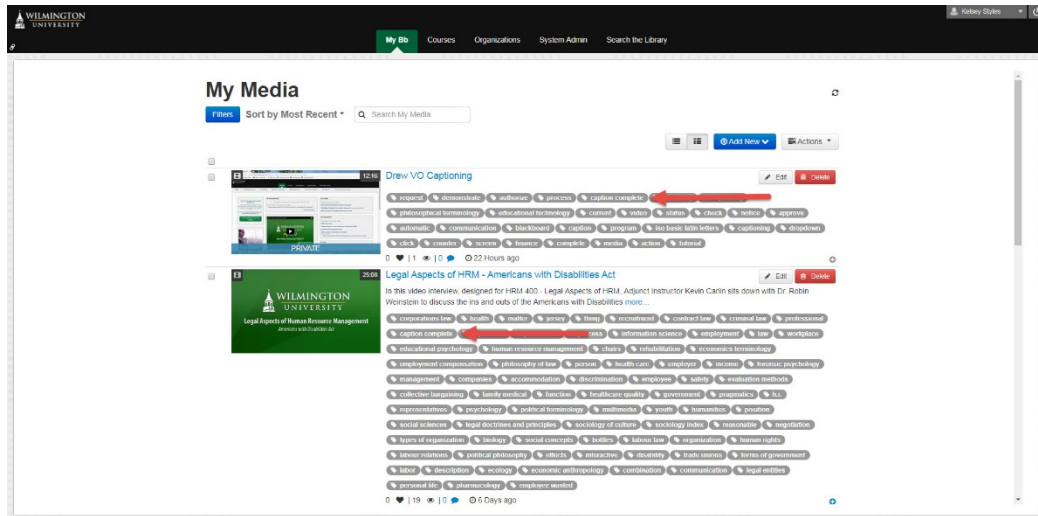


Kaltura’s automatic captioning software, while important, useful, and convenient, is not going to be correct 100% of the time. This tutorial will demonstrate how to amend any captioning errors you may find on your media content.

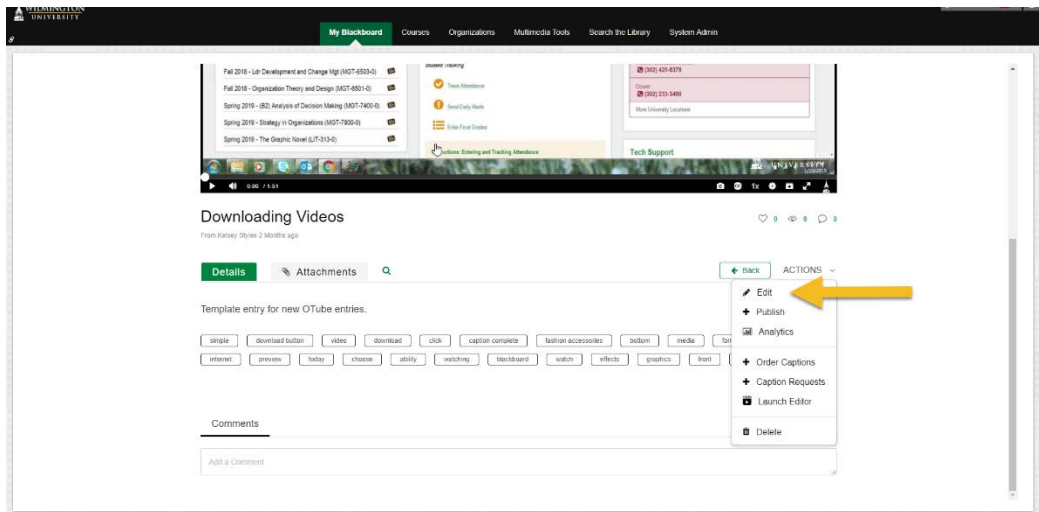
1. Begin in your My Media page in Blackboard.



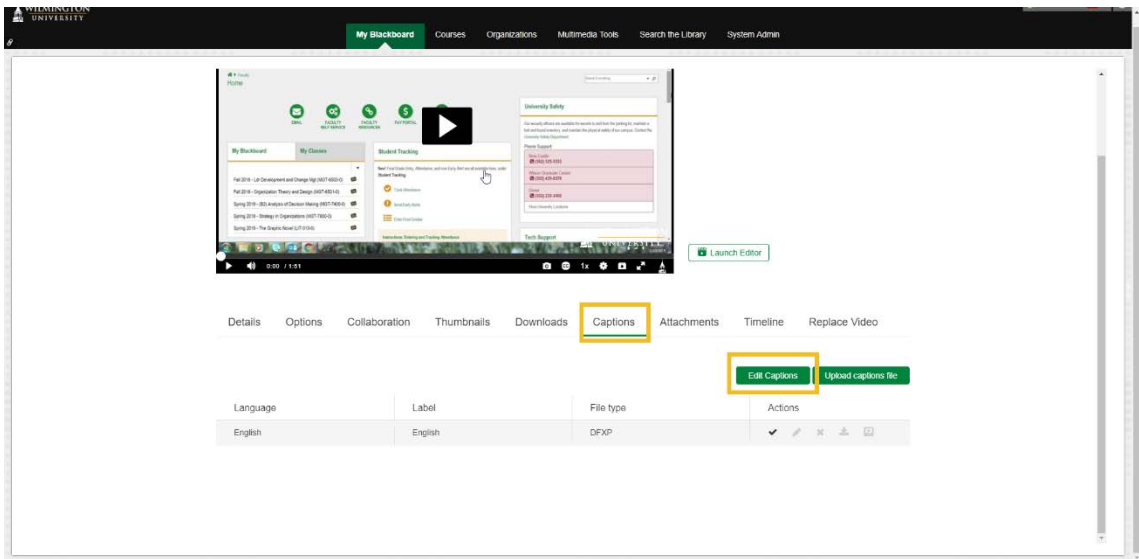
You will notice that the automatic captioning software has included additional tags based on key words in the video. When adding your title and description, feel free to remove any tags you feel were accidentally included, or add additional tags that may be relevant.

You’ll notice as part of this process that one of the tags will say “caption complete.” If this tag is included, the system has finished captioning your video, and you will be able to edit it.

2. Click the video title. This will launch the video at full screen. Scroll down until you see an “Actions” button on the bottom right. Click to see a dropdown.

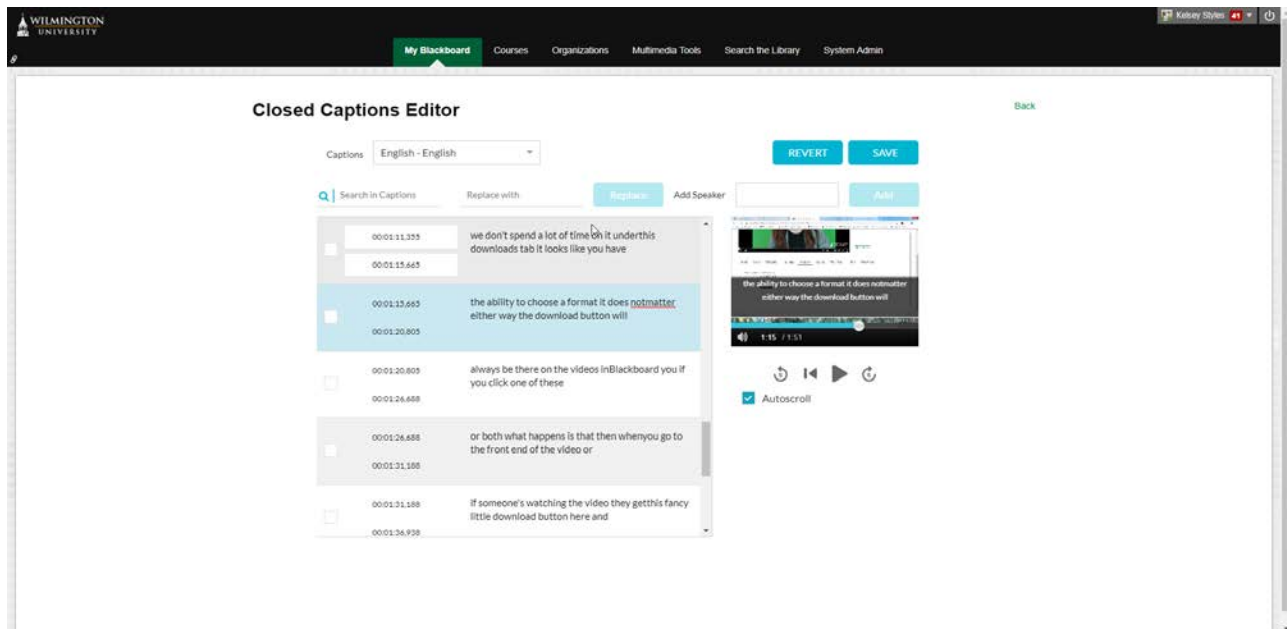


3. On the dropdown, click “Edit.”



Once you're in the video editing interface, you'll see a "Captions" tab along the top. Clicking onto that page will show the above screen. To edit the captions, simply click "Edit Captions."

The current transcription will appear along the left; the video will be available for playback on the right. Play the video and listen to what is being said. Then, type the correct verbiage into the appropriate time interval. The box will light up blue when you are on that section of text or video; it is easy to follow along with the captions!



Once you are finished, click the blue "Save" button in the top right to make the changes permanent.