

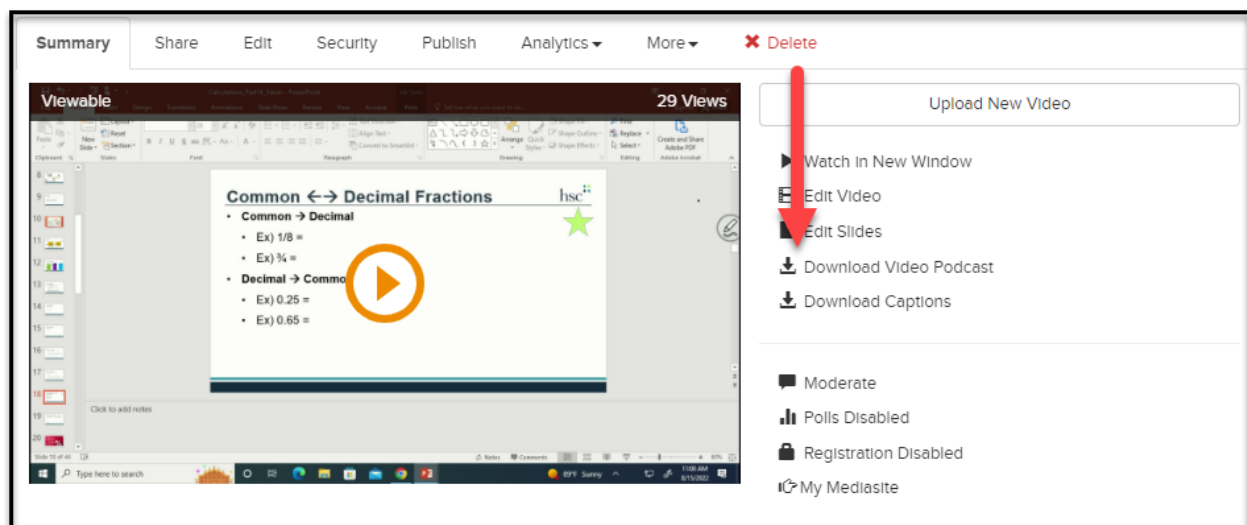
Manual Process for Captioning

Step 1 – Creating a Video Podcast in Mediasite

- Unless it is in the video template, videos do not automatically have a video podcast, which is an MP4, available. The following steps must be followed to create the MP4.
 - Navigate to the desired video in Mediasite
 - Edit>Delivery
 - Check the box for Video Podcast (composite)
 - Click on Select a Vodcast Project and select UNTHSC Vodcast
 - Click Save (upper right of window)
 - At this point you may leave Mediasite and check back later for the Video Podcast. The amount of time varies based on the length of the video.

Step 2 – Uploading to Verbit for Captioning

- Navigate to the desired video in Mediasite
- Open the video
 - On right hand side, click on Download Video Podcast. Video will download to the Downloads folder.



- Navigate to Verbit. Click the “+” on the lower right

Transcription Jobs

Pending my Approval 0

Pending Approval 0

Search

Download

Creation Date

Finish Date

Statuses

Profiles

From

To

From

To

All

All

Filename	Permissions/Labels	Status	Created	Finished	Inaudible count
MEDE 7615 - DSA08 pt5_SSmith22		Work in progress	10/04/2022	-	-
MEDE 7615 - DSA08 pt4_SSmith22		Work in progress	10/04/2022	-	-
MEDE 7812 - DSA07_Forster22-updated		Work in progress	10/04/2022	-	-
MEDE 7615 - DSA08 pt3_SSmith22		Work in progress	10/04/2022	-	-
MPAS 5212 Suicide Through a Clinical Lens		Finished	10/04/2022	10/04/2022	2
MEDE 7615 - DSA08 pt2_SSmith22		Finished	10/03/2022	10/04/2022	4
<input type="checkbox"/> MPAS 5212 Challenging Patient Encounters		Work in progress	10/03/2022	-	-
MEDE 7615 - DSA08 pt1_SSmith22		Finished	10/03/2022	10/04/2022	4
Bmsc 5302 Cells & Tissues 1.5 a		Finished	09/30/2022	10/03/2022	2

- Click “Select Files to Upload” in the window that opens.
- Navigate to Downloads and click on the video file downloaded from Mediasite.
 - Click the blue Upload button in the Verbit window.
- Verbit will upload the video and automatically start the captioning process.
 - You will see a “Work in Progress” indicator on the main Verbit screen.

Filename	Permissions/Labels	Status
MEDE 7615 - DSA08 pt5_SSmith22		Work in progress
MEDE 7615 - DSA08 pt4_SSmith22		Work in progress
MEDE 7812 - DSA07_Forster22-updated		Work in progress
MEDE 7615 - DSA08 pt3_SSmith22		Work in progress
MPAS 5212 Suicide Through a Clinical Lens		Finished
MEDE 7615 - DSA08 pt2_SSmith22		Finished
MPAS 5212 Challenging Patient Encounters		Work in progress
MEDE 7615 - DSA08 pt1_SSmith22		Finished
Bmsc 5302 Cells & Tissues 1.5 a		Finished

- You may leave Verbit and check back at a later time for the finished project.

Step 3 – Adding Captions to the Mediasite video

- Click on the finished video in Verbit
- In the new window, click Download>Captions
 - Any of the file types will work, but SRT is the recommended file type.
 - Click Download

Download captions

☐ Shift captions timestamps by

Select file types

- ☒ SRT
- ☐ VTT
- ☐ DFXP
- ☐ SAMI
- ☐ SCC

- Navigate to the original Mediasite video
- Click Edit>Delivery>Manual Upload>Select a file
 - Navigate to Downloads and click on the caption file downloaded from Verbit
- Click Save, which returns you to the video's Summary tab.
 - Play the video to ensure the captions loaded properly.

Success! You have manually captioned a Mediasite video!