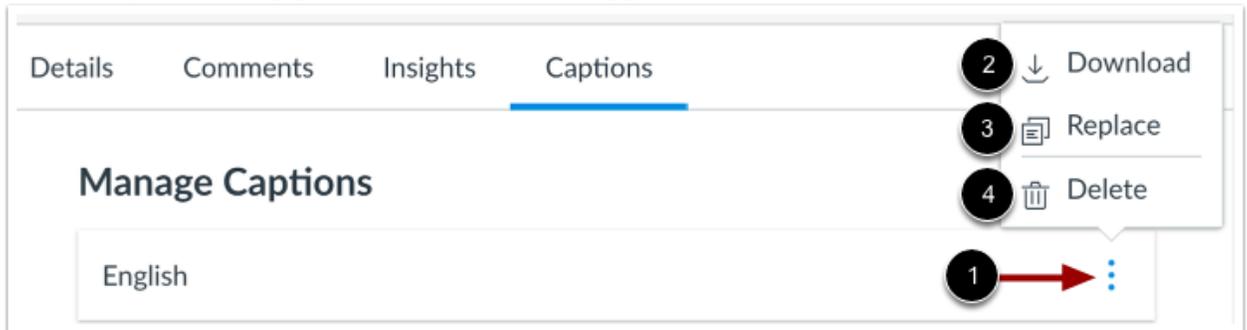


Converting Captions to a Transcript

To view the captions of a video as a transcript you will need to download the captions and convert them to a transcript.

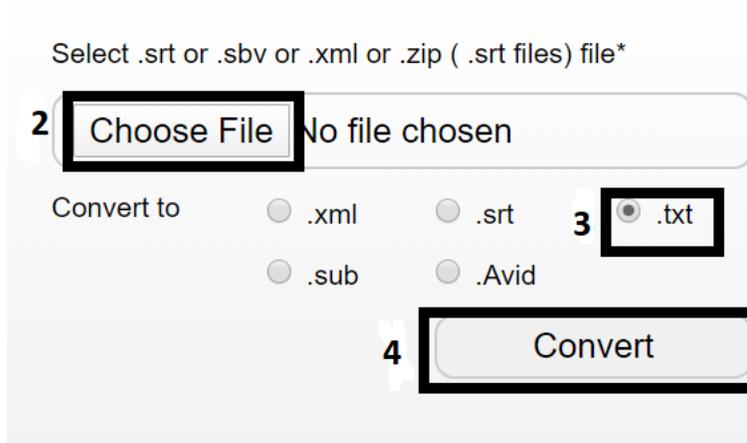
Downloading the Captions

1. Click on Studio on the left side of the screen in Canvas
2. Click the menu in the top left-hand corner and choose "Shared with Me"
3. Click on the video you want to get the captions for
4. Select the Captions tab under the video
5. Click the **Options** icon [1]. You can then download [2] the captions as an SRT file



Converting to a transcript

1. Go to <http://captionsconverter.com/>
2. Choose the file that you downloaded from canvas.
3. Select .txt as the format you want to convert to.
4. Click the convert button.



5. Open the downloaded file in a text editor. (Typically, notepad)
6. You can now read the file as is or if you would like you can copy the text into a different application such as Word or Pages.