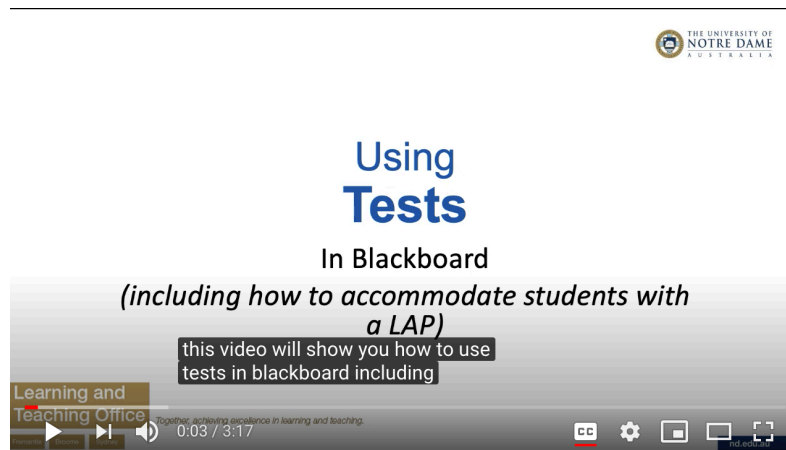


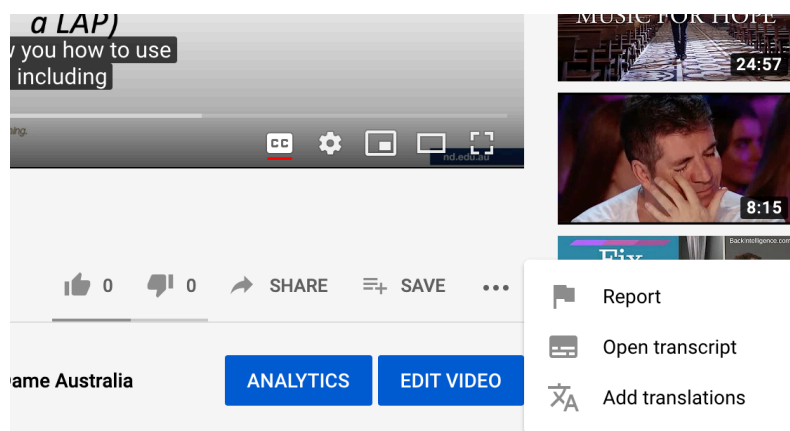
Using YouTube Captioning

YouTube automatically captions videos stored there. This guide will show you how to find them, and to download a full video transcription.

Turning on Closed Captions while watching a video on YouTube is straightforward. You just need to click on the CC icon in the bottom right hand corner.



If you want to download the transcription of the whole video, you need to look underneath the video for the menu indicated by three dots. Choose "Open transcript".



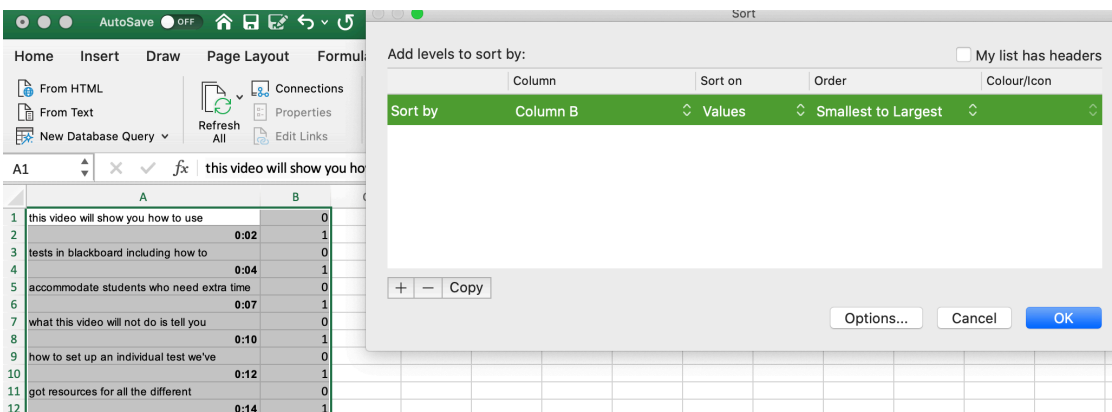
The window that contains the transcript also contains timestamps for each line. You may be happy to copy and paste it as it is into a document, or you may want to get rid of the time stamps.

If that is the case, copy the transcript into Excel.

Create a column next to the transcript column and fill it with alternating zeroes and ones

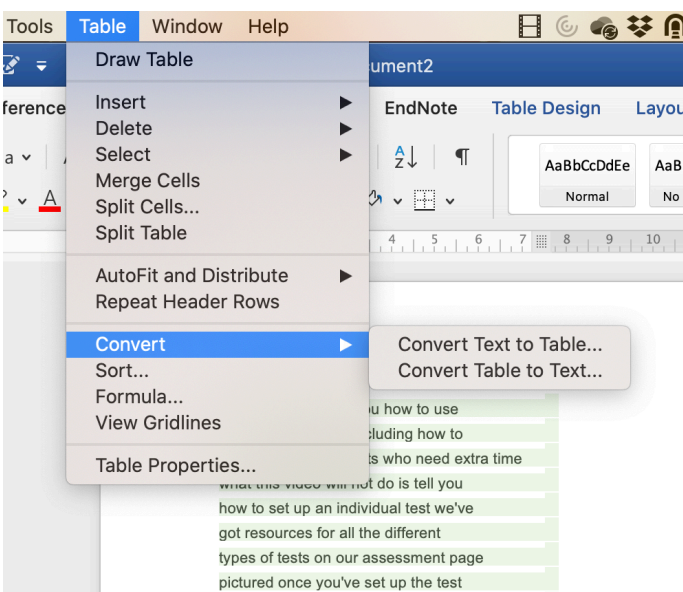
	A	B
1	this video will show you how to use	0
2		0:02
3	tests in blackboard including how to	1
4		0:04
5	accommodate students who need extra time	1
6		0:07
7	what this video will not do is tell you	0
8		0:10
9	how to set up an individual test we've	1
10		0:12
11	got resources for all the different	0
12		0:14
13	types of tests on our assessment page	1
14		0:16
15	pictured once you've set up the test	0
16		0:19
17	this video will show you what to do with	1
18		0:21
19	it	0

Select both columns, choose Data, then click on the Sort button. Make sure to uncheck “My List has Headers” in the box that comes up. Choose to sort on Column B (or whichever column has your zeroes and ones in it).



You can now copy the text into Word. It will copy in as a table, so next you need to convert the table to text.

In Word, from the Table menu, choose Convert Table to Text



You will now need to tidy up the transcript, or you may choose to load it onto Blackboard as it is.