FACULTY DOCSOFT PROCESS

How to create speaker profiles

How to upload a video to DocSoft for transcription

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

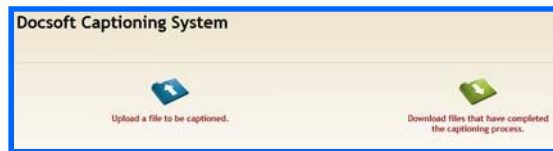# How to create speaker profiles

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
   Please add: *Speaker Profile for Instructor name* in the subject line of the email.
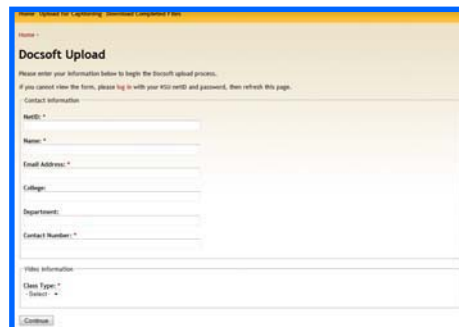
How to upload a video to DocSoft for transcription

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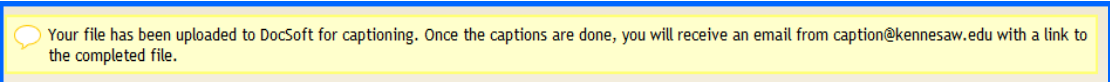
2. Login using netid and password. If an account exist, the upload or download icons will appear.

3. Click on **Upload a file to be captioned.**

4. Complete the Docsoft Upload form.

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:

   Your file has been uploaded to DocSoft for captioning. Once the captions are done, you will receive an email from caption@kennesaw.edu with a link to the completed file.

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

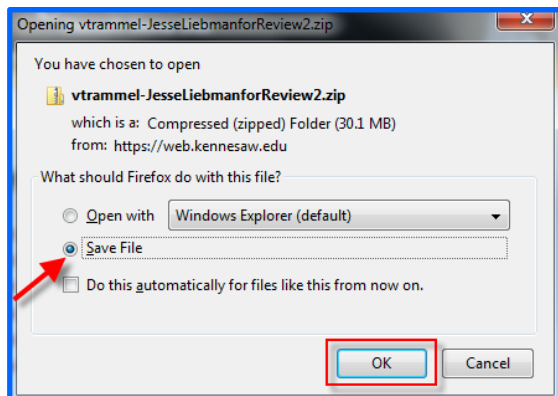1. Create a folder to store your captioned files. Example: Create a folder on desktop.

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.
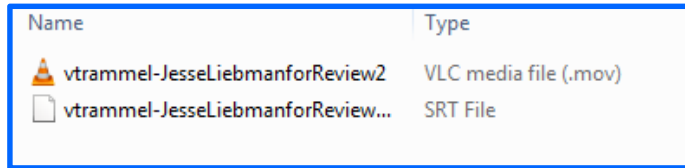6. Select the .zip file you wish to download.
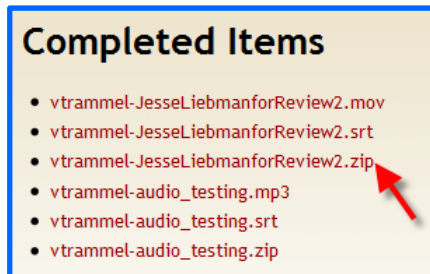

7. Select **Save File** and click **OK**.

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

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.
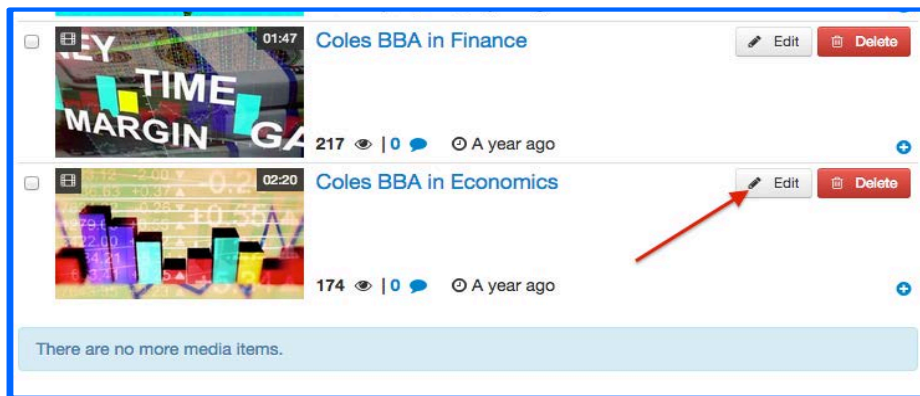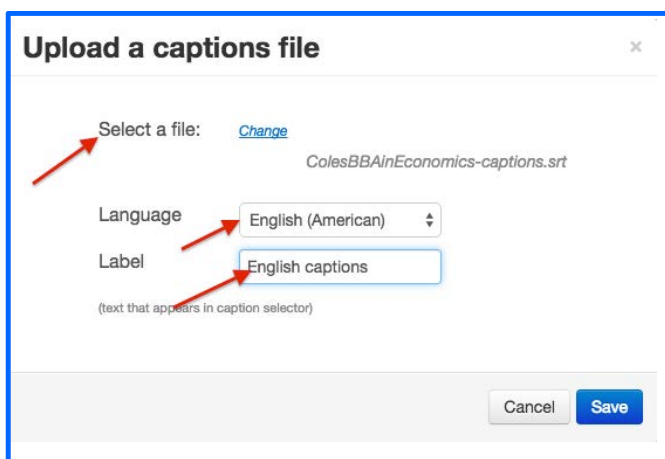

14. **Click "Captions"** under video window**.**
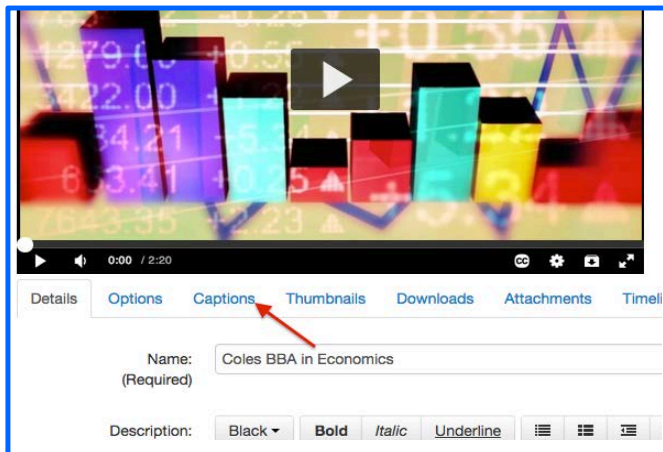
15. Your video will begin to play with the captioning text.

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."

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.