

Storing and Captioning Videos in Michigan State University MediaSpace



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Storing and Captioning Videos

MediaSpace at Michigan State University

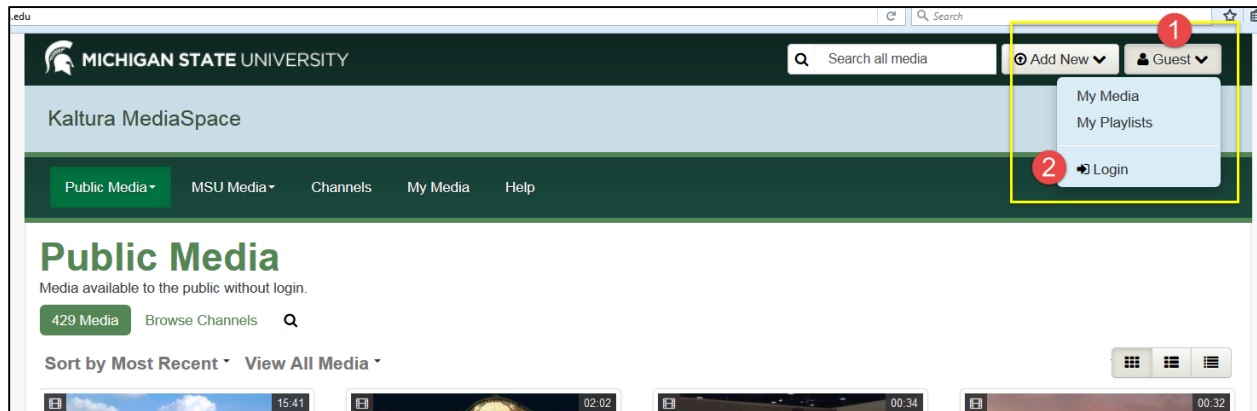
MediaSpace is an online tool that allows Michigan State University faculty, staff, and students to host and share audio and video files at no cost. This manual covers some of the basic features of MediaSpace including how to upload a video and request/edit closed captions.

The auto-caption feature in MediaSpace is estimated to be between 60-80% accurate. The accuracy will vary based on the quality of the audio within the video. The owner of the video must review and edit the captions after they are ordered to make sure the content is accurate. It is highly recommended that speakers use a headset when recording as this will save valuable time when editing the captions.

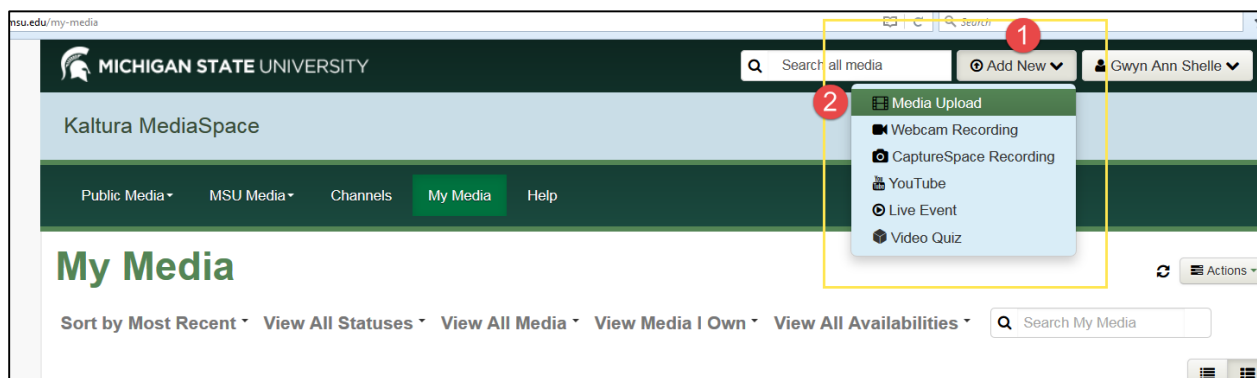
For additional resources relating to MSU MediaSpace go to: <https://mediaspace.msu.edu/help>.

Uploading a Video to MediaSpace

1. Go to <https://mediaspace.msu.edu/>
2. In the top right corner of the screen click on the **Guest** drop down menu and select **Login**.



3. Login with your **NetID** and **Password** (what you use to login to EBS).
4. In the **Add New** drop down menu (found at the top of the screen) select **Media Upload**.



5. Choose a **file** to upload. If you are uploading a Zoom recording it will be found in a folder called Zoom in your My Documents area.
6. As the file is uploading **enter a name** in the Name field.

7. Select the option for **Unlisted** (this will allow you to share the link with others).
8. Select the **Save Button**.
9. Once the file is uploaded, click the link for **“Go To Media.”**
10. You will be brought to a screen that is displaying your video – please note that longer videos may take a few minutes for processing. Scroll down and select the Share button. You will then see a URL that you can share with others.

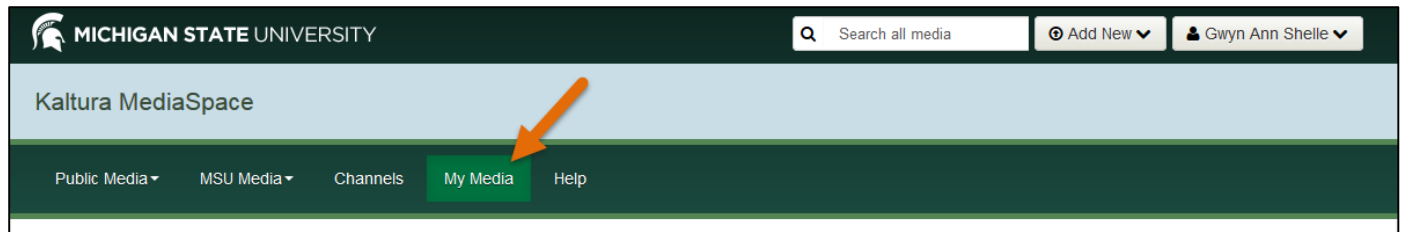
The screenshot shows a video player interface. At the top, there is a navigation bar with links: Public Media, MSU Media, Channels, My Media, and Help. The video player itself shows a scene with two women on a stage. One woman is standing on the left, and the other is speaking at a podium on the right. The podium has a sign that says 'eXtension'. The video player controls at the bottom show a play button, a progress bar at 0:00 / 5:46, and other controls like volume, full screen, and help.

Below the video player, the title is 'Ignite Video - Gwyn Shelle - eXtension Conference' with 14 views and 0 comments. The video is from Gwyn Ann Shelle, posted 3 weeks ago. There are three buttons: 'Details', 'Share', and 'Actions'. The 'Share' button is highlighted with a red circle and the number 1. Below these buttons are 'Link to Media Page' and 'Embed' options. A tooltip says 'Press CTRL-C to copy'. A text box contains the URL: https://mediaspace.msu.edu/media/ignite+Video+-+Gwyn+Shelle+-+eXtension+Conference/1_0zpwks3c. This URL is highlighted with a red circle and the number 2.

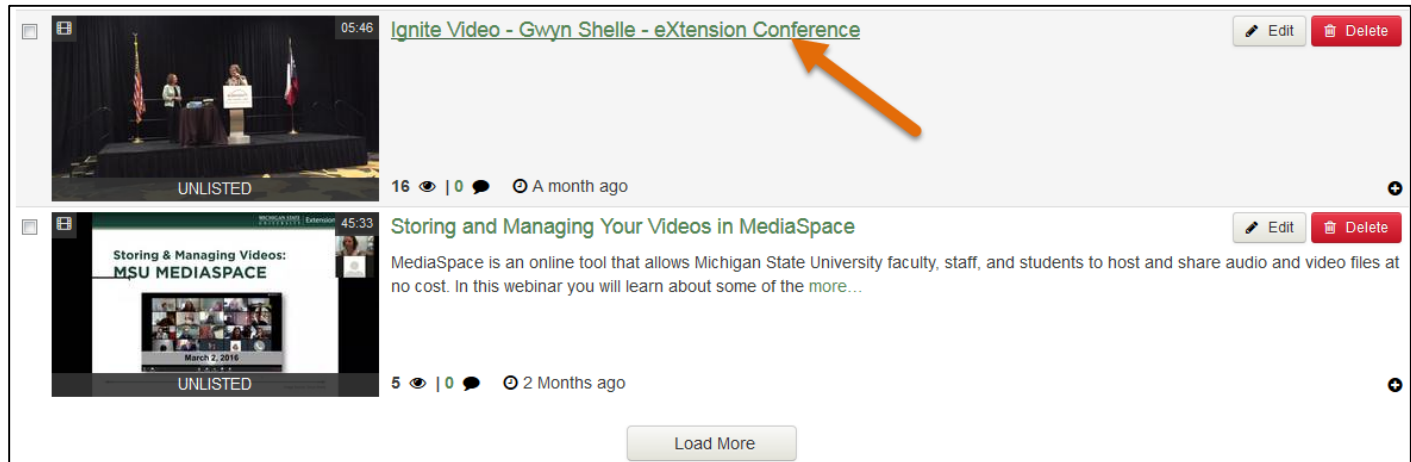
Trimming Your Video

You can use the Trim Video tool in MediaSpace to delete a portion of the beginning and end of a video. This is helpful when the recording is started before the Zoom meeting or webinar begins.

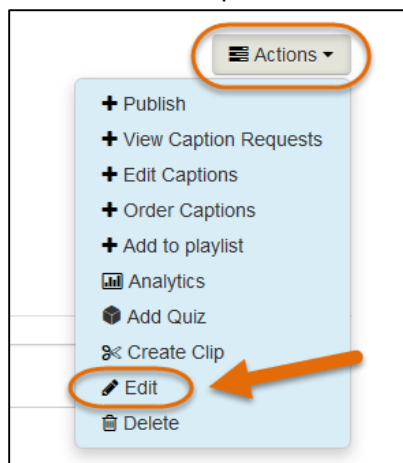
1. Login to **MediaSpace**: <https://mediaspace.msu.edu/>
2. Select **My Media**.



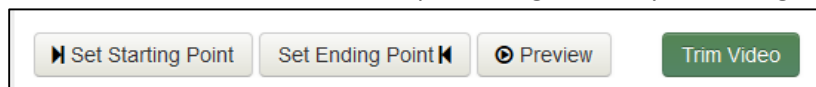
3. Select the **Title** of the uploaded video that you want to trim.



4. In the **Actions** drop down menu select **Edit**.

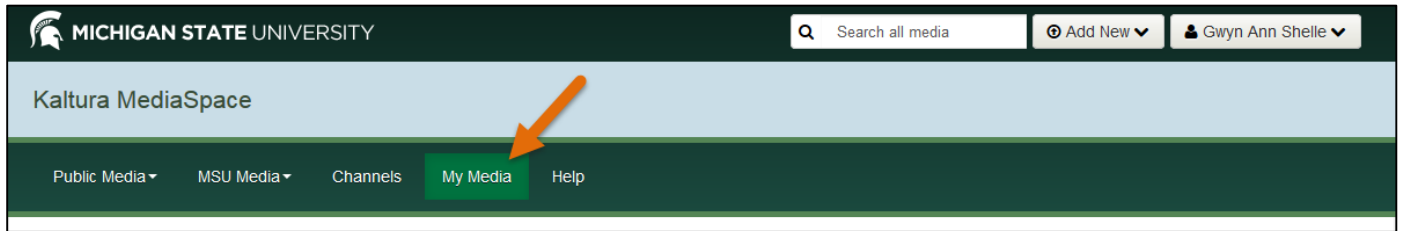


5. Select the **Trim Video** link.
6. Play the video in the player and select the **Set Starting Point** button to choose when the video should start.
7. Fast forward to the end of the video. Select the **Set Ending Point** button to choose when the video should end.
8. Preview the video by clicking on the **Preview** button (you can fast forward to review the end).
9. Select the **Trim Video** button. The processing time may be as long as the video itself.

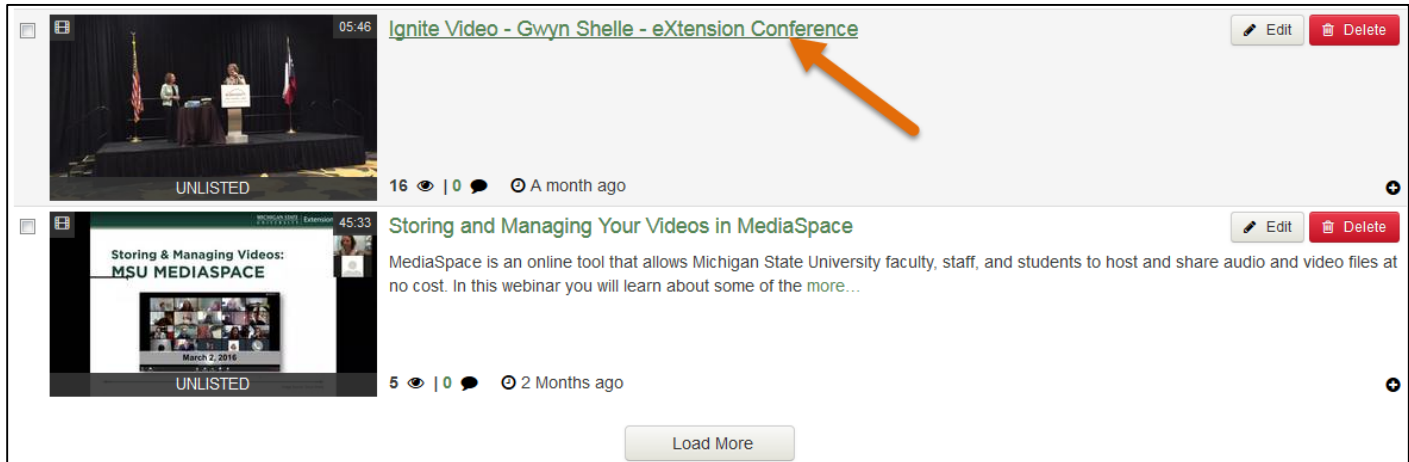


Ordering and Editing Auto-Captions in MediaSpace

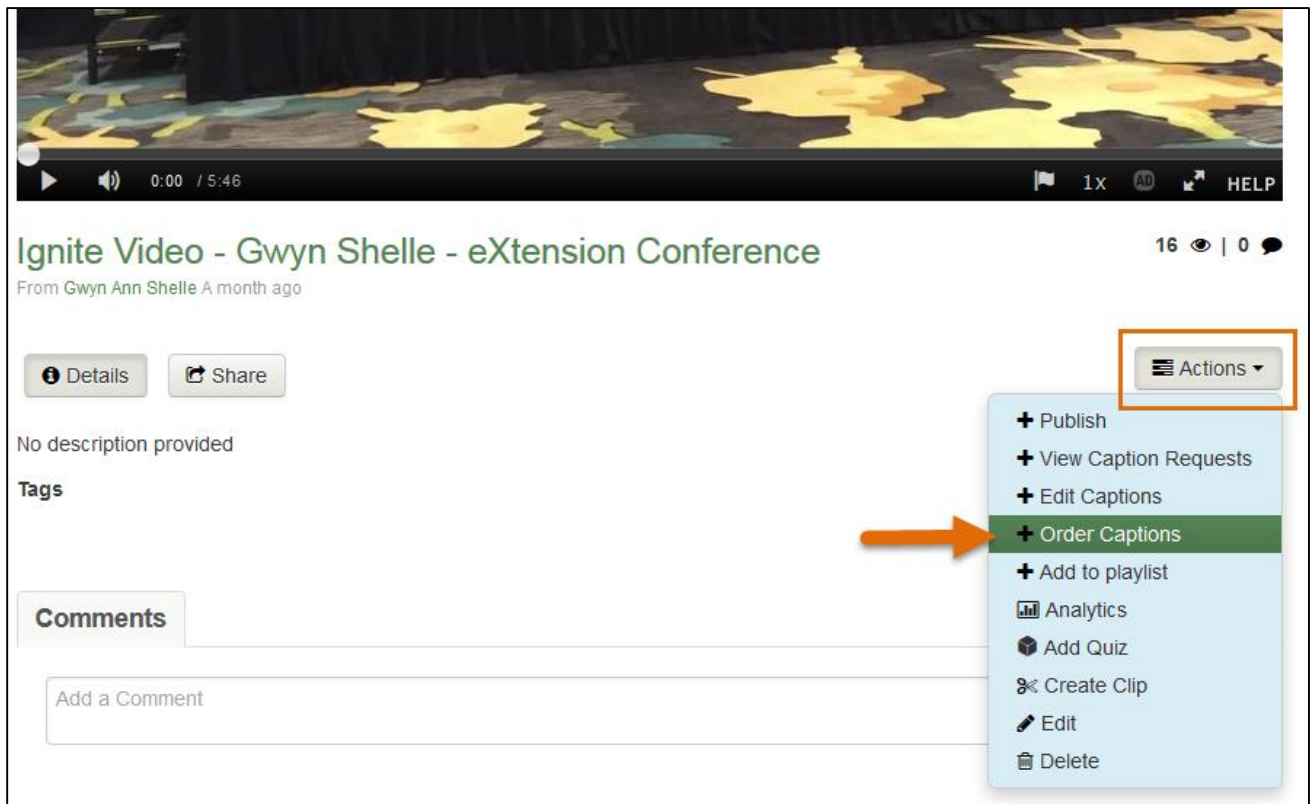
1. Login to **MediaSpace**: <https://mediaspace.msu.edu/>
2. Select **My Media**.



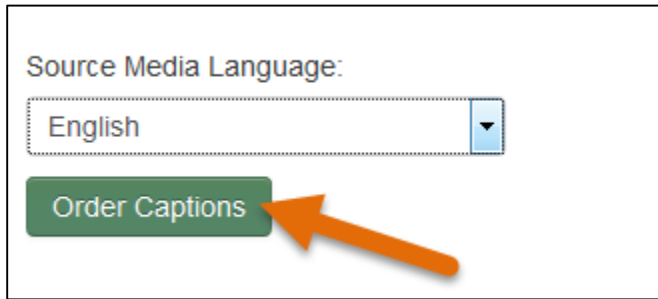
3. Select the **Title** of the uploaded video that you want to caption.



4. In the **Actions** drop-down menu select **Order Captions**.



5. Select a **Language** and click the **Order Captions** button.

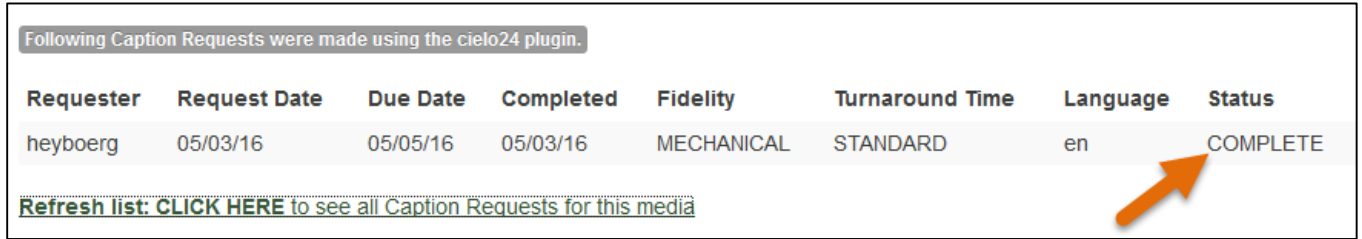


6. You will receive a notification that your caption request has been received and will be uploaded when complete. The auto-caption process typically takes approximately 3 times the length of the video. The status of the video will be “pending” until it is complete. You can **Refresh** the caption request list to see when it is finished.

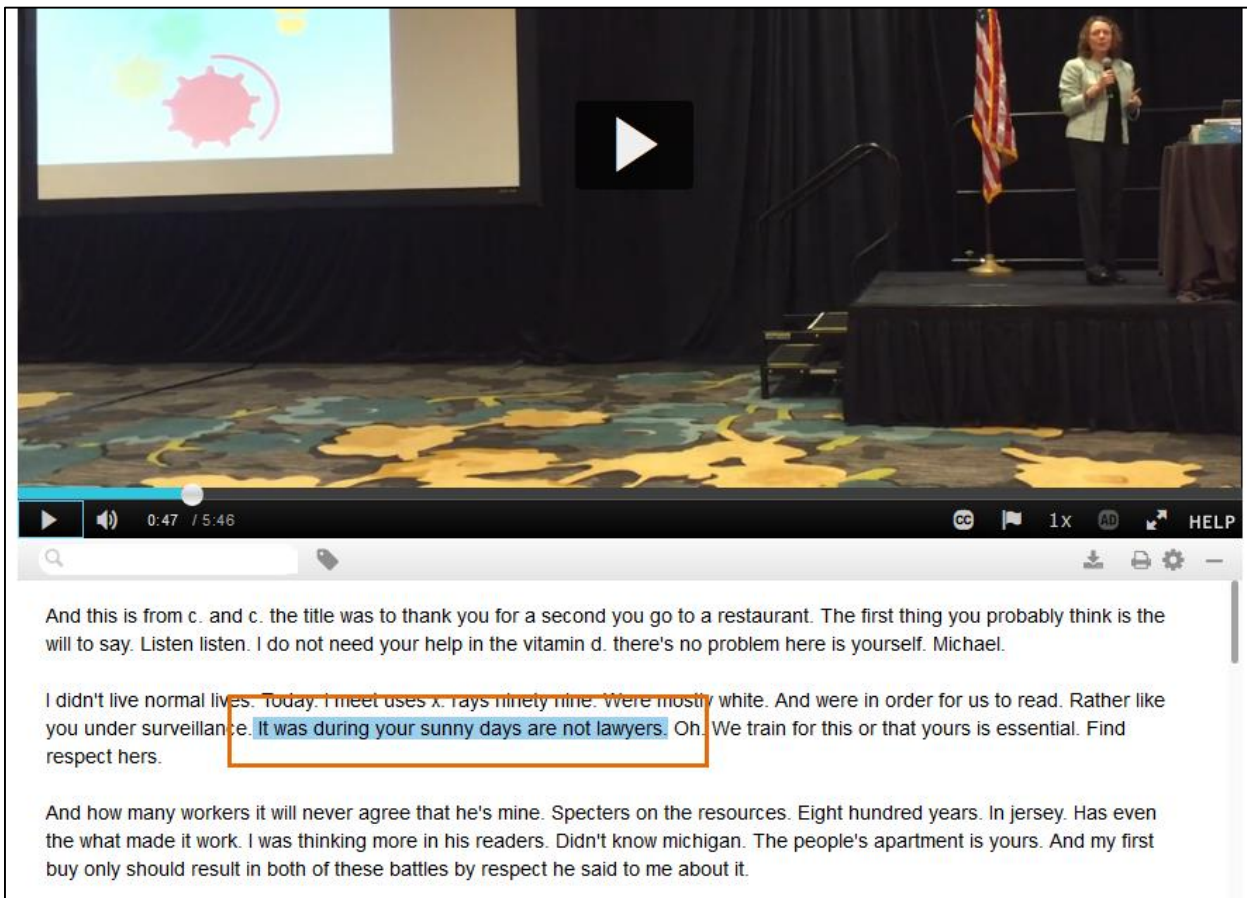
Following Caption Requests were made using the cielo24 plugin.

Requester	Request Date	Due Date	Completed	Fidelity	Turnaround Time	Language	Status
heyboerg	05/03/16	05/05/16	05/03/16	MECHANICAL	STANDARD	en	COMPLETE

[Refresh list: CLICK HERE to see all Caption Requests for this media](#)

A screenshot of a table with 8 columns: Requester, Request Date, Due Date, Completed, Fidelity, Turnaround Time, Language, and Status. The first row contains the following data: heyboerg, 05/03/16, 05/05/16, 05/03/16, MECHANICAL, STANDARD, en, COMPLETE. Below the table is a link: Refresh list: CLICK HERE to see all Caption Requests for this media. An orange arrow points from the right towards the 'COMPLETE' status in the first row.

7. It will automatically create a transcript of the auto-generated captions but as you can see below it needs to be edited.



8. To Edit the captions click on the **Actions** drop down menu and select **Edit Captions**.

Following Caption Requests were made using the cielo24 plugin.

Requester	Request Date	Due Date	Completed	Fidelity	Turnaround Time
heyboerg	05/03/16	05/05/16	05/03/16	MECHANICAL	STANDARD

Refresh list: [CLICK HERE](#) to see all Caption Requests for this media

Comments

Add a Comment

Actions

- + Publish
- + View Caption Requests
- + **Edit Captions**
- + Order Captions
- + Add to playlist
- Analytics
- Add Quiz
- Create Clip
- Edit
- Delete

9. A new window will open which is the **editing tool**. You can edit the text in the **yellow box** (located under the video). The video will pause when you are typing. You can save your edits by selecting the **Save button** and then return at a later time to finish captioning. When the captions are complete select the **Approve button**.

Jump To: 00 : 00 : 00

Customer Edit | 05:46

Help

Speakers Help Settings

Something wrong with this job?

Hotkeys hide

- CTRL+SHIFT+BACKSPACE Play from
- CTRL+BACKSPACE Go back 4
- CTRL+SPACE Play or Pa
- CTRL+1 Makes vid
- CTRL+2 Makes vid
- CTRL+3 Makes vid
- CTRL+Z Undo last
- CTRL+SHIFT+Z Redo last
- ALT+T Enter Tim
- TAB Go forward
- SHIFT+TAB Go back a

Sound Tag Shortc

Type This	To represent this S
uuu	[UNKNOWN]
iii or /i	[INAUDIBLE]
ttt	[RECOGNIZABLE]
mmm	[RECOGNIZABLE]
nnn	[RECOGNIZABLE]
lll or /l	[RECOGNIZABLE]
ccc or /c	[COUGH]
fff or /f	[FOREIGN]
sss or /s	[SOUND]
bbb	[BLANK_AUDIO]
aaa	[APPLAUSE]
xxx	[BLEEP]

Version hide

the title was to thank you for a second you

ly think is the will to say.

the vitamin d. there's no problem here is

y nine.

o read.

veillance.

days are not lawyers.

ours is essential.

will r

s.

it work.

readers.

00:00

And this is from c. and c. the title was to thank you for a second you go to a restaurant.

first thing you probably think is the will to say.

Save Approve Play Until End of Sentence Play Until End of Video

You can Save your edits and keep editing over time. When the edits are complete select the Approve button.

Edit the text in this area.

10. The captions can be viewed on the video by selecting the **CC** button.

