

## How-To Tutorial: Captioning Tegrity Recordings with CaptionSync

CaptionSync offers an integration with the Tegrity Campus platform utilizing Tegrity's new Automated Captioning feature. The integration provides users and administrators with a simplified workflow for adding captions to Tegrity course content. After recording a class, an instructor can submit the class for captioning with just a few clicks. A Tegrity administrator reviews and approves caption requests. When the captions are complete CaptionSync will post the caption files back to the Tegrity server, and captions are automatically displayed for viewers of the class from that point forward.

### CONFIGURE YOUR TTEGRITY ACCOUNT:

First log in to your Tegrity account as an administrator and turn on the Automated Captioning feature. You can do this by checking the **Enable automated captioning** checkbox under **Advanced Service Settings -> Automated Captioning**. When you approve a request for captioning Tegrity sends an email notification to any email addresses entered in the **Captioning service notification email address** field. Before you set up your CaptionSync account, you should do a test caption submission using your own email address, as you will need some of the values in the email for configuration. Follow these steps to generate a test email and prepare for configuration of your CaptionSync account:

1. Enter your own email address in **Captioning service notification email address** the field, and save the settings.
2. Navigate to a class that you want to use as a test, and select the Automatically Caption option under the available actions, as described below in the **Submit Classes for Captioning** section.
3. In the Admin Dashboard, select **Caption Requests**, under the **Recorders and Recordings** section.
4. You should see the request that you just submitted listed in the caption request queue. Check the box next to the submission, and click **Approve**. You should receive an email similar to the one below within a few moments. Note that this submission is for test purposes only; caption requests will not be submitted to CaptionSync until you add the CaptionSync email address, as described in the next step, and configure your CaptionSync account to accept Tegrity caption requests.
5. After you have received the test email, you can update the **Captioning service notification email address** field to [tegrity@automaticsync.com](mailto:tegrity@automaticsync.com).

[Tegrity Captioning Request (Ref #: 00017)] 2b1d9487-6535-4faa-aa57-907b71dbd

Details:

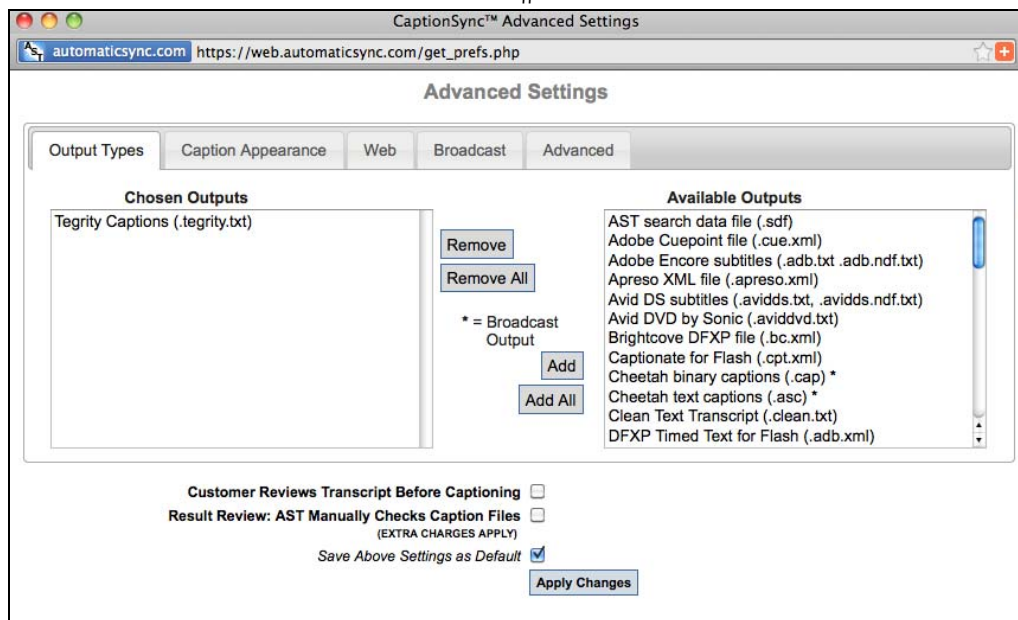
Recording MP3: <https://tegr.it/y/4on0>  
 Recording Link: <https://tegr.it/y/4omy>  
 Recording Date: 6/28/2011 10:09:56 PM  
 Recording Title: Moby Dick = Chapter 1  
 Recording Duration (hh:mm:ss): 00:00:54  
 Recording GUID: 2b1d9487-3535-4faa-aa57-907a71dbdf2e2  
 Course ID: [autosyncsamplecourse](#)  
 Course Name: Automatic Sync Sample Course  
 Customer Number: 3M60-8JHO-ALT3T  
 Customer Name: STAGE ACADEMY OF TTEGRITY  
 Caption Postback URL:  
<http://stage.tegrity.com/TegrityUtils/CaptionUpload.aspx?key=5t2cXDcahVuaU%2fNdnP45NVxXracSu5LBx0xsiRH2MvQjijUXk>

## CONFIGURE YOUR CAPTIONSYNC ACCOUNT:

1. Log into your **CaptionSync** account. If you do not yet have a CaptionSync account, you can sign up for one at the [Getting Started](#) webpage on the AST website. If the **Tegrity Settings** screen does not appear in your CaptionSync account, contact AST to have your account enabled for the Tegrity integration by submitting a support ticket when logged into your CaptionSync account (click **Help**, in the upper right, then “**Submit a support ticket**”).
2. Navigate to **Settings -> Tegrity Settings**. Referring to your test email, copy and paste your Tegrity Customer Number and the **Base URL to Callback**. The Base URL is the initial portion of the **Caption Postback URL**, up to the third “/”; it will include either the domain name or IP address of your Tegrity server (in the above example, the Base URL would be: http://stage.tegrity.com/). Once you have copied both of these fields, click **Update Settings**.
3. Next, set your standard caption output settings to include the Tegrity output format. You can do this under **Caption/Transcribe -> New Captioning Submission -> Advanced Settings -> Output Types**. The correct format for Tegrity is **Tegrity Captions (.tegrity.txt)**. Make sure that **Save Above Settings as Default** is checked, and click **Apply Changes**.

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## SUBMIT CLASSES FOR CAPTIONING:

1. Log into your Tegrity account, either as an instructor or as an administrator. When the Automated Captioning feature is enabled for your organization, there will be a new option under the **Class Actions** list called **Automatically Caption**. Place a check mark next to the classes that you want captioned, then select **Automatically Caption** from the Actions pull-down menu in the lower left.
2. Classes submitted for captioning in this way are placed in an approval queue that is available to Tegrity administrators. From the Admin Dashboard, select **Caption Requests**, under the **Recorders and Recordings** section.
3. New captioning submissions will appear in the list with a status of **Pending**. Check the boxes next to submissions that you want to approve, and click **Approve**.

Request Ref#	Recording ID	Request Status	Status Info	Request Created Date	Request Modified Date	Recording Title	Recording Date	Recording GUID
<input type="checkbox"/> 00012	114	COMPLETE	Captioning Process completed successfully	6/3/2011 1:01:49 PM	6/3/2011 1:01:49 PM	test recording for captioning	6/3/2011 12:54:31 PM	cf3b4893-0b28-4d99-96aa-2c2265cbe0cf
<input type="checkbox"/> 00013	116	COMPLETE	Captioning Process completed successfully	6/9/2011 2:21:04 PM	6/9/2011 2:21:04 PM	pumpkins	6/9/2011 2:18:03 PM	6b818825-1ade-476a-8614-a3e6aedf6c8a
<input type="checkbox"/> 00015	118	COMPLETE	Captioning Process completed successfully	6/23/2011 8:16:20 AM	6/23/2011 8:16:20 AM	ch1small	6/23/2011 3:15:35 PM	cd6ee271-1fd0-4933-bb2d-94d19399cacc
<input type="checkbox"/> 00016	121	PENDING	Pending for Captioning	6/28/2011 10:04:36 AM	6/28/2011 10:04:36 AM	md-ch1	6/28/2011 4:47:48 PM	7719f3bd-454d-4f5e-9182-9139815de46a

Approve    Reject    Delete

The rest of the captioning process is automatic. When your captions are complete they will be posted back to your Tegrity account, and the request status will change from **Approved** to **Complete**. You will also receive email notification from CaptionSync indicating completion of the captioning job, unless you have disabled the notification feature.

## VIEWING CAPTIONS:

Once captions are available for a Tegrity class, they will appear in a box below the instructor video pane on the left side of the screen.

If you have questions, first see our **CaptionSync Support Wiki** under the 'Help' link in your account. It has answers to many of your queries about the workflow associated with CaptionSync.

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