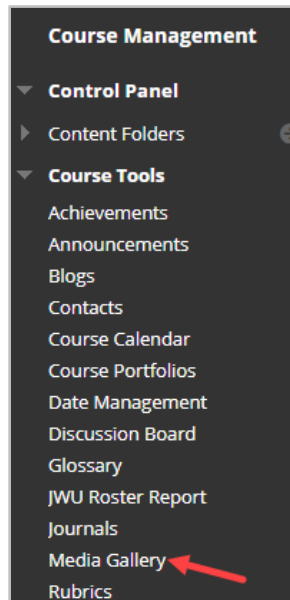


KALTURA: ADDING CAPTIONS TO VIDEO

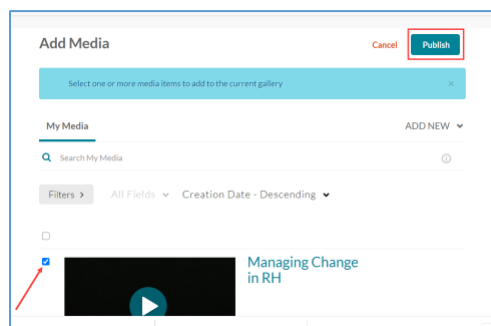
Kaltura provides an automatic captioning system for uploaded videos. You can also edit captions manually if needed.

Instructions

1. From the left-hand menu, click on **Course Tools** and then **Media Gallery**.

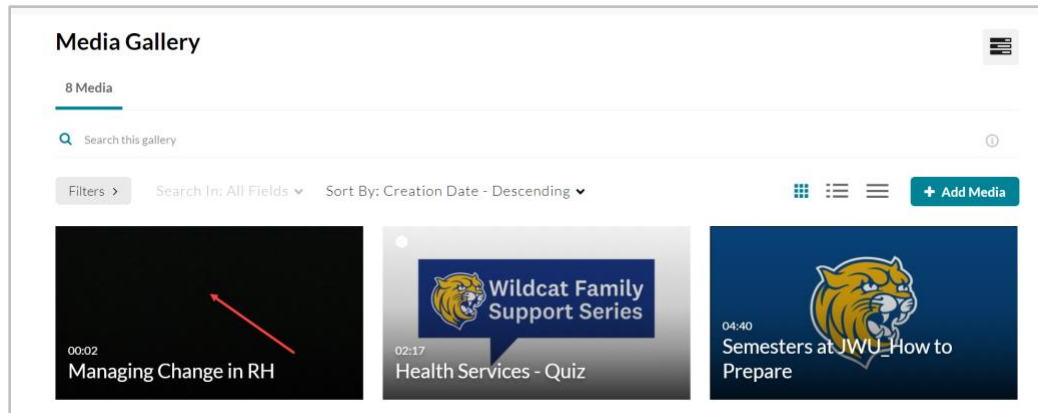


2. If needed, upload your video to ulearn. For information on uploading or recording a video to Kaltura, click here: [Add Audio or Video Files to Kaltura](#)
3. To add a video to the Media Gallery, click on Add New. Click the checkbox next to the video, then click Publish in the upper right hand corner.

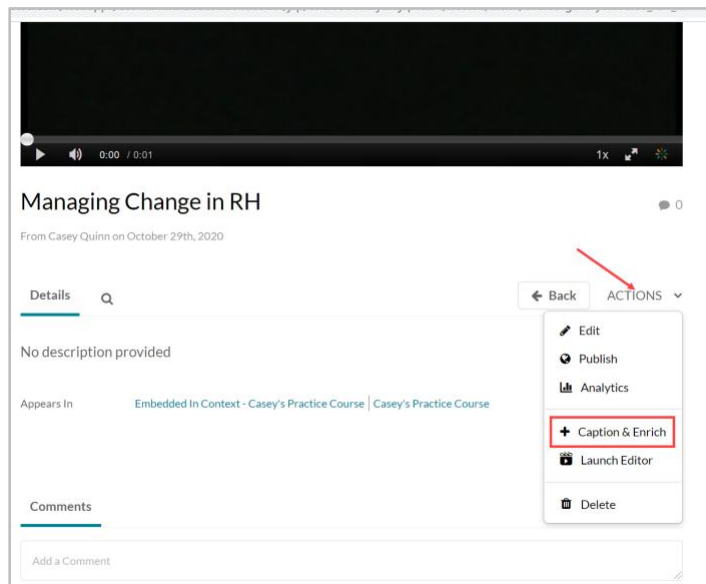


KALTURA: ADDING CAPTIONS TO VIDEO

4. Click directly on the video you wish to caption.



5. Click on the **Actions** menu below the video and select **Captions & Enrich**.



KALTURA: ADDING CAPTIONS TO VIDEO

- Under Order Captions & Enrichment Services, click **Submit**.

Order Captions & Enrichment Services

Service: Machine Source Media Language: English

Feature: Captions

Submit

- You can check on the status of your captions by clicking on the arrow to the right of the request.

Existing Requests + Order

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
October 29th, 202	Machine	Captions	English	Pending

Order Captions & Enrichment Services

Your request has been received. Your video will automatically updated upon completion.

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
October 29th, 202	Machine	Captions	English	Pending

Requester: quinn


Feature: Captions

Turnaround Time: 30 Minutes

KALTURA: ADDING CAPTIONS TO VIDEO

- Once your request is completed, you can edit the captions by clicking in the pencil icon.

Existing Requests + Order

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS	
October 29th, 202	Machine	Captions	English	Completed	 >

Note: If you wish to upload your captions from a text file, click on the **Upload captions** button. Caption files can only be uploaded in a SRT or DFXP file format.

- In the Closed Captions Editor, you can make changes to various settings (see tool descriptions below).

Closed Captions Editor Back

A → Captions: English - English


B → Search in Captions: Replace with: Replace

C →

	Start Time	End Time	Caption
<input type="checkbox"/>	00:00:30,990	00:00:34,420	John you like what we call getting the monkey off your back
<input type="checkbox"/>	00:00:34,420	00:00:38,660	I think in some inquiries lately about going back to the 12 step program
<input type="checkbox"/>	00:00:38,660	00:00:40,690	somewhere in the area I just.
<input type="checkbox"/>	00:00:42,000	00:00:42,850	Reach but you've got to.
<input type="checkbox"/>	00:00:51,080	00:00:52,210	Maintain my weight.

D → Add Speaker: Add

E → Revert Save

F → 

KALTURA: ADDING CAPTIONS TO VIDEO

A. **Caption File drop-down menu**

This menu allows you select which caption file you are editing.

B. **Captions Search Bar**

This search bar can find specific words within your caption file. It can also search for and replace words on a one-for-one basis with a new word. Once you have typed a word into the search bar and found instances of it within your captions, enter a replacement word or phrase into the **Replace With** field, then click the **Replace** button.

C. **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 mouse over both the timestamps and the caption text and click them to make any necessary edits.

D. **Speaker ID field**

This field allows you to designate the speaker for a given portion of your captions.

E. **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.

F. **Video Preview Player**

This preview player allows you to view which part of the video you are editing the captions for, and provides 5-second skip buttons to allow for more precise navigation through the video. The **Autoscroll** checkbox will cause the Caption Content Editor (highlighted in C) to scroll as the video in the preview window plays.

10. To save your changes, click the **Save** button in the upper right corner of the editor.

KALTURA: ADDING CAPTIONS TO VIDEO



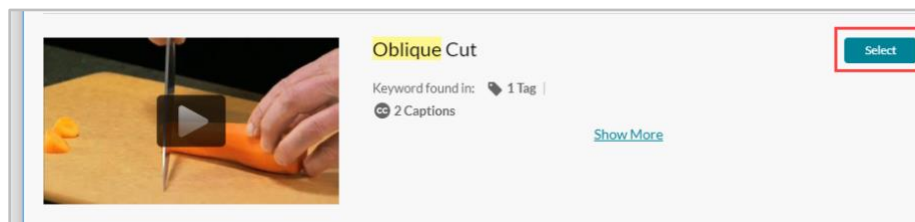
11. To make your video visible to students, you will need to add it to a content area. From the left-hand menu, click on the week or content area where you want to load the video.



12. In a content area, click the down arrow for **Add Collaboration Tool** and select **Kaltura Media**.

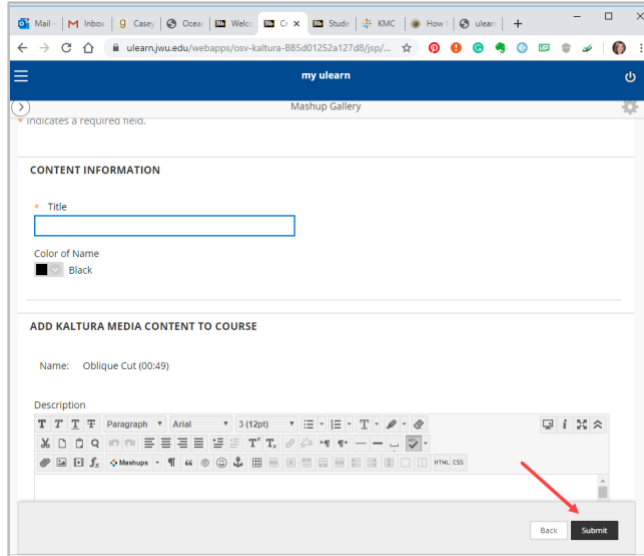


13. Locate your video and click on the **Select** button.



KALTURA: ADDING CAPTIONS TO VIDEO

14. Add a name and description and click **Submit**.



myulearn

Mashup Gallery

indicates a required field.

CONTENT INFORMATION

* Title

Color of Name

Black

ADD KALTURA MEDIA CONTENT TO COURSE

Name: Oblique Cut (00:49)

Description

Back Submit