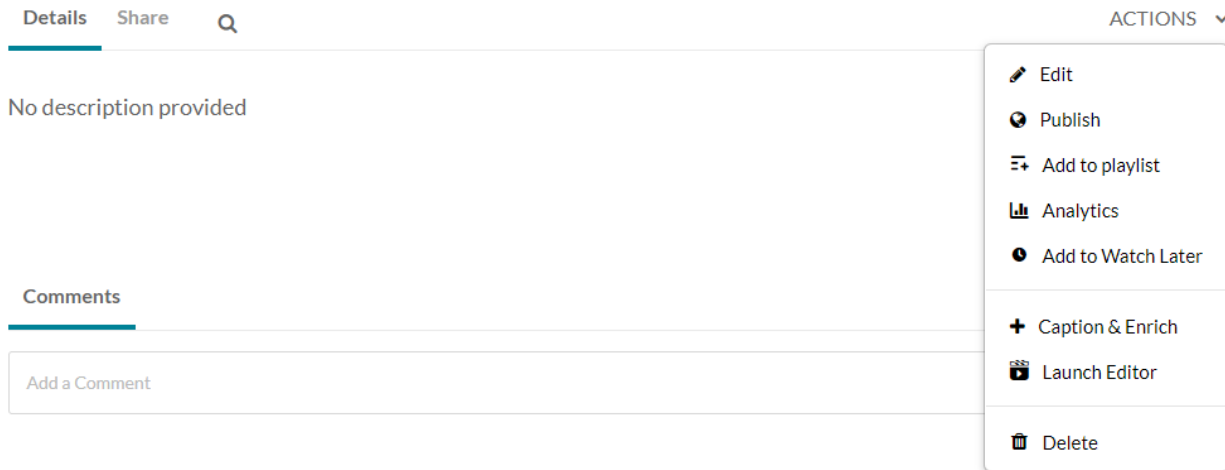


Instructions for Caption Requests

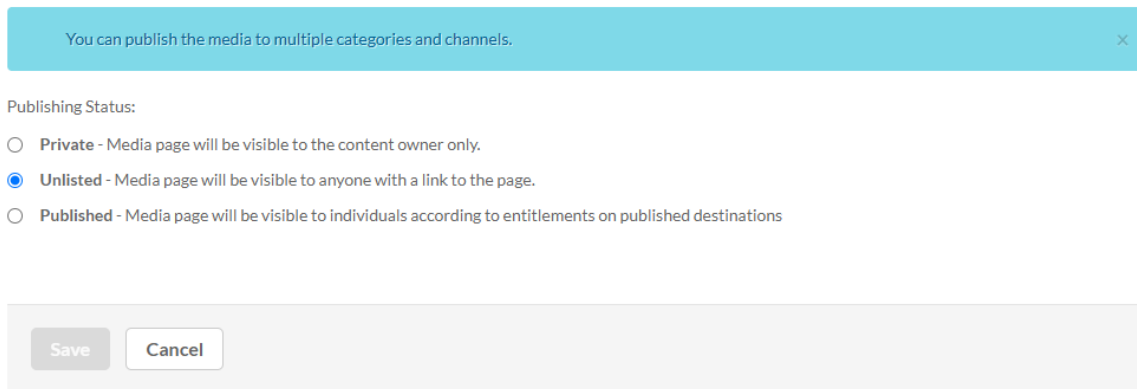
Generating Automated Captions

You **must** complete these steps for your request to be fulfilled.

1. Log into MediaSpace and click on the video for which you are requesting captioning.
2. Under the video, click “Actions,” and then click “Publish.”



3. Click “Unlisted,” then click “Save.”



4. Click “Actions,” and then click “Caption & Enrich.”
5. Click “Order Captions.” Ignore the note about the DLC above it.

Existing Requests

No requests were found

Order Captions & Enrichment Services

Request a closed-caption (CC) for your media

- Machine requests
 - These requests are free and have an 85% or higher accuracy
 - Learn how to [improve/edit machine captions](#)
- If you are migrating recorded lectures from Blackboard Collaborate Ultra, we recommend using machine captioning

Service:

Source Media Language:

Feature:

- Edit
- Publish
- Add to playlist
- Analytics
- Add to Watch Later
- +
- Caption & Enrich
- Launch Editor
- Delete

6. Click “OK.”

Requesting Caption Edits

1. Navigate to [KSU’s Accessibility page](#).
2. Scroll down to the section titled **Professional Captions Request Form**.
3. Fill out the form with your information. **Make sure to separate your video titles with a period (.), semicolon (;), or comma (,).**
4. Click the yellow submit button. You should receive an email confirming your request.

Fill out the brief form below to request professional captions for your videos in MediaSpace.

*Last Name

*First Name

*KSU Email

*College

*Department

*For Use In (type of course)

Online

Hybrid

Face-To-Face

Multiple Classes

*List Video Title(s)

*Urgency

I have at least one student with an official accommodation plan which requires captioned media

If Urgent, how soon will your student(s) need to view this video?

They will not need to view this video for at least a week

They will need to view this video within seven days

They will need to view this video tomorrow

5. Please review your videos after 1 week. If caption edits have not been completed, review your videos periodically over the next week. **If edits still have not been completed after 3 weeks, please contact your department chair.**

Updated by Kaylee Polk, October 2021

Created by Brayden Milam, December 2019