

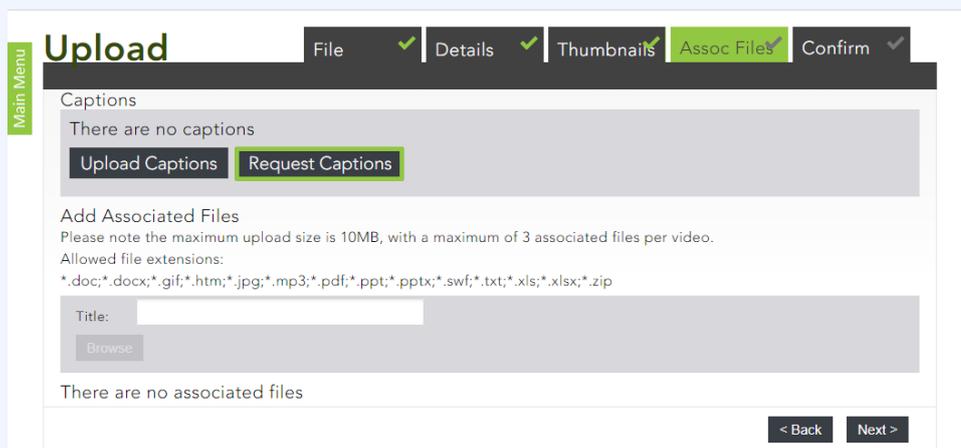
Machine-generated Captions from the Media Library

Requesting captions

Captions can be requested at time of upload of an audio/video file or after the clip has been processed. If the video is being uploaded using the MEDIAlecture app, please follow the second option below.

1. Requesting captions when uploading

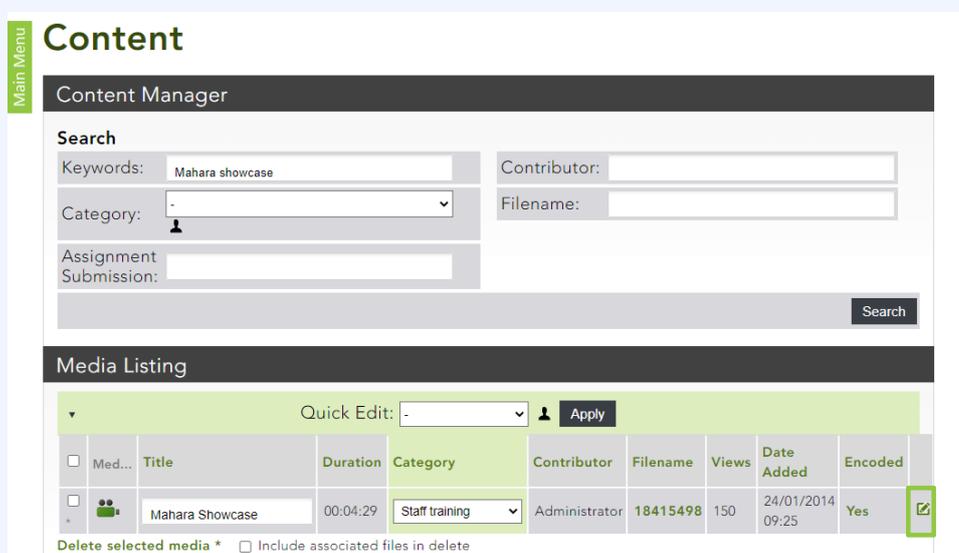
Logging onto the Media Library takes you to the home page, where there is an 'Upload' icon  at top centre. This opens the Upload wizard and the button to request captions can be found on step 4.



The request is sent for approval and you will receive a notification when they are ready. It is likely that they will require some editing.

2. Requesting captions following processing of a clip

When you are logged into the Media Library, viewing the home page, click on the avatar at top right and select 'My Content' from the menu.



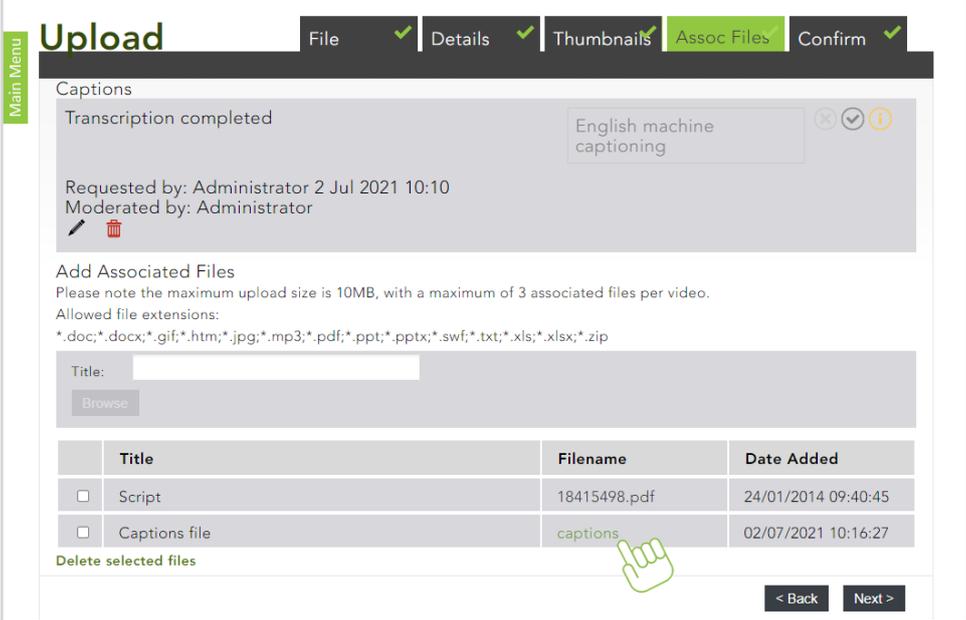
There is an 'Edit' icon to the far right on each video you have uploaded and clicking on that re-opens the Upload wizard. You may skip to the 'Assoc Files' tab and click the 'Request Captions' button. Following approval, the captions usually take less than half an hour to generate.

Editing a captions file

There are two ways of editing a captions file. It is possible to download the machine-generated captions and edit these offline to be re-uploaded later. It is also possible to use Medial's interface for editing online.

1. Offline editing

To download the captions file, navigate to the 'Assoc Files' of the Upload wizard and click on the filename.



Upload

File ✓ Details ✓ Thumbnails ✓ Assoc Files Confirm ✓

Main Menu

Captions

Transcription completed English machine captioning

Requested by: Administrator 2 Jul 2021 10:10
Moderated by: Administrator

Add Associated Files

Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.
Allowed file extensions:
.doc;.docx;*.gif;*.htm;*.jpg;*.mp3;*.pdf;*.ppt;*.pptx;*.swf;*.txt;*.xls;*.xlsx;*.zip

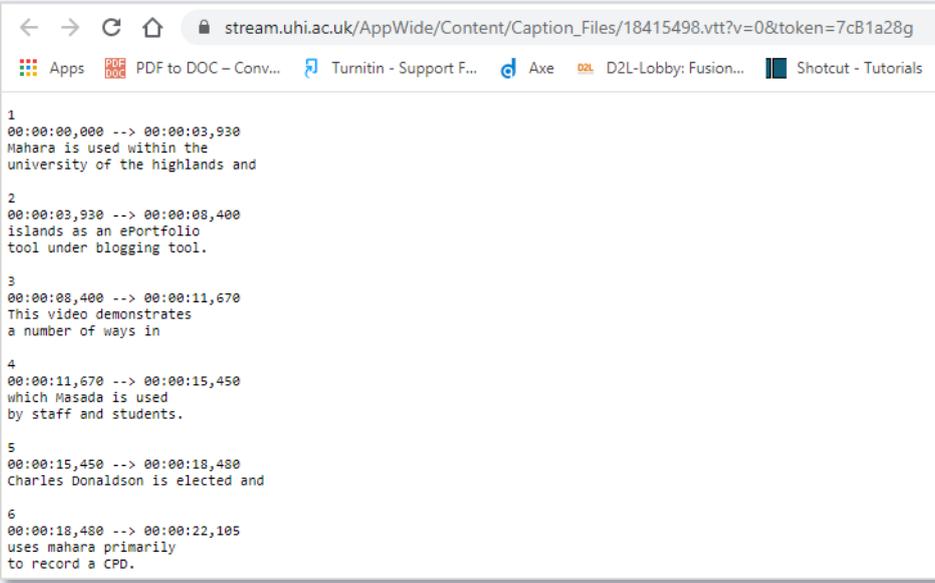
Title:
Browse

	Title	Filename	Date Added
<input type="checkbox"/>	Script	18415498.pdf	24/01/2014 09:40:45
<input type="checkbox"/>	Captions file	captions	02/07/2021 10:16:27

Delete selected files

< Back Next >

The file will actually open in a new tab on your browser and will look similar to the following image. The format is SRT (SubRip Subtitle) and is a common captioning format which can be easily edited in a text editor and re-uploaded. Copy the text including timings and paste into a text editor and ensure the file is saved as something.srt



```
1
00:00:00,000 --> 00:00:03,930
Mahara is used within the
university of the highlands and

2
00:00:03,930 --> 00:00:08,400
islands as an ePortfolio
tool under blogging tool.

3
00:00:08,400 --> 00:00:11,670
This video demonstrates
a number of ways in

4
00:00:11,670 --> 00:00:15,450
which Masada is used
by staff and students.

5
00:00:15,450 --> 00:00:18,480
Charles Donaldson is elected and

6
00:00:18,480 --> 00:00:22,105
uses mahara primarily
to record a CPD.
```

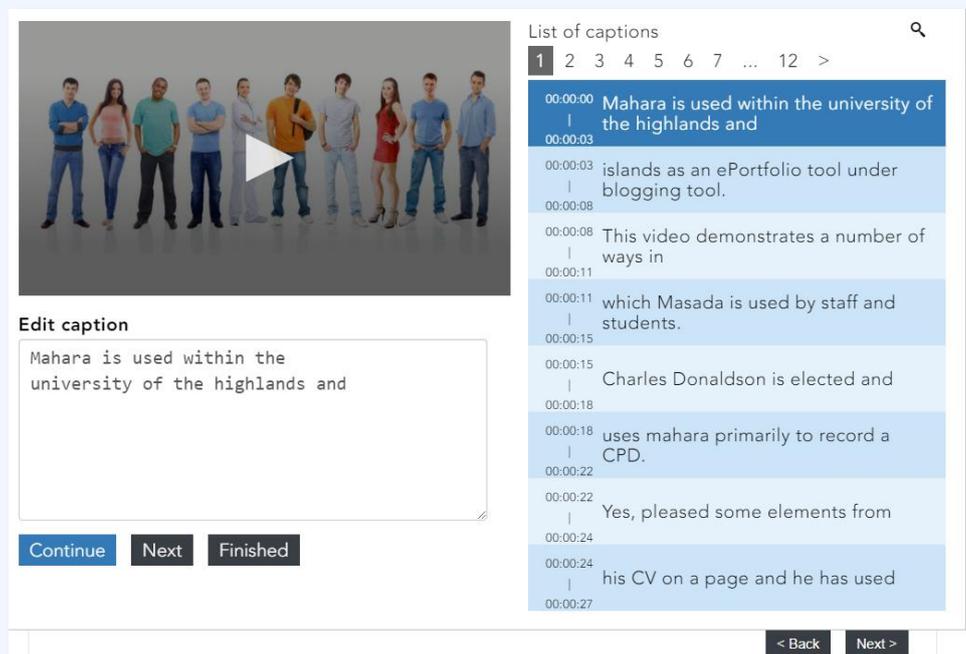
To re-upload the corrected captions, navigate to the 'Assoc Files' of the Upload wizard and tick the box to the left of the captions filename, followed by "Delete selected files" at the end of the list of videos. Then use the 'bin' icon to delete the machine-generated transcript. After that, the 'Upload Captions' button becomes available and you can use it to locate the correct captions on your computer.

2. Online editing

Navigate to the 'Assoc Files' of the Upload wizard and use the 'pencil' icon on the captions completed notice.



Editing opens a new screen which has the video on the left side and all the machine-generated captions listed on the right. To edit any of the captions, simply click on the caption on the right and edit in the text box under the video preview.



Having corrected the text, clicking 'Continue' will play the video and clicking 'Next' will move onto the next caption and stop. You can proceed through the video in this way and ensure that the captions are accurate.

Further information

Please note that there is a cost to captions generated in this way and that this service should be reserved for teaching materials which are essential to the student experience of the course. Please refer to this page for further details on policy, guidelines and availability of training etc <https://myuhi.sharepoint.com/tsr/SitePages/Accessibility.aspx>