

Video Captioning – Kaltura and YouTube

****In order for captions to be 508 compliant, the text added to the videos has to be at least 98% correct. Please review all captions after they have been added and edit as needed. ****

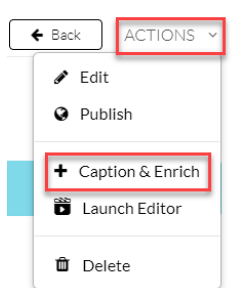
Kaltura Media



In Canvas (My Media icon in the global menu on the left)

Add Captions

- Go to the My Media tab in the global menu on your dashboard.
- Click on the video.
- Click on the Actions drop-down menu.



- Select 'Caption & Enrich'.
- Click Submit.
- You will see the caption request listed. The status displays 'Pending'.


REQUEST DATE ▾	SERVICE	FEATURE	LANGUAGE	STATUS
31/03/20	Machine	Captions	English	● Pending

- When the transcription process is complete, you will see the 'cc' icon on the player toolbar, and you will have received an email to notify you that the transcription was completed.

Edit Captions *(see Edit Existing Captions below if you added captions before 3/31/2020)*

- Click on a video on the My Media page.
- Click on the Actions drop-down menu and select 'Caption & Enrich' (see image above).

- Click on the pencil icon to the right of the caption request.

REQUEST DATE ▾	SERVICE	FEATURE	LANGUAGE	STATUS	
31/03/20	Machine	Captions	English	● Completed	

- The editing window opens. You will be able to edit the transcribed text in the boxes to the left of the video.
- After you complete all edits, click on 'Save'.

Edit captions created before 3/31/2020

- On the My Media tab, click the video.
- Click on Actions and select Edit.
- Go to the Captions tab and click the 'Edit Captions' button.

See the following links to learn more about the caption tool and the caption editor.

[Order Captions](#)

Edit Captions:

- [Access the editor](#)
- [Using the caption editor](#)

Visit our [Kaltura information page](#) in the myCETL course to learn more about how to use the media tool.

YouTube *(for videos you uploaded to your YouTube channel)*

- [Automatic captioning:](#)
 - Here's how you can review automatic captions and make changes, if needed:
 - Go to your [Video Manager](#) by clicking your account icon at the top right > **Your Channel** > **Manage Videos**.
 - Click on the video title to open the Video Details page.
 - Select **Subtitles** in the menu on the left and click the Edit (*pencil*) icon in the Subtitles column to the right of the caption entry you want to edit.
 - Review automatic captions and use the [instructions to edit or remove](#) any parts that haven't been accurately transcribed.
 - Add correct punctuation. There is a difference between "I ate grandma" and "I ate, grandma".
 - [Manually add captions.](#)
 - [Edit/remove captions.](#)

TIPS (*Kaltura and YouTube*)

- Always review the captions after the transcription process is complete. The speech recognition process can at times interpret a speaker's words incorrectly (*captions in Kaltura and YouTube can be edited – see above*).
- Avoid a period of silence longer than a few seconds (no sound at all) at the beginning of the video. This can prevent the YouTube caption process from starting the transcription.
- Videos with poor sound quality might not be transcribed by the automated process. In this case you will need to create a transcription file manually.
- Multiple speakers talking at the same time might prevent the system from transcribing the words or interpret them correctly. You will need to edit the captions after the transcription process is complete or add captions manually.