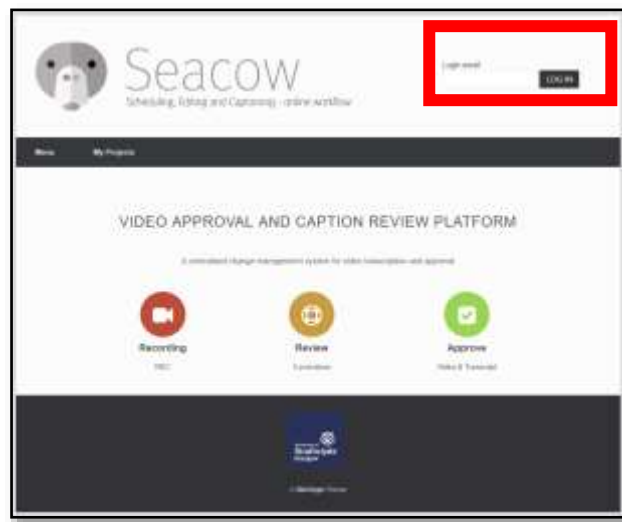


Guidelines for Transcript Review and Approval

These guidelines illustrate the necessary steps required for you to review and approve your video transcript.

Access the SEACOW site

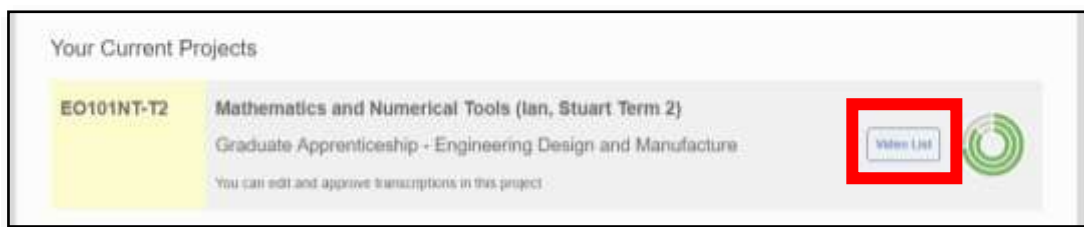
1. Visit <http://flexible.strath.ac.uk/seacow/>
2. Enter your email address in the top right and click “Log in”.



3. You will receive an email with a login link. Click this (or copy + paste) to log in to the site.

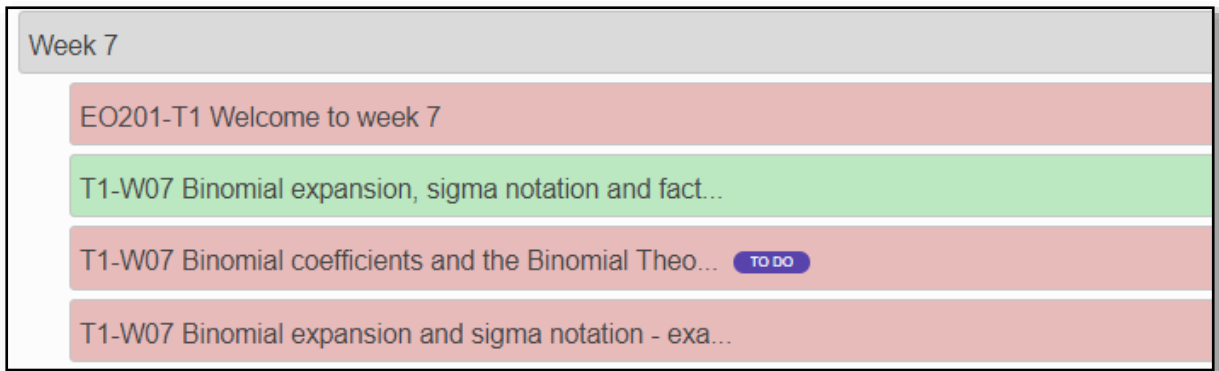
Find your videos

When you log in, you will see your project. Click on the “Video list” button or the project title to access the video list for your project.



Scroll down the video list and identify the video you wish to review.

Videos with transcripts still under review will be highlighted in RED or AMBER.



Videos that have transcripts for you to review will also have the **“TO DO” purple label** on them.

Click the video title to open the video options:



Open the transcript editor for the video transcript you wish to review.

Using the Transcript editor

The transcript editor is used to review the captions for each video. When the editor loads, if the eStream video has been linked by the video team, the video will appear at the top of the page.

The captions will then appear below, with each row representing a subtitle and the two columns representing the subtitle lines – line 1 and line 2 of each caption. The order of reading is across, and then down.

The transcript editor can be used to modify the words. The timings are not modified.

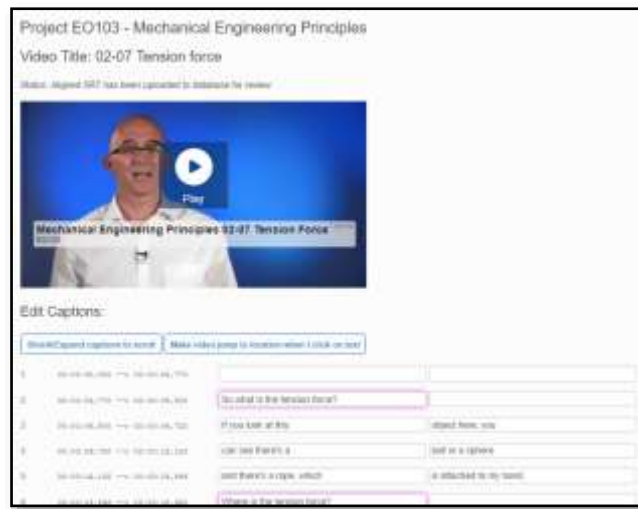


Figure 1 The Transcript editor

Figure 1 shows the transcript editor when it is first opened. By default, the captions are listed down the entire page. It is possible to click “Shrink/Expand captions to scroll”. This will create a smaller frame in which the captions can be scrolled through, separate to scrolling down the page. This is useful to keep the video on the screen.

Another feature is to make the video jump to the location of the caption you have clicked on (see Figure 2). When this button is toggled ON – the video will jump to the appropriate location when a caption is clicked. You can then toggle this button back off again to continue with normal playback.

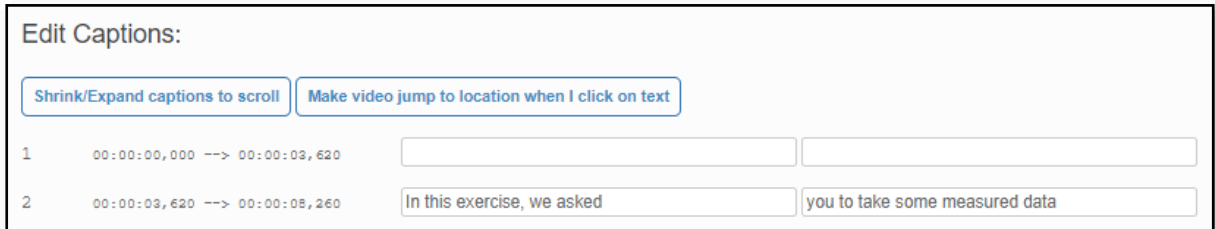


Figure 2 Features in the Transcript editor - scrolling and jumping video

It is recommended that you scroll through the captions while the video is playing, rather than use the TAB key.

All caption changes are made immediately in the database, there is no need to “Submit” them or click the approve button. When the text box turns GREEN, the database has been successfully updated.

Guidelines on Caption Content

Your role is to review the caption text and make sure that it reflects the words spoken in the video.

You should not rewrite any sections into prose, or try to improve the readability by drifting away from the video content.

It is acceptable to omit repeated words in stuttering speech or a restarted phrase.

You should find that most of these decisions have already been made by the original transcriber.

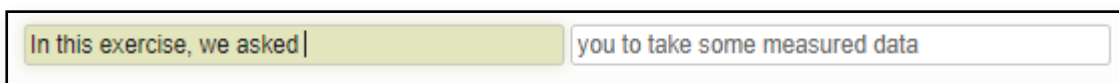
You will primarily be concerned with words that could be misheard or homophone-type errors which would change the meaning of your learning content.

Examples of typical errors:

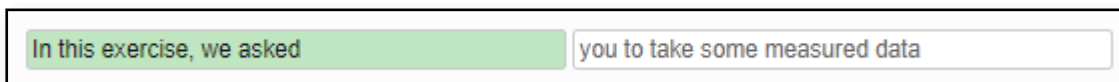
Original	May be Corrected to
“Sign of your ex”	“sine of x” or “sin of x” (in keeping)
This, and our combination of gates	this NAND and OR combination of gates
If we take a look as this theatre here	If we take a look at this theta, here -

Editing captions

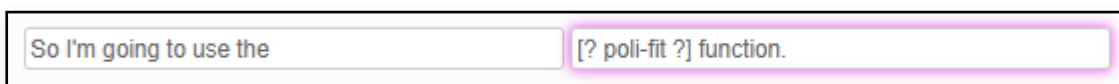
When a change is made, the request is sent to the database almost immediately. The text box turns dark yellow.



When the database update has completed, the text box turns green.



Captions containing unknown words, query words, or INAUDIBLE words are highlighted with PINK.



Captions containing words that have been auto-fixed by SEACOW will be highlighted with PURPLE.



In the above case, *emphasize* (US) was changed to *emphasise* (UK) automatically. Check that this is correct. The auto-fixed words are highlighted to make sure that a change made by SEACOW is appropriate.

If there is a strange change to the captions, it could be that part of an American spelling has been identified in another word, and incorrectly changed. If this happens frequently, please contact the Flexible Learning Centre to address the issue.

You need to check every line of caption text.
The highlighted rows are there for double-checking.

Finalising captions

Once all the necessary changes have been made, and the captions match the content of the video, you are ready to approve them. The “approve and finalise” button is at the bottom of the transcript editor page.

You can always leave the transcript editor and return later to continue working. Changes are made immediately. However, once finalised, changes are no longer possible.

Once finalised, the captions will be used to produce the subtitles on eStream, and formatted PDF transcript documents for upload to Myplace.

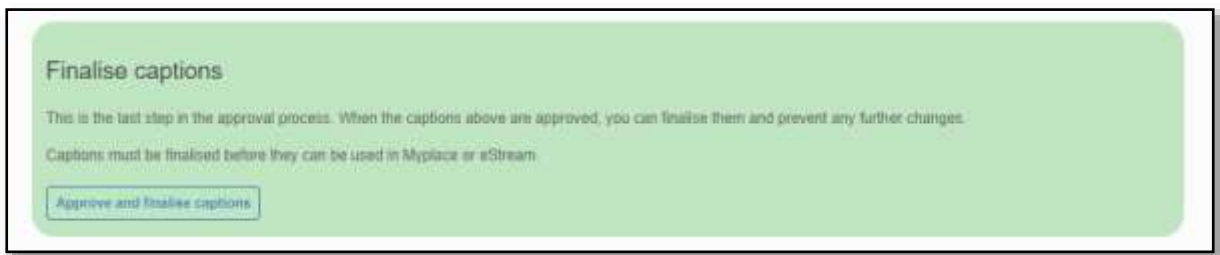


Figure 3 Approve and finalise captions

Further support

If you encounter any issues using the system, or believe there may be a fault or bug, please contact Engineering Online – eng-online@strath.ac.uk or 0141 548 3515.

For any issues with the video content, or problems downloading the video files, please contact the video production team.