

Editing Closed Captioning in My Media in D2L – Kaltura Tutorial

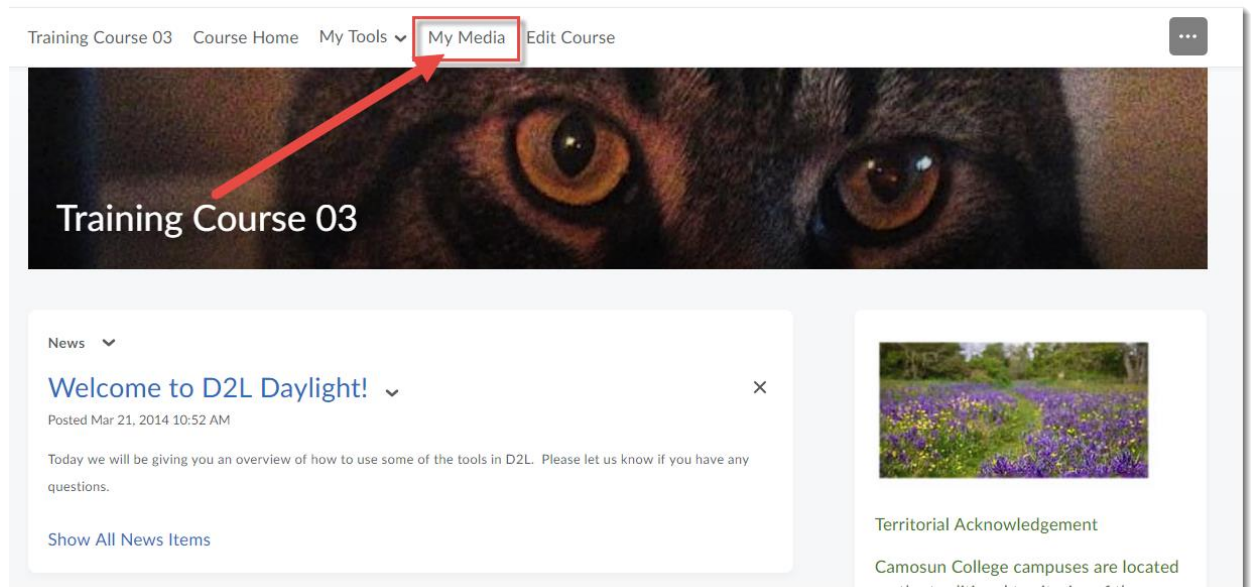
This tutorial is designed for faculty who have previous experience using D2L and **My Media** in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to edit the closed captions (CC) that are added automatically to your Kaltura media when you upload them to **My Media**. We recommend you review these captions before embedding your videos in a course because, like YouTube's closed captioning, they are not 100% accurate and may be confusing to students depending on their degree of accuracy. If you wrote a script for your video before creating it, have it handy as it will help speed up the editing process! **Note that closed captioning is vital to ensuring that your videos will be accessible for students who may be unable to hear them for a variety of reasons.**

Steps

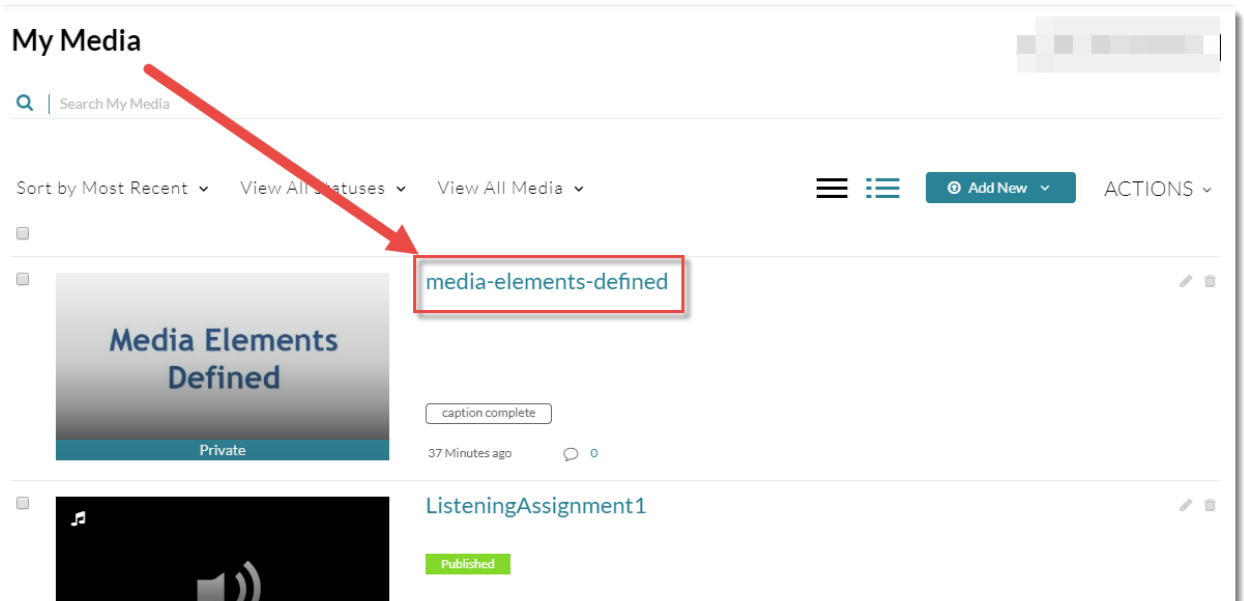
1. Go to your course in D2L.
2. Go to **My Media**.



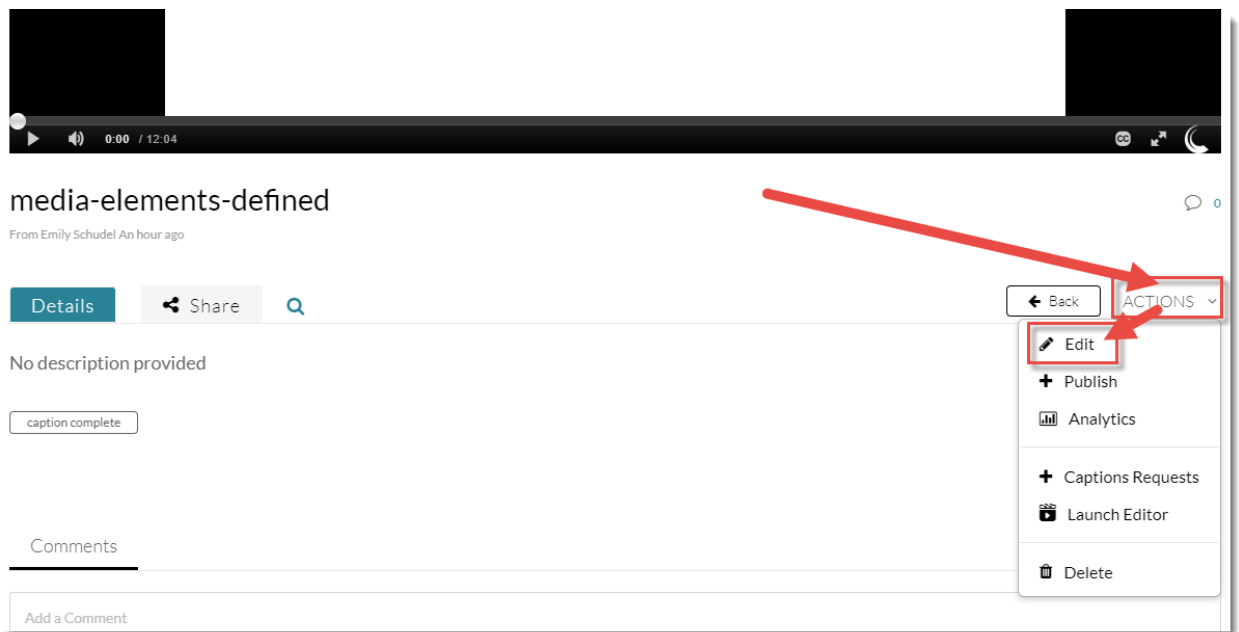
The screenshot shows the D2L course interface for 'Training Course 03'. The navigation bar at the top includes 'Training Course 03', 'Course Home', 'My Tools', 'My Media', and 'Edit Course'. The 'My Media' tab is highlighted with a red box, and a red arrow points to it from the left. Below the navigation bar is a large banner image of a bear's face with the text 'Training Course 03'. On the left side, there is a 'News' section with a 'Welcome to D2L Daylight!' announcement posted on Mar 21, 2014. On the right side, there is a 'Territorial Acknowledgement' section with a photo of a field of purple flowers and text stating 'Camosun College campuses are located...'. A 'Show All News Items' link is visible at the bottom of the news section.



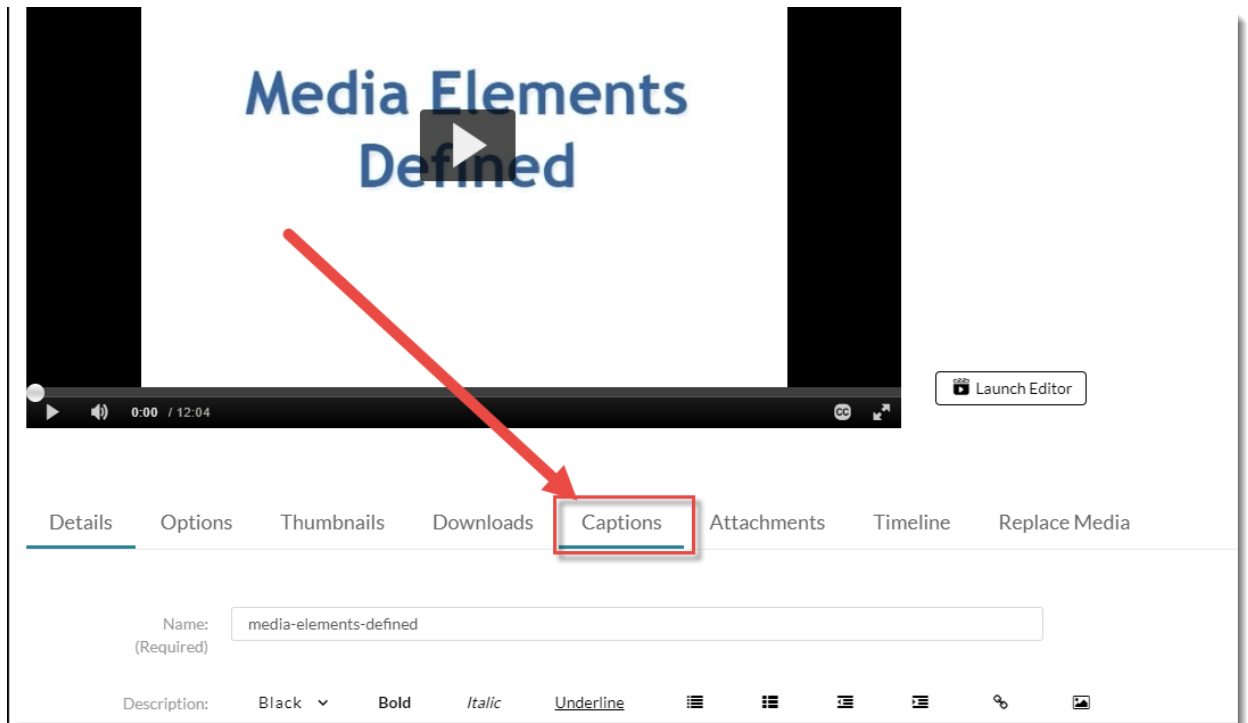
3. Click the title of the video you want to edit the CC for.



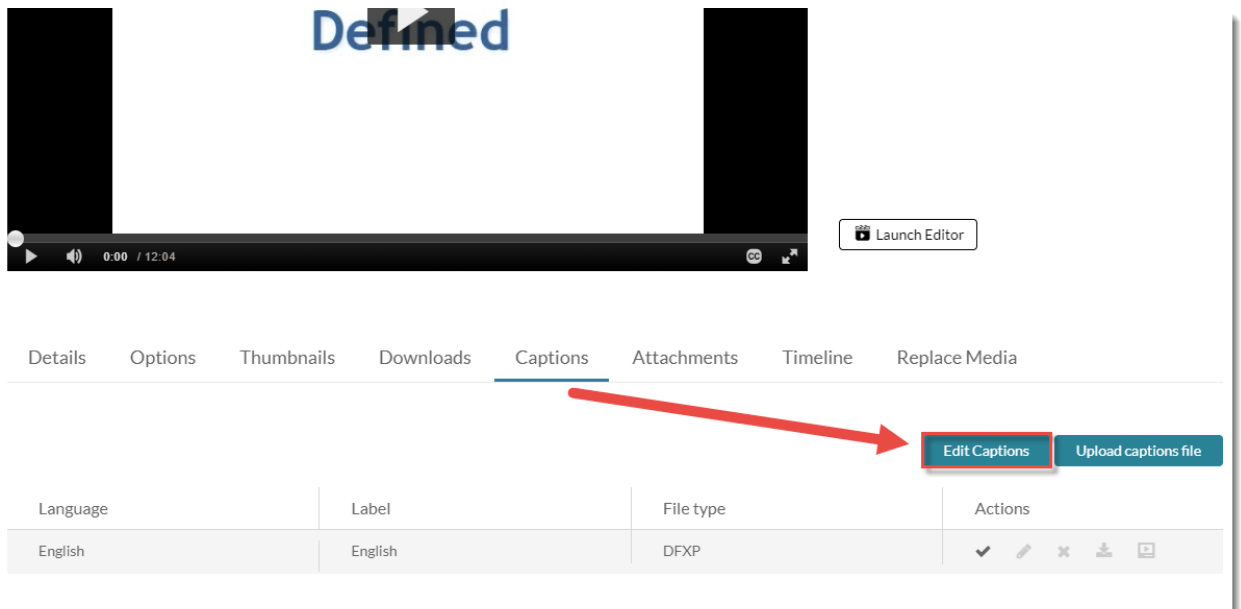
4. Scroll down, click the **Actions** drop-down and select **Edit**.



5. Click the **Captions** tab.

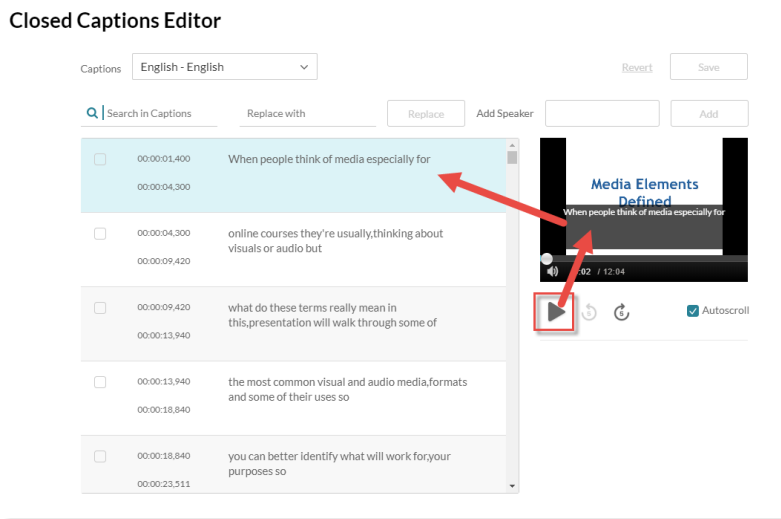


6. Click **Edit Captions**.

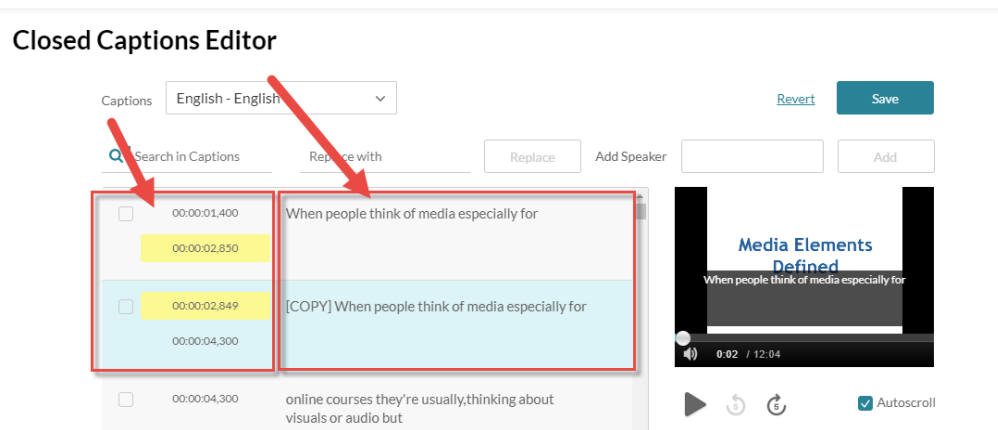
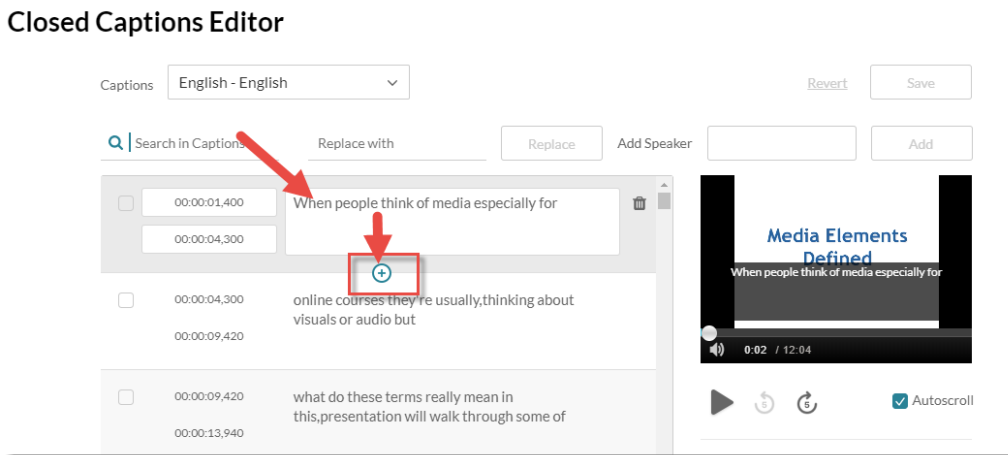


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7. Click the Play button on the video player. As you listen to the video, you will see the captions appear and can click in the editing boxes to edit the text as needed.



8. You can re-chunk longer captions by first, copying the caption box (mouse over the caption and click the plus (+) sign), then re-setting the timing of the captions and editing the text in the copies.




9. Delete caption boxes by clicking on the trash cans.

Closed Captions Editor

Captions: English - English Revert Save

Search in Captions Replace with Replace Add Speaker Add

<input type="checkbox"/>	00:00:01,400	When people think of media especially for	
	00:00:02,850		
<input type="checkbox"/>	00:00:02,849	[COPY] When people think of media especially for	
	00:00:04,300		
<input type="checkbox"/>	00:00:04,300	online courses they're usually,thinking about visuals or audio but	
	00:00:09,420		

Media Elements Defined
When people think of media especially for

0:02 / 12:04 Autoscroll

10. Search and replace specific words.

Closed Captions Editor

Captions: English - English Revert Save

Search in Captions × Replace Add Speaker Add

<input type="checkbox"/>	00:00:01,400	When people think of media especially for	
	00:00:02,850		
<input type="checkbox"/>	00:00:04,300	online courses they're usually,thinking about visuals or audio but	
	00:00:09,420		
<input type="checkbox"/>	00:00:09,420	what do these terms really mean in this,presentation will walk through some of	
	00:00:13,940		

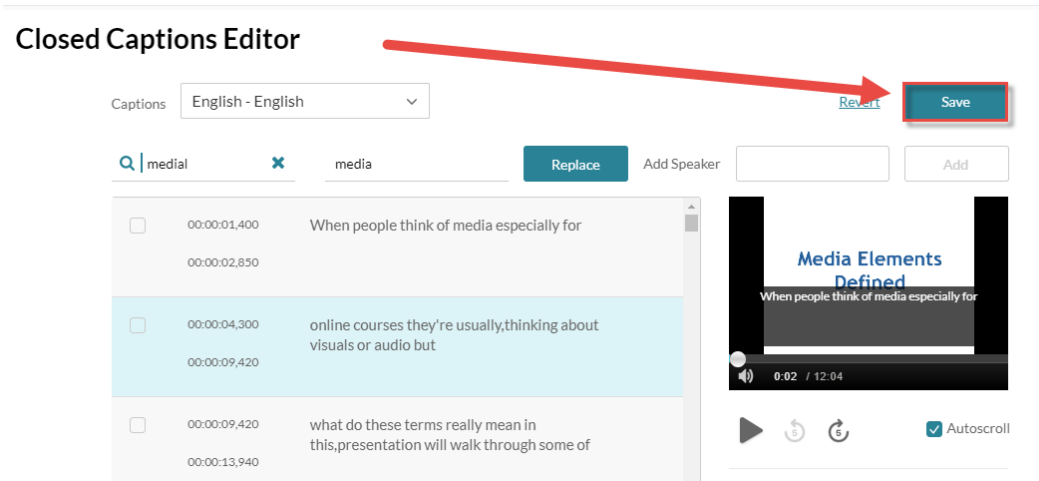
Media Elements Defined
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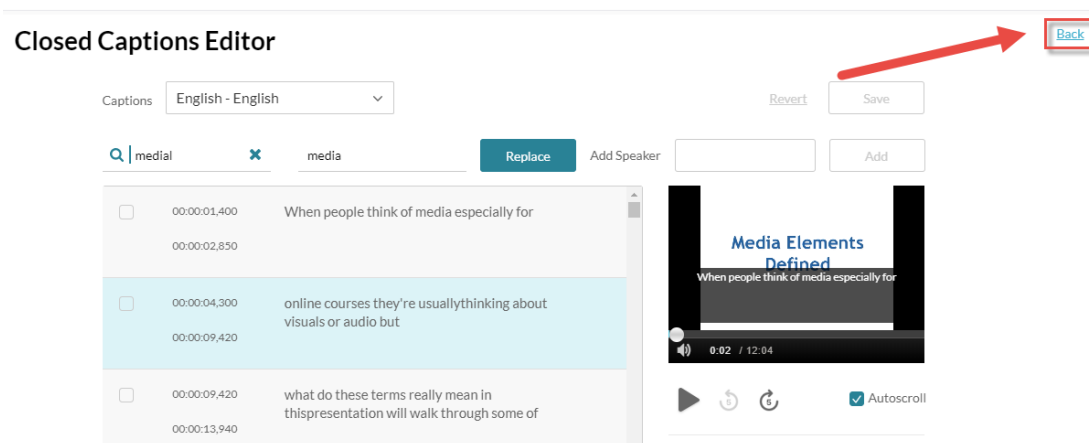


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11. Double check your work by playing the video after making changes. And click **Save** as you go, and when you are done.



12. Click **Back** to go back to the main video area.



Things to Remember

When you create your video, try to use a script as this will aid you when editing your closed captions. If you are interviewing someone, keep notes on what they are saying, and think about how you will break up what they say into sentences/chunks.

Make sure to edit your video **BEFORE** editing captions. Editing your video, or making a new copy of it, after captioning will require you to re-establish CC. See the tutorial *Requesting Closed Captions in Kaltura* for more information.

Note that if your video is very long, or the audio is not clear, the quality of the captions will be compromised and it may take you awhile to edit them. This is one reason we recommend not creating videos more than 5-10 minutes long. One option to assist you, however, is to arrange for captions to be created for you by an external service. For information on what services might be available, please contact an instructional designer in eLearning. See the tutorial *Replacing Closed Caption Files in Kaltura* for more information.



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