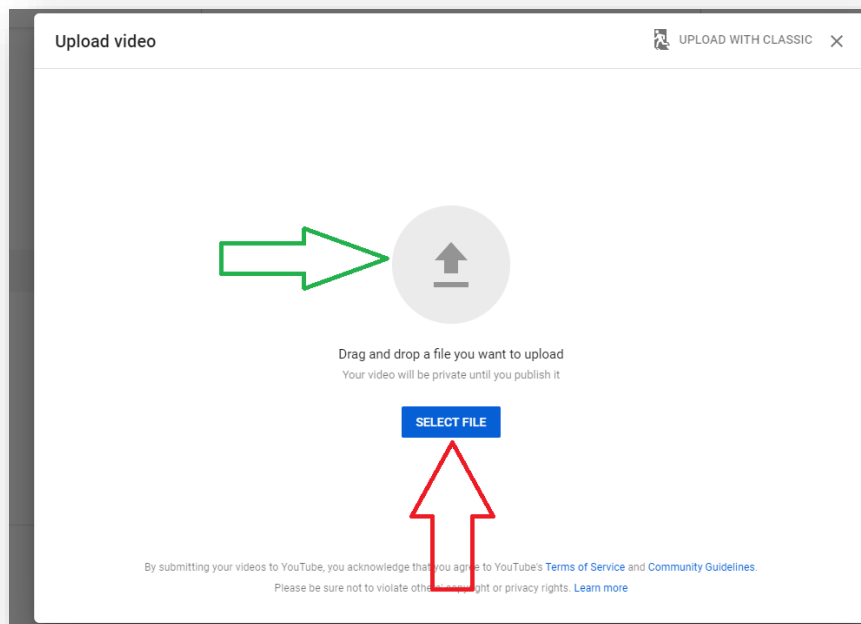
Once you're signed into your account, click on the **Create a video or post** icon located on the top right corner



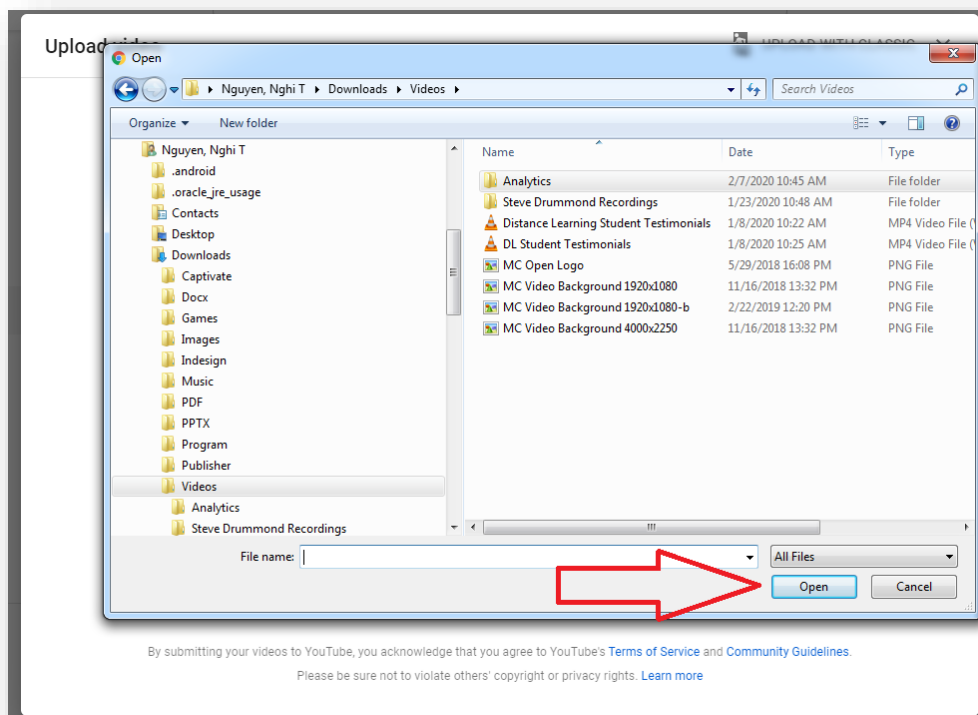
You will now see the option for **Upload Video**. Click on this option.



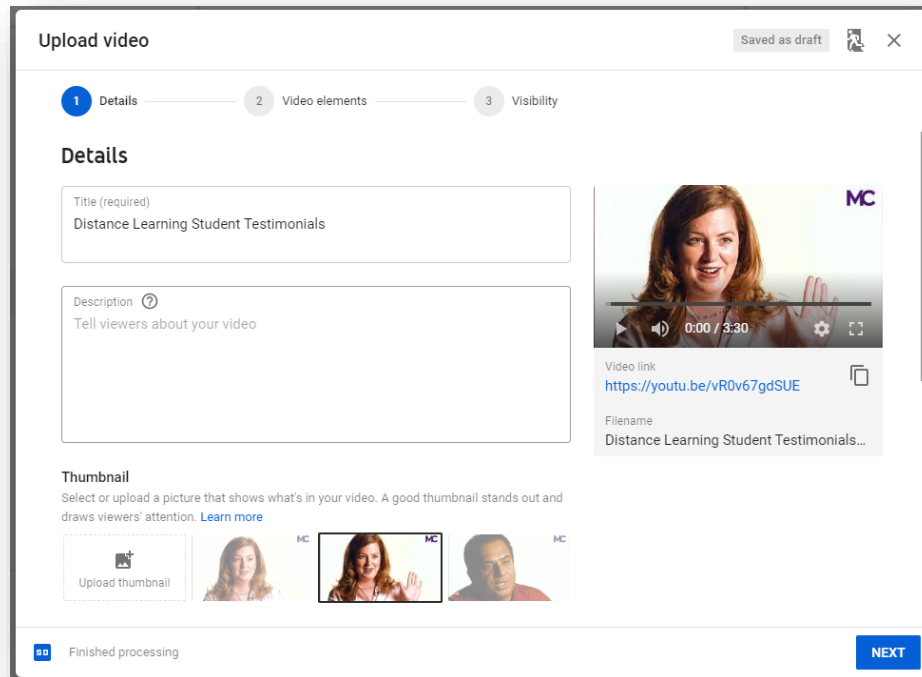
The Upload Video screen will pop up. You can click on **SELECT FILE** to locate your video file, or drag and drop the video you want to upload into this screen.



If you click on Select File, you will see the Windows Explorer screen. Locate your file then click Open.



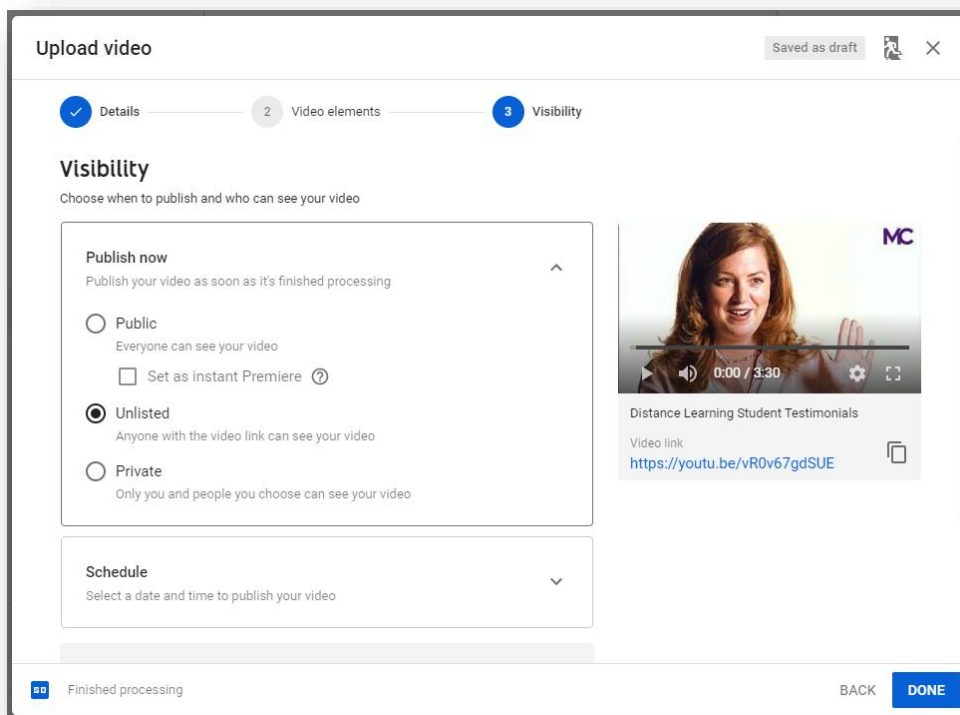
You will now see the upload progress screen. It will take a couple of seconds for your video to upload (depending on how long your video is).



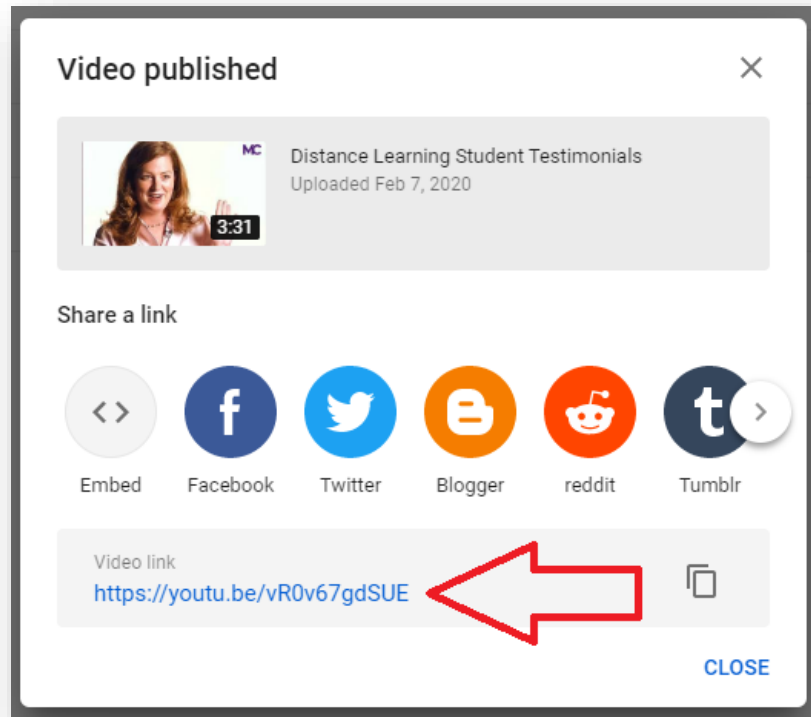
You can add a Description for your video. You can select Thumbnail for your video, or upload your own Thumbnail.

Select **Next** to go to the next screen. You can skip the Video Elements section by clicking Next.

Under **Visibility**, click on where it says **Publish Now**. Here, you can change the visibility setting for your video. It is strongly recommended that you selected **Unlisted**. You can see the option listed and select what you think is best for your video.

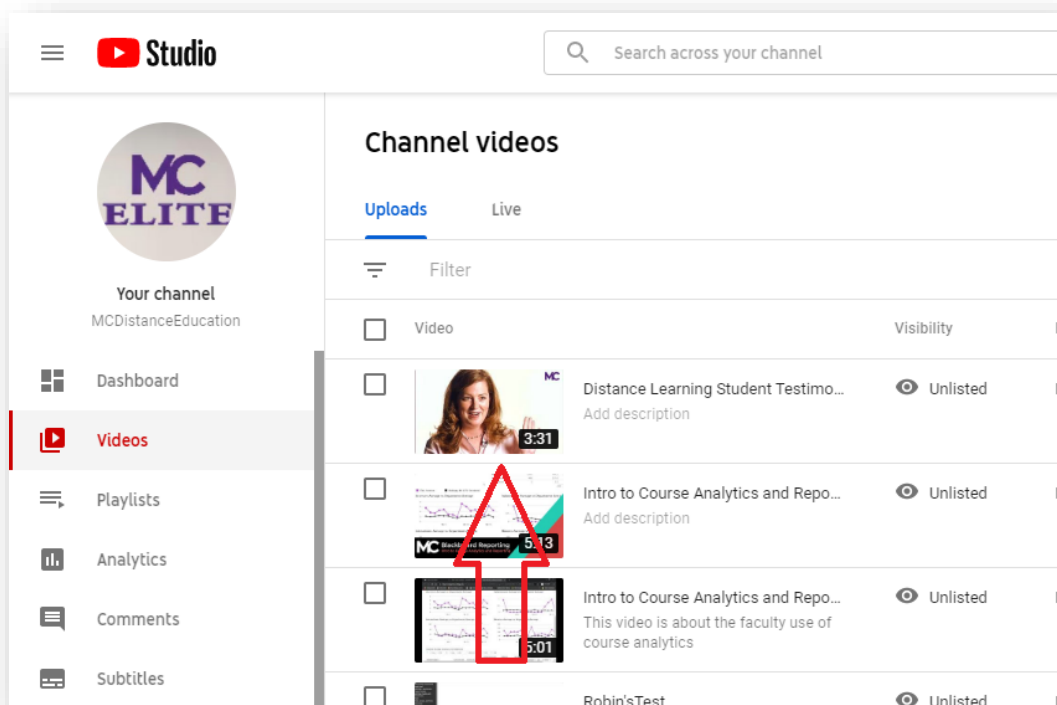


Once you are happy with all your settings, click on **DONE**. You will see a Video Published screen with a link to your video. Click **CLOSE**.



You have now uploaded your video onto YouTube!

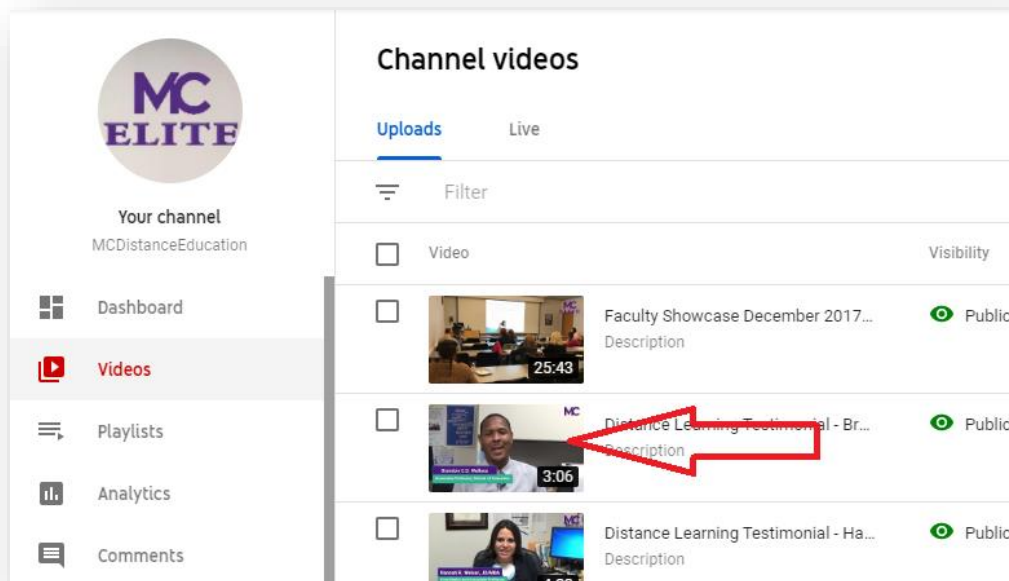
Your video will show up in your Channel Videos screen.



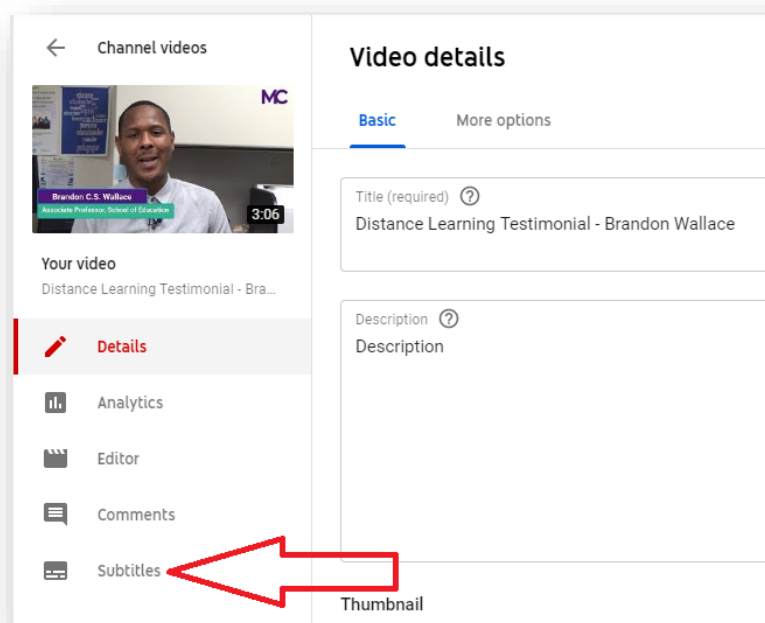
Tutorial 1 – Accessing the Auto Captions

The following instructions will guide you on how to access the Automatic Captions for your video. This tutorial focuses only on how to access the captions screen. Google Chrome was used for this tutorial.



To access the Automatic Captions for any of your videos, select the video you want to view the auto captions by clicking on the video icon.



You will see the *Video Details* screen. On the left-hand menu, select **Subtitles**.

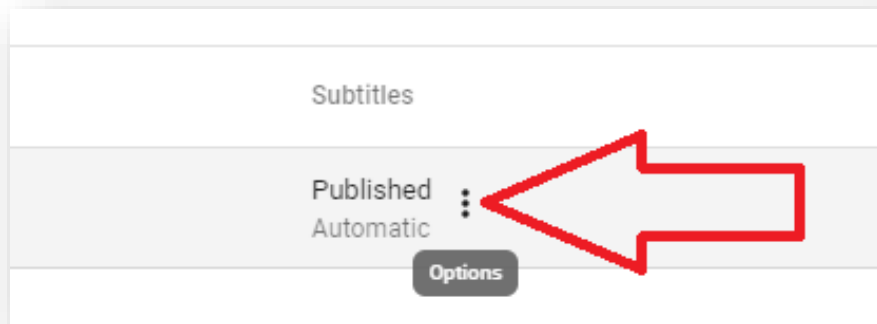


You will be taken to the *Video Subtitles* screen. If your video has the automatic captions generated, under *Subtitles*, it will say **Automatic**.

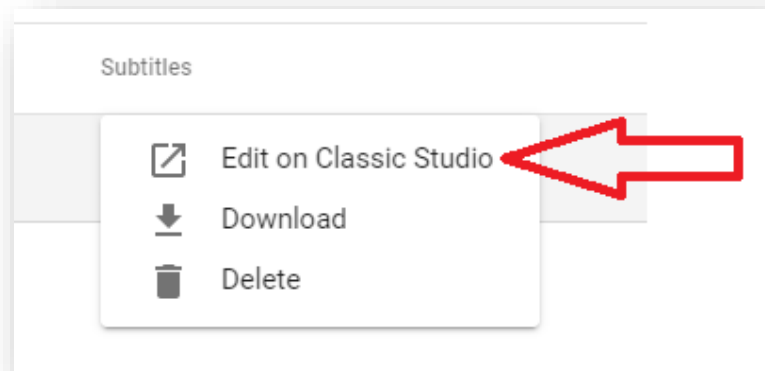
Video subtitles				
Language	Modified on	Title & description	Subtitles	
English (video language)	Jan 29, 2020	Published by Creator		Published Automatic

NOTE: If you don't see an English caption file for your video, YouTube might not have generated a caption file for your video. Make sure your video is not too long, the audio is not too low, and not too many speakers are speaking over each other. Most of the time, if your audio is clear and the runtime for the video is short, then you will have a caption file generated for your video.

To access the Automatic Captions, put your mouse cursor over the words **Published/Automatic**. You will see three dots appear next to the text.



Click on the dots and then select **Edit on Classic Studio**.



Once you select *Edit on Classic Studio*, you will be taken to the **View Published Subtitles and CC** screen.

View published subtitles and CC: English (Automatic)
Subtitles/CC source: Automatic

Buttons: [Edit](#) [Unpublish](#)

Actions ▾

0:00.0	good morning my name is Professor
0:03.6	Brendan Wallace and I'm an associate
0:03.6	professor here at Montgomery College
0:07.5	within the School of Education distance
0:07.5	learning especially for me has been
0:11.6	quite rewarding I'm able to advise
0:11.6	students on multiple different platforms
0:16.1	and it's really important that we
0:16.1	connect with our students and meet them
0:20.3	where they are and a lot of our students
0:20.3	are super more technology savvy than
0:25.2	any
0:25.2	of us could be and so it's really really
0:25.2	cool when they kind of show you what
0:28.9	they know through their opportunities of

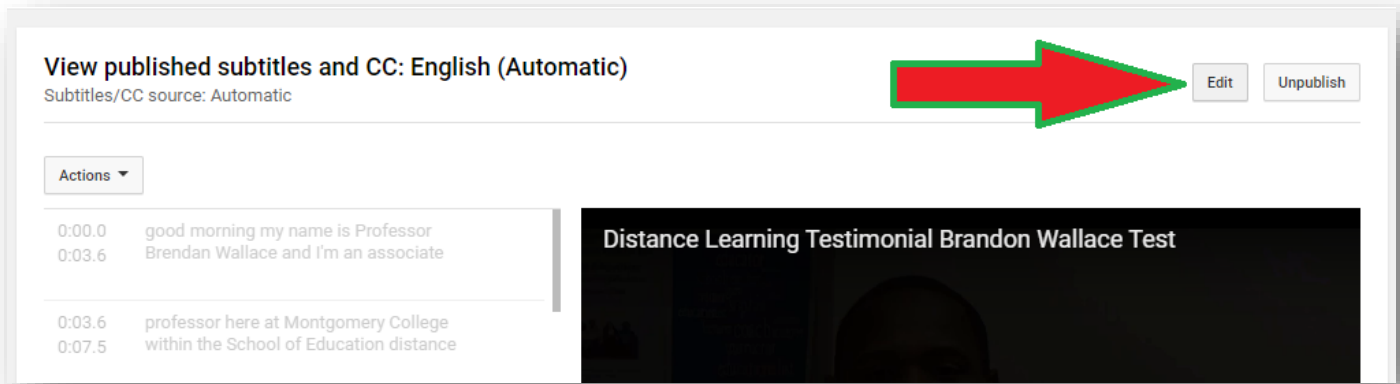
Video Player: **Distance Learning Testimonial Brandon Wallace Test** (MC logo)
Subtitle: **learning especially for me has been quite rewarding I'm able to advise**
Progress: 0:10 / 3:05
Timeline: 0:10 0:11 0:12 0:13 0:14 0:15 0:16 0:17 0:18 0:19 0:20

This is where the automatic captions file is stored for your video.

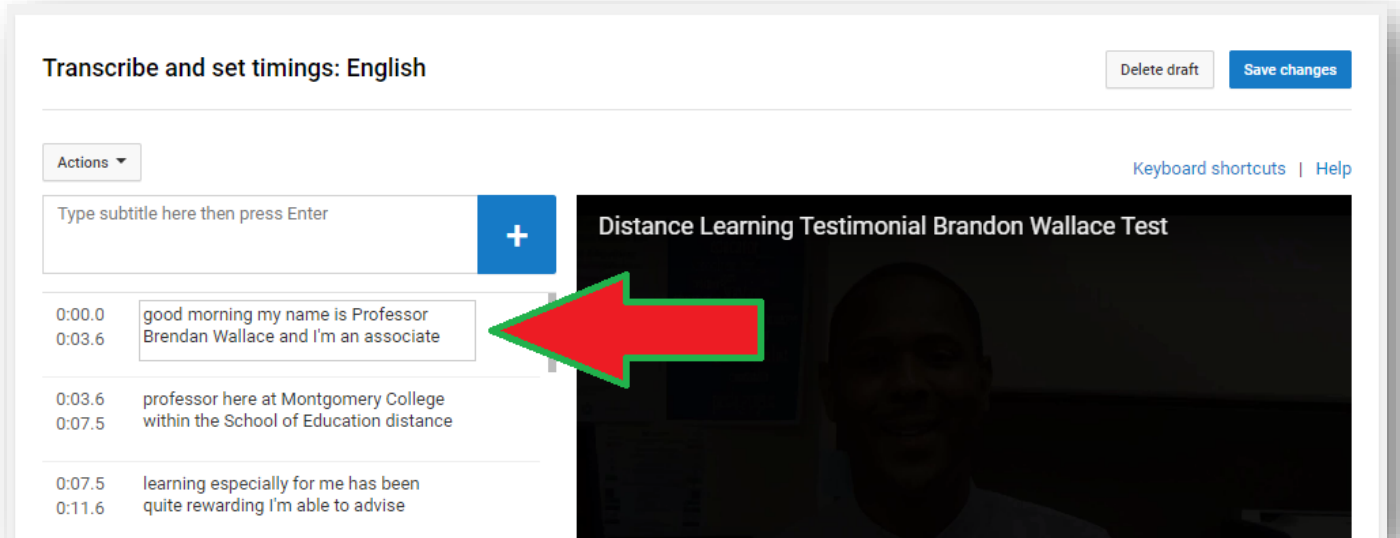
Tutorial 02 - Editing the Auto Captions

The following instructions will guide you on how to edit the Automatic Captions for your video. Google Chrome was used for this tutorial.

In the **View Published Subtitles and CC: English (Automatic)** page, click on **Edit**.



You will see your video captions. Your job is to fix the captions. You can listen to the video and edit the texts as needed. Click on the caption box to jump to any parts of the captions.



If you have a transcript for the video, you can copy the text and paste into the caption box.

Fix all the captions as needed. Make sure all captions are grammatically correct. Add commas and periods, and identify music playing in the background if there necessary.

Use bracket to identify music and person speaking (if multiple people are talking in the video. Identifying the speaker would help the viewer know, especially if the person who is talking does not appear on the video.

For examples:

[Music Playing in Background]

[Professor North Speaking]

[Silence]

[Water running down in the creek]

Once you have finished editing the captions, click on **Save Changes**.

Transcribe and set timings: English

Saving... Delete draft Save changes

Actions

Type subtitle here then press Enter +

0:00.0 Good morning, my name is Professor
0:03.6 Brendan Wallace and I'm an associate

0:03.6 professor here at Montgomery College
0:07.5 within the School of Education. Distance

0:07.5 learning, especially for me, has been
0:11.6 quite rewarding. I'm able to advise

0:11.6 students on multiple different platforms,
0:16.1 and it's really important that we

0:16.1 connect with our students and meet them
0:20.3 where they are, and a lot of our students

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are super more technology savvy than any of us could
be, and so it's really really

0:20 / 3:05

0:15 0:16 0:17 0:18 0:19 0:20 0:21 0:22 0:23 0:24 0:25

nt connect with our students and meet are super more technology savvy than any cool v
them of us could be, and so it's really really what

You will be taken to the **Manage Subtitles and Closed Captions** page. You will see two caption files for your video. One will say **English** and the other will be the original **English (Automatic)** caption file.

Manage subtitles and closed captions

Distance Learning Testimonial Brandon Wallace Test

Subtitles published. x

Add new subtitles or CC v



PUBLISHED

English (Automatic)

English

Click on **Return to YouTube Studio** to go back to your **Channel Videos**, or just close out the tab.

Back on the **Video Subtitles** screen, click on **Refresh** under **Subtitles** if you see a Refresh icon.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 9, 2020	Published by Creator	 Refresh 

You will see two caption files for your video. One will say **English (video language)** and the other is the original **English (Automatic)** generated for your video.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 9, 2020	Published by Creator	Published by Creator
English (Automatic)	Feb 17, 2020		Published Automatic

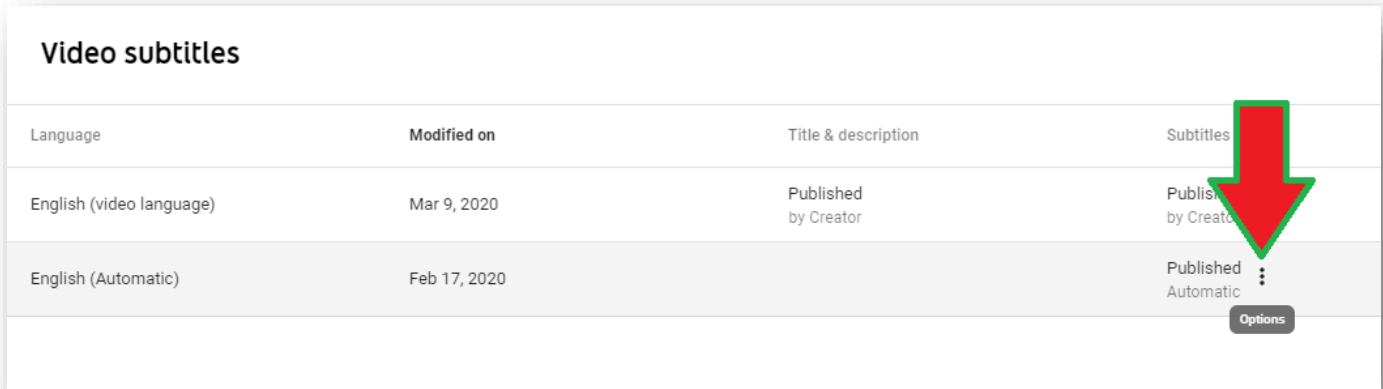
You can hide the **English (Automatic)** caption file so that viewers don't see this incorrect caption when they view your video.

Tutorial 3 – Hiding Caption File

The following instructions will guide you on how to hide caption file for your video.

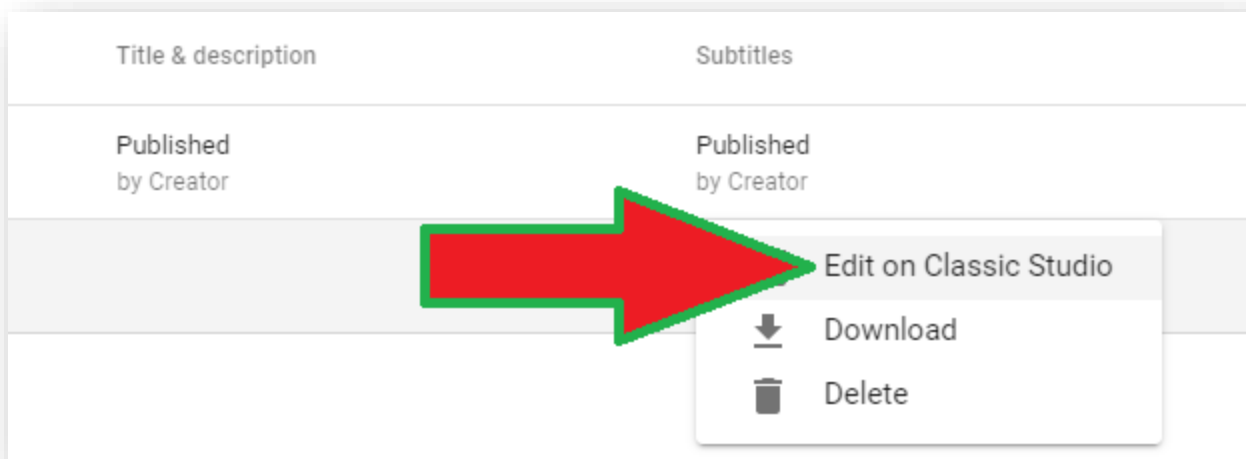
Under the **Video Subtitles** screen, look for the caption file you would like to hide. For this tutorial, we are going to hide the English (Automatic) caption file.

Mouse over the three dots (Options) and click on the dots.



Language	Modified on	Title & description	Subtitles
English (video language)	Mar 9, 2020	Published by Creator	Published by Creator
English (Automatic)	Feb 17, 2020		Published Automatic ⋮ Options

Then select **Edit on Classic Studio**.

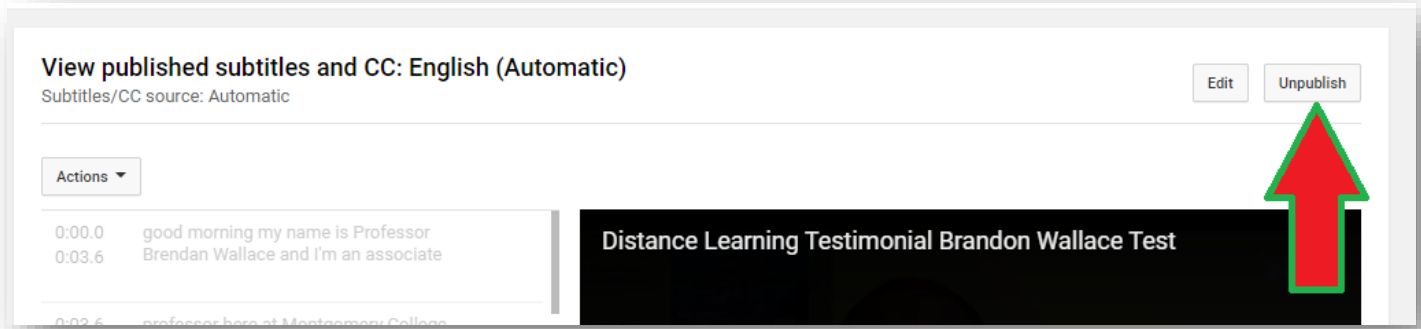


Title & description	Subtitles
Published by Creator	Published by Creator
	<ul style="list-style-type: none">Edit on Classic StudioDownloadDelete

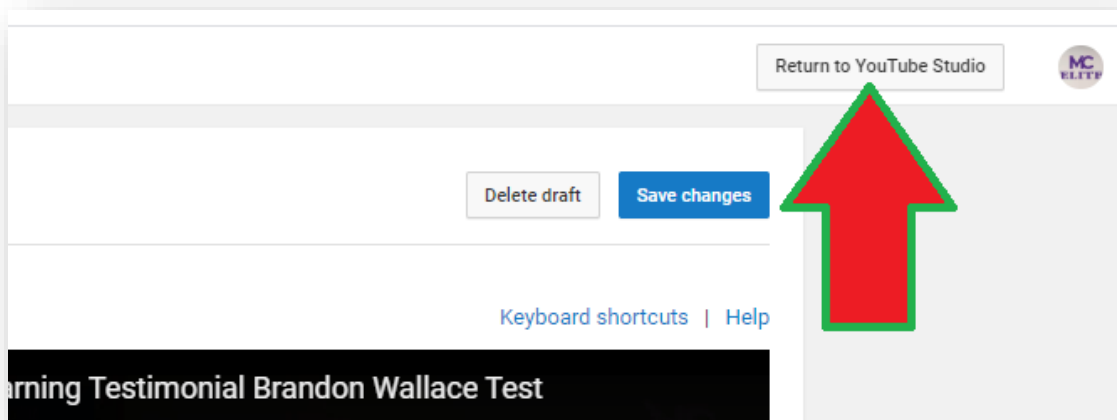
You will see the **View Published Subtitles and CC: English (Automatic)** screen.

On the top right hand corner, you will see two options: **Edit** and **Unpublish**.

Click on the **Unpublish** button to hide your caption file.

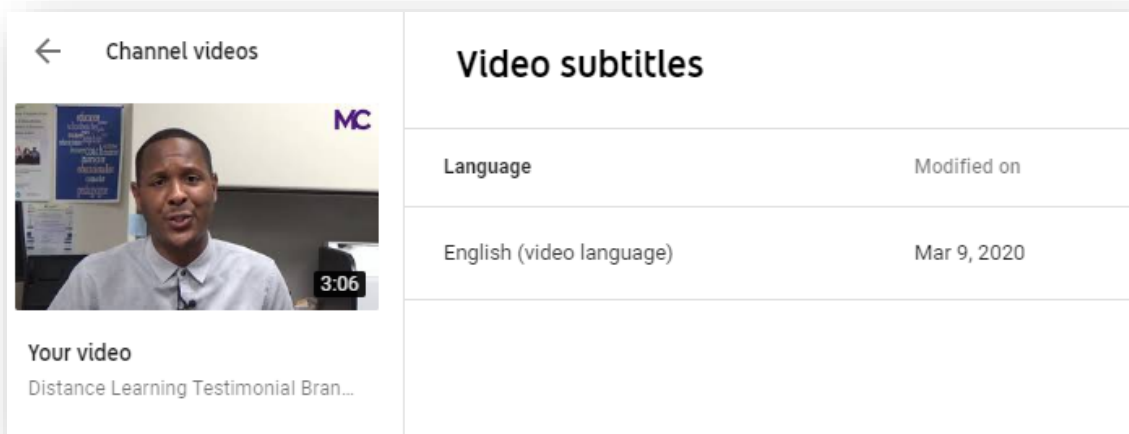


Now, click on **Return to YouTube Studio** on the top right corner. **DO NOT** click the **Save Changes** button.



You will be taken back to the Channel Dashboard.

You can close out this tab and go back to the Video Subtitles tab, or you can click on the Videos link on the left-hand corner and locate your video. When you go back to the Video Subtitles screen, the English (Automatic) caption file should be gone.




Tutorial 4 – Turn Hidden Caption File Back On

The following instructions will guide you on how to enable the caption file you've hidden.


To turn your caption file back on, in the **Video Subtitles** screen, you should see **Draft** under your subtitle file. Anything you hide your caption file, you will see the word Draft designated for the file.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Draft by Creator



Click on the three dots (**Options**).


Title & description	Subtitles
Published by Creator	Draft by Creator



Options

Then select **Edit in Classic Studio**.

Title & description	Subtitles
Published by Creator	Edit on Classic Studio



Delete

You will be taken to the **Transcribe and set timings** screen.

Transcribe and set timings: English Delete draft Save changes

Actions Keyboard shortcuts | Help

⚠ This transcript may contain additional formatting that can get lost if overwritten. ✕

Type subtitle here then press Enter +

0:00.0	Good morning, my name is Professor	✕
0:03.6	Brendan Wallace and I'm an associate	+
0:03.6	professor here at Montgomery College	
0:07.5	within the School of Education. Distance	
0:07.5	learning, especially for me, has been	
0:11.6	quite rewarding. I'm able to advise	
0:11.6	students on multiple different platforms,	
0:16.1	and it's really important that we	
0:16.1	connect with our students and meet them	
0:20.3	where they are, and a lot of our students	

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Good morning, my name is Professor
Brendan Wallace and I'm an associate

0:00 / 3:05

0 0.01 0.02 0.03 0.04 0.05 0.06 0.07 0.08 0.09 0.10 0.11


Good morning, my name is Professor Brendan Wallace and I'm an	professor here at Montgomery College within the School of Education.	learning, especially for me, has been quite rewarding. I'm able to advise
---	--	--

To enable (turn on) the caption file, click on **Save Changes**. If you need to make changes to your captions, you can also do it before you select Save Changes.

Delete draft Save changes

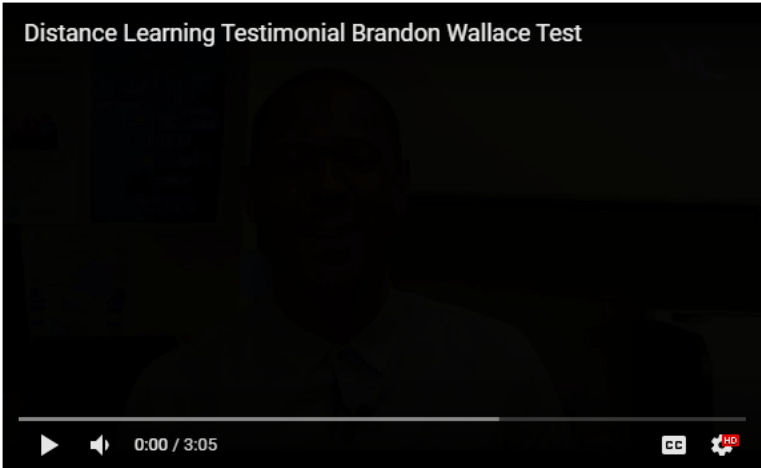
Keyboard shortcuts | Help

Distance Learning Testimonial Brandon Wallace Test



You will be taken to the **Manage subtitles and closed captions** screen. Under **Published**, you will see your caption file.

Manage subtitles and closed captions



✓ Subtitles published.
✕

Add new subtitles or CC ▾

PUBLISHED

English

Community contributions: Off [Turn on](#)

Video language: English [Change language](#)

It will have a **green dot** in front of it, which means the file is not hidden. If it is a **gray dot**, then it means your caption file is hidden.

You can close out the browser tab to go back to the Video Subtitles tab. Click on **Refresh** under subtitles.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Refresh 

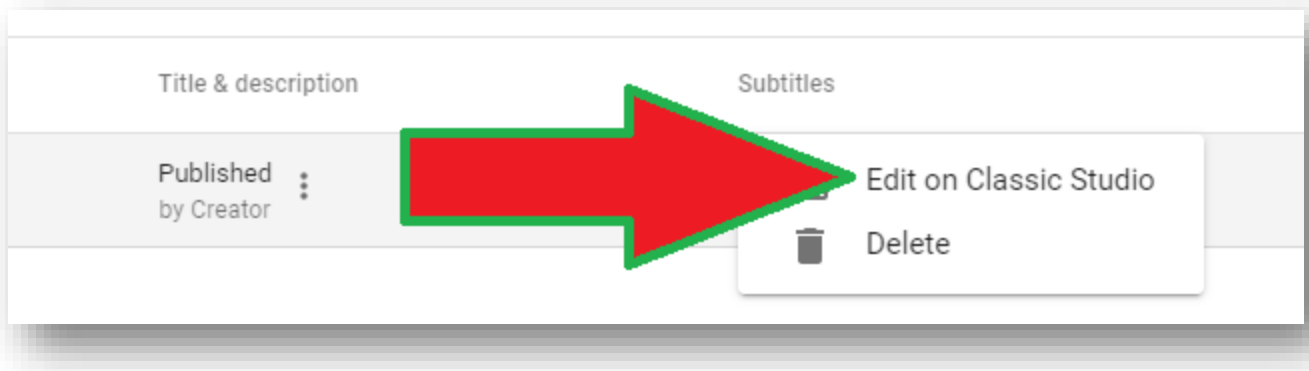
Your caption file will go from **Draft** to **Published**.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Published by Creator

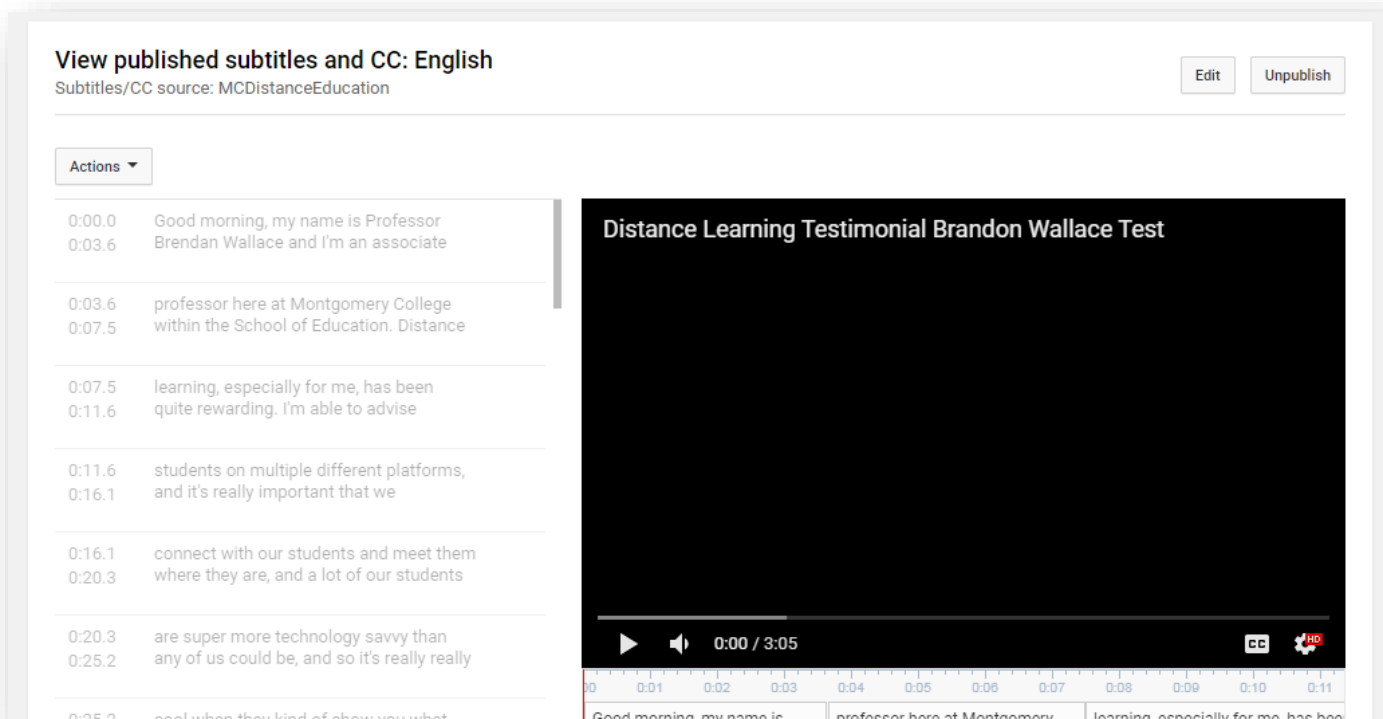
Tutorial 05 – How to Save Caption File

The following instructions will guide you on how to save the caption file, SubRip Text (SRT), for offline video viewing with captions.

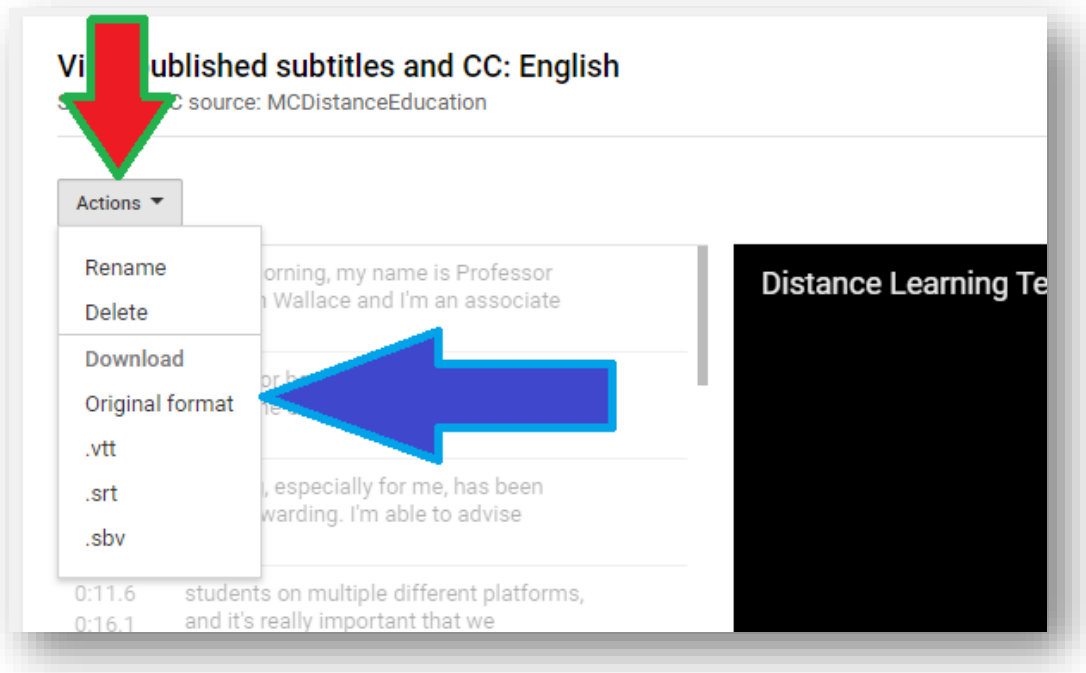
In the **Video Subtitles** screen, click on the three dots (**Options**) under Subtitles and select **Edit in Classic Studio**.



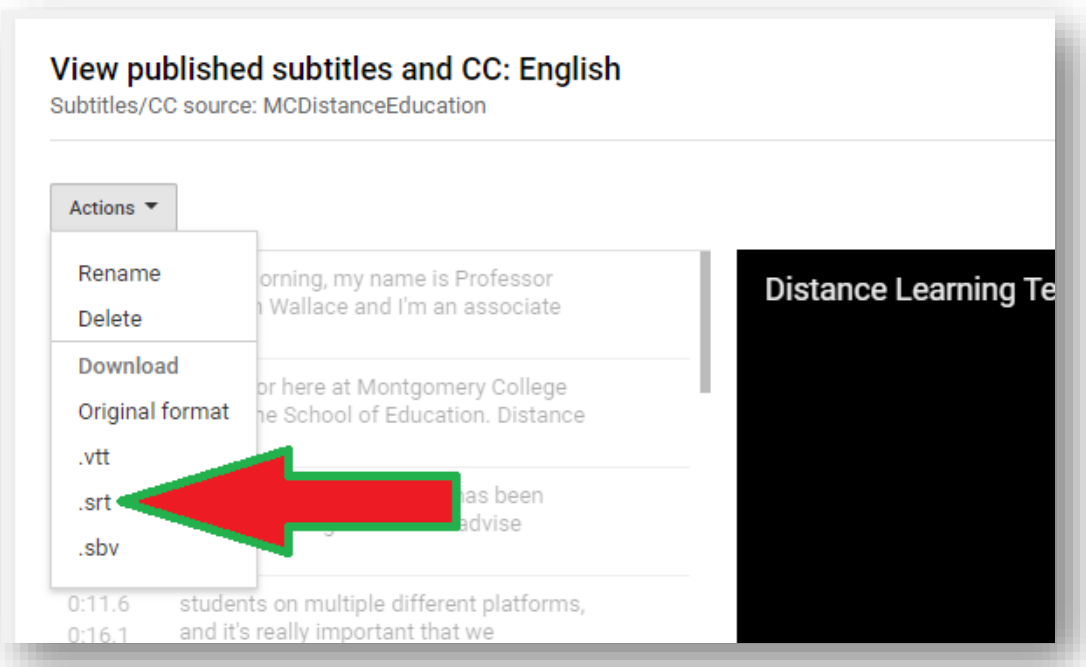
You will be taken to the **View Published Subtitles and CC** screen.



On the left corner, you will see the **Actions** button. Click on this button to see a list of options.

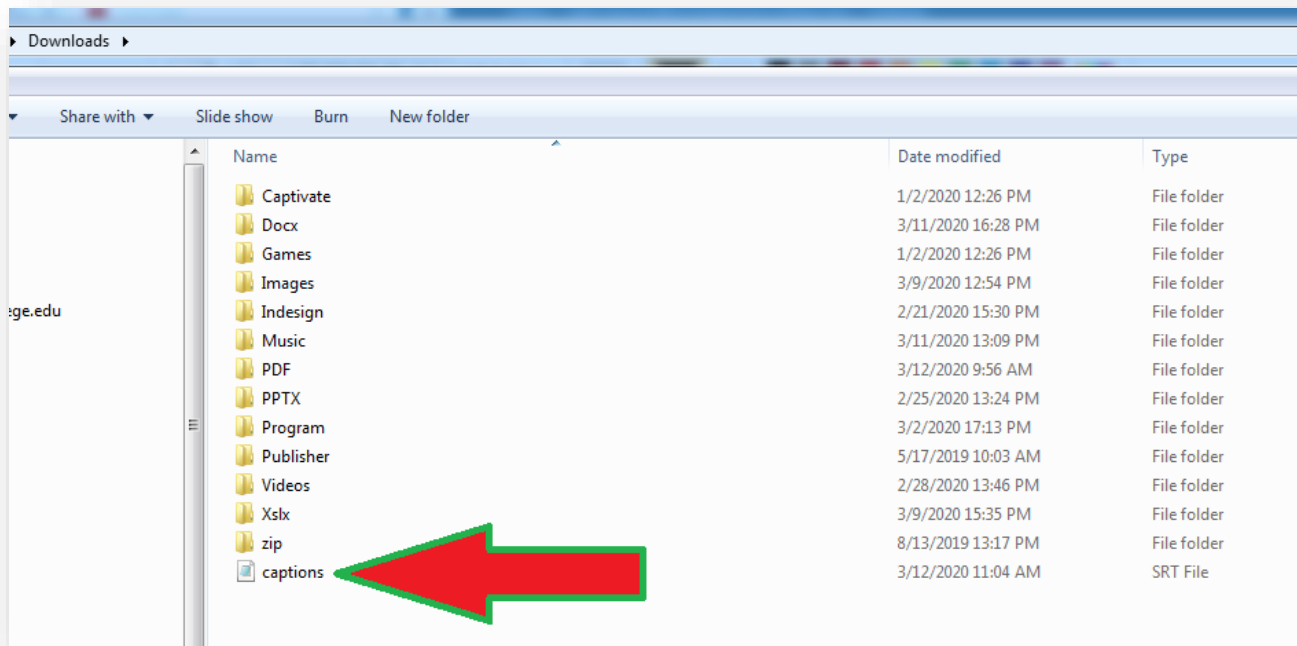


To save your caption file, select **.SRT** on the option list.



Once you select **.SRT**, Google Chrome will automatically save the **Captions.srt** file in your Windows/Mac download folder.

*I am using Windows 7 and have set my default download folder for Chrome in my Downloads folder under Windows Explorer. If I go to my Downloads folder, the captions.srt file will be stored there. Please make sure you know where your default file download folder is in your Windows/Mac computer.



You are done!

If you want to test the SRT file with your video (MP4), you can download the [VLC Player](#). After installing VLC, click to play your MP4. Once the video appears on the player, drag and drop the SRT caption file into the movie.

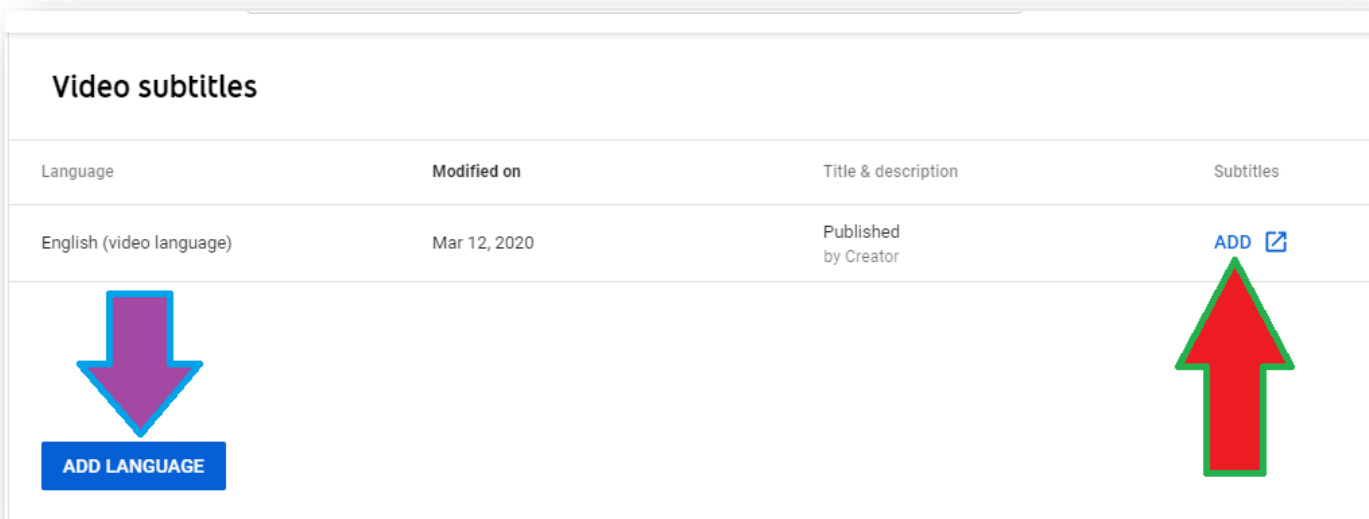
You will be able to see the video caption displayed at the bottom of the video.

Tutorial 06 – How to Upload Your Own Caption File

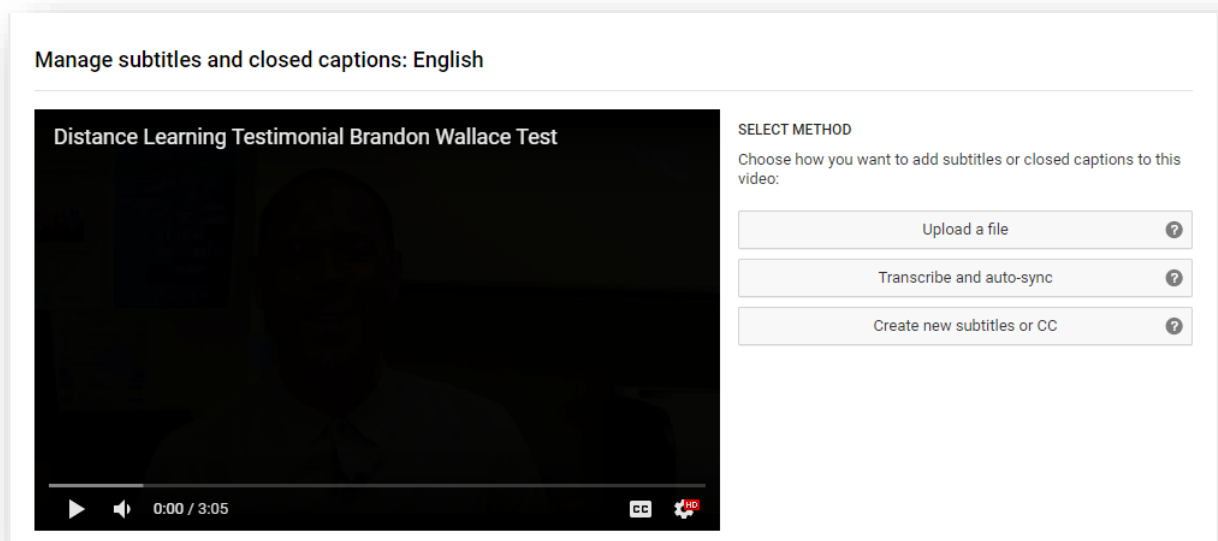
If you have created your own video caption, you can upload the file into your YouTube video. **It is recommended that you save your caption file as an SRT file format in your video editor.**

The following instructions will guide you on how to upload your own caption file for your video.

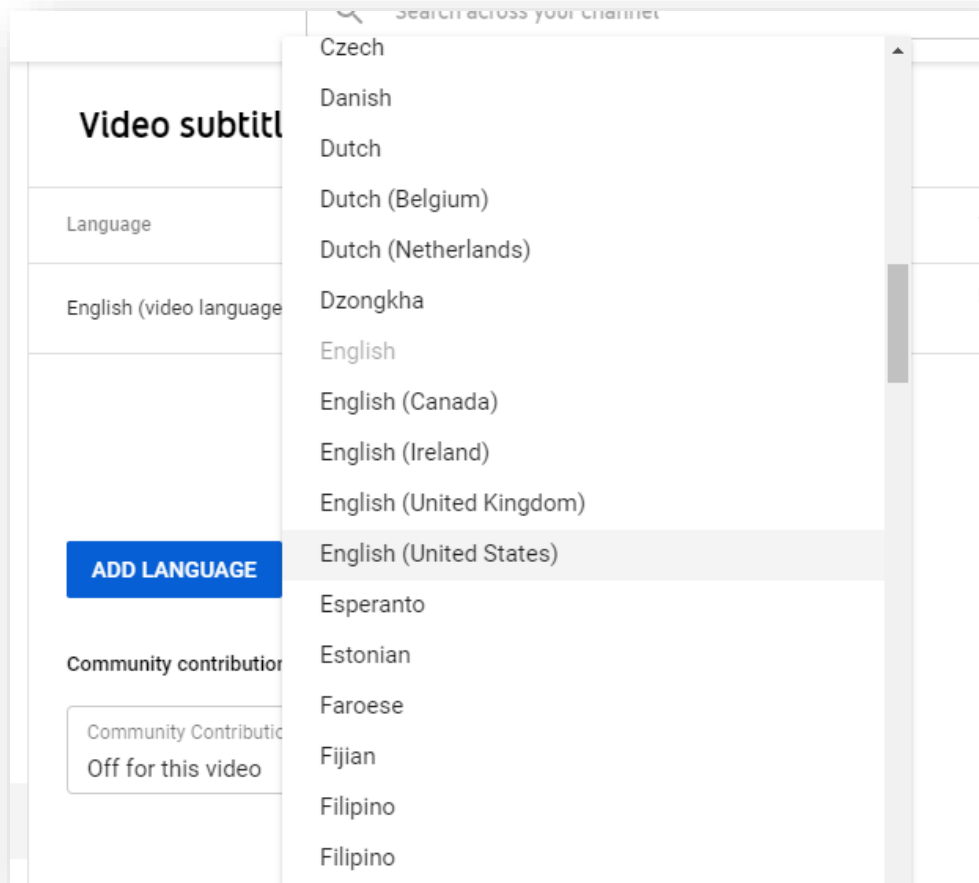
In the Video subtitles screen, click on **Add** under subtitles. If you don't see the Add under subtitles, you can click on **Add Language** to add your caption.



If you click on **Add** under subtitles, you will be taken to the **Manage subtitles and closed captions** screen.



If you click on **Add Language**, select the language for your caption you are uploading.



You will see a file added to Video Subtitles list. Click **Add** under Subtitles.

The screenshot shows a table titled 'Video subtitles' with the following data:

Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Published by Creator
English (United States)		ADD	ADD

Two red arrows with green outlines point to the 'English (United States)' row: one points to the language name, and the other points to the 'ADD' button in the 'Subtitles' column.

You will be taken to the same **Manage subtitles and Closed Captions** screen.

Manage subtitles and closed captions: English

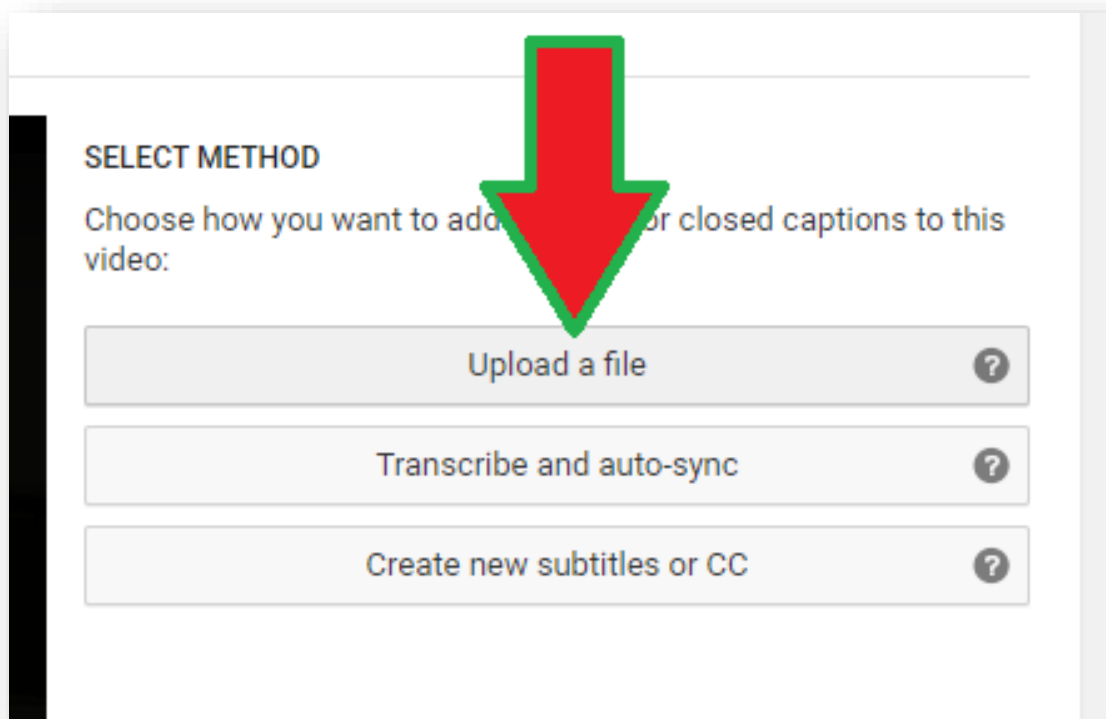


SELECT METHOD

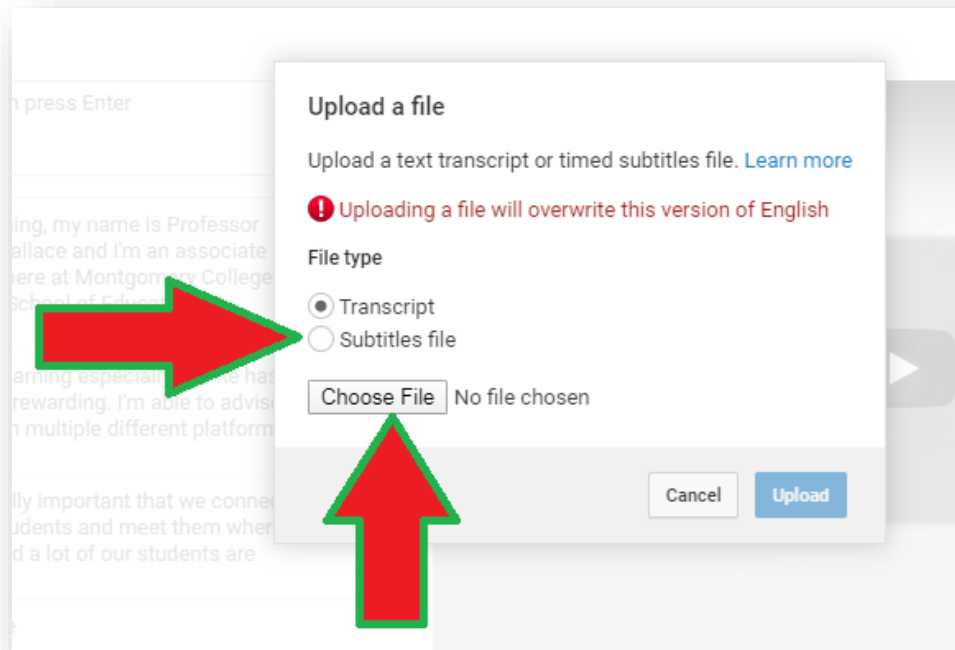
Choose how you want to add subtitles or closed captions to this video:

- Upload a file ?
- Transcribe and auto-sync ?
- Create new subtitles or CC ?

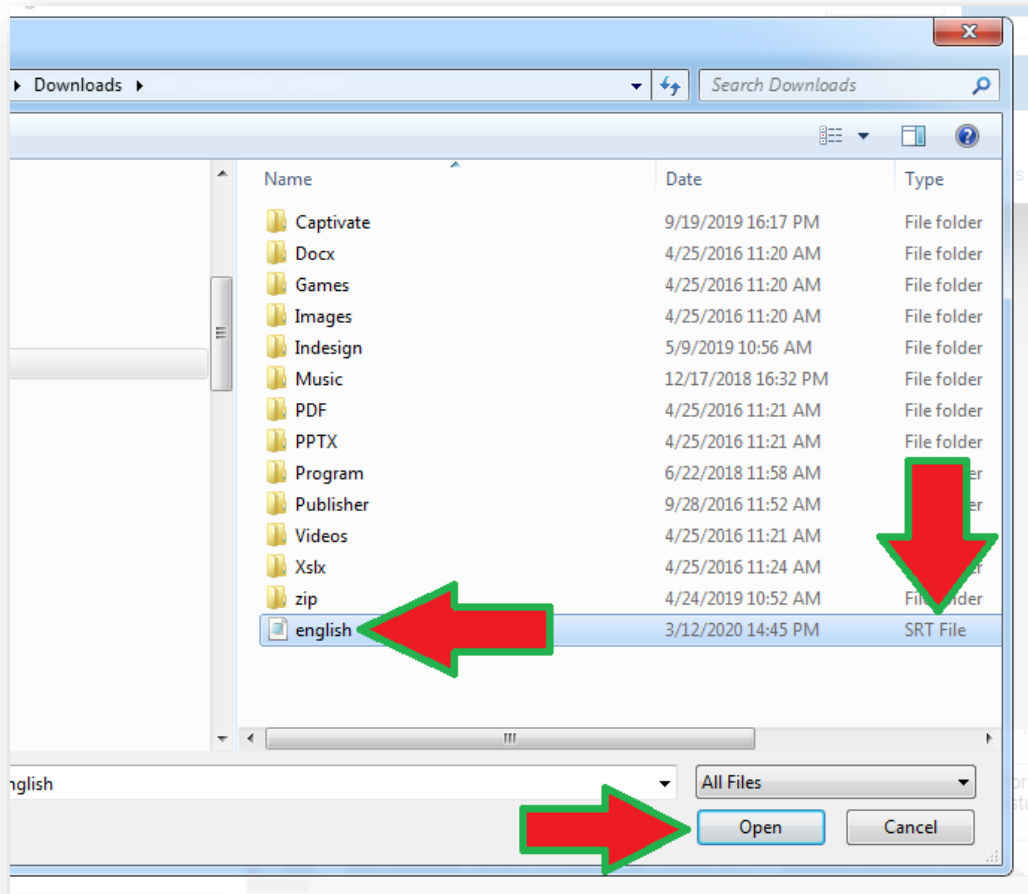
To add caption file, click on **Upload a file** under Select Method.



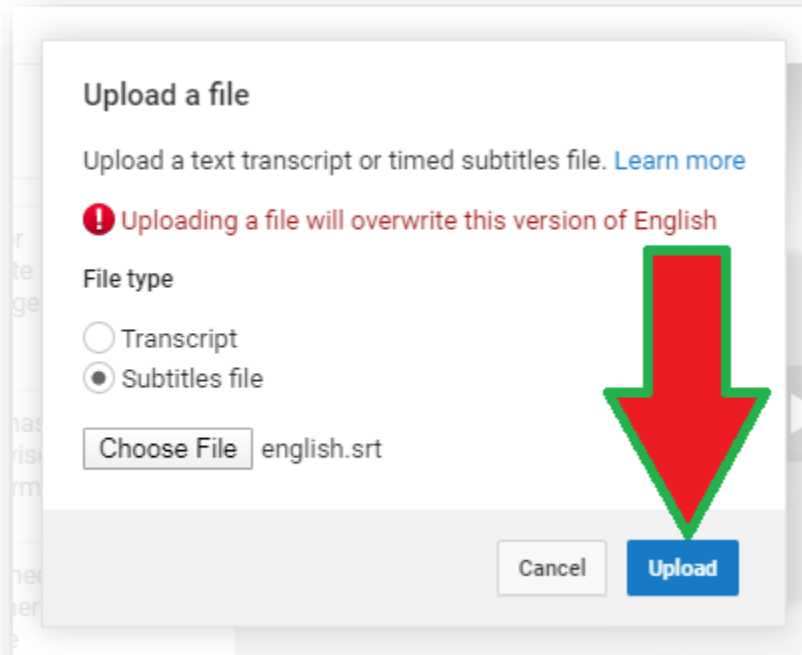
You will see the Upload a file window. Select **Subtitles file** and click on **Choose File**.



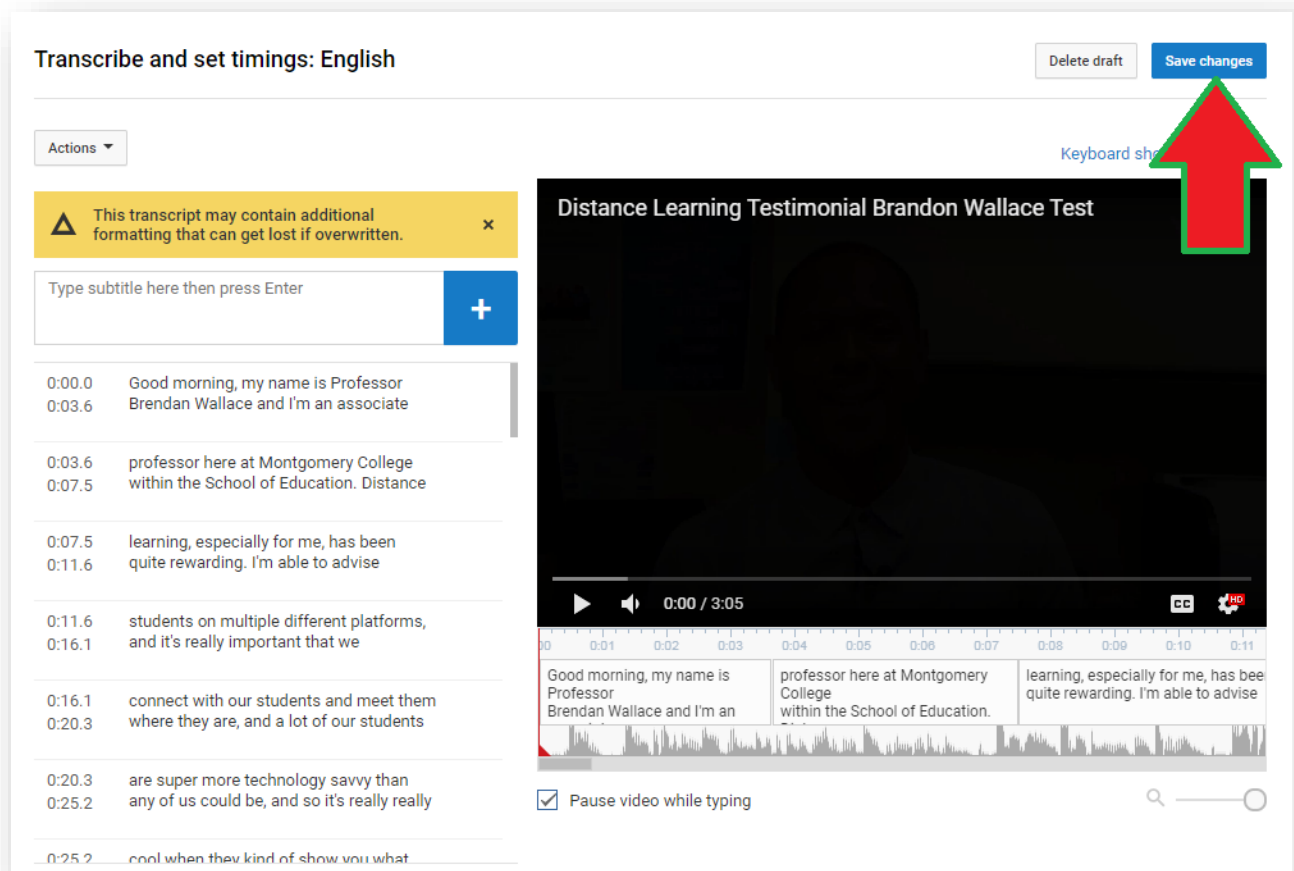
A Windows Explorer window will open up. Locate the folder where you store your SRT caption file and select that file. Click **Open**.



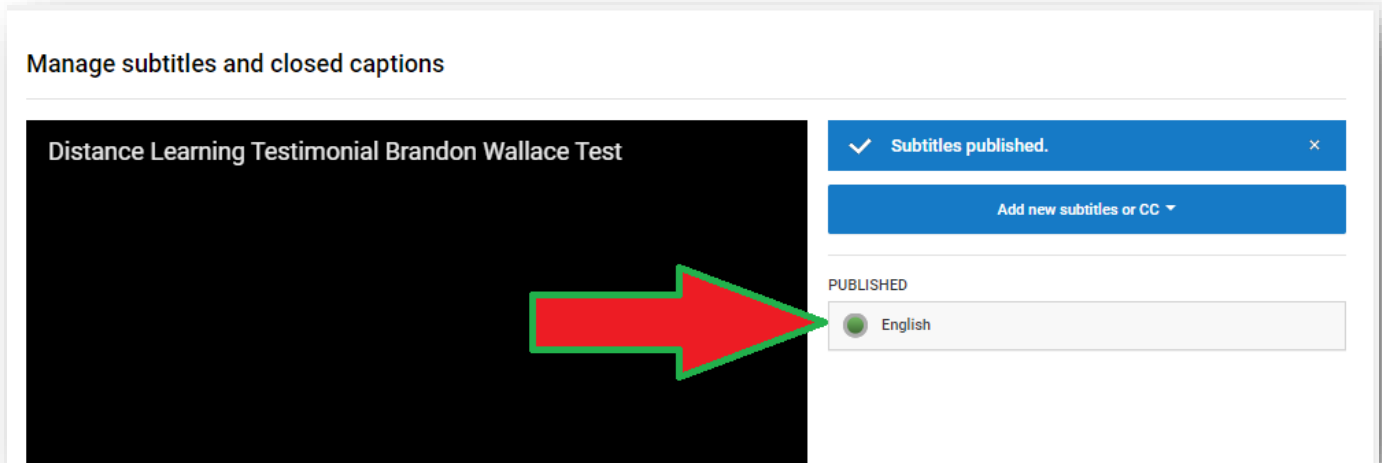
Now click on **Upload**.



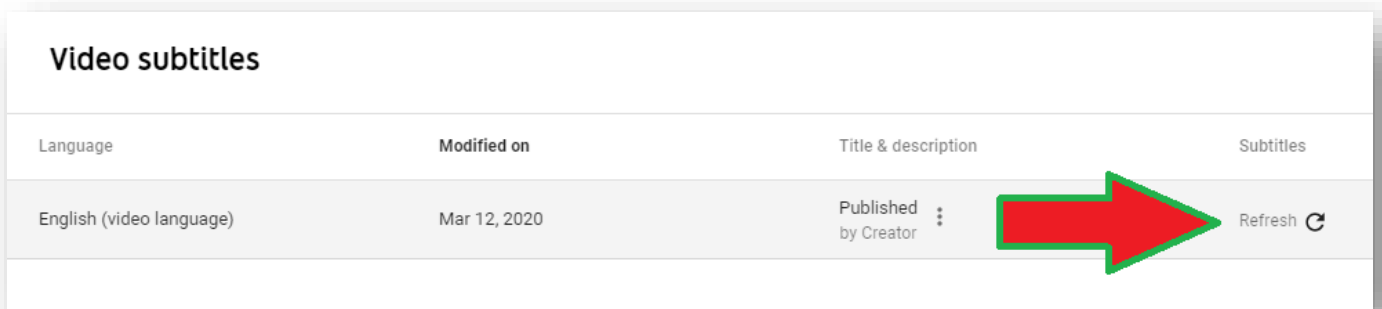
You will be see the Transcribe and set timings screen. Go over and click on Save Changes.



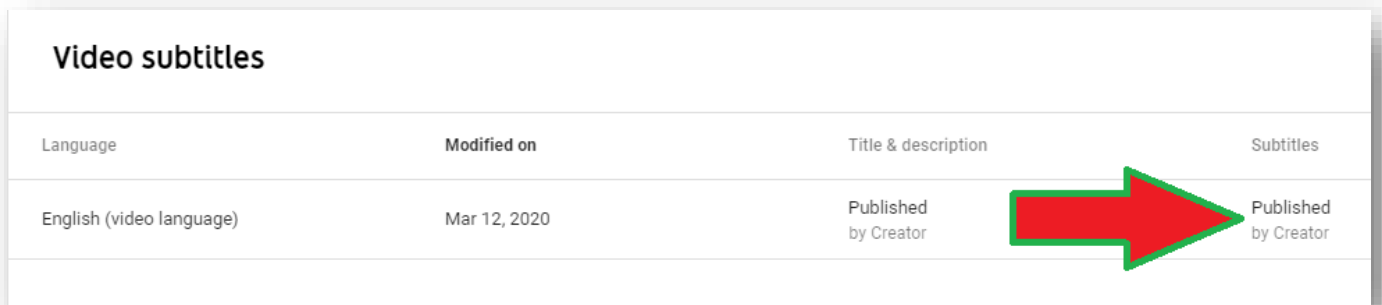
You should now see your caption file under **Published** in the **Manage subtitles and closed captions** screen.



You can close the current tab. In the Video Subtitles screen, click on Refresh.



You will see Published under Subtitles, which mean you have uploaded a caption file for your video.



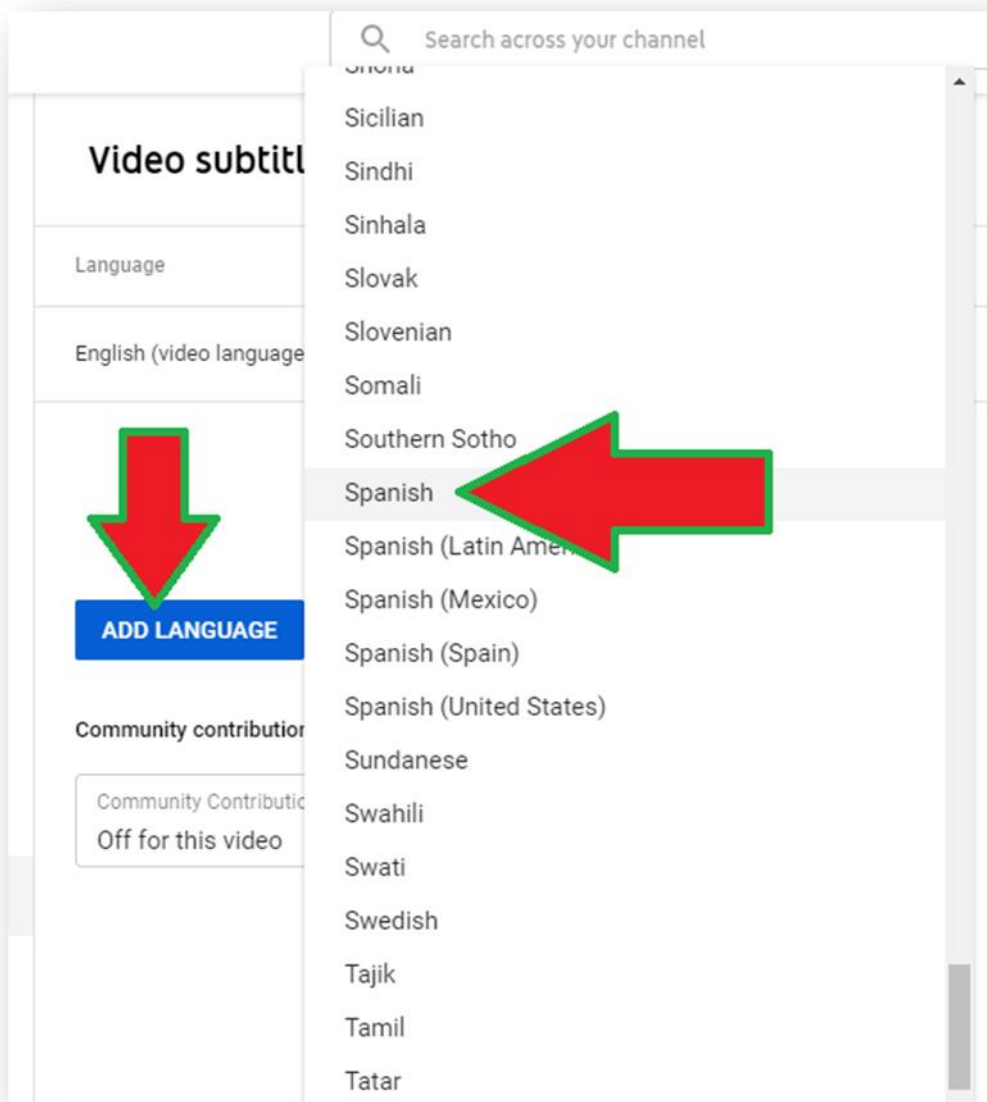
- If you still see the English (Automatic) caption in your list of subtitles, remember to hide or delete the file, since you don't need viewer to see this subtitle option when they view your video. You want them to only see the correct caption file you've created.

Tutorial 07 - Adding Multi-Language Caption File

You can upload multiple language caption files for your video outside of English. If you are using a video editor to create your caption file, make sure to label the file name based on the language you are using for the caption.

The following instructions will guide you on how to add additional language caption file to your video such as Spanish, French, German, or Chinese.

In the Video Subtitles screen, click on **Add Language**. Then select the language you are uploading your caption file.




The caption file will appear on the screen. Click Add under Subtitles.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Published by Creator
Spanish	-	ADD	ADD ↗

Now click on Upload a file.

Manage subtitles and closed captions: Spanish



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SELECT METHOD
Choose how you want to add subtitles or closed captions to this video:

- Upload a file
- Transcribe and auto-sync
Only available for original video language
- Create new subtitles or CC

Subtitles file will be automatically selected. Click on **Choose File** to locate your caption file.

Upload a file

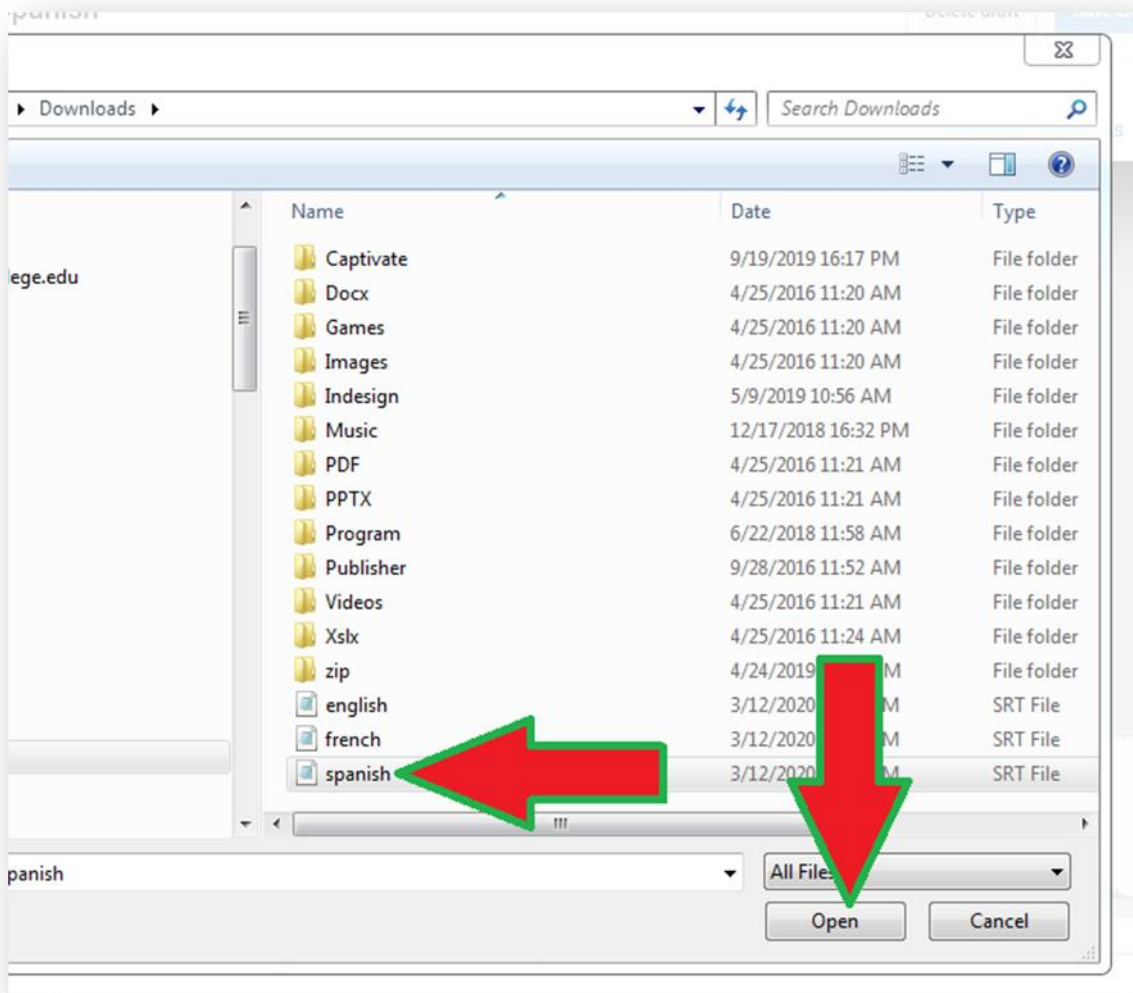
Upload a text transcript or timed subtitles file. [Learn more](#)

File type

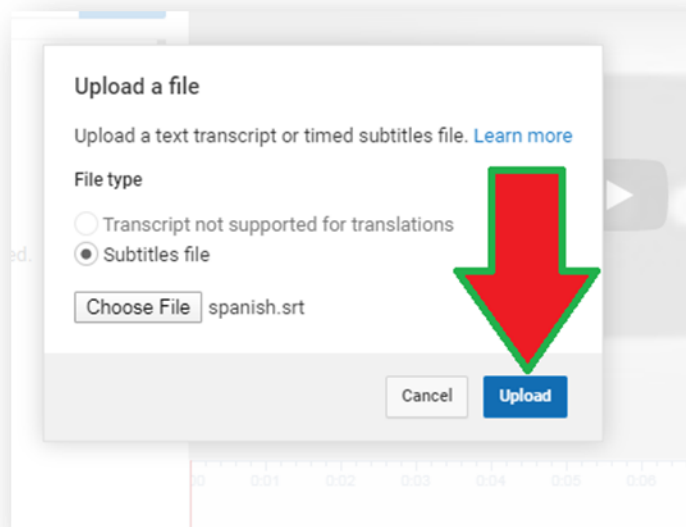
- Transcript not supported for translations
- Subtitles file

No file chosen

Select your caption file and then click **Open**.



Now click **Upload**.



On the Transcribe and set timings screen, click **Save Changes**.

Transcribe and set timings: Spanish

All changes saved in Drafts Delete draft Save changes

Actions ▾ Keyboard

⚠ This transcript may contain additional formatting that can get lost if overwritten. ✕

Type subtitle here then press Enter +

0:00.0 Hola, Me llamo Professor
0:03.6 Brendan Wallace Y soy asociada

0:03.6 Profesora aquí en Montgomery College
0:07.5 dentro de la Escuela De Educación.
Distancia

0:07.5 el aprendizaje, especialmente para mí, ha
0:11.6 sido bastante gratificante Puedo aconsejar

Distance Learning Testimonial Brandon Wallace Test

educator
schoolteacher
trainer
educationalist
lecturer
coach
instructor
mentor
pedagogue
counselor

el aprendizaje, especialmente para mí, ha sido bastante gratificante. Puedo aconsejar

0:07 / 3:05

You will now see English and Spanish under Published.

Manage subtitles and closed captions

Distance Learning Testimonial Brandon Wallace Test

Subtitles published. ✕

Add new subtitles or CC ▾

PUBLISHED

English

Spanish

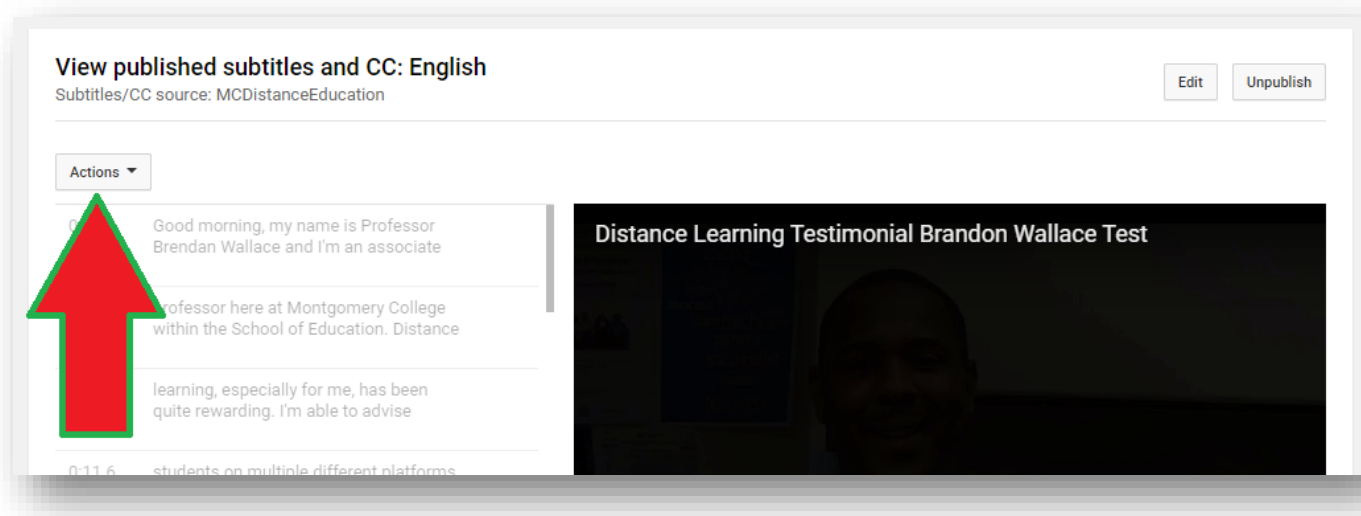
Repeat the same steps if you want to upload additional languages for your video.

Tutorial 08 – How to Delete Caption File

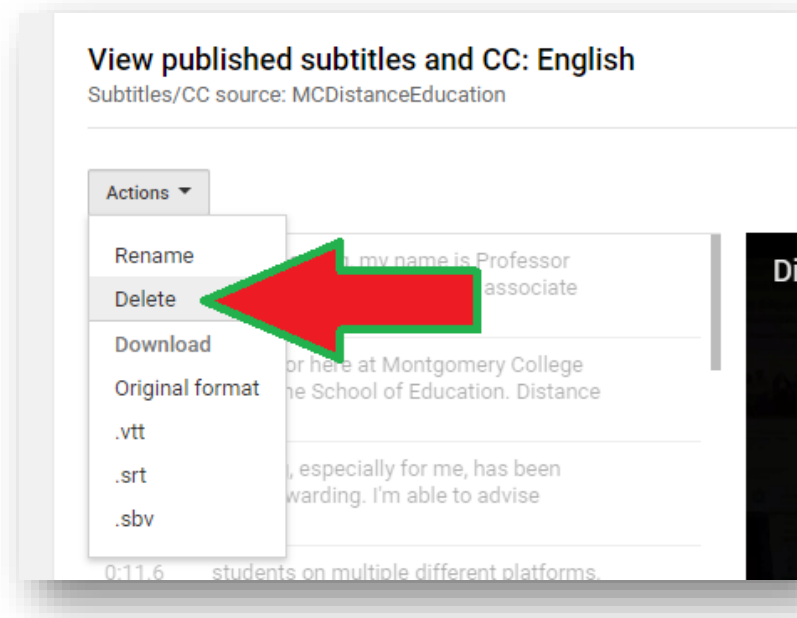
If you upload caption to your video on YouTube but decide you don't want to keep the file, you can delete the file. However, the delete option is recommended only if you have a backup copy of the caption file on your computer.

I recommend that you hide your caption. However, if you are sure you do not need the caption file, use the following instructions to delete caption file.

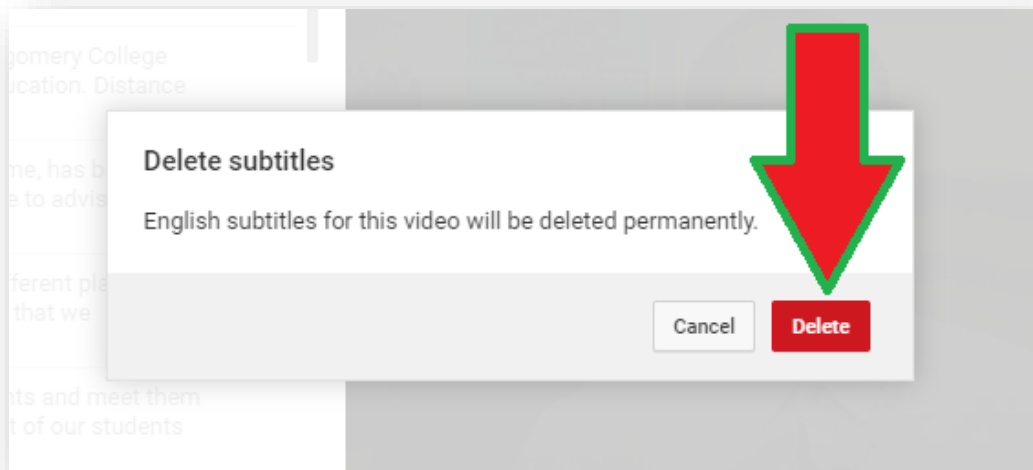
Under the **View published subtitles and CC** screen, click on the **Actions** button.



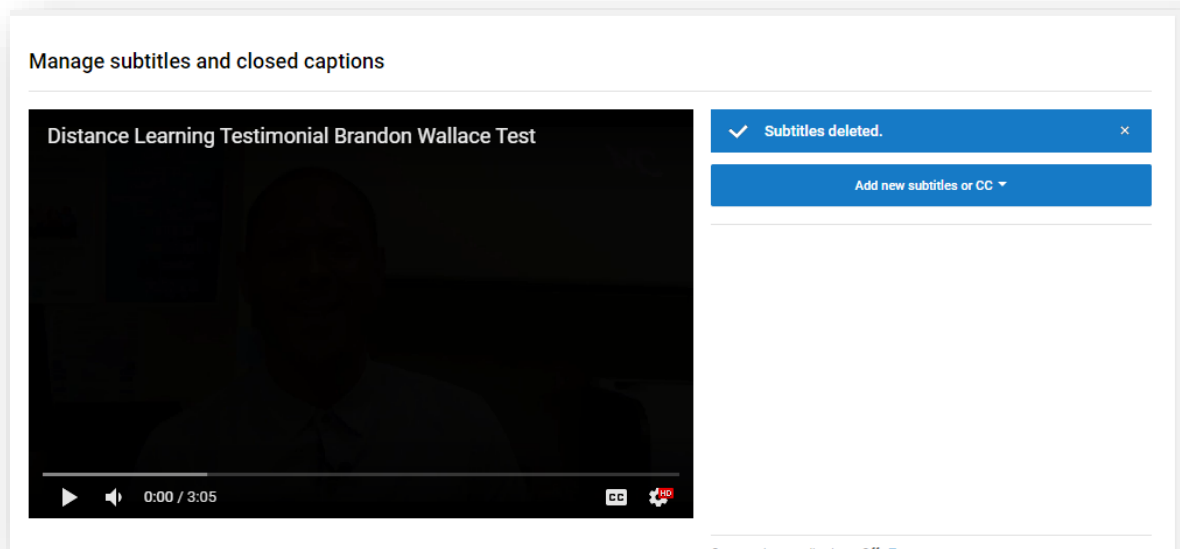
The Action drop-down menu will appear. Select **Delete** to remove your caption file.




A Delete subtitles confirmation message will pop up. Click on **Delete** to confirm.




You will be taken back to the **Manage subtitles and closed captions** screen. Your caption file is now deleted.



Back on the Video Subtitles screen. If you click on the **Refresh** button, the caption file will disappear.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Refresh 

You will see the **Add** option under Subtitles.

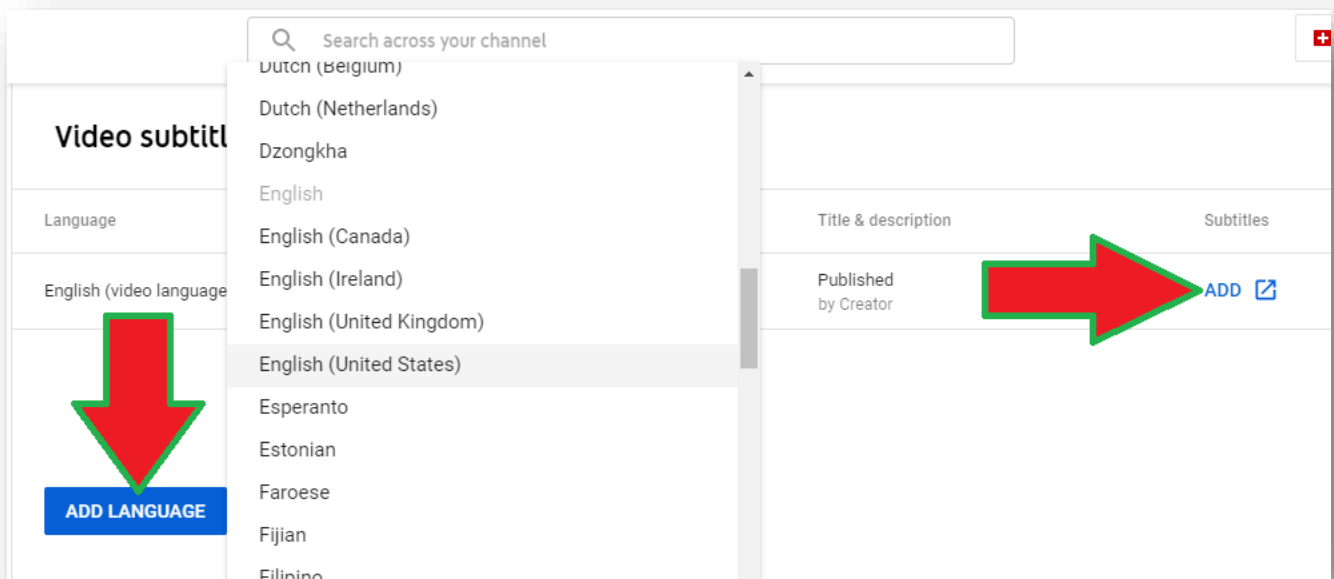
Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	ADD 

Tutorial 09 – Manually Adding Captions

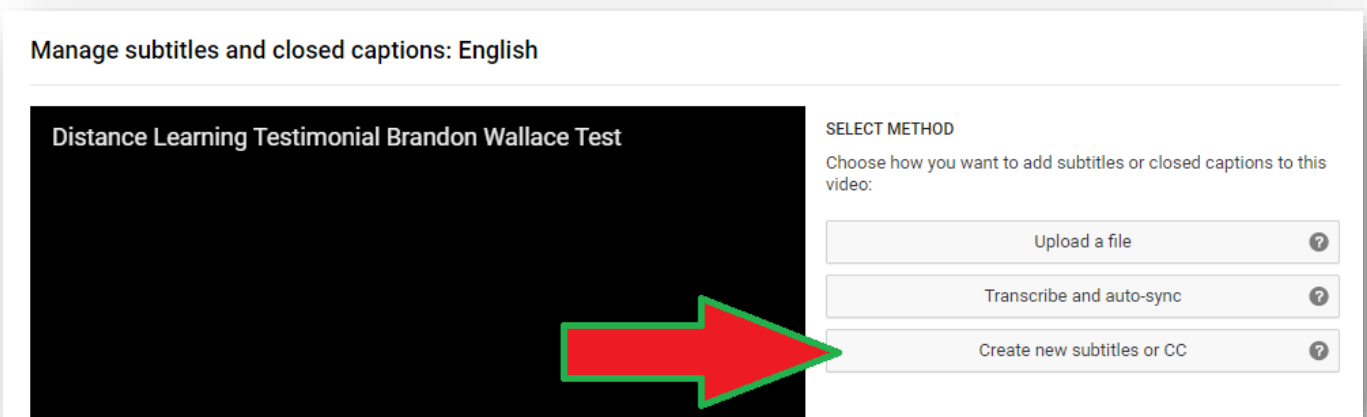
Sometimes your video might not generate any captions. This could be because the audio is not clear, or another unspecified reason. If this happens, you might need to manually type in the captions as you watch the video. If you have a video transcript available, you can copy and paste.

The following instructions will guide you on how to manually add your own caption to your YouTube video.

Under **Video Subtitles**, you can click on **Add** under Subtitles if you see English (video language). If you don't see this option, click on **Add Language** and select your language.

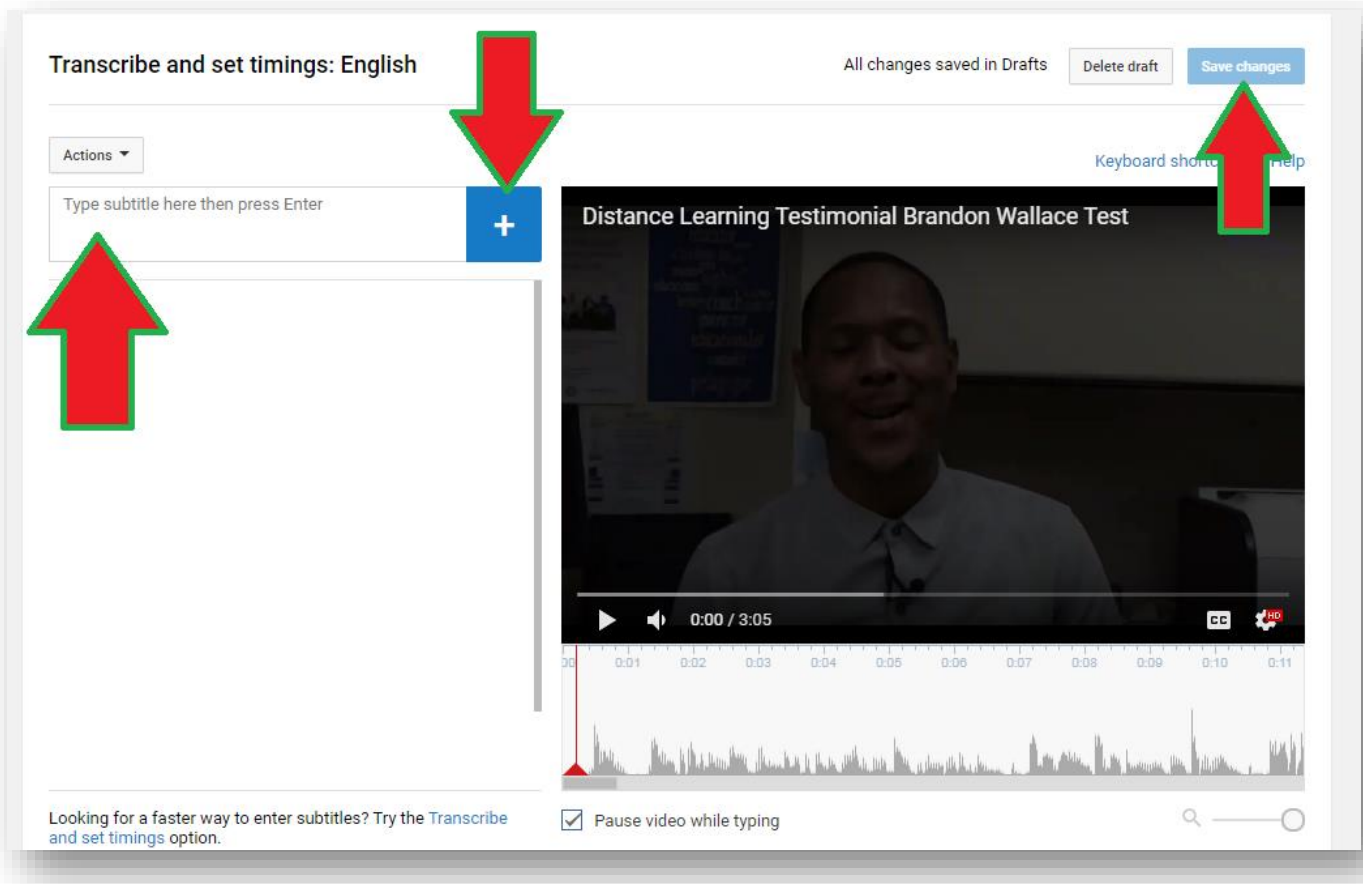


You will be taken to the **Manage subtitles and closed captions**. Under Select Method, click on **Create New Subtitles or CC**.



You will be taken to the **Transcribe and Set Timings** screen. You can type in your subtitles and click on the Blue Plus button to add your captions.

As noted above, if you have a video transcript for your video, you can copy and paste the text into the subtitles.



Once you are done typing the captions, click on **Save Changes**.

When you go back to the Video Subtitles screen, your caption file should appear as Published under Subtitles.

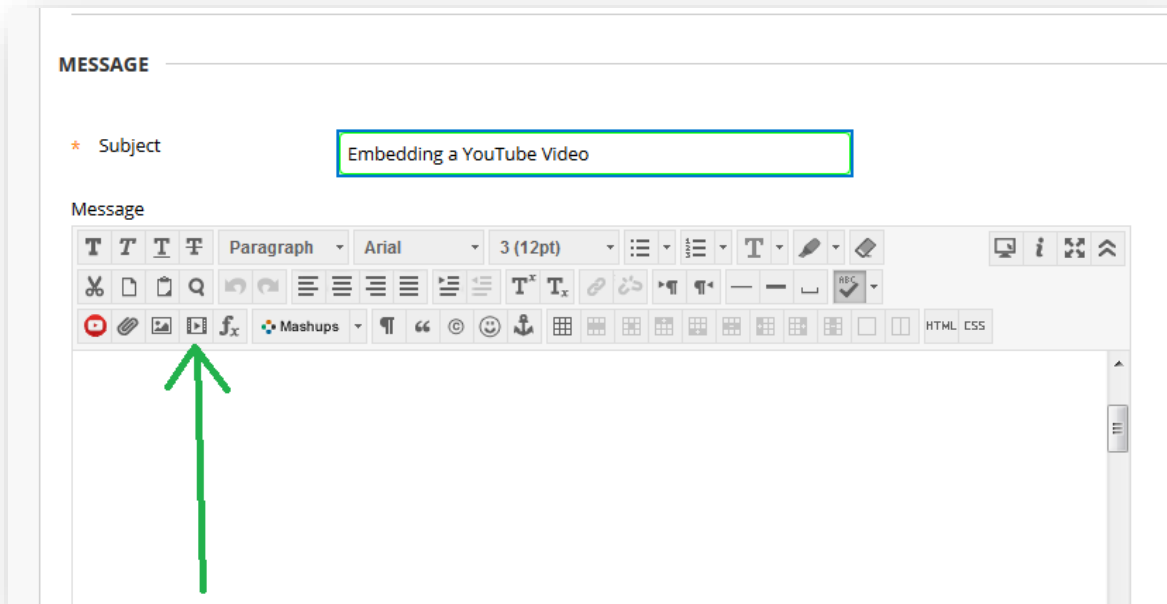
- Often, this process is very rare in YouTube auto captions. If you don't have auto captions for your video, delete your video and upload again. Sometimes, the auto captions may take a few minutes or hours to generate depending on how long your video is.
- I would recommend you do not upload long video because sometimes captions aren't generated for videos that are longer than 15 minutes.
- If you are working on videos that are longer than 15 minutes, create a video transcript first, if possible. Then you can use this transcript to copy and paste later if you do not get auto captions.
- However, if your video has no auto captions, you will need to follow the steps above in this tutorial to add your own captions, which can be time-consuming.

Tutorial 10 - Embedding YouTube Video in Blackboard

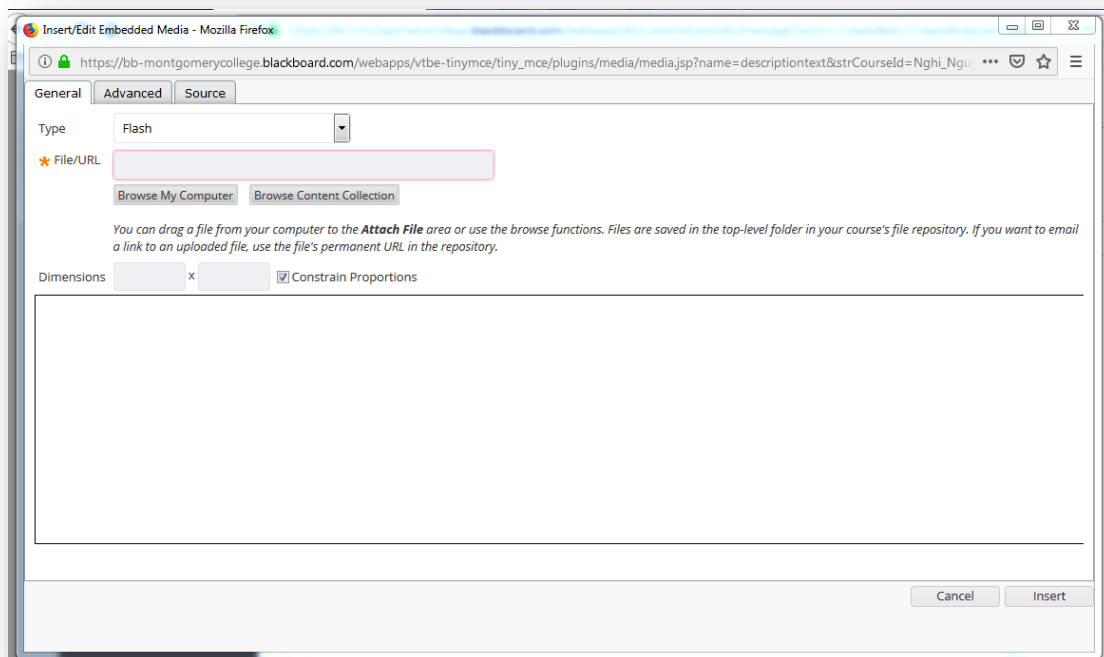
The following instructions will guide you on how to embed a YouTube video into your Blackboard course.

Step 1

In the editor, select the Insert/Edit Embedded Media button.

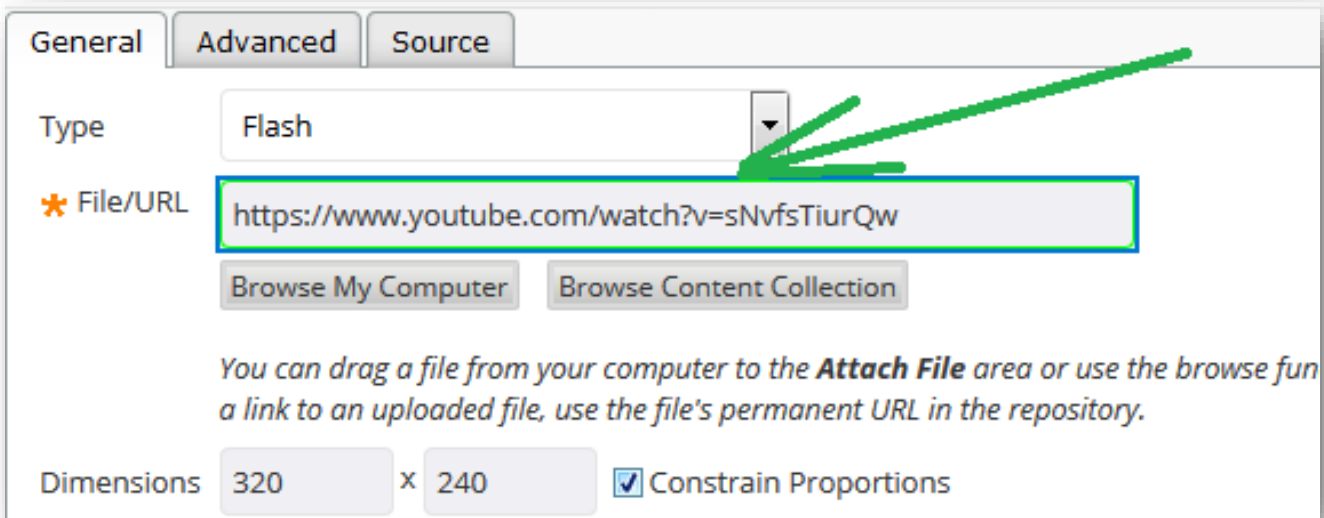


A screen will pop up.



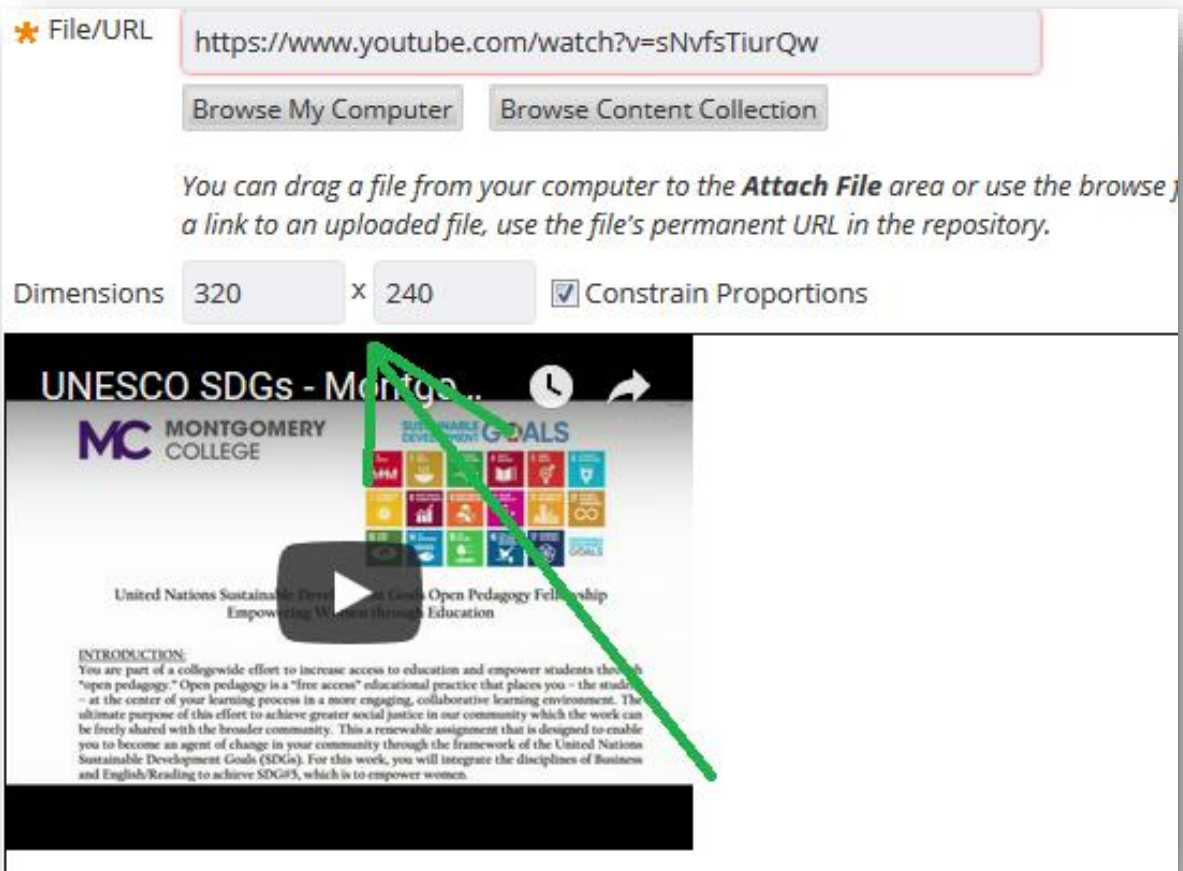
Step 2

Copy the URL address of your video and paste it into the **File/URL** box.



The screenshot shows a configuration window with three tabs: "General", "Advanced", and "Source". The "Source" tab is active. In the "Type" dropdown menu, "Flash" is selected. The "File/URL" field contains the URL "https://www.youtube.com/watch?v=sNvfsTiurQw". Below this field are two buttons: "Browse My Computer" and "Browse Content Collection". A green box highlights the "File/URL" field, and a green arrow points to the "Flash" dropdown. Below the buttons is a text instruction: "You can drag a file from your computer to the **Attach File** area or use the browse function to link to an uploaded file, use the file's permanent URL in the repository." At the bottom, the "Dimensions" are set to "320" x "240" with a checked "Constrain Proportions" checkbox.

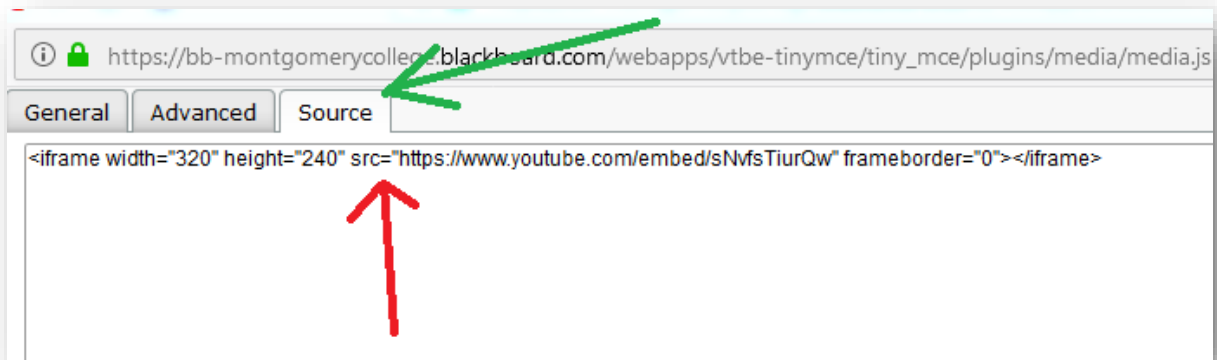
You can change the dimension of the video if you want.



This screenshot shows the same configuration window as above, but with a video preview area at the bottom. The "File/URL" field and "Type" dropdown are still visible. The video preview shows a slide titled "UNESCO SDGs - Montage" from Montgomery College. The slide features the college logo, a grid of 17 Sustainable Development Goals icons, and text about a "United Nations Sustainable Development Goals Open Pedagogy Fellowship". A green arrow points to the video preview area. The "Dimensions" are still set to "320" x "240" with "Constrain Proportions" checked.

Step 3

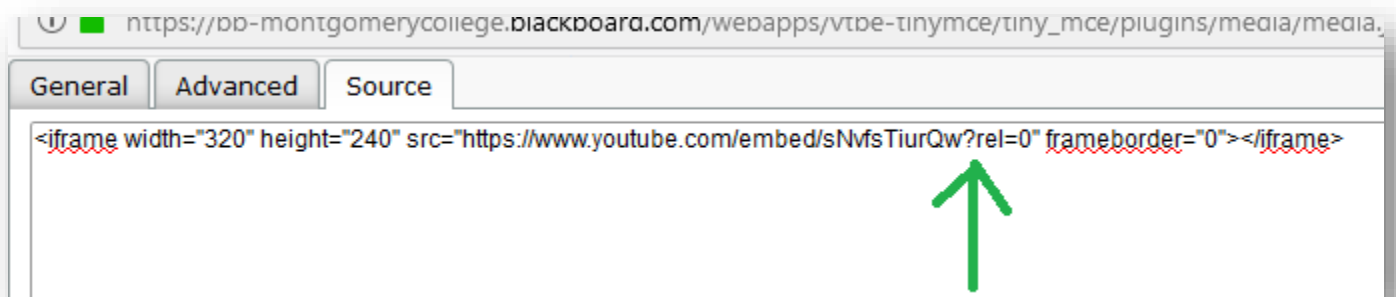
Now click on **Source**.



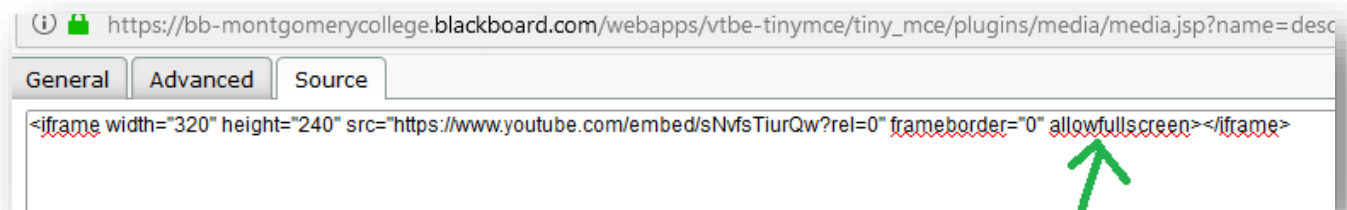
Under Source, you will see the HTML code setting for your video. This is where you can do several things.

1. Disable related video suggestions after the video ends
2. Enable Full Screen

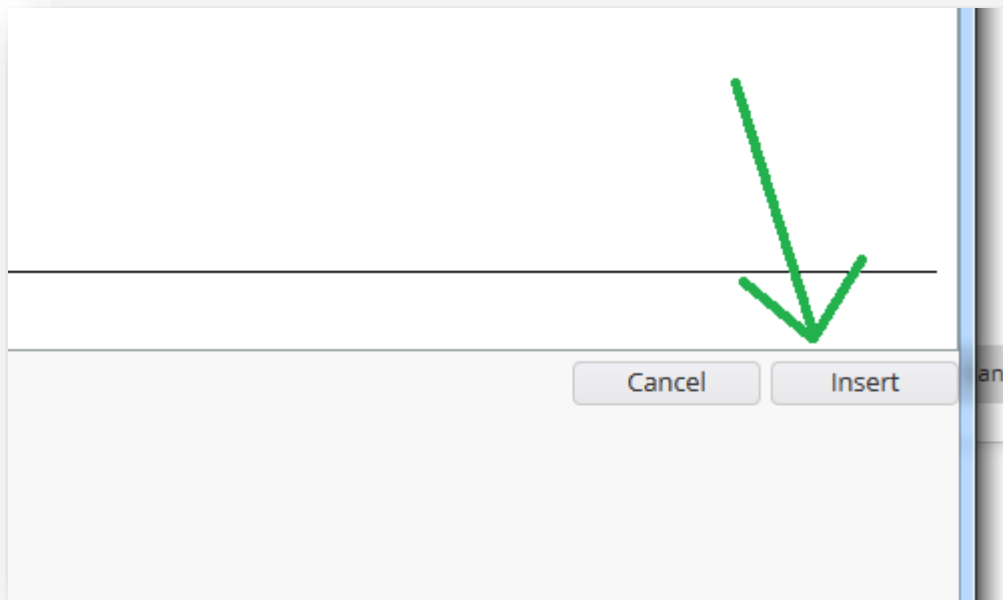
To Disable related video suggestions, add **?rel=0** at the end of your YouTube video URL



To Enable Full Screen, add in the phrase **allowfullscreen**



Now click **Insert** to finish.



Once you click **Submit**, you should see the video.

A screenshot of a social media post. The user's profile picture is a man with dark hair. The name is 'Nghi Nguyen' with a star icon. The title is 'Embedding a YouTube Video'. The video player shows a slide titled 'UNESCO SDGs - Montgo...' with the Montgomery College logo and a grid of 17 Sustainable Development Goals icons. Below the video, the text reads: 'United Nations Sustainable Development Goals Open Pedagogy Fellowship Empowering Women through Education'. An 'INTRODUCTION:' section follows, describing a collegewide effort to increase access to education and empower students through 'open pedagogy'. At the bottom of the post are four buttons: 'Reply' (highlighted in blue), 'Quote', 'Edit', and 'Delete'.