

# Creating captions for your videos

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The preferred and most effective method is to build your online videos from the ground up with captions in mind; before you start recording, write a script and follow it when producing your video. If you did not work from a script when producing your video, YouTube can provide a simple method for automatically generating captions for your videos.

## **Outline:**

The purpose of this guide is to show users how to generate a caption file from YouTube and upload to DORIS.

## **What will the guide cover?**

The guide will cover a process to create, download from YouTube and upload to DORIS a caption file.

## **How long will this take?**

This activity should take approximately 45 minutes – 1 hour depending on video length.

## **What technology will it use?**

LMS, YouTube, DORIS

## **Materials needed?**

A device that allows updating LMS content.

## TABLE OF CONTENTS

<b>Table of Contents</b> .....	2
Automatically generating captions with Youtube .....	4
Sign in to Youtube .....	4
Upload your video.....	4
Add video details .....	5
Auto-generated captions .....	6
Correcting errors in auto-generated captions .....	6
Navigate to Youtube's subtitles area .....	7
Launch the caption editor .....	8
Edit the automatically generated captions .....	9
Adding captions to videos on La Trobe's Digital Object Repository (DORIS) .....	9
Download caption file from Youtube .....	10
Log in to DORIS .....	11
Provide information for your video .....	11
View captions and transcript on DORIS.....	13
Further Support .....	14
End of guide .....	14

## Overview

While originally developed as an accessibility aid for people with a hearing disability, there is an increasing need to provide captions for online video as a matter of course, particularly in a teaching and learning context. Captions have been proven to increase engagement and provide cognitive benefits not just for those with an impairment, but for all consumers of the content. A [study conducted by the University of New South Wales](#) found that 98% of students surveyed agreed that captions were useful for their learning, citing considerations such as benefits for non-native English speakers and flexibility around consumption of content in sound-sensitive environments. These factors, combined with [Australian legislative web accessibility requirements](#), make it imperative that all reasonable efforts are made to provide captioning for our online videos.

The preferred and most effective method is to build your online videos from the ground up with captions in mind; before you start recording, write a script and follow it when producing your video. This will ensure you have an accurate, pre-produced transcript ready to be processed into timed caption file. If you have employed this method, jump straight to 'Adding captions to video in DORIS' section in this guide.

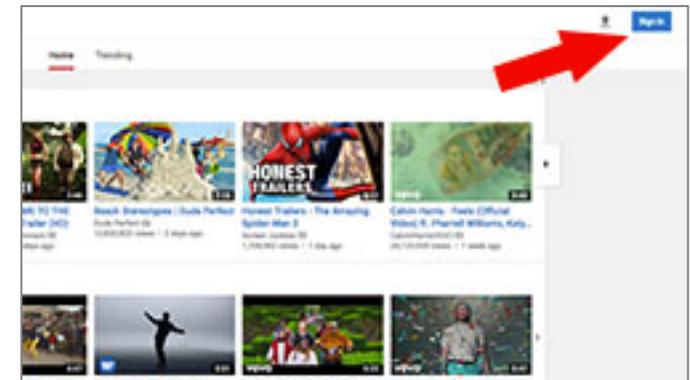
If you did not work from a script when producing your video, the process is a little longer. YouTube provides a simple method for automatically generating captions for your videos, which is outlined below. Note that the captions generated by YouTube will not be 100% accurate – it is vital that you review the caption text at the completion of this process and edit as necessary to clean up errors in transcription.

## Automatically generating captions with Youtube

### Sign in to Youtube

1. Go to [www.youtube.com](http://www.youtube.com)
2. Select **Sign In** at the top right of screen using a Google account.

If you do not have a Google account, select **Sign in**, then select More options > Create account.

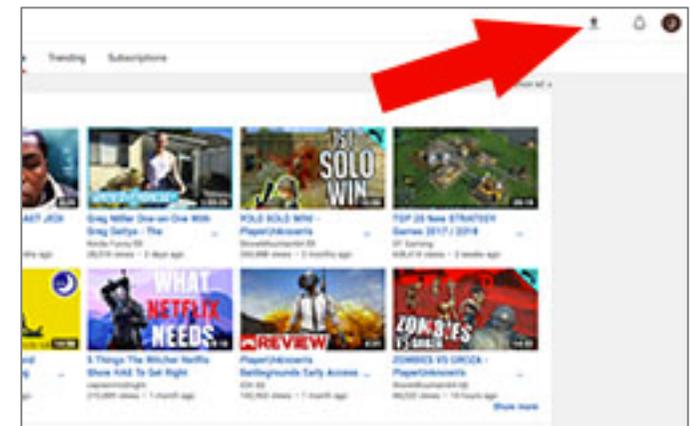


### Upload your video

Once signed in, select the **upload arrow** at the top right of screen.

Drag and drop your video file onto the specified area to begin the upload. Alternatively, you can select the arrow to browse your hard drive and select your video file.

**Note:** if you are using Youtube only for the purpose of creating a caption file for your video, in the **Privacy drop-down** select **Private**. If you will be delivering this video to your students via Youtube, set the Privacy drop-down to **Public** (searchable) or **Unlisted** (non-searchable) as required.

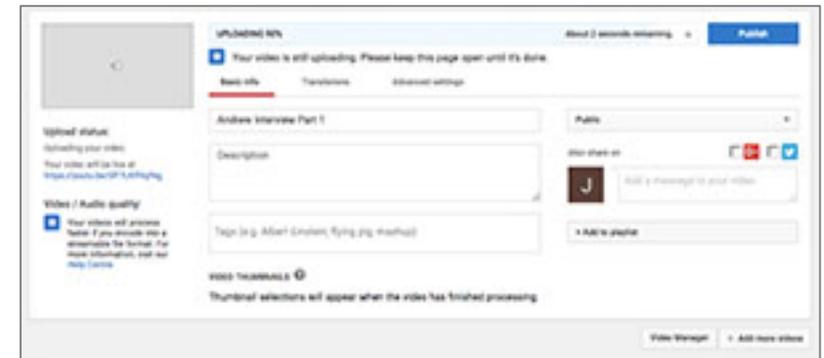


**Also Note:** For videos longer than 15 minutes., you will need a mobile phone number associated with the account.

## Add video details

The video upload progress is displayed via a progress bar at the top of screen. Once uploaded, a second progress bar will be displayed as the video is processed into a format that can be displayed on Youtube. While this is happening, add a title and description to your video.

Select **Publish** at the top right of screen at any time to continue. If the video is still uploading or processing, the progress bar will continue to be displayed. The URL where your video will be located on Youtube will also be displayed.



## Auto-generated captions

Captions will automatically be generated for your video and will be available some time after the video has been uploaded and processed. The exact amount of time this will take varies depending on your video content and length; short videos with limited speech should take a few minutes, longer more complex videos may take hours

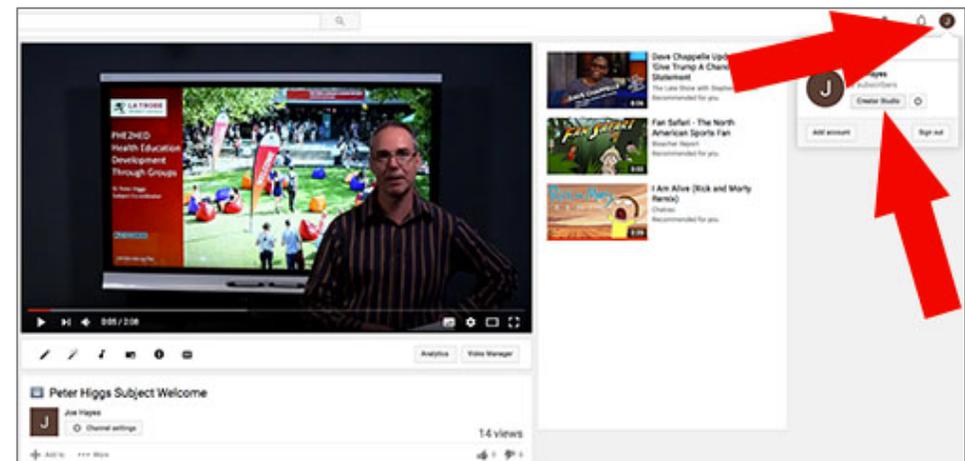
When the auto-generated captions are ready, the captions icon will appear at the bottom right of the video. Select it to display captions as the video plays.



## Correcting errors in auto-generated captions

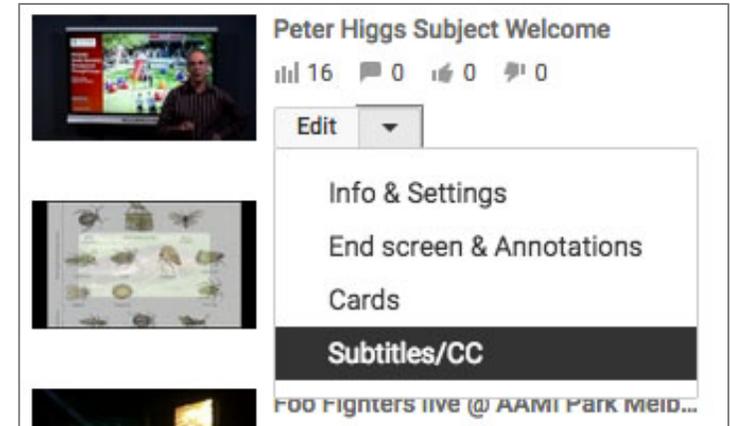
While Youtube will do a reasonable job of generating automatic captions, there will no doubt be some mistakes that need to be corrected. Making these corrections is very important - incorrect captions can be more frustrating for students than providing no captions at all.

To access the captions file which Youtube has produced, select your user icon at the top right of screen, then select 'Creator Studio'.



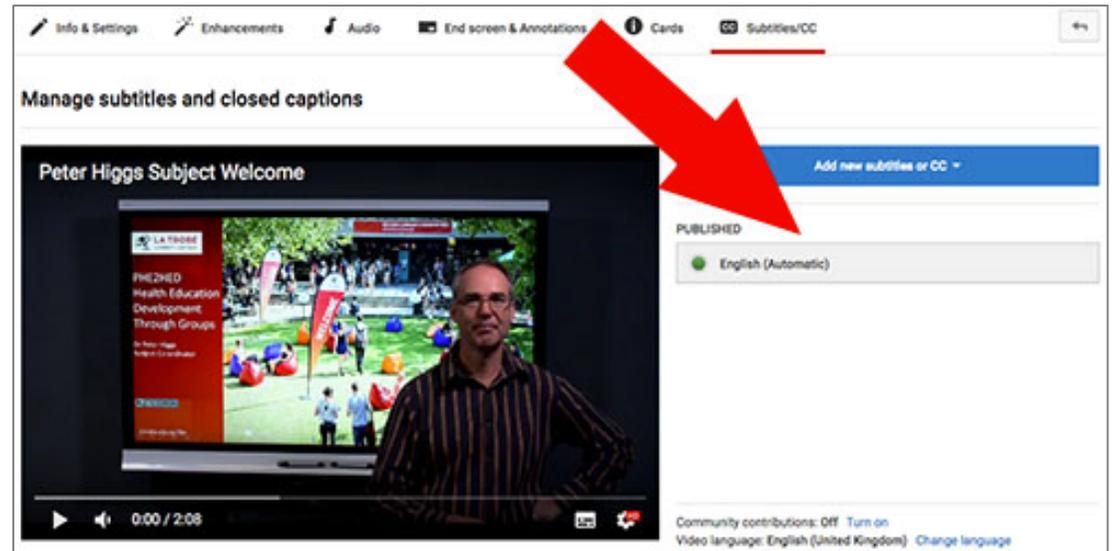
## Navigate to Youtube's subtitles area

Locate the video that you wish to access the caption file for, select the drop-down arrow next to the 'Edit' button then select 'Subtitles/CC'.



## Launch the caption editor

Available caption files for this video will be listed under the 'Published' heading on the right side of screen. The first time you view captions for a video there should only be 1 item in the list, titled 'English (Automatic)'. Selecting this item will launch the caption editor.

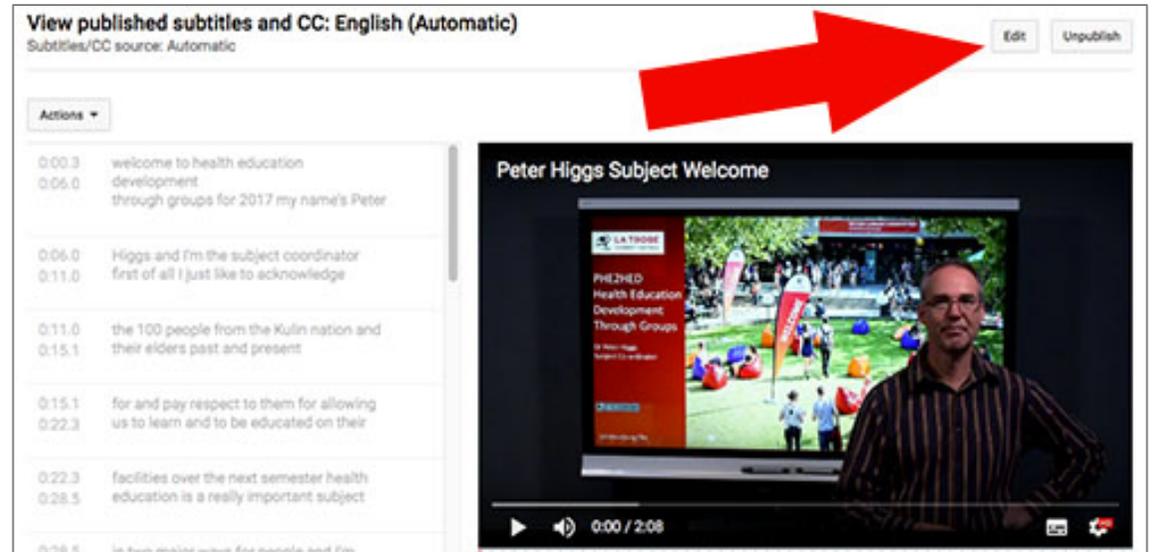


The screenshot shows the YouTube video player interface for a video titled "Peter Higgs Subject Welcome". The video player is on the left, and the "Manage subtitles and closed captions" panel is on the right. The panel has a navigation bar with options: Info & Settings, Enhancements, Audio, End screen & Annotations, Cards, and Subtitles/CC. Below the navigation bar, there is a blue button labeled "Add new subtitles or CC". Under the "PUBLISHED" heading, there is a single item: "English (Automatic)". A red arrow points from the "Subtitles/CC" tab to this item. At the bottom of the panel, there is a section for "Community contributions: Off Turn on" and "Video language: English (United Kingdom) Change language".

## Edit the automatically generated captions

Once the caption editor has launched, the video will be displayed on the right with its captions on the left. Select the 'Edit' button at the top right of screen to begin editing the captions. You can play the video while editing - by default, the video will be paused automatically while you are typing.

Once you have corrected any mistakes in the automatically generated captions, select the 'Save changes' button at the top right of screen. There will now be 2 caption files in the list under the 'Published' heading – 'English (Automatic)' and 'English'. Your most recent changes to the captions will be reflected in the video.



The screenshot shows the YouTube caption editor interface. At the top, it says "View published subtitles and CC: English (Automatic)" and "Subtitles/CC source: Automatic". There are "Edit" and "Unpublish" buttons in the top right. Below this is an "Actions" dropdown menu. The main area is split into two columns. The left column contains a list of captions with timecodes: 0:00.3 welcome to health education development through groups for 2017 my name's Peter; 0:06.0 Higgs and I'm the subject coordinator first of all I just like to acknowledge; 0:11.0 the 100 people from the Kulin nation and their elders past and present; 0:15.1 for and pay respect to them for allowing us to learn and to be educated on their; 0:22.3 facilities over the next semester health education is a really important subject; 0:28.5. The right column shows a video player titled "Peter Higgs Subject Welcome" with a video of a man speaking. A large red arrow points to the "Edit" button.

## Adding captions to videos on La Trobe's Digital Object Repository (DORIS)

Once you have used Youtube to generate a caption file and made any required edits, there is strong rationale for moving your captioned video to La Trobe's DORIS system rather than leaving it on Youtube;

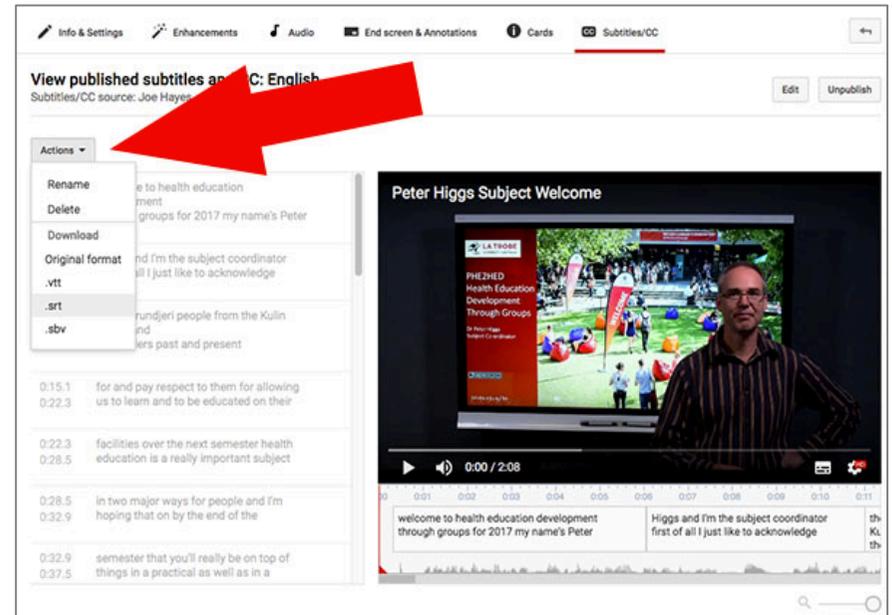
- Content on DORIS is university owned and managed rather than being locked to a single user's account in Youtube. This mitigates the risk of losing subject-related content produced by staff who no longer work at La Trobe.

- Dependency on 3<sup>rd</sup> party platforms such as Youtube is not ideal due to updates, outages and changes to terms of service.
- Content on DORIS has the option of being truly private and can be managed so as only to be accessed by La Trobe students and staff.
- More control over LMS integration and future features.

## Download caption file from Youtube

Select your user icon at the top right of screen, then select 'Creator Studio'. Locate the video that you wish to download the caption file for, select the drop down arrow next to the 'Edit' button then select 'Subtitles/CC'. Available caption files will be listed under the 'Published' heading on the right; select to open the captions editor.

Select the 'Actions' drop-down button at the top left of screen. Under the 'Download' options, choose '.srt' and save the file to your computer.

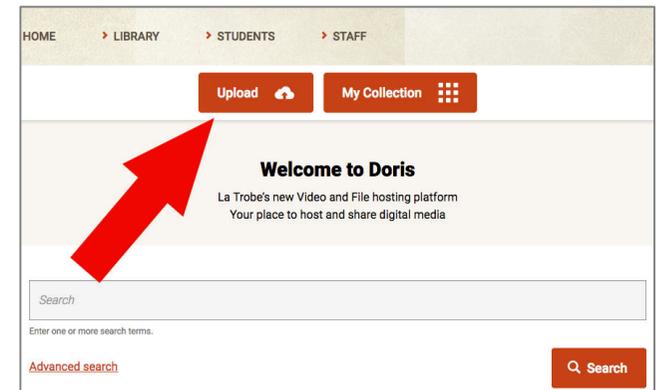


The screenshot shows the YouTube Creator Studio interface for a video titled "Peter Higgs Subject Welcome". The video player is on the right, and the subtitle management panel is on the left. A red arrow points to the "Subtitles/CC" tab in the top navigation bar. The subtitle management panel shows a list of subtitle files under the "Published" heading. The "Actions" drop-down menu is open, showing options: Rename, Delete, Download, Original format, .vtt, .srt, and .sbv. The "Download" option is highlighted. Below the list, there are several subtitle entries with timecodes and text.

Timecode	Text
0:15.1	for and pay respect to them for allowing
0:22.3	us to learn and to be educated on their
0:22.3	facilities over the next semester health
0:28.5	education is a really important subject
0:28.5	in two major ways for people and i'm
0:32.9	hoping that on by the end of the
0:32.9	semester that you'll really be on top of
0:37.5	things in a practical as well as in a

## Log in to DORIS

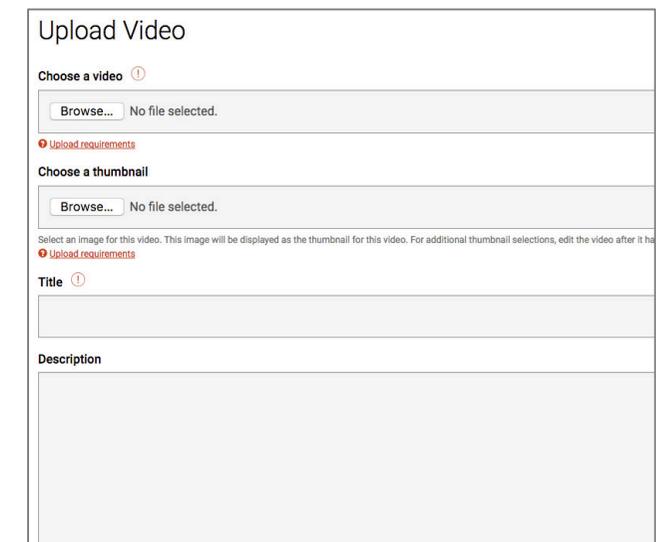
Navigate to <https://doris.latrobe.edu.au/> and log in to DORIS with your usual La Trobe username and password. To upload your video, select the 'Upload' button at the top of the page.



## Provide information for your video

Once you have selected the 'Upload' button, you will be prompted to choose whether to upload a video or other file. Select on 'video' then enter information in the required fields by providing;

- The video file
- A Title
- Appropriate copyright information
- Language being spoken in the video
- Category the video belongs in
- At least one tag related to the content of the video
- School the video has been produced for
- Privacy/visibility level

A screenshot of the 'Upload Video' form. The form has a title 'Upload Video' and a subtitle 'Choose a video'. Below the subtitle is a 'Browse...' button and the text 'No file selected.'. There is a red link for 'Upload requirements'. Below that is a section for 'Choose a thumbnail' with a 'Browse...' button and 'No file selected.'. There is another red link for 'Upload requirements'. Below that is a 'Title' field with a red link for help. At the bottom is a 'Description' field.

There are other, non-required fields on this page too. One of these fields is titled 'captions'; use the browse button to upload the .srt file that you previously downloaded from Youtube. This will produce captions that can be set to appear over the video, and a searchable transcript that will appear below the video.

Once you select 'Save' at the bottom of the page, the video will begin processing. Processing time will depend on video length.

## View captions and transcript on DORIS

Once processing is complete, the video will be displayed. Select the 'CC' button at the bottom right of the video frame to turn on captions for the video. The complete video transcript will also be displayed below the video frame with highlighting as the video plays. The transcript is also searchable via a field just below the video frame, and can be downloaded as a text file via the link below the transcript.

All captioning and transcript functions remain available when DORIS videos are embedded in the LMS.



The screenshot shows a video player interface. The video frame displays a man speaking, with a red arrow pointing to the 'CC' button in the bottom right corner. Below the video frame, the transcript is displayed, with a red arrow pointing to the text. A search bar is located above the transcript, and a download link for 'captions.srt' is at the bottom, also indicated by a red arrow.

**TRANSCRIPT**

0:00 welcome to health education development through groups for 2017 my name's Peter  
0:06 Higgs and I'm the subject coordinator first of all I just like to acknowledge  
0:11 the Wurrundjeri people from the Kulin nation and their elders past and present  
0:15 for and pay respect to them for allowing us to learn and to be educated on their  
0:22 facilities over the next semester health education is a really important subject  
0:28 in two major ways first of all I'm hoping that on by the end of the  
0:32 semester the students will be on top of things in a practical as well as in a

[captions.srt](#) 2.68 KB

## Further Support

### Staff

For support in the use of the LMS, Echo360, Turnitin, PebblePad and Manage My Subjects contact [ASK EDTECH](#).

### Students

Go to [Student IT Support](#)

## End of guide

# Copyright

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