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## How to Edit Automated Captions on Sakai

Instructional Technology | Fall 2019 | Sakai 12.6

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# 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.

The screenshot displays the Sakai Home Page for Claremont School of Theology. The browser address bar shows the URL <https://sakai.cst.edu/portal/site/~sakaisupport>. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main navigation bar features a 'Home' button (highlighted with a red circle and arrow), Administration Workspace, Course Sandbox KF, and Sandbox KF. The left sidebar contains a list of tools: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted with a red box and arrow), and Help. The main content area is titled 'OVERVIEW' and includes a 'Message Of The Day' section with a 'Welcome to Sakai!' message. The message states that Sakai is the official learning management system of Claremont School of Theology and provides instructions for first-time logging in. A red arrow points to the 'Forgot Password' link in the message. The 'System Announcements' section shows 'No System Announcements' and provides a link to the CST Help Desk. The 'Calendar' section displays a calendar for July 2019. The 'Recent Announcements' section shows a list of announcements from the last 10 days.

**Welcome to Sakai!**

Sakai is the official learning management system of Claremont School of Theology. CST Instructors use this system to engage students and facilitate learning in traditional, face to face, intensive, hybrid, and online format courses.

**First time logging in?** Once your CST student profile is created, your Sakai logins will be automatically created for you. To log in for the first time, click **Forgot Password** link on the left-hand menu from the homepage, and submit your CST email. You can then check your CST email address (or other email address, if you are not a CST student) for your username and password.

**System Announcements**

**No System Announcements**

If you are experiencing any issues, please send a support ticket to the CST Help Desk at <http://csthelphdesk.freshdesk.com/support/home>.

**Need support?**

**Calendar**

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Recent Announcements**

**Announcements**

(viewing announcements from the last 10 days)

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

The screenshot shows a web browser window displaying the Sakai LMS interface. The address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page header includes the Claremont School of Theology logo and navigation links like 'Apps', 'sakai.cst.edu', 'Helpdesk', 'Solutions', 'Longsight Support', 'Kaltura Portal', 'KMC', 'KAF', 'Login', 'Data Longsight', '18-19 Courses', and '19-20 Courses'. The left sidebar contains a menu with 'Calendar', 'Resources', 'Announcements', 'Worksite Setup', 'Preferences', 'Trusted Applications', 'Account', 'My Media', and 'Help'. The main content area displays a list of media items with filters and sorting options. The first item is 'Demo Jan 14' by 'sakaisupport', uploaded 23 hours ago. The second item is 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm' by 'gallery', uploaded 3 months ago. A red arrow points to the pencil icon next to the second item, indicating the edit action. The third item is 'Example with Deepak'.

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

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page is for the Claremont School of Theology. A video player is at the top, and a red arrow points from it to the 'Captions' tab in the navigation bar. The 'Captions' tab is highlighted with a red box. Below the tabs, the 'Replace Media' section is visible, with a text box for the name containing 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm'. Below this is a description field with a text area and a list of tags.

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Account  
My Media  
Help

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline

Replace Media

Name:

Description:

Tags:

[https://1836621.kaf.kaltura.com/edit/0\\_9r2vhxke#captions-tab-pane](https://1836621.kaf.kaltura.com/edit/0_9r2vhxke#captions-tab-pane)

# 4. Click the “Edit Captions” button under the “Captions” tab.

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page header includes the Claremont School of Theology logo and navigation links. The left sidebar contains 'Account', 'My Media', and 'Help'. The main content area features a video player with a 'Launch Editor' button. Below the video player, the 'Captions' tab is selected, showing a table with one caption entry. A red arrow points to the 'Edit Captions' button in the table's actions column.

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Account  
My Media  
Help

Launch Editor

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline

Replace Media

**Edit Captions** Upload captions file

Language	Label	File type	Actions
English (American)	English (American)	SRT	✓ ✎ ✕ ⬇ ⬆

[https://1836621.kaf.kaltura.com/captionseditor/index/edit-captions/entryid/0\\_9r2vhxke](https://1836621.kaf.kaltura.com/captionseditor/index/edit-captions/entryid/0_9r2vhxke)

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

The screenshot shows a web browser window with the URL `https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139`. The page is titled "Closed Captions Editor" under the "MY MEDIA" section. The interface includes a sidebar with navigation links: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (selected), and Help. The main content area features a "Captions" dropdown set to "English (American) - English (American)", a "Revert" button, and a "Save" button. Below this is a search bar labeled "Search in Captions" and a "Replace with" field. A table of captions is displayed, with the first row selected. The first row's text is "Countdown you can always when you're", and a red arrow points to the text box. The second row's text is "recording for computers to". The third row's text is "too many things as you're". The fourth row's text is "recording right and you're going through." A video player on the right shows a video with the same caption text. The video player includes a play button, a progress bar, and an "Autoscroll" checkbox.

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

The screenshot displays the Sakai Closed Captions Editor interface. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page header includes the Claremont School of Theology logo and navigation links. The left sidebar contains a menu with items like Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media, and Help. The main content area is titled "Closed Captions Editor" and shows a list of captions. A search bar is highlighted with a red box, containing the text "right". A red arrow points from the search bar to the first caption entry. The captions are as follows:

Time Range	Caption Text
00:00:12,240 - 00:00:13,950	too many things as you're
00:00:13,950 - 00:00:16,440	recording right and you're going through.
00:00:16,440 - 00:00:19,680	You can always you
00:00:19,680 -	can always pause, right, and keep going again.

On the right side of the interface, there is a video player showing a recording of a computer screen. The video player includes controls for play, pause, and volume, and a checkbox for "Autoscroll".



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

The screenshot displays the Sakai Closed Captions Editor interface. A red arrow points from the 'Resources' link in the left sidebar to the search and replace input fields. The interface includes a top navigation bar with the Claremont School of Theology logo and various site links. The main content area is titled 'Closed Captions Editor' and features a 'Captions' dropdown menu set to 'English (American) - English (American)'. Below this, there is a search and replace section with a magnifying glass icon, the text 'right', a close button (X), a text input field containing 'write', and a blue 'Replace' button. To the right of this section are buttons for 'Revert', 'Save', 'Add Speaker', and 'Add'. The central part of the interface shows a list of captions with checkboxes, timestamps, and text. The captions are:

Checkbox	Start Time	End Time	Text
<input type="checkbox"/>	00:00:00,000	00:00:06,810	Countdown you can always when you're
<input type="checkbox"/>	00:00:06,810	00:00:12,240	recording for computers to
<input type="checkbox"/>	00:00:12,240	00:00:13,950	too many things as you're
<input type="checkbox"/>	00:00:13,950	00:00:16,440	recording right and you're going through.

On the right side, there is a video player showing a countdown timer and a video thumbnail. The video player includes a play button, a progress bar, and an 'Autoscroll' checkbox which is checked.

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

The screenshot shows the Sakai Closed Captions Editor interface. The browser address bar displays the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page title is "Closed Captions Editor".

On the left, there is a sidebar menu with the following items: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help.

The main content area shows the "Closed Captions Editor" with a "Captions" dropdown set to "English (American) - English (American)". There are "Revert" and "Save" buttons. Below this is a search bar and a "Replace" button. A red arrow points to the "Add Speaker" button, which is highlighted with a red box. Next to it is a text input field containing "Kiri" and an "Add" button.

The caption list is as follows:

Checkbox	Start Time	End Time	Caption Text
<input type="checkbox"/>	00:00:00,000	00:00:06,810	Countdown you can always when you're
<input checked="" type="checkbox"/>	00:00:06,810	00:00:12,240	recording for computers to
<input type="checkbox"/>	00:00:12,240	00:00:13,950	too many things as you're
<input type="checkbox"/>	00:00:13,950	00:00:16,440	recording right and you're going through.

A red arrow points to the checkbox for the caption "recording for computers to".

On the right, there is a video player showing a thumbnail of a presentation slide. The video player controls include a play button, a progress bar, and an "Autoscroll" checkbox which is checked.

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

The screenshot shows the Sakai Closed Captions Editor interface. The browser address bar displays the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page header includes the Claremont School of Theology logo and navigation links. The left sidebar contains a menu with options like Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media, and Help. The main content area is titled "MY MEDIA" and "Closed Captions Editor". It features a "Captions" dropdown menu set to "English (American) - English (American)". Below this is a search bar and a "Replace with" field. A table of captions is displayed, with the second row selected and highlighted in blue. The selected caption has a checkmark in the first column, a time range of 00:00:06,810 to 00:00:12,240, and the text "[Kiri] recording for computers to". A red arrow points from the video player on the right to the text input field of the selected caption, indicating the addition of the speaker name. The video player shows a video with a red arrow pointing to the caption text "[Kiri] recording for computers to". The video player controls include a play button, a progress bar, and an "Autoscroll" checkbox.

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

The screenshot shows the Sakai Closed Captions Editor interface. A red arrow points to the "Save" button in the top right corner, which is circled in red. The interface includes a sidebar with navigation links, a main content area with a "Closed Captions Editor" title, and a video player on the right.

**Navigation Sidebar:**

- Overview
- Profile
- Membership
- Calendar
- Resources
- Announcements
- Worksite Setup
- Preferences
- Trusted Applications
- Account
- My Media**
- Help

**Header:** sakai.cst.edu : Home : My Media

**URL:** https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139

**Navigation Bar:** Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login Data Longsight 18-19 Courses 19-20 Courses

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**MY MEDIA**

**Closed Captions Editor**

Captions: English (American) - English (American)

Search in Captions Replace with Replace Add Speaker Kiri Add

Time	Text
00:00:00,000	Countdown you can always when you're
00:00:06,810	[Kiri] recording for computers to
00:00:12,240	too many things as you're
00:00:13,950	recording right and you're going through.

**Video Player:** [Kiri] recording for computers to 0:06 / 2:29 Autoscroll

**Buttons:** Link Help Back Revert **Save**

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

The screenshot shows a web browser window with the URL `https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139`. The page title is "Closed Captions Editor". A "Save Changes" dialog box is open in the foreground, asking "Are you sure you want to save?". The "Yes" button is circled in red, and a red arrow points to it from the text "Confirm your changes to the captions by clicking the “Yes” button." in the instruction above. The background interface includes a sidebar with navigation links like Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media, and Help. The main content area shows a table of captions with columns for time, text, and a checkbox. The "Yes" button is a teal-colored button with white text.

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# Thank you!

For assistance, please contact:

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Instructional Design

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