Captioning After Recording

- With Thanks from Samantha Brumer and Kristen Dabney

Recording classes and posting the lectures is a great accessible way to reach all students in multiple time zones! It is important to speak clearly for auto transcription or the use of live captioning products, and we strongly suggest the use of a headset as internal microphones will sometimes get distorted by the fan in your laptop. It is also important to keep in mind that anything students say may not be captioned as it will be pulling from your microphone only.

Zoom
Tufts.zoom.us
Zoom is an online video conferencing tool that allows users to record their meetings. If you have a pro account (which Tufts has) you can have your videos auto transcribed! You just need to make sure that the auto transcription is turned on and that you are saving your recording to the cloud. Your video and transcription may take up to two times the length of your recording. You will also have to edit the transcription. Once done, you can download the completed video or share the URL. More in depth instructions can be found on the Zoom Support Website You can also watch this quick How to Video (Zoom, 2019)

WebEx
WebEx is an online conference tool that allows you to record your meetings. The IT administrators at Tufts have turned on auto transcription for all Tufts Webex accounts. Transcription can take double the amount of time of the lecture to be ready, so please be patient! Make sure that it is saved as a cloud recording or WebEx won't be able to transcribe the video It is also helpful if recording a meeting with multiple users to have the participants have their microphones off for clearer captioning. You will have to edit the captions before sending it to the viewers. Here are the instructions on how to use the auto transcription features.

Captioning in Canvas
Any videos uploaded to My Media in Canvas can be auto transcribed! The captioning is done by a machine automatically using a speech to text method with a 70-80% captioning accuracy. You will be required to edit your captions once it has been produced to guarantee accuracy. It is best to have clear audio in your video for a more accurate transcription. You can find a step by step guide on how to use this feature on canvas by going to this website.
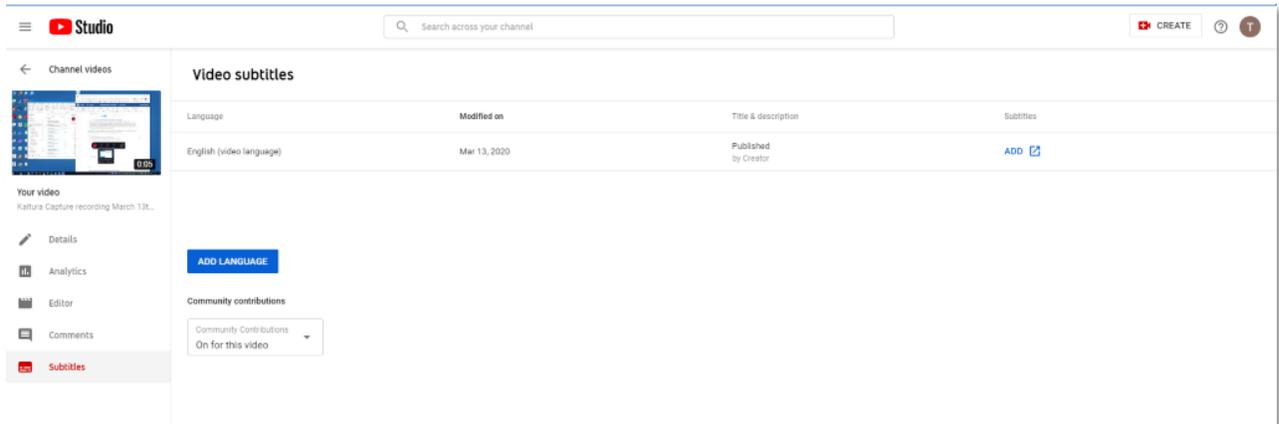
Captioning the Video- Otter.ai:
You can watch this video (Lau,2019) You may need to pay for this service*

1. Take the downloaded Kaltura video and upload it into Otter.ai
2. Otter.ai will auto caption the video for you but you will need to edit it. You should break up the paragraph it auto transcribes into one to two sentences so that it can sync with the speaker.
3. Export as SRT
4. Select the three dots at the top-right corner of the screen.
5. Select the "Export Text" button from the drop-down menu.
6. Select "SRT" for the file type.
7. To choose to include or remove speaker names from the captions, toggle the "Include speaker names" switch. You can also see additional options to enable automatic line breaks.
8. Select "Continue" to export the file.
9. In the web app, the file will automatically download to your device as an SRT. In the mobile app, you must select the application to which you would like to save the file.
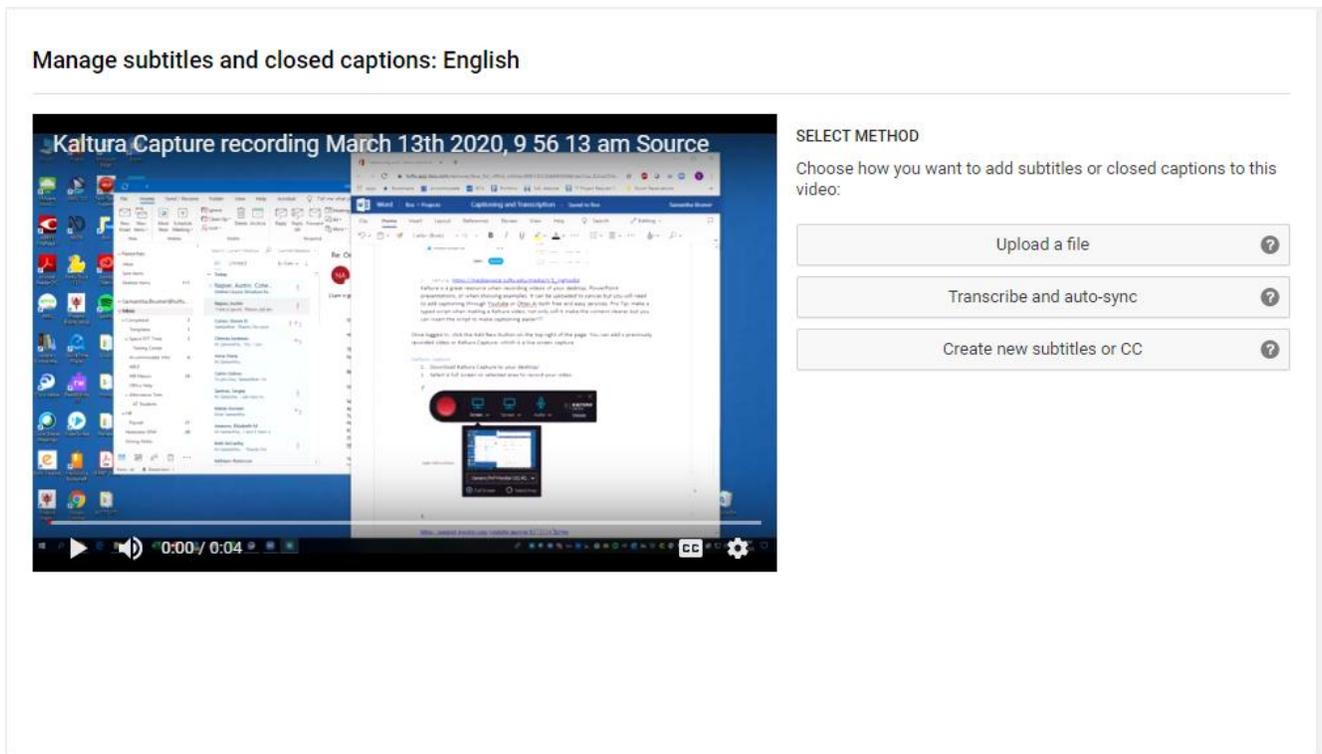
Captioning the Video- YouTube:

The uploader of the video has the option to make it unlisted, private or public. Unlisted means that you can share the link and anyone can follow it and see the video, but it will not show up if someone tries to search for it on YouTube. Private means you can add up to 50 users (with google accounts) by name who can access the video. Public means anyone on the internet can search for it. You are able to change settings as you go.

1. Sign into Studio
2. Upload your Kaltura Mp4 file to YouTube.
3. From the left menu, select videos. And click details on the video you would like to edit
4. Click Subtitles and the ADD button.

5. From here you can add you script from your lesson plan or have YouTube auto transcribe.

6. Review automatic captions and edit or remove any parts that haven't been transcribed properly.

Pro tip: If you have a script you used while recording your video, YouTube does an excellent job of syncing the two up. You will still need to edit it but it will cut down on manual captioning. Additionally, if you spoke clearly, YouTube can do a pretty good first pass of guessing what you said and will auto caption for you.

For additional support, please contact Educational Technology Services (https://sites.tufts.edu/ets/).