About REACH: Machine Captioning for Video

REACH is a machine captioning service provided as a part of Kaltura. Starting July 1, 2018, REACH automatically captions and tags all new videos created with Kaltura CaptureSpace and uploaded to My Media. Faculty and staff can order captions for any older videos currently stored in their media gallery. REACH also provides an interface for users to edit the machine-generated captions and tags before using the videos in their online or hybrid courses. REACH is an important tool for creating high-quality media that is accessible for all users.

Getting started

1. Log in to blackboard.american. edu using your AU credentials and go to your Home page. In the upper left-hand side of the Home page is the **My Media** module.

My Media (Kaltura)
My Media

2. Click on the **My Media** link. Inside the My Media gallery is a display of all videos that you have created. All media is stored here, across all courses.

Ordering captions

1. Ordering captions is not necessary for videos created with Kaltura CaptureSpace after July 1, 2018.

2. To order captions on any existing videos in your My Media gallery that have not already been captioned, first click on the video's title.

3. Click on the **Actions** drop-down menu, located on the right-hand side below the video. Click on the **Order Captions** option.

4. A blue **Order Captions** button will appear below the video. Click on this button to complete the ordering process. A confirmation message states that your caption request has been received.

   - Note that captioning requests can take up to **48 hours** to complete, but are usually finished much sooner.
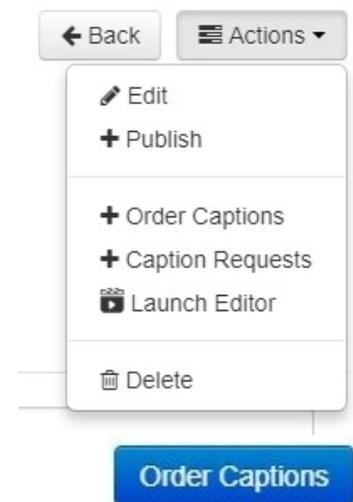
5. To check on the status of your captioning request, click on the title of the video that you have requested captions for from the **My Media** gallery page. Click on the **Actions** drop-down menu and click on **Caption Requests**. When the captioning has been completed, the status in the far right column of the table that appears will state COMPLETE.

Editing, adding and deleting captions

1. Click on the blue **Edit** button that appears when you check on the status of your captioning request for a particular video (see Step 5 above). This opens a captioning editor in a new tab.
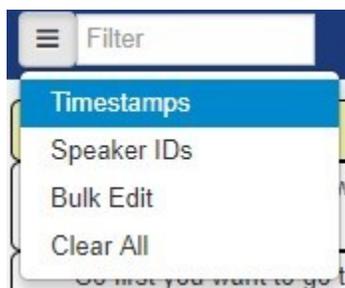

2. To edit the content of the machine-captured captions, click on the caption that you would like to edit from the master list on the left hand side of the page.

3. Click within the yellow text box below the video and type any changes. Use the play function on the video embedded in the middle of the page to review what the caption says against the words being spoken in the video.

   - Each caption entry in the master list consists of one sentence. Each time you type a period, the editor considers that particular caption complete. For example, if you divide what is in your caption into two sentences using a period, the editor creates a new caption block in the master list that contains everything after the period.

4. Click on the next caption in the master list and repeat step 3 as needed to edit each caption in the video.

    - Hitting Enter will not move you to the next caption.

    - The caption you are currently editing is always highlighted in yellow. As you edit each caption, it will change to green in the master list on the left-hand side.

5. To add a caption, click on the caption from the master list that you would like your new caption to follow. Type the new sentence into the yellow text box. Type a period at the end of the sentence and then click on the next caption to insert your new caption into the master list.

    - Keep an eye on the timing of the caption relative to the other captions and to what is said in the video. See next section for directions on editing the start and end times for each caption.

6. To delete a caption, click on the desired caption in the master list so that it is highlighted in yellow. Delete all content within the yellow text box below the video. Then click on the next caption on the master list to delete the caption.

Changing the timing of captions

1. There are two methods of changing the timing of when each caption appears on the screen. The first is to click on the **Menu icon** in the upper left-hand corner of the editor. Select **Timestamps** from the drop down menu to trigger the appearance of timestamps next to each caption in the master list. Edit the start and end times for each caption in the list, avoiding overlap. Use the play function on the video in the middle of the page to match what is being said with the timing of each caption appearing on the screen.

☰ Filter
Timestamps
Speaker IDs
Bulk Edit
Clear All

☰ Filter		Jump To: 00 : 00 : 00
00:00.3 - 00:00.7	Hello.	
00:00.7 - 00:05.8	Today I'm going to show you how to embed a video in a course in Blackboard.	
00:05.8 - 00:14.5	So first you want to go to the home page of Blackboard after you log in, and under my courses select the course where you'd like to put the video.	
00:15.0 - 00:23.7	You'll come to your course home page click on whichever lesson or week you would like to put the video in.	
00:25.0 - 00:27.0	I chose week three.	
00:27.0 - 00:30.0	Then you're going to create a new item.	
00:31.1 - 00:35.0	You want to name this item whatever the title of your video is.	
00:36.5 - 00:39.3	Click the mashups button and choose Kaltura media.	
00:42.0 - 00:45.8	And select a video from the list that you would like to embed.	
00:49.8 - 00:51.6	And then go ahead and click submit.	
00:56.0 - 01:01.6	You will be able to see your video down at the bottom of the list here.	

2. To use the second method, click on the desired caption from the master list so that it is highlighted in yellow. Start and End times can be entered in individual text boxes above and below the yellow text box, respectively. When finished, click on the next caption block in the master list to edit the times of each caption individually.
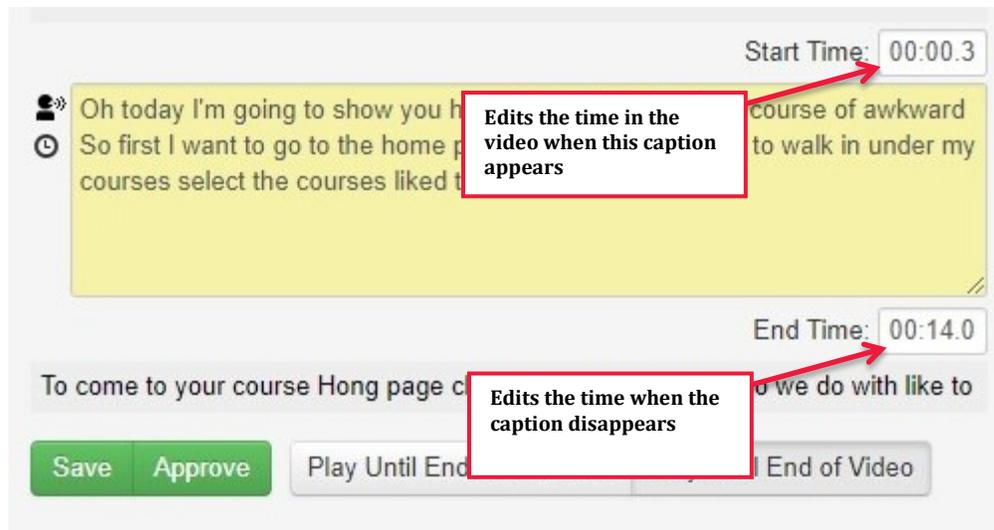

3. When you are finished editing caption content and start and end times, click **Approve** to apply all changes to the video. Then close out the tab on your browser.

- Note that clicking on Save will only save your work up until that point. It will not apply your changes to the video.

Adding or editing content tags

1. Click on the title of the video you'd like to edit tags for from the **My Media** gallery.

2. Click on the **Actions** drop-down menu below the embedded video. Click on the **Edit** option to open the video editing screen.

3. Under the **Details** tab, add or change tags within the **Tags** box (third field down the page).

   Delete a tag by clicking on the **x** next to the word.

   Add a new tag by typing in a word and hitting **Enter**.
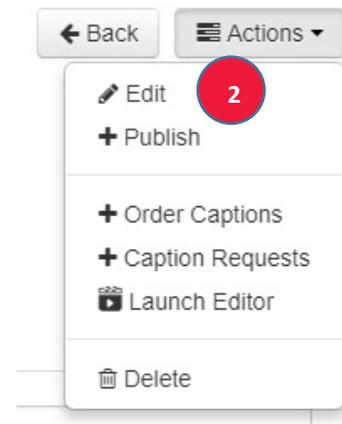
4. Click on **Save** to save your work and have your video reflect your changed tags.

To learn more about REACH auto-captioning and Kaltura MediaSpace

1. Visit the Blackboard Help website: https://en-us.help.blackboard.com/Collaborate/Ultra.

2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website: http://www.american.edu/library/technology/blackboard/.

3. Contact us for immediate live support at (202) 885-3904 or blackboard@american.edu. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.