How to generate a transcript from a Canvas video caption
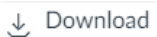
Fact sheet
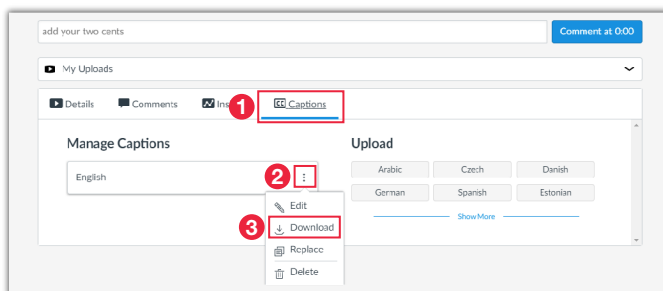
Step 1: Locate the video to create the transcript for

1) Go to Canvas Studio

2) Select the appropriate video

Note: Transcripts can only be generated from videos that have captions in Canvas Studio.

Step 2: Download the Captions Transcript

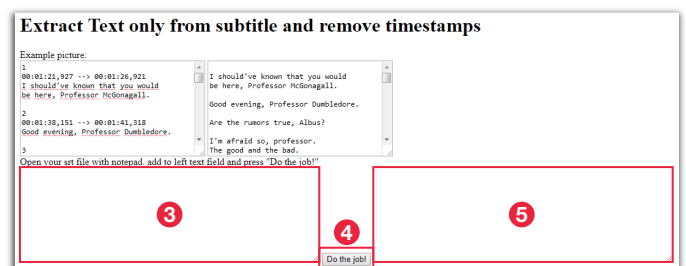1) Under the Captions tab

2) Click [⋮]

3) Choose [↓ Download]

Step 3: Open the captions SRT document

1) Extract the Downloaded Captions transcript

2) Open the .SRT file in Notepad++

Step 4: Strip away timestamp

1) Copy all the text in Notepad++

2) Access the timestamp removal tool (link below)

3) Paste the text into the left textbox field

4) Click "Do the Job!" to strip out the timestamp

5) Copy the timestamp removed text from the right textbox field

Step 5: Remove Line-breaks

1) Open Notepad++

2) Paste the text into a new Notepad++ document

3) Go to Edit > Line Operations > Remove Empty Lines

4) Select all the text

5) Go To Edit > Line Operations > Join Lines

6) Add the appropriate paragraph breaks where needed

7) Save the transcript and use where required

Tools needed:

Notepad++ :
https://notepad-plus-plus.org/download/v7.7.1.html

Time-stamp removal tool:
https://anatolt.ru/t/del-timestamp-srt.html