

# YouTube and Mediasite for Video Captioning

[Mediasite](#) is our program of choice for uploading, storing, and sharing videos. However, YouTube offers some great tools for captioning that can be leveraged in conjunction with Mediasite.

The process for using YouTube to create caption files that can be easily added to Mediasite is broken into the basic steps to the right. Select “begin” or jump to the step you need to learn the process.

Visit [Learn More](#) to view resources and gain an understanding of the purpose of captioning.

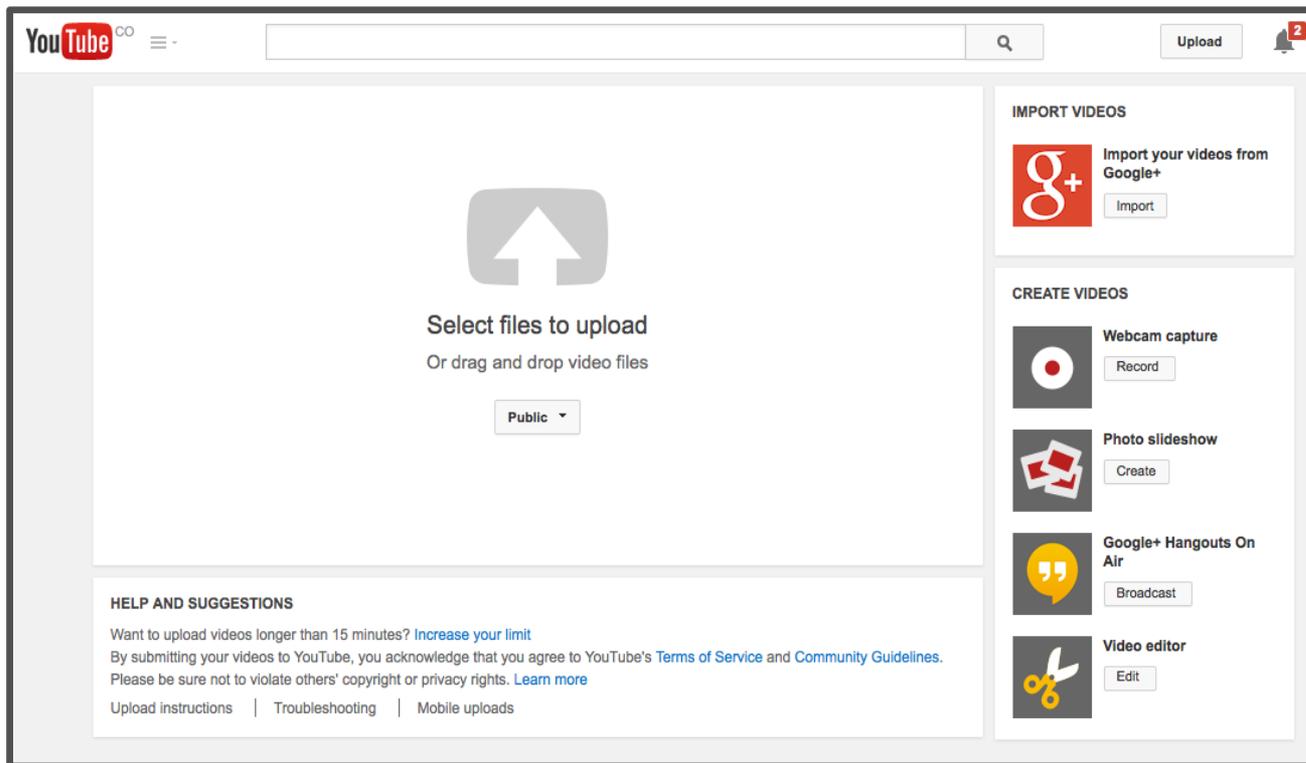


## Steps to create caption files in YouTube.

1. **Upload to YouTube**
2. **Add subtitles/captions**
3. **Format and Chunk Captions**
4. **Publish Captions**
5. **Download .SRT file**
6. **Upload .SRT file to Mediasite**

# Upload to YouTube

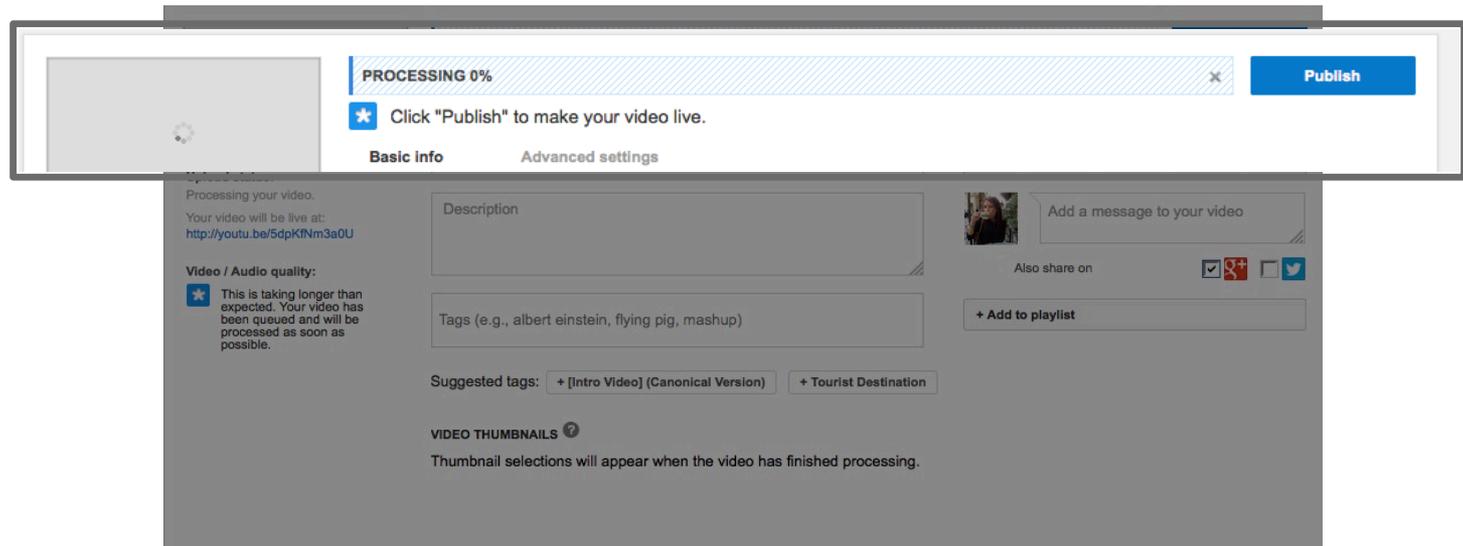
Sign in to your [YouTube](#) account and upload a video file by dragging the file into YouTube or by selecting files on your computer to locate and upload. The upload button is found in the upper right corner.



Next Step 

# Upload to YouTube

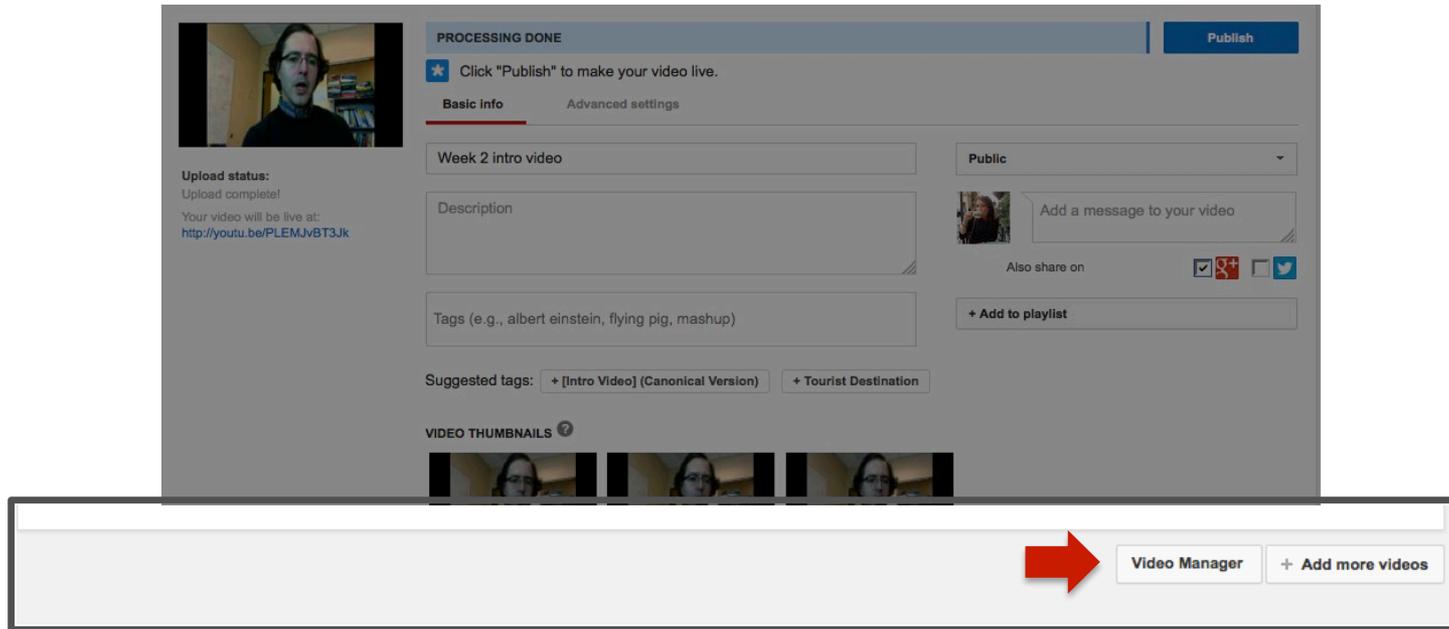
Video processing will begin and can be tracked using the progress bar.



Next Step 

# Add Subtitles/Captions

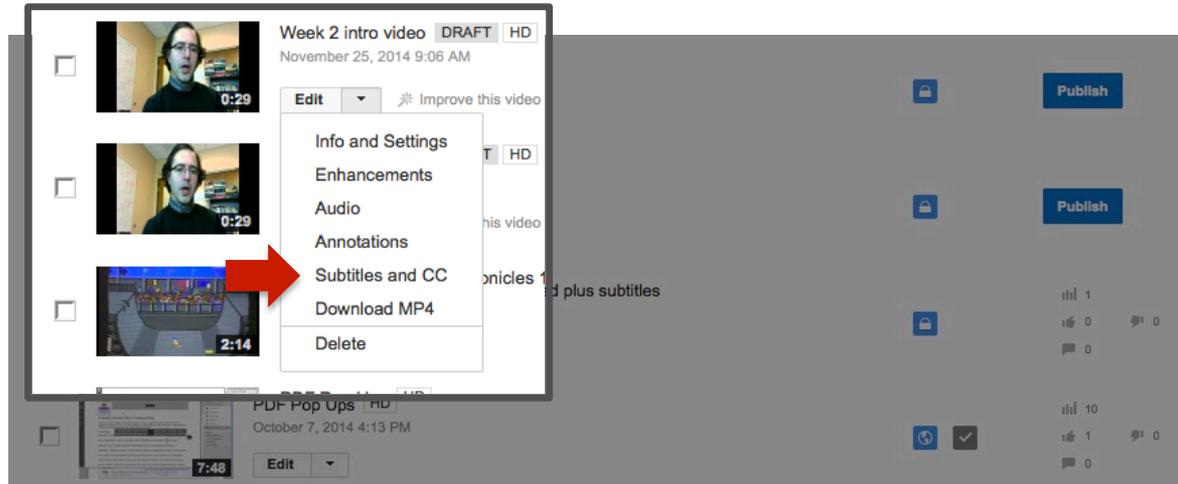
Once the video is uploaded and processed, access the Video Manager below the video thumbnails.



Next Step 

# Add Subtitles/Captions

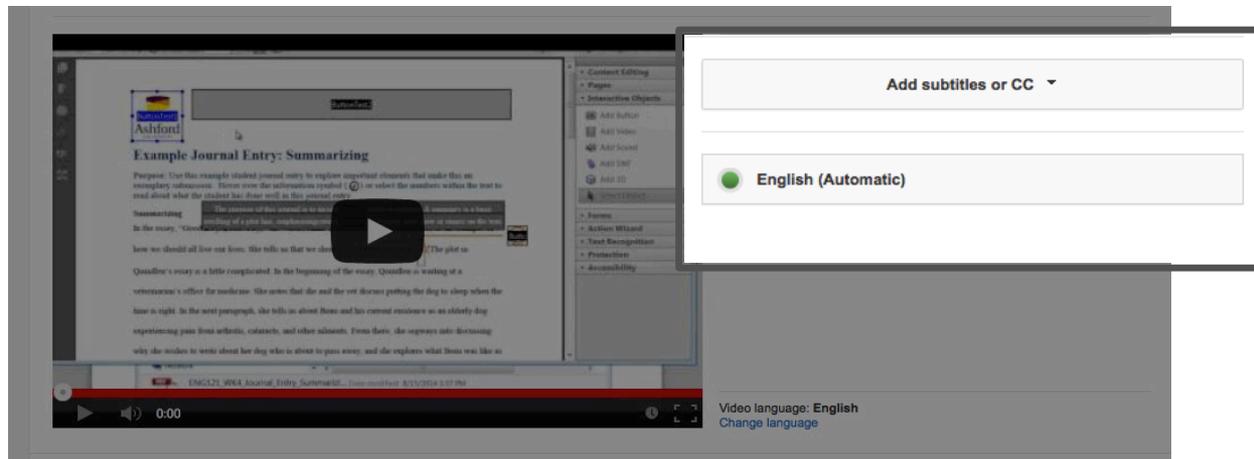
Locate the video in the Video Manager and select “Subtitles and CC” from the “Edit” drop-down menu.



Next Step 

# Add Subtitles/Captions

If the audio in your video is clear and high quality, YouTube may automatically create captions, which will be indicated to the right of the video.

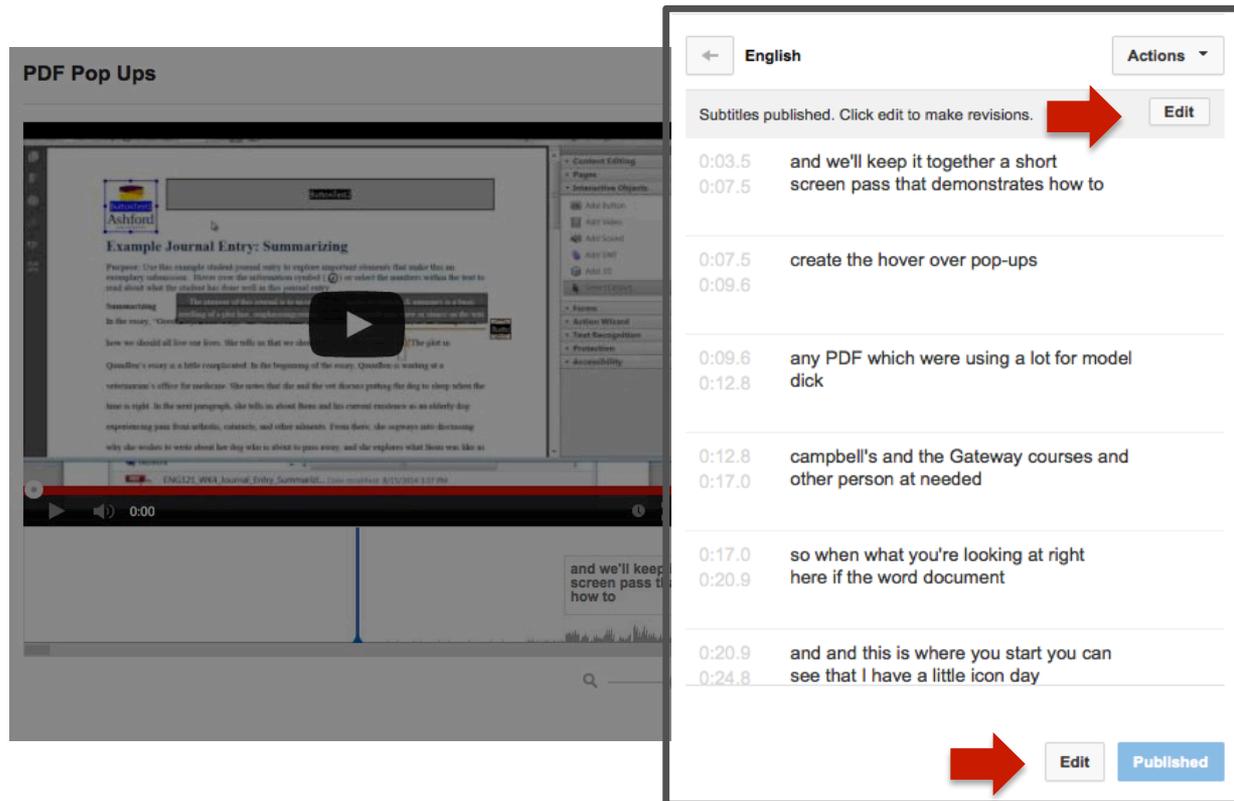


Next step if YouTube captioned automatically. ➡

Next step if YouTube did **not** caption automatically. ➡

# Add Subtitles/Captions

If YouTube has automatically captioned your video, then you can begin the process of editing the captions and checking for accurate timing. To do this, select the automatic captions and select “edit” to make revisions.



The image shows a YouTube video player with a video titled "PDF Pop Ups" and a video player interface. The video content is a PDF document titled "Example Journal Entry: Summarizing" with a play button overlay. The video player shows a progress bar at 0:00. A red arrow points to the "Edit" button in the caption editor interface.

The caption editor interface is shown on the right, displaying the following captions:

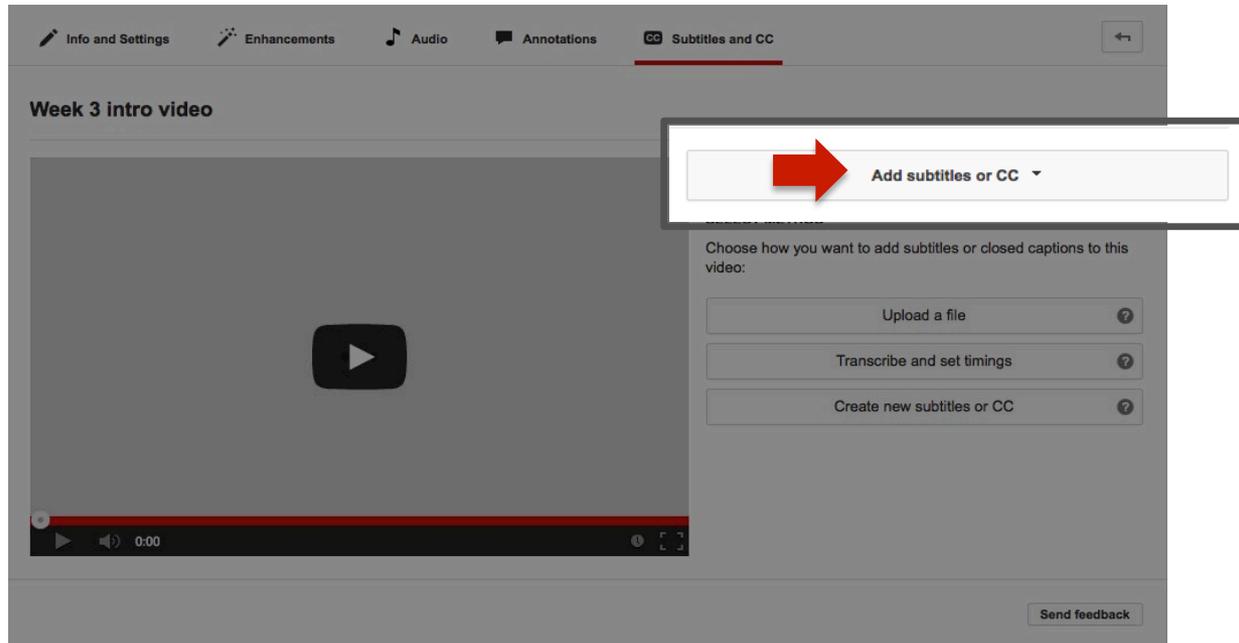
Start Time	End Time	Text
0:03.5	0:07.5	and we'll keep it together a short screen pass that demonstrates how to
0:07.5	0:09.6	create the hover over pop-ups
0:09.6	0:12.8	any PDF which were using a lot for model dick
0:12.8	0:17.0	campbell's and the Gateway courses and other person at needed
0:17.0	0:20.9	so when what you're looking at right here if the word document
0:20.9	0:24.8	and and this is where you start you can see that I have a little icon day

At the bottom of the caption editor, there are two buttons: "Edit" and "Published". A red arrow points to the "Edit" button.

Next Step 

# Add Subtitles/Captions

If YouTube has not automatically captioned your video, select “Add subtitles or CC”.



Next Step 

# Add Subtitles/Captions

Select the method of choice for adding subtitles.

Click your method to go to the corresponding next steps.

**Upload a file**

This method is best used when you already have a timed subtitles file that can be uploaded. If this is the case, this file can be uploaded to Mediasite and you need not use YouTube.

 **Transcribe and set timings** 

This method is best if you already have a transcript to copy and paste and you wish to set timings using YouTube's automated system.

 **Create new subtitles or CC** 

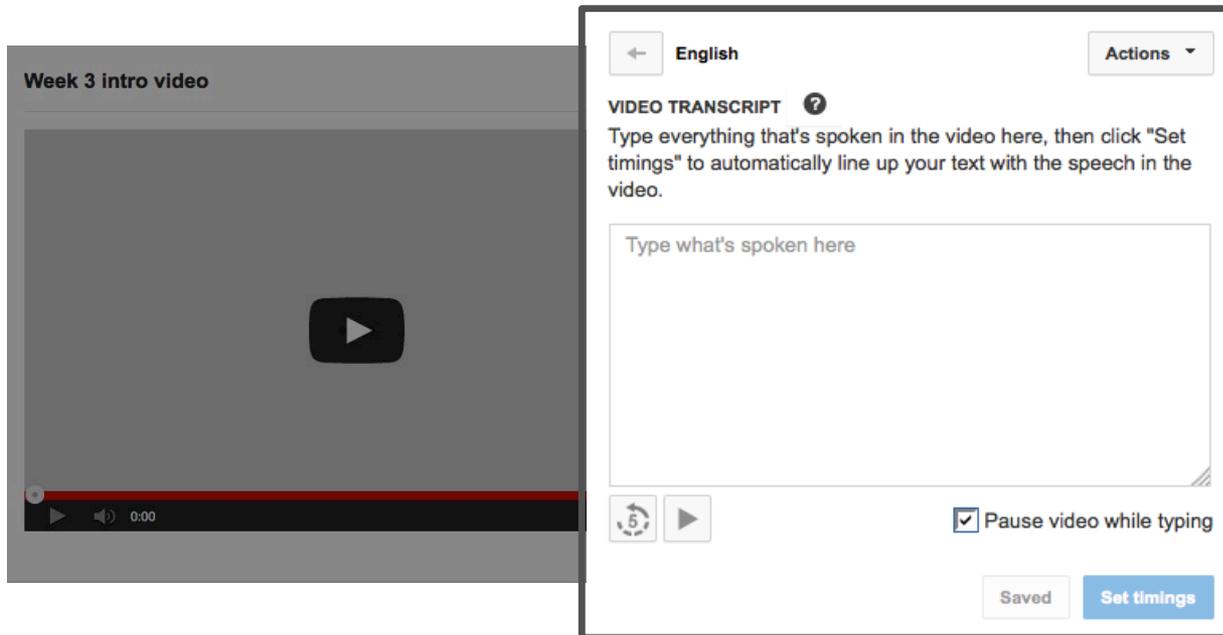
This method is best if you wish to type the captions/subtitles into YouTube as the video plays (the video pauses automatically as you type).

**Select a method to the left to move the next step.**

# Add Subtitles/Captions

## Transcribe and set timings

Copy and paste or type the transcript of the video into the text box and select “set timings” to allow YouTube to line up the text and speech.



It may take some time for YouTube to set the timings.

Next Step 

# Add Subtitles/Captions

Create new subtitles or CC

Type what you hear in the video into the text box. The video will pause as you type. Press enter as you add each subtitle.

Week 3 intro video

Week 3 intro video

Welcome to Week Three of ECE5010, wireless  
Propagation and Remote Sensing. In this week, we will  
continue to analyze propagation of electromagnetic  
waves, including in free space

English

Actions

Propagation and Remote Sensing. In this week, we will continue to analyze propagation of electromagnetic waves, including in free space

0:17 / 0:31

Pause video while typing

Looking for the "Transcribe and sync" editor? [Transcribe and set timings](#)

Saved Publish

Next Step 

# Add Subtitles/Captions

Create new subtitles or CC

Type what you hear in the video into the text box. The video will pause as you type. Press enter as you add each subtitle.

Week 3 intro video

Week 3 intro video

Welcome to Week Three of ECE5010, wireless  
Propagation and Remote Sensing. In this week, we will  
continue to analyze propagation of electromagnetic  
waves, including in free space

English

Actions

Propagation and Remote Sensing. In this week, we will continue to analyze propagation of electromagnetic waves, including in free space

0:17 / 0:31

Pause video while typing

Looking for the "Transcribe and sync" editor? [Transcribe and set timings](#)

Saved Publish

Next Step 

# Format and Chunk Captions

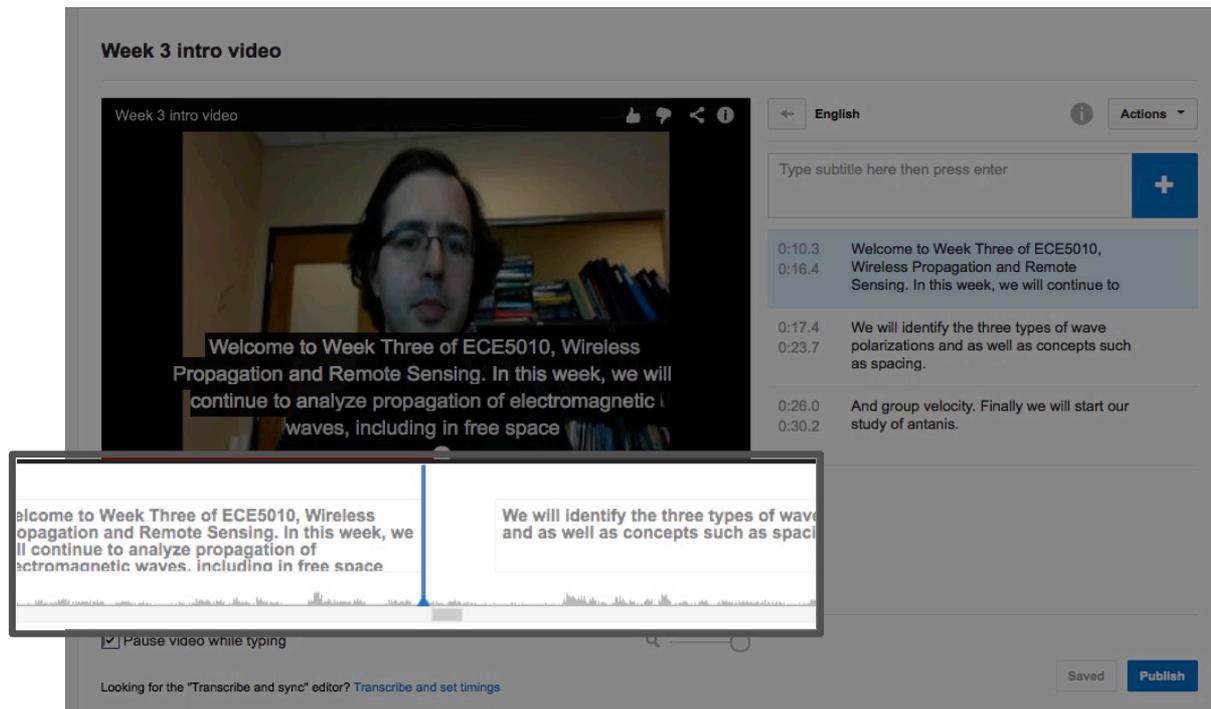
After timing is set, edit the captions and timing so that the text is [formatted and chunked](#) in a meaningful and effective way.

Advice on chunking and formatting from the OSU Web Accessibility Team:

- Keep line lengths to around **42 characters**. Much longer and caption lines get hard to read.
- Keep chunks to between **1 and 3 lines**.
- Use two greater than symbols, name in all-caps, followed by a colon to introduce speakers:
  - >> **JIM BURGOON**: What he says...
- Use left square-bracket, cue / sound effect, right square-bracket for sound effects or cues: [leaves rustle]
- Try to make chunks semantically complete.

# Format and Chunk Captions

In order to add captions or to regroup captions you will need to adjust the timing using the timeline below the video. You can move captions to lengthen or shorten their time visible on the screen, which allows you to take a lengthier caption and break it into two smaller chunks.



The screenshot displays a video player interface for a video titled "Week 3 intro video". The video content shows a man speaking, with a caption overlaid: "Welcome to Week Three of ECE5010, Wireless Propagation and Remote Sensing. In this week, we will continue to analyze propagation of electromagnetic waves, including in free space".

Below the video player is a timeline for editing captions. A blue vertical line indicates the current position on the timeline. A tooltip window is open over the timeline, showing two caption chunks:

- Chunk 1: "Welcome to Week Three of ECE5010, Wireless Propagation and Remote Sensing. In this week, we will continue to analyze propagation of electromagnetic waves, including in free space"
- Chunk 2: "We will identify the three types of wave polarizations and as well as concepts such as spacing"

The right side of the interface shows a list of captions with their start and end times:

Start Time	End Time	Caption Text
0:10.3	0:16.4	Welcome to Week Three of ECE5010, Wireless Propagation and Remote Sensing. In this week, we will continue to
0:17.4	0:23.7	We will identify the three types of wave polarizations and as well as concepts such as spacing.
0:26.0	0:30.2	And group velocity. Finally we will start our study of antennas.

At the bottom of the interface, there are buttons for "Saved" and "Publish", and a link for "Transcribe and set timings".

Next Step 

# Publish Captions

Once captions are properly chunked and formatted and the timing is accurate, “publish” your captions by selecting the button below the video’s captions.

Week 3 intro video

English

Type subtitle here then press enter

0:00.0 Welcome to Week Three of ECE5010,  
0:07.4 Wireless Propagation and Remote Sensing.

0:07.5 In this week, we will continue to analyze  
0:12.1 propagation of plain electromagnetic waves,

0:12.1 including in free space, glossy media and  
0:17.8 dispersive media.

0:18.0 We will identify the three types of wave  
0:21.9 polarizations,

0:22.0 as well as concepts such as space and

Pause video while typing

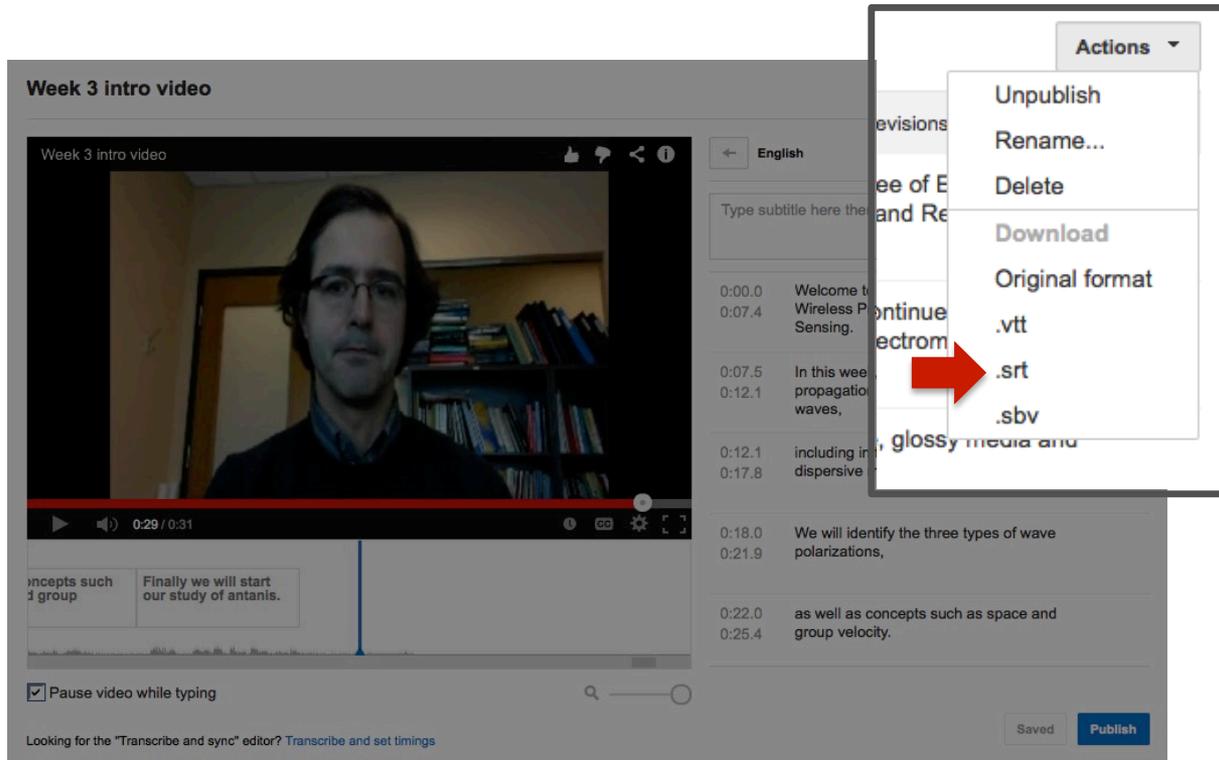
Looking for the "Transcribe and sync" editor? [Transcribe and set timings](#)

**Publish**

Next Step 

# Download the .SRT file

Once captions are published, download the .srt file from the “Actions” drop-down menu.



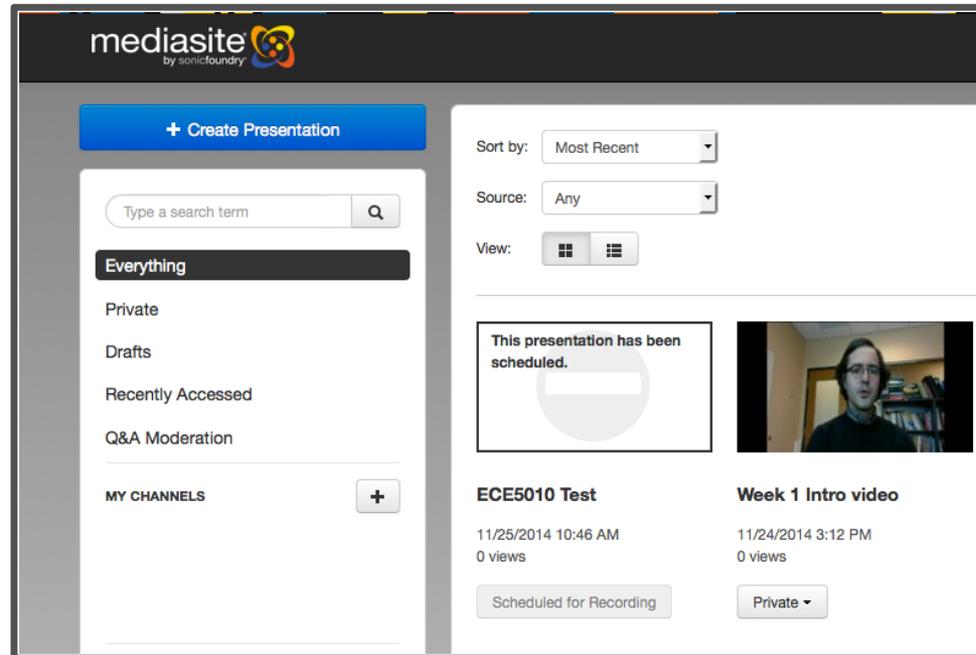
The screenshot shows the YouTube video editor interface for a video titled "Week 3 intro video". The video player is on the left, showing a man with glasses speaking. The right side of the interface is the subtitle editor, which is currently set to "English". A dropdown menu titled "Actions" is open, showing options: "Unpublish", "Rename...", "Delete", "Download", "Original format", ".vtt", ".srt", and ".sbv". A red arrow points to the ".srt" option. Below the subtitle editor, there are "Saved" and "Publish" buttons. The video player shows a progress bar at 0:29 / 0:31.

Next Step 

# Upload .SRT file to Mediasite

Now that you have an .SRT file from YouTube (your accurately timed caption file), you can add them to your video on Mediasite.

Go to your [MyMediasite Portal](#) and use these easy to follow “[Captioning Your Presentation](#)” instructions on the ODEE Resource Center.



You may wish to remove the video from YouTube at this point. The file on YouTube is no longer needed.

# Learn More

By adding captions to this video you have improved the experience for all learners and have made the video accessible for visual learners, learners with auditory disabilities, students with cognitive disabilities, and students with English as a second language.

Additional methods for captioning are described on the [OSU Accessible Classroom Technologies](#) website.

Resources for using Mediasite are available in the [ODEE Resource Center](#).

Note: You may remove the video from YouTube at this point, if you wish. The file on YouTube is no longer needed.