CLAREMONT SCHOOL OF THEOLOGY

How to Edit Automated Captions on Sakai

Instructional Technology | Fall 2019 | Sakai 12.6

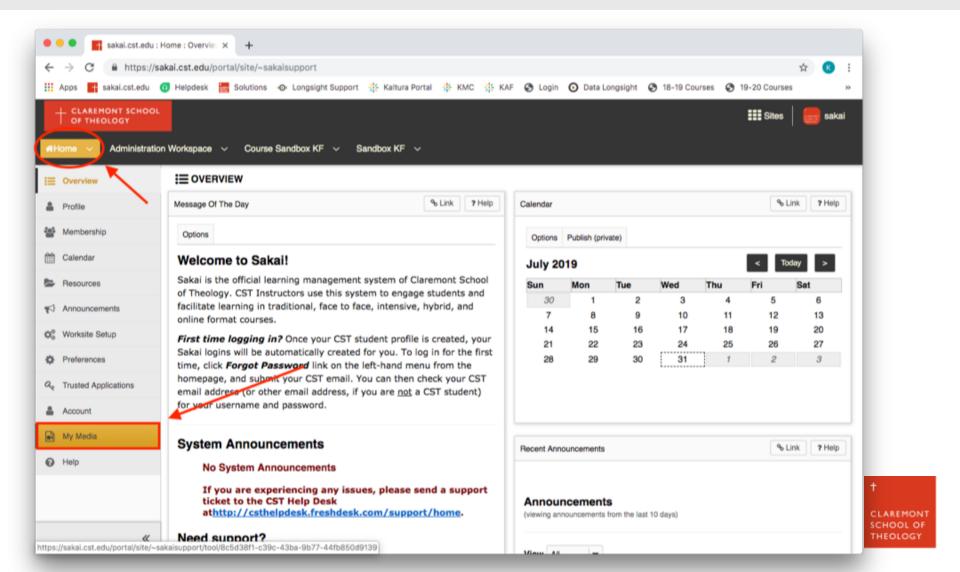
Kirianna Florez | Office 909.962-6744 | kflorez@cst.edu or sakaisupport@cst.edu

#### **How to Edit Captions**

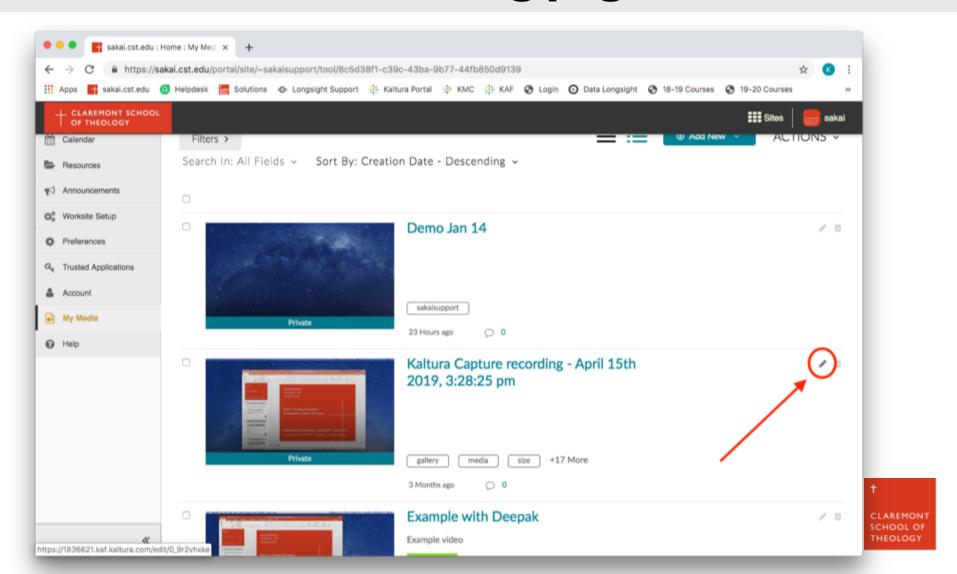
- Videos uploaded to Sakai are automatically captioned through machine captioning.
- You can edit the captions on any videos that you own on Sakai.
- You can also add speaker identification to the captions.



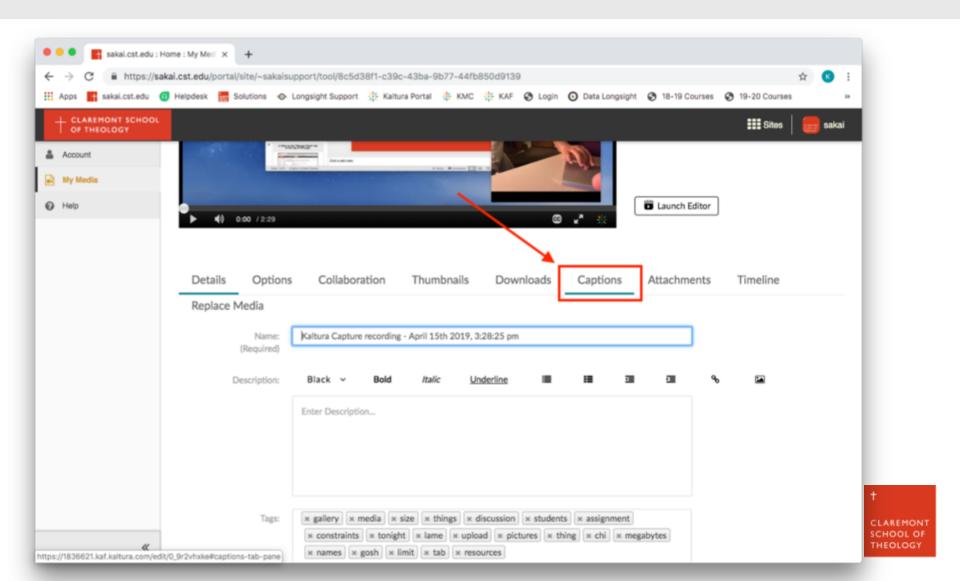
### I. Access your "My Media" tool on your Sakai Home Page.



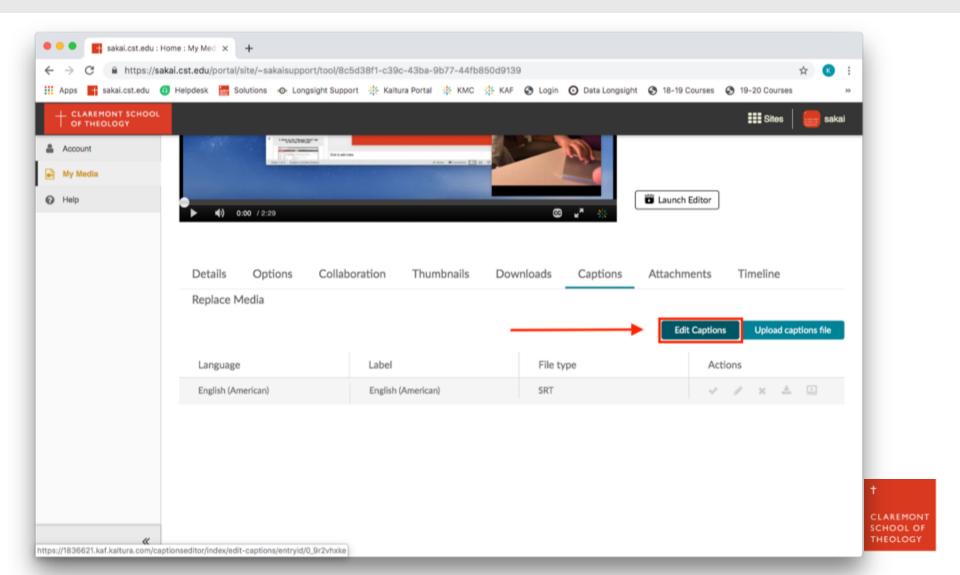
## 2. Find the video you want to edit, then click the pencil icon to open the editing page.



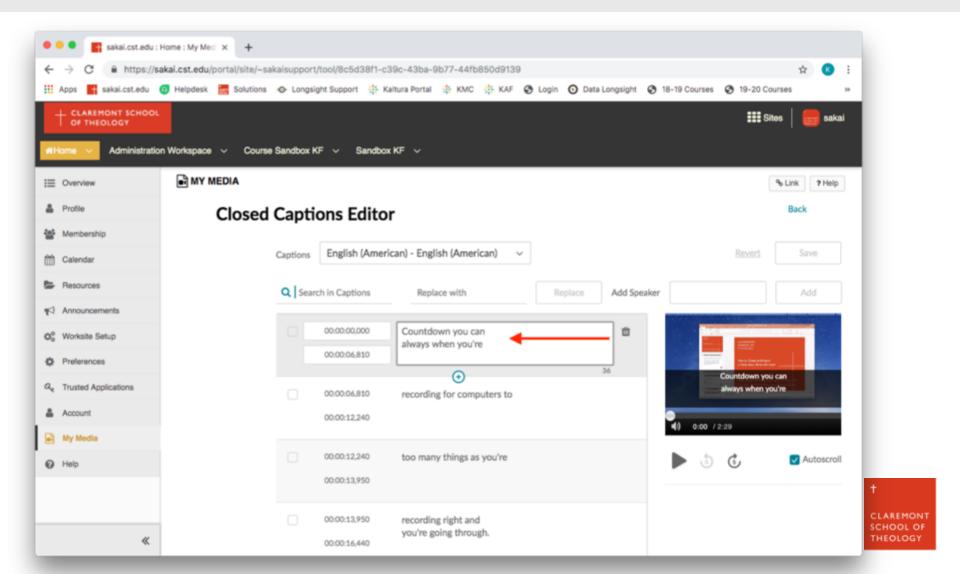
#### 3. Once the editing page opens, choose the "Captions" tab.



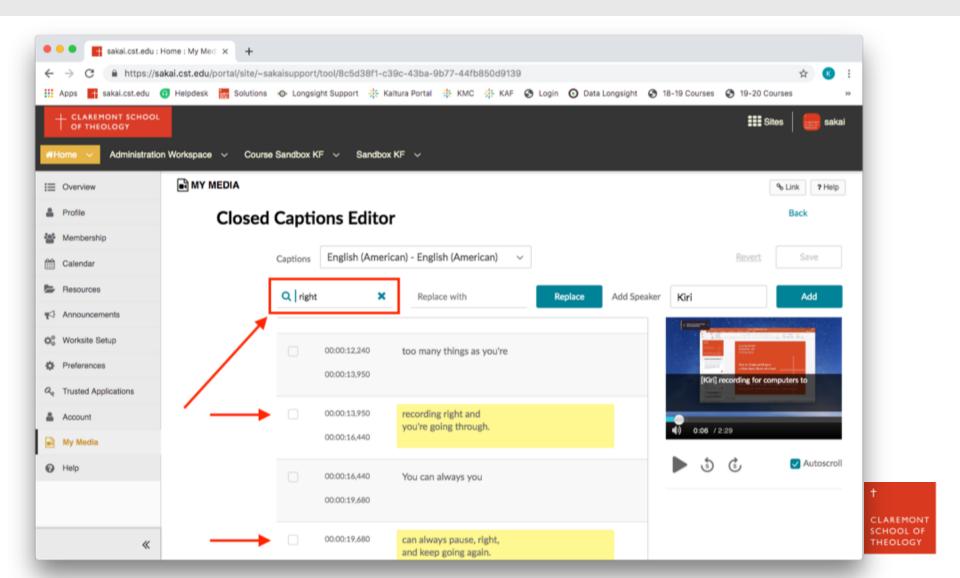
#### 4. Click the "Edit Captions" button under the "Captions" tab.



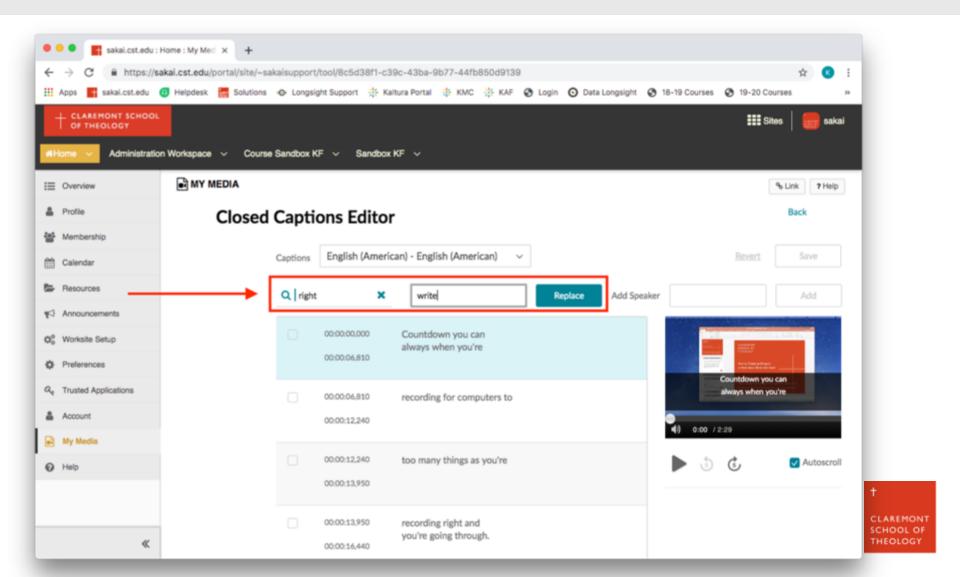
#### 5A. You can edit the captions by clicking in the individual textboxes.



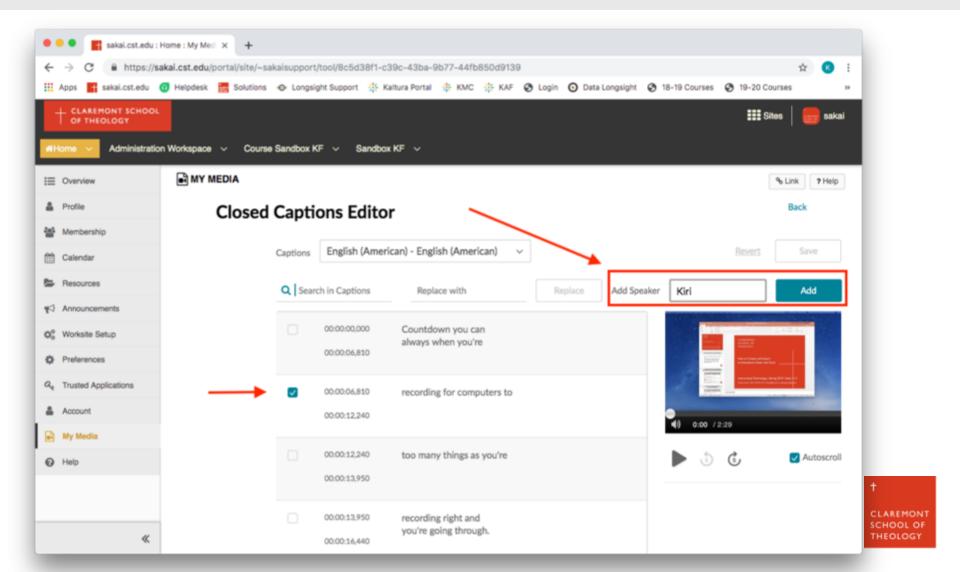
#### 5B. You can search for specific words in the captions.



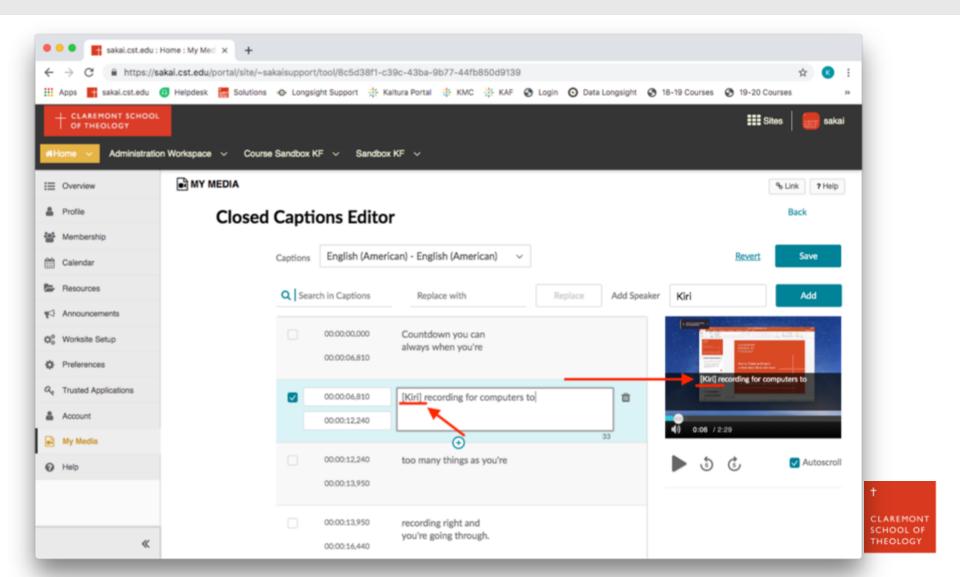
#### 5C. You can also find & replace words by using the search function.



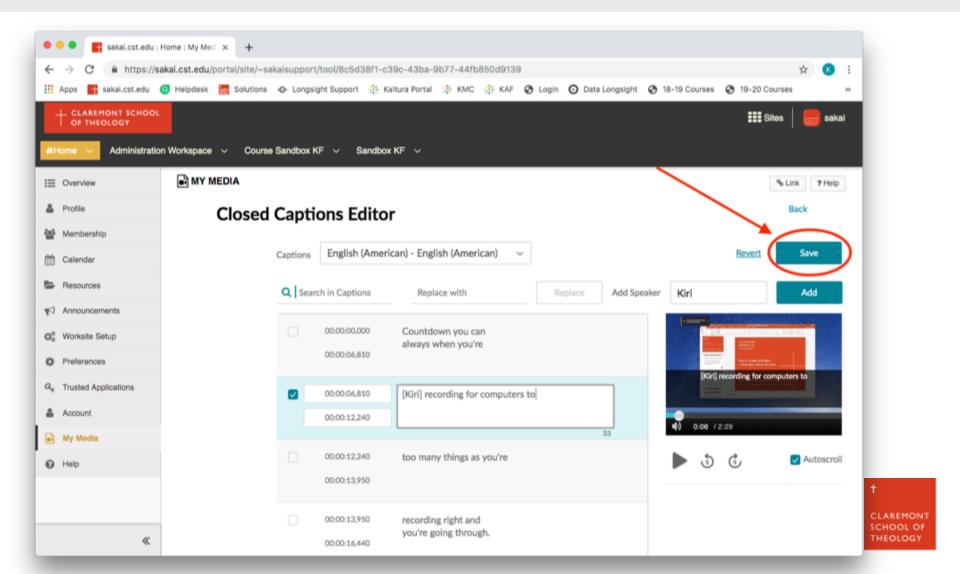
# 6A. You can add speakers by "checking" individual captions, adding a speaker name, then clicking "Add".



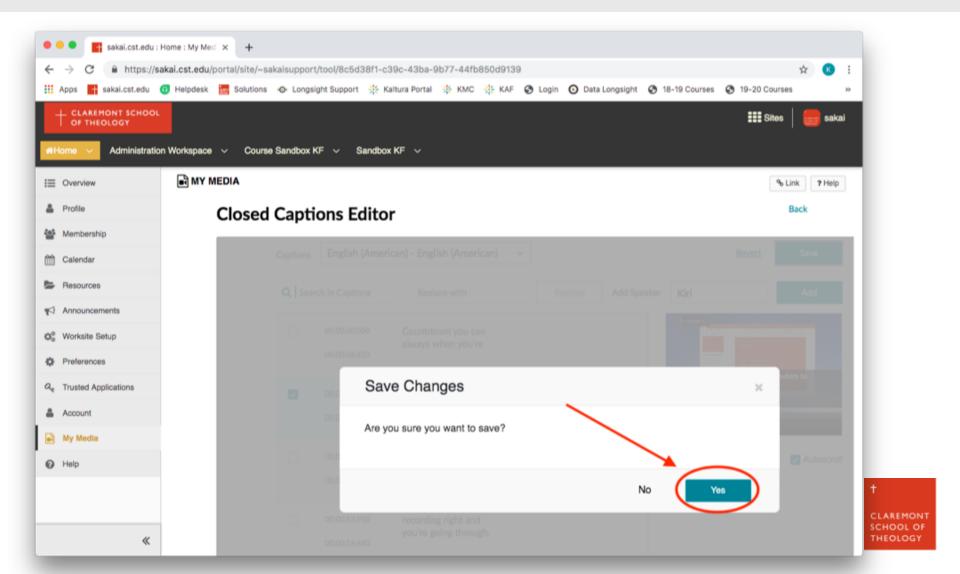
#### 6B. The speaker name will be added in brackets to the captions you "checked".



## 7. Once you have made your changes, click the "Save" button on the upper right.



### 8. Confirm your changes to the captions by clicking the "Yes" button.



#### Thank you!

For assistance, please contact:

Kirianna Florez

Office (909) 962-6744

Email: kflorez@cst.edu | sakaisupport@cst.edu

Instructional Design

Claremont School of Theology

