

## How to Prepare a Media Space video for Captioning

Note: if you use Zoom to record yourself, make sure to choose the option to save the recording to the **cloud**. This will automatically upload the recording to [Kaltura/MediaSpace](#) where you can request and edit the captions following the instructions below.

### Step 1: Ensure that “Auto Generated” captions have been processed – the captions usually finish processing approximately 30 minutes after the media has been uploaded and processed.

Note: If it is an older video, or you have replaced the video using “Replace Media,” or you edited the video using “Launch Editor” (before the captions processed), you may need to “Order” the captions. To order Mechanical captions for your video, select “Caption & Enrich” from the “Actions” menu (Figure 1). Scroll down the page and select “Submit” (Figure 2).

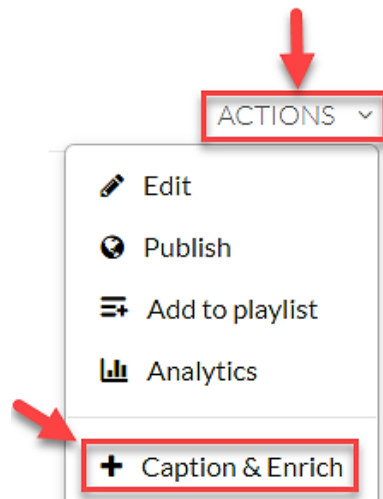


Figure 1

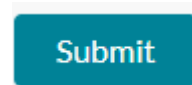
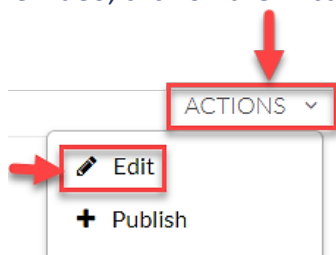


Figure 2

*Note: After the captions are processed, you can choose to edit them yourself, or add a co-editor to your video and submit a “captioning request” (see step 3).*

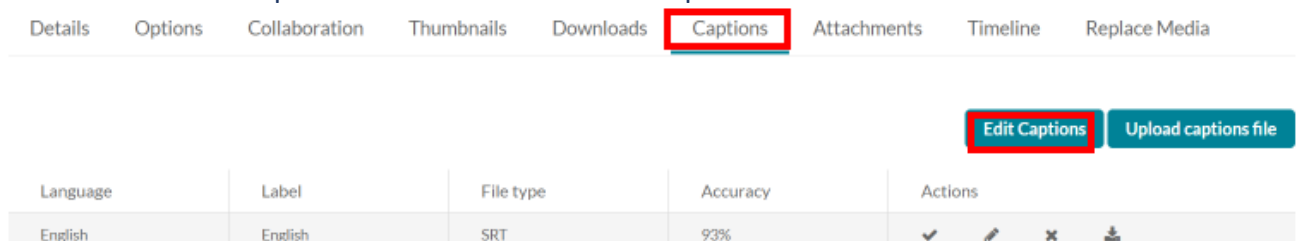
### Step 2: Edit captions after requesting the machine captions (there will be errors that need fixing):

1. From the video, click on the “Actions” menu and select “Edit”

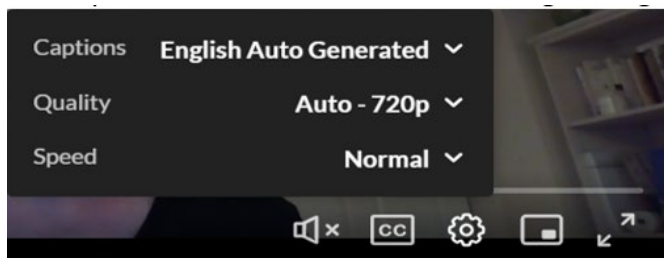


[See this video for details on the editing process.](#)

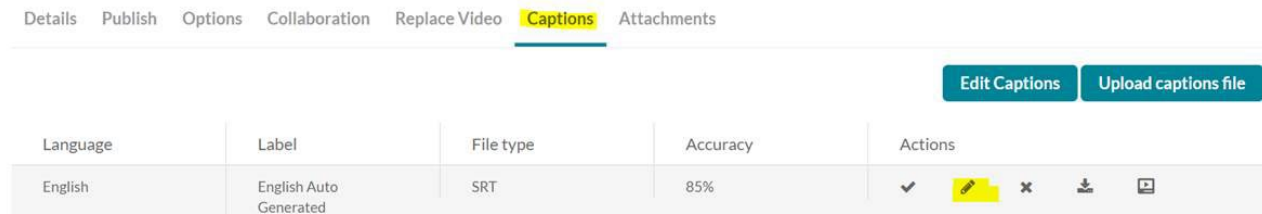
2. Then click on the “Captions” tab and choose “Edit Captions”



3. Change the caption label to reflect that it’s *no longer* “English Auto Generated” under the settings:



4. In the edit menu under the captions tab, click on the pencil icon:



5. This menu will then appear:

Edit captions

Language: English

Accuracy: 85%

Label: English Auto Generate

(text that appears in caption selector)

Cancel Save

6. Edit it to be 100% accurate and to say something like “CC-English”:

Edit captions

Language: English

Accuracy: 100%

Label: CC - English

(text that appears in caption selector)

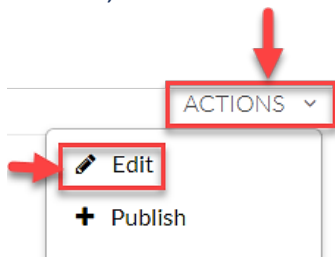
Cancel Save

7. Tips for editing your own captions:

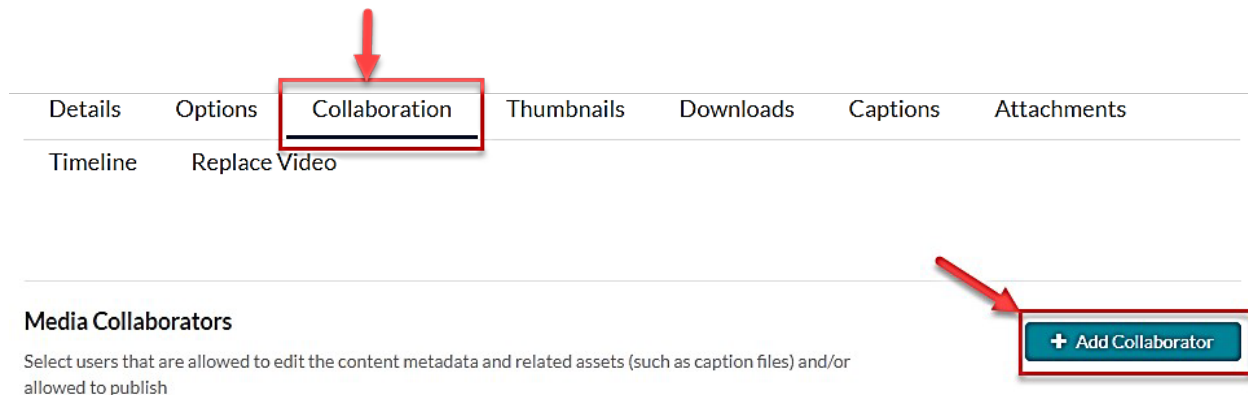
- These symbols >> indicate a change in who is speaking and is very important to understanding dialogue if you can't hear the voices. Machine captions sometimes insert them where they shouldn't be. So, if you are the only one talking in the video remove those symbols entirely.
- Describe sounds within brackets that are relevant to the video's message such as: [water dripping].
- Describe relevant music which does not have relevant lyrics such as [jazz music].
- You can also identify who is speaking by using brackets to type their name or a short description such as [woman], [man], [Bob], [teacher].

Step 3: To add a “Co-Editor” to help with editing captions:

1. From the video, click on the “Actions” menu and select “Edit”



2. Click on “Collaboration” and select “Add Collaborator”



3. Add these three names into the “Add a Collaborator” field (one at a time), select “Co-Editor,” and select “Add.”
  - o Geri Wilson (Star ID = gw2433bp)
  - o Lauren Siverson (Star ID = pf2457te)
  - o Shelly Oliver (Star ID = jy3472na)

Note: Sometimes people don’t show up by searching their names, and then you have to search by their star ID instead.



Step 4: Copy the URL from your MediaSpace video.

Step 5: Open the Video Caption Request form, using the link below, or type “Caption Request” or “Videos for All” into the search field on the Normandale Intranet.

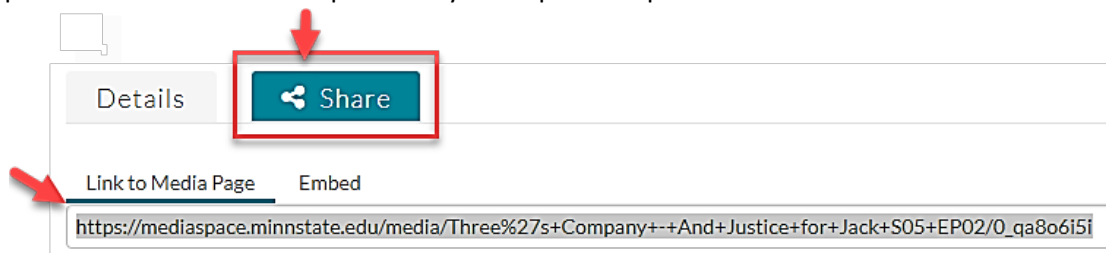
- [Direct link to the Video Caption Request form](#)

Step 6: Paste the URL from your Mediaspace video into the appropriate field on the Video Caption Request form. Continue filling out the form, and submit it.

The screenshot shows a 'Video Caption Request' form. It includes fields for 'Name' (with a placeholder 'Enter name or email'), 'How Many Video' (with a placeholder 'Enter 1 to 5'), 'Video Title' (with a placeholder 'Enter title for video'), 'Date Needed' (with a placeholder 'Enter date' and a calendar icon), 'Length of Video' (with a placeholder 'Minutes and seconds'), 'Is this same video used every term?' (with a checkbox and 'Check if Yes'), and 'Does the video contain more than one speaker?' (with a checkbox and 'Check if Yes'). There is also a 'Video Description' field with a placeholder 'MediaSpace, CD, DVD, Mp4 on computer, etc.'. A yellow highlighted box contains the text 'If you have a link to the video, please add it here:' followed by an empty text box.

You can also caption YouTube links within MediaSpace:

- Click on “Add Media” and then “YouTube” then enter the URL and click “Preview” ([Video Tutorial](#))
- After you save the youtube video you can go through the same steps above to request machine captions and edit them.
- Or submit the original link from YouTube as a URL into your [Caption Request](#) (be sure to add a co-editor to the MediaSpace link you use and mention that you link through MediaSpace in your request.
  - *OR - If you no longer have the original YouTube link:*
  - Copy & paste the URL from MediaSpace into your Caption Request and mention it's a YouTube video:



Other detailed instructions:

- [Link or embed MediaSpace videos into D2L](#)
- [Record a video using Kaltura Capture](#) (pdf with screenshots)
- [Set the Picture-in-Picture default settings & viewer experience](#)
- [Record a video using Kaltura Capture](#) (website with additional embedded links)
- [Express Capture - webcam only recordings - embed, or record directly from D2L.](#)

Updated 1/5/24