How do I add captions to a Kaltura video?
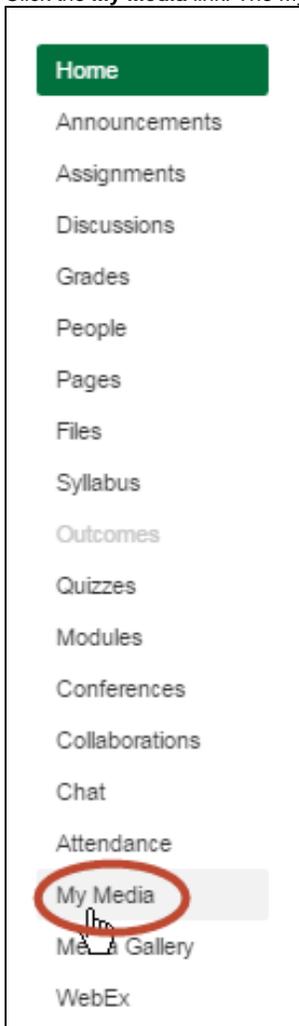
Tell Me

> **PROFESSIONAL CAPTIONING**
>
> The use of professional captioning will only be approved for faculty created video recordings.
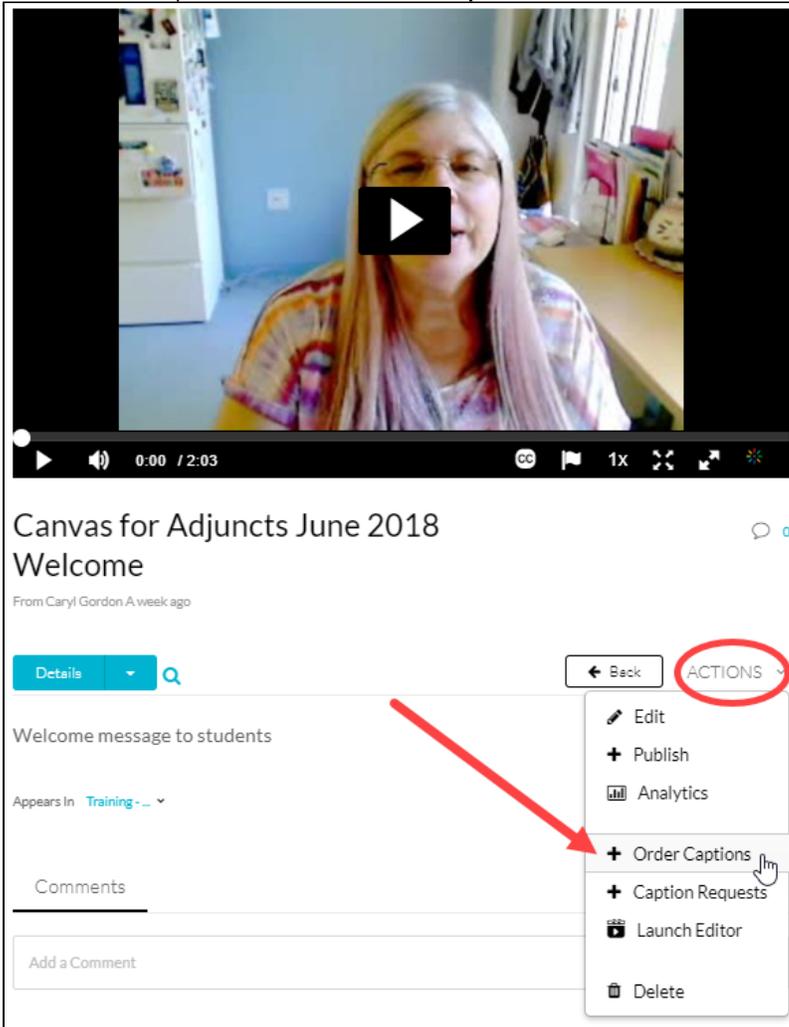
1. Adding Captions
   1. Access your course in Canvas
   2. Click the **My Media** link. The My Media page is displayed

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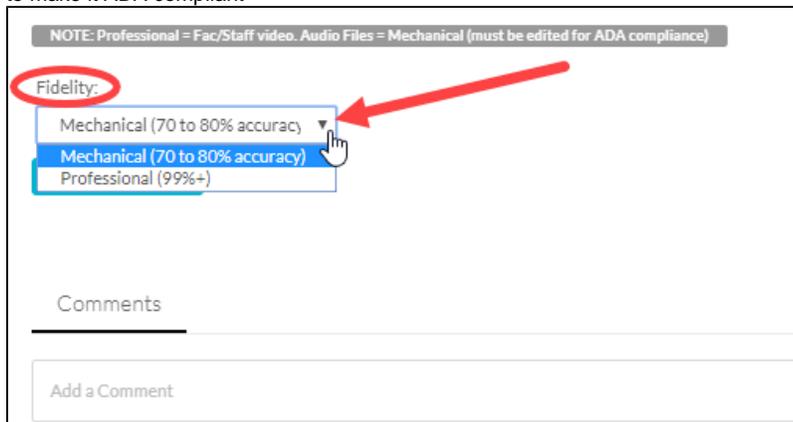
4. In the **Actions** drop-down menu, select **Order Captions**

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 MUST edit the captioning to make it ADA compliant

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

> **Instructions and Notes text box**
>
> Use the Instructions and Notes text box to provide infromation 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
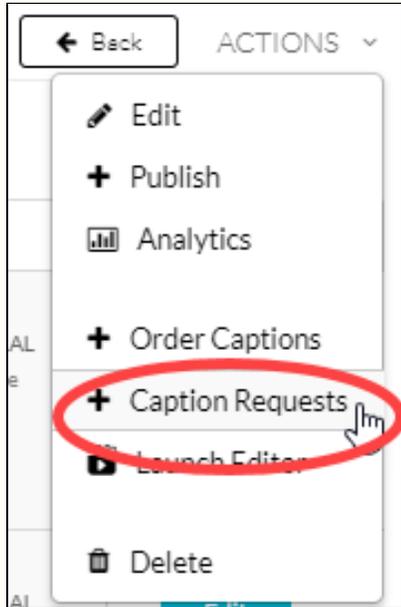
> **Captioning Times**
>
> For Mechanical, the captioning time is approximately 5 times the length of the video. For example, if your video is 5 minutes long, it should take approximately 25 minutes to complete

	Please click on 'edit' link to edit the corresponding captions from cielo24.					
Requester	**Requested**	**Due**	**Completed**	**Details**	**Status**
cgordon2	06/21/18	06/23/18		Fidelity PROFESSIONAL Turnaround Time STANDARD Language en	*AUTHORIZING*❓

Caption Requests

You can also see the captioning request information by choosing **Actions**, **Caption Requests**

Related FAQs

Page:How do I students log into Canvas and access their courses?

Page:How do I create a Development, Project, Quality Matters, or Training course?

Page:How do I link library resources in my Canvas course?

Page:How do students install Respondus LockDown Browser on a Mac device?

Page:How can students install Respondus LockDown Browser on Windows devices?