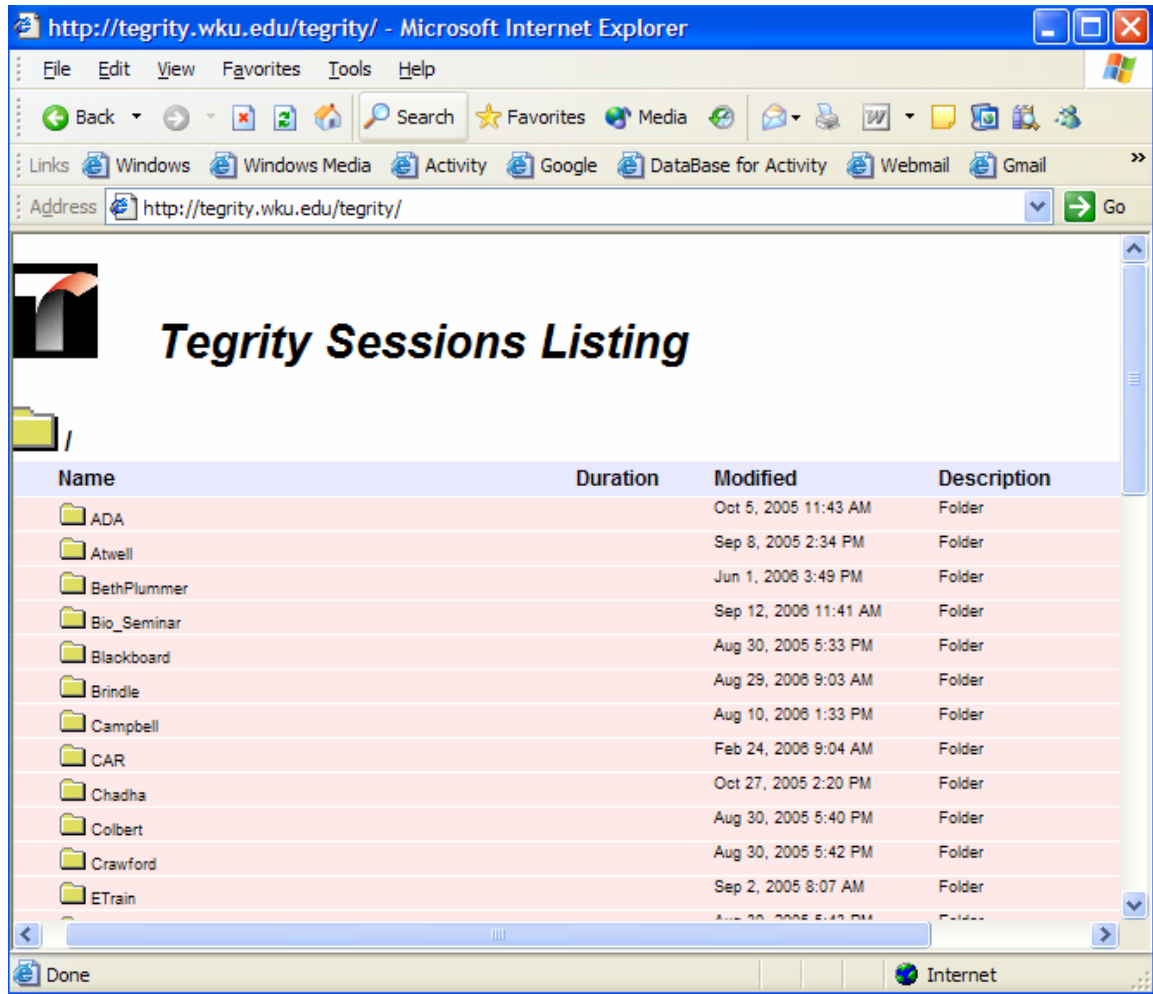


## Creating Closed Captions to the Lectures using Tegrity Editor

We have all the online Lectures in <http://tegrity.wku.edu/tegrity/>

If you are using Tegrity platform, you'll have the same location but instead of WKU the name of your university.

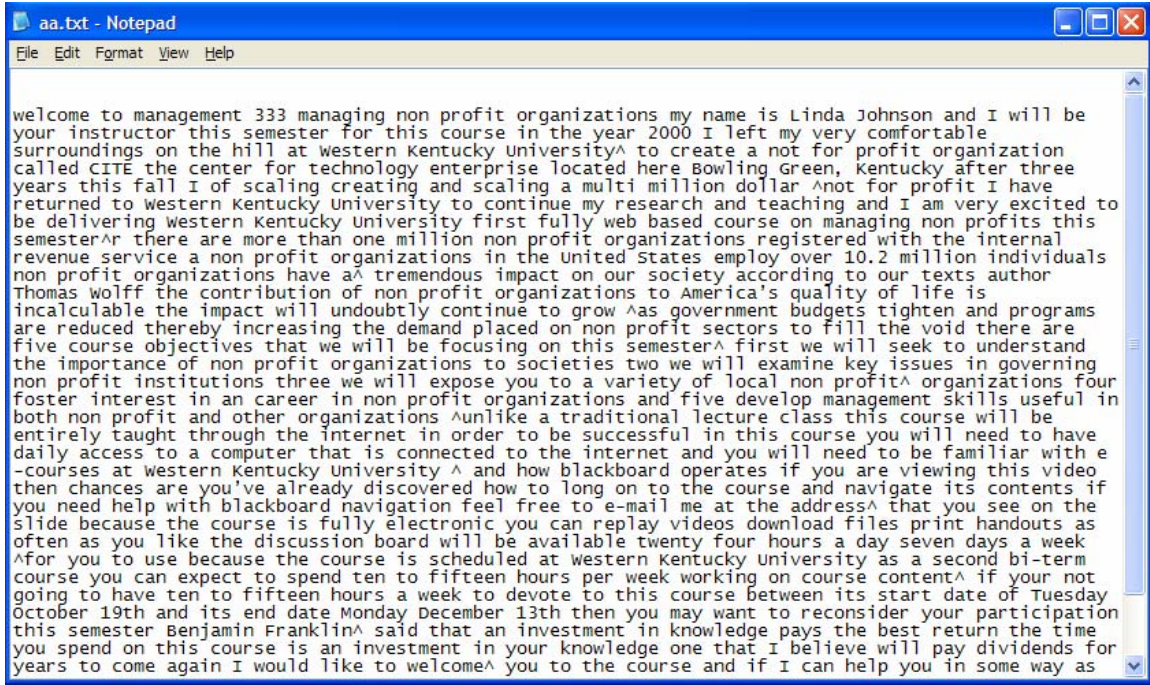
These Lectures do not have the Closed Captions, for this we wrote a Java program to generate the XML file which sync the audio/video lectures with a transcript.



## Manual for creating closed captions

### Creating the ClosedCaptions.xml:

1. Listen to the Lecture and mark it for every 15 seconds with the symbol '^' in a notepad.



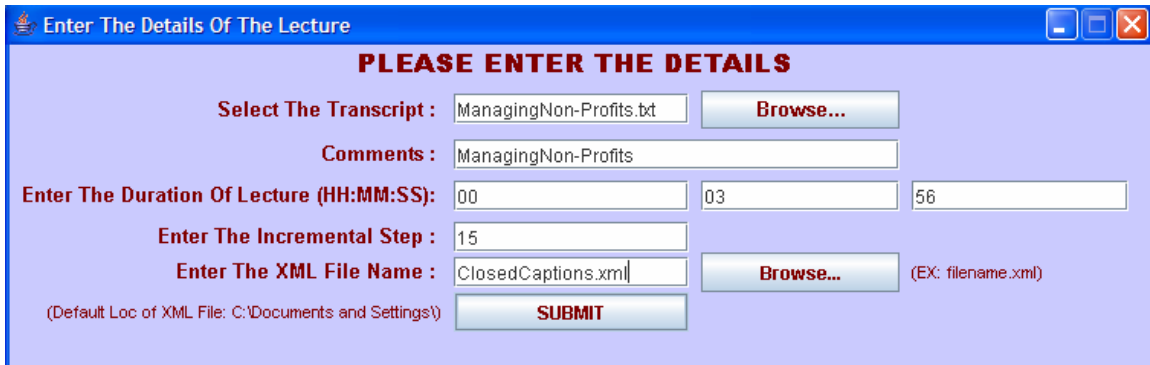
2. Open the XML project to create ClosedCaptions.xml file.

The screenshot shows a web form titled 'Enter The Details Of The Lecture'. The form has a blue header and a light blue background. The main heading is 'PLEASE ENTER THE DETAILS'. The form contains the following fields and buttons:

- Select The Transcript :** A text input field followed by a 'Browse...' button.
- Comments :** A text input field.
- Enter The Duration Of Lecture (HH:MM:SS):** Three text input fields for hours, minutes, and seconds.
- Enter The Incremental Step :** A text input field.
- Enter The XML File Name :** A text input field followed by a 'Browse...' button and the text '(EX: filename.xml)'.
- Default Loc of XML File:** C:\Documents and Settings\
- SUBMIT** button.

## Manual for creating closed captions

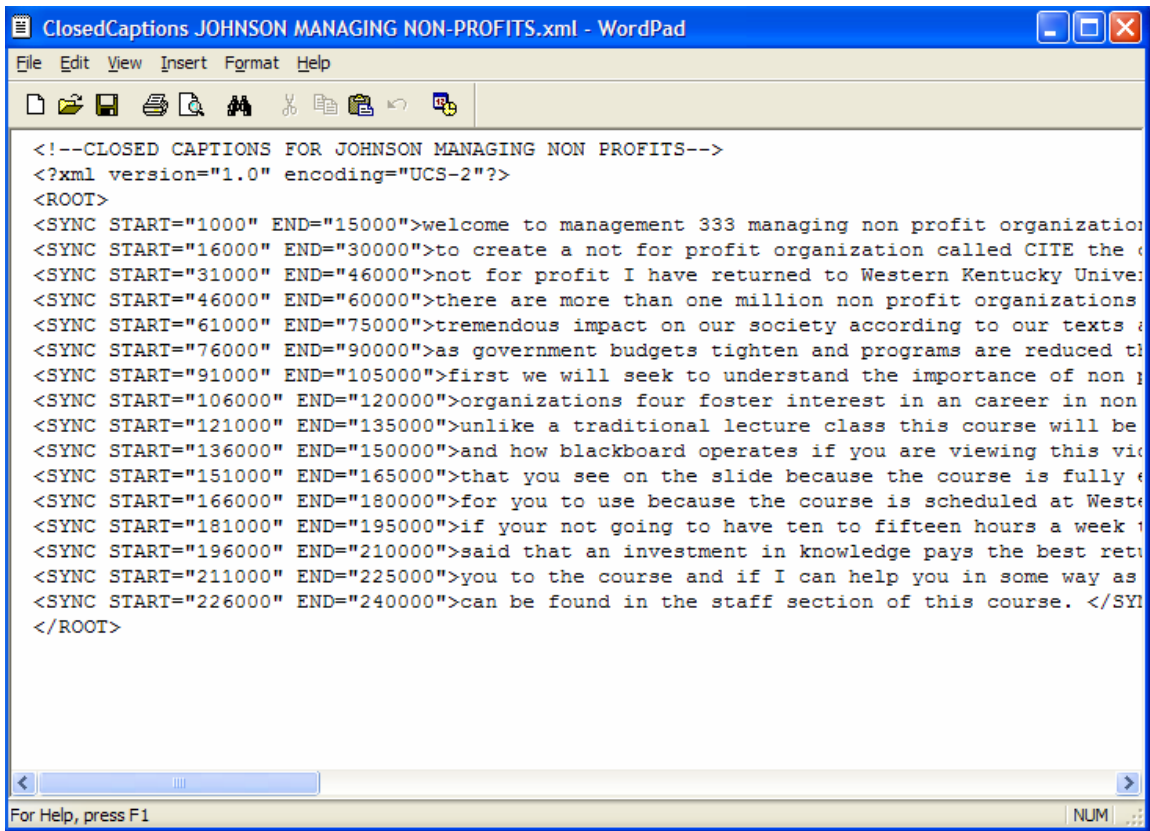
3. Enter the transcript, duration of the lecture, and the incremental time, then click on SUBMIT button.



The screenshot shows a web form titled "Enter The Details Of The Lecture" with a blue header and a light blue background. The form contains the following fields and buttons:

- Select The Transcript :** A text box containing "ManagingNon-Profits.txt" and a "Browse..." button.
- Comments :** A text box containing "ManagingNon-Profits".
- Enter The Duration Of Lecture (HH:MM:SS):** Three text boxes containing "00", "03", and "56".
- Enter The Incremental Step :** A text box containing "15".
- Enter The XML File Name :** A text box containing "ClosedCaptions.xml" and a "Browse..." button. To the right of the button is the text "(EX: filename.xml)".
- At the bottom left, there is a note: "(Default Loc of XML File: C:\Documents and Settings\").
- A "SUBMIT" button is located at the bottom center.

4. ClosedCaptions.xml file is generated.



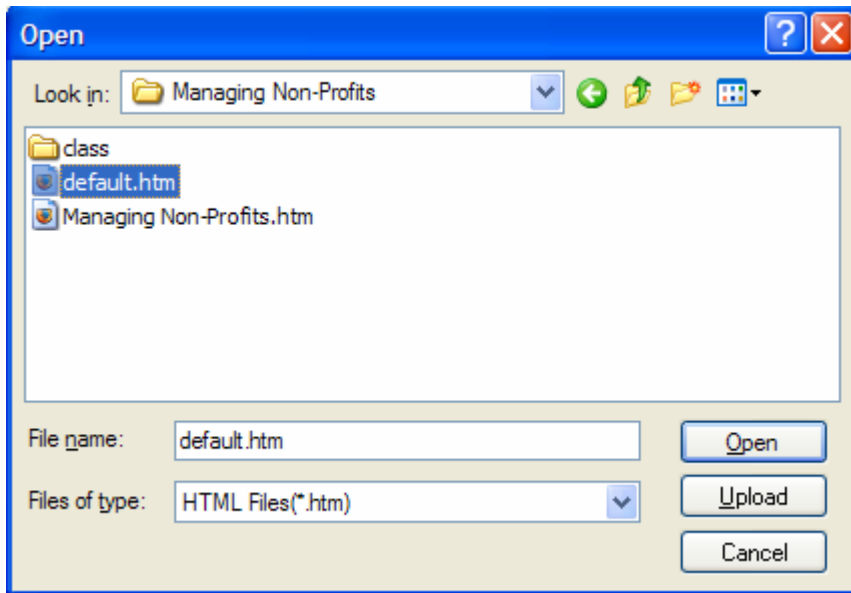
The screenshot shows a WordPad window titled "ClosedCaptions JOHNSON MANAGING NON-PROFITS.xml - WordPad". The window contains the following XML code:

```
<!--CLOSED CAPTIONS FOR JOHNSON MANAGING NON PROFITS-->
<?xml version="1.0" encoding="UCS-2"?>
<ROOT>
<SYNC START="1000" END="15000">welcome to management 333 managing non profit organization
<SYNC START="16000" END="30000">to create a not for profit organization called CITE the
<SYNC START="31000" END="46000">not for profit I have returned to Western Kentucky Unive
<SYNC START="46000" END="60000">there are more than one million non profit organizations
<SYNC START="61000" END="75000">tremendous impact on our society according to our texts
<SYNC START="76000" END="90000">as government budgets tighten and programs are reduced t
<SYNC START="91000" END="105000">first we will seek to understand the importance of non p
<SYNC START="106000" END="120000">organizations four foster interest in an career in non
<SYNC START="121000" END="135000">unlike a traditional lecture class this course will be
<SYNC START="136000" END="150000">and how blackboard operates if you are viewing this vid
<SYNC START="151000" END="165000">that you see on the slide because the course is fully
<SYNC START="166000" END="180000">for you to use because the course is scheduled at West
<SYNC START="181000" END="195000">if your not going to have ten to fifteen hours a week
<SYNC START="196000" END="210000">said that an investment in knowledge pays the best retu
<SYNC START="211000" END="225000">you to the course and if I can help you in some way as
<SYNC START="226000" END="240000">can be found in the staff section of this course. </SY
</ROOT>
```

## Manual for creating closed captions

### Uploading to Tegrity Server:

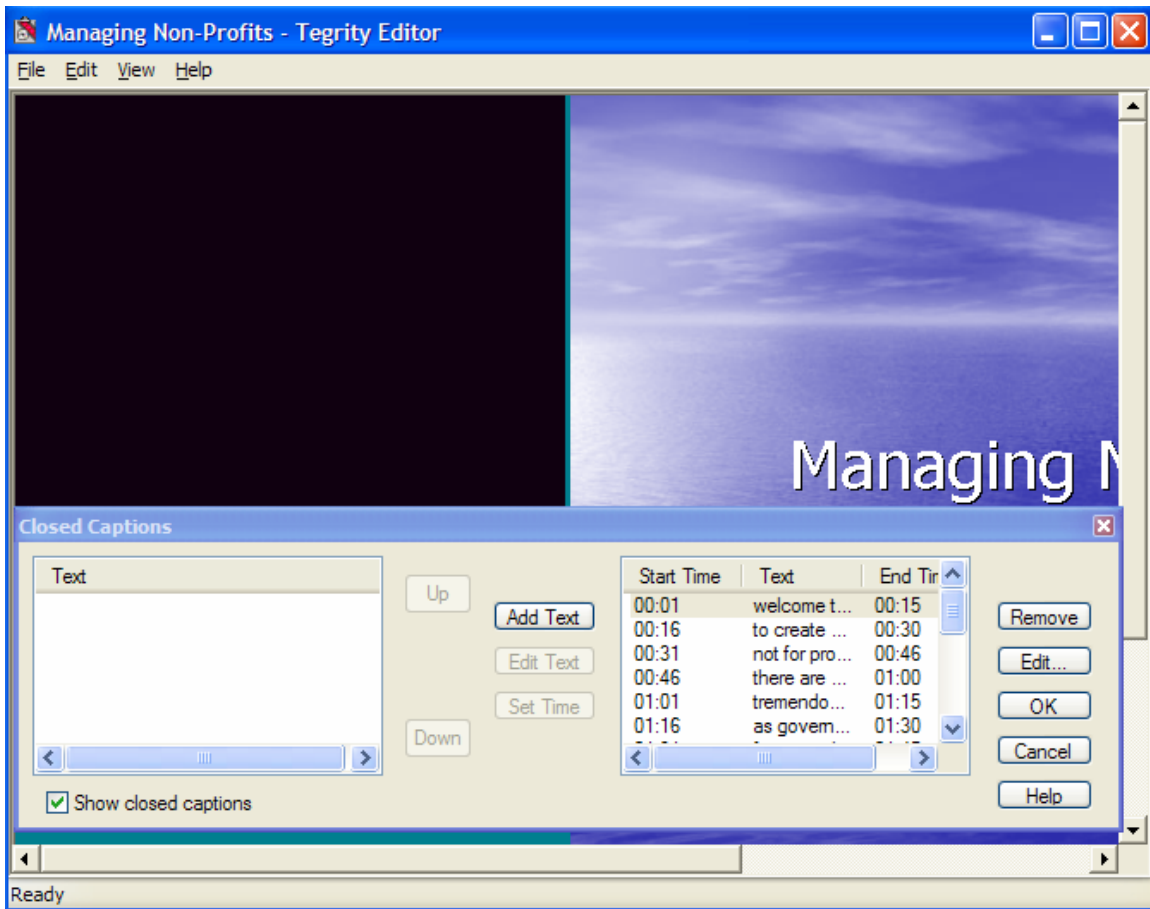
1. Copy the folder of the specific Lecture on the desktop.
2. Open the Class folder and Copy the created ClosedCaptions.xml in the broadcast folder.
3. Open the tegrity Editor, in the dialog box select default.htm from the specific lecture folder from the desktop. It opens the Lecture without ClosedCaptions.



4. Select closed captions from Edit menu and the closed captions for the lecture will appear inside the closed caption dialog box, if the XML file is correct.

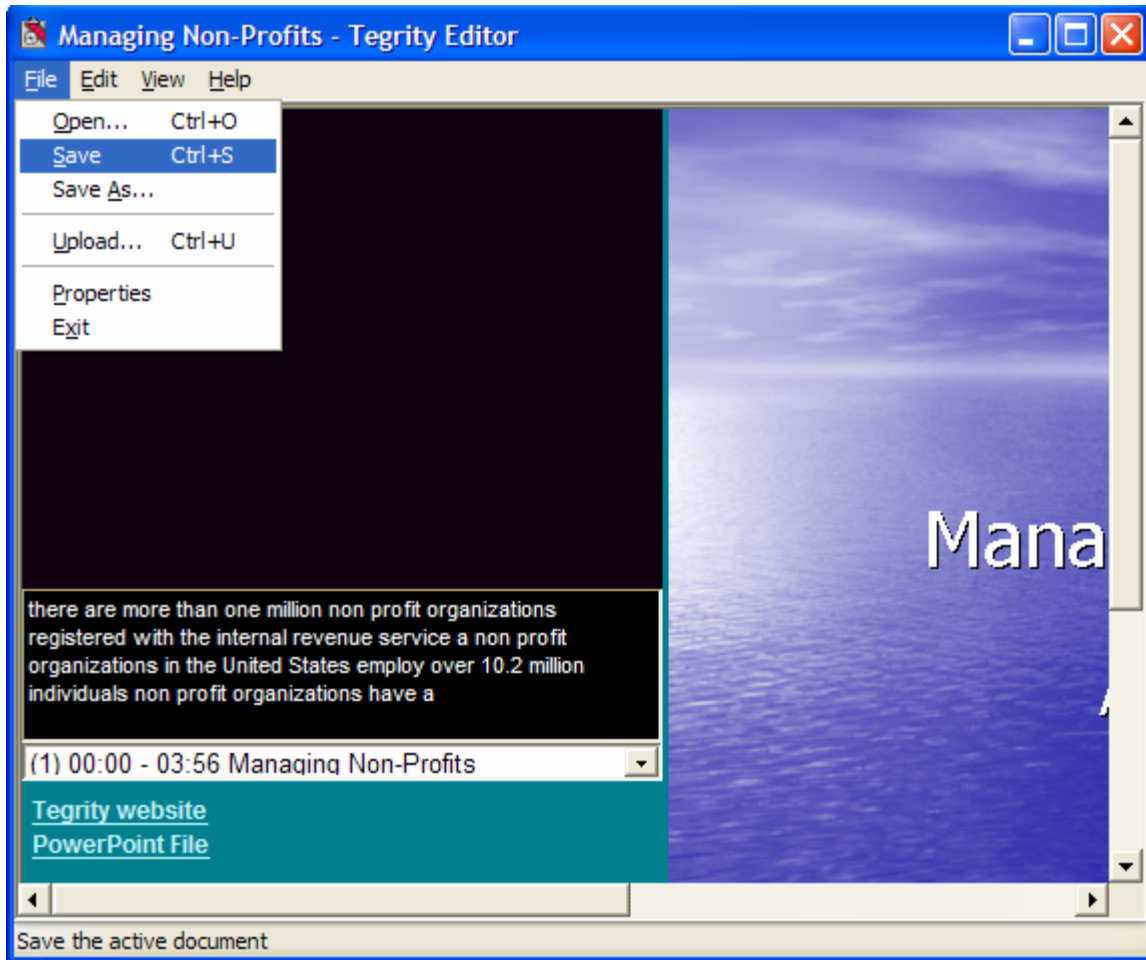
Note: Any symbols like “%, &, \*,...” in the transcript may cause an error to the XML file. It is recommended not to put these symbols or if it’s necessary you need to write them directly like, percentage, ampersand...

## Manual for creating closed captions



5. Select the show closed captions check box and click OK.

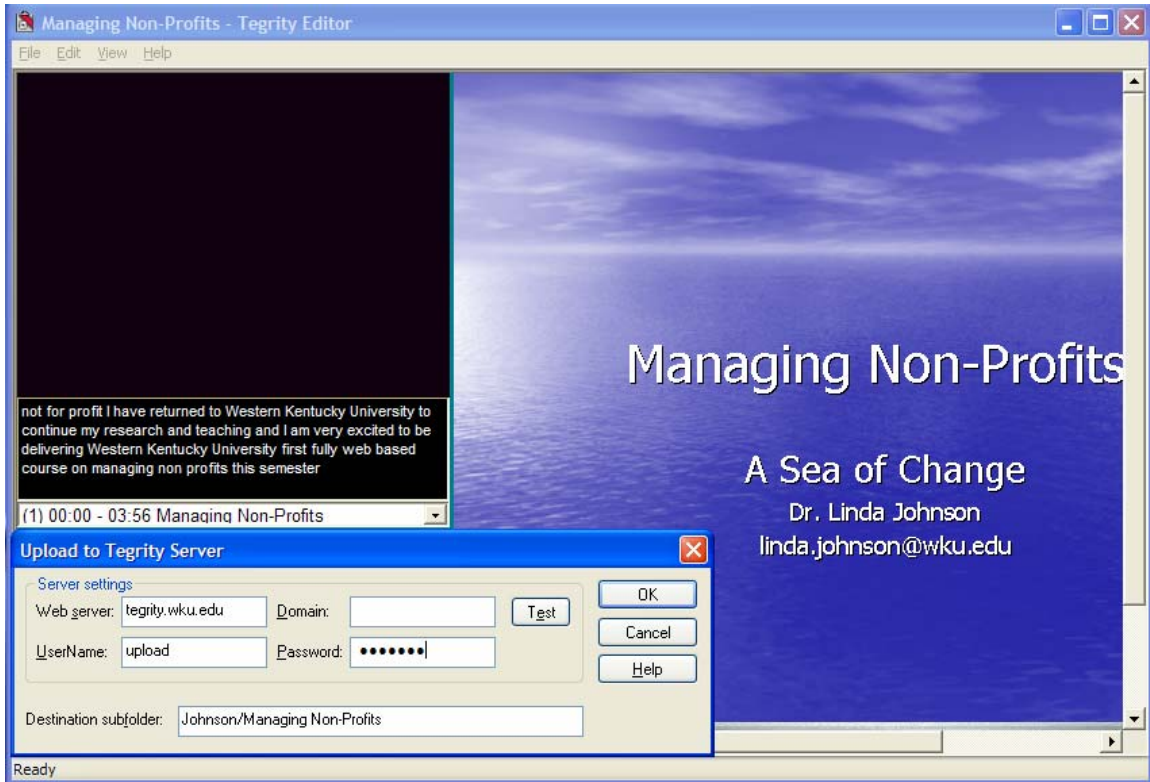
6. Select the File menu and click on save.



7. Select file menu and click on Upload. It opens a dialog box.

8. To Upload the Closed Captions give the webServer as 'tegrity.wku.edu', enter the Username and the password. Copy the path of the file name from tegrity to the destination subfolder.

## Manual for creating closed captions



9. Open the folder from the Tegrity to test if the closed caption is appearing.

Done...Good Luck!