

## Introduction:

The instructions below give an overview of how to edit captions in Kaltura media within Canvas. These steps assume you have already enabled Kaltura and are either the Owner or Co-Editor of videos.

## Who can edit captions?

The person who records and/or uploads media is the Owner. Only the Owner and Co-Editors of media can edit captions.

[Click here for instructions on how to add a Co-Editor](#)

## Accessing media:

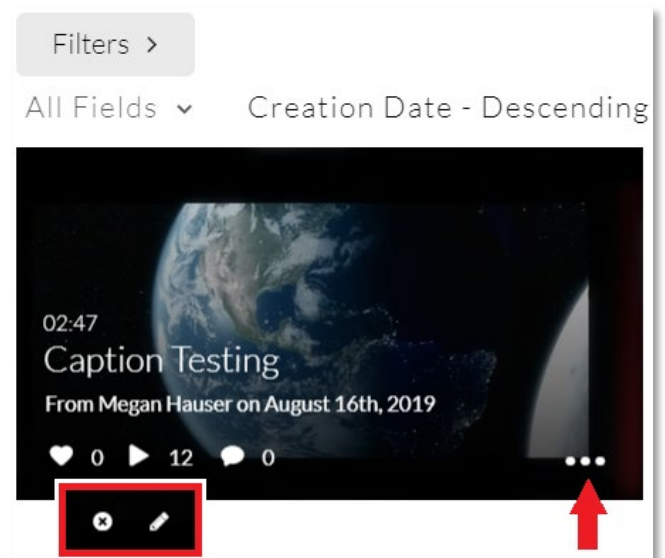
Update captions by accessing the video within **My Media CSUO** or **Media Gallery CSUO**.

Media Gallery CSUO

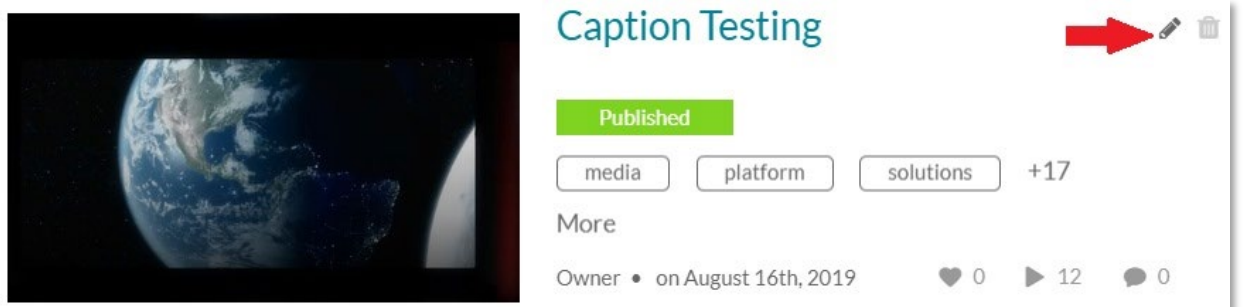
My Media CSUO

- Videos linked in a course are available in that course's Media Gallery.
- All videos you own, or videos to which you've been added as a Co-Editor, are available in My Media.

If you're accessing the video in Media Gallery, click on the video. On the next screen, click on the three dots in the lower right corner to reveal the edit icon (pencil).



If you're accessing the video in My Media, click the edit icon (pencil) to the upper right.



On the Edit screen click **Captions**, then click **Edit Captions**

The screenshot shows the YouTube video edit interface for a video titled "Caption Testing". The video player on the left shows a play button over a view of Earth from space. The video is published and has 50 views and 12 likes. The "Captions" tab is selected in the bottom navigation bar, and the "Edit Captions" button is highlighted with a red box. Other tabs include Details, Options, Collaboration, Thumbnails, Downloads, Attachments, Timeline, and Replace Media. A "Launch Editor" button is also visible.

## Editing Captions in the Closed Captions Editor

To update captions in the **Closed Captions Editor** click the text, then add, edit and delete words and phrases as needed.

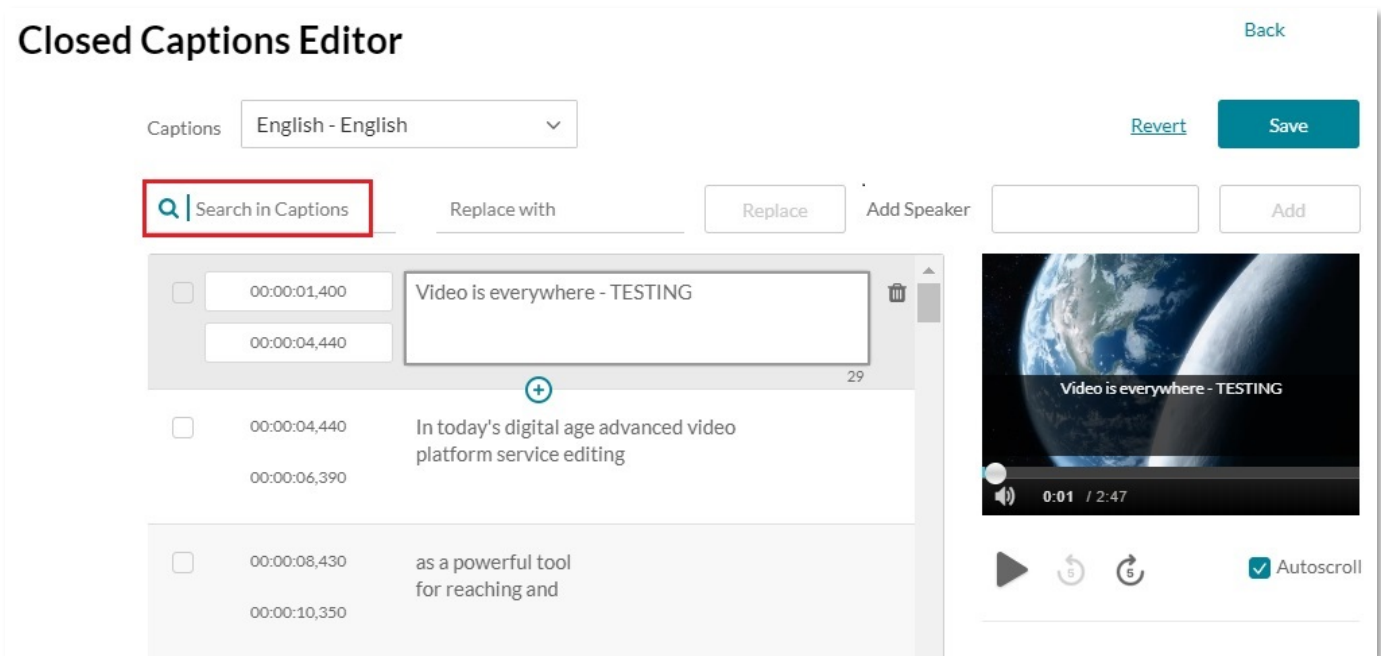
Changes to captions are displayed immediately in the small media player on screen. Click **Save** to preserve updates.

The screenshot shows the "Closed Captions Editor" interface. The language is set to "English - English". There are buttons for "Revert" and "Save". A search bar is present for "Search in Captions". A list of captions is shown, with the first one, "Video is everywhere - TESTING", highlighted with a red box. A small video player on the right shows the video with the selected caption overlaid, also highlighted with a red box. The video player shows a progress bar at 0:01 / 2:47 and an "Autoscroll" checkbox that is checked.



## Search in Captions

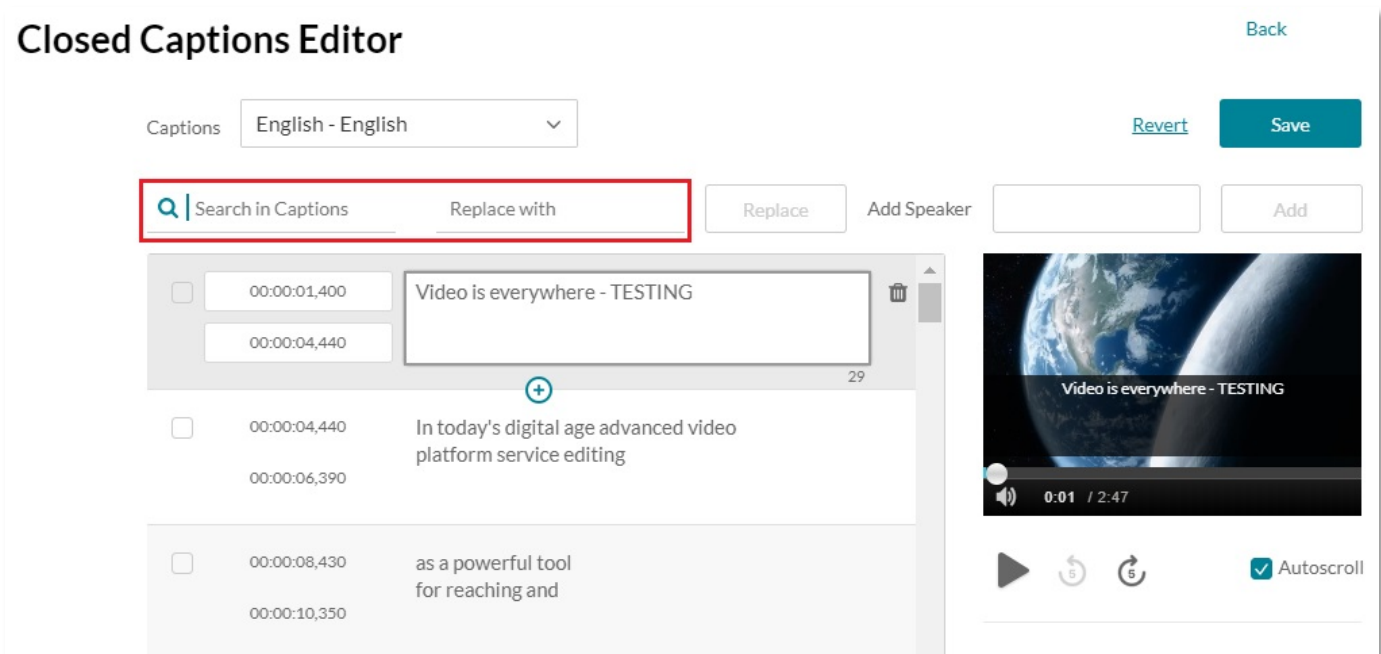
Use the **Search in Captions** field to go directly to words and phrases you know need to be corrected.



The screenshot shows the 'Closed Captions Editor' interface. At the top right, there is a 'Back' link. Below it, a 'Captions' dropdown menu is set to 'English - English'. To the right of the dropdown are 'Revert' and 'Save' buttons. A search bar labeled 'Search in Captions' is highlighted with a red box. To its right is a 'Replace with' field, followed by a 'Replace' button and an 'Add Speaker' field with an 'Add' button. The main area displays a list of captions with checkboxes and timecodes. The first caption is 'Video is everywhere - TESTING' with a timecode of 00:00:01,400. Below it is another caption 'In today's digital age advanced video platform service editing' with a timecode of 00:00:04,440. A third caption 'as a powerful tool for reaching and' has a timecode of 00:00:08,430. On the right side, there is a video player showing a scene of Earth from space with the caption 'Video is everywhere - TESTING' overlaid. The video player has a progress bar at 0:01 / 2:47 and an 'Autoscroll' checkbox that is checked.

## Search and Replace

You can search and replace all instances of a word or phrase throughout the captions.



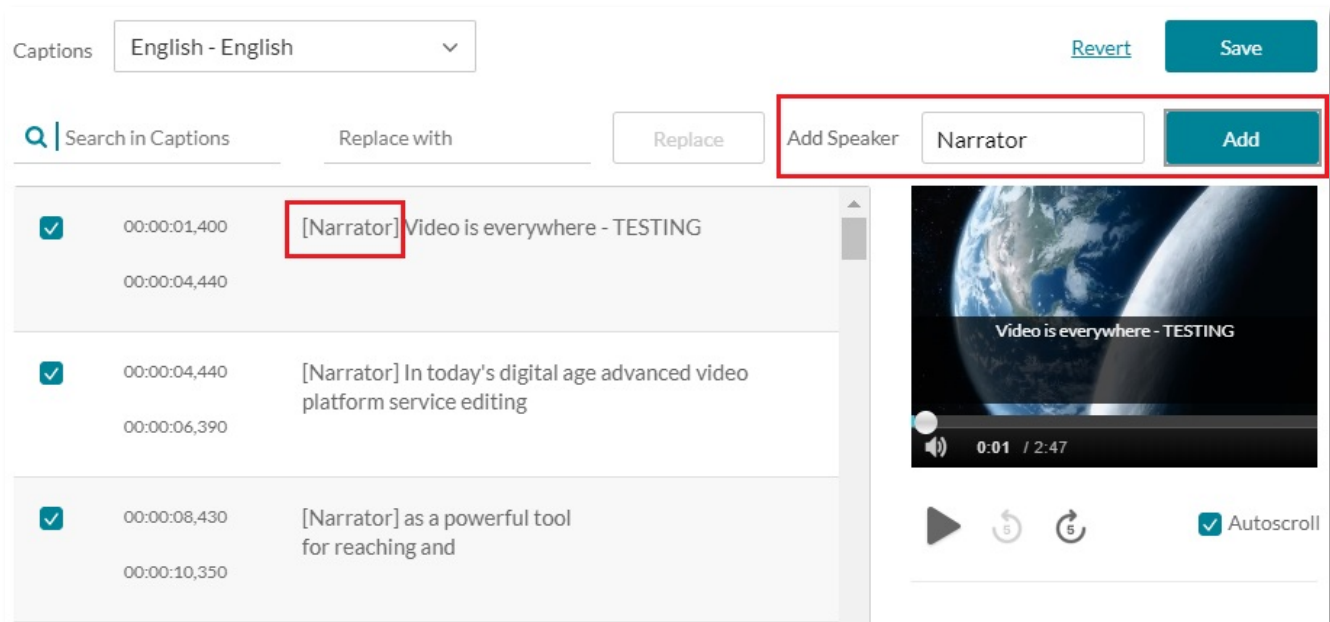
This screenshot is identical to the one above, showing the 'Closed Captions Editor' interface. The 'Search in Captions' field is highlighted with a red box. The 'Replace with' field is also highlighted with a red box. The 'Replace' button is visible to the right of the 'Replace with' field. The rest of the interface, including the caption list and the video player, is the same as in the previous screenshot.

- Type a word or phrase into the Search in Captions field
- Type the replacement word(s) in the **Replace with** field
- Click **Replace**.



## Add Speaker

Use the **Add Speaker** field to add the speaker's name to one or multiple lines of text. This may be useful for captions during an interview or panel style video.



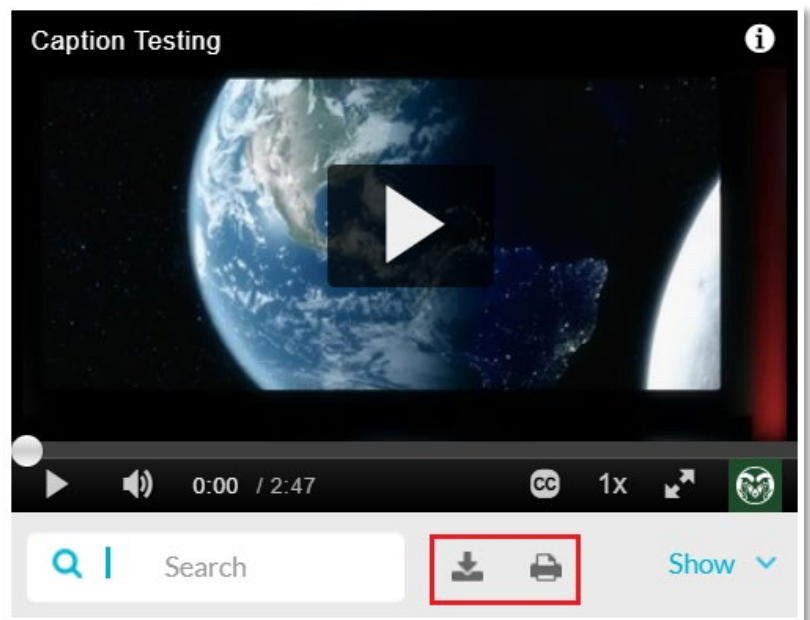
The screenshot shows the video captioning interface. At the top, there is a 'Captions' dropdown menu set to 'English - English', a 'Revert' link, and a 'Save' button. Below this is a search bar labeled 'Search in Captions', a 'Replace with' field, a 'Replace' button, and an 'Add Speaker' field containing the text 'Narrator'. To the right of the 'Add Speaker' field is an 'Add' button. Below these elements is a list of captions, each with a checkbox, a time range, and the caption text. The first caption is '[Narrator] Video is everywhere - TESTING' and is highlighted with a red box. The second caption is '[Narrator] In today's digital age advanced video platform service editing' and the third is '[Narrator] as a powerful tool for reaching and'. To the right of the caption list is a video player showing a video of Earth from space with the caption 'Video is everywhere - TESTING' overlaid. The video player has a progress bar at 0:01 / 2:47, a play button, a volume icon, and an 'Autoscroll' checkbox which is checked.

- Click checkboxes to the left of each line where you want to add the speaker.
- Type a speaker's name into the **Add Speaker** field.
- Click **Add**

## Downloading and Printing Transcripts

Wherever a Kaltura video is embedded in a course, you can download or print the transcript. Click the download or print icon below the player.

Downloaded transcripts are in plain text file format (.txt).



The screenshot shows a video player interface. The video title is 'Caption Testing'. The video content shows Earth from space. The video player has a progress bar at 0:00 / 2:47, a play button, a volume icon, a 'CC' icon, a '1x' icon, and a 'Show' dropdown menu. Below the video player is a search bar labeled 'Search' and two icons: a download icon and a print icon, both of which are highlighted with a red box.

