

Mediasite

captioning

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S O N I C



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

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USING MEDIASITE CAPTIONING

Use Mediasite Captioning to submit projects for automated captioning to Automatic Sync Technologies® (AST) using the credentials for an existing AST account. Mediasite Captioning is available in the Management Portal.

When submitting a project for captioning, you can select a folder (for automatic submission of its presentations) or individual presentations. Once a captioning project is submitted, you can monitor the project's status as well as the status for each presentation within it.

ADDING A PROVIDER PROFILE

Before you can submit captioning projects to AST's captioning service, you must add a provider profile.

1. Click **Presentations > Captioning > Manage Provider Profiles > Add Provider Profile** and specify the settings needed to connect with the automated captioning service:
 - Profile Name:** Enter a name for the profile that will help you to easily identify it.
 - Description:** Enter a description for the profile.
 - Service URL:** Enter the secure FTP URL for the captioning service. For AST, the URL is: `sftp://services.automaticsync.com`
 - Username:** Enter the username required to connect the service. This username is provided by AST, not by Sonic Foundry. You must know this username before you can use the Management Portal with the automated captioning service.
2. **Encryption Key:** When using AST as the captioning provider, you must first establish an encryption key to communicate with the service. You can generate a new key or you can use an existing key.
 - **Generate Key:** Click to generate a new encryption key.
 - **Import Key:** Click to navigate to and select the file containing the public key you want to use.
3. Click **Save**. If you generated a new encryption key or have not already registered the imported key with AST, you must register it on the AST website to connect to AST.



For more information on registering an encryption key with your AST account, see "Registering the encryption key with AST" on page 2.

Provider settings

REGISTERING THE ENCRYPTION KEY WITH AST

Before you can connect to AST, you must register your encryption key on the AST website (www.automaticsync.com). You must do this any time you generate a new key or if you have not already registered the encryption key you are importing.

To register your encryption key with AST:

1. Log into the AST website using your account credentials and navigate to the SSH Key Management page to add your encryption key.
2. In the Management Portal, click **Presentations > Captioning > Manage Provider Profiles** and select the provider profile with the encryption key you are registering. Copy the encryption key.
3. On the AST website, paste the copied key into the appropriate field, optionally add additional details about the key, and add the key. Wait for the status of the key to go from “Pending” to “Ready” in the list.
4. In the Management Portal, click **Test** on the provider profile page to verify you can connect to AST.



For more details on adding an encryption key, see the documentation available on AST’s website.

CREATING NEW PROJECTS

When you create a new captioning project, you will select automated captioning for an entire folder or for one or more presentations.



If you have not created a profile provider, you must do so before your projects can become active. For more information, see “Adding a provider profile” on page 1.

Automate captioning for a folder

Create a “folder captioning project” to completely automate the captioning process for all presentations published to the selected folder. As new presentations are added to the folder, Mediasite automatically uploads their media files to AST’s captioning service based on the settings specified for the project.

To automate captioning for a folder:

1. Click **Presentations > Captioning > Add Captioning Project** and specify the project details:

Project Name: Enter a new name for the project.

Project Type: Select **Automated captioning for a folder** from the drop-down list.

Update Interval: Specify how often the service should check the folder for new presentations.

Include offline presentations in the selected folder: Select the check box to also include presentations that are not available for on-demand viewing for automated captioning.

Rush captioning for presentations in this project: Select the check box to use AST’s rush captioning service. Contact AST for additional information on this service.

Provider Profile: Select the provider profile that will be used for this project. The selected provider’s details including the Service URL used to connect to AST’s captioning service are shown.

2. Click **Project Startup** and select the radio button that best fits how you want to start the automatic captioning process for this project:
 - **Start the project immediately upon creation:** When this option is selected, once you click **Save** the automated captioning process begins.
 - **Do not start the project (manual start):** When this option is selected, you must click the Start Project button () to start the automated captioning process.

- **Start the project on:** When this option is selected, you must specify the start date and time that the automated captioning process should begin.

Add new folder captioning project, project details

3. Navigate to and select a folder for automated captioning.

Name	Presenters	Date
Create a custom Mediasite Player	Shane Tracy	4/6/2007 3:57 PM CDT
Create a custom Mediasite Player	Shane Tracy	4/6/2007 3:57 PM CDT
Create a Podcast	Shane Tracy	5/11/2007 2:51 PM CDT
Create a Presentation Template	Shane Tracy	4/13/2007 12:47 PM CDT

Add new folder captioning project, select folder

4. Optionally, update the default view settings to see hidden presentations:
 - **Hide offline presentations:** Clear this check box to see offline presentations in the selected folder.
 - **Hide presentations with captions:** Clear this check box to see presentations in the selected folder that already have SAMI files associated with them.
5. Click **Save**.

Automate captioning for presentations

Create a “presentation captioning project” to automate captioning for individual presentations. When creating presentation captioning projects, you can select presentations from different folders.

To automate captioning for specific presentations:

1. Click **Presentations > Captioning > Add Captioning Project** and specify the project details:

Project Name: Enter a new name for the project.

Project Type: Select **Captioning for selected presentations** from the drop-down list.

Rush captioning for presentations in this project: Select to use AST’s rush captioning service. Contact AST for additional information on this service.

Provider Profile: Select the provider profile that will be used for this project. The selected provider’s details including the Service URL used to connect to AST’s captioning service are shown. If you have not created a provider profile, you will see a link you can use to create one.

Captioning Project Details

Project Name
New captioning project

Project Type
Captioning for selected presentations

Rush captioning for presentations in this project

▼ Project Startup

Start the project immediately upon creation

Do not start the project (manual start)


Start the project on 3/17/2010 at 12:00 AM

Provider Profile
New Provider Profile

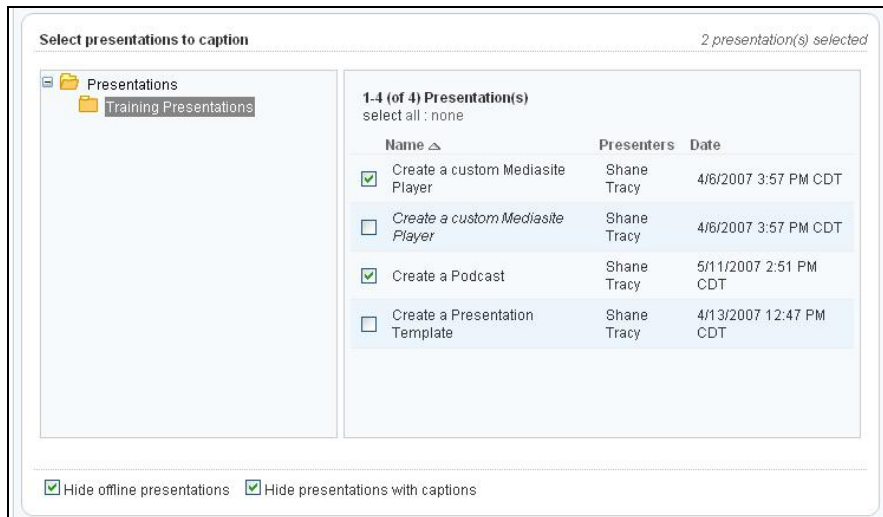
Service URL
jllard@sftp://services.automaticsync.com/

Description
Provider details for automated captioning

Add new presentation captioning project, project details

2. Click **Project Startup** and select the radio button that best fits how you want to start the automatic captioning process for this project:
 - **Start the project immediately upon creation:** When this option is selected, once you click **Save** the automated captioning process begins.
 - **Do not start the project (manual start):** When this option is selected, you must click the Start Project button () to start the automated captioning process.
 - **Start the project on:** When this option is selected, you must specify the start date and time that the automated captioning process should begin.

3. Navigate to and select presentations for automated captioning. Optionally, update the default view settings to see hidden presentations:
 - **Hide offline presentations:** Clear this check box to see offline presentations in the selected folder.
 - **Hide presentations with captions:** Clear this check box to see presentations in the selected folder that already have SAMI files associated with them.



Add new presentation captioning project, select presentations

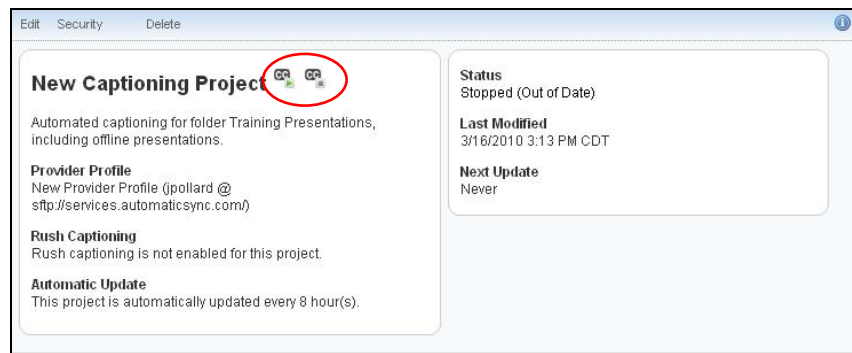
4. Click **Save**.

STARTING OR STOPPING A PROJECT

If you selected the manual start option for a project, you must start the project to begin the captioning process. Also, when you automate the captioning process for a folder, the captioning service will poll the folder at the interval specified and when new presentations are detected, will upload them to the captioning service. In some instances, you may want to stop a project temporarily and restart it at a later time.

To start or stop a project:

1. Click **Presentations > Captioning** and select your project in list.
2. Click the Start Project button (🟢) or the Stop Project button (🔴) to start or stop the automated captioning process, respectively. The status of the project is updated to reflect this change.



Folder captioning project properties page, start or stop project

EXCLUDING PRESENTATIONS IN A FOLDER CAPTIONING PROJECT

If you selected the manual start option for a folder captioning project, you can exclude presentations that have not already been captioned.

To exclude presentations in a folder captioning project:

1. Click **Presentations > Captioning** and select your project in the list.
2. On the captioning project details page, click **Presentations** to see the presentations included in the folder.
3. Select the **Exclude** check box for each presentation that you do not want captioned and click **Apply**. The status of the presentation is updated to "Excluded by User."

▼ Presentations

1-10 (of 17) Presentation(s) Page: 1 of 2
show all

select all : none

Exclude	Presentation ▲	Presenter	Duration	Status	
<input type="checkbox"/>	240TL3_Banners	Peter Jackson	20 min.	Caption Already Exists	
<input type="checkbox"/>	400 x 224	Peter Jackson	13 min.	Caption Already Exists	
<input type="checkbox"/>	400 x 300	Peter Jackson	8 min.	Caption Already Exists	
<input type="checkbox"/>	640	Peter Jackson	6 min.	Caption Already Exists	
<input type="checkbox"/>	640 x 480	Peter Jackson	6 min.	Caption Already Exists	
<input type="checkbox"/>	Chem 1A Shortcut to 400 x 224	Peter Jackson	13 min.	Caption Already Exists	
<input type="checkbox"/>	Chem 1A Shortcut to 400 x 300	Peter Jackson	8 min.	Caption Already Exists	
<input type="checkbox"/>	Chem 1A Shortcut to 640 x 480	Peter Jackson	6 min.	Caption Already Exists	
<input type="checkbox"/>	Compact	Peter Jackson	8 min.	Caption Already Exists	
<input checked="" type="checkbox"/>	Create a custom Mediasite Player	Shane Tracy	6 min.	Excluded by user	

Total Duration: 2 hours 50 min. Apply

Folder captioning project properties page, presentation list