

How do I add captions to a Kaltura video?

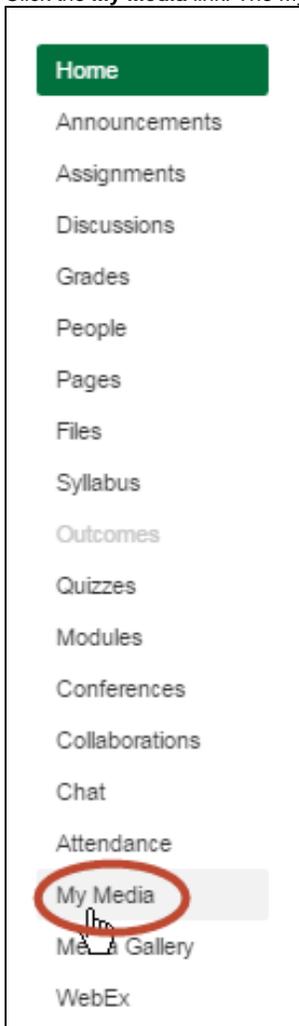
Tell Me

PROFESSIONAL CAPTIONING

The use of professional captioning will only be approved for faculty created video recordings.

1. Adding Captions

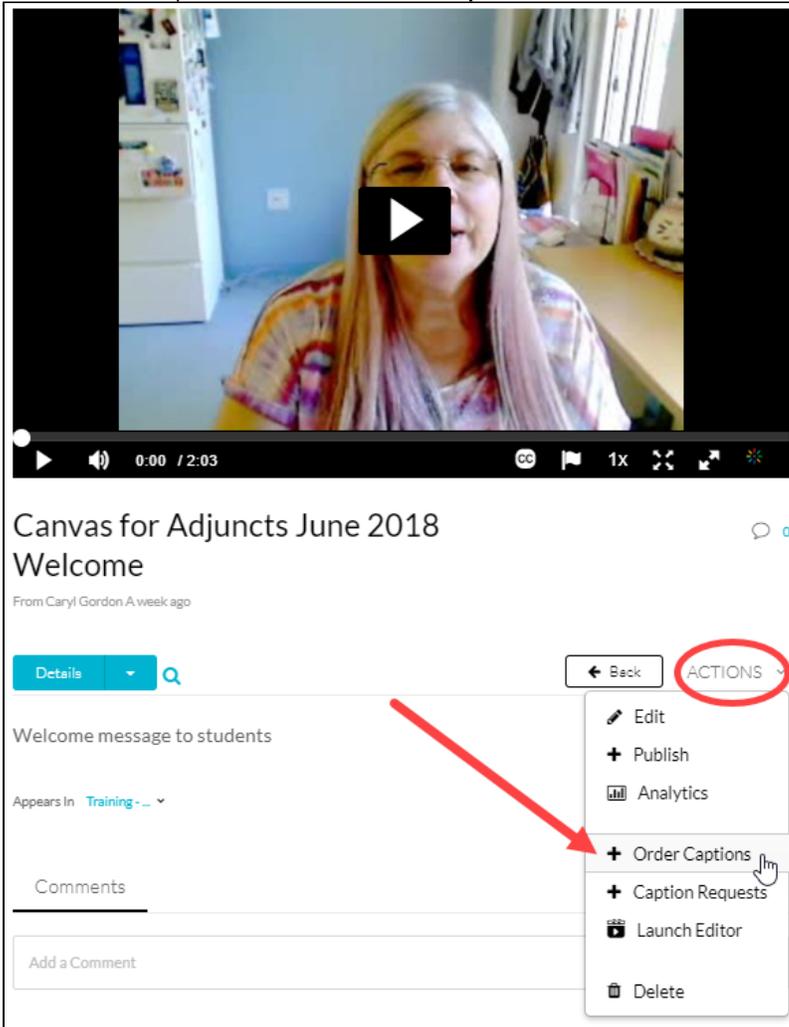
1. Access your course in Canvas
2. Click the **My Media** link. The My Media page is displayed



3. For the video you want to caption, either click the preview image or the video link

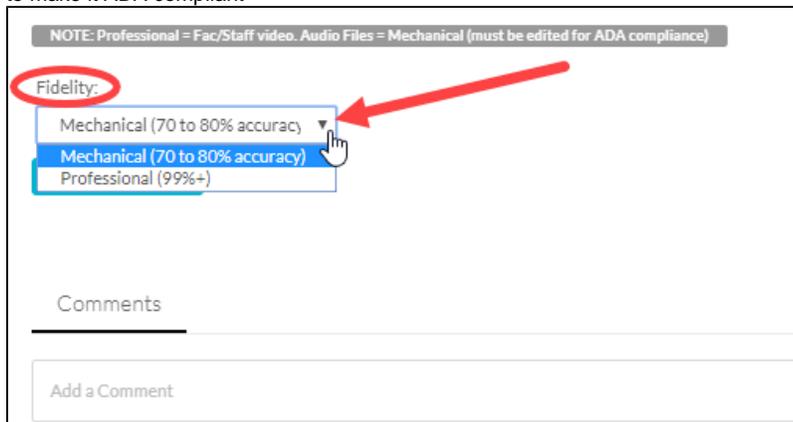


4. In the **Actions** drop-down menu, select **Order Captions**



The screenshot shows a video player interface. At the top is a video player with a play button and a progress bar showing 0:00 / 2:03. Below the video is the title "Canvas for Adjuncts June 2018" and "Welcome" with a subtext "From Caryl Gordon A week ago". There is a "Details" button and a search icon. On the right, there is a "Back" button and an "ACTIONS" dropdown menu. The "ACTIONS" menu is open, showing options: Edit, Publish, Analytics, Order Captions (highlighted with a red arrow and a hand cursor), Caption Requests, Launch Editor, and Delete. Below the video player, there is a "Welcome message to students" section, an "Appears In" dropdown set to "Training...", and a "Comments" section with an "Add a Comment" input field.

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 screenshot shows a "Fidelity:" dropdown menu. A red circle highlights the "Fidelity:" label. A red arrow points to the "Mechanical (70 to 80% accuracy)" option, which is currently selected. The dropdown menu also shows "Mechanical (70 to 80% accuracy)" and "Professional (99%+)". Below the dropdown menu, there is a "Comments" section with an "Add a Comment" input field. At the top of the screenshot, there is a note: "NOTE: Professional = Fac/Staff video. Audio Files = Mechanical (must be edited for ADA compliance)".

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

NOTE: Professional = Fac/Staff video. Audio Files = Mechanical (must be edited for ADA compliance)

Instructions & Notes:
Text entered here is seen by cielo24 workers...

Turnaround Time:
Standard (48 hours)
Standard (7 days)
Standard (48 hours)
Priority (24 hours)

Fidelity:
Professional (99%+)

Order Captions

Comments
Add a Comment

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

NOTE: Professional = Fac/Staff video. Audio Files = Mechanical (must be edited for ADA compliance)

Instructions & Notes:
Text entered here is seen by cielo24 workers...

Turnaround Time:
Standard (48 hours)

Fidelity:
Professional (99%+)

Order Captions

6. Click **OK**

Thank you! Your caption request has been received.
Captions will be automatically uploaded to your video upon completion.

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

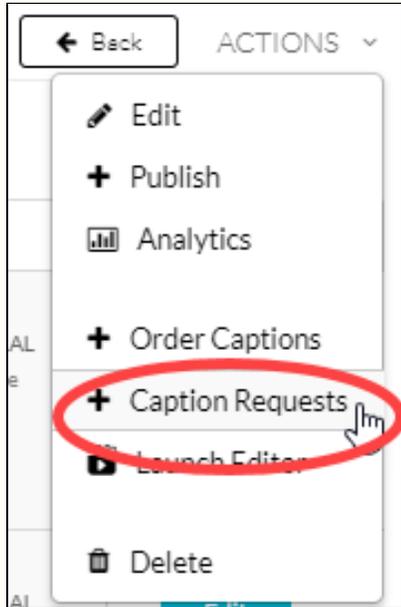
For Mechanical, the captioning time is approximately 5 times the length of the video. For example, if your video is 5 minutes long, it should take approximately 25 minutes to complete

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?