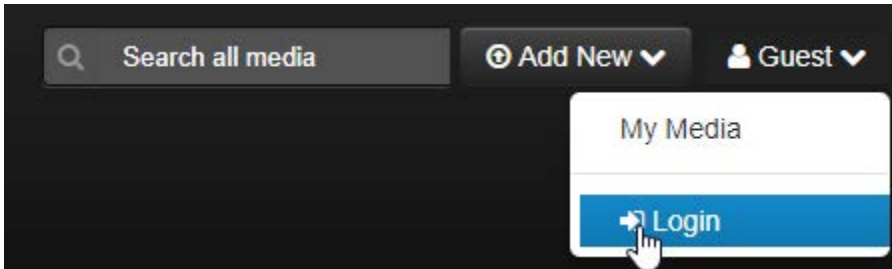


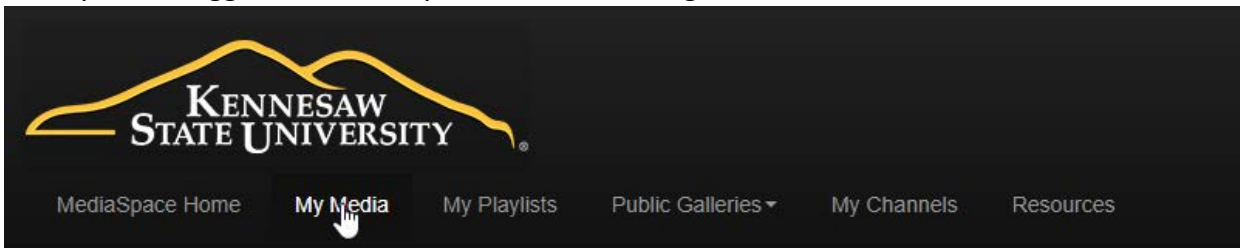
Captioning in MediaSpace

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), the Distance Learning Center will edit those captions upon request. For any video, however, you can edit them yourself as well. This tutorial will cover both options.

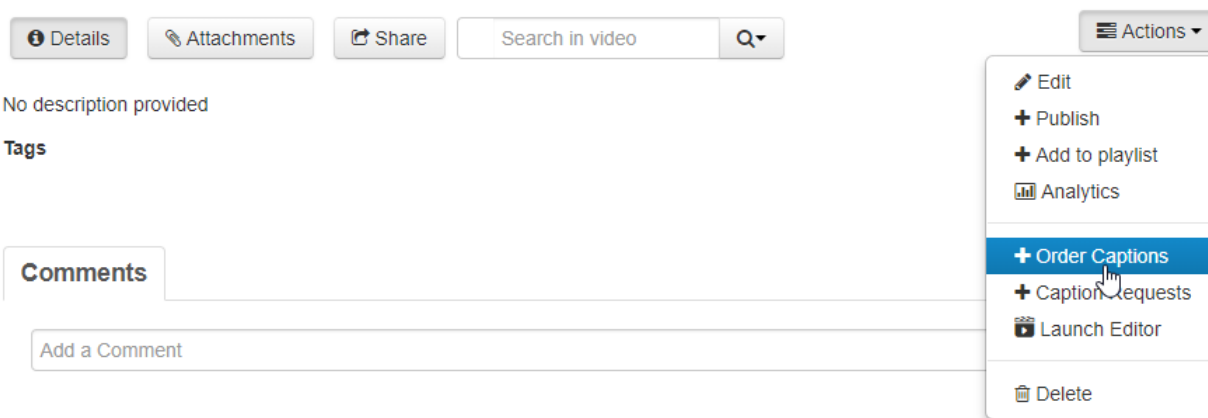
1. Log on to [MediaSpace](#) using your KSU netID and password by clicking the “Guest” button located in the upper right-hand corner of the screen. In the sub-menu, click “Login.”



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 “Order Captions.”

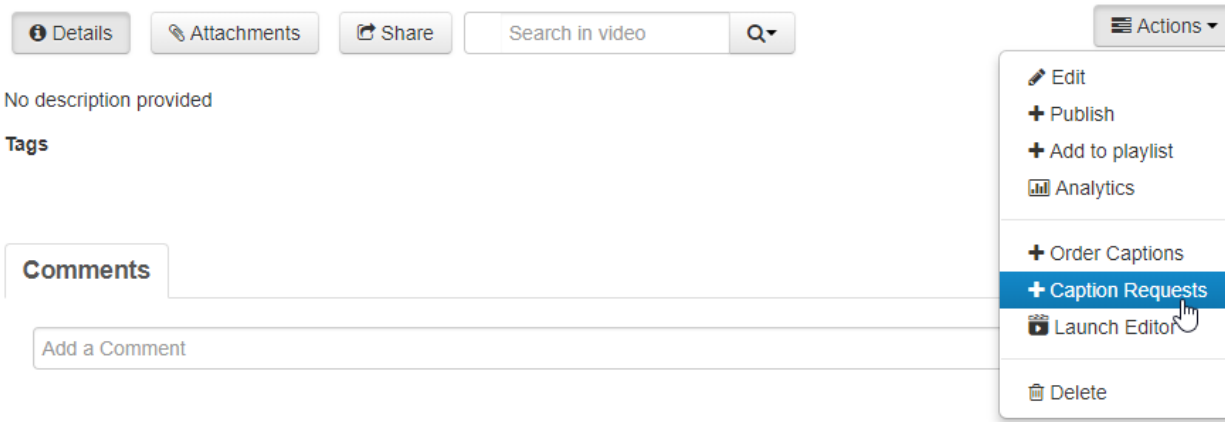


5. Click “Order Captions.”



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. This time, click “Caption Requests.”



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

Requester Requested Due Completed Details Status

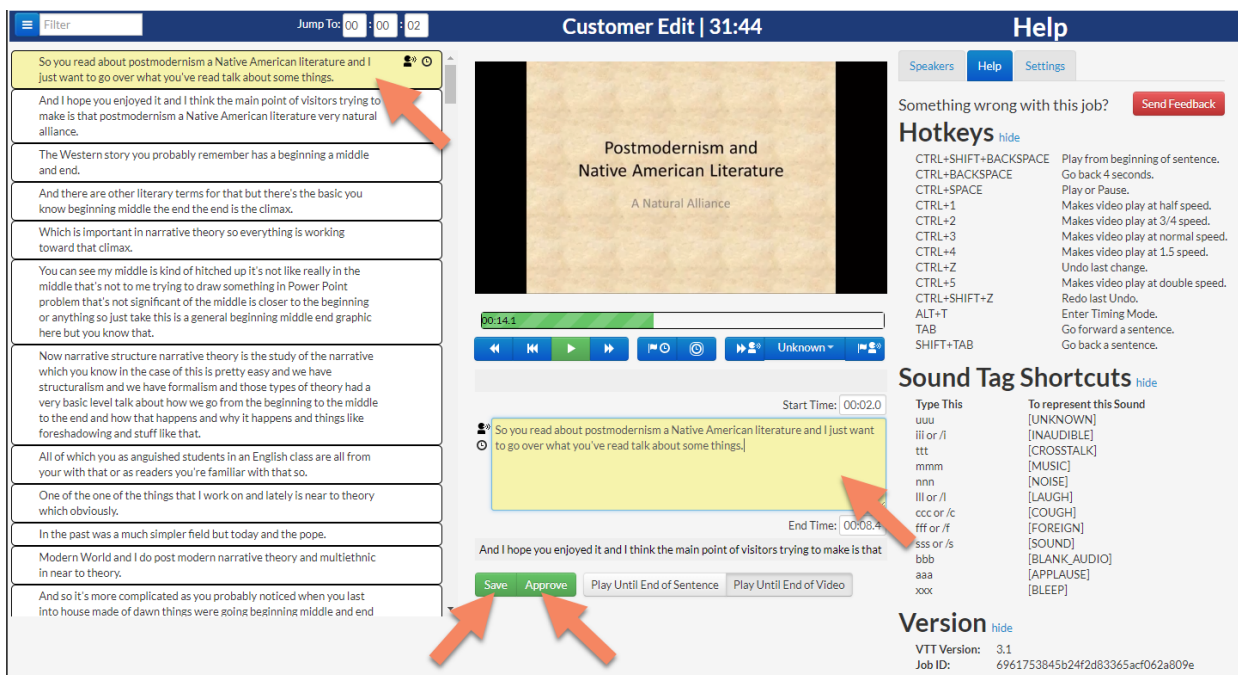
[Refresh list: CLICK HERE to see all Caption Requests for this media](#)

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

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

treardo2	01/14/18	01/16/18	01/14/18	Fidelity	MECHANICAL	COMPLETE
				Turnaround Time	STANDARD	Edit
				Language	en	

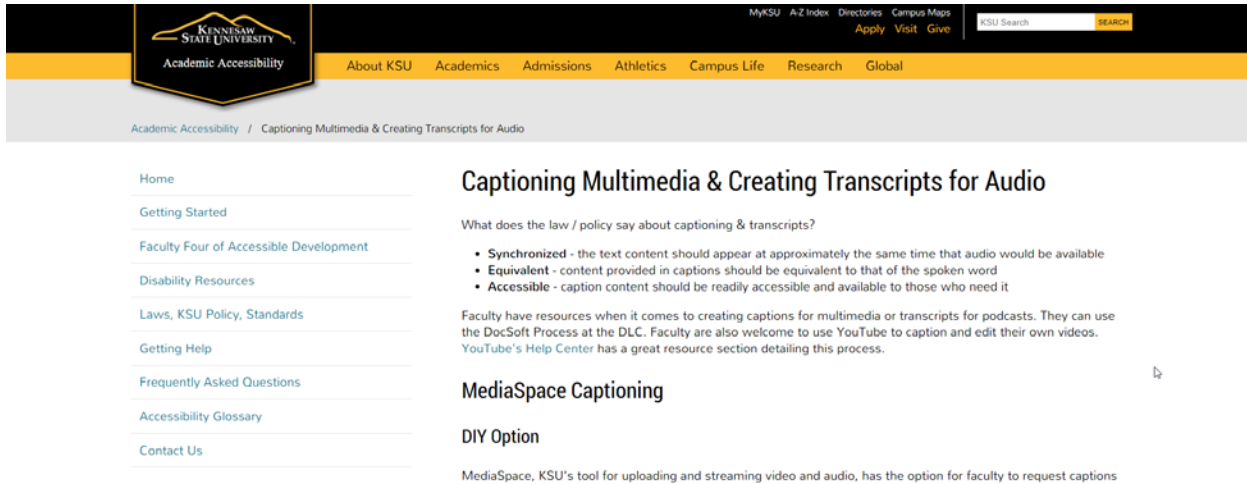
c. Along the left-hand side of the screen is your list of captions, separated by where the video split the times. You can edit them by clicking on each and then editing in the box at the center of the screen. When you are finished editing all captions, click “Save,” then click “Approve.”



d. 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 the Distance Learning Center, first make note of the title of your video in MediaSpace.

a. In a new browser tab, navigate to <http://accessibility.kennesaw.edu/captioning.php>



This page gives you an explanation of captioning options at KSU.

b. Scroll down the page to where the “DLC Option” form is. Fill out this form with your information and then paste the video title in the last box. If you have multiple videos, paste all of them into the same form, each separated by line.

When you are finished, click “Submit.”

Your videos will be placed in line for caption editing. Allow the DLC a week or two to get them edited.

*Last Name

Reardon

*First Name

Tiffani

*Email

treardo2@kennesaw.edu

*College

College of Humanities and Social Scienc ▾

*Department

Office of Distance Education

*For Use In (type of course)

- Online
- Hybrid
- Face-To-Face
- Multiple Classes

*List Video Title(s)

Video 1
Video 2
Video 3
Video 4

SUBMIT

CANCEL