Adding Captions to VoiceThread

VoiceThread has the ability to add machine-generated/auto-captions to your VoiceThread audio and/or video recordings. Please note that auto-captions do not provide the same accuracy as human transcription. Auto-captions need to be revised and edited to ensure they are 100% accurate. This guide outlines the process for requesting VoiceThread's auto-captions so you can successfully edit them, as well as how to add existing caption files if they are available.

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Downloading a Captions File from a Video Editor

If you have existing videos with captions in YouTube, Panopto, or Zoom, you may download the video file from one of these editors to upload to VoiceThread. However, the captions will **not** be attached. In order to re-associate the captions, you'll need to download the captions and then upload them to VoiceThread with the video.

Note: Sometime caption files keep the same naming convention as your video, and others default to a generic name. Edit the file names so that they have a similar naming convention. This way you don't accidently associate the wrong files later.
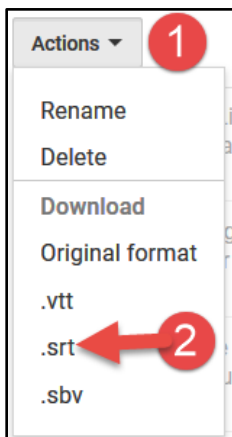
YouTube

YouTube allows you to download a **.srt** file, which is compatible with VoiceThread.

Note: Due to recent changes with how Google allows its applications to work (or not work) in other browsers, **Chrome** may provide a better experience when working with your YouTube channel.

To download your captions:

1. Go to **YouTube Studio**.
2. In **Videos,** navigate to your video and click on it.
3. Click **Subtitles**.
4. In **Video Subtitles**, click on the Published **English** captions button.
5. In **View published subtitles and CC: English**, use the **Actions** dropdown menu to select the **.srt** option from Download.
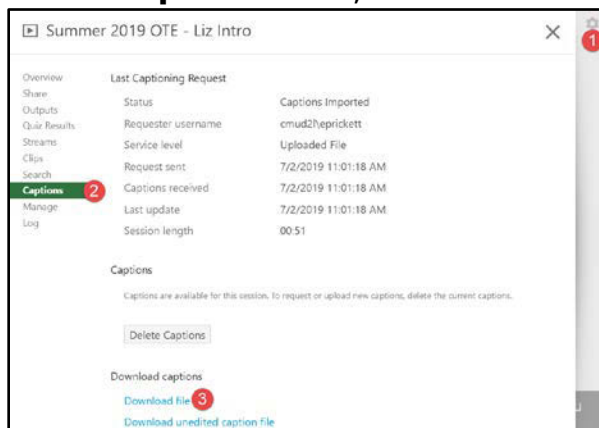

6. Save the .srt file to your computer.

For more information on YouTube captions, check out our Creating Captions with YouTube guide.

Panopto

The "captions" file that Panopto allows you to download is named generically named "GenerateSRT," but it is **not** a .srt file. It is a .txt file, which is not compatible with VoiceThread. However, since the text file does include time stamps, it may be converted to a .srt file with the free 3Play Media Captions Format Converter.

1. Navigate to your video.
2. Click on the **Settings** (gear) icon.
3. In the **Captions** area, click on the **Download file** link.

4. **Save** the file to your computer.
5. Use the **3Play Media Captions Format Converter** to convert the file to **.srt**.

Zoom

Zoom allows you to download a **.vtt** file, which will need to be converted to **.srt** for use with VoiceThread.

1. Go to **MAVZone** and select **Zoom** from the applications.
2. Sign in.
3. Go to **Recordings** and navigate to the video.
4. Click the **Audio transcript.**

5. Save the **.vtt** file to your computer.
6. Use the **3Play Media Captions Format Converter** to convert the file to .srt.

Adding an Existing Captions File

In the event you already have an accurate captions file, you may upload it to VoiceThread with your video (or audio) file.

Notes:

- The captions need to be uploaded on a slide by slide and/or comment by comment basis.
- VoiceThread currently supports the following caption file types: .dfxp, .srt, .sami, .scc, and .sbv.
- In the event that you have an unsupported file type (such as a time-stamped .txt file), you may try the free 3Play Media Captions Format Converter.
- Uploading a new file (or requesting machine captions) will overwrite any existing captions in VoiceThread.

To add a captions file:

1. Navigate to your VoiceThread and then to the applicable slide or comment.
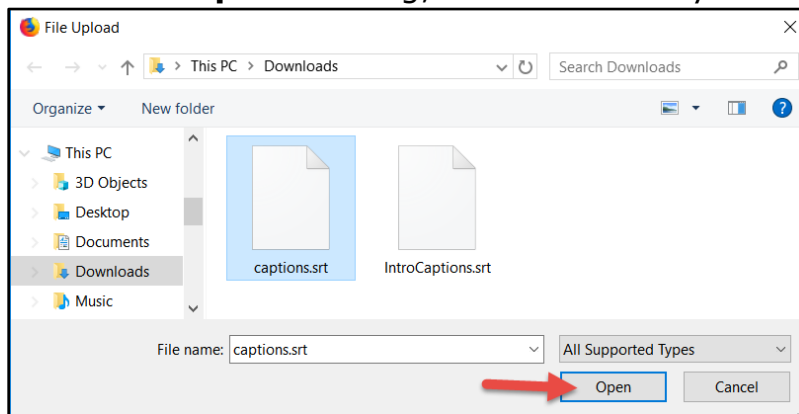2. Click on the **CC** button.
   a. Video example:
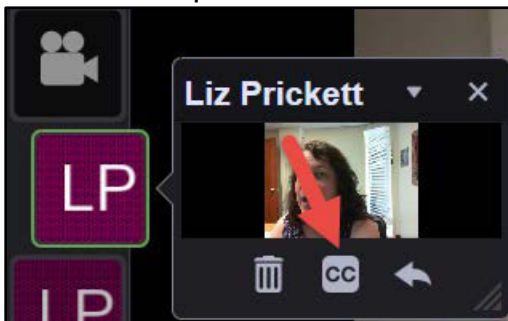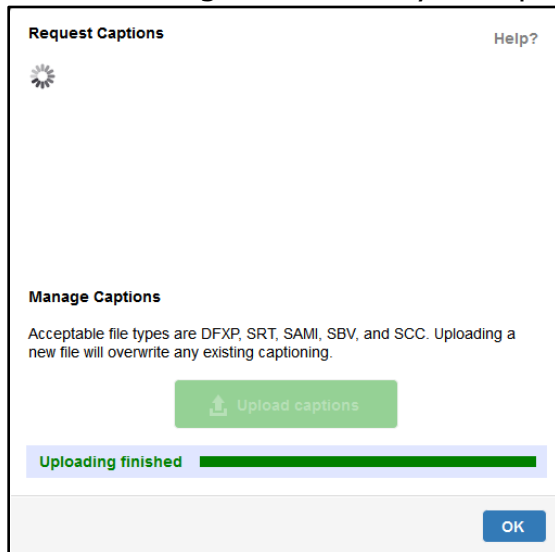

   b. Audio example:

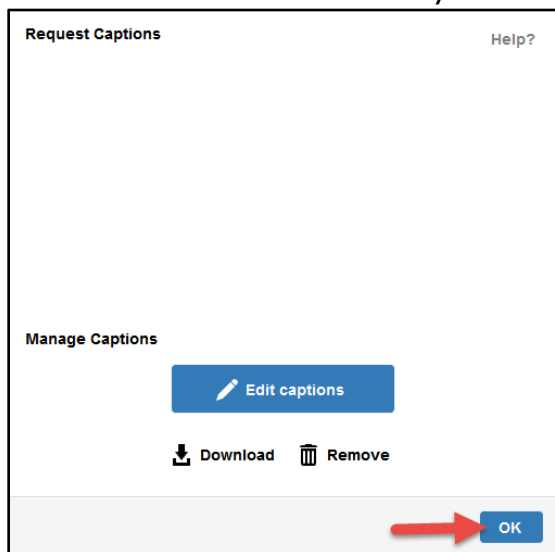3. Under **Manage Captions**, click the **Upload captions** button.
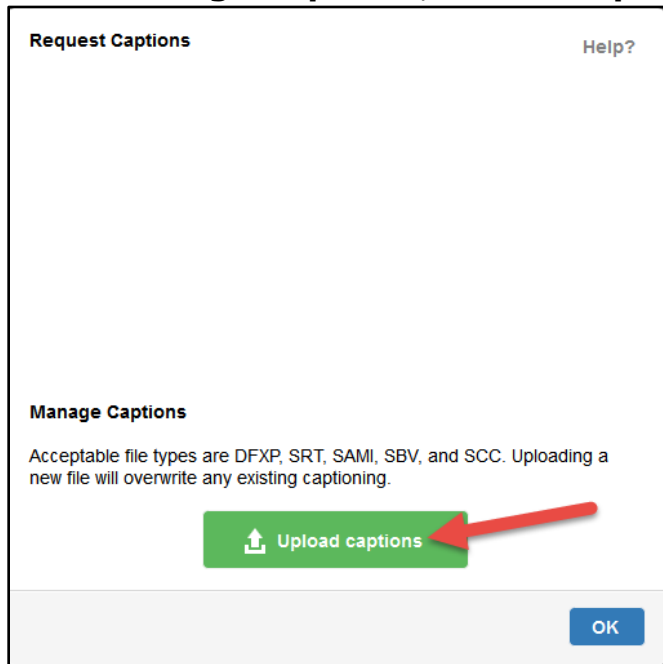
4. In the **File Upload** dialog, find and select your captions file and click **Open**.

5. You'll see a green bar as your upload finishes.

6. Once the upload is complete, you may **Edit**, **Download**, or **Remove** the captions. Click the **OK** button when you are finished.
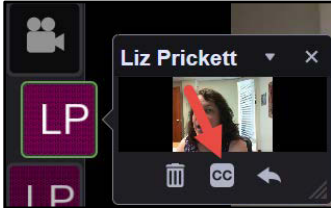

Requesting Machine Captions

Notes:

- The captions need to be requested on a slide by slide and/or comment by comment basis.
- This process may take up to **4 days**.
- Machine captions need to be reviewed and edited for accuracy.

To request machine captions:

1. Navigate to your VoiceThread and then to the applicable slide or comment.

2. Click on the **CC** button.
    a. Video example:

    b. Audio example:

3. In the **Request Captions** area, use the **Language** dropdown menu to select the appropriate language.


4. Click the **Order** button.

5. Click the **OK** button.

6. When the machine captions are ready, they will automatically load in your slide/comment. You will also receive an email in your @coloradomesa.edu account letting you know they are ready. At this point, you will be able to edit your captions.
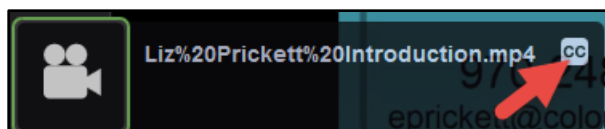
Editing Captions

Editing is critical for accuracy and meaning. Common machine caption errors include common words vs proper names, numbers vs words, homophones, technical and/or discipline-specific terminology, and punctuation (or lack thereof), as well as humorous but meaningless substitutions, such as "weapon hands" instead of "web-enhanced."
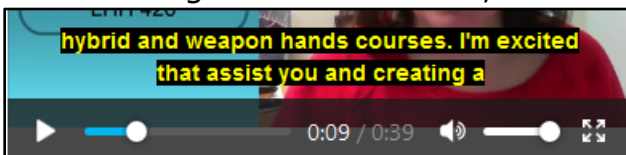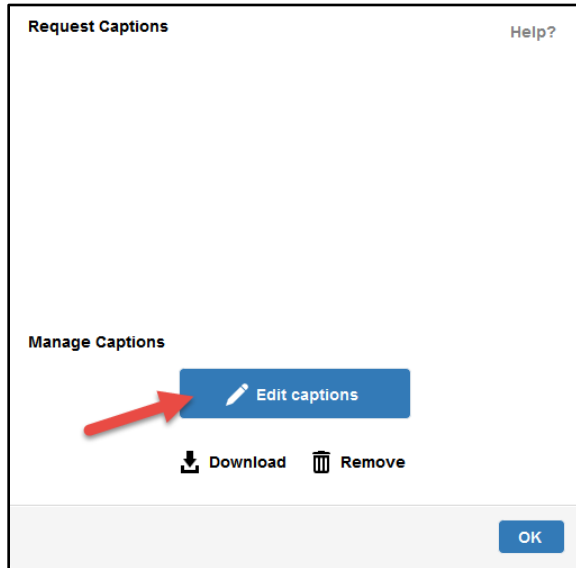

To edit your slide/comment captions:

1. Navigate to your slide/comment.
2. Click on the **CC** button.

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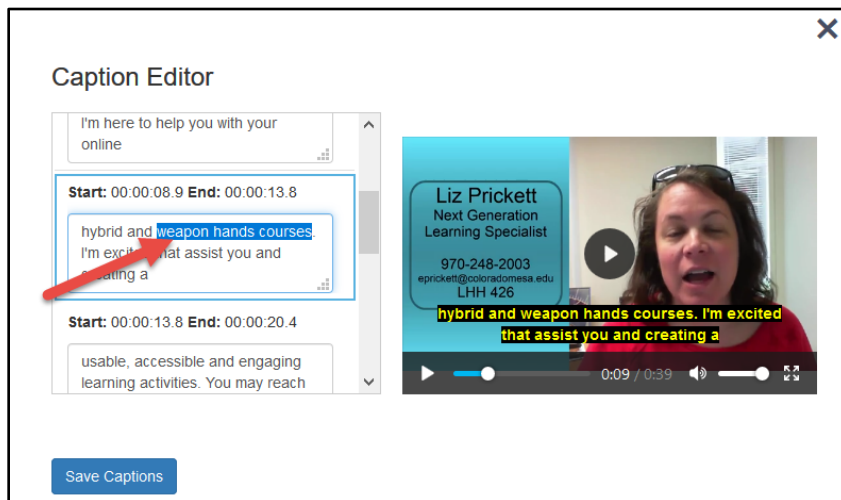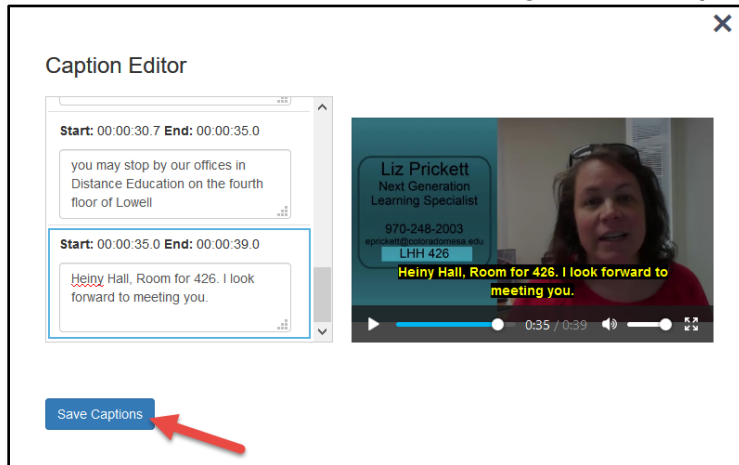U N I V E R S I T Y
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3. In the **Manage Captions** area, click on the **Edit captions** button.

4. In the **Caption Editor**, click on a section that needs revision and edit as needed. Continue until the end as needed.

5. Once you've finished editing your captions, click **Save Captions**. (You may come back later to make additional adjustments.)

6. You'll received a brief **Captions updated** message on your screen.

7. You may click the **X** to close the **Captions Editor**, and then click **OK** to close the **Request/Manage Captions** screen.

8. Now, if you play your recording with the captions enabled, you'll see your edited captions.

Viewing Captions

Once added, captions will always be displayed for any user viewing a VoiceThread with **VT Universal**.

Users using the standard viewing for VoiceThread will need to enable the captions by clicking on the **CC** button and selecting **On**.
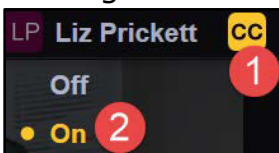
The captions will display at the bottom of the slide. Consider this placement when designing your slides so that critical information is not covered by the captions.