

Managing Transcripts & Captions

for UCT Staff

Last updated: 2 July 2024

Overview

Captions and transcripts assist with making videos accessible to students for:

- Low bandwidth constraints
- Disabilities such as hearing impairments
- Those whose first language differs to the language used in the video
- Supplementary resources for different learning preferences

The Lecture Videos tool in Amathuba allows you to generate or upload captions. Once published, transcripts can be [accessed from the Downloads or Transcript tab](#) below the video player.

Automated vs Manual transcriptions

There are two types of caption services: Google Speech and WayWithWords transcription:

- Google Speech captions have medium accuracy.
- WayWithWords captions have high accuracy, processing of which may take at least a day.

How to add automated captions

When you upload a video under **Lecture Videos > Manage > Upload**, there will be an option to tick **Create Google Speech captions**. The captions should be available in a few minutes. You can review these and decide if you want to edit the Google Speech captions or request better captions from WayWithWords. If you want to go directly to WayWithWords captions, please leave the box shown below unchecked and follow the instructions further [below](#).

Webcam video or audio file

Screenshare video

NOTE: Upload either a webcam video file, screenshare video, or both provided they are the same length. If two videos have different lengths, the shorter video will be modified to match the length of the longer video.

Create automatic captions

I hereby confirm that I own the copyright to, or have the authorisation to distribute, all performances attached to this submission.

How to edit or remove captions

Click on the **Manage** tab and find the recording. Edit the recording by clicking on the **pencil icon**.

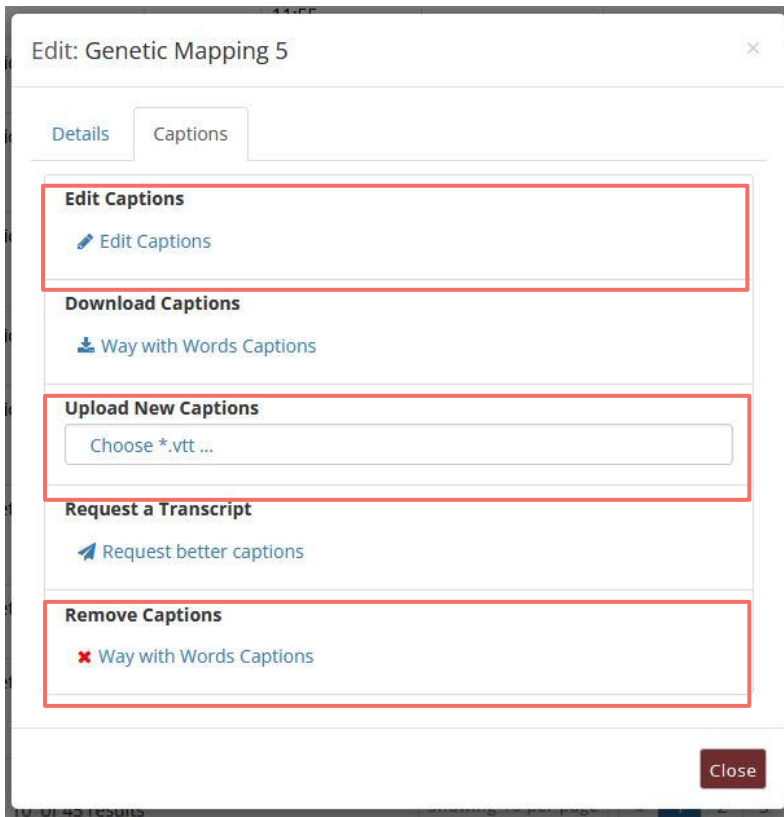
RECORDINGS | **MANAGE** | SETTINGS

Manage Recordings

<input checked="" type="checkbox"/>	Title	Presenter	Date	Venue	Status	Manage
<input type="checkbox"/>	test	Rai Gehrman	Fri 29 Jul 2022, 00:00 - 00:00	upload	Published	<input type="button" value="Pencil"/> <input type="button" value="X"/>

Displaying 1 - 1 of 1 results

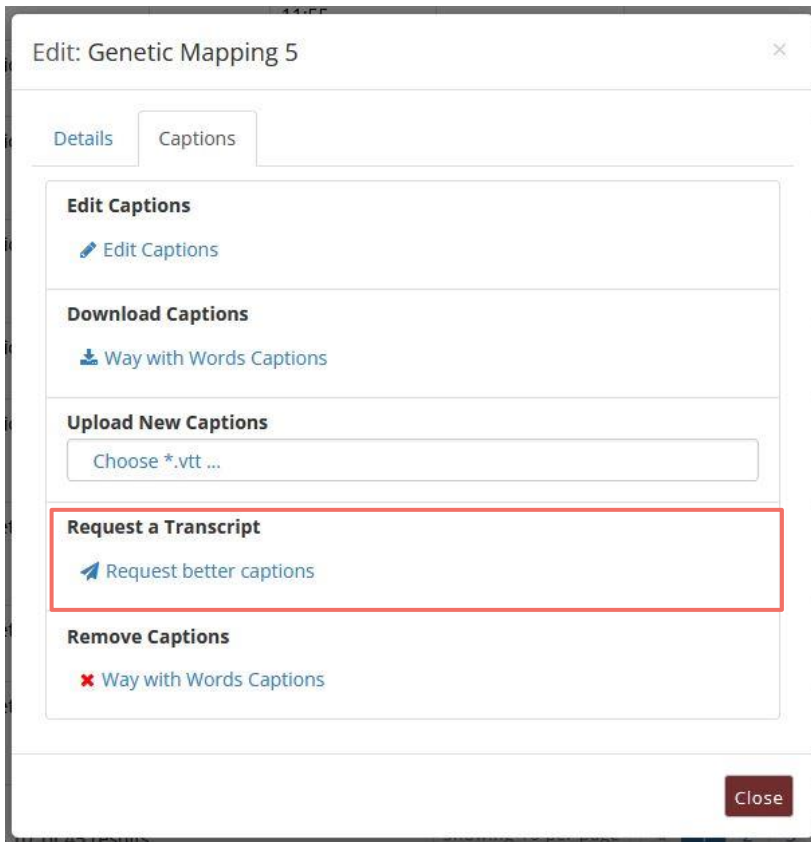
On the **Captions** tab, select **Edit Captions** or **Remove Captions**. You can also edit a caption by [downloading the transcript VTT file](#), editing it in a text editor outside of Amathuba, and then uploading it under **Upload New Captions**.



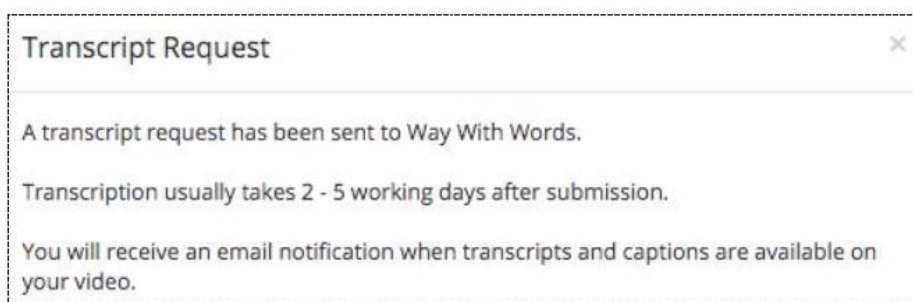
How to add WayWithWords (better) captions

For better quality captions with WayWithWords:

- Go to **Lecture Videos**.
- **Manage** tab -- Click on the **pencil icon** next to your selected recording.
- Click on the **Captions** tab.
- Select **Request better captions** under **Request a Transcript** (depending on if you added Google Speech captions, you may not see the edit and remove options below).



The **Transcript Request** pop-up window appears confirming that the request has been sent to WayWithWords for transcription:



Additional notes

At times, captions are very difficult to generate by WayWithWords, due to poor audio quality or other reasons. If this happens, you will receive an email notifying you.

Please refer to the [Using Transcripts & Captions](#) guide (which is also available to students) if you have any queries or contact cilt-helpdesk@uct.ac.za.