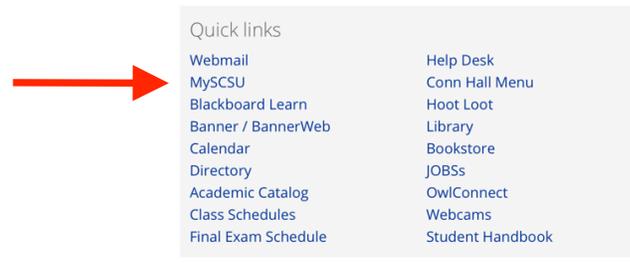
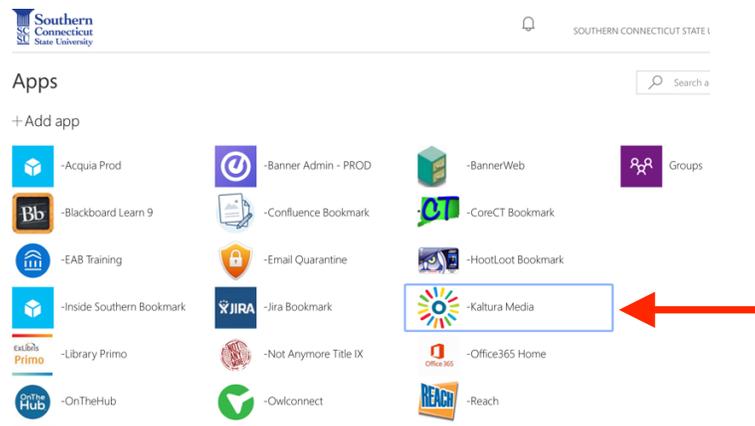


Adding Closed Captions to Kaltura Created Videos

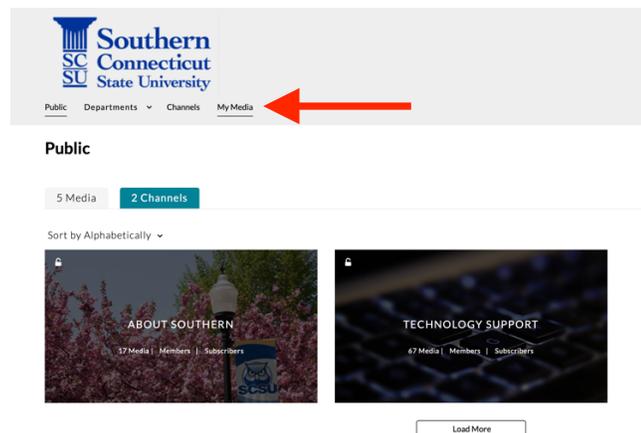
1. Go to <https://inside.southernct.edu>
2. In the list of “Quick links” on the right side of the screen, click on “MySCSU” and log in with your SCSU account.



3. From the list of “Apps” select “Kaltura Media.”



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.



WebEx Training Recording 3.17.2020

WebEx Training for Faculty and Staff

Unlisted

webex training

Owner • on March 17th, 2020 ▶ 12 💬 0

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



WebEx Training Recording 3.17.2020

From Bogdan Zamfir on March 17th, 2020

Details Share 🔍

WebEx Training for Faculty and Staff

webex training

Comments

Add a Comment

ACTIONS ▾

- Edit
- Publish
- Add to playlist
- Analytics
- + Order Captions**
- + Caption Requests
- Launch Editor
- Delete



7. On the new screen, click “Order Captions.”

WebEx Training Recording 3.17.2020

From Bogdan Zamfir on March 17th, 2020

▶ 12 ● 0

Details Share 🔍 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.

OK

Details Share 🔍 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

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

Please click on 'edit' link to edit the corresponding captions from cielo24.

Requester	Requested	Due	Completed	Details
zamfirb1@southernct.edu	01/27/20	01/29/20	01/27/20	Fidelity Turnaround Time Language

Refresh list: [CLICK HERE](#) to see all Caption Requests for this media

Comments

ACTIONS

- ✎ Edit
- 🌐 Publish
- ➦ Add to playlist
- 📊 Analytics
- + Order Captions
- + Caption Requests
- 🗑️ Launch Editor
- 🗑️ 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	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.

Customer Edit | 34:07

Something wrong with this job? [Send Feedback](#)

Hotkeys [hide](#)

- Play from beginning of sentence. CTRL + SHIFT + BACKSPACE
- Go back 4 seconds. CTRL + BACKSPACE
- Play or Pause. CTRL + SPACE
- Makes video play at half speed. CTRL + 1
- Makes video play at 3/4 speed. CTRL + 2
- Makes video play at normal speed. CTRL + 3
- Makes video play at 1.5 speed. CTRL + 4
- Undo last change. CTRL + Z
- Makes video play at 5x speed. CTRL + 5

[Reset hotkeys](#)

Sound Tag Shortcuts [show](#)

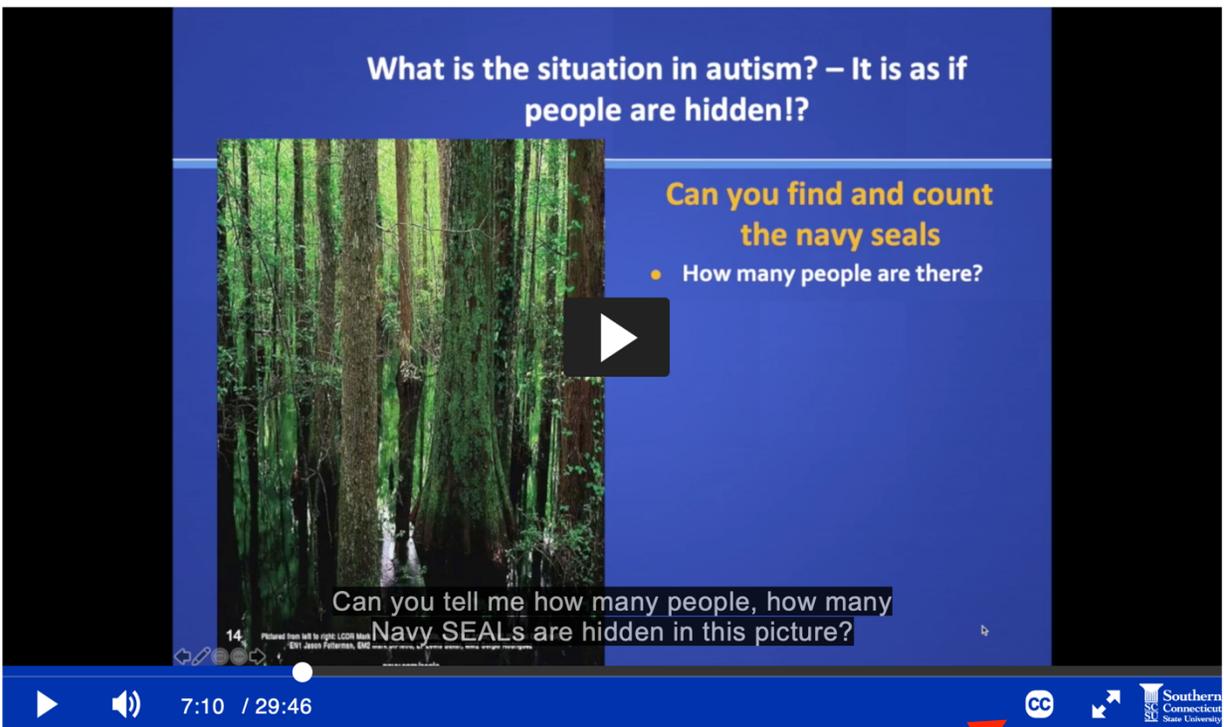
Version [show](#)

Start Time: 00:00.1
End Time: 00:01.6

I'm a physician and I'm a professor here at Southern Connecticut State University.

[Save](#) [Approve](#) [Play Until End of Sentence](#) [Play Until End of Video](#)

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.