Staff guide: Captioner access to Bb Collaborate

Bb Collaborate has two facilities that facilitate captioners producing accessible material

1. **Guest Access to Bb Collaborate sessions**

When you create a Collaborate session you can enable guest access. By doing so Collaborate will generate a link (URL) that you can provide to any individual outside the institution to access your Collaborate room.

*Find more* [*https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule\_Sessions/Invite\_Attendees#guest-link\_OTP-0*](https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Invite_Attendees#guest-link_OTP-0)

1. **Captioner Role**   
   The captioner role is designed to provide an accessible learning experience for students who are deaf or hard of hearing, as well as for students whose native language is different from the moderator's.

Two methods could be used:

* 1. **Live captions mode**

An attendee is assigned this role by a moderator during a live session[[1]](#footnote-1). The captioner is given an area to type what is being said. Other participants can view what the captioner is typing in real time. You can have multiple captioners for multiple languages.

Captions entered during the live session are included when the session is recorded. If your session has more than one caption track, only the first available one is captured. Live captioning is not supported in Japanese, Simplified Chinese, Traditional Chinese, and Korean.

* 1. Post session captioning

Captions can also be added to a recording later (.vtt or .srt file type) if the session has been set to allow recording downloads. Lecturer email the link to the recording after the session has taken place. The captioner can then play/pause the recording and write up a transcript (with timecodes) which could then be uploaded as a captions/subtitles file and attached to the recording

Find more <https://help.blackboard.com/Collaborate/Ultra/Moderator/Accessibility/Captions>

An alternative option would be for the lecturer to download the recorded session, upload it to the video portal and request subtitles there.

1. Once the Captioner has joined the session (as a Participant) via the guest link, the Moderator needs to give that person the Captioner role. The Captioner then has to change a few settings, so extra time before the session starts would need to be added in to the session timings. [↑](#footnote-ref-1)