

Kaltura Captioning

With Kaltura, you have the following options with captioning:

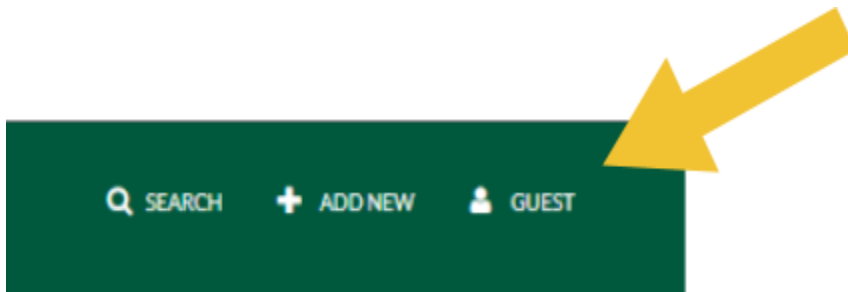
- Edit the auto generated captions (make the captions 100% accurate)
- Don't Show on Player (prevent students from seeing the auto generated captions)
- Change the language of the captions (all auto generated captions are in English)
- Delete captions that were auto generated
- Upload captions from your desktop (use your own personal transcript)

How to edit captions in Kaltura

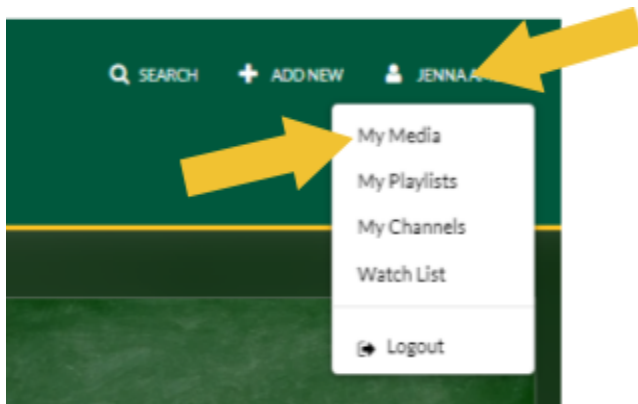
Watch this video about [Editing Captions on Your Videos in Kaltura Mediaspace](#), or follow these instructions.

Your video will be machine-captioned automatically (check back in an hour; the wait depends on the length of your video). Wait until the automated captions have been completed before editing the captions.

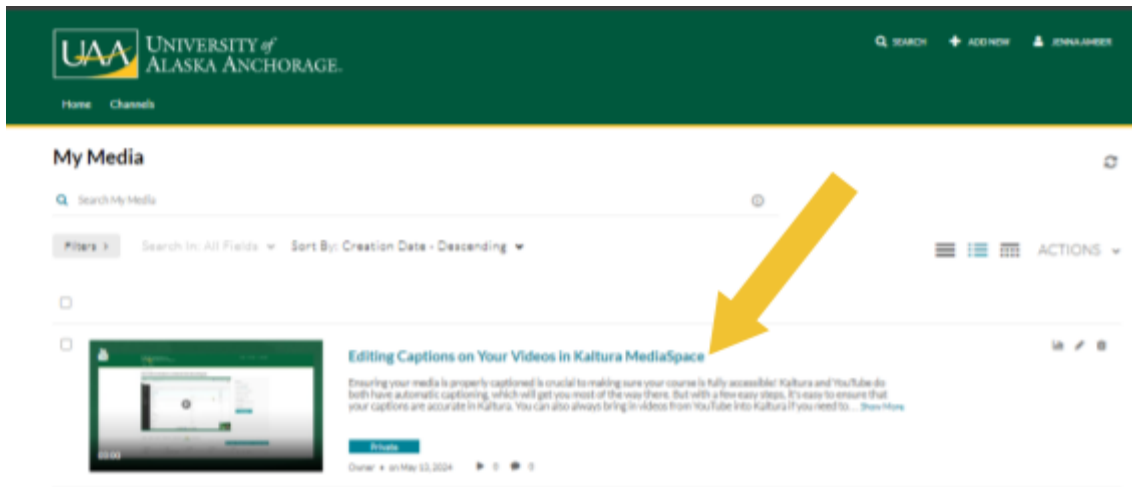
1. Navigate to [UAA Kaltura MediaSpace](#)
2. Select the guest icon in the top right and log in with your UA credentials.



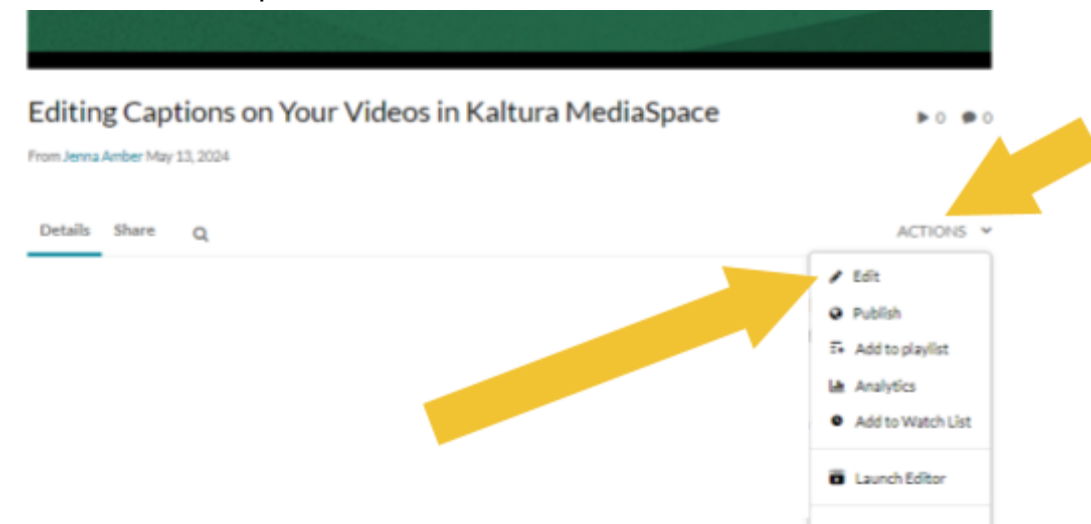
3. Click your name in top right and choose My Media to see a list of all your videos in Kaltura My Media.



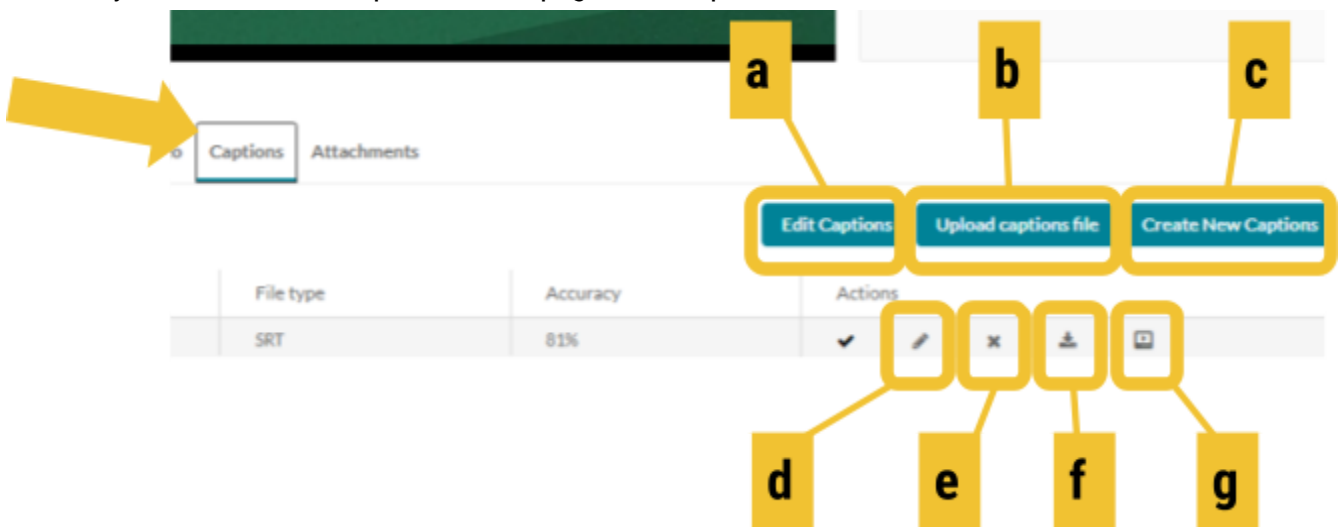
4. Click on the title of the video whose captions you want to edit to open the details screen.



5. Select the ACTIONS pull-down menu and choose Edit



6. Select the Captions tab and Kaltura will show the list of caption files. Clicking the Edit Captions button (a), will take you to the Closed Captions Editor page. Other options are as follows:



a. **Edit Captions**

Click this button to open the Closed Caption Editor and edit the timing or text of the captions.

b. **Upload captions file**

If you have your own transcript that you created. You must have the proper timing set in your file.

c. **Create New Captions**

Uncommon. This creates a new, blank caption for your to add to manually.

d. **Edit**

With Kaltura, you have the option to select which language you want the caption to be displayed as. By default, every video uploaded to Kaltura will be English (American). If you change the language be sure to select the pen tool again to save the language.

e. **Delete**

If you wish to delete the captions, click on the “X” icon.

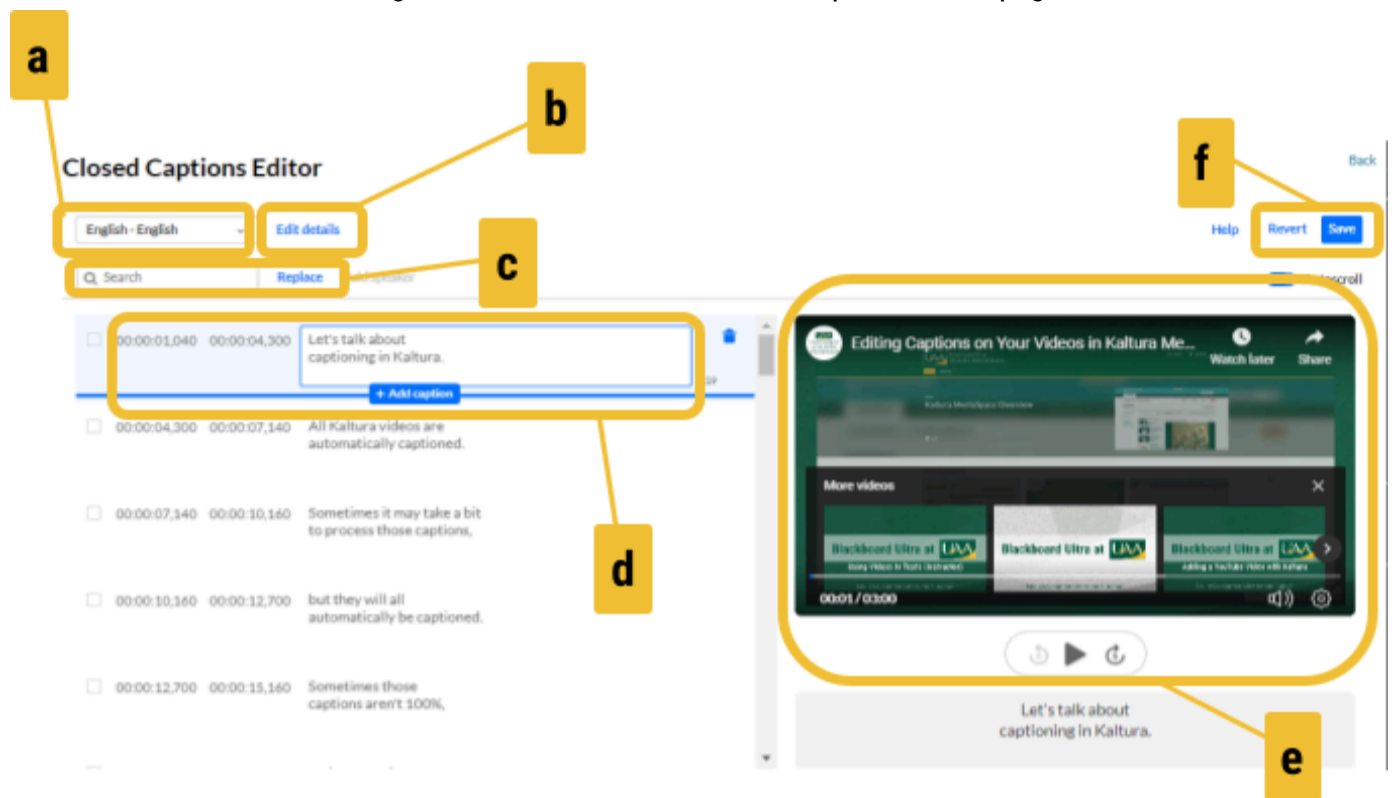
f. **Download**

If you wish to download the transcript to your desktop, click this down arrow icon.

g. **Don't Show on Player**

If you don't want to delete the captions, but at the same time you don't want your students to see the captions yet, click on this icon. This feature is helpful when you have not had time to edit the automated captions. When you want the captions to appear again simply click on the icon again.

7. On the Closed Captions Editor page you can edit the text of the captions, and playback the video as needed for reference. Here's a guide to the tools on the Closed Captions Editor page:



a. **Caption file drop-down menu**

This menu will allow you to select which caption file you are editing at the moment.

b. **Edit details**

This opens a dialog box that allows you to change the language of the captions and edit the label for the caption file.

c. **Captions Search Bar**

This search bar can find specific words within your caption file. Clicking Replace next to the search bar opens a dialog box that allows you to search for a word, enter a replacement word or phrase into the Replace With field, then click the Replace button.

d. **Captions Content Editor**

This editor displays all the captions from your selected caption file. Each entry lists the timestamp for the beginning and end of the caption's appearance on-screen in hours, minutes, seconds, and milliseconds (hh:mm:ss: mil). You can click into the timestamps and the caption text to directly edit them.

e. **Video player**

This video player allows you to playback the video while you edit the captions.

f. **Saving or Undoing Changes**

The Save button allows you to save any changes you made to the caption file. If you want to undo the changes you have made, click the Revert button to return the caption file to its original state prior to the current editing session.

8. When you've finished editing the captions, click Save, confirm your changes, and click Back.

9. To confirm the captions are displaying as you intended, return to the video page, play your video, and select the CC button in the player menu to see the edited captions.