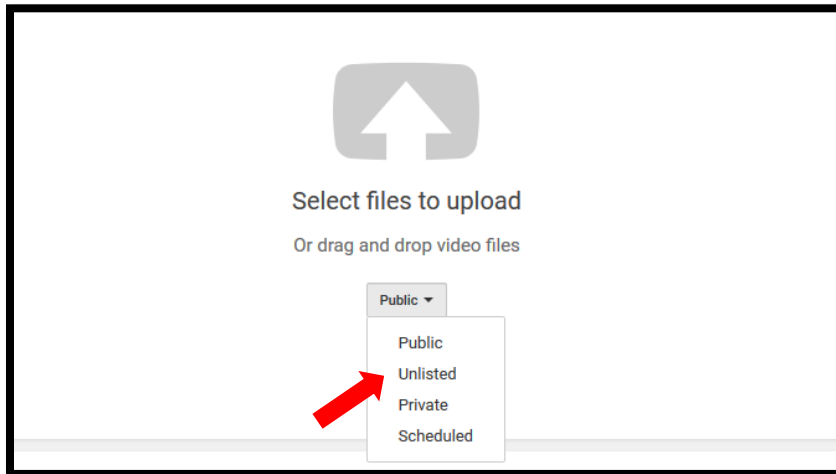


CAPTIONING YOUR OWN VIDEOS USING YOUTUBE

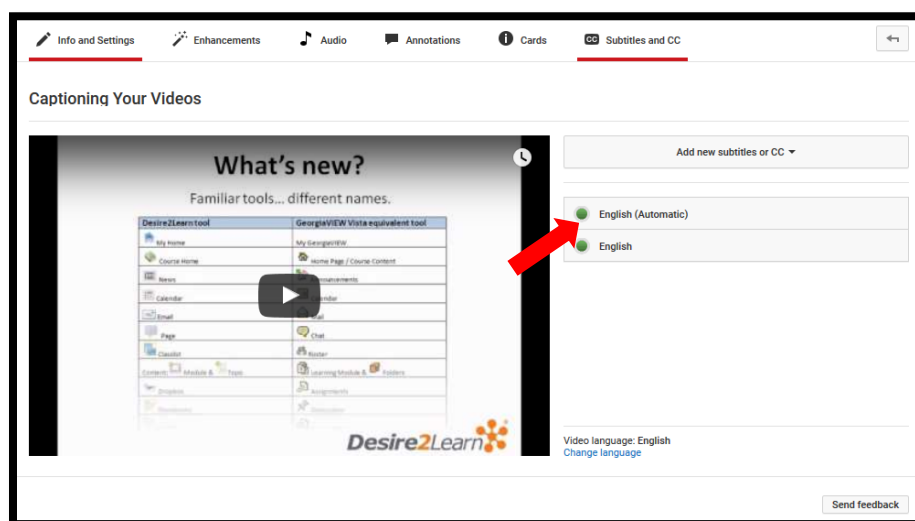
1. Go to YouTube at www.youtube.com
2. Click "Upload".
3. Click "Unlisted" to upload an unlisted video to Youtube and drag your file into the window.
NOTE: You may also upload multiple videos at the same time just by selecting them all and dragging them into this window.



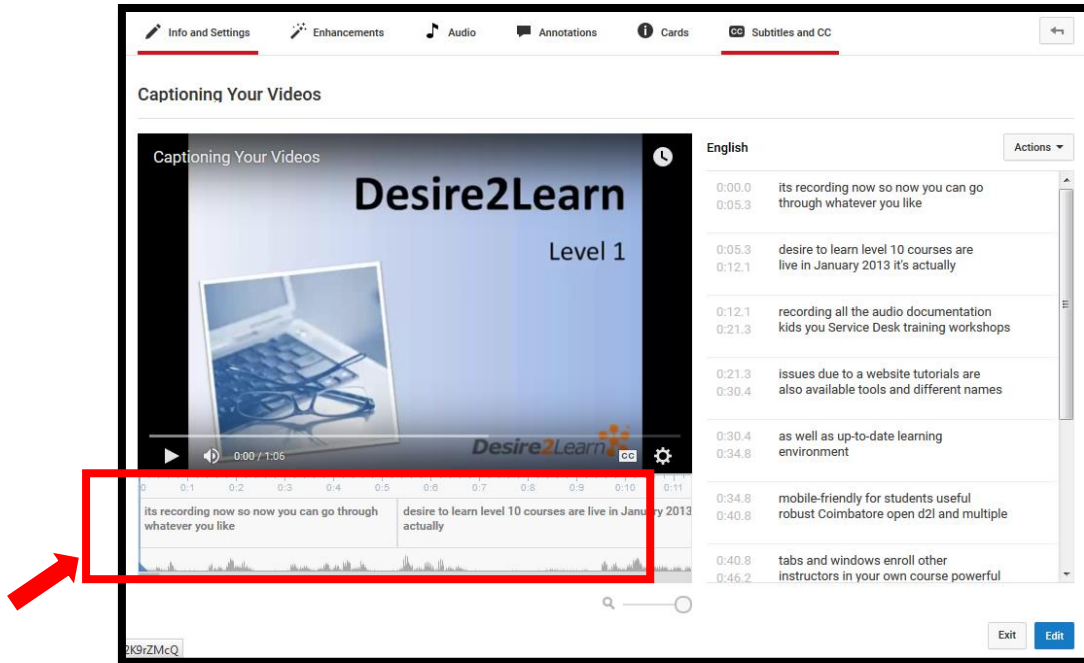
NOTE: Detailed instructions can be found at:

<https://support.google.com/youtube/answer/2734705?hl=en&vid=1-635760387504443000-3793696359>

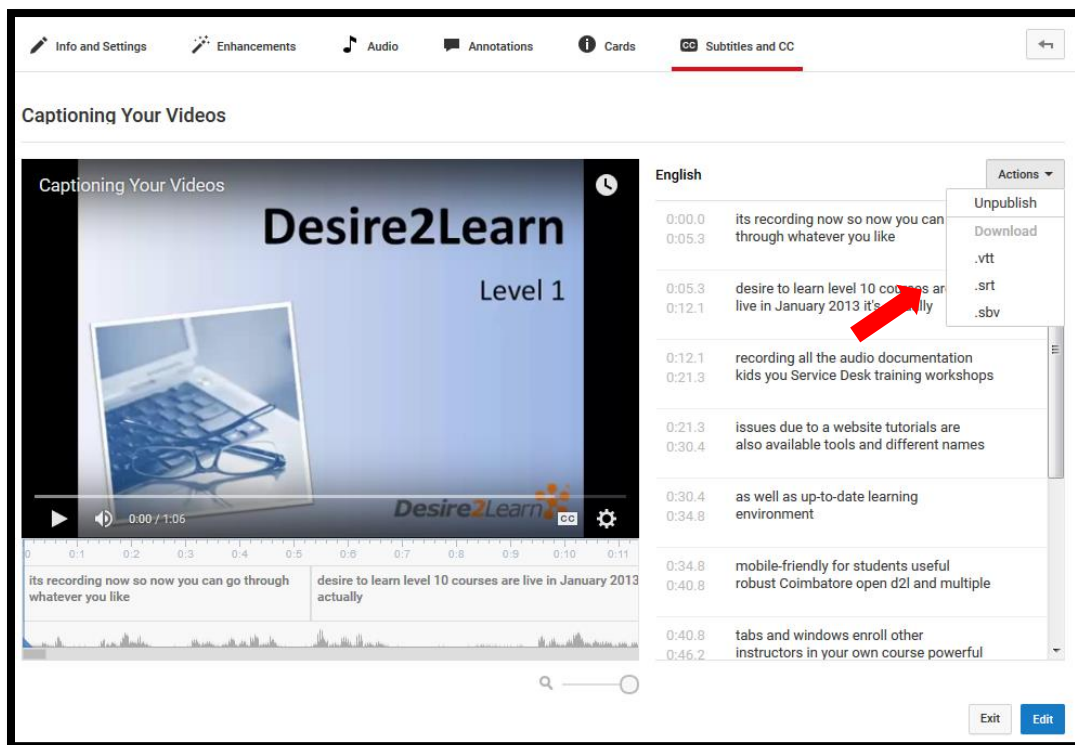
4. If you did not work from a script, allow YouTube sufficient time to auto-caption your video(s). This could take anywhere from 30-90 minutes depending on the YouTube system.
5. Under "Video Manager" find your video, and from the dropdown arrow next to the video, click "Subtitles and CC."
6. Click "English (Automatic)" to see the captions YouTube created for your video.



7. Use the Edit features to match the audio with the captioning.

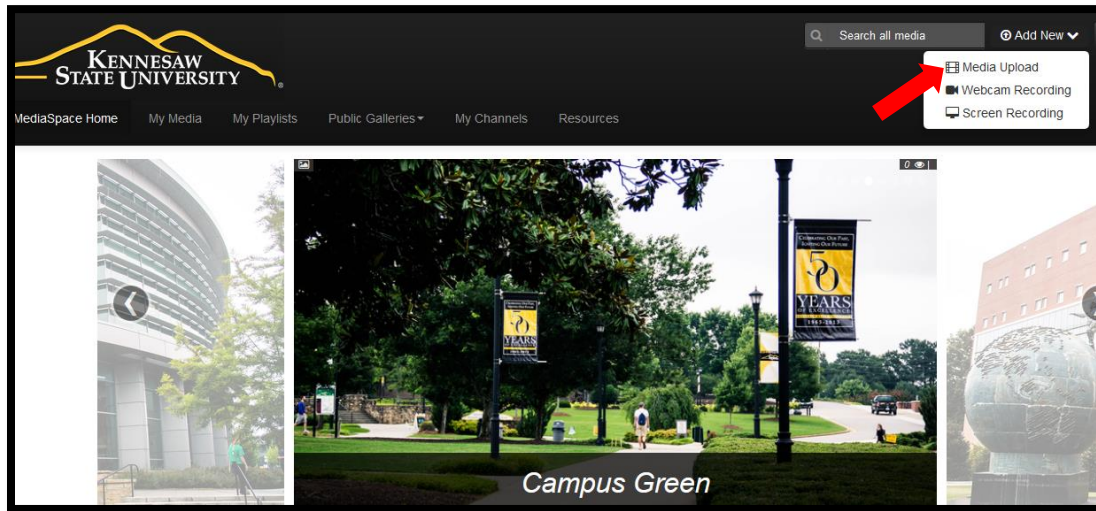


8. Once the captions have been sufficiently corrected, click the "Actions" dropdown and select ".srt" to download the transcription file. Save this to your desktop, and rename to include the title of your video.

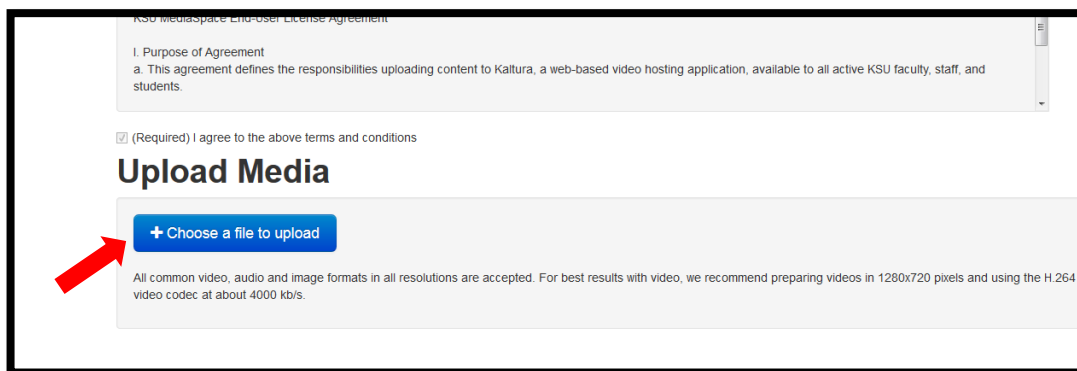


9. Log into Mediaspace at <https://mediaspace.kennesaw.edu/> with your netID and password.

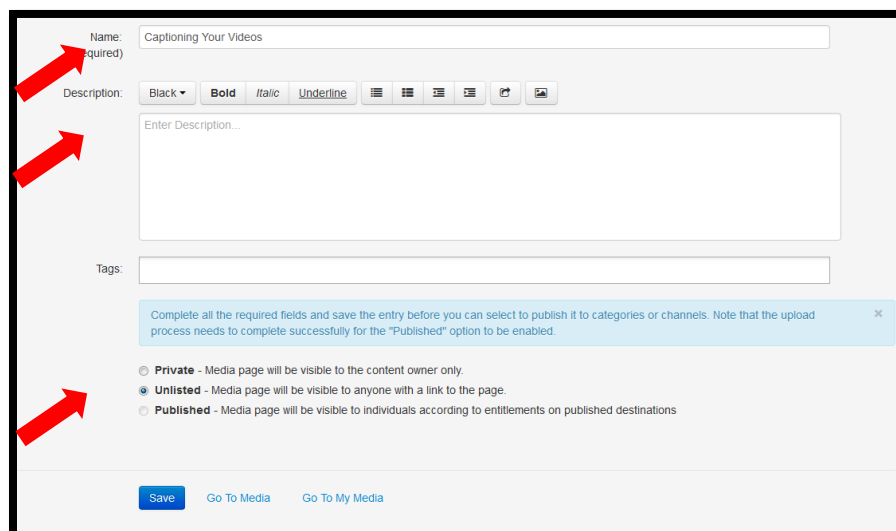
10. Click the "Add New" dropdown and select "Media Upload".



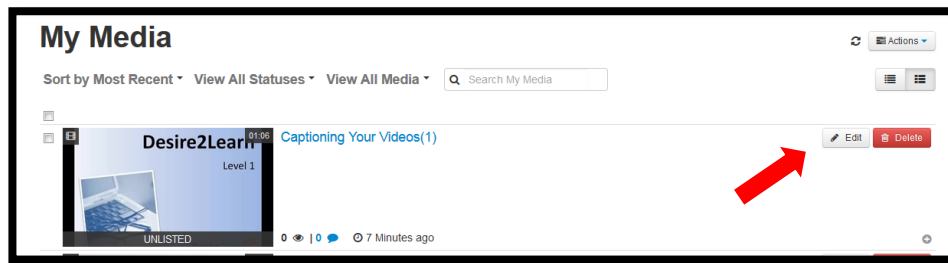
11. Accept the service agreement and click "Choose a File to Upload".



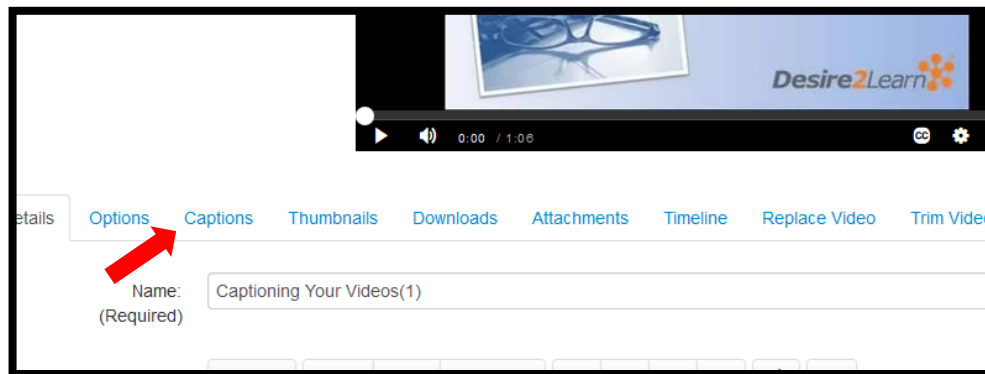
12. Create a name and description and click "Unlisted" prior to saving.



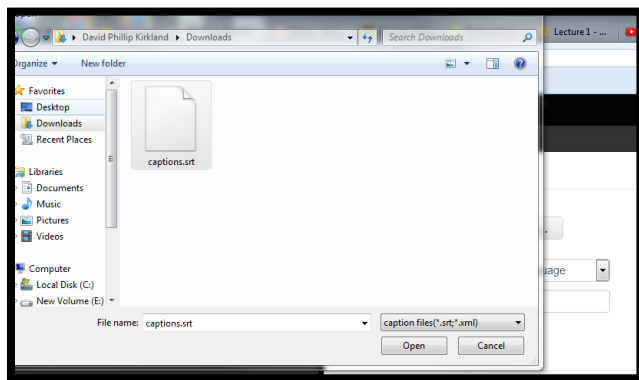
13. In the "My Media" section, click "Edit".



14. Click "Captions".



15. Click "Upload captions file" to add the ".srt" file to your video.



16. Select "English (American)" from the Language dropdown. Label your captions file appropriately and click "Save". Your video now has captions attached to it.

CONTACT US

DISTANCE LEARNING CENTER – KENNESAW
 3203 CAMPUS LOOP ROAD, MD 5800
 KENNESAW, GA 30144
 470-578-7550
 DISTANCELEARNING@KENNESAW.EDU

DISTANCE LEARNING CENTER – MARIETTA
 LIBRARY ANNEX, ROOM C-133, MD 9021
 MARIETTA, GA 30060
 678-915-3200
 DISTANCELEARNING@KENNESAW.EDU