

## Replacing Closed Captioning with another Captions File in My Media in D2L – Kaltura Tutorial

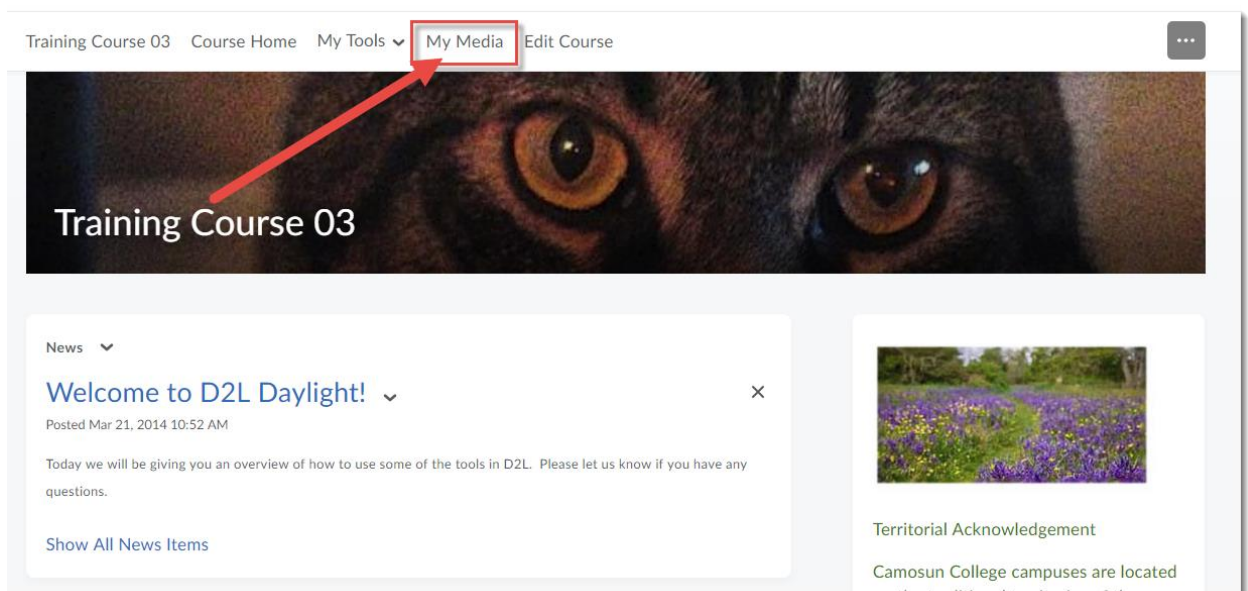
This tutorial is designed for faculty who have previous experience using D2L and **My Media** in D2L. For further information, please contact [desupport@camosun.ca](mailto:desupport@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you wish to replace an existing closed captions (CC) file attached to a video with captions you have arranged to be created by an external service.

### Steps

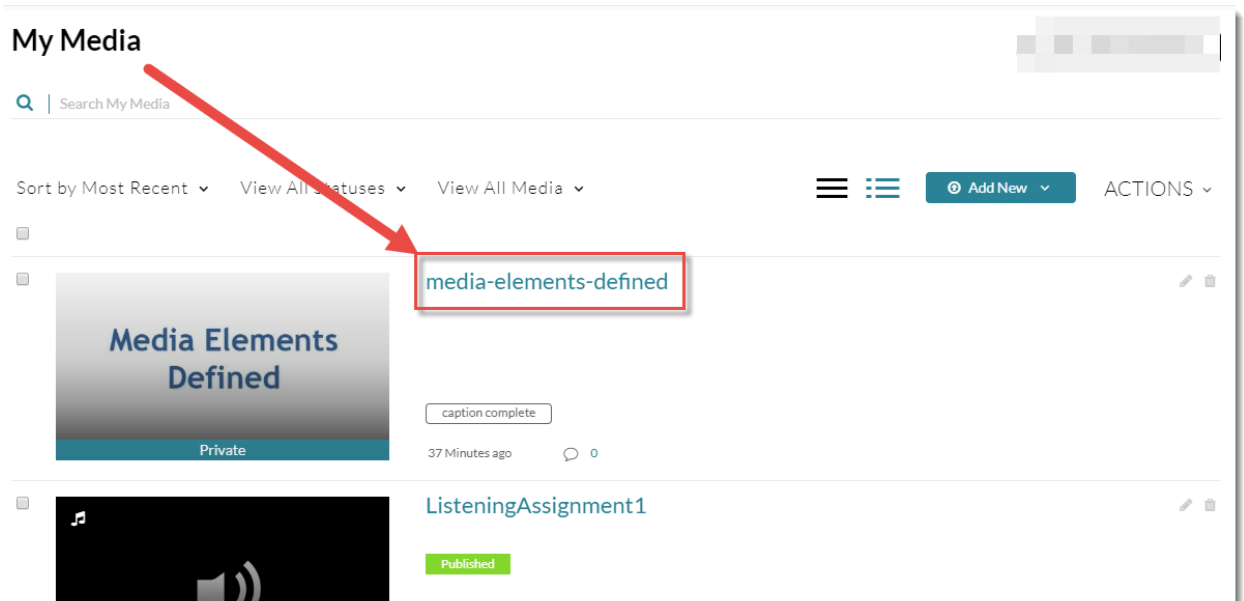
1. Go to your course in D2L.
2. Go to **My Media** (through the link on your Navbar, or in your **My Tools** drop-down menu, or in a draft Topic in the Content tool).



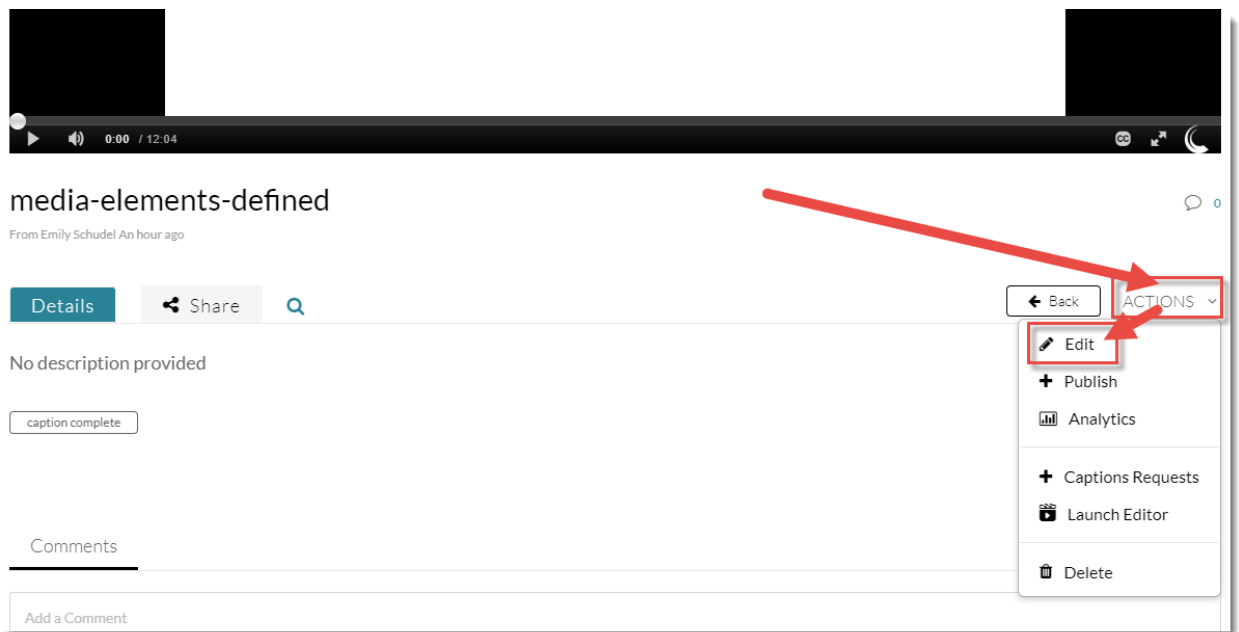
The screenshot shows the D2L course interface for 'Training Course 03'. The navigation bar at the top includes 'Training Course 03', 'Course Home', 'My Tools', 'My Media', and 'Edit Course'. The 'My Media' link is highlighted with a red box, and a red arrow points to it from the text 'My Media' in the main content area. Below the navigation bar is a large banner image of a bear's face with the text 'Training Course 03'. On the left, there is a 'News' section with a 'Welcome to D2L Daylight!' announcement. On the right, there is a 'Territorial Acknowledgement' section with an image of purple flowers and the text 'Camosun College campuses are located'.



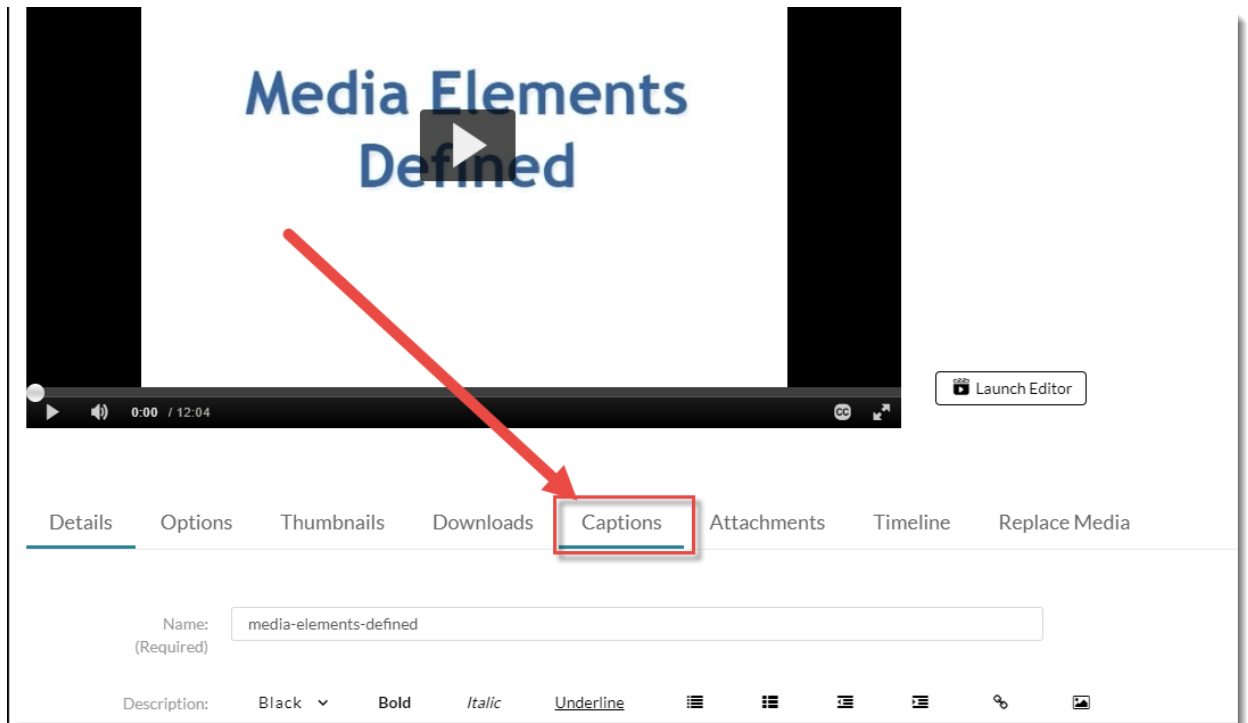
3. Click the title of the video you want to edit the auto CC for.



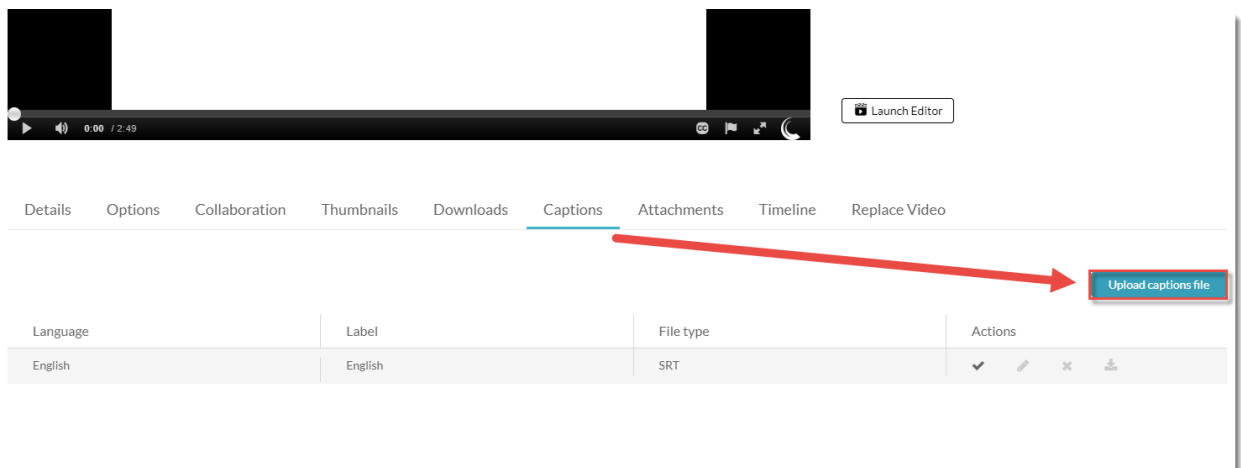
4. Click the **Actions** drop-down and select **Edit**.



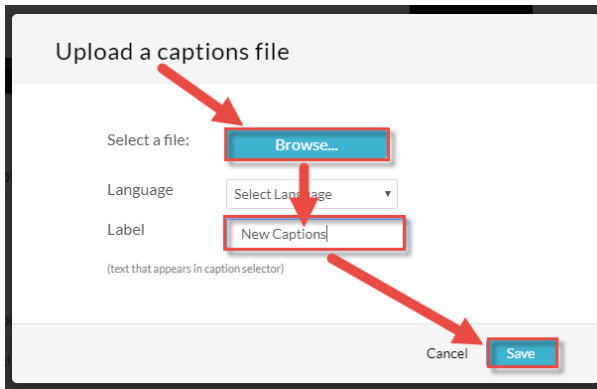
5. Click the **Captions** tab.



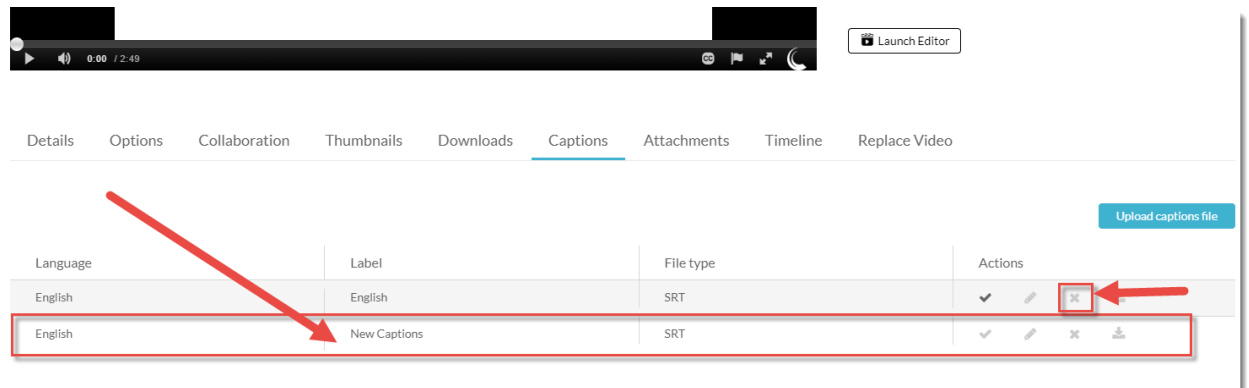
6. Click **Upload captions file**.



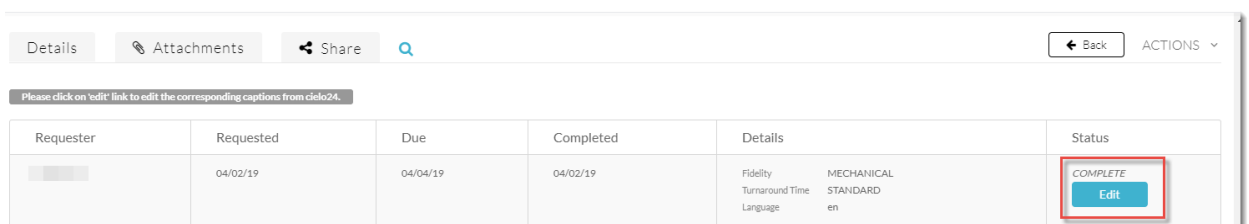
7. **Browse** for the captions file for this video on your device, select the **Language** of the captions file, give it a **Label** (this will appear in the **Label** column in the **Captions** table), and then click **Save**.



8. Your new captions file will appear in the Captions table. Click on the **X** next to any auto CC files you want to delete. It will take up to 24 hours for the new captions to appear with your video.



9. Check the status of your new captions by clicking going back to **My Media**, clicking on the title of the video, and then clicking **Actions** and selecting **Caption Requests**. The status of your new captions will be listed in the table (for example, **PENDING** or **COMPLETE**).



## Things to Remember

Make sure to edit your video **BEFORE** ordering and uploading captions. You can edit your paid-for captions if you need to – see the tutorial *Editing Closed Captioning in My Media in D2L* for more information (the process is the same for paid captions).



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