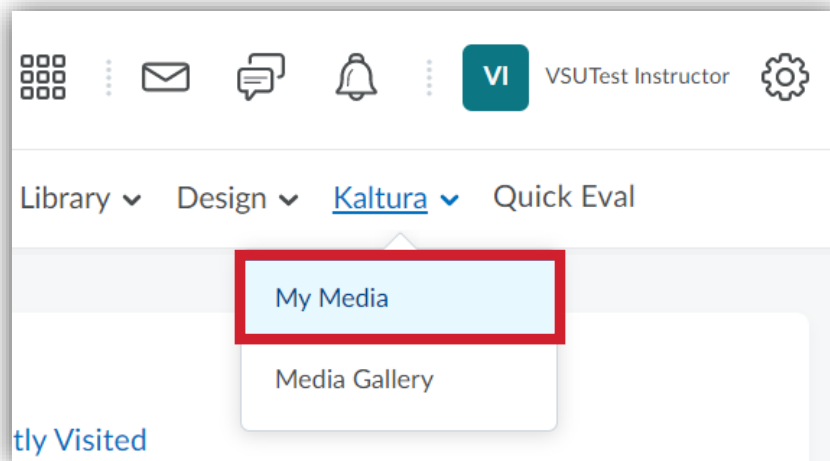


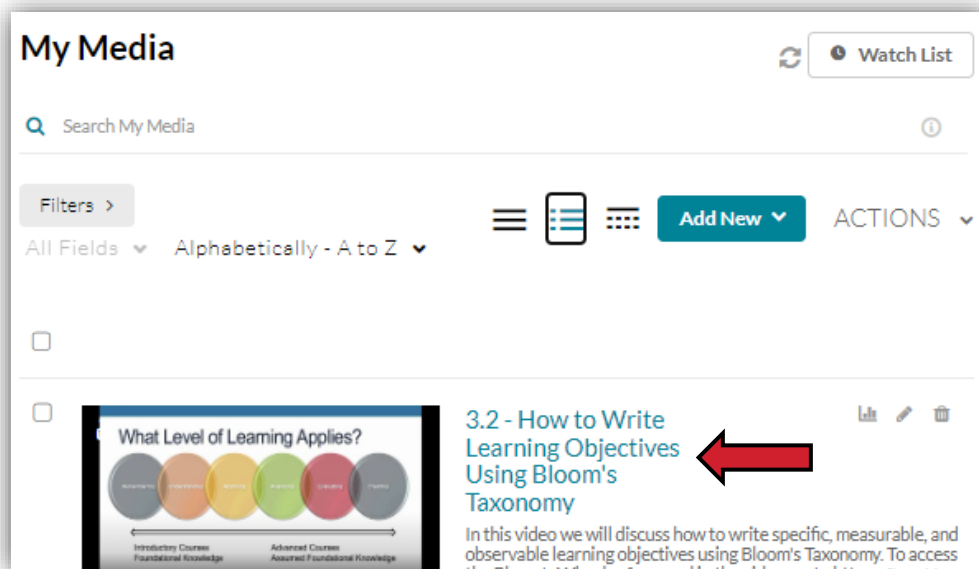
Adding and Editing Captions for Kaltura Videos

Adding Machine Generated Captions

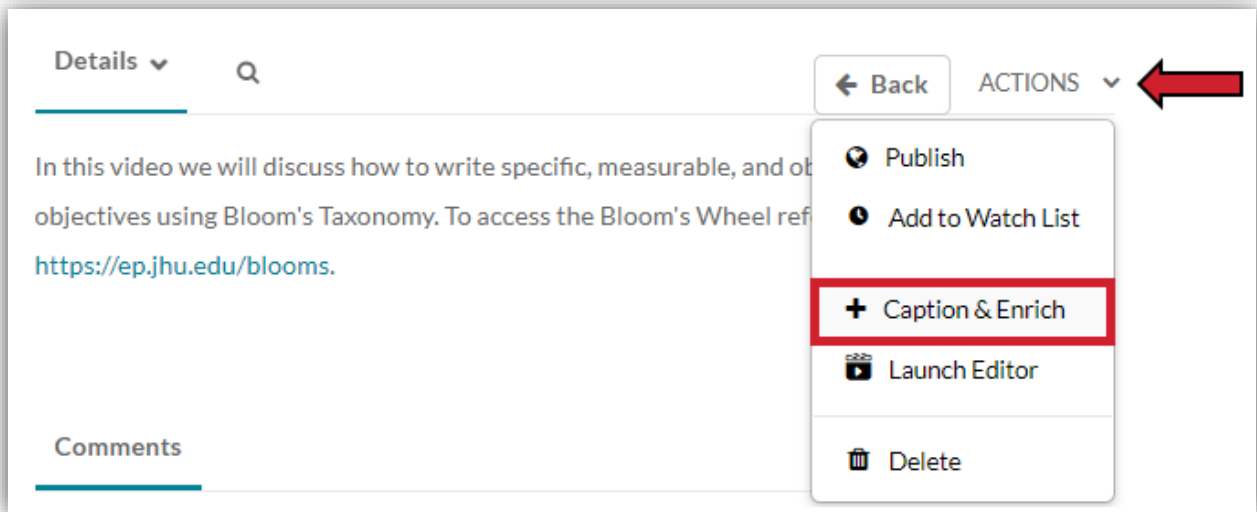
1. Navigate to the course where you want to use **Kaltura**. Click the **Kaltura** button on your NavBar and select **My Media** from the dropdown menu.



2. When **My Media** opens, click the name of the video you would like to add the captions to:



3. On the screen that opens, click the **ACTIONS** menu and select **Caption & Enrich**:



4. Under the **Order Captions & Enrichment Services** heading, select
 - A. **Machine** for the **Service**,
 - B. the language being spoken in the video for the **Source Media Language**, and
 - C. **Captions** for the **Feature**.

Existing Requests

No requests were found ×

Order Captions & Enrichment Services

Service:

Machine **A** ▼

Source Media Language:

English **B** ▼

Feature:

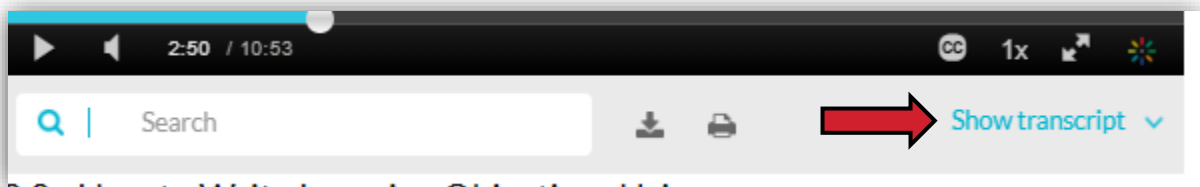
Captions **C** ▼

Submit

5. Click the **Submit** button to submit your caption order.
6. A confirmation message on the screen that your request has been received and that your video will be automatically updated upon completion. The order will also now be listed under **Existing Requests** where you can check the status of the caption order. It may take up to 24 hours for the caption order to complete.

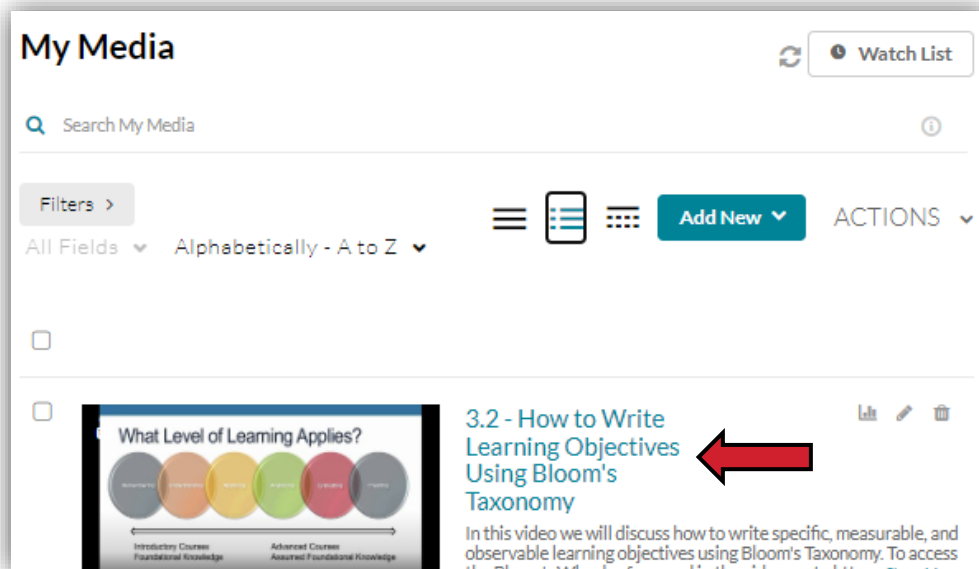
Viewing Captions/Transcript

1. Once your Machine Caption order has completed, you will see a new bar under your video for the transcript of the captions. Click **Show transcript** to see the transcript of the video. While the video plays, the caption text displayed throughout the video will be highlighted in the transcript box.

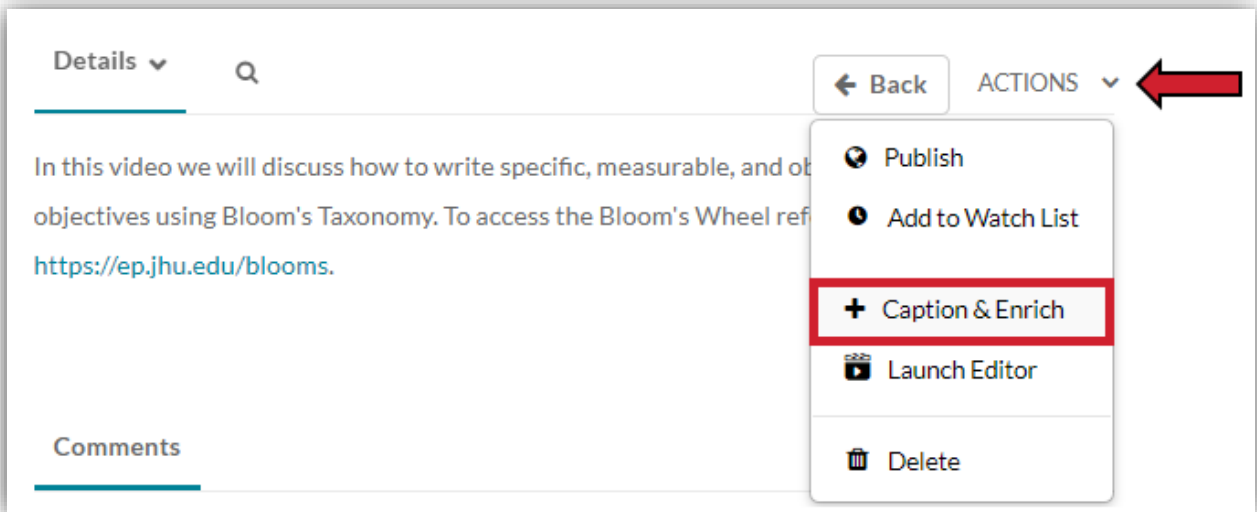


Editing Captions

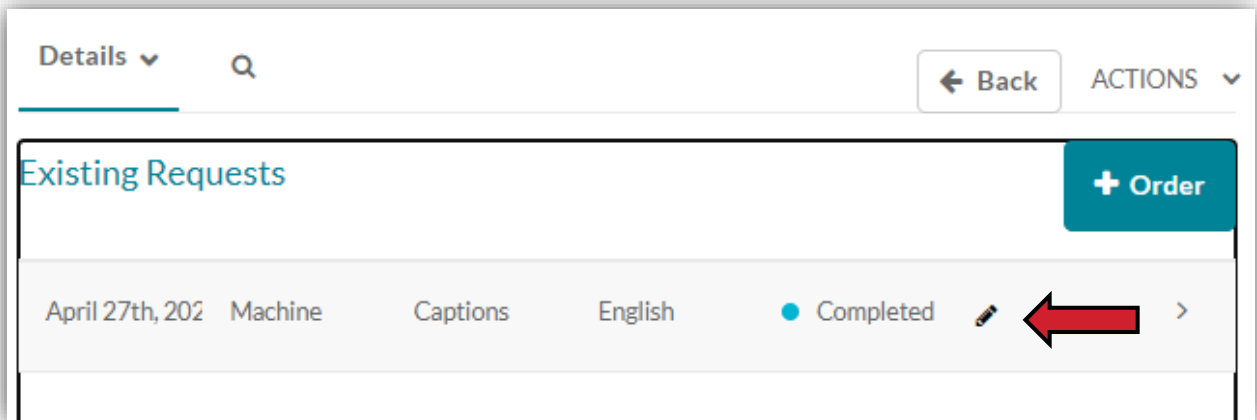
1. From **My Media**, click the name of the video you would like to edit captions for:



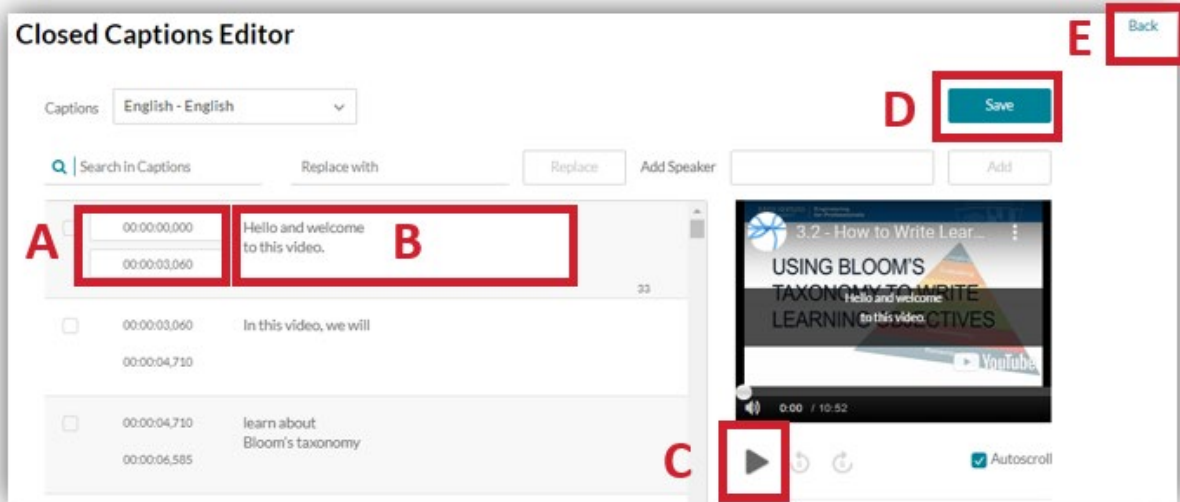
2. On the screen that opens, click the **ACTIONS** menu and select **Caption & Enrich**:



3. On the screen that opens, click the **PENCIL icon**:



4. On this page, you can:
- A. Adjust timing of caption placement for pacing.
 - B. Edit text.
 - C. Play the video to view the current captions.
 - D. Save your edits.
 - E. Go back to your video. ***Be sure to save your edits first.***



For more instructions, [watch Kaltura's video tutorial](#) or [read their detailed documentation](#).

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

