Replacing Closed Captioning with another Captions File in My Media in D2L – Kaltura Tutorial
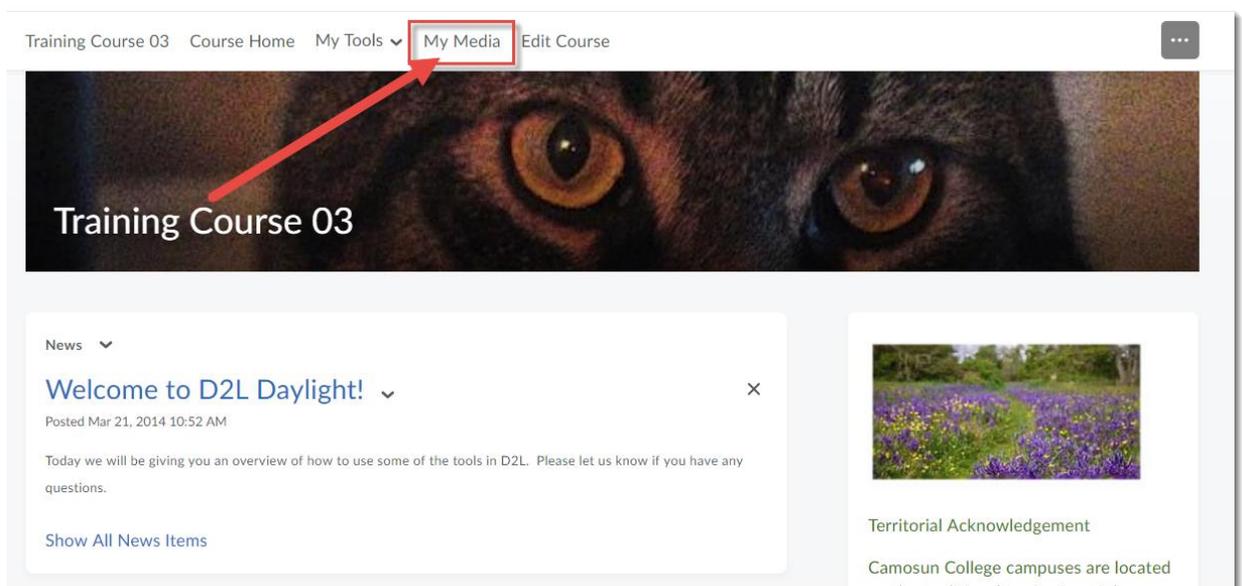
This tutorial is designed for faculty who have previous experience using D2L and **My Media** in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.
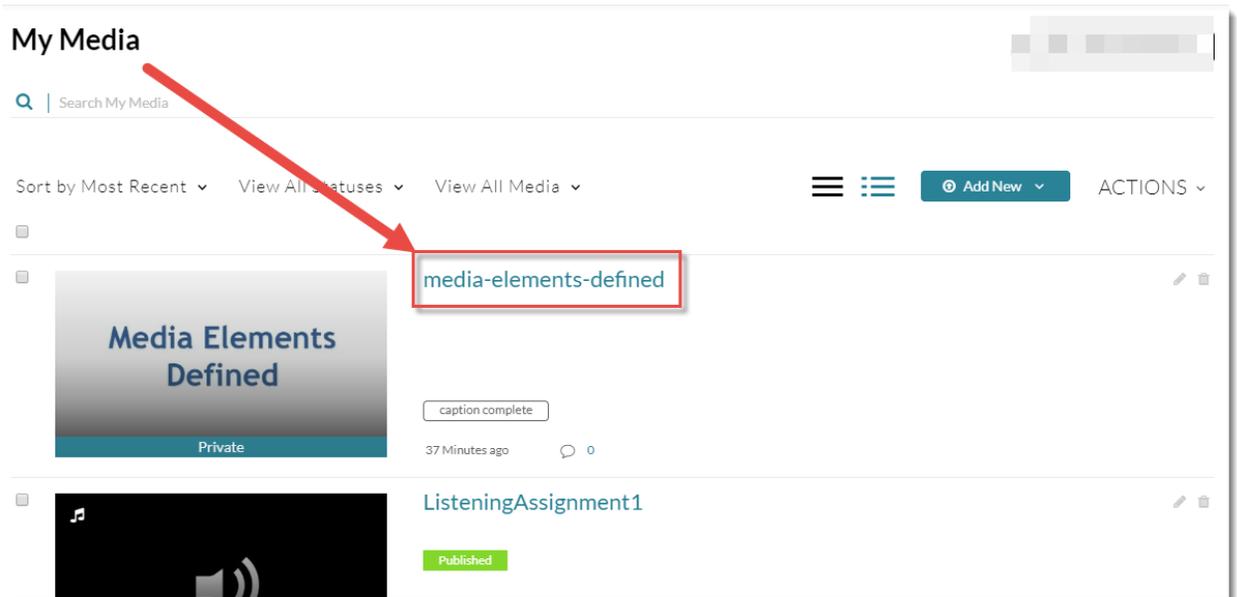
Scenario

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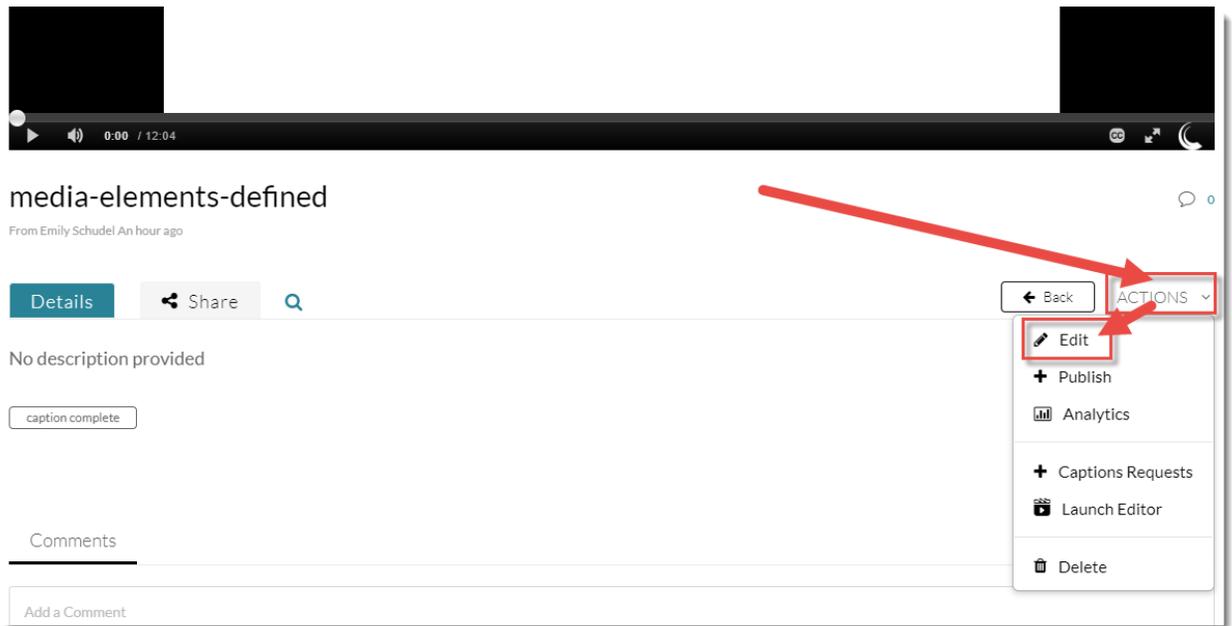
Steps

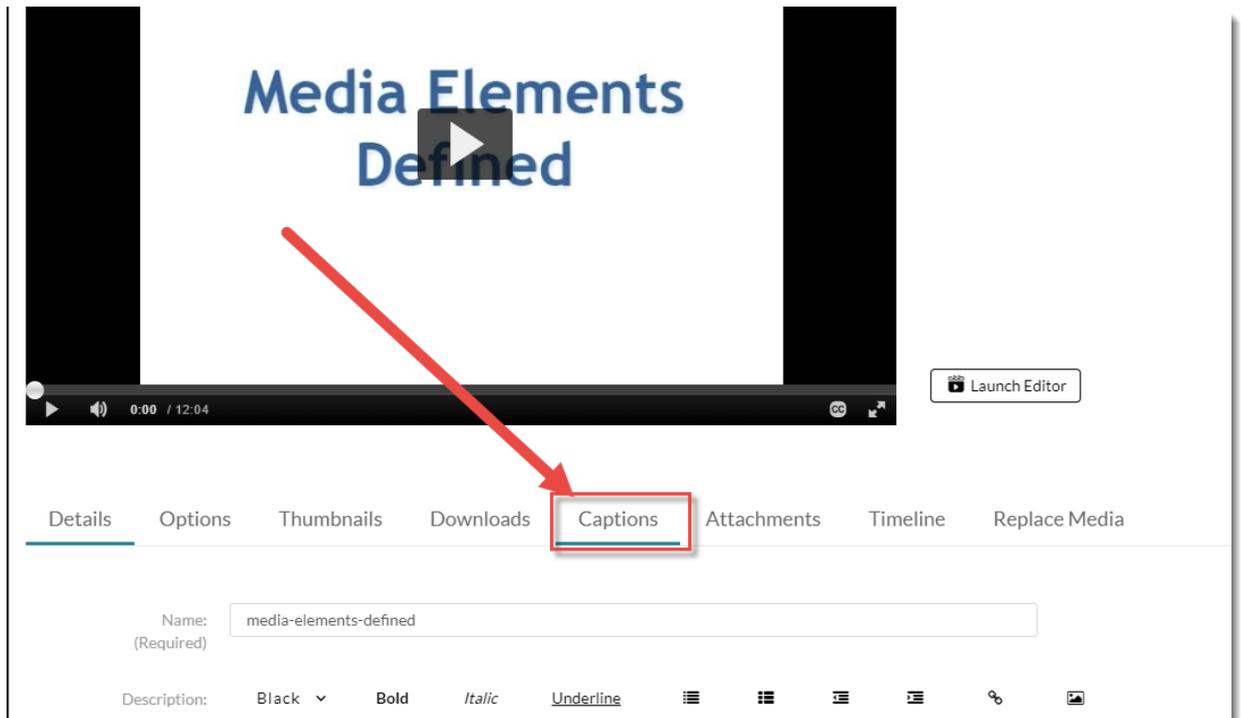1. Go to your course in D2L.
2. Go to **My Media**.

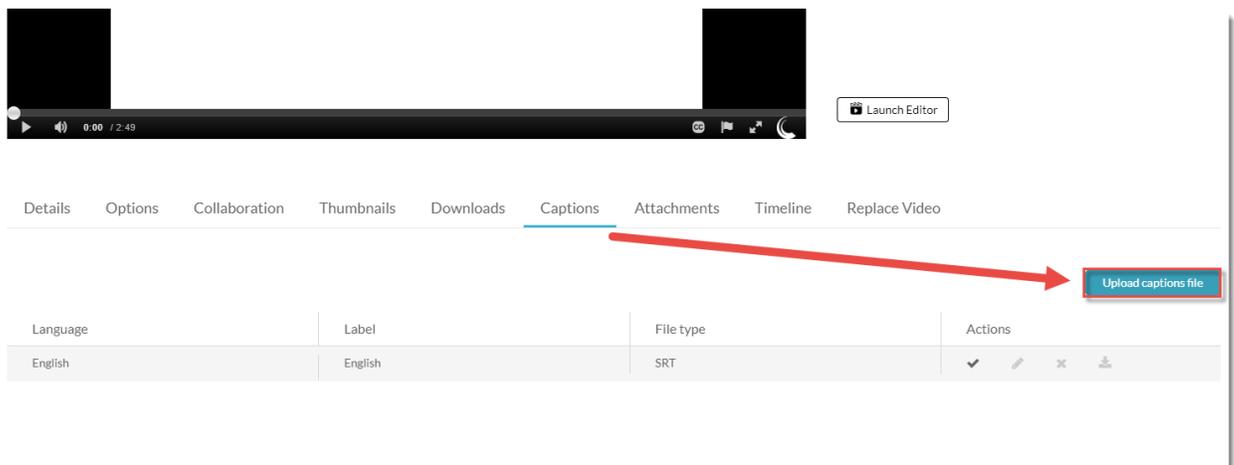3. Click the title of the video you want to edit the auto CC for.

My Media

Q | Search My Media

Sort by Most Recent ⌄   View All Statuses ⌄   View All Media ⌄   ☰ ☷   ⊕ Add New ⌄   ACTIONS ⌄

☐

☐   **Media Elements Defined**

   media-elements-defined

   Private

   caption complete

   37 Minutes ago   💬 0

☐   🎵   ListeningAssignment1

   🔊   Published

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

▶ 🔊 0:00 / 12:04   ㏄ ⤢ 🌙

media-elements-defined
From Emily Schudel An hour ago   💬 0

[Details]   < Share   Q   ← Back   ACTIONS ⌄

No description provided   ✏ Edit
                                                                 + Publish
caption complete   📊 Analytics

                                                                 + Captions Requests
                                                                 🎬 Launch Editor

Comments   🗑 Delete
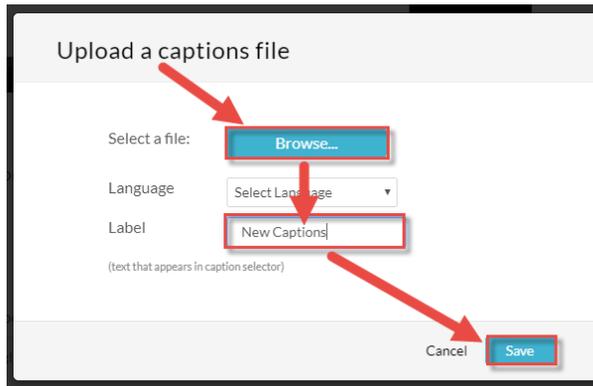
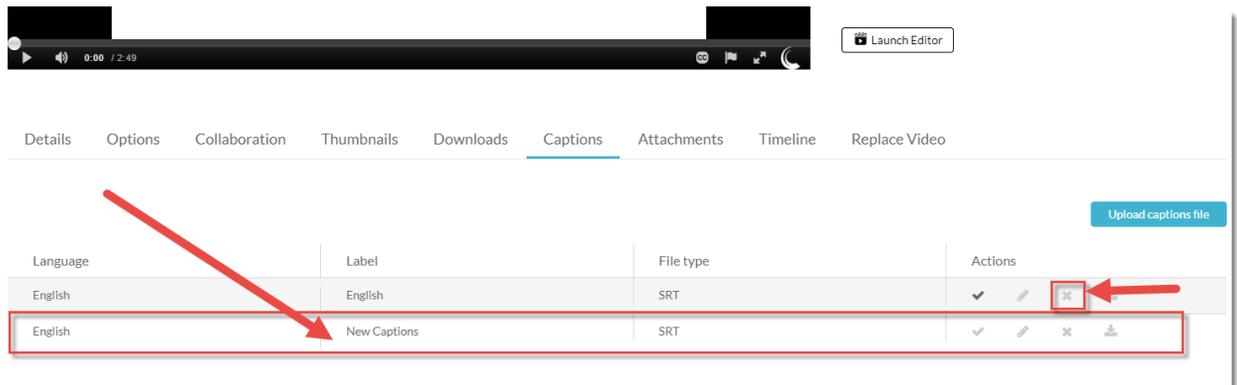Add a Comment

5. Click the **Captions** tab.
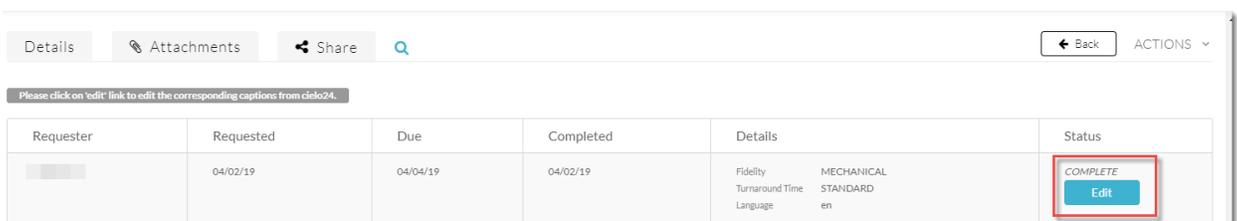

6. Click **Upload captions file**.

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 Captions in Kaltura* for more information (the process is the same for paid captions).