How do I add captions to a Kaltura video?

Tell Me

1. Adding Captions
   1. Access your course in Canvas
   2. Click the My Media link. The My Media page is displayed

3. For the video you want to caption, either click the preview image or the video link
4. **In the Actions drop-down menu, select Order Captions**

   ![Image of the Actions drop-down menu with Order Captions highlighted]

5. Select the type of captioning you want in the Fidelity drop-down list
   1. Mechanical, which is machine-based captioning, is the default. It is NOT ADA compliant. You are able to edit the captioning to make it ADA compliant.

   ![Image of the Fidelity drop-down menu with Mechanical option highlighted]

   The other option is Professional, which is ADA compliant. You will need to select a Turnaround Time for processing. Professional captioning 99% accurate as it is done by a person. 48 business hours is the standard time.

   ![Image of the Fidelity drop-down menu with Professional option highlighted]

   **Instructions and Notes text box**

   Use the Instructions and Notes text box to provide information to the transcriptionist. Such notes might include information on spelling of names, medical terms, etc.
2. Click **Order Captions**. The request is processed and the Thank you dialog box is displayed.

6. Click **OK**

7. A table is displayed with the estimated due date of when the captions will be available. The time will vary and is based on the length of the video.

**Captioning Times**

For Mechanical, the captioning time is approximately 5 times the length of the video. For example, if your video is 5 minutes long, it should take approximately 25 minutes to complete.
Related FAQs

- How do I add captions to a Kaltura video?
- How do I create a Development, Project, Quality Matters, or Training course?
- How can students install Respondus LockDown Browser on Windows devices?
- How do students install Respondus LockDown Browser on a Mac device?
• How can students tell if their Canvas course is available?