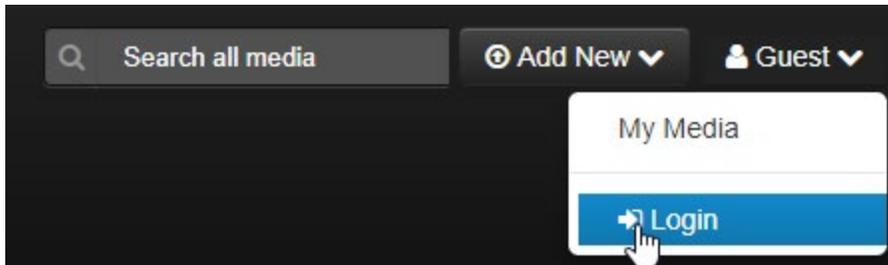


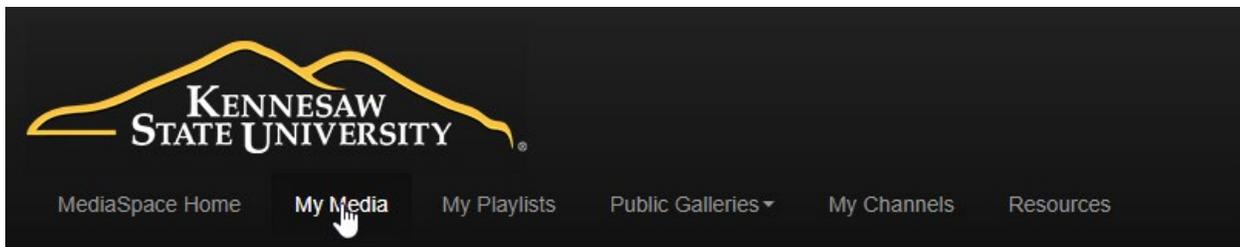
# Captioning in MediaSpace

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.

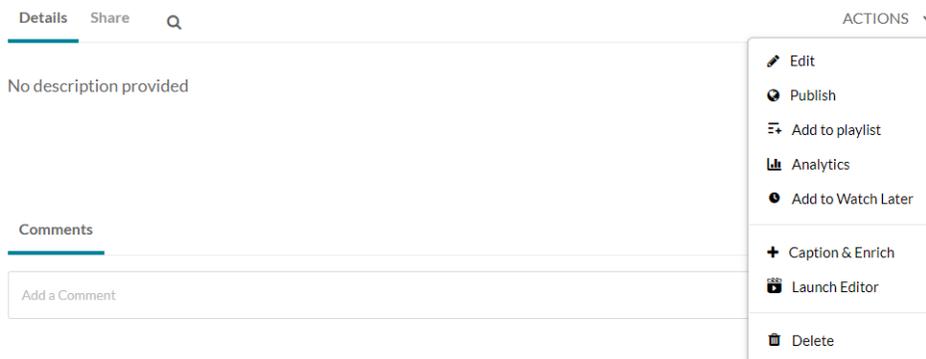
1. Log on to [MediaSpace](#) using your KSU netID and password by clicking the "Guest" button located in the upper right-hand corner of the screen. In the sub-menu, click "Login."



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."



5. Click "Caption & Enrich."

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.

- 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.

Existing Requests + Order

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS	
October 19th, 2021	Machine	Captions	English	Completed	>

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

Requester	Requested	Due	Completed	Details	Status
<a href="#">Refresh list: CLICK HERE to see all Caption Requests for this media</a>					

- If, after clicking that link, there is still nothing there, it means your order didn’t come through. Re-do steps 4 and 5.
- Once your caption request shows up, click “Edit.”

treardo2	01/14/18	01/16/18	01/14/18	Fidelity	MECHANICAL	<span style="color: #0070c0; font-weight: bold;">COMPLETE</span> <span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Edit</span>
				Turnaround Time	STANDARD	
				Language	en	

- 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.”

#### Closed Captions Editor

Captions English - English

Replace with

Replace

Add Speaker to selected items 
Add

<input type="checkbox"/>	00:00:03,200	00:00:09,339	Yes. I had a lot to say.
<input type="checkbox"/>	00:00:11,030	00:00:21,089	Yes. Okay. Yeah. I think we
<input type="checkbox"/>	00:00:21,089	00:00:31,599	are very close together. Yeah.
<input type="checkbox"/>	00:00:33,260	00:00:37,520	Good, good. Let me do
<input type="checkbox"/>	00:00:37,520	00:00:41,014	one last thing which is text button like that.

- 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>.

Academic Accessibility / Captioning Multimedia & Creating Transcripts for Audio

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Home

---

Getting Started

---

Faculty Four of Accessible Development

---

Disability Resources

---

Laws, KSU Policy, Standards

---

Getting Help

---

Frequently Asked Questions

---

Accessibility Glossary

---

Contact Us

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## Captioning Multimedia & Creating Transcripts for Audio

What does the law / policy say about captioning & transcripts?

- **Synchronized** - the text content should appear at approximately the same time that audio would be available
- **Equivalent** - content provided in captions should be equivalent to that of the spoken word
- **Accessible** - caption content should be readily accessible and available to those who need it

Faculty have resources when it comes to creating captions for multimedia or transcripts for podcasts. They can use the DocSoft Process at the DLI. Faculty are also welcome to use YouTube to caption and edit their own videos. [YouTube's Help Center](#) has a great resource section detailing this process.

## MediaSpace Captioning

### DIY Option

MediaSpace, KSU's tool for uploading and streaming video and audio, has the option for faculty to request captions for their uploaded media.

By clicking on the "Order Captions" button under your video, MediaSpace will create captions that are machine produced and 70 - 80% accurate.

To improve the accuracy of the machine generated captions to the acceptable 95% level, faculty will need to edit the machine produced captions. The [UITS guide for captioning in MediaSpace](#) can guide you through this process.

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  
Updated by Sam Lee, January 2020