Captioning in MediaSpace

Automatic captioning is available on all videos in MediaSpace. These captions are not always accurate and may need some editing. For videos under 15 minutes in length (a best practice for video instruction), CETL’s Digital Learning Innovations team (DLI) will edit those captions upon request. For any video, however, you can edit them yourself as well. This tutorial will cover both options.

1. Log on to MediaSpace using your KSU netID and password by clicking the “Guest” button located in the upper right-hand corner of the screen. In the sub-menu, click “Login.”

2. Once you are logged in, click “My Media” in the navigation menu.

3. Click on the video you want to get captioned.

4. Under your video, click “Actions,” then click “Caption & Enrich.”

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Once you have ordered your captions, give the system some time. Typically, the auto captions will take about 2-3 times the length of the video itself. When you come back, if your video is under 15 minutes, skip to step 7. If your video is not, continue to step 6.
6. To edit your auto-captions, click “Actions” again. Click “Caption & Enrich” again to view your existing requests. Then click the pencil icon beside the completed request to open the Edit page.

   a. If there is no caption request shown, you may need to click “Refresh list.”

   b. If, after clicking that link, there is still nothing there, it means your order didn’t come through. Re-do steps 4 and 5.

   c. Once your caption request shows up, click “Edit.”

   d. Along the left-hand side of the screen is your list of captions, separated by where the video split the times. You can edit them by clicking on each and then editing in the box at the center of the screen. When you are finished editing all captions, click “Save,” then click “Approve.”

   e. Click “Approve” again in the pop-up, and then you can close that browser tab to go back to MediaSpace.
7. To request caption editing from DLI, first make note of the title of your video(s) in MediaSpace.
   a. In a new browser tab, navigate to https://accessibility.kennesaw.edu/captioning.php.

This page gives you information on captioning and its necessity at KSU. It also gives a form to request captions. When you are finished, click “Submit.” Your videos will be placed in line for caption editing.

Tutorial by Tiffani Reardon, 2018
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