Kaltura REACH
Captioning in MediaSpace
Table of Contents

Introduction .................................................................................................................................................. 5
Learning Objectives ................................................................................................................................. 5
Ordering Captions ....................................................................................................................................... 6
Editing Captions ........................................................................................................................................ 8
  Editing Text ........................................................................................................................................... 9
  Edit Timing – Sentence Editor .............................................................................................................. 11
  Edit Timing – Timestamps Tool ........................................................................................................... 12
Edit Captions Interface ............................................................................................................................ 14
Additional Help ......................................................................................................................................... 15
Introduction
This booklet will show users how to order and edit captions for files in MediaSpace.

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

- Order captions through MediaSpace
- Caption a single or multiple media files
- Edit captions using the Cielo 24 Editor
Ordering Captions

1. Go to https://mediaspace.kennesaw.edu
2. Click Guest in the top-right corner, then select Login.

![Figure 1 - Login](image1)

3. Enter your NetID and Password, then click Sign In.

![Figure 2 - Sign In](image2)

4. Click My Media in the navigation bar.

![Figure 3 - My Media](image3)
5. Click the title of the media for which you’d like to order captions.

![Figure 4 - Click Title](image)

6. Click the Actions button, then select **+Order Captions**.

![Figure 5 - +Order Captions](image)

7. Click **Order Captions** (see Figure 6)

![Figure 6 - Order Captions](image)
Editing Captions

Once captions are complete they can be edited in MediaSpace by the media owner.

1. Go to https://mediaspace.kennesaw.edu
2. Click My Media in the menu bar (see Figure 7).

3. Log in using your KSU NetID and Password (see Figure 8).

4. Select the media whose captions you would like to edit by clicking the title (see Figure 9).
5. From the **Actions** dropdown select **+Edit Captions** (see Figure 10).

![Figure 10 - Edit Captions](image)

6. Click the **COMPLETE** link next to your caption request (see Figure 11). (This will open a new tab or window depending on your browser’s settings.)

![Figure 11 - Click Complete](image)

**Editing Text**

1. From the Edit Captions window, select a sentence in the left-hand column (see Figure 12).

![Figure 12 - Select a Sentence](image)

2. The video player will skip to the sentence’s starting point. Push play to verify whether the sentence is correct (see Figure 13).
3. Make any necessary text corrections using the textbox below the video preview, then click Save (see Figure 14).

4. Repeat steps 1-3 for all sentences that text require corrections. Once your edits are complete, click Approve (see Figure 15).
Edit Timing – Sentence Editor

1. To change the timing for a specific sentence, first choose the sentence from the list on the left (see Figure 16).

![Figure 16 - Select a Sentence](image16.png)

2. From the sentence editor, change the Start or End time as needed (see Figure 17.)

![Figure 17 - Edit Start/End Time](image17.png)

3. Once finished, click **Save** then **Approve** (see Figure 18.)

![Figure 18 - Save](image18.png)
Edit Timing – Timestamps Tool

1. To change the timing for a multiple sentences, first select the menu icon in the top-left corner of the window, then select Timestamps (see Figure 19).

![Figure 19 - Timestamps](image)

2. From the sentence list on the left, you can now change the start and end time sentence by sentence (see Figure 20.)

![Figure 20 - Edit Times](image)

3. Any changes that are made will highlight the Start/End time boxes that are affected (see Figure 21.)

![Figure 21 - Green Highlight](image)
4. Once you’re finished editing timing, click the menu box and then **Timestamps** again to return to the sentence window (see Figure 22.)

![Figure 22 - Timestamps](image)

5. When finished, click **Save** then **Approve** (see Figure 23.)

![Figure 23 - save and Approve](image)
Edit Captions Interface

A. Sentence List - An ordered list of each captioned sentence.
B. Video Preview – A preview of the video corresponding to each sentence.
C. Transport – Video player and sentence controls for Start of Last Sentence, Beginning of This Sentence, Play, and Beginning of Next Sentence (from left to right)
D. Sentence Editor – Captioned sentence text will appear here, make any necessary corrections.
E. Save/Approve – After making any changes in the Sentence Editor click Save. Once all corrections have been made click Approve.
F. Hotkeys – A list of hotkeys for Play/Pause/Next Sentence, etc.
G. Sound Tag Shortcuts – These are a list of shortcuts for sounds in the video that may need representation in the captions ex. [LAUGHTER] [MUSIC] [APPLAUSE]
H. Job No. – If captions are ever edited and approved and a user wishes to revert to a previous version, please include this job number in a ticket to the UITS Service Desk
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