Requesting & Editing Captions in UTSA Medial Library
Requests & Editing Captions in UTSA Medial Library

Navigate to the UTSA’s Medial Library at: https://medialibrary.utsa.edu/
Logging into UTSA Medial Library

Click on the login icon
The following screen will appear. Login with your UTSA Network ID <abc123>
Logging into UTSA Medial Library

Your home screen will appear again once logged in.

Click here to see your account settings
Option 1: To request captions during the process of uploading new media, click on the upload icon.

Continue to next slide (7)

Option 2: To request captions for existing media, click here to see your account settings and then click on “My Content” section.

Proceed to slide (10)
Requesting captions when uploading new media

File
The limit on the file size and the allowable file extensions (such as .mov for a QuickTime movie) are displayed. Click Browse to select the file from your file system. A progress bar appears while the media uploads. Once the upload completes, click Next to enter the clip details.

Details
On the details screen of the upload wizard, you can add information for the clip.

The required fields are:
- Title
- Category
- Description
- Email address
- disclaimer check box (if present)

The categories you can upload media to depend on the privileges the MEDIAL administrator assigned to your account. You will always have a personal category that contains only your media. You can select the personal category from the category list in the details page of the wizard.
Uploading an Image for the Thumbnail
You can upload an image to use as the thumbnail by clicking Upload Media. Images uploaded for thumbnails must be JPEG files (.jpg) at a size of 320 pixels wide by 204 pixels high.

Requesting captions when uploading new media

Thumbnails

The thumbnails screen presents eight thumbnails extracted from the clip. Click a thumbnail to use it as the media preview in the library home page. If there is a category thumbnail, you can check that box to use that generic thumbnail instead. If the file is audio-only, an icon of a film reel is used in place of thumbnails.
Requesting captions when uploading new media

Associated Files

If the use of associated files has been enabled by the MEDIAL administrator, you can add a captions file, request captions and attach up to three additional files or URLs. If associated files are not supported, you will see the confirmation screen instead.

Next click on the request captions file to have your video captioned with ASR (Automatic Speech Recognition) generated caption technology.

Then select an available Caption profile provided by the Medial Admin.

Note: You also have the option to select Upload your own custom created captions in the following format types: .srt, .vtt, or .dfxp.
**Upload Confirmation**

The confirmation screen shows the clip details. If you need to change the upload properties, use the tabs at the top of the wizard. Once all of the information is correct, click **Finish** on the confirmation screen. This submits the clip to the encoder and takes you to your **Content Manager** page, where you can preview the clip as well as manage your media uploads.

**TIP**: It may take MEDIAL several minutes to encode the file in the various streaming formats used to distribute the content to different devices. Your media content page indicates whether a video is or isn’t encoded & ready. If the encoding fails, you will receive an email explaining what to do. If the encoding is successful you will receive a notification stating the video is ready for viewing and an email stating the captions are ready with instructions & links for editing captions for the video.

**Option 2 Continued**: Within your media Content Manager page, click on the edit icon, then click the tab for the Assoc Files section. Click on Request Captions & then click on the Confirm Tab; Click Finish.

Note: You also have the option to select Upload your own custom created captions in the following format types: .srt, .vtt, or .dfxp.
Successful Upload Confirmation

Once you receive the email notification that the ASR automatic captions have been generated for the video by the Medial captions provider, it will state information about when the captions were generated, who requested them and include links to a how to video and guide for editing the text in captions. Go to your Content Manager page and click the edit icon for the video you wish to correct captioning errors. Videos with existing captions can also be edited at anytime.

Next click on the Assoc Files tab of your video. Then click on the pencil icon to edit the ASR generated captions. If you simply wish to delete the captions, click on the red trash can icon.

When the pencil icon is clicked, an editor window will open.
Editing / Correcting Caption Errors

The clip can be played, and as it plays the captions will appear below it. On the right-hand side of the window the current captions text for that point in the clip is highlighted in green.

The list of captions on the right-hand side is paginated, and can be navigated using the numbers at the top. Each caption snippet can be clicked on to skip directly to it. In the Edit caption window below the video, the text can be edited. Once the text has been edited, click on the Continue button to save the changes and continue playing the video. Once all of the edits have been made click on Finish. On the Assoc Files tab of the upload wizard click Next.
Confirming Corrections to Captions

The Confirm tab shows an overview of all the information associated with the clip. At this point any changes can also be made to the video’s detail or thumbnail by clicking the Back button or by clicking on the tabs at the top. To complete the editing process, click on Finish. All edits are immediately applied and instantly available to stream and view.
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Thank you

For assistance in Requesting Captions and then Editing Captions via video, please see:

https://medialibrary.utsa.edu/Player/57820373
END