

# FACULTY DOCSOFT PROCESS

How to create  
speaker profiles

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How to upload a video  
to DocSoft for  
transcription

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How to place  
caption file into  
your video for use  
in your course

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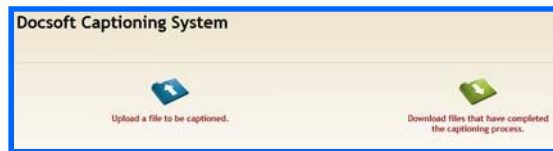
## How to create speaker profiles

1. Instruct Faculty to follow the detailed online instructions at:  
<http://distancelearning.kennesaw.edu/review/accessibility.php>  
Scroll down to "Creating and Submitting you Docsoft Speaker Profile."
2. Once the recording is complete, email audio file to [caption@kennesaw.edu](mailto:caption@kennesaw.edu)  
Please add: *Speaker Profile for Instructor name* in the subject line of the email.

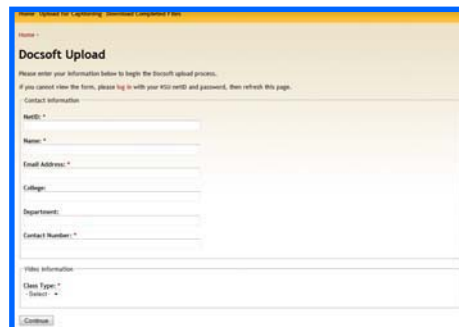
# How to upload a video to DocSoft for transcription

1. Faculty will receive an email notification once the speaker set up is complete. Faculty should go to the following site to begin uploading videos:  
<https://web.kennesaw.edu/docsoft>

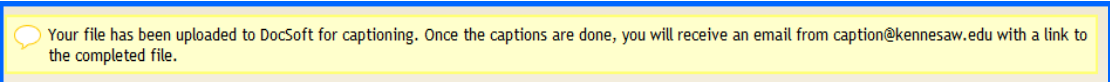
2. Login using netid and password. If an account exist, the upload or download icons will appear.



3. Click on **Upload a file to be captioned.**
4. Complete the Docsoft Upload form.

A screenshot of the Docsoft Upload form. The title is "Docsoft Upload". Below the title, there is a message: "Please enter your information below to begin the Docsoft upload process. If you cannot view the form, please log in with your KIS netid and password, then refresh this page." The form is divided into two sections: "Contact Information" and "Files Information". The "Contact Information" section includes fields for "NetID", "Name", "Email Address", "College", "Department", and "Contact Number". The "Files Information" section includes a "Class Type" dropdown menu and a "Class" dropdown menu. A "Continue" button is located at the bottom of the form.

5. Click on **Continue.**
6. Click on **Browse** to upload file. The file must have one of the following supported extensions: m4v, mp4, wmv, mov, mpg, mpeg, avi, mp3, wav.
7. Faculty will receive the following message:



8. Faculty will be notified by email once the process has been completed.
9. To view completed files, please go to <https://web.kennesaw.edu/docsoft>.

# How to place caption file into your video for use in your course

## Merging Video and Text files

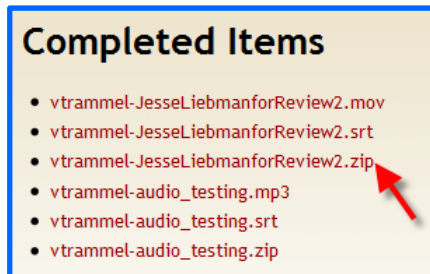
1. Create a folder to store your captioned files. Example: Create a folder on desktop.



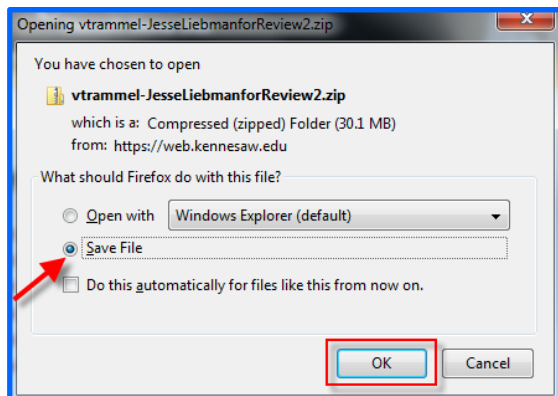
2. Log into <https://web.kennesaw.edu/docsoft/>
3. Enter NetID and password.
4. Click on **Download file** that have completed the captioning process.



5. A list of completed captioned files will display.
6. Select the .zip file you wish to download.



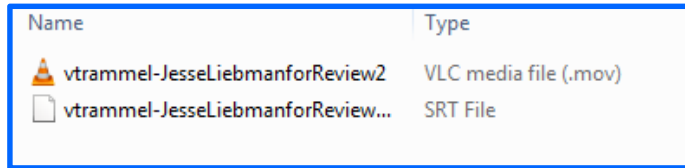
7. Select **Save File** and click **OK**.



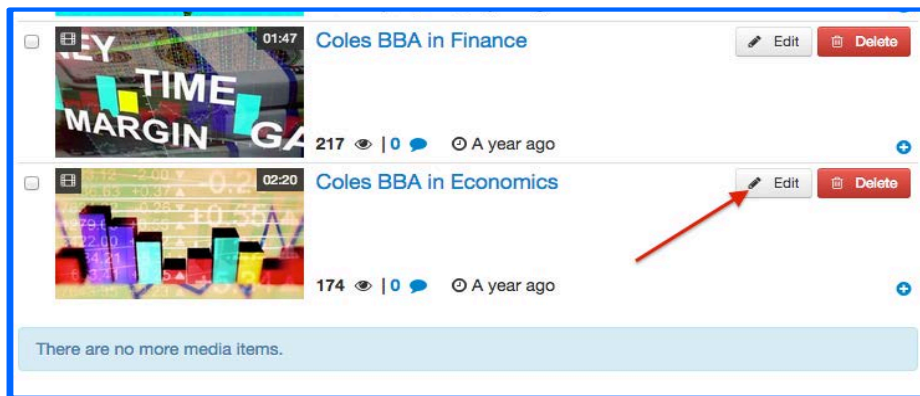
8. Save the file in folder you created to store your captioning.

# How to place caption file into your video for use in your course *cont.*

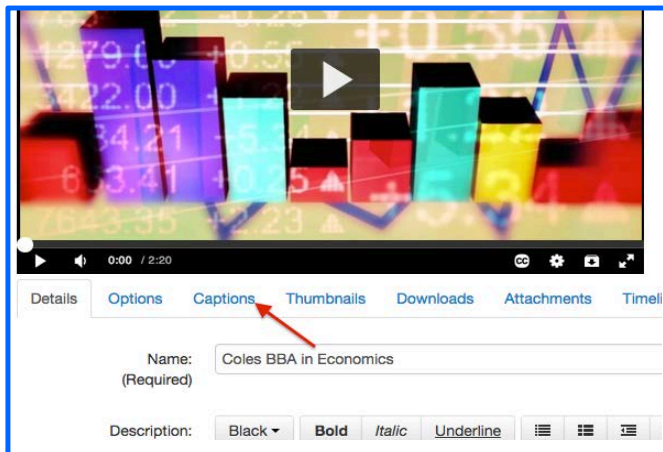
9. Double-Click on folder to view .zip file.
10. Copy all files in your .zip file to the folder you created to store your captioning.



11. **Login** to <https://mediaspace.kennesaw.edu/> with your NetID and password.
12. To upload video, **click "Add New"** then **"Media Upload."**
13. Once video has processed, **Click "Edit"** next to the video.



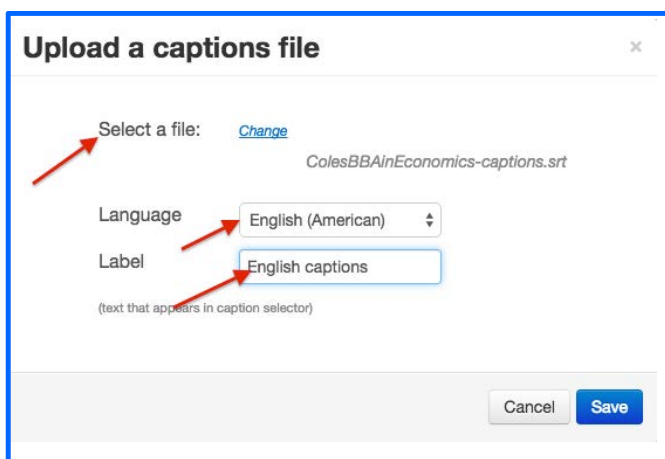
14. **Click "Captions"** under video window.



15. Your video will begin to play with the captioning text.

## How to place caption file into your video for use in your course *cont.*

16. Click "Upload captions file."
17. **Browse and select** video's caption file from your computer.
18. **Select** "English (American)" from the Select Language dropdown.
19. **Label captions** "English captions."



**Upload a captions file** ×

Select a file: [Change](#)  
ColesBBAlnEconomics-captions.srt

Language: English (American) ▾

Label: English captions  
(text that appears in caption selector)

20. Click "Save."
21. Under "Actions," **click the arrow** to set your captions as default.
22. Captions will now be available wherever video is played.