

Request Closed Captioning in My Media in D2L – Kaltura Tutorial

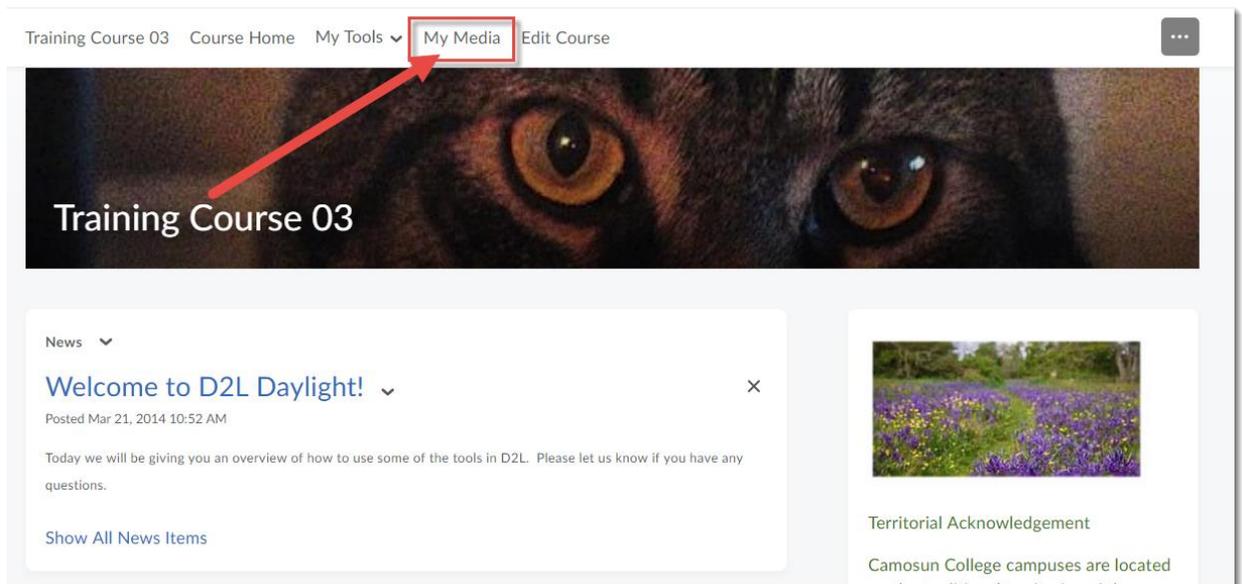
This tutorial is designed for faculty who have previous experience using D2L and **My Media** in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

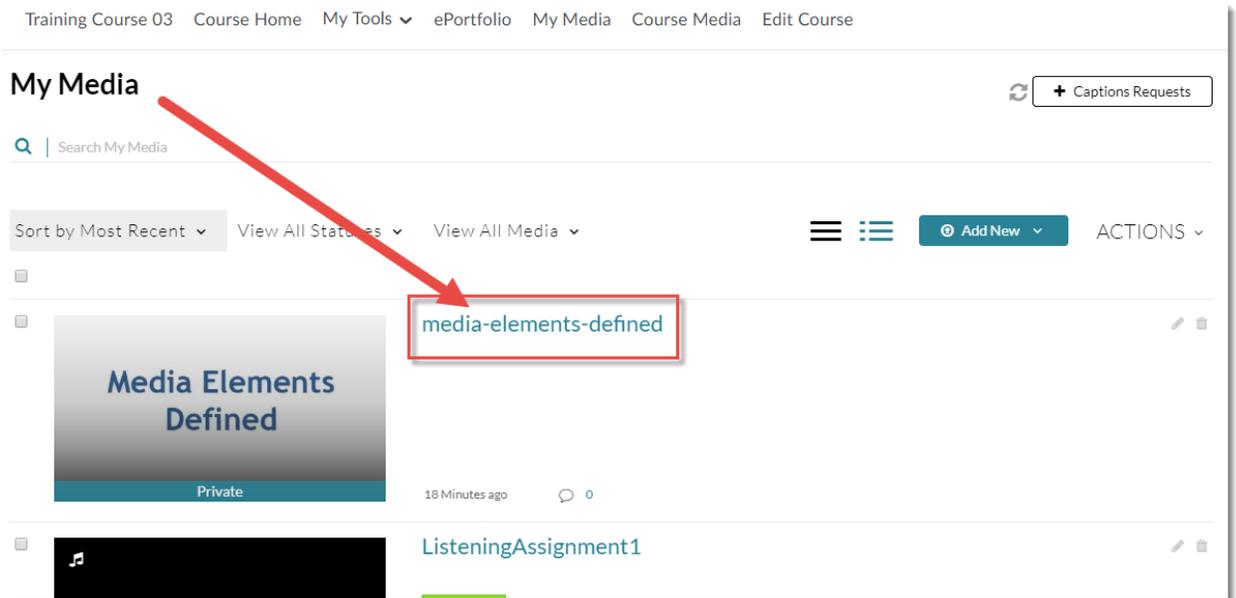
This tutorial will cover the steps involved when you have edited a video with existing closed captions (CC) and wish to re-create the CC to make sure they align with the new version.

Steps

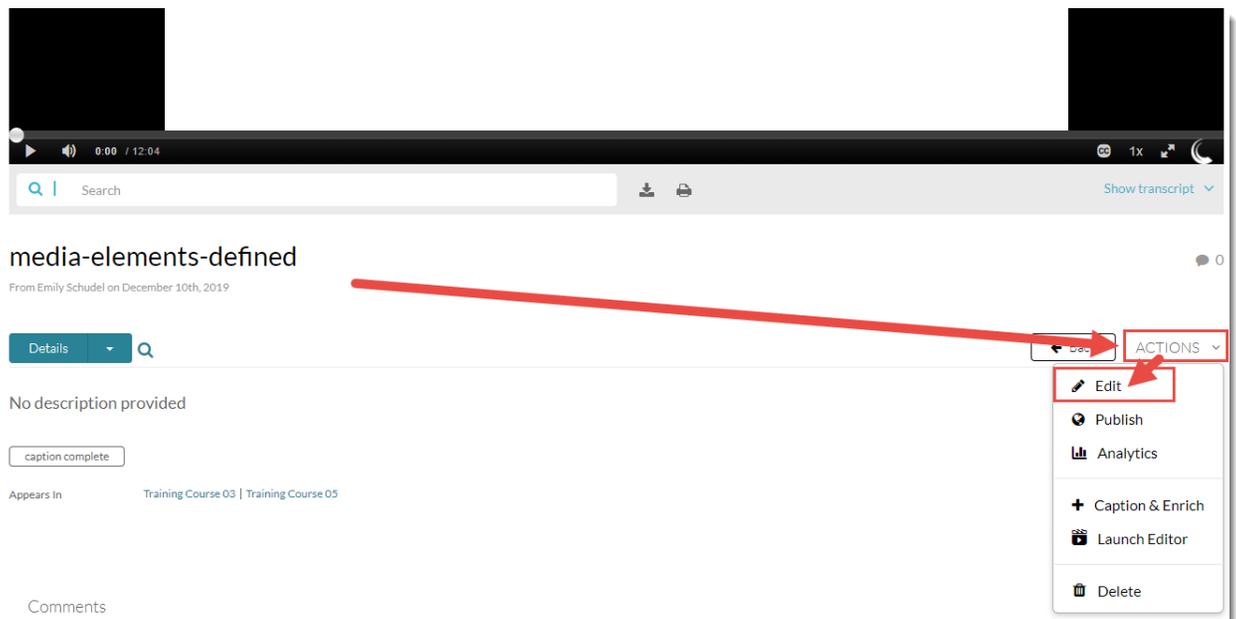
1. Go to your course in D2L.
2. Go to **My Media**.



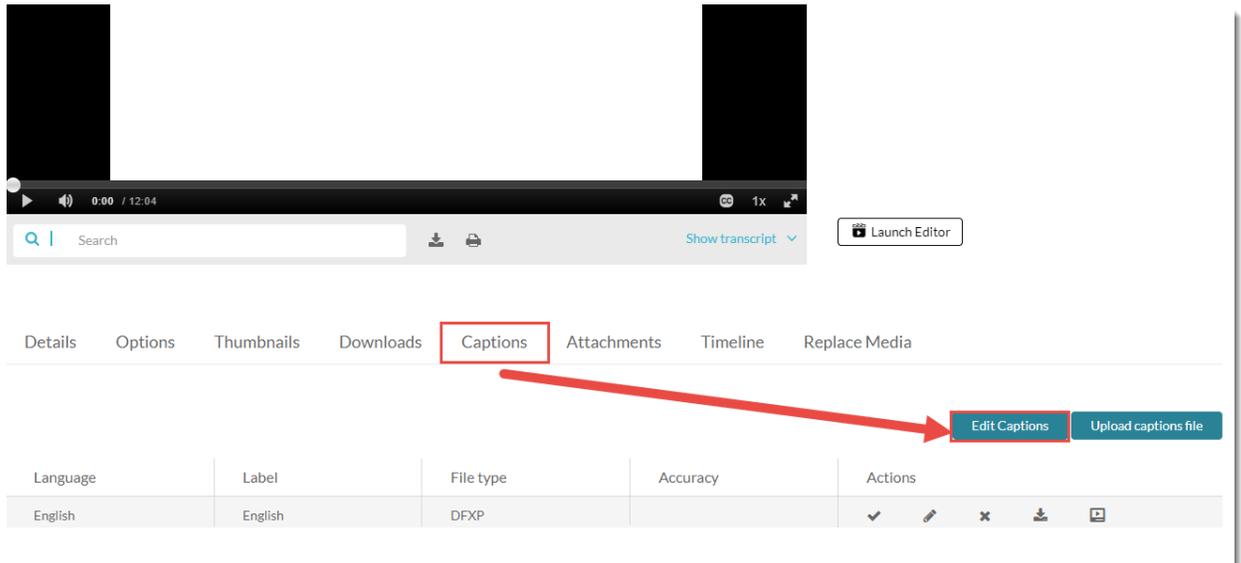
3. Click the title of the video for which you want to request CC.



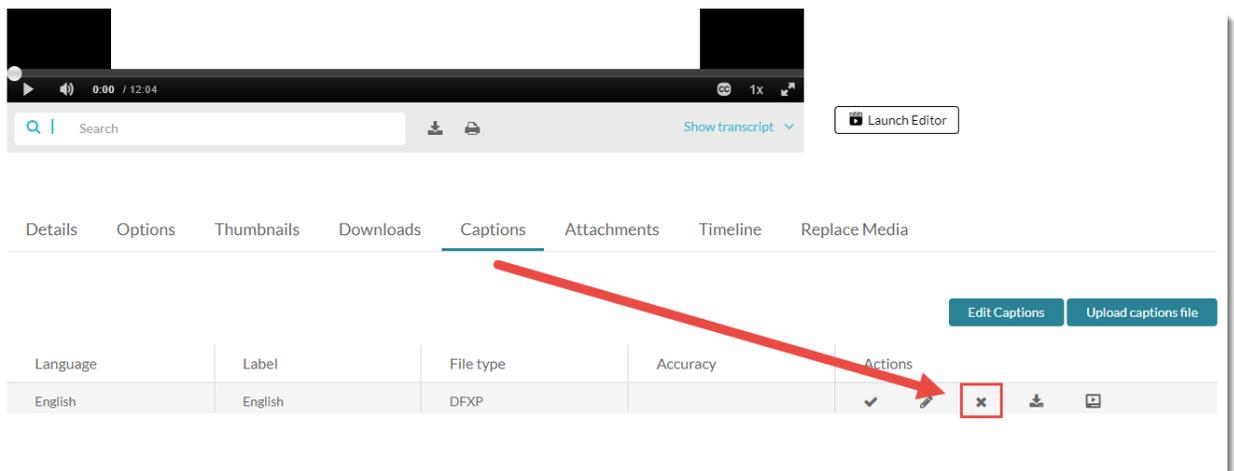
4. If there are existing captions you may choose to simply edit them instead of re-creating them. To do this, scroll down, click **Actions** and select **Edit**.



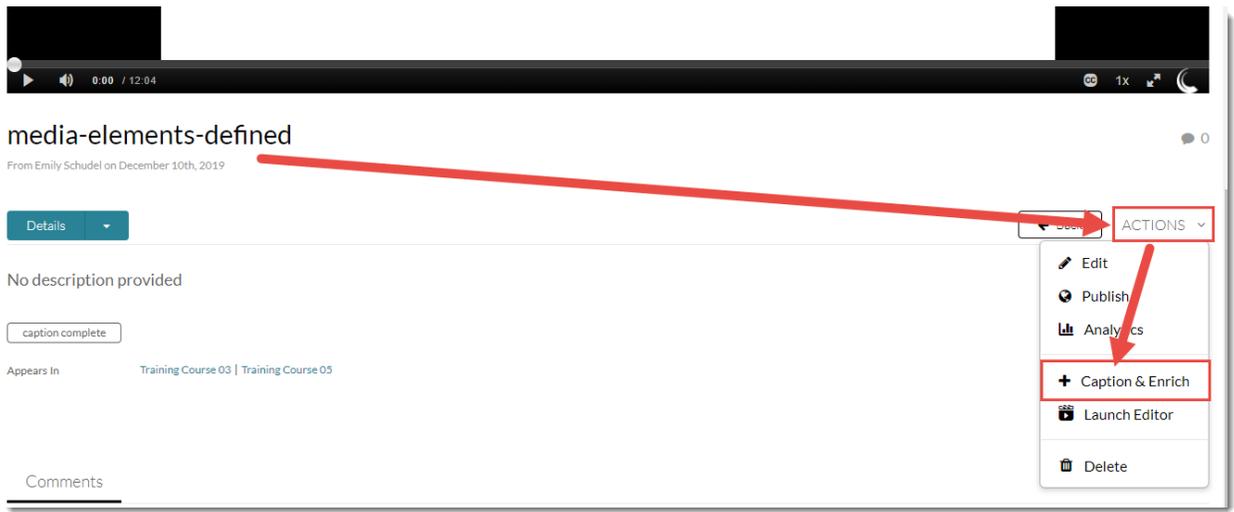
5. Clicking the **Captions** tab, then click on **Edit Captions** and follow the steps in the tutorial *Editing Closed Caption Files in Kaltura*).



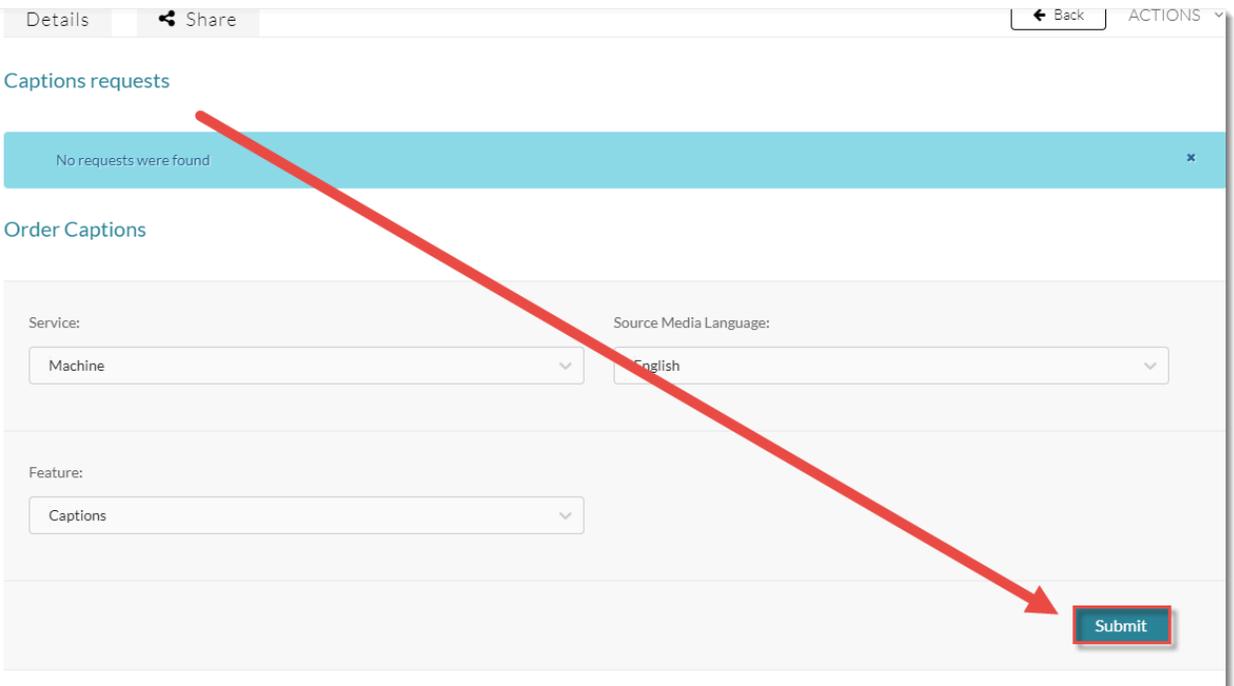
6. Or, you can delete existing CC files before replacing them by clicking on the **X**.



- Now, if you want to order new auto CC, go back to **My Media**, click the video title again, then click the **Actions** menu and select **Caption & Enrich**.



- Then scroll down and click **Submit**.



9. After a few seconds, you will see a message saying “Your request has been received. Captions will automatically be uploaded to your video upon completion.”

The screenshot shows the 'Captions requests' section with a table of requests. Below the table is the 'Order Captions' form with dropdown menus for Service, Source Media Language, and Feature. A success message is highlighted with a red box.

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
10/12/19	Machine	Captions	English	Pending

Order Captions

Your request has been received. Captions will automatically be uploaded to your video upon completion.

Service: Machine
Source Media Language: English
Feature: Captions

10. Go back to **My Media**. Once the new captions are uploaded (it may take up to an hour or more depending on how long your video is), they will be go from being *processing* to *caption complete*, at which point you can edit them (see the tutorial *Editing Closed Captions in Kaltura* for more information).

The screenshot shows the 'My Media' interface with a video titled 'media-elements-defined'. The video thumbnail displays 'Media Elements Defined' and 'Private'. The status is 'processing', which is highlighted with a red box. The video was uploaded 29 minutes ago.

Sort by Most Recent | View All Statuses | View All Media

media-elements-defined

Media Elements Defined

Private

processing

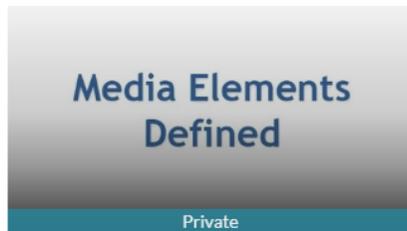
29 Minutes ago



My Media

🔍 | Search My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾



media-elements-defined

caption complete

37 Minutes ago



Things to Remember

Once your captions are complete, you will need to check them and very likely edit them (like YouTube, machine captioning in Kaltura is usually only about 70% accurate.) See the tutorial *Editing Closed Captions in Kaltura* for more information.

You can also upload captions created for you by an external service. For information on what services are available, please contact an instructional designer in eLearning. If you have closed captions created by a paid service, you can upload your caption file. See the tutorial *Replacing Closed Captions Files in Kaltura* for more information.



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