Accessibility Help Guide: Blackboard Collaborate Live Captioning
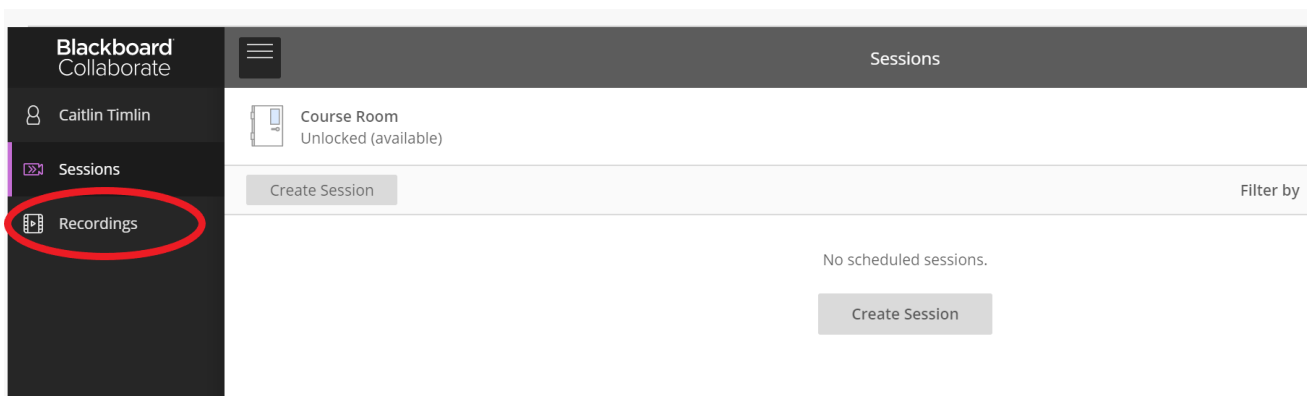
What it helps with:

Blackboard Collaborate offers a few different features to make your recordings accessible. This includes recording sessions and live closed captioning.

Record your sessions:

Recording your Collaborate sessions can help people who struggle to take everything in within a session, as it means that they can go back and re-watch the session at a later date. When a user watches a recording, they are also able to see any messages that were sent in the chat function during the session.

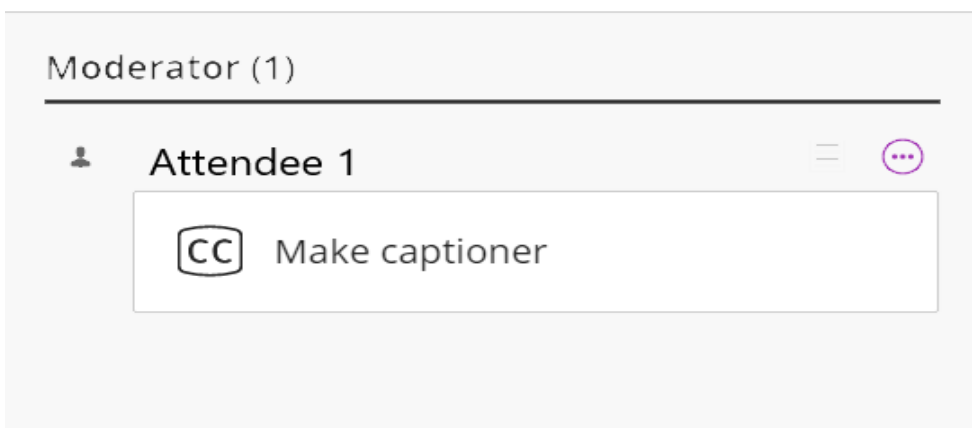[A link to a help guide on how to use Blackboard Collaborate, including how to record a session.](#)

Live closed captioning:

Live closed captions are a text version of what is being spoken on a recording or a session and is helpful for people with hearing difficulties and those using a screen reader.

To create closed captions, an attendee must be assigned as a captioner. To assign an attendee as a captioner, click on the three dots next to an attendee's name and select 'make captioner'. The captioner will then be given an area to type what is being said during the session.

It may be a good idea to assign a different student each week as the captioner and encourage them to review questions from the chat. This role gives the student skills in summarising and representing the class voice but also gives an indicator to the instructor if the topic is understood or raising lots of queries.

This document has been checked for accessibility on 19th August 2020.