Kaltura MediaSpace Captioning
# University Information Technology Services

## Kaltura MediaSpace Captioning

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Introduction
This booklet will show users how to order and edit captions for media in Kaltura MediaSpace and the LMS integrations.

Learning Objectives
After completing the instructions in this booklet, you will be able to:

- Order captions through Kaltura MediaSpace or LMS integrations
- Edit captions using the caption editor
- Configure captions settings
Navigate to My Media

There are different methods of accessing Kaltura MediaSpace My Media for faculty, staff, and students.

- Faculty and staff can access their media through the Kaltura MediaSpace website and D2L Brightspace.
- Students can only access their media through D2L Brightspace.

My Media through Kaltura MediaSpace

This method is for faculty and staff when accessing the Kaltura MediaSpace website.

1. In your browser, navigate to https://mediaspace.kennesaw.edu.
2. Click the Login button from the top right corner (See Figure 1).
3. Click Login (See Figure 1).

![Figure 1 - Kaltura MediaSpace Login](image1.png)

4. Enter your KSU NetID and password. (See Figure 2).
5. Click the Sign In button (See Figure 2).

![Figure 2 - Sign In window](image2.png)
6. Click **My Media**.

![My Media through D2L Brightspace](image)

**My Media through D2L Brightspace**

This method is for students, faculty, and staff when accessing the My Media widget in D2L Brightspace.

**Add the My Media Widget to Content**

The My Media widget must be added first to the Content area for the D2L Brightspace course.

**Note:** Only the *instructor* of the D2L Brightspace course can add the My Media widget.

1. Login to **D2L Brightspace**.
2. Navigate to your **course**.
3. From the course **NavBar**, click **Content**.

![Course Home and Content](image)

**Figure 4 - Content**

4. Select the **Module** you wish to add the **My Media** widget (See Figure 5).
5. Click the **Existing Activities** button (See Figure 5).
6. From the **Existing Activities** drop-down menu, click **External Learning Tools** (See Figure 5).

![External Learning Tools](image)

**Figure 5 - External Learning Tools**
7. From the *Add Activity* pop-up, search for and click **My Media**.

8. The *My Media* widget is now available.

**Navigate to the My Media Widget in Content**

1. Login to **D2L Brightspace**.
2. Navigate to your **course**.
3. From the course **NavBar**, click **Content** (See Figure 8).
4. Select the **Module** your *My Media* widget is located (See Figure 8).
5. Click **My Media** (See Figure 8).
How to Access the Order Captions & Enrichment Services

There are different methods on how to access the Order Captions & Enrichment Services screen for media from My Media in Kaltura MediaSpace.

- Order captions per single media
- Bulk order captions for multiple media

Access Caption & Enrich from My Media for a Single Media

1. From the My Media screen, click the checkbox to select a single media (See Figure 9).
2. Click the ACTIONS button (See Figure 9).
3. From the ACTIONS drop-down menu, click Caption & Enrich (See Figure 9).

Access Caption & Enrich from the Media

1. From the My Media screen, click the media title.
2. From below the media preview, click the **ACTIONS** button (See Figure 11).

3. From the **ACTIONS** drop-down menu, click **Caption & Enrich** (See Figure 11).

![Figure 11 - Caption & Enrich](image-url)
Access Caption & Enrich from My Media for Multiple Media

Note: The machine service with the alignment feature is not available for multiple media selection.

1. From the My Media screen, click the checkboxes to select multiple media (See Figure 12).
2. Click the ACTIONS button (See Figure 12).
3. From the ACTIONS drop-down menu, click Caption & Enrich (See Figure 12).

![My Media Screen with Caption & Enrich Feature]

**Figure 12 - Caption & Enrich**
Order Captions & Enrichment Services

There are different options for ordering captions and enrichment services for the media. Some options are free, while others have a cost associated.

Machine Requests

Machine requests go through an Automatic Speech Recognition (ASR) process that have an 85 percent or higher accuracy. Machine requests are free to submit.

Note: To improve the accuracy of the machine-generated captions to an acceptable level, users will need to edit the machine-generated captions.

Machine Captions

1. From the Caption & Enrich screen, for the Service, select Machine (See Figure 13).
2. For the Source Media Language, select the language that the media is spoken in (See Figure 13).
3. For the Feature, select Captions (See Figure 13)
4. Click the Submit button (See Figure 13).

Figure 13 - Machine Captions
**Machine Alignment**

The machine alignment request for captions is based on a transcript file (txt). The system will align the text with the media and will provide a caption file.

1. From the *Caption & Enrich* screen, for the *Service*, select *Machine* (See Figure 14).
2. For the *Source Media Language*, select the language that the media is spoken in (See Figure 14).
3. For the *Feature*, select *Alignment* (See Figure 14).
4. Click the *Upload txt* button (See Figure 14).

![Figure 14 - Upload Text File for Machine Alignment](image14.png)

5. From the *Upload Attachment* pop-up, click the + *Select File* button.

![Figure 15 - + Select File](image15.png)
6. From the Open window, navigate to the text file on your computer.
7. Select the text file (See Figure 16).
8. Click the Open button (See Figure 16).

![Figure 16 - Open Text File](image)

9. The text file will upload and provide a status of the uploaded file (See Figure 17).
10. Type a Title (See Figure 17).
11. If necessary, type a Description (See Figure 17).
12. Click the Save button (See Figure 17).

![Figure 17 - Save Text File](image)
13. Select the **uploaded text file** (See Figure 18).
14. Click **Submit** (See Figure 18).

![Figure 18 - Submit Alignment](image)

**Professional Requests**

Professional requests are human-generated captions that have a 99 percent accuracy. Professional requests have a cost associated, and requests are sent to Digital Learning Innovations (DLI) for approval.

**Captions**

1. From the **Caption & Enrich** screen, under the **Order Captions & Enrichment Services**, read through the on-screen text.
2. To submit a **professional request**, click the **form** link (See Figure 19).
3. A new webpage will open, complete the **form**, and **SUBMIT**.

![Figure 19 - DLI Form](image)
Editing Captions

Once captions are complete, they can be edited in Kaltura MediaSpace and the LMS integrations by the media owner or Co-Editor.

Access the Closed Captions Editor from Caption & Enrich

1. From the My Media screen, click the media title.

2. From below the media preview, click the ACTIONS button (See Figure 21).

3. From the ACTIONS drop-down menu, click Caption & Enrich (See Figure 21).

4. From Captions & Enrich, under Existing Request, click the edit icon (pencil) to open the Closed Captions Editor.

Note: The Edit icon is displayed for all captions that are Completed.
Access the Closed Captions Editor from Captions Tab

1. From the My Media screen, click the media title.

   ![My Media Screen with Media Title](image)
   
   **Figure 23 - Media Title**

2. From below the media preview, click the ACTIONS button (See Figure 24).
3. From the ACTIONS drop-down menu, click Edit (See Figure 24).

   ![Media Preview with Actions Button](image)
   
   **Figure 24 - Edit**

4. From the edit media settings page, click the Captions tab (See Figure 25).
5. From the Captions tab, click the Edit Captions button (See Figure 25).

   ![Edit Captions Tab](image)
   
   **Figure 25 - Edit Captions**
Closed Captions Editor Interface

1. **Captions File** - If there is more than one caption file for the entry, select a different caption file from the Captions drop-down menu, then edit (See Figure 26).

2. **Search in Captions** - Enter a Search term. The results are highlighted in each caption line (See Figure 26).

3. **Replace with** - Enter the Search term, enter the replace with term, click Replace (See Figure 26).

4. **Add Speaker to selected items** - Select rows, enter the Add Speaker to selected items, click Add (See Figure 26).

5. **Captions Editor** - Edit timestamp, captions text, add or remove caption lines (See Figure 26).

6. **Revert** - Reverts to the last saved changes. The Revert button is enabled only when modifying the captions file (See Figure 26).

7. **Save** - Saves the modified caption file. The Save button is enabled only when modifying the captions file (See Figure 26).

8. **Media Player Preview** - Preview captions, play, pause, rewind, fast forward, and auto-scroll the text when playing the media (See Figure 26)
   a. **Media Timeline** - The media timeline shows how much you have watched (See Figure 26).
   b. **Play/Pause** - Play or pause the media (See Figure 26).
   c. **Seek Backward** - Go backward 5 seconds (See Figure 26).
   d. **Fast Forward** - Fast forward 5 seconds (See Figure 26).
   e. **Autoscroll** - Auto scroll the text when playing the media (See Figure 26).

![Figure 26 - Closed Captions Editor Interface](image-url)
Search in Captions

1. Enter a Search term (See Figure 27).
2. Click the search button (See Figure 27).
3. The results are highlighted in each caption line (See Figure 27).

![Figure 27 - Search in Captions](image)

Replace with

1. Enter a Search term (See Figure 28).
2. Click the search button (See Figure 28).
3. The results are highlighted in each caption line (See Figure 28).

![Figure 28 - Search in Captions](image)
4. Enter a **Replace term** (See Figure 29).
5. Click the **Replace** button (See Figure 29).
6. The *search term* was updated with the *replace term* (See Figure 29).
7. Click the **Save** button (See Figure 29).

![Figure 29 - Replace with](image)

**Add Speaker to selected items**

1. Select the **rows** (See Figure 30).
2. Type a **speaker name** (See Figure 30).

![Figure 30 - Select Rows](image)
3. Click the **Add** button (See Figure 31).
4. The *Speaker name* was added at the beginning of the text to the rows select (See Figure 31).
5. Click the **Save** button (See Figure 31).

![Figure 31 - Add Speaker](image)

### Edit Timestamp
1. Enable **Autoscroll** (See Figure 32)
2. Click **Play** (See Figure 32)

![Figure 32 - Play Preview](image)
3. When ready to edit *timestamp*, click **Pause** (See Figure 33).
4. Click in the **timestamp textbox** (See Figure 33).

![Figure 33 - Timestamp Textbox](image)

5. Type the changes in the **timestamp textboxes** (See Figure 34).
6. Click the **Save** button (See Figure 34).

![Figure 34 - Save Timestamp](image)
**Note:** If there are captions lines overlapping time, the system highlights the overlapping time. Please correct the captions' time codes, so they do not overlap before saving.

![Closed Captions Editor](image)

**Figure 35 - Captions Overlapping Time Highlights**

**Note:** If you were trying to save when captions lines are overlapping time, you would be warned with a notification. Please close the warning and correct the captions' time codes so they do not overlap.

![Warning](image)

**Figure 36 - Captions Overlapping Time Warning**
Edit Text

1. Enable **Autoscroll** (See Figure 37)
2. Click **Play** (See Figure 37)

![Figure 37 - Play Preview](image)

3. When ready to edit **caption text**, click **Pause** (See Figure 38)
4. Click in the **caption textbox** (See Figure 38).

![Figure 38 - Captions Textbox](image)
5. Type the changes in the captions textboxes (See Figure 39).
6. Click the Save button (See Figure 39).

Add a Caption Line

1. Place your mouse cursor over a caption line, click the + Plus sign to add a new caption line below that caption line.
2. The caption line is duplicated.

**Delete a Caption Line**

1. Place your mouse cursor over a *caption line*, click the Trash icon to remove the caption line.
2. From the *Remove Caption Line* pop-up, click the **Yes** button.

![Remove Caption Line](image)

**Remove Caption Line?**

Are you sure you want to delete the captions?

No

Yes

*Figure 43 - Remove Caption Line*

**Keyboard Shortcuts**

- **Player seek 5 seconds backwards** - Ctrl + Left Arrow
- **Player seek to 0:00 time (beginning)** -
  - Windows - Shift + Left Arrow
  - Mac - Command + Left Arrow
- **Player pause-play toggle** - Space
- **Player seek 5 seconds forward** - Ctrl + Right Arrow

**Captions Settings**

Once a caption is available, the captions can be configured in the media for Kaltura MediaSpace and the LMS integrations by the media owner or Co-Editor.

1. From the *My Media* screen, click the **media title**.

![My Media](image)

*Figure 44 - Media Title*
2. From below the media preview, click the **ACTIONS** button (See Figure 45).
3. From the **ACTIONS** drop-down menu, click **Edit** (See Figure 45).

4. From the **edit media settings page**, click the **Captions** tab.
5. From the Captions tab, the following settings are available (See Figure 47).
   a. **Edit Captions** - Launch the Closed Captions Editor (See Figure 47).
   b. **Upload captions file** - Upload a SRT caption file, select the caption language, and add a label text that appears in caption selector (See Figure 47).
   c. **Set as Default** - Caption file used by default in the media player (See Figure 47).

**Note**: For entries that have multiple captions for the same language, the captions that will be displayed on the player will be the captions with the highest accuracy.

d. **Edit** - Change the language, accuracy, and label text that appears in caption selector (See Figure 47).

e. **Delete** - To delete a caption file (See Figure 47).

f. **Download** - To download a caption file in SRT format (See Figure 47).

g. **Show on Player** - Show caption file as a selection in the media player (See Figure 47).

![Figure 47 - Captions Settings](image)

### Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

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- Phone: 470-578-3555
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