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.
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3. Go down to Actions and then Order Captions.

4. Click on Order Captions again, in the green.

5. You will get a message that your video status is “Authorizing”
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6. 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.

7. 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.