# Echo360 Transcripts and Closed Captions
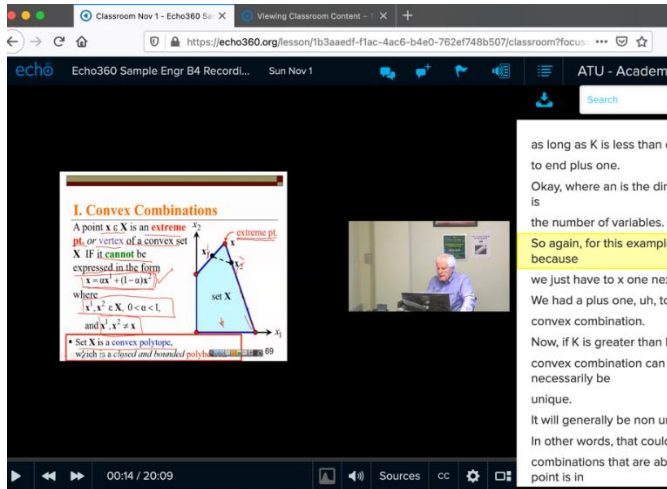
## Transcripts vs. Closed Captions

Transcripts are automatically generated and available for students to view on all recordings processed after mid-Summer 2020. Echo's auto-generated transcripts are 87% accurate, on average. We recommend editing for accuracy, especially technical terms.

**Transcripts** are presented as a block of text to the right of the video. Students can search transcripts for key words and copy text from transcripts.



**Closed captions** are a different presentation of the transcript, with 1-2 lines of text shown in synchrony with the audio. Closed captions are not available for students to turn on unless the video owner selects Apply to CC in the Edit Transcript window.
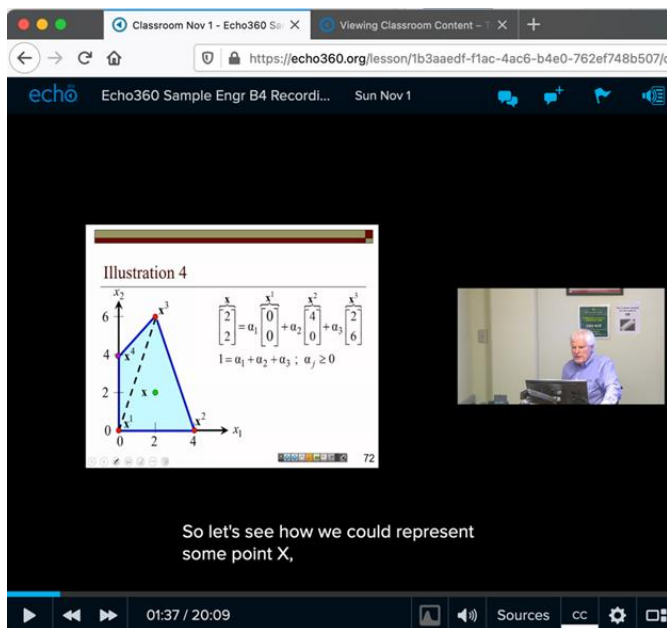


## Create Transcripts for Videos Created before mid-Summer 2020

If you don't see a transcript for your video, contact Echo Support so your video can be reprocessed.

## Process for Students with Audio Accommodations

If you have a student whose audio accommodation requires closed captioning, the Student Disability Center and TILT will usually contact you to coordinate creating accurate Transcripts/CC to meet your student's needs and be in legal compliance. Contact the SDC or TILT Caption Support with questions. Students can contact the SDC about accommodations.

## Editing Auto-generated Transcripts

Creation of the auto-transcript takes roughly twice as long as the video is long, so after creating or uploading a new video in Echo, wait before attempting to edit the transcript.

### Log into Echo and Navigate to the Edit Transcript window

#### Access Echoes through Canvas

You can access your Echo recordings through Canvas if you have made the Echo360 link available in the lefthand menu in the course.

1.  Open your course in Canvas and click the Echo360 link in the lefthand course menu.
2.  Find the recording whose captions you want to edit, and click the green icon to the right of the recording name.
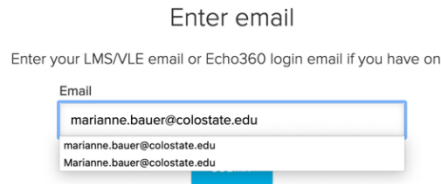


3.  Select Edit Transcript.
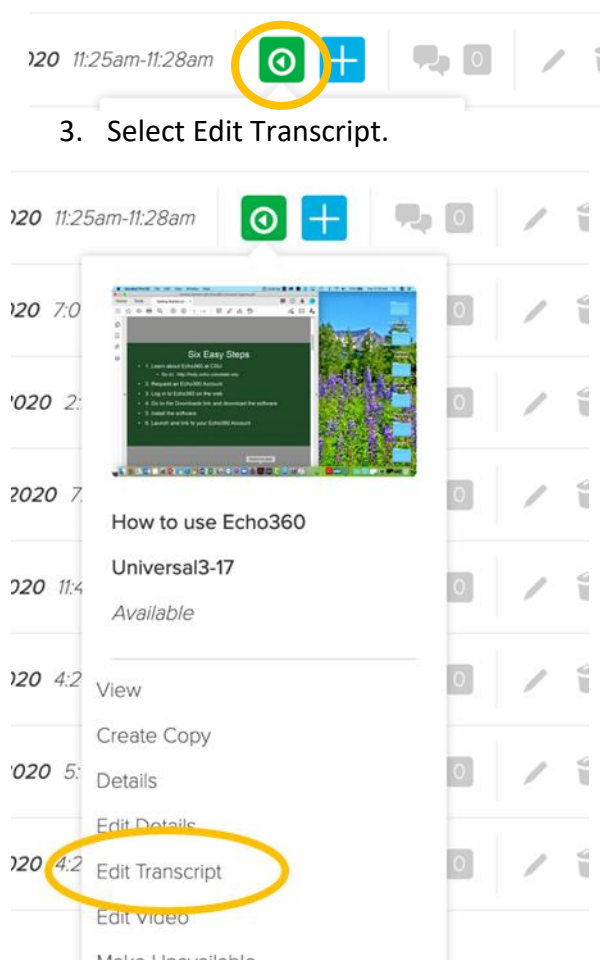


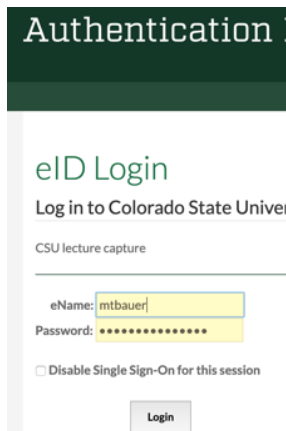4.  You should now be in the Edit Transcript window.

Log in through Echo's Website

As an alternative to logging in through Canvas, you can log in directly to the Echo website.

1. Log in to Echo:

   a. At https://echo360.org/ , enter your Firstname.Lastname@colostate.edu email address.
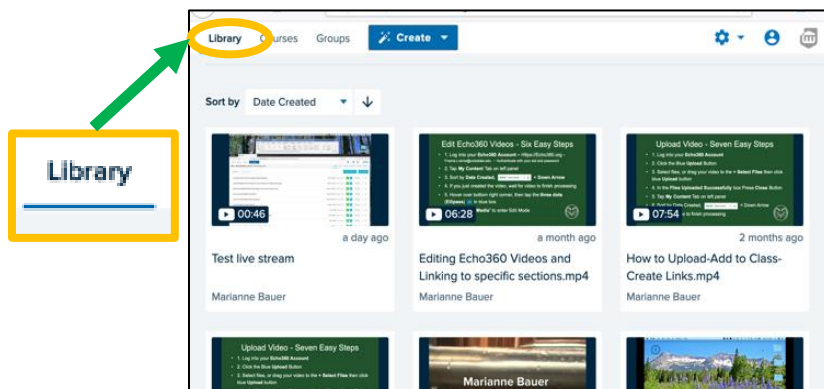
   

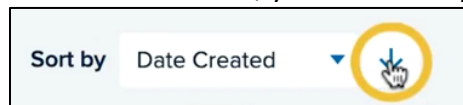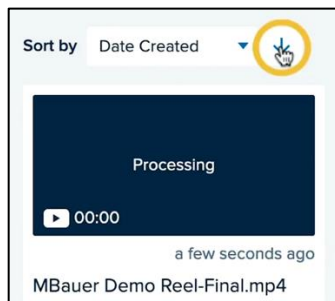   b. In the eID Login page that opens, enter your eName and eID password.
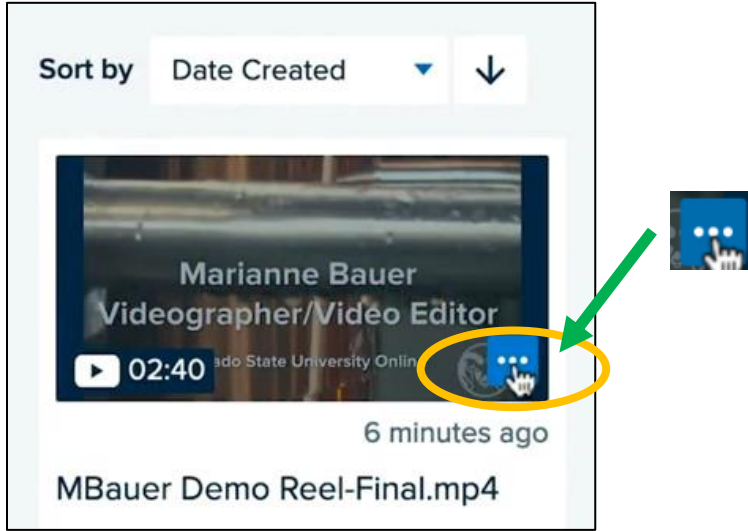
   

   c. This opens your **Main Content Media Library**.

2. Go to **Library**, the top left tab.

   

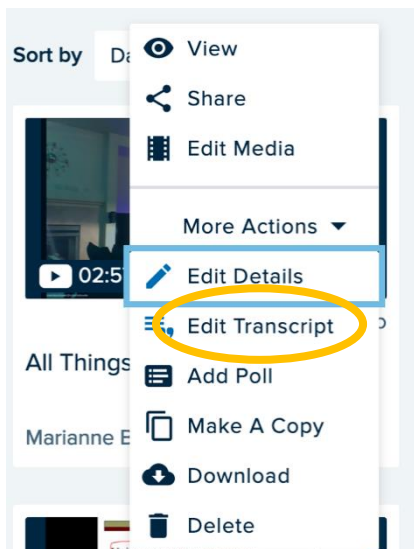3. To find the video you want to work on, you can Sort by **Date Created**:

   

4.  On the video, hover over the bottom right corner, then tap the **three dots (ellipses).**



5. Tap once on More Actions.
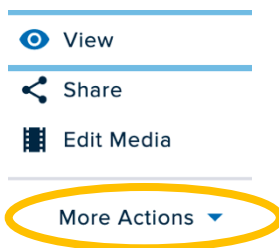


6. Tap once on "**Edit Transcript**" to bring up the Transcript Editor window.

## Transcript Editing Tools

In the Transcript Editor, the transcript appears to the right of the recording.



### What if No Transcript is Available?

1. If the video was created or uploaded to Echo before mid-Summer 2020, email Echo360help@colostate.edu to request they reprocess the video to create the transcript.
2. If the video is brand new, the auto-transcript might still be generating. Wait about twice as long as the video is long for the auto-transcription process to finish.
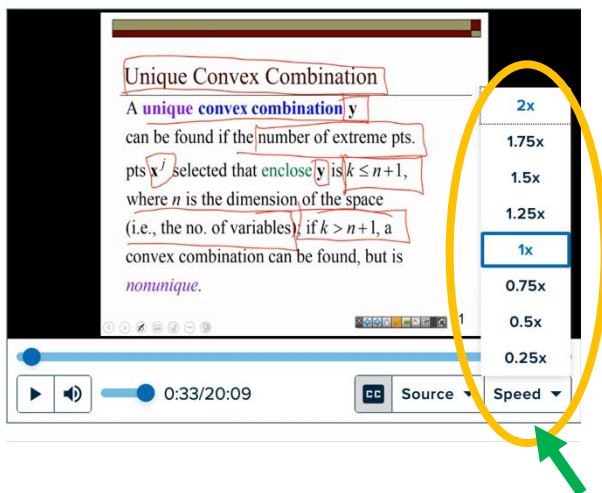
### Source: Video 1 or 2

While in the Transcript Editor choose to view the video of the professor or the Screen capture under **Source**: **Video 1 or 2.**
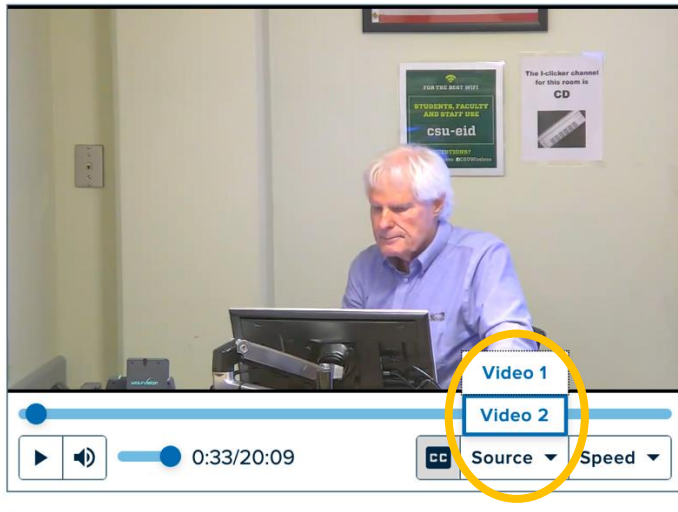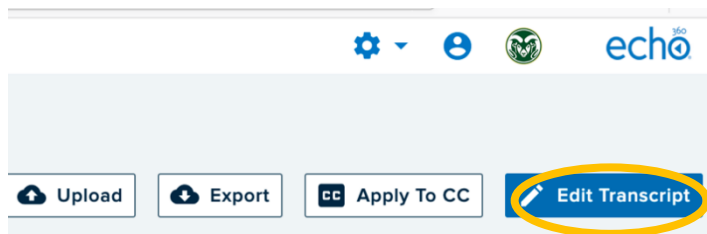
## Video Playback Speed

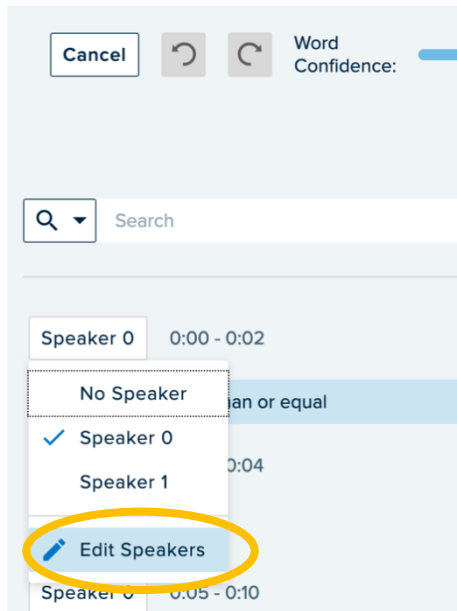Adjust the speed of playback under **Speed**.



## Edit Transcript

To start editing the transcript tap the blue **Edit Transcript** button at the top right corner.
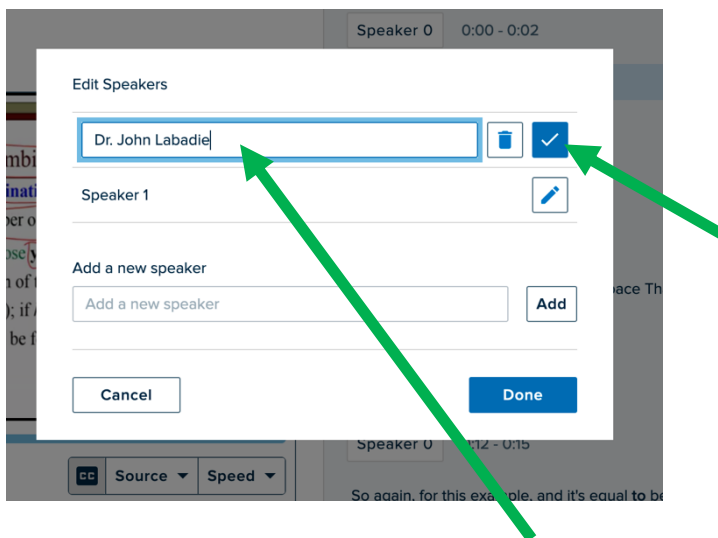
## Edit Speakers

Speaker 0 is the main speaker. Hover over Speaker 0 and select **Edit Speakers**.



Tap Edit (the pencil icon).



Enter the speaker's name, then tap the check mark on the right to confirm. Tap **Done** when finished.
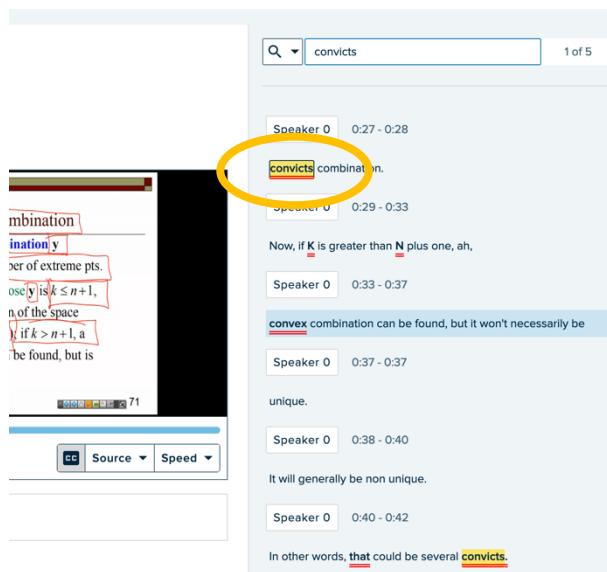


Speaker 0 is now the speaker's name.

## Search and Replace Words

Search and Replace is a great option for cleaning up misunderstood words.

Type the incorrect word in the Search box – e.g., "**convicts.**" All occurrences of the word are highlighted.
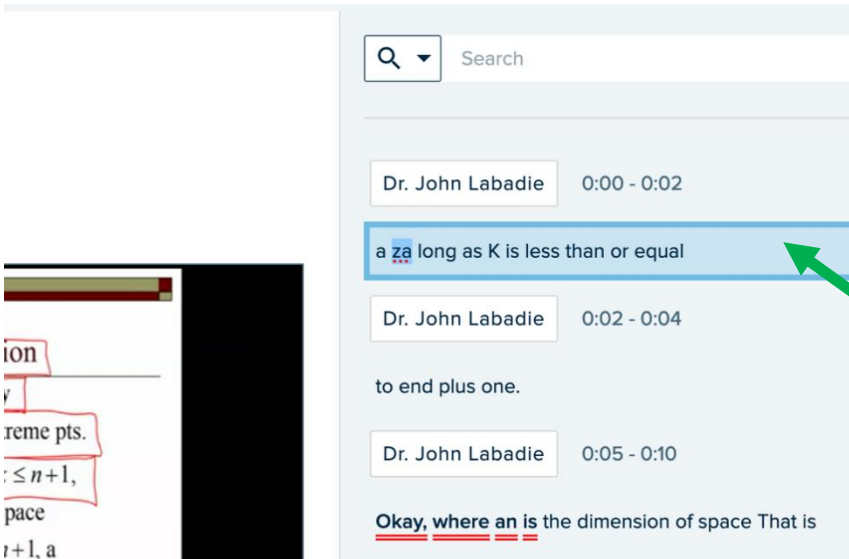
Tap the down arrow to the right of the magnifying glass to open the replace dialogue box.

Type in the correct word, e.g., "convex". Choose to **Replace** one word at a time or **Replace All**.
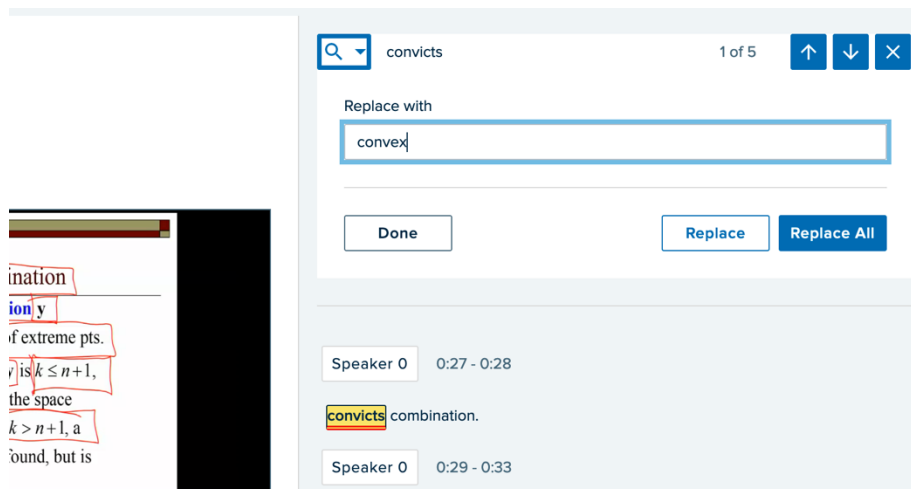


## Other Corrections
Tap on any lines of text to correct words. Highlight and retype correct words in each line.

You can change pacing by moving parts of sentences to different time codes for better flow.

### Word Confidence Slider

In the transcript, words that Echo suspects could be an error are underlined in red. Use the word confidence slider you to increase or decrease the degree of confidence used to flag these words.
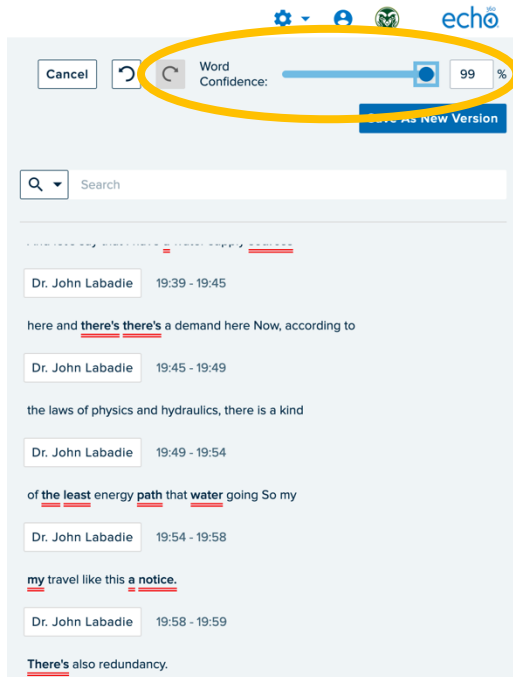
Confidence is different from accuracy: at times Echo is confident about words it has incorrect and vice versa.

Saving As New Version

When done, tap the blue **Save As New Version** button in the top right corner.
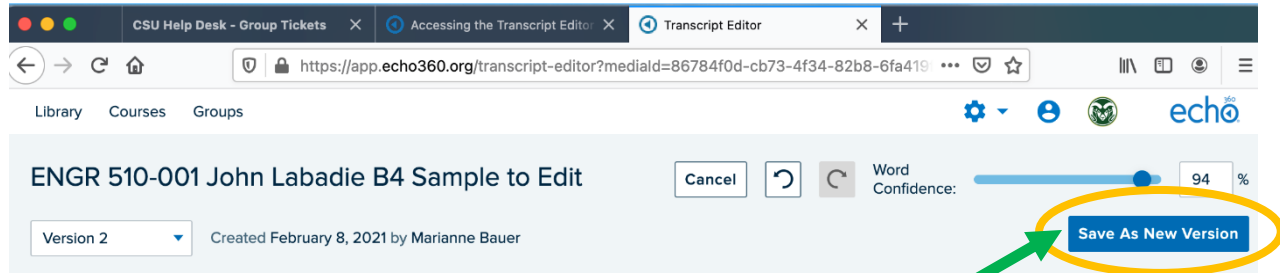


Confirm by tapping **Apply**.

## Create Closed Captions from Transcript

The essential last step is to apply this new version of the transcript to be available for Closed Captioning. Tap the **Apply to CC** button at the top right. You are done. Use the Browser back button to return to the Library.
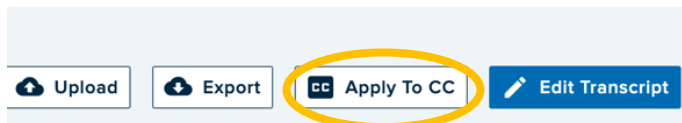


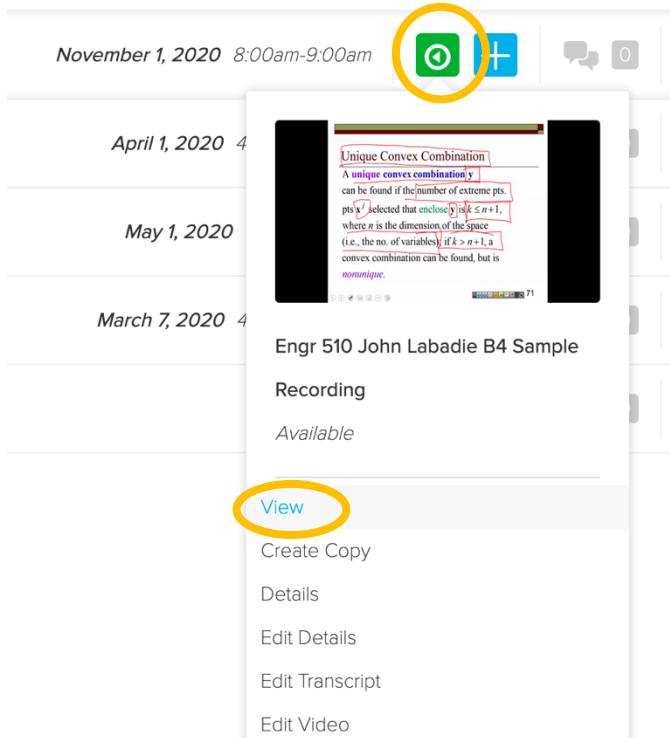## Viewing Transcripts and Closed Captioning in Echo360

Viewers have the option to turn on the closed captions, the transcript, or neither. (Important: until you select Apply to CC in the Edit Transcript options, CC will not be available to students.)

Viewing Transcript
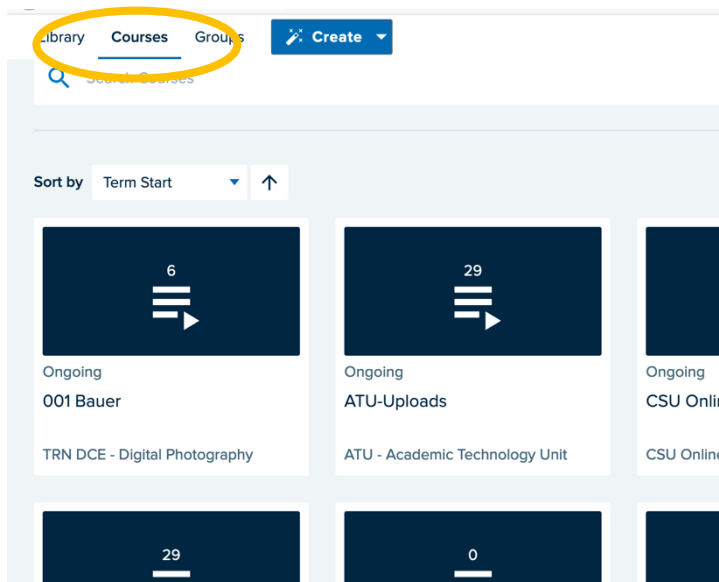


If you are logged into Echo360org, navigate to the video you want to view by selecting the **Courses** button and the desired **Course Section** where the video resides. (Viewing from the Library won't show the transcript, use **Courses** button, then open the **Course Section**.)

Hover over the Green Video icon, then select View.



At the top right, select the Transcript icon to activate a running transcript on the right side.
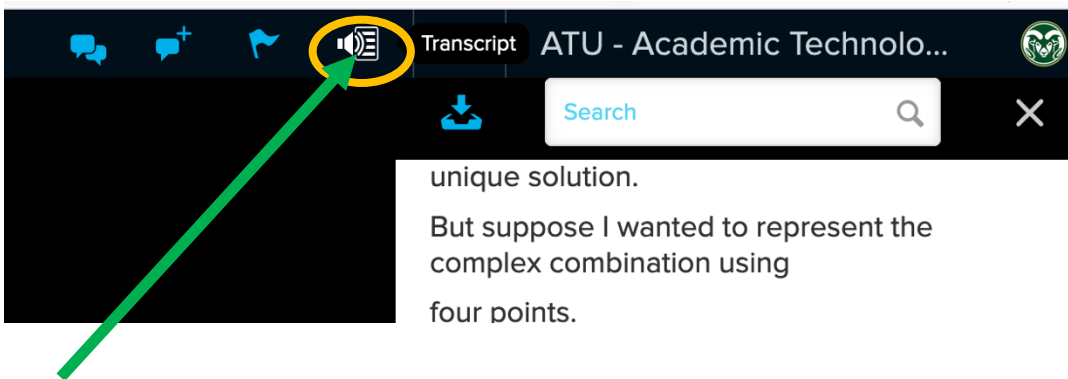


## Viewing Closed Captions
At the bottom right, select CC.



Toggle the slider switch on, then make font selections if desired. Tap outside the CC dialogue box to close.

This video now has both Closed Captioning and a Transcript turned on by the viewer. Students have the option to turn on and off both choices as desired.