

Introduction:

The instructions below give an overview of how to edit captions in Kaltura media within Canvas. These steps assume you have already enabled Kaltura and are either the Owner or Co-Editor of videos.

Who can edit captions?

The person who records and/or uploads media is the Owner. Only the Owner and Co-Editors of media can edit captions.

[Click here for instructions on how to add a Co-Editor](#)

Accessing media:

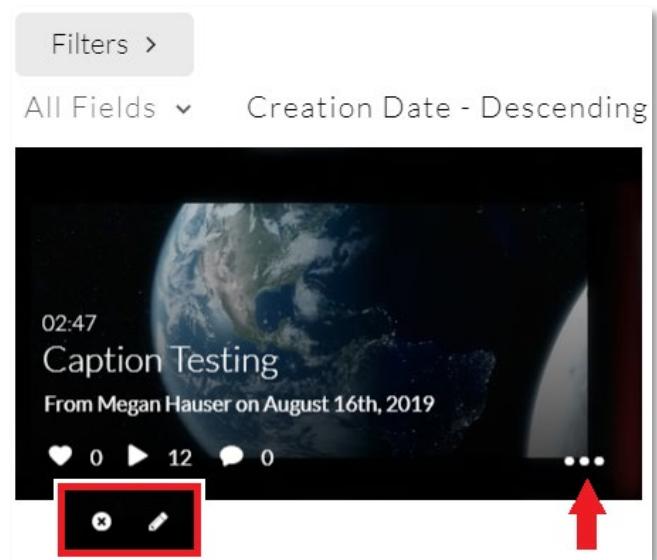
Update captions by accessing the video within **My Media CSUO** or **Media Gallery CSUO**.

- Videos linked in a course are available in that course's Media Gallery.
- All videos you own, or videos to which you've been added as a Co-Editor, are available in My Media.

Media Gallery CSUO

My Media CSUO

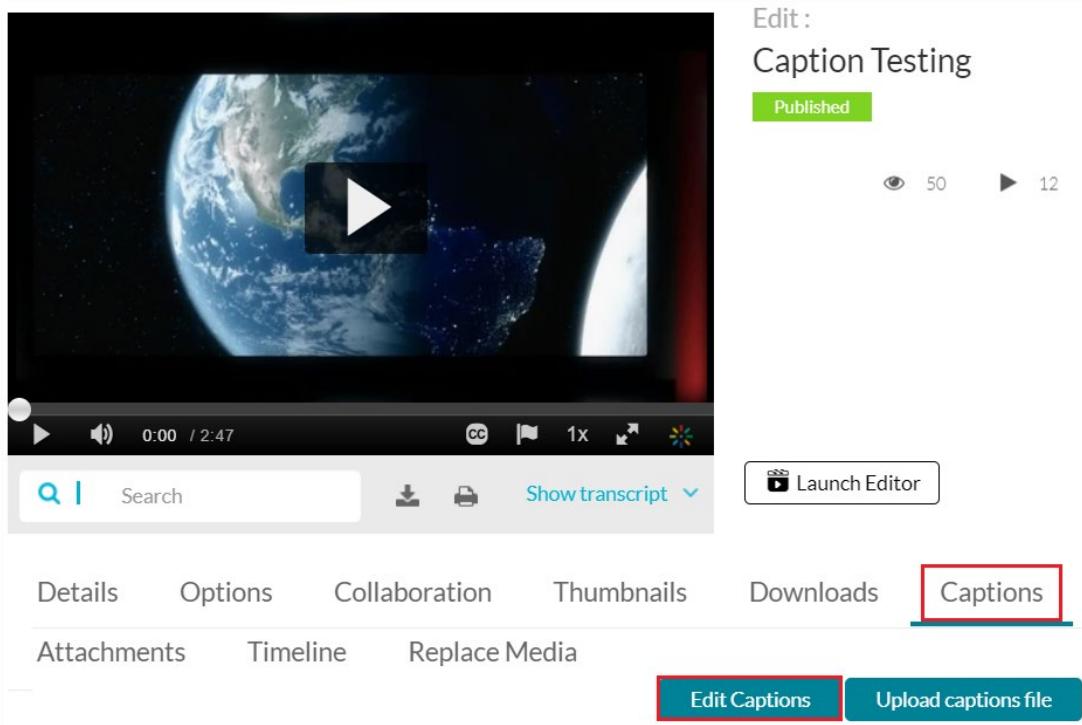
If you're accessing the video in Media Gallery, click on the video. On the next screen, click on the three dots in the lower right corner to reveal the edit icon (pencil).



If you're accessing the video in My Media, click the edit icon (pencil) to the upper right.



On the Edit screen click **Captions**, then click **Edit Captions**



Edit:
Caption Testing
Published

50 12

Search Show transcript Launch Editor

Details Options Collaboration Thumbnails Downloads Captions

Attachments Timeline Replace Media

Edit Captions Upload captions file

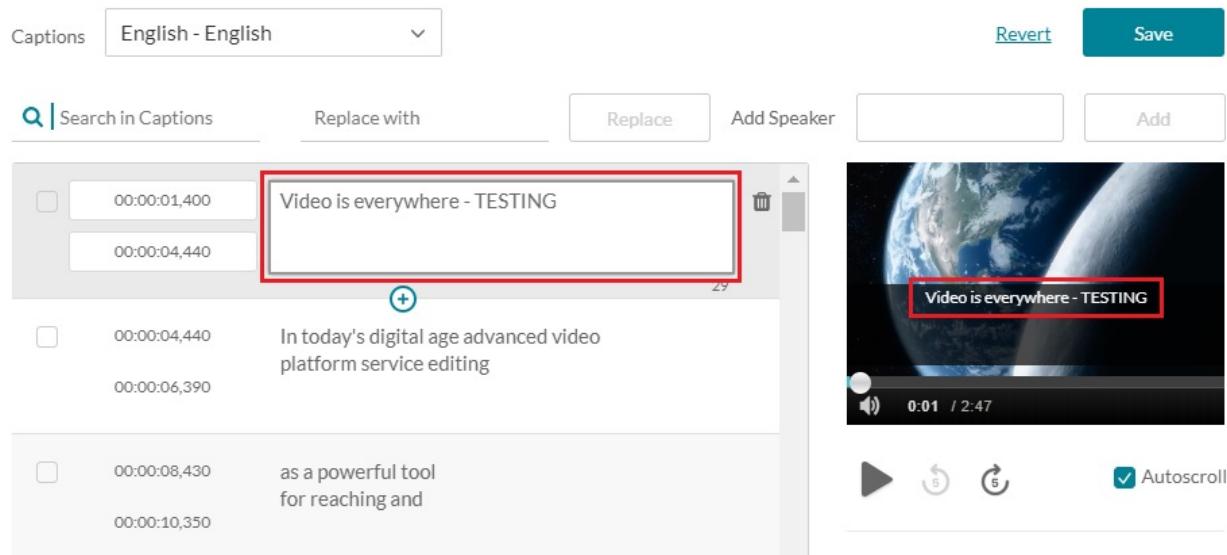
Editing Captions in the Closed Captions Editor

To update captions in the **Closed Captions Editor** click the text, then add, edit and delete words and phrases as needed.

*Changes to captions are displayed immediately in the small media player on screen. Click **Save** to preserve updates.*

Closed Captions Editor

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Captions English - English

Revert Save

Search in Captions Replace with Replace Add Speaker Add

00:00:01,400 Video is everywhere - TESTING
00:00:04,440

00:00:04,440 In today's digital age advanced video platform service editing
00:00:06,390

00:00:08,430 as a powerful tool for reaching and
00:00:10,350

0:01 / 2:47

Autoscroll

Search in Captions

Use the **Search in Captions** field to go directly to words and phrases you know need to be corrected.

Closed Captions Editor

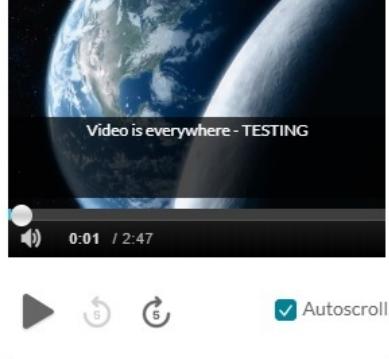
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Captions English - English ▼

[Revert](#) [Save](#)

Search in Captions Replace with [Replace](#) [Add Speaker](#)

00:00:01,400 **Video is everywhere - TESTING** 00:00:04,440 00:00:04,440 In today's digital age advanced video platform service editing 00:00:06,390 00:00:08,430 as a powerful tool for reaching and 00:00:10,350



Search and Replace

You can search and replace all instances of a word or phrase throughout the captions.

Closed Captions Editor

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Captions English - English ▼

[Revert](#) [Save](#)

Search in Captions Replace with [Replace](#) [Add Speaker](#)

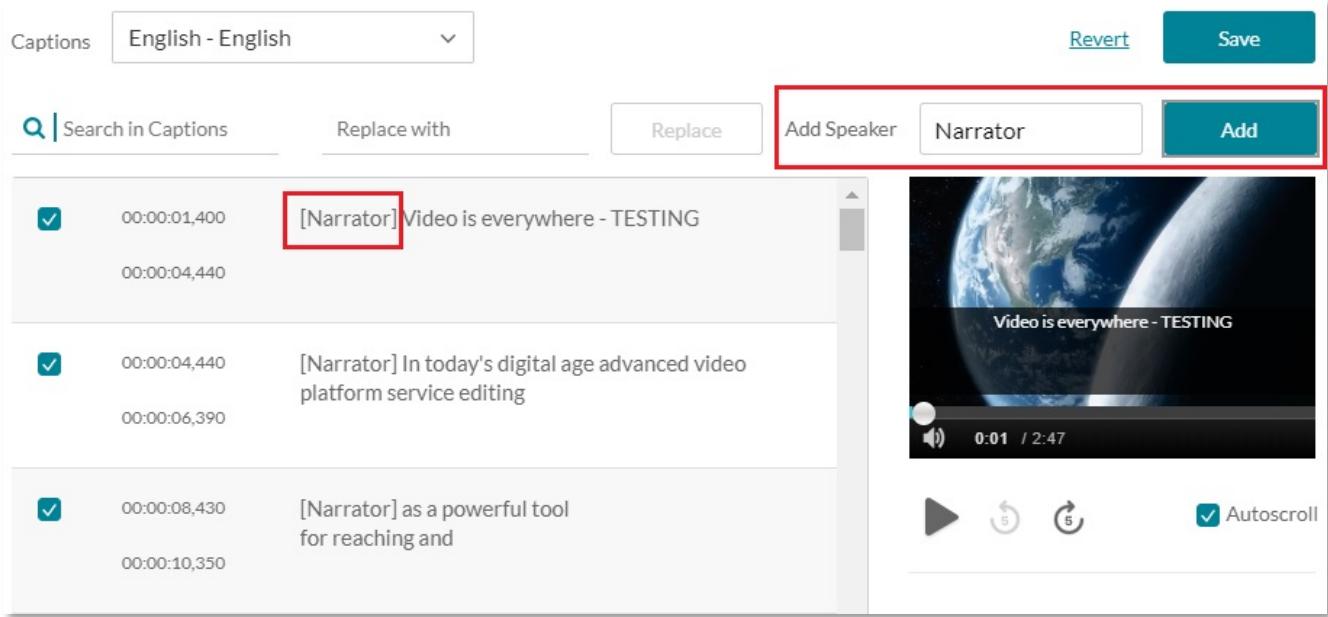
00:00:01,400 **Video is everywhere - TESTING** 00:00:04,440 00:00:04,440 In today's digital age advanced video platform service editing 00:00:06,390 00:00:08,430 as a powerful tool for reaching and 00:00:10,350



- Type a word or phrase into the **Search in Captions** field
- Type the replacement word(s) in the **Replace with** field
- Click **Replace**.

Add Speaker

 Use the **Add Speaker** field to add the speaker's name to one or multiple lines of text. This may be useful for captions during an interview or panel style video.



The screenshot shows the Kaltura Captions interface. At the top, there are buttons for 'Captions' (dropdown), 'English - English' (dropdown), 'Revert', and 'Save'. Below this is a toolbar with 'Search in Captions', 'Replace with', 'Replace', 'Add Speaker' (which is highlighted with a red box), 'Narrator', and 'Add'. The main area displays a list of captions with checkboxes. The first caption is selected and has '[Narrator] Video is everywhere - TESTING' highlighted with a red box. The video player on the right shows the video frame with the caption 'Video is everywhere - TESTING' and a play button. At the bottom of the player are controls for play, volume, and a checked 'Autoscroll' checkbox.

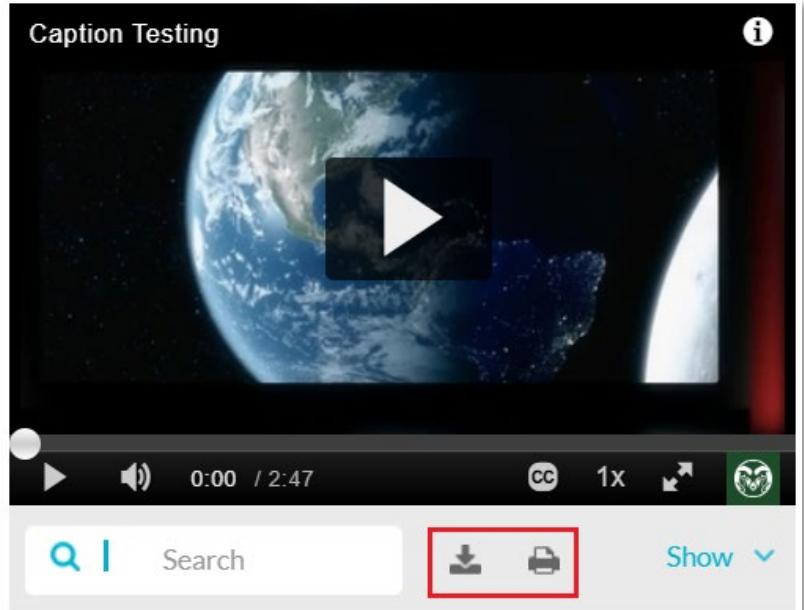
Time	Caption
00:00:01,400	[Narrator] Video is everywhere - TESTING
00:00:04,440	[Narrator] In today's digital age advanced video platform service editing
00:00:08,430	[Narrator] as a powerful tool for reaching and

- Click checkboxes to the left of each line where you want to add the speaker.
- Type a speaker's name into the **Add Speaker** field.
- Click **Add**

Downloading and Printing Transcripts

Wherever a Kaltura video is embedded in a course, you can download or print the transcript. Click the download or print icon below the player.

Downloaded transcripts are in plain text file format (.txt).



The screenshot shows a Kaltura video player interface titled 'Caption Testing'. The video frame displays a view of Earth from space. The player controls include a play button, volume, time (0:00 / 2:47), and other standard video controls. At the bottom, there is a search bar with a magnifying glass icon, a download icon (highlighted with a red box), a print icon, and a 'Show' dropdown menu.