

Mediasite

captioning

© 2014 Sonic Foundry, Inc. All rights reserved. No part of this document may be copied and/or redistributed without the consent of Sonic Foundry, Inc. Additional copies may be obtained by contacting Sonic Foundry. Sonic Foundry, the Sonic Foundry logo, Mediasite, and the Mediasite logo are registered trademarks of Sonic Foundry, Inc. All other trademarks are the property of their respective owners.

Sonic Foundry, Inc.
222 W. Washington Avenue
Madison WI 53703
877-783-7987 toll free from the US and Canada
608-443-1600

S O N I C



FOUNDRY®

Sonic Foundry. Since 1991.

For more information, please contact mediasite@sonicfoundry.com

Version: 7.0.10, July 2014

Download the online version of this guide, which may contain more current information, from the Mediasite Customer Assurance Portal at www.sonicfoundry.com/support.

Contents

| | |
|--|---|
| USING MEDIASITE CAPTIONING | 1 |
| ADD AUDIO TRANSCRIPTION PROFILE | 1 |
| ENABLE AUTOMATED CAPTIONING ON FOLDER | 2 |
| ENABLE AUTOMATED CAPTIONING FOR A PRESENTATION..... | 3 |
| DISABLING AUTOMATED CAPTIONING ON A FOLDER OR PRESENTATION | 3 |
| Disable automated captioning on a folder | 3 |
| Disable automated captioning on a presentation..... | 4 |

USING MEDIASITE CAPTIONING

Use Mediasite Captioning to submit captioning requests through Automatic Sync Technologies® (AST) using credentials for an existing account.

There is a two-step process for setting up and using Mediasite with AST's captioning service.

Step 1: Add an audio transcription profile. When you add an audio transcription profile, you will select a caption provider template and provide credentials and other information used to access your account. Mediasite encrypts this information in the database and never shares it. Information in the provider profile is used only for submitting captioning jobs for billing purposes and querying the status of captioning items.

When items are submitted for captioning, the audio transcription profile is used. The media files along with a manifest describing the captioning job is submitted to AST. AST then captions the media and posts a DFXP or SMI file back to Mediasite.

Step 2: Enable automated captioning on folder, presentation, template, or schedule.

When you enable automated captioning on a folder, presentation, schedule, or template, you must select an existing caption provider profile or add a new one.



You can enable automated captioning on templates and schedules, which will enable this feature on all presentations created using them. You can also add an audio transcription profile dynamically when you enable automated captioning on a folder or a presentation. However, for simplicity, this guide only describes enabling automated captioning on a folder or presentation using an existing captioning provider profile.

For more information on enabling features on templates and schedules, see the *Mediasite Configuration Guide* and the *Mediasite Guide*.

Add audio transcription profile

Audio transcription profiles determine which captioning provider is used as well as the credentials used for automated captioning.

To add an audio transcription profile:

1. Click **Settings > Audio Transcription Profiles > Add New** and specify the settings:

Name: Enter a name for the profile that will help you to identify it easily.

Description: Enter a description.

Template: Select **Automatic Sync Technologies**.

Username and encryption key: Enter the username needed to connect to AST. You can generate a new key or use an existing key:

Generate Key: Click to create a new key. Once you save this encoding setting, you will click **Show Encryption Key** on its summary page to view the generated key. You must then copy the key and register it with your caption provider.

Import Key: Click to locate and select the file containing your encryption key. If not already registered, you will have to register this key with your caption provider.

2. Click **Test** to verify you can connect to the service.
3. Click **Add**.

Enable automated captioning on folder

When you add recorded presentations to a folder that has automated captioning enabled, Mediasite automatically uploads their media files to AST. Once captioning is complete, AST downloads the closed caption files to Mediasite. If presentations are already in the folder when you enable automated captioning, you can enable the feature on them as well. Once you enable this feature against presentations already in the folder, a captioning job is immediately created for them.

To enable automated captioning on a folder:

1. Right-click the folder to which you want to add the content, click **Manage Content > Add Delivery**.
2. Select the **Audio Transcriptions** check box and select the audio transcription profile from the drop-down list.
3. Click **Save**.



The screenshot shows a dialog box titled "Add Delivery" with a "Save" button and a "Cancel" button. Inside the dialog, there is a section for "Audio Transcriptions" which is checked and highlighted with a red box. Below this, there is a dropdown menu showing "AST_JM" selected. At the bottom, there is a "Podcast" checkbox which is unchecked.

Enable captioning on folder

Enable automated captioning for a presentation

You can enable automated captioning on a presentation directly from its summary page.

To enable closed-captioning for a presentation:

1. Navigate to the presentation you want. On the presentation's summary page, click **Edit > Delivery** tab.
2. Select the **Audio Transcriptions** check box and select the **Choose a Provider** radio button.
3. Select your audio transcription profile from the drop-down list. Click **Save**.



The screenshot shows a web interface with four tabs: 'Information', 'Player', 'Delivery', and 'Publishing'. The 'Delivery' tab is active. Below the tabs, there is a section for 'Audio Transcriptions' with a checked checkbox. Underneath, there are two radio buttons: 'Manual Upload' (unselected) and 'Choose a Provider' (selected). Below the radio buttons is a dropdown menu with 'AST_JM' selected.

Enable automated captioning on presentation

Disabling automated captioning on a folder or presentation

You can disable captioning on a folder or on a presentation (with pending status) that has this feature enabled. Disabling automated captioning on a folder will disable this feature for all presentations in the folder and will delete all pending jobs. Disabling captioning does not affect presentations with captioning files from completed jobs.



Disabling automated captioning on a folder will delete all jobs. However, if you have already submitted media to AST, billing may still occur.

Disable automated captioning on a folder

To disable automated captioning on a folder:

1. Right-click the folder to which you want to add the content, click **Manage Content > Remove Delivery**.
2. Select the **Audio Transcriptions** check box and click **Save**.

Disable automated captioning on a presentation

You will disable captioning on a presentation from its summary page:

1. Navigate to the presentation you want. On the presentation's summary page, click **Edit > Delivery** tab.
2. Clear the **Audio Transcriptions** check box and click **Save**.