Videos recorded or uploaded to Media Hopper Replay will have transcripts automatically generated and applied to Closed Captions. You can review and edit these using the Transcript Editor.

REPLA

media hopper

Accessing the transcript editor

- 1. Navigate to the library or course in Media Hopper Replay which contains the content you require;
- 2. Click on the **media** icon;
- 3. Click on Edit Transcript;

echovideo Dast	board Library Capture	s Rooms Courses	Collections	Users	Imports/Exports	% Create ∨					®• ¢	8
Captioning Service - C	aptioning 24-25 Cap	tioning Service					CLASSES	Q&A	POLLING	ANALYTICS	SETTINGS	SEARCH
REORDER									NEW C	LASS GROUP	NE	W CLASS
Lecture 19:						October 28, 2024	2:00pm-3	.00pm	F	· 210	0	Ŵ
Lecture 20						October 29, 202	•	Roman World	I LA: The Rise of Rom		0	ŵ
Lecture 21:						October 31, 202	24				0	Û
Lecture 22						November 4, 202	24 The Ro	man Wor	ld 1A: The Ri	se of Rome	0	Ô
Lecture 23						November 5, 202	24				0	Û
Lecture 24						November 7, 202	Availab	le			0	Û
Lecture 25						November 11, 202	View 24 Create C	ору			0	Û
Lecture 26						November 12, 202	Details 24 Edit Deta	ils			0	Û
Lecture 27:						November 14, 202	Edit Trans 24 Edit Vide	o			0	ŵ
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https://echo360.org.uk/section/4a0b3						November 19, 202	Downloa 24 Remove	d Origina	al		0	e

4. The **Transcript Editor** opens to the side of the video.

chovideo Dashboard Library Captures Rooms Courses Collections U	sers Imports/Exports 🔀 Create 🗸	۰ ۹ 😣
Lecture_Lecture_0		
Original V Created September 30, 2024 by Speechmatics	Upload (Export) (Apply To CC	C Edit Transcript
	Q Search	
	Speaker 0 0.21 - 0.21	
	Yeah.	
	Speaker 0 0:52 - 0:53	
	Okay.	
1.	Speaker 0 0:53 - 0:54	
	Good afternoon everybody.	
	Speaker 0 0:56 - 0:58	
from the rain on this miserable Monday morning.	This is as good as a good place to shelter	
6	Speaker 0 0:58 - 1:02	
D 43 DD 49 0:59/55:00 □ CC 1x @	from the rain on this miserable Monday morning.	
C Baura whee bring	Speaker 0 1:02 - 1:05	
Padde Writer typing	Welcome to week three of Roman World.	
	Speaker 0 1:05 - 1:06	
	One a is that.	

Using the Transcript Editor - the basics

Click Edit Transcript to enable the editing features;
 Click on the line of text you wish to edit;

echovideo Dashboard Library Captures Rooms Courses Collections Users	Imports/Exports 🗶 Create 🗸 🛞
Lecture_Lecture_0	
Original V Created September 30, 2024 by Speechmatics	Cancel 5 C Word 98 % Save As New Version
	Q v Search
	Speaker 0 0:21 - 0:21
	Yeah.
	Speaker 0 0.52 - 0.53
.11	Okay. Speaker 0 0:53 - 0:54
	Good afternoon everybody.
This is a good place to shelter	Speaker 0 0:56 - 0:58
D d1 bb d) 0.56/55.00	This is as good as a good place to shelter
	Speaker 0 0.58 - 102
Pause when typing	Speaker 0 1.02-1.05
	Welcome to week three of Roman World.
	Speaker 0 1:05 - 1:06

- 3. Once you have completed your edit, click outside of the currently selected text, or another line of text to edit it;
- 4. Your progress is automatically saved. Clicking **Save As New Version** will create incrementally numbered versions of the transcript.





Using the Transcript Editor – other tools

If you wish to undo your current edits, you can use the **Undo/Redo** buttons in the editor before **Saving As New Version**;

mportarexpo				
	Cancel D	C ^N Word Confidence:	98 %	Save As New Version
Q ∽ Se	earch			
Speaker 0	0:21 - 0:21	<u>.</u>		•
eah.				
Speaker 0	0:52 - 0:53			
Okay.				
Speaker 0	0:53 - 0:54			
Good afternoo	on everybody.			
Speaker 0	0:56 - 0:58			
This is a good	I place to shelter			





- 1. You can use the **up and down arrows** to navigate between results;
- 2. To edit any line of text, click it as previously shown;
- 3. Click on **X** to clear the search results.

Click the **down arrow** next to the magnifier icon to access the **Replace** tool.

- 1. Search for your frequently incorrect word;
- 2. Navigate through instances using the arrows and **Replace**, or **Replace all**;
- 3. Click **Done** to finish.

Original Created September 30, 2024 by Speechmatics	Cancel D C Word 98 % S	ave As New Version
	C - Search Replace with Word or Phrase Done Replace	Replace All
This is a good place to shelter	Speaker 0 0.21 - 0.21 Yesh. Speaker 0 0.52 - 0.53	1
D 41 CD 49 0:56/55.00 D (1x @	Okay. Speaker 0 0.53 - 0.54	
Pause when typing	Good afternoon everybody. Speaker 0 0:56 - 0:58	
	Ins a good place to Sheller Sneaker 0 05R-102	

4. Your progress is automatically saved. Clicking **Save As New Version** will create incremental numbered versions of the transcript each time.



Transcript Versioning and Applying Previous Versions

Every time a transcript is manually saved, it receives a Version Number. The Original version is the machine generated one. All other versions are human interventions, with the highest number being the latest saved edit.



To revert to a previous version,

- 1. Click on the dropdown in the upper left corner to select the version you want to use. You will notice that the currently selected version has the detail of when it was created and by whom;
- 2. Click on the version you would like to use and **confirm (Switch**) in the pop-up message.



- 4. Save as New Version to save your changes. This will create a new, highest numbered version.
- 5. Apply when prompted to display this version as Closed Captions.

Save this transcript as Version	on 10?
This will create a new versic versions will remain availabl	on of the transcript. All previous e and will not be edited.
Cancel	Apply

If no edits are made to the text, you can simply select the desired numbered version and click **Apply to CC** in the upper right corner.



Deleting Closed Captions or Transcript from Media

There might be specific cases when CC or Transcripts should not be displayed, such as for non-English language courses, or for assessments where English listening is being tested.

1. Back in the Class list, click on the **media** icon next to the desired recording and select **Details** from the menu that appears;

echovideo	Dashboard	Library	Captures	Rooms	Courses	Collections	Users	Imports/Exports	% Create 🗸					®• ¢	8 🛞
Captioning Serv	rice - Caption	ing 24-3	25 Captio	oning Se	ervice					CLASSES	QSA	POLLING	ANALYTICS	SETTINGS	SEARCH
REORDER	Search											NEW C	LASS GROUP	NEV	/ CLASS
Lecture 4:									September 23, 20	24 2:10pm-3	:10pm	F	21 o	0	Û
Lecture 5:									September 24, 20	24 0				0	Û
Lecture 6:									September 26, 20	24				0	Û
Lecture 7:									September 30, 20	24 .				0	Û
Lecture 8:									October 1, 20	24 14:00	_Lecture			0	Û
Lecture 9:									October 3, 20	Availab 24	le			0	Û
Lecture 10:									October 7, 20	View 24 Create Co	opy	/		0	Û
Lecture 11:									October 8, 20	Details 4	ils			0	Û
Replay car									October 10, 20	Edit Trans 24 Edit Video	script o			0	Û
Lecture 13:									October 14, 20	Make Uni 24 Availabilit	available ty Setting	<u>95</u>		0	Û
Lecture 14:									October 15, 20	Download 24 Remove	d Origina	bî.		0	e

- 2. The Details > General tab opens;
- 3. Next to **Captions**, click the **down arrow** to the right of **Update**;
- 4. Click **Delete**. Then click **OK** to confirm.

This deletes CC from the video, but the transcripts are still available to edit and apply as new captions tracks.

To delete Transcripts,

- Click the down arrow to the right of Update;
- 2. Click **Delete**. Then click **OK** to confirm.



Lecture_Lecture



(Re)Ordering Transcripts and foreign languages

From your Class list, click on the **media** icon next to the recording you want to re-transcribe using Automated Speech Recognition, as shown in previous steps.

- In the Details > General tab, notice the Add buttons next to Captions and Transcript. Click Add next to Transcripts.
- 2. **Ignore** the warning, as **no extra charge** will be incurred for retranscribing media.
- 3. Select the desired language from the drop-down menu. English (United Kingdom) is the default recommended style for English language recordings. You may choose another language if your recording is non-English.

echovideo	Dashboard	Library	Captures	Rooms	Courses	Collections	U
						- 1	
D 43 CD 49	0:00/3:47						

🗠 Share 🚺 Edit Media 🕫 Edit Transcript 🗐 Add Poll 🖋 Edit Detail



4. Click Order Transcript.



Processing time varies but may be similar to the length of time of your media.

5. You may log out of EchoVideo and **check back later** for the new ASR Transcript and CC.