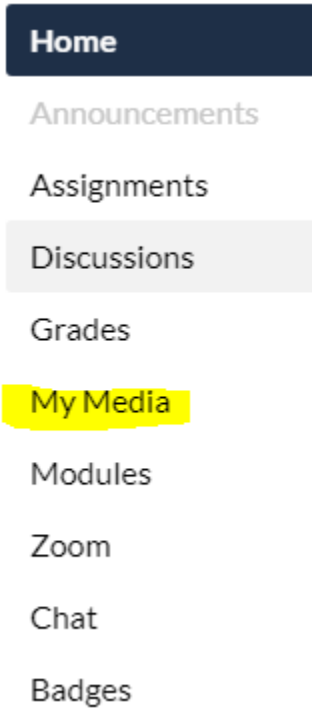


## Adding Closed Captions to Kaltura Videos

1. Open any course in Canvas and go to **My Media** on the course menu.



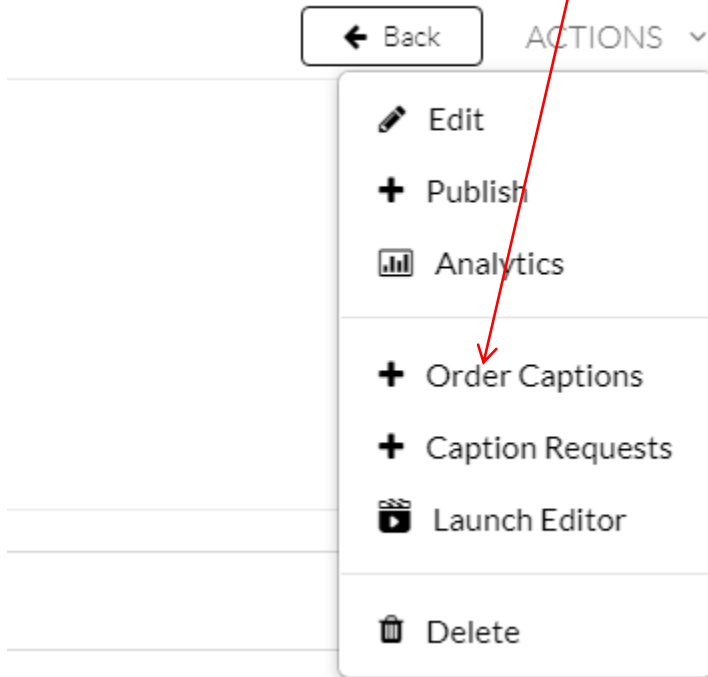
2. Click on the title of the video where you would like to add closed captions.



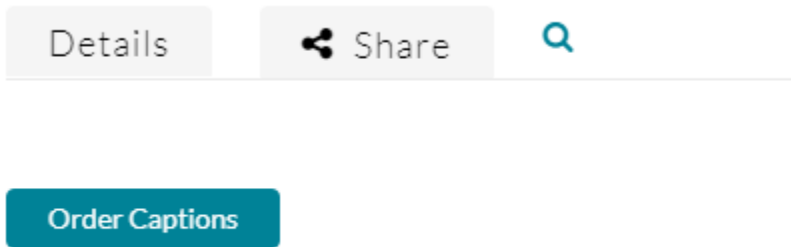
Kaltura Capture recording - July 25th  
2019, 10:49:42 am

## Adding Closed Captions to Kaltura Videos

- Go down to **Actions** and then **Order Captions**.



- Click on **Order Captions** again, in the green.



- You will get a message that your video status is “Authorizing”

Requester	Requested	Due	Completed	Details	Status
dmillica	08/01/19	08/03/19		Fidelity Turnaround Time Language MECHANICAL STANDARD en	<i>AUTHORIZING</i> ⓘ

Refresh list: [CLICK HERE](#) to see all Caption Requests for this media

## Adding Closed Captions to Kaltura Videos

- You will get another message when the process is complete. Once completed, you can click on the Edit button to preview the video captions and make changes to them. Once you **Approve**, your closed captions will appear on the video.

The screenshot shows the Kaltura video editing interface. At the top, there is a 'Filter' input field, a 'Jump To' timer set to 00:00:00, and a 'Customer Edit | 03:25' header. On the left side, a list of captions is displayed, starting with 'Good morning!' and followed by several lines of text about Canvas announcements. On the right side, a video player is shown with a screenshot of a Touro University Nevada course page. Below the video player, there is a playback control bar with buttons for play, pause, and volume. A 'Start Time' field is set to 00:00.9 and an 'End Time' field is set to 00:01.5. Below the video player, there is a 'Save' button (highlighted in green), an 'Approve' button, and two buttons for 'Play Until End of Sentence' and 'Play Until End of Video'.

- If you feel your video does not require Edits, you can skip step 7. Closed captions will appear automatically on your video after a few minutes. Turn on the closed caption by clicking on the **cc** at the bottom of your video.

