LONG BEACH CITY COLLEGE

Information Technology Services

Editing your Zoom Recording Using Camtasia and Adding Captions in Microsoft Streams

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

It is recommended to use this guide for editing and sharing a recording/video between LBCC staff.

If you wish to create captions for your students in your course in Canvas, we recommend using Canvas Studio to upload your video and create captions or other accessibility features. More information on Canvas Studio can be obtained by contacting the OLET Department – olet@lbcc.edu or (562) 938-4511.

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1. Navigate to your Zoom Recordings Page and select the recording to edit.

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2. Download the Zoom files. These files will be sent to your Downloads folder.

Recordings and Transcripts › Andrew Chavez Test Meeting
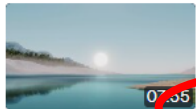
Andrew Chavez Test Meeting ✏️

Share

Oct 23, 2024 03:24 PM Pacific Time (US and Canada)   ID: 852 5593 6312

This recording will be deleted automatically in 180 days. ⓘ

0 total views • 0 total downloads   Recording Analytics

Recording 1 ✏️

4 Files, 17 MB

⬇️ Download   🔗 Copy shareable link   ⬆️ Add to Zoom Clips   🗑️ Delete
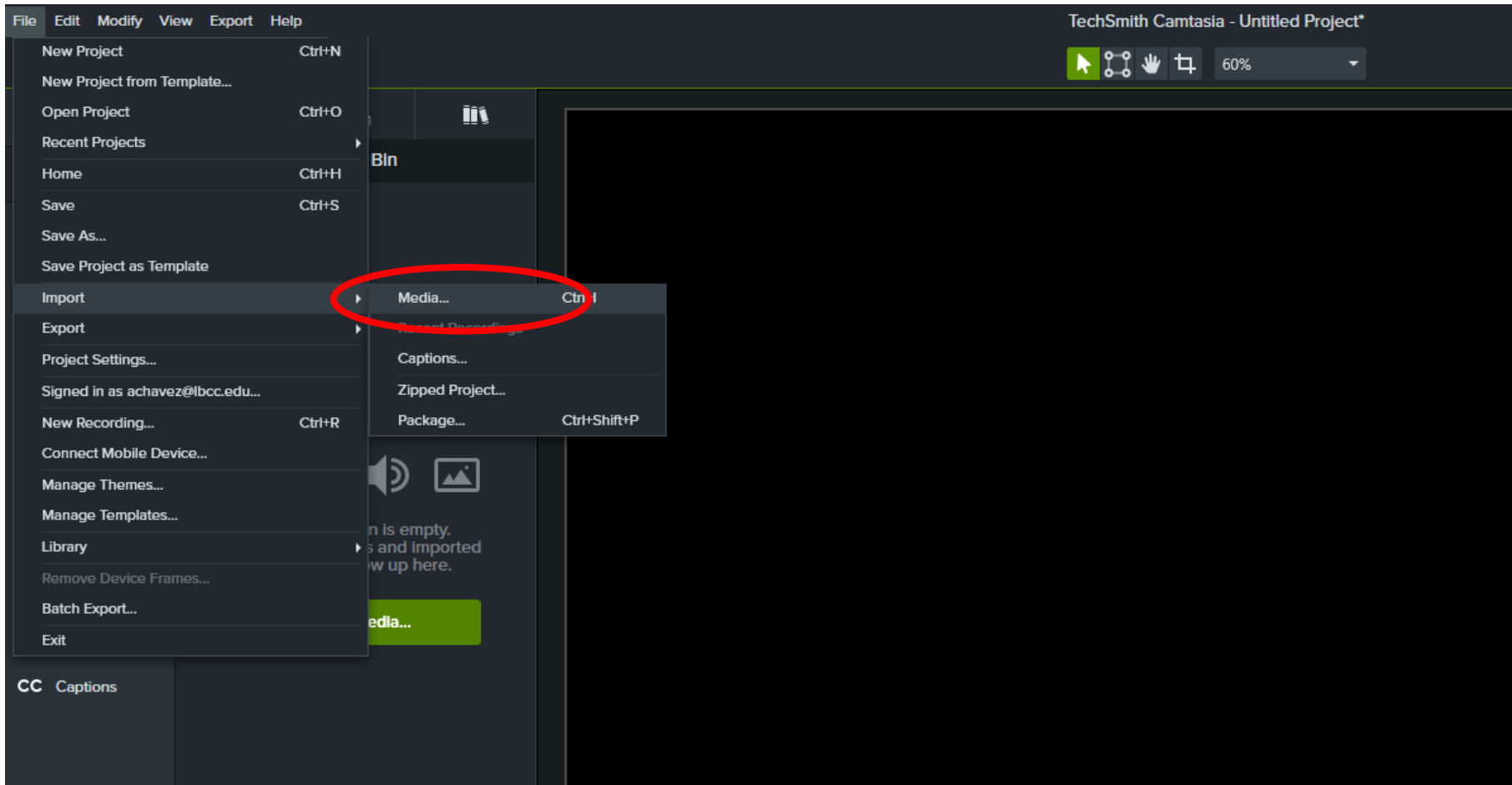
The recording includes the files listed below:

Shared screen with speaker view   10 MB

♫ Audio only   7 MB

Audio transcript - English(original)   10 KB

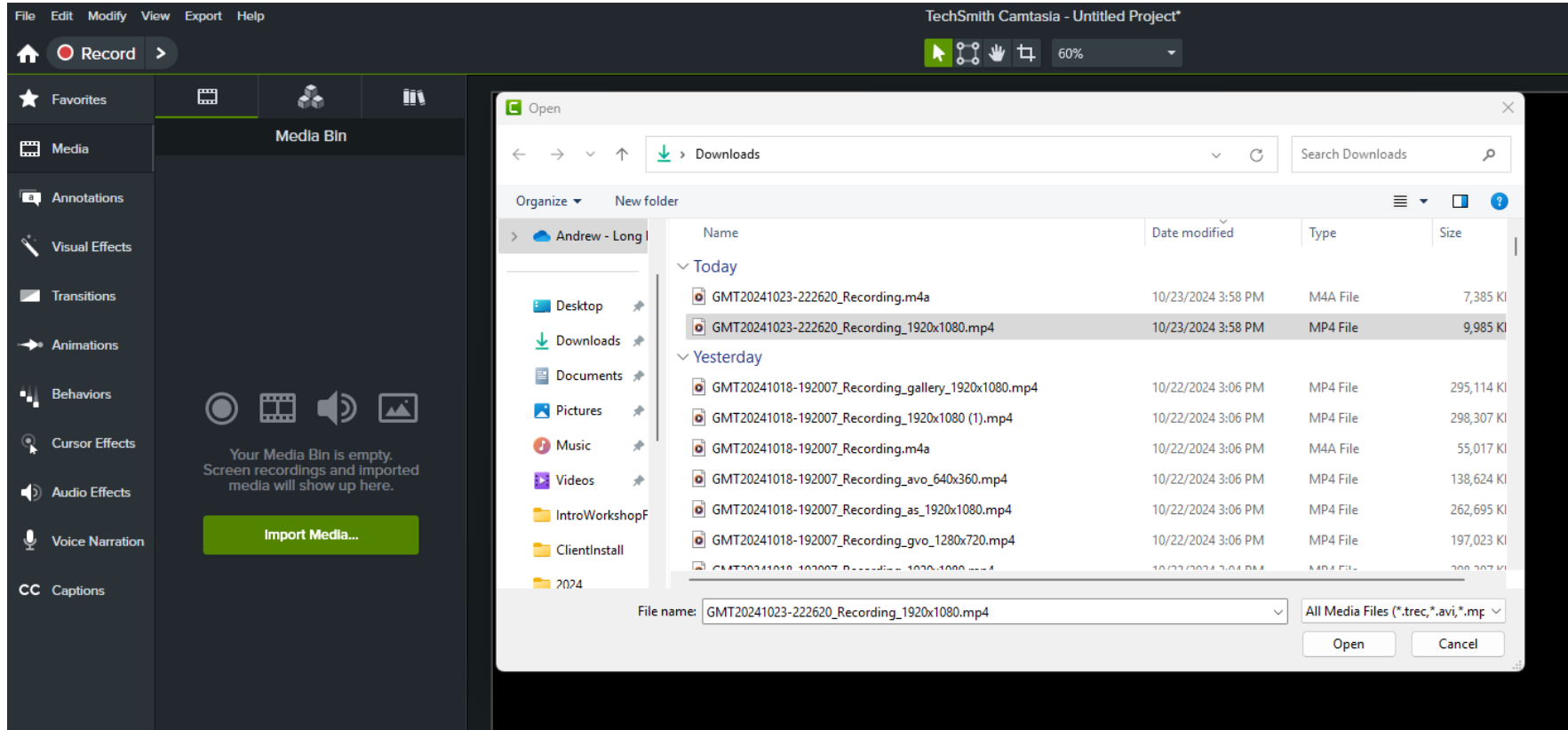Closed Caption   10 KB

3. Open Camtasia and click **File > Import > Media…**

4. Camtasia will open your Downloads folder and allow you to select your file. Chose your Zoom Recording **.mp4 file. (Note:** MP4 will include both the video and audio. M4A is audio only).
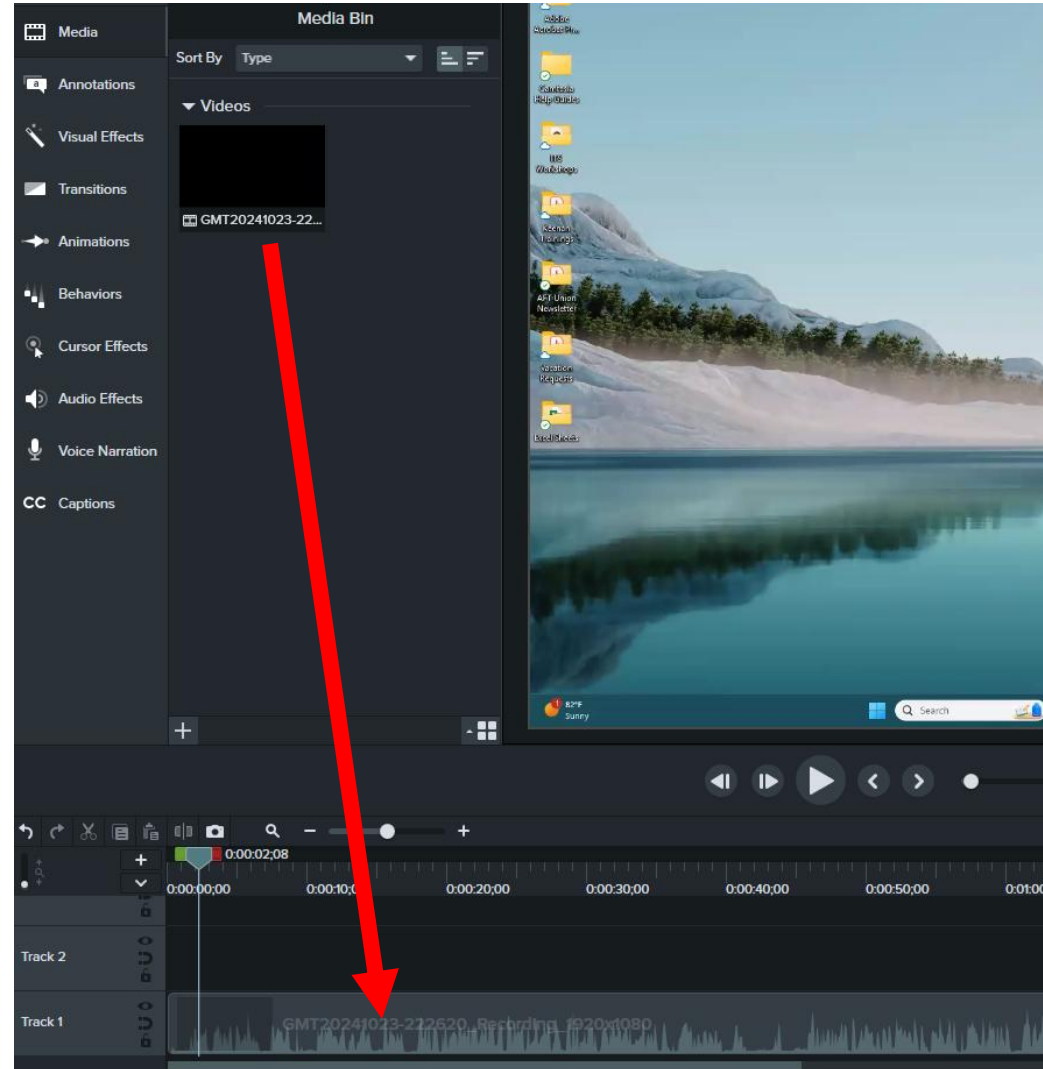
5. The MP4 file you selected will appear in the Media Bin.

Click and drag the recording from the Media Bin to **Track 1** in the Camtasia Timeline panel.

6. Once in the Timeline, make any necessary video edits to your recording. Please see our ITS Workshop videos on Working with Camtasia [here](#).

Or see the tutorial page provided by Camtasia [here](#).

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7. Once you are done editing. Click **Export >Local File**.
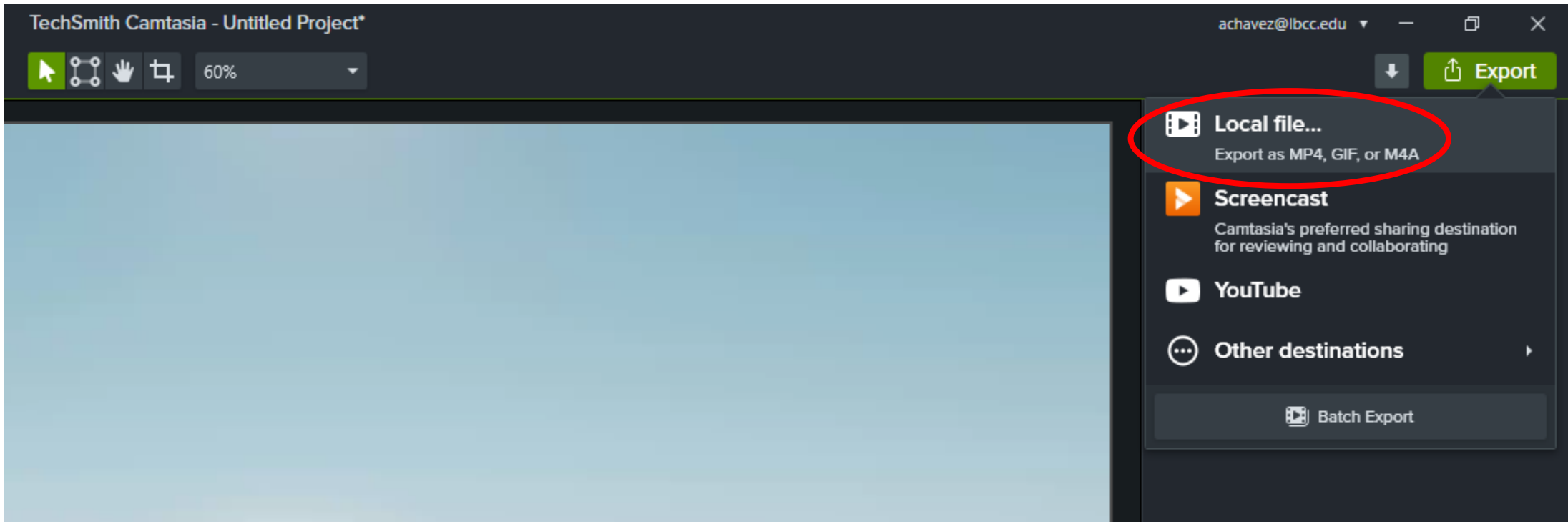
8. Name your file and save a file location. Please also select your file type, (**File type should be set to MP4 as default**). Note '.MP4' files are standard video files and are compatible for most devices. **Click Export** when done.
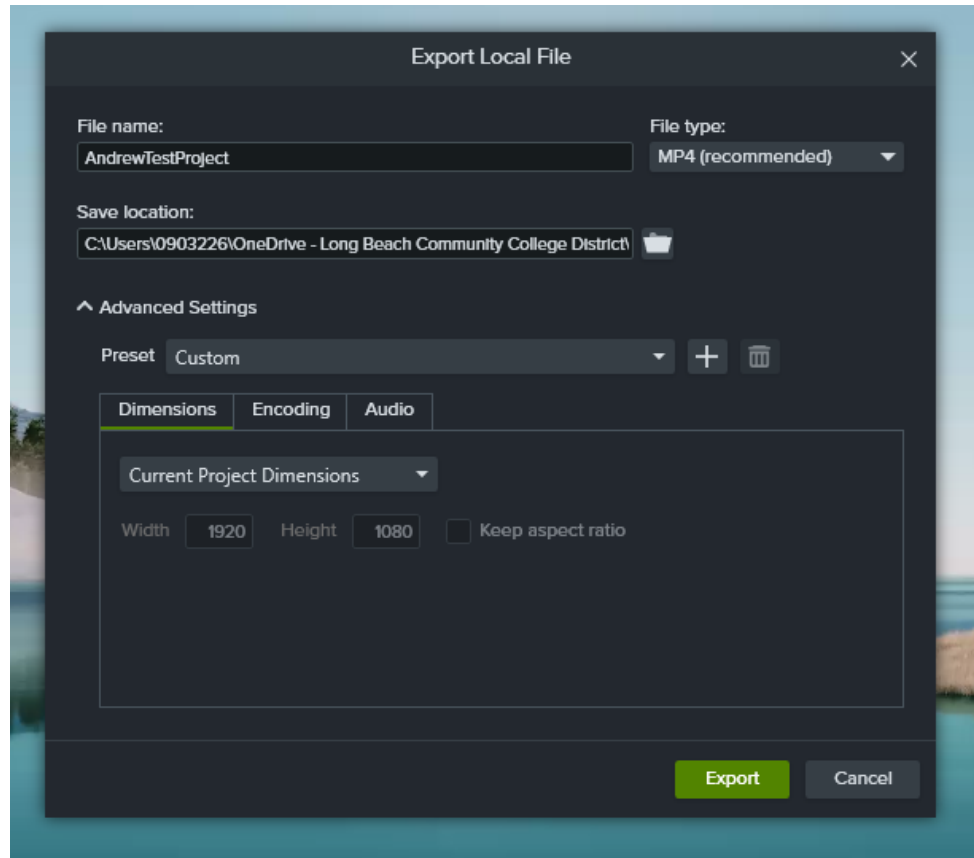
9. Camtasia will need time to render your video. Once finished, you will receive an .mp4 file (video) of your recording with any edits you created.
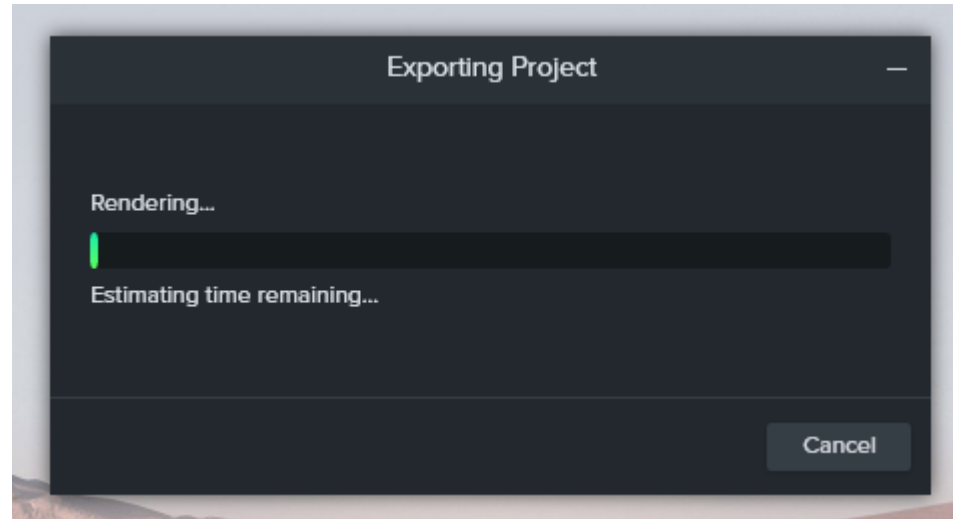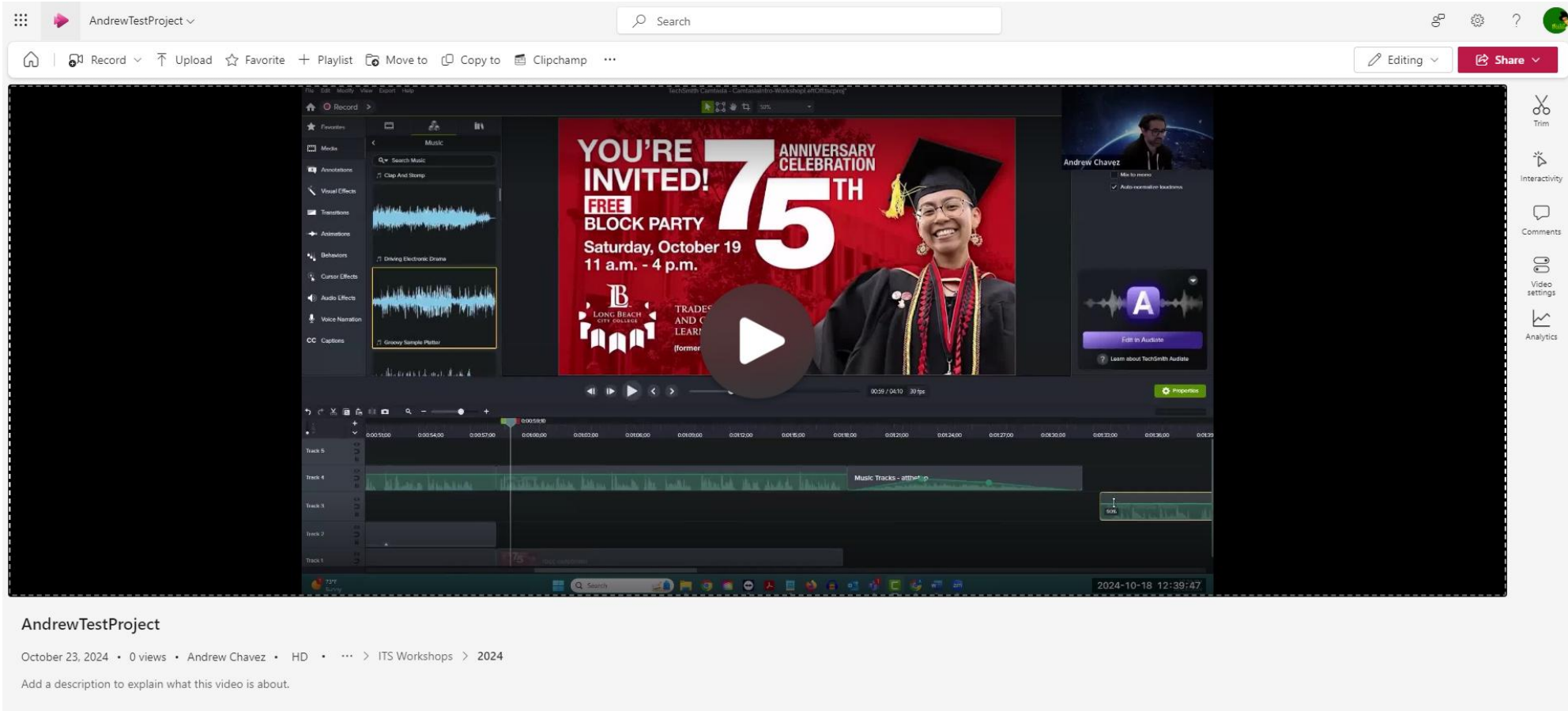
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10. Once you have located your MP4 (video) file from Camtasia. Either upload it to OneDrive or view the file online if you are already syncing your folders.

AndrewTestProject.mp4	⊘	10/23/2024 2:46 PM	MP4 File	305,310 KB
CamtasiaIntermediateWorkshop.mp4	⊘	10/22/2024 3:47 PM	MP4 File	301,611 KB
IntroWorkshopFinal.mp4	⊘ ౘ	10/17/2024 2:02 PM	MP4 File	341,285 KB
ITS_Workshop_Camtasia_Script.docx	⊘	10/2/2024 4:50 PM	Microsoft Word D...	13 KB

11. Once the file is in OneDrive, you can click on the file, and it will open automatically in Microsoft Streams.

12. Once in Microsoft Streams, **make sure you are in Editing Mode then click Video Settings** from the right side panel.

Under Video Settings, select Transcripts and Captions.

You can chose to have Microsoft Streams auto-generate your captions or **upload the .vtt (transcript) file that was provided by Zoom**.

Note: If you wish to share a recording with students via Canvas, it is recommended to use Canvas Studio. More information on Canvas Studio can be had by contacting the OLET Department – olet@lbcc.edu or (562) 938-4511.