

UBC Forestry

Closed Caption Tools

Adding captions to class recordings may help students understand class content easier.

Both Zoom and Kaltura can be used to transcribe your class recordings; Zoom allows you to generate class recordings with captions automatically, and Kaltura allows you to add captions to a pre-recorded video.

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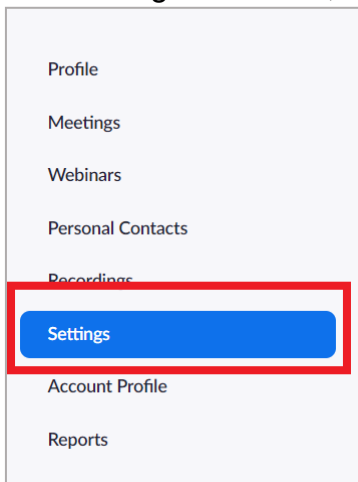
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A.Zoom Closed Captioning Service

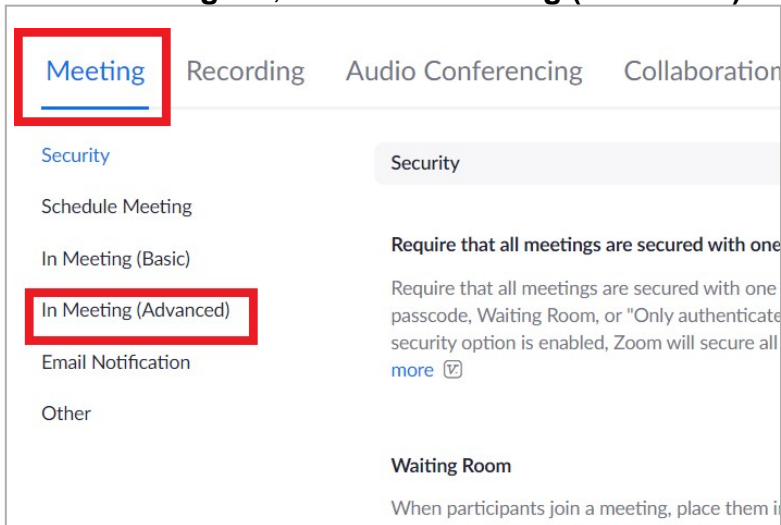
Zoom Closed Captioning Service allows you to add captions to your class recordings.

To enable Closed Captioning

- Sign in to the UBC Zoom web portal <https://ubc.zoom.us/>
- In the navigation menu, select **Settings**



- Under **Meeting** tab, click on **In Meeting (Advanced)**

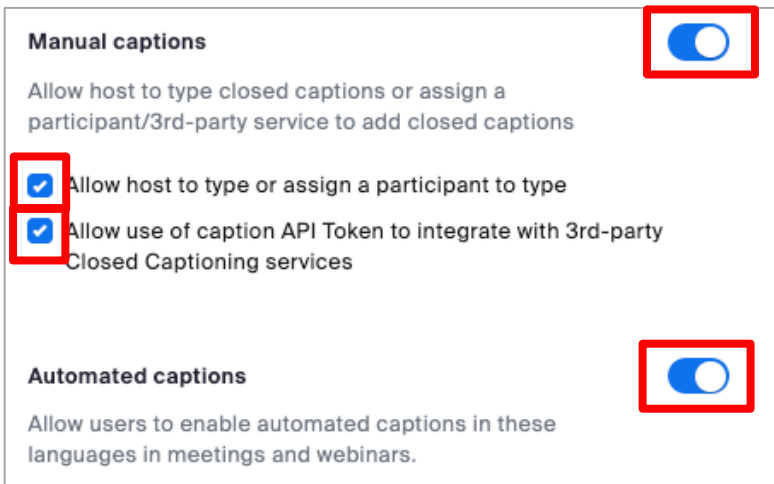


- Enable **Manual Captioning** and **Auto Captioning**.

You can also select the checkboxes to enable additional features:

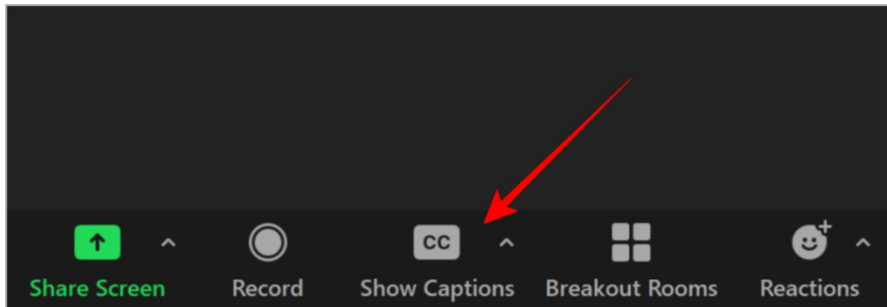
- Allow host to type or assign a participant to type
- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

We recommend enabling at least the Auto Captioning function, which will allow the use of the features discussed below. Click on **Save** to save the change.

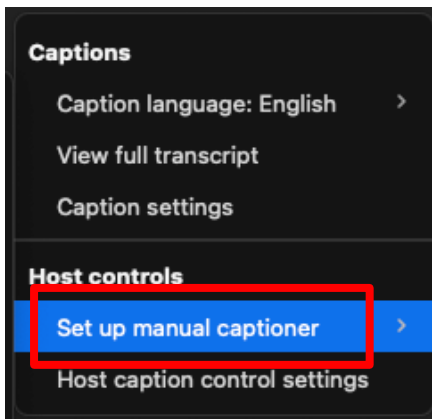


Option 1: Manually type the transcription

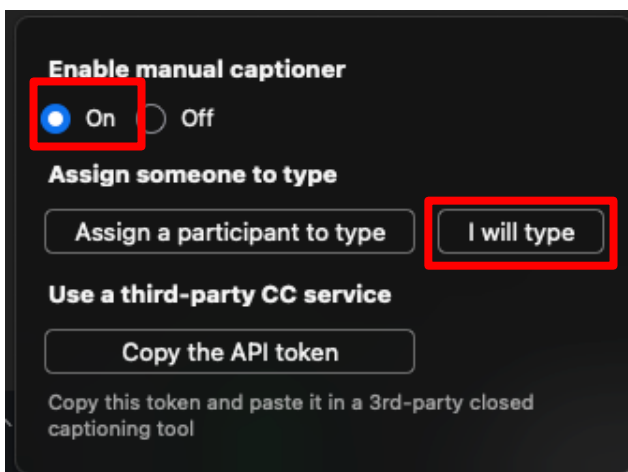
- Click on **Show Captions** at the bottom of the screen



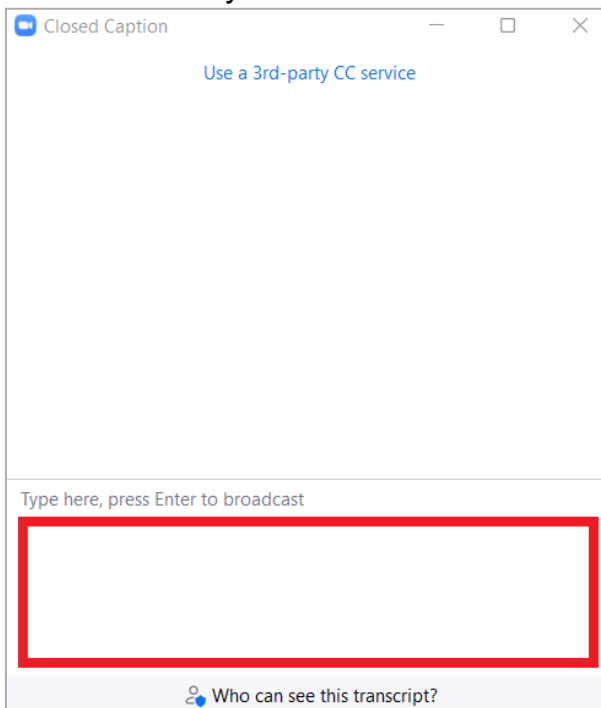
- Select **Set up manual captioner**



- Under the Enable manual captioner, choose **On** and select **I will type**

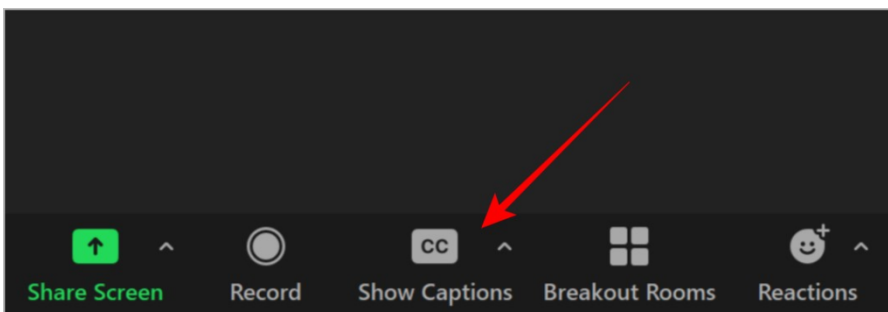


- The **Closed Caption** window will be opened. Type the transcription in the box and press **Enter** on the keyboard to broadcast

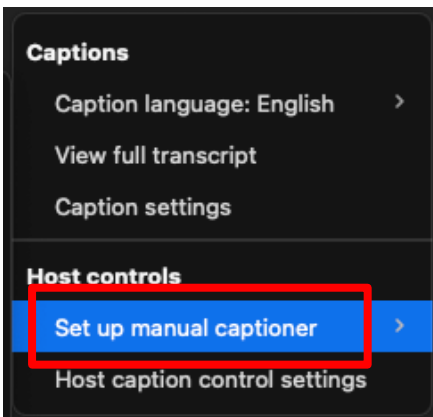


Option 2: Assign a participant to type the transcription

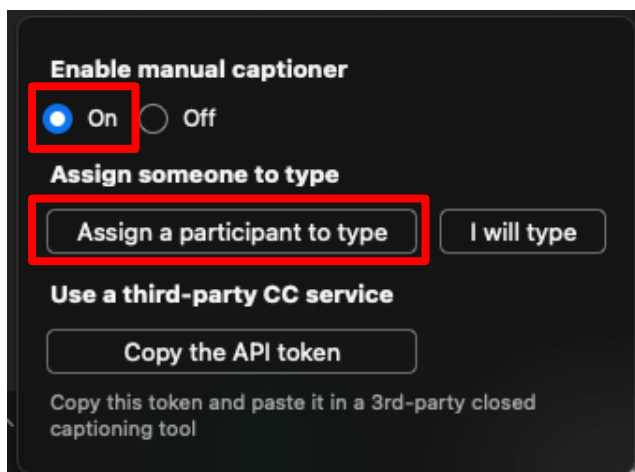
- Click on **Show Captions** at the bottom of the screen



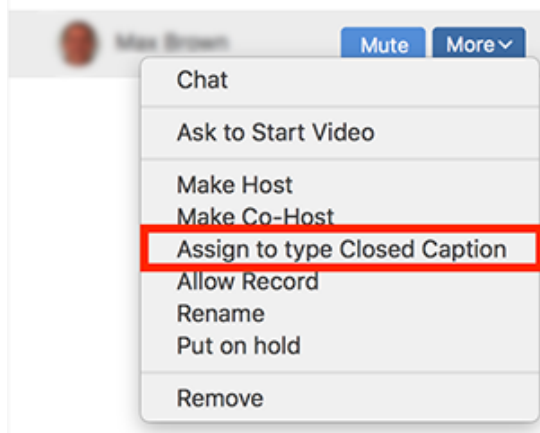
- Select **Set up manual captioner**



- Under the Enable manual captioner, choose **On** and select **Assign a participant to type**.

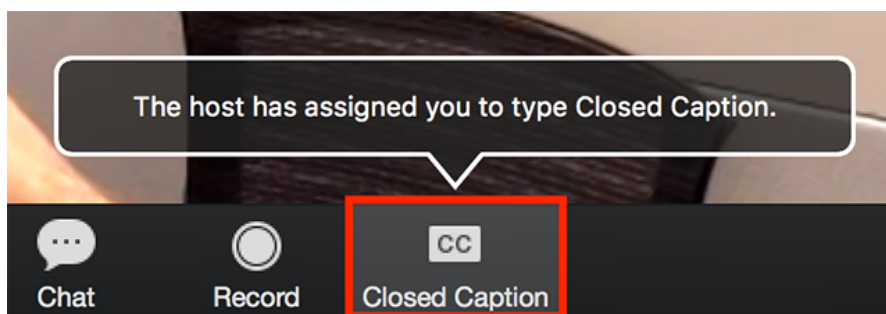


- Find the participant you want to type closed captions and hover over their name. Click **More** and select **Assign to type Closed Caption**.

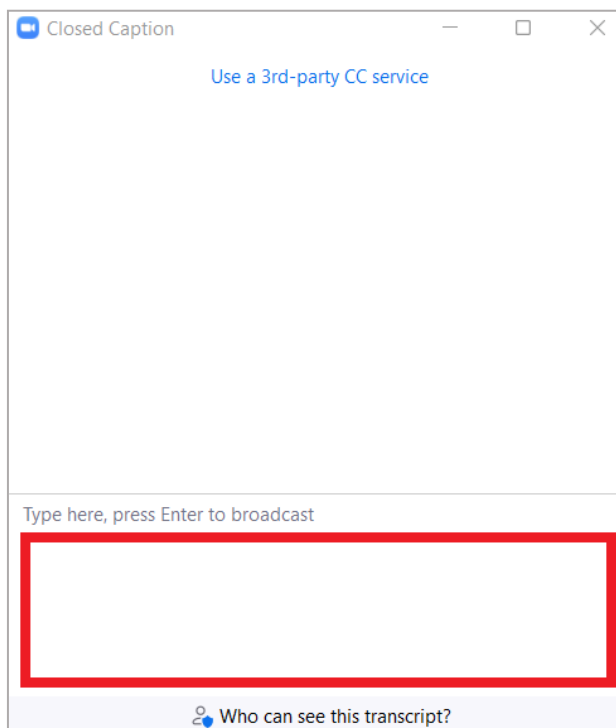


Once the host assigns the participant to type transcription

- The participant can click on **Live Transcription**.

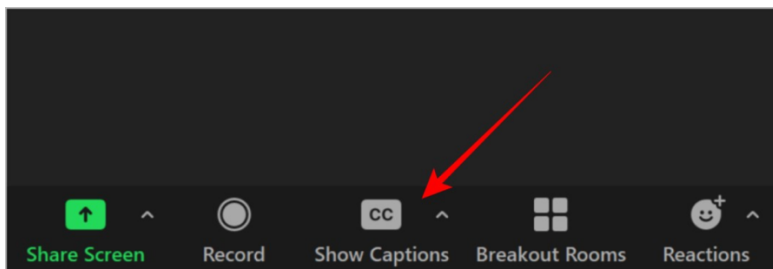


- The Closed Caption window will be opened. Type the caption in the box and press **Enter** to broadcast

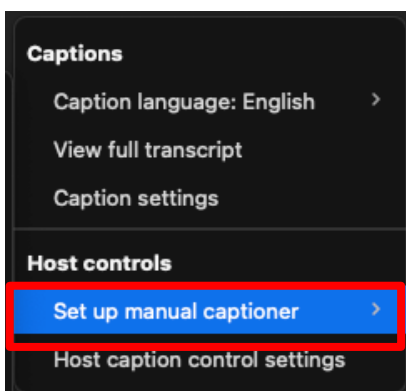


Option 3: Using a third-party closed captioning service

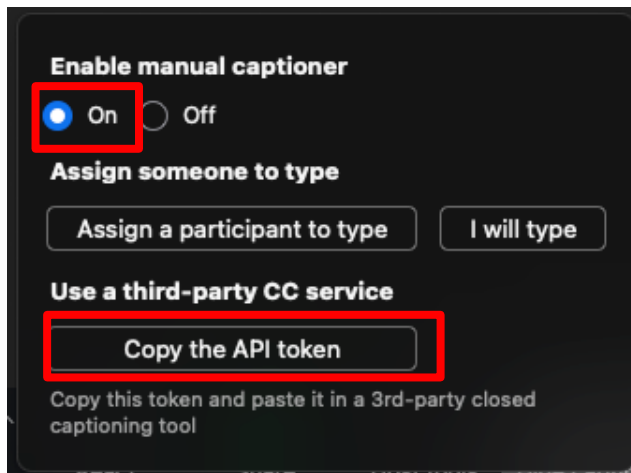
- Click on **Show Captions** at the bottom of the screen



- Select **Set up manual captioner**



- Under the Enable manual captioner, choose **On** and select **Copy the API token**.

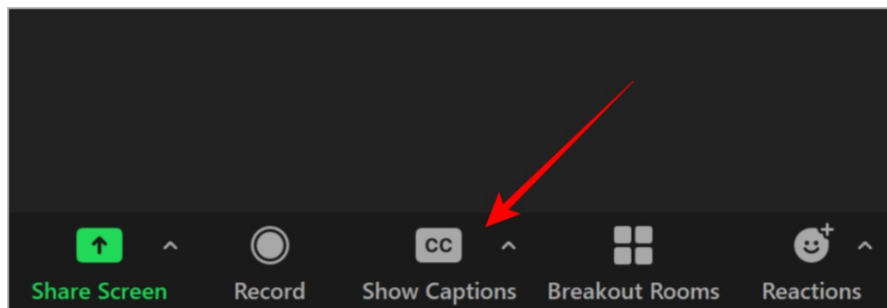


- Input the token to the Third-party Closed Captioning service to integrate the service with your meeting.
- Important note: Third-party closed captioning service might be a paid service, which may not comply with FIPPA. If you wish to use a third-party closed captioning service, you may choose UBC's Closed Captioning for Zoom <https://zoom-captions.elearning.ubc.ca/>

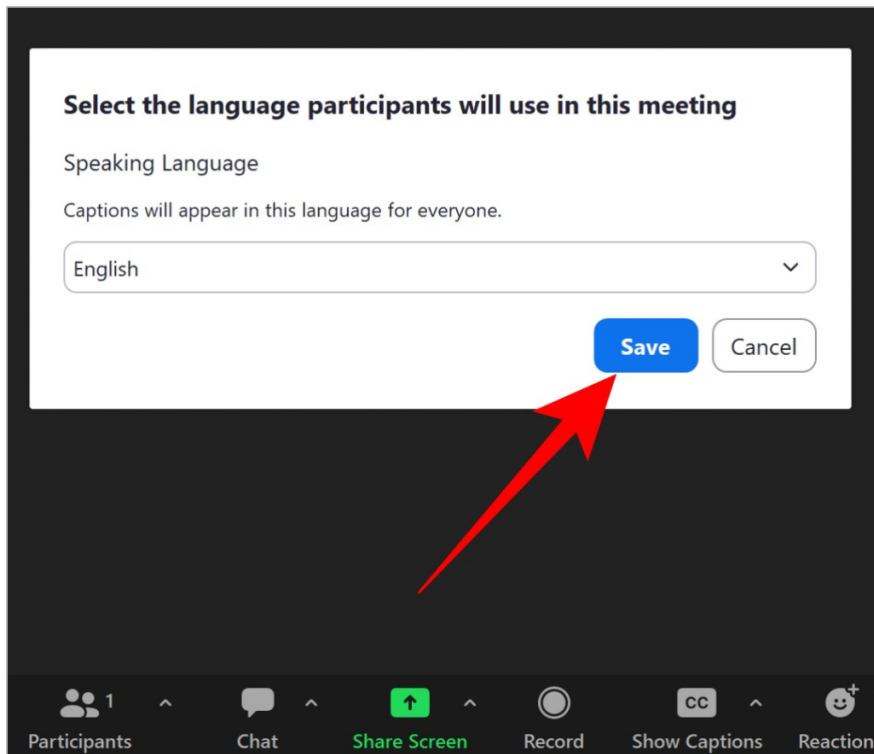
Option 4: Enable Auto-transcription

If you want to use Zoom's built-in closed-captioning options

- Click on **Show Captions** at the bottom of the screen



- A confirmation will appear to confirm the language, which is English by default. Click on **Save**.



- Compared to manually inputting and using a third-party API, Zoom built-in live transcript has limitations
 - Accuracy may be affected by factors including noises and speaker's volume and proficiency with the language used

Visit <https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription> for detailed information

When the Live Transcript service is enabled, the transcript will be included in the class recording video generated by Zoom.

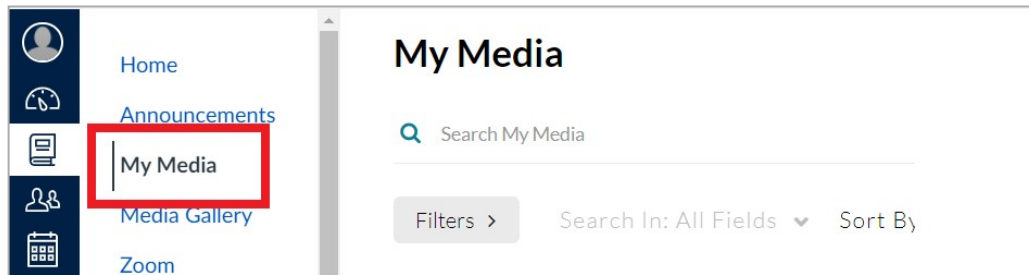
B. Kaltura Closed Caption Service

Kaltura is a media platform that can be used to create, store, and share media. It allows you to add and edit captions to your pre-recorded video.

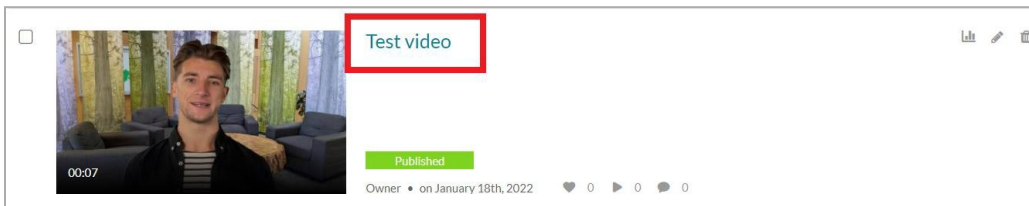
Add captions to videos

Use Order Caption service in Kaltura to add captions to videos.

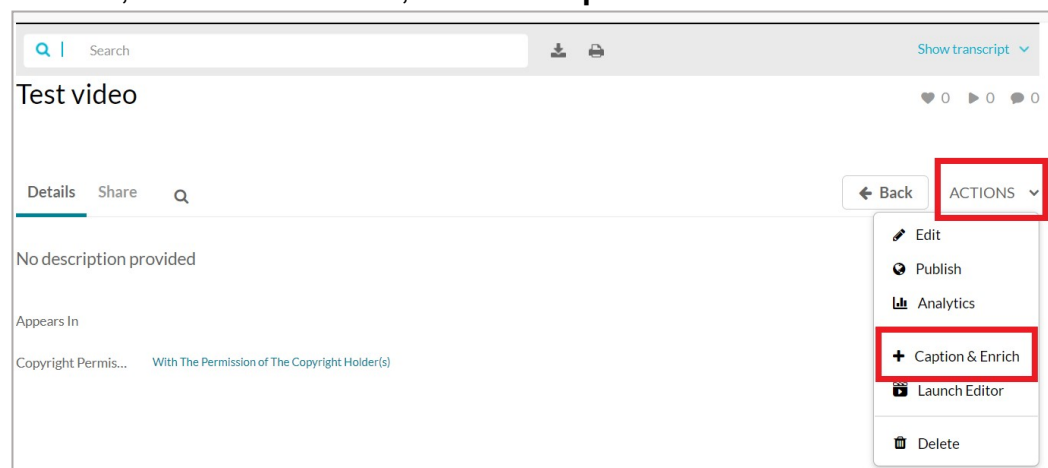
- In your Canvas course, click on **My Media** in Course Navigation Menu



- In My Media, click on the video you want to add a caption to. A new window will open



- Below the video, click on **ACTIONS**, select **+ Caption & Enrich**.



- In the **Order Captions & Enrichment Services** window, click on **Submit** to submit a request for media captioning. You will see a confirmation after the request is submitted successfully.
- *Important note:* When a request for media captioning is submitted, a copy of the media file is temporarily made on servers in the United States. As this copy is for processing purposes only and is deleted immediately once the captioning is completed, the service is still FIPPA compliant. However, as with any servers outside the control of UBC, there is a very remote possibility that the media could be accessed by a server administrator as part of overseeing the processing.

Order Captions & Enrichment Services

IMPORTANT NOTICE

When a request for media captioning is submitted, a copy of the media file is temporarily made on servers in the United States. As this copy is for processing purposes only and is deleted immediately once the captioning is completed, the service is still FIPPA compliant. However, as with any servers outside the control of UBC, there is a very remote possibility that the media could be accessed by a server administrator as part of overseeing the processing.

Service:

Machine

Source Media Language:

English

Feature:

Captions

Submit

Existing Requests

+ Order

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
	Machine	Captions	English	<div>Pending</div>

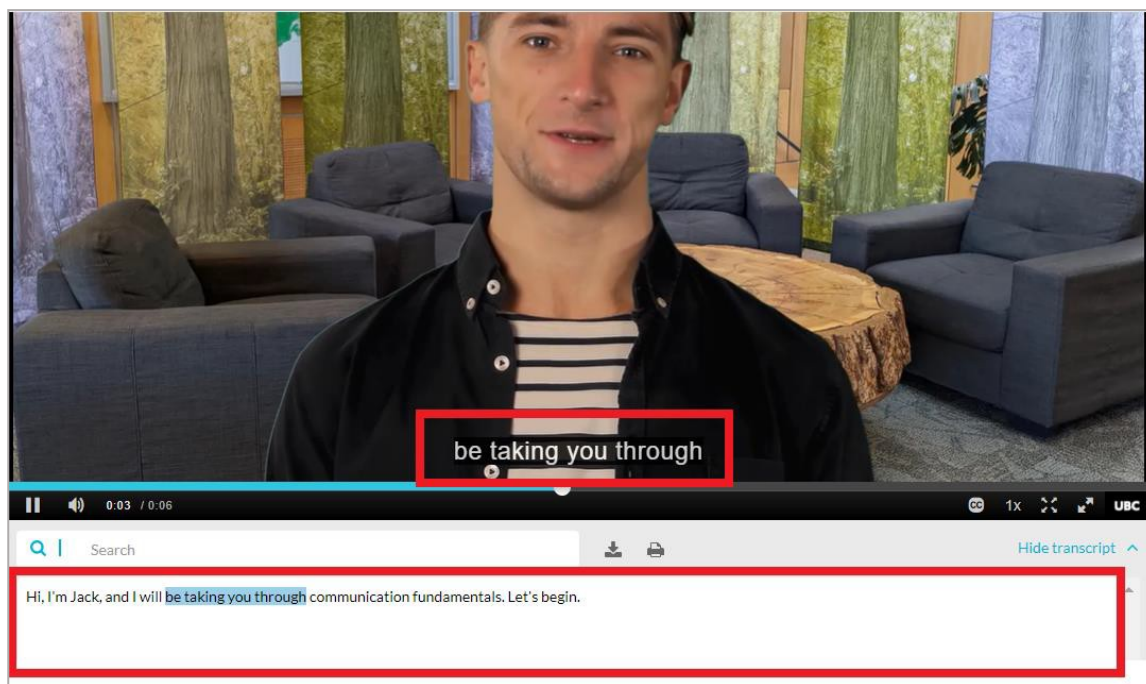
Order Captions & Enrichment Services

Your request has been received. Your video will automatically updated upon completion.

- When captions are ready, the status of the request will be changed to **Completed**.

Existing Requests					+ Order	
REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS		
	Machine	Captions	English	Completed		>

- Once the captions are processed, you will see the transcript displayed below the video. When you play the video, the transcript will display at the bottom

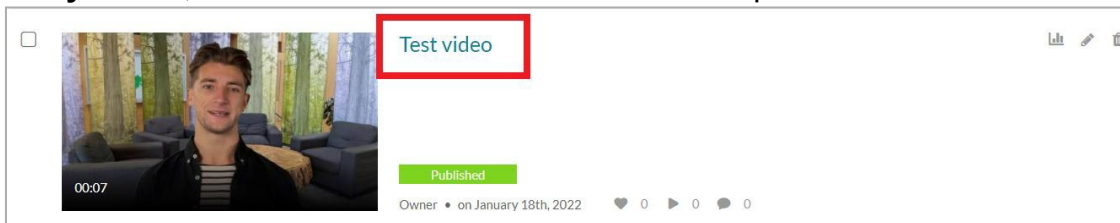


center of the screen.

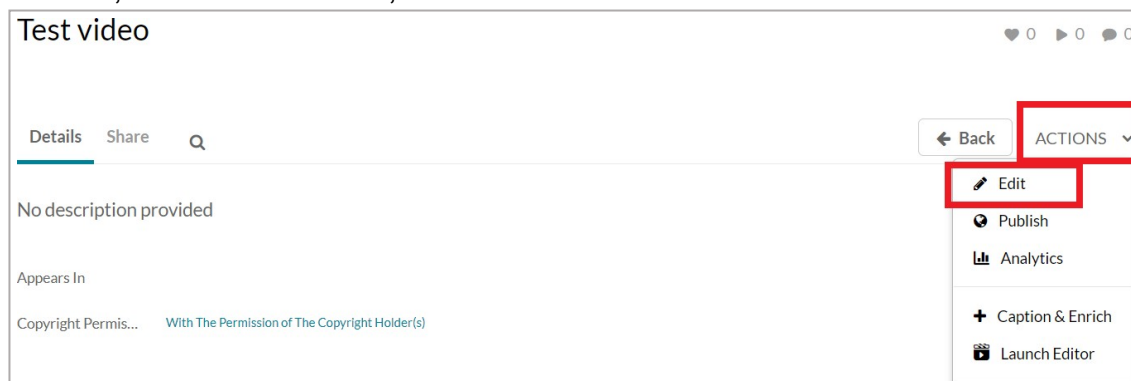
Editing captions

Once the captions are processed, you can edit them to improve their accuracy.

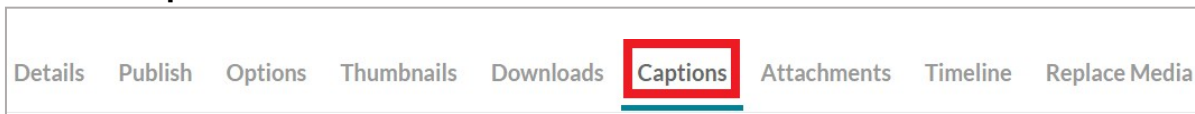
- In **My Media**, click on the video. A new window will open.



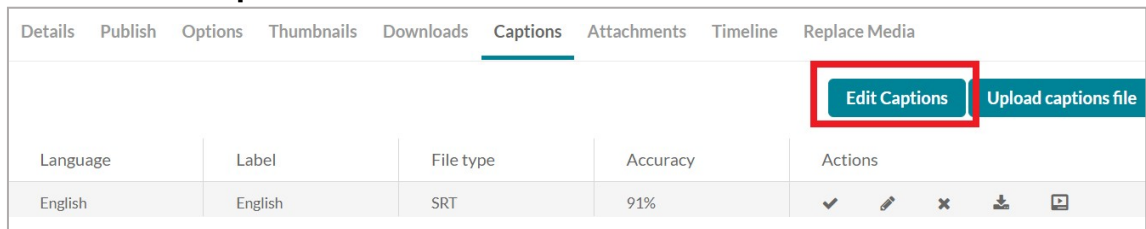
- Below the video, click on **ACTIONS**, then select **Edit**.



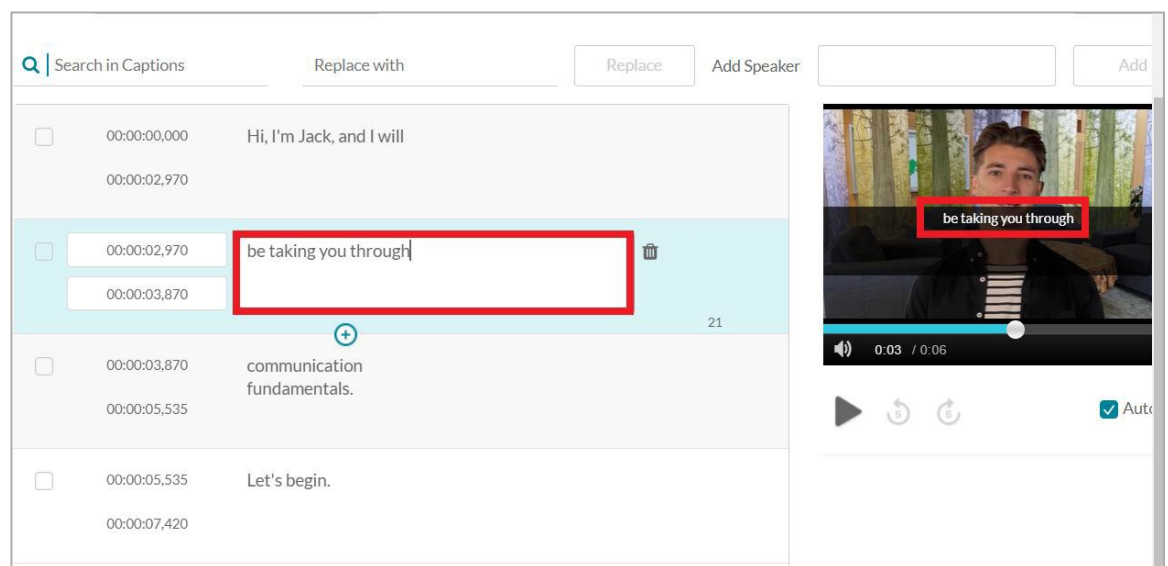
- Click on **Captions**.



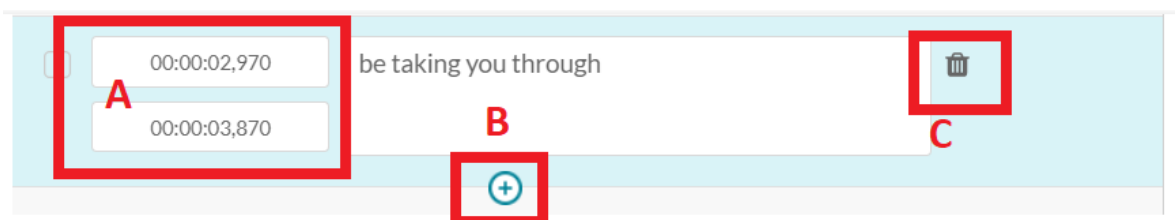
- Click on **Edit Captions**.



- Captions with time increments are displayed on the left side. You can edit the captions by modifying the text in the text box. When you click on the text box to edit, the video will jump to the time slot for the subtitles automatically. You can click on the play button to hear the audio and make changes to captions.



- Here are some additional features available while editing captions
 - A: Edit time stamp/duration for the caption
 - B: Add another time stamp/duration + caption.
 - C: Delete the caption.



- Any adjustments will be reflected automatically in the video.

Closed Captions Editor

Back

Captions: English - English

Revert Save

Search in Captions Replace with Replace Add Speaker Add

00:00:00,000 Hi, I'm Jack, and I will

00:00:02,970 change

00:00:03,870 communication fundamentals.

00:00:05,535

6

Autoscroll

- You may undo all the edits by clicking on **Revert**.

Back

Revert Save

Replace Add Speaker Add

change

0:03 / 0:06

- Save your changes by clicking on **Save**.

Back

Revert Save

Replace Add Speaker Add

change

0:03 / 0:06

For more information

Please refer to the link below for more information

- <https://ets.educ.ubc.ca/captions-in-kaltura/>