

## Distance Education

### YuJa Caption Services

YuJa offers various caption services to ensure recorded videos are as accessible to many. This guide will provide instructions on how to use the different options available including auto captioning services, translation services for closed captions in different languages, and human caption services for more accurate captioning.

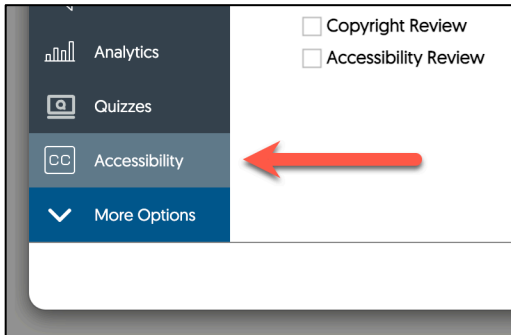
### Accessing the YuJa Accessibility Section

Captioning services are all found under the Accessibility section in the YuJa media details. The following instructions will guide the user on how to access the Accessibility section of their video.

1. Log into <https://apsu.yuja.com> using single sign-on and click on “Manage Media” from the top center of the webpage.
2. From the media collection, hover over a media thumbnail and select “More...” to open the Media Details panel.



3. Click on the “Accessibility” tab from the left-hand menu.

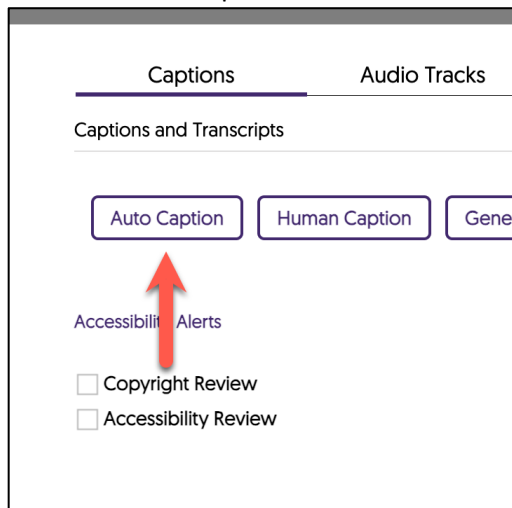


## Distance Education

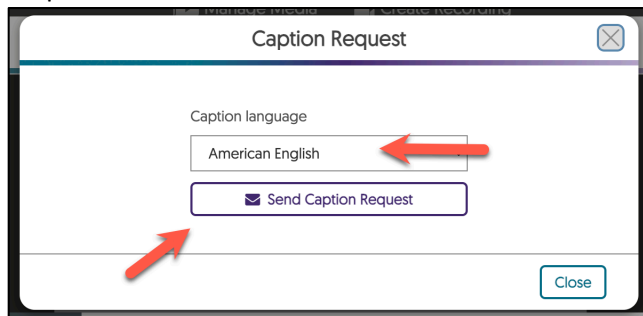
### Auto Captioning Requests

Auto captioning is a service offered by YuJa to attach machine generated closed captioning to the user's video. Auto captions should process automatically on any uploaded video with audio. The following instructions will guide the user in requesting auto captioning for their video should it not process automatically.

1. Complete the [steps above to access the Accessibility section.](#)
2. Click the "Auto Caption" button.



3. Select the desired language from the "Captioning Language" drop-down" menu and click "Send Caption Request." Do not select "Close" as it will close the window without sending a request.

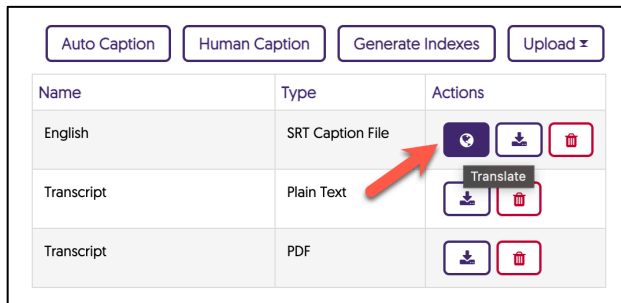


4. Auto captions need time to process, and it varies by video length. Once completed, each file will be listed on the Accessibility section.

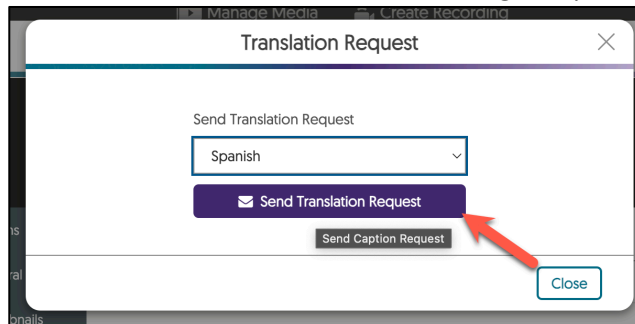
## Auto Caption Translations Requests

YuJa users can request auto caption translation services for their media in over 40 languages. The following instructions will guide the user in requesting auto caption translation services for their video.

1. Complete the [steps above to access the Accessibility section](#).
2. Under “Actions” click on the “Translate” (globe icon) to request a translation.



3. Select the desired language in the drop-down menu and click “Send Translation Request.” Do not select “Close” as it will close the window without sending a request.



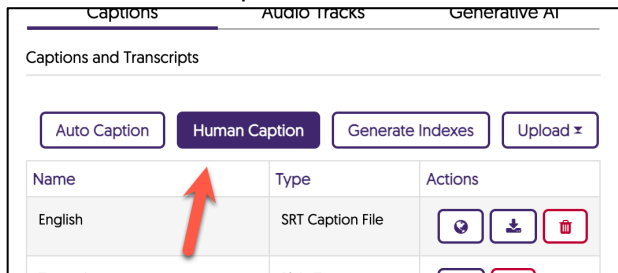
4. Auto captions need time to process, and it varies by video length. Once completed, each file will be listed on the Accessibility section.

## Distance Education

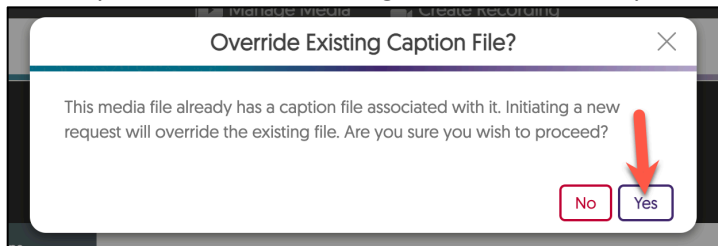
### Human Captioning Requests

YuJa offers the user human captioning to ensure more accurate captioning for important or technical videos. The following instructions will guide the user in requesting human captioning. Please be aware that human captioning has a 1 business day turnaround time.

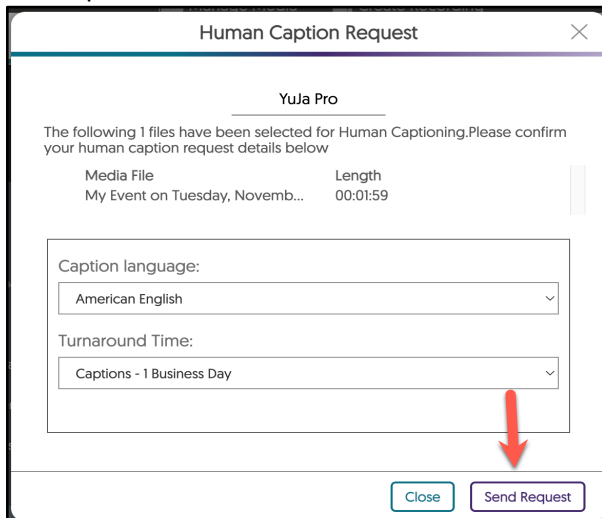
1. Complete the [steps above to access the Accessibility section](#).
2. Click on “Human Caption”.



3. You may see an override message if the video already has an auto caption file. Click “Yes” in the pop-up box.



4. Human captions are only available in American English and will process in 1 business day. Select “Send Request” to complete the human captioning request. Do not select “Close” as it will close the window without sending the request.



5. Once completed, each file will be listed on the Accessibility section.