Captioning Videos in Foreign Languages

Creating Captions

Uploading Your Video

Here is the video I recorded in Spanish that I will be working with. It was made to be viewed by foreign language class instructors, but it serves as an example video for this tutorial.
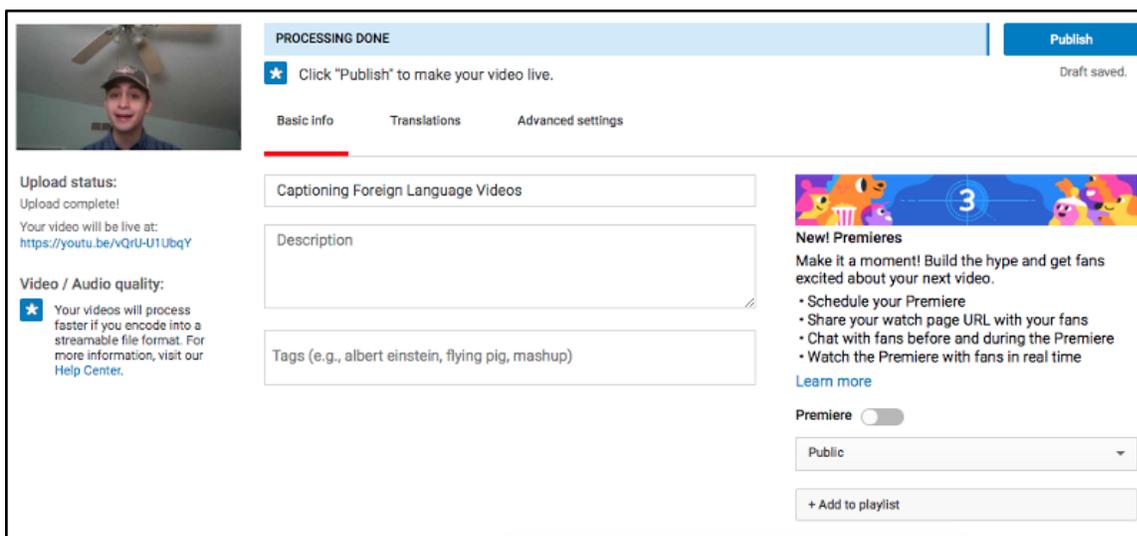
If you recorded your video in MediaSpace, you will need to download the video by following the instructions on the CHSS ODE website.

Upload privately to YouTube

1. Go to YouTube and log in with your Google account.

   a. If you don't have a Google account, you will need to create one. Once again, this video is not going to be uploaded for the public to view on YouTube. You will upload it privately for the sole purpose of using their captioning system. Once you're done, you will transfer those captions to the video in MediaSpace.

2. To upload a video, click the **Create a Video or Post** button at the top of the home screen, the icon that looks like a camera with a 'plus' inside of it. Then, click **Upload Video**.

3. You'll be redirected to a page that will allow you to either drag and drop your video into your browser or browse your computer to find the video. Either one works! After adding the video, you'll come to a page that looks like this:
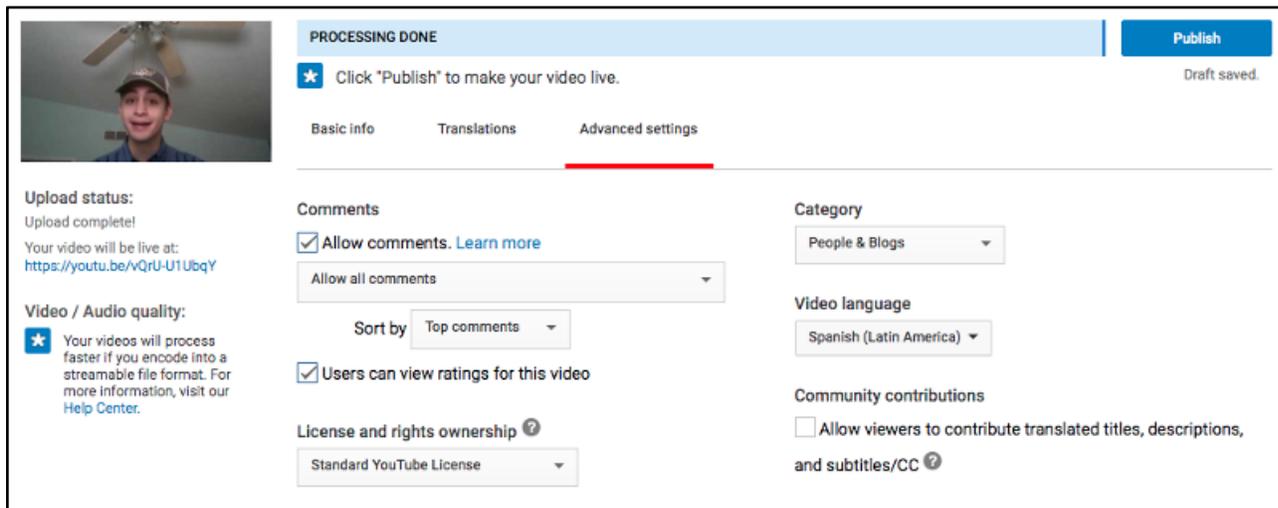
The video will immediately begin processing, but before you press **Publish**, you need to change a few settings.
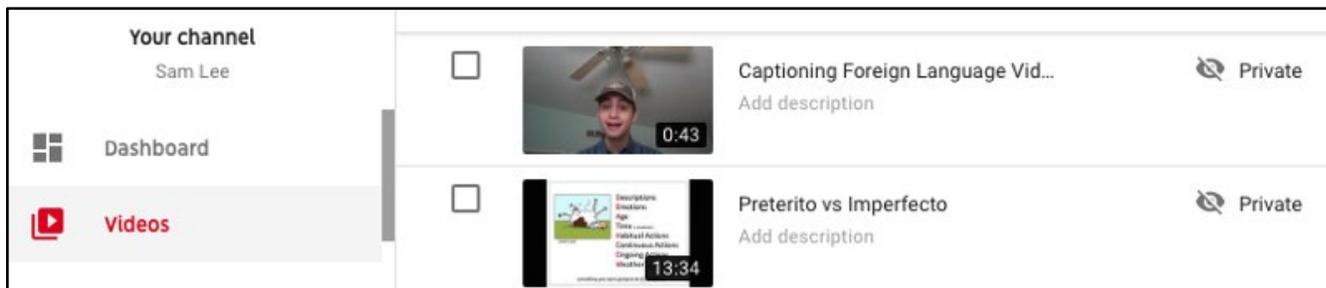
4. First, change the **Public** setting to **Private**, unless you've been asked to upload the video to YouTube instead of MediaSpace. For this tutorial, I'm not going to upload my Spanish example publicly to YouTube.

Change the Language

1. Click on **Advanced Settings**.

2. Under the **Video language** option, set the video language to the main language they're speaking in the video. Even if they're speaking mostly a foreign language but they occasionally say words in English, do not set the language to English. This ensures that YouTube's captioning system recognizes which language to generate the auto-captions in. If it's set to English but they're speaking in Spanish, it'll just assume that they're speaking incomprehensible English.

3. The **Publish** button now should have changed to say **Done**. Click this, then click **YouTube Studio**. It'll bring you to your YouTube dashboard. Click on the **Videos** tab on the left to see all of your videos. You may have to wait a few minutes for this video to finish processing, depending on its length.

Open the Caption Editor

1. Now that the video is uploaded into your YouTube Studio, click on the video you want to caption within the videos tab. Once you have the video information open, click on the "Subtitles" tab on the left.

Video subtitles			
Language	Modified on	Title & description	Subtitles
Spanish (Latin America) (video language)	Nov 25, 2019	Published by Creator	ADD ↗

Your screen may only look like this for now, with your chosen language set as the video language and no other options. If this is the only option you have, give it a few more minutes. The selection in the screenshot above is not the auto-captions, rather an empty caption file that you can use to transcribe and caption the video manually (without the auto-captions). While you're waiting, you can upload more videos if you are adding captions to multiple videos at once.

   a. Make sure to refresh the page to see if the automatic captions are generated. YouTube doesn't provide any loading screen for this, so sometimes it can be a bit difficult to know if it's simply taking a while or if it's completely failing to generate the captions automatically. For most videos under 15 minutes, it should take no more than 10 minutes to generate.

2. After a few minutes, depending on the complexity of the video, you should be given another option, where it will list the video's language along with the word **Automatic**. This means that they were automatically transcribed and timed and can now be edited.

Video subtitles			
Language	Modified on	Title & description	Subtitles
Spanish (Automatic)	Nov 25, 2019		Published Automatic
Spanish (Latin America) (video language)	Nov 25, 2019	Published by Creator	ADD ↗

Edit Auto-Generated Captions

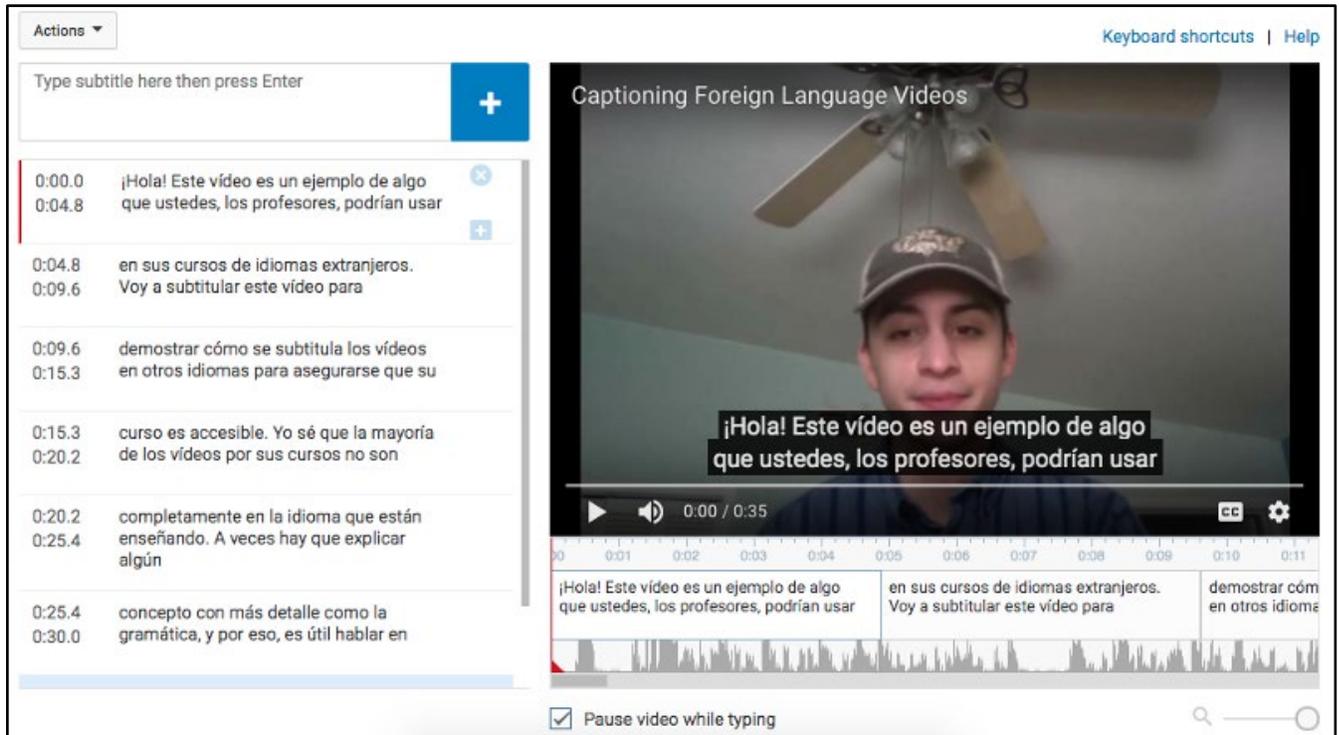1. Click on the option that says **Published - Automatic** under the Subtitles column.

   It should bring you to a screen that looks something like this. The first thing to do is click the "edit" button on the top-right. This will allow you to change the timing of the subtitles and the text within them.

2. At this point, correct the auto-generated captions by typing in the boxes. They are automatically timed along with the words that are being said, so unlike on Cielo24, it is not necessary to end each box with the end of a sentence. Each of these boxes represents text that will be displayed on-screen at the same time. Therefore, it's most efficient to keep the separations where it automatically places them and add punctuation wherever necessary. Furthermore, it's best to avoid placing too much text in one box, as it will start to cover up too much of the video.

   a. While you could simply fix the words/phrases that the auto-captions didn't recognize, it's easiest for the viewer to read the subtitles during the video if you correct the punctuation, capitalization, and accents. This ensures that the instructor gets their point across accurately and shows the viewer how the spoken sentences should look when properly written/typed.

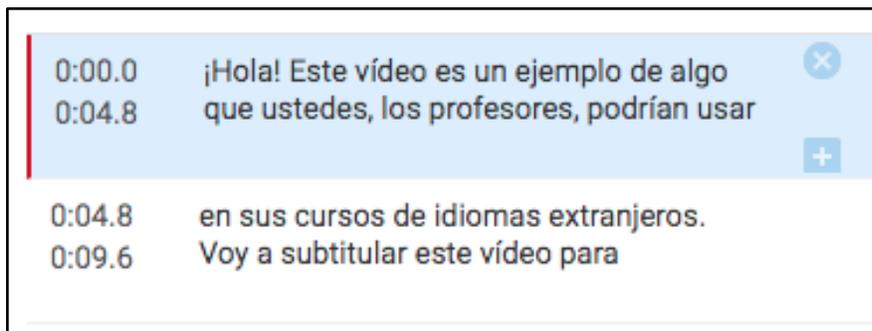When you're done, it should look something like this:
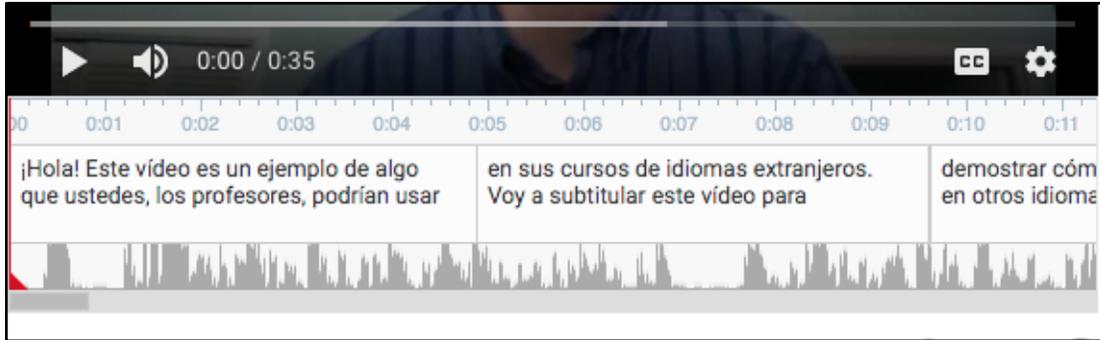

Edit the Timing

What does the caption editing screen do?

The caption editing screen is a bit complicated -- let's walk through some of the tools and what they do.

- These are the caption boxes. On the left side, you can see the duration of time in the video that each phrase will appear for. You can edit these by clicking directly on them. On the top right is an **X** button than can be used to completely delete that caption box and its contents. Below that button is a **plus icon**, which will add another (empty) box below the selected one that you can time and add text to.

- This area is where you can see exactly where each of your captions starts and ends. You can click on the edges of each of these boxes to move them to the exact place that a phrase starts/ends. Below the boxes is the audio for the video, which can be helpful for showing precisely where a phrase may have ended. The red bar to the left can be clicked and dragged to view a different part of the video. This can also be done by clicking and dragging above the boxes.
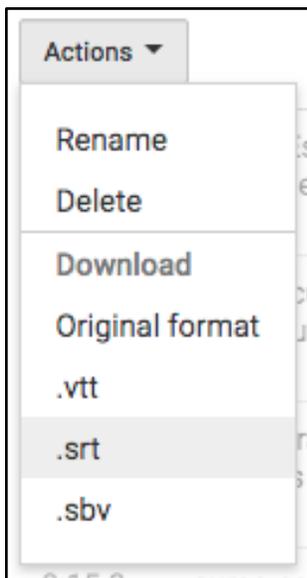

Now, to edit captions:

1. Click the blue "Save Changes" button in the top-right. It'll bring you to a list of languages. Click on the one that simply says the language that your video is in. It may have an **(Automatic)** option again, but that's just a copy of the automatically generated captions, which we no longer need.

Adding the Captions on MediaSpace

Save the File

1. Once you have your edited captions opened again, click the Actions drop-down menu in the top-left. Choose the option ".srt".

This is the type of file that it will save as and the type that we need for MediaSpace.
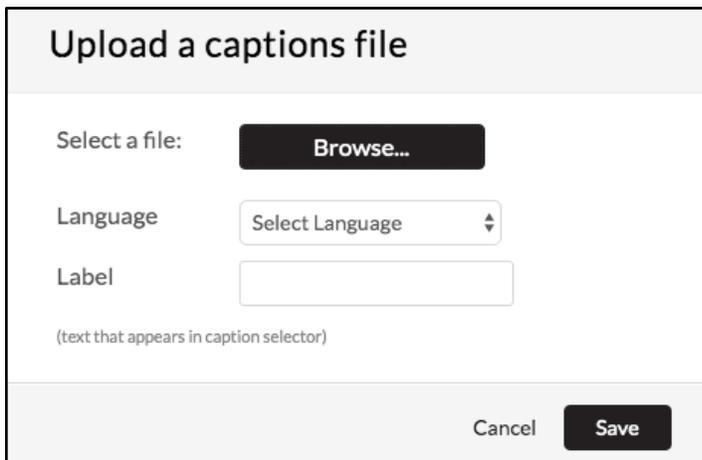
1. You will need to first login to the central MediaSpace account shared by all creators of foreign language captions.
2. Now, upload your video onto MediaSpace. [You can view the ODE's tutorial on uploading to MediaSpace for assistance.](#)
3. Open the video on MediaSpace. Below the video, you should see something that looks like this:

4. Click on the "Actions" dropdown menu, then click "Edit".

5. Click on the "Captions" option, then click "Upload captions file".

6. Click "Browse..." and choose the .srt file from your computer. From the Select Language drop-down menu, select the language of the captions. For Label, type the name of the language as it would appear to be selected by viewers.

Tutorial by Samuel Lee, January 2020