Display or change caption language in Safetyhub:

1) Select the training from your list of assigned trainings or by using the email you received to open the training (REMEMBER! Training must be assigned for you to get credit. If you just log in and click a training to “preview” it, this will not give you access to the assessment or credit for the training!).

2) Click the “CC” icon at the lower right corner of the screen to start/stop closed captioning.

3) When closed captioning is displaying, click the “cog” settings icon in the lower right corner, then click the “subtitles” line to open the translation menu.

4) In the Translation menu, click “Auto Translate” and scroll to your desired language and click.

5) Congratulations! You should now have captions in your language of choice!

Sometimes it is necessary to make setting adjustments to the Microsoft Powerpoint application on your computer for subtitles to work correctly in Safetyhub. If the directions above did not work, please try the following:

1. With powerpoint open on your computer select “file”
2. In PP home screen select 'options'
3. In pop up screen select 'trust center' followed by 'trust center settings'
4. Select 'protect view' from side options
5. Uncheck first three boxes as shown below. Then click “OK” at the bottom of the page. You may need to click “OK” for other windows as you exit the menu.

Please remember that this will need to be completed on any device that is playing a PP custom course launched by Safetyhub.

This change should allow the use of closed captions in NAU videos hosted through Safetyhub if they are available in the presentation. And it should allow selection of alternate languages for captions as described in the top section of this guide.