Adding Closed Captions to Kaltura Created Videos

- 1. Go to https://inside.southernct.edu
- 2. In the list of "Quick links" on the right side of the screen, click on "MySCSU" and log in with your SCSU account.



3. From the list of "Apps" select "Kaltura Media."

Southern Connecticut State University		Q sout	HERN CONNECTICUT STATE L
Apps			Search a
+Add app			
-Acquia Prod	-Banner Admin - PROD	-BannerWeb	ନ୍ନୁନ୍ଧ Groups
-Blackboard Learn 9	-Confluence Bookmark	-CoreCT Bookmark	
-EAB Training	-Email Quarantine	-HootLoot Bookmark	
-Inside Southern Bookm	nark XJIRA -Jira Bookmark	-Kaltura Media	
Exubits Primo -Library Primo	-Not Anymore Title IX	-Office365 Home	
OnThe -OnTheHub	-Owlconnect	REACH -Reach	

4. On the new page that opens, select "My Media."



5. From the list of videos that you have created, select the one you would like to closed caption.



6. On the new screen, select the "Actions" button on the right, below the video. Select "Order Captions"

► () 0:00 / 44:08	
VebEx Training Recording 3.17.2020	▶ 12 ● 0
Details Share Q	ACTIONS ~
ebEx Training for Faculty and Staff	EditPublish
webex training	Image: First Add to playlist Image: First Add to playlist
Commente	+ Order Captions
Comments	← Caption Requests➢ Launch Editor
Add a Comment	Delete

7. On the new screen, click "Order Captions."

► ()) 0:00 / 44:08	CC Southern
WebEx Training Recording 3.17.2020 From Bogdan Zamfir on March 17th, 2020	► 12 ● 0
Details Share Q	ACTIONS ~
Order Captions	
Comments	

8. If successful, a pop-up message will appear confirming your request and the screen below the video will display a new message that your request is being authorized.

Thank you! Your caption request has been received. Captions will be automatically uploaded to your video upon completion.	
	ОК

ACTIONS ~

Requester	Requested	Due	Completed	Details	Status
zamfirb1@southernct.edu	03/19/20	03/21/20		Fidelity MECHANICAL Turnaround Time STANDARD Language en	AUTHORIZING 😧

Refresh list: CLICK HERE to see all Caption Requests for this media

Q

< Share

Details

9. The closed caption request will take up to a few hours to complete. You can check the status by going back to your video and selecting "Actions" and "Caption Requests."

Details @	Download •	Share	Q			ACTIONS ~
Please click on 'edit' link to	edit the corresponding captions	from cielo24.				EditPublish
Requester	Requested	Due	Completed	Details		=+ Add to playlist
zamfirb1@southernct.ed	u 01/27/20	01/29/20	01/27/20	Fidelity Turnaround Time Language	MECHANI STANDAR en	Analytics Order Captions
Refresh list: CLICK H	HERE to see all Caption	n Requests for	this media	-	•	
Comments						û Delete

10. If successful, you will see the status change to "Complete." Below the status you will see an "Edit" button that allows you to edit the caption file.

zamfirb1@southernct.edu	03/17/20	03/19/20	03/17/20	Fidelity MECHANICAL Turnaround Time Language	STANDARD en	COMPLETE Edit	+

11. To edit the captions for accuracy, click the "Edit" button and use the editor that appears. Make sure you "Save" AND "Approve" any changes.

Filter Jump To: 00 : 00 : 00	Customer Edit I 34:07	Help		
Welcome I'm Fred Volkmar.		Speakers Help S	Settings	
I'm a physician and I'm a professor here at Southern Connecticut State University.	Conflicts of Interest	Something wrong w	rith this job? Send	l Feedback
My colleagues and I are pleased to offer this first responder training in autism through the Center of Excellence on Autism Spectrum	Fred Volkmar M.D. NIMH Autism Center of Excellent Book royatiles, Advisory Boards	Hotkeys hide		
Disorders here at Southern.	Editor Journal of Autism & Developmental Disorder Karen Meers, Ph.D., BCBA-D, LBA-CT	sentence.	BACKSPACE	U
grants book royalties and I also edit the Journal of Autism and	 None Deborah Puglia, M.S. 	Go back 4 seconds.	CTRL + BACKSPACE	ß
Developmental Disorders.	 None Kimberly Bean, Ed.D. 	Play or Pause.	CTRL + SPACE	C.
Let me say a little bit about the course: E.M.S. first responder training is designed for vital information for 1st responders as they work with individuals with autiem and related conditions.	 None Meaghan Reilly EMR None 	Makes video play at half speed.	CTRL + 1	ß
The structure of the course: the 1st thing is what you're doing now		Makes video play at 3/4	CTRL + 2	C.
the online lecture slideshow; there's a very short quiz at the end you can take it on your own, we'll go through it.	00:00.0	Makes video play at normal speed.	CTRL + 3	G
Then, you'll receive a link to register for a live assume classroom discussion.	(4) K4 → (*0) (*) (*) (*) (*) (*) (*) (*) (*) (*) (*	Makes video play at 1.5 speed.	CTRL + 4	ß
We'll offer these a number of occasions that will last about an hour.		Undo last change.	CTRL+Z	ß
I will probably limit the registration to 15 to 20 registrants, but you'll be able to see as one of us online and the whole group.	Start Time: 00:00.1	C Reset hotkeys	CIBL+5	CZ.
We'll have a discussion that will last for an hour, and then after that you will receive a certificate good for 2 hours of trading on continuing education we are approved by the state of Connecticut.	¥ [®] Welcome I'm Fred Volkmar. ⊙	Sound Tag Shortcuts	s show	
Today's objectives: we're going to explain why training on autism is essential for 1st responders.		Version show		
I want to define autism, I want you to understand the strengths and challenges of autism, and identify some useful strategies to use with individuals with autism.	End Time: 00:01.6	8		
And finally we're going to share some available resources.	Save Approve Play Until End of Sentence Play Until End of Video			
Why is autism training essential?				

- <section-header><text>
- 12. To turn on captioning on a video that has been captioned, click the CC button.

Attention: The captions are automatic captions created by the computer. Depending on the clarity of the recording and on the terminology used by the speaker, the quality of the captioning will vary. Some caption files may require significant editing.