Kaltura MediaSpace Captioning
## Kaltura MediaSpace Captioning

### Table of Contents

- **Introduction** ................................................................. 5
- **Learning Objectives** ......................................................... 5
- **Navigate to My Media** ....................................................... 6
  - My Media through Kaltura MediaSpace ............................. 6
  - My Media through D2L Brightspace ................................. 7
  - Add the My Media Widget to Content ............................... 7
  - Navigate to the My Media Widget in Content .................. 8
- **How to Access the Order Captions & Enrichment Services** ........................................ 9
  - Access Caption & Enrich from My Media for a Single Media .......................... 9
  - Access Caption & Enrich from the Media .......................... 9
  - Access Caption & Enrich from My Media for Multiple Media .................. 11
- **Order Captions & Enrichment Services** .................................. 12
  - Machine Requests ........................................................... 12
    - Machine Captions .......................................................... 12
    - Machine Alignment ......................................................... 13
  - Professional Requests ....................................................... 15
- **Editing Captions** ........................................................... 16
  - Access the Closed Captions Editor from Caption & Enrich ................ 16
  - Access the Closed Captions Editor from Captions Tab .................. 17
  - Closed Captions Editor Interface ....................................... 18
  - Search in Captions ............................................................ 19
  - Replace with ....................................................................... 19
  - Add Speaker to selected items ........................................... 20
  - Edit Timestamp .................................................................... 21
  - Edit Text ............................................................................. 24
  - Add a Caption Line ............................................................ 25
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](image)

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

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

![Figure 3 - My Media](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**.

![Figure 4 - Content](image)

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).

![Figure 5 - External Learning Tools](image)
7. From the Add Activity pop-up, search for and click My Media.

![Figure 6 - My Media](image)

8. The My Media widget is now available.

![Figure 7 - My Media](image)

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).

![Figure 8 - My Media Widget](image)
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).

![Figure 9 - Caption & Enrich](image)

Access Caption & Enrich from the Media

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

![Figure 10 - Media Title](image)
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).
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).

![Figure 12 - Caption & Enrich](image)
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](image-url)
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).

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

Please see this page for more details and to submit a request:

[https://accessibility.kennesaw.edu/captioning.php](https://accessibility.kennesaw.edu/captioning.php)
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*.

   ![Figure 19 - Media Title](image)

2. From below the *media preview*, click the *ACTIONS* button (See Figure 20).
3. From the *ACTIONS* drop-down menu, click *Caption & Enrich* (See Figure 20).

   ![Figure 20 - Caption & Enrich](image)

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

   ![Figure 21 - Edit](image)

**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](image1)

Figure 22 - Media Title

2. From below the *media preview*, click the **ACTIONS** button (See Figure 23).

3. From the **ACTIONS** drop-down menu, click **Edit** (See Figure 23).

![Edit Button](image2)

Figure 23 - Edit

4. From the *edit media settings page*, click the **Captions** tab (See Figure 24).

5. From the **Captions** tab, click the **Edit Captions** button (See Figure 24).

![Edit Captions](image3)

Figure 24 - 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 25).
2. **Search in Captions** - Enter a Search term. The results are highlighted in each caption line (See Figure 25).
3. **Replace with** - Enter the Search term, enter the replace with term, click Replace (See Figure 25).
4. **Add Speaker to selected items** - Select rows, enter the Add Speaker to selected items, click Add (See Figure 25).
5. **Captions Editor** - Edit timestamp, captions text, add or remove caption lines (See Figure 25).
6. **Revert** - Reverts to the last saved changes. The Revert button is enabled only when modifying the captions file (See Figure 25).
7. **Save** - Saves the modified caption file. The Save button is enabled only when modifying the captions file (See Figure 25).
8. **Media Player Preview** - Preview captions, play, pause, rewind, fast forward, and auto-scroll the text when playing the media (See Figure 25)
   a. **Media Timeline** - The media timeline shows how much you have watched (See Figure 25).
   b. **Play/Pause** - Play or pause the media (See Figure 25).
   c. **Seek Backward** - Go backward 5 seconds (See Figure 25).
   d. **Fast Forward** - Fast forward 5 seconds (See Figure 25).
   e. **Autoscroll** - Auto scroll the text when playing the media (See Figure 25).

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Figure 25 - Closed Captions Editor Interface
Search in Captions
1. Enter a Search term (See Figure 26).
2. Click the search button (See Figure 26).
3. The results are highlighted in each caption line (See Figure 26).

Replace with
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).
4. Enter a **Replace term** (See Figure 28).
5. Click the **Replace** button (See Figure 28).
6. The **search term** was updated with the **replace term** (See Figure 28).
7. Click the **Save** button (See Figure 28).

**Figure 28 - Replace with**

**Add Speaker to selected items**

1. Select the **rows** (See Figure 29).
2. Type a **speaker name** (See Figure 29).

**Figure 29 - Select Rows**
3. Click the **Add** button (See Figure 30).
4. The *Speaker name* was added at the beginning of the text to the rows select (See Figure 30).
5. Click the **Save** button (See Figure 30).

![Figure 30 - Add Speaker](image)

**Edit Timestamp**

1. Enable **Autoscroll** (See Figure 31)
2. Click **Play** (See Figure 31)

![Figure 31 - Play Preview](image)
3. When ready to edit timestamp, click **Pause** (See Figure 32).
4. Click in the **timestamp textbox** (See Figure 32).

5. Type the changes in the **timestamp textboxes** (See Figure 33).
6. Click the **Save** button (See Figure 33).
**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 34 - 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 don not overlap.

![Warning](image)

**Figure 35 - Captions Overlapping Time Warning**
Edit Text

1. Enable **Autoscroll** (See Figure 36)
2. Click **Play** (See Figure 36)

3. When ready to edit *caption text*, click **Pause** (See Figure 37)
4. Click in the **caption textbox** (See Figure 37).
5. Type the changes in the captions textboxes (See Figure 38).
6. Click the Save button (See Figure 38).

Figure 38 - Save Captions

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.

Figure 39 - Add 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)

**Figure 42 - 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 43 - Media Title**
2. From below the *media preview*, click the **ACTIONS** button (See Figure 44).
3. From the **ACTIONS** drop-down menu, click **Edit** (See Figure 44).

4. From the *edit media settings page*, click the **Captions** tab.
5. From the Captions tab, the following settings are available (See Figure 46).
   a. **Edit Captions** - Launch the Closed Captions Editor (See Figure 46).
   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 46).
   c. **Set as Default** - Caption file used by default in the media player (See Figure 46).

**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 46).
   e. **Delete** - To delete a caption file (See Figure 46).
   f. **Download** - To download a caption file in SRT format (See Figure 46).
   g. **Show on Player** - Show caption file as a selection in the media player (See Figure 46).

![Figure 46 - 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

**KSU Student Helpdesk**
- **Phone**: 470-578-3555
- **Email**: studenthelpdesk@kennesaw.edu
- **Website**: http://uits.kennesaw.edu