

Editing the Closed Captioning in a Kaltura Video

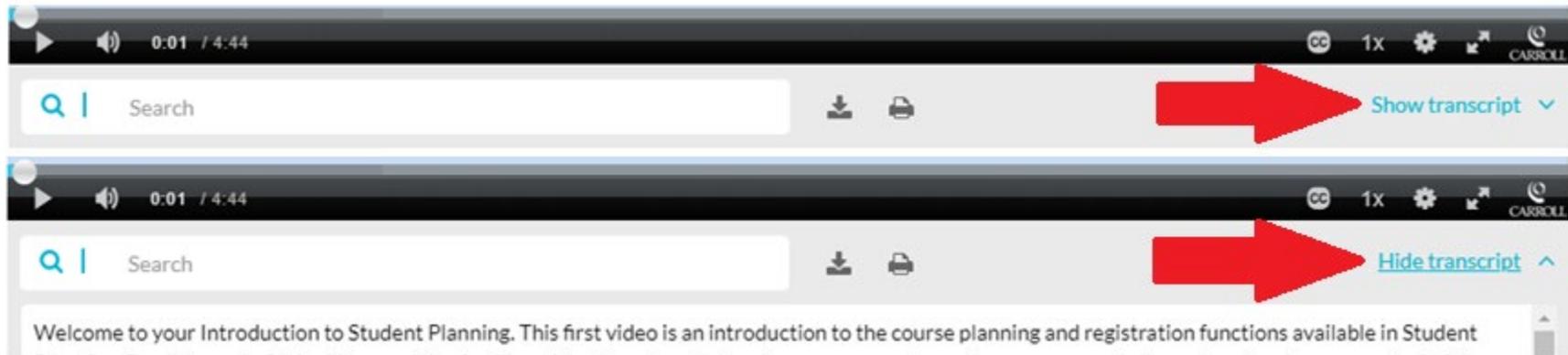
Each video that is uploaded to Kaltura eventually receives closed captioning, available as a readable Transcript and as subtitles on the lower half of the video itself. The closed captions do NOT appear immediately after being uploaded; just like the video itself, it takes time to appear depending on the length of the video and the amount of narration overlaying the video.

Once the Closed Captioning is completed via Kaltura's machine service, a Closed Captioned icon will appear on the tool bar of video's player:

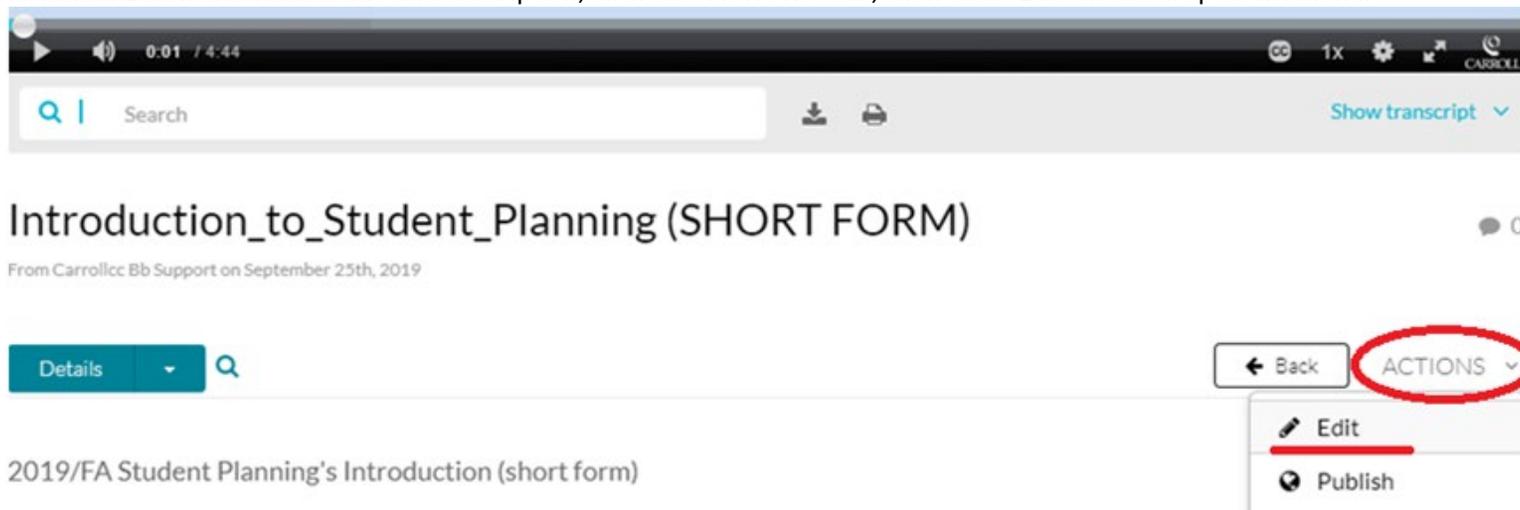


**Each video should also show the Carroll Community College logo in the bottom-right corner of the player.*

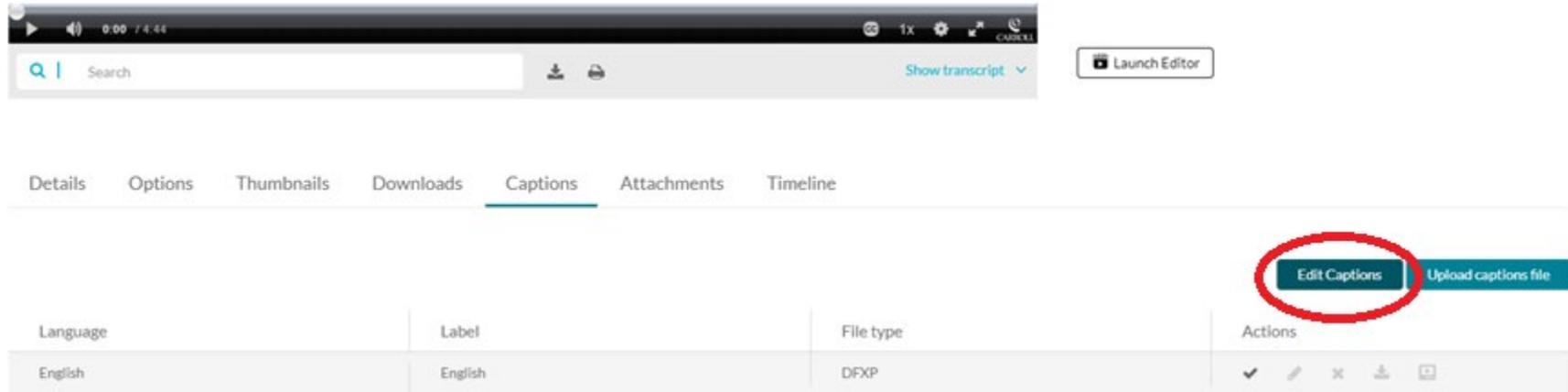
Once the Closed Captioning is completed, each video should also show a blue hyperlink for the readable Transcript of the video's narration (if the video has any). Click the blue "Show Transcript" / "Hide Transcript" to toggle between showing or hiding the readable Transcript:



You will probably notice that the transcripts are not accurate every time. Therefore, you can manually edit the readable Transcript to reflect the correct narration. Below the video's title and description, click the "ACTIONS" tab, then click "Edit" in the drop-down menu.



In the Editing screen, click the “Captions” tab. Then, click the “Edit Captions” button.



The screenshot shows a video player interface. At the top, there is a video player with a progress bar at 0:00 / 4:44, a search bar, and a 'Show transcript' dropdown. Below the player is a navigation bar with tabs: Details, Options, Thumbnails, Downloads, Captions (selected), Attachments, and Timeline. To the right of the tabs is a 'Launch Editor' button. Below the navigation bar is a table with columns: Language, Label, File type, and Actions. The table contains one row with 'English' in the Language and Label columns, and 'DFXP' in the File type column. The Actions column contains icons for checkmark, edit, delete, download, and share. Above the table, there are two buttons: 'Edit Captions' (circled in red) and 'Upload captions file'.

Language	Label	File type	Actions
English	English	DFXP	✓ ✎ ✕ ⬇️ 🗑️

The Closed Captions Editor screen will appear. Simply click in the text boxes to edit grammar, spelling, or punctuation. Please, remember: the text boxes should correspond to the start and end times available on the left. You don't want to add or subtract too much to each text box and overload the reader.

Closed Captions Editor

[Back](#)

Captions English - English Revert Save

Replace Add Speaker Add

<input type="checkbox"/>	00:00:02,510 00:00:08,350	Welcome to your Introduction to Student Planning. This first video is an introduction
<input type="checkbox"/>	00:00:08,350 00:00:13,510	to the course planning and registration functions available in Student Planning. By
<input type="checkbox"/>	00:00:13,510 00:00:16,730	at the end of this video, you'll be familiar with where to go to track your
<input type="checkbox"/>	00:00:16,730 00:00:21,270	progress toward program completion, where to plan courses to build a schedule for
<input type="checkbox"/>	00:00:21,270 00:00:26,370	current and future terms, and where to register for classes. Each of these



The Autoscroll feature allows you to watch the match-up of the closed captions, the narration, and the video all at once. You can toggle it on/off if you wish. You can also stop the Autoscroll by clicking the Pause button in the video player, making your edit in the transcript, then continuing to play the video where you left off.

Closed Captions Editor

The interface includes a language dropdown set to "English - English", a "Revert" link, and a "Save" button. Below these are search and replacement tools: "Search in Captions", "Replace with", "Replace", "Add Speaker", and "Add".

Start Time	End Time	Caption Text
00:00:02,510	00:00:08,350	Welcome to your Introduction to Student Planning. This first video is an introductio
00:00:08,350	00:00:13,510	to the course planning and registration functions available in Student Planning. By
00:00:13,510	00:00:16,730	at the end of this video, you'll be familiar with where to go to track your

The video player on the right shows the video title "Introduction to Student Planning" and a subtitle "Welcome to your Introduction to Student Planning. This first video is an introductio". The control bar at the bottom of the player is highlighted with a red box and contains the following elements: a play button, a 5-second rewind button, a 5-second redo button, and a checked "Autoscroll" toggle.

If you make a mistake or need to return the transcript to its original form, simply click the “Revert” hyperlink at the top of the page.
NOTE: Only Revert the transcript if you wish undo ALL changes you have made.

Closed Captions Editor

Captions English - English ▼

[Revert](#) Save

Replace Add Speaker Add

<input type="checkbox"/>	00:00:02,510 00:00:08,350	Welcome to your Introduction to Student Planning. This first video is an introductio	84
<input type="checkbox"/>	00:00:08,350 00:00:13,510	to the course planning and registration functions available in Student Planning. By	
<input type="checkbox"/>	00:00:13,510 00:00:16,730	at the end of this video, you'll be familiar with where to go to track your	

Introduction to Student Planning

Welcome to your Introduction to Student Planning. This first video is an introductio

0:02 / 4:44

Autoscroll

When you are finished making changes to the transcript, click "Save."

Closed Captions Editor

The screenshot displays the Closed Captions Editor interface. At the top left, there is a "Captions" dropdown menu set to "English - English". To the right, there are "Revert" and "Save" buttons, with the "Save" button highlighted by a red circle. Below this, there is a search bar labeled "Search in Captions" and a "Replace with" field. A "Replace" button is positioned to the right of the "Replace with" field. Further right, there is an "Add Speaker" button and an "Add" button. The main area shows a list of captions with checkboxes, start and end times, and the text of the captions. The first caption is highlighted in light blue and contains the text "Welcome to your Introduction to Student Planning. This first video is an introductio". The video player on the right shows the video title "Introduction to Student Planning" and the same caption text overlaid on the video. The video player controls include a play button, a progress bar showing 0:02 / 4:44, and an "Autoscroll" checkbox which is checked.

Captions English - English

Revert Save

Search in Captions Replace with Replace Add Speaker Add

Checkbox	Start Time	End Time	Text
<input type="checkbox"/>	00:00:02,510	00:00:08,350	Welcome to your Introduction to Student Planning. This first video is an introductio
<input type="checkbox"/>	00:00:08,350	00:00:13,510	to the course planning and registration functions available in Student Planning. By
<input type="checkbox"/>	00:00:13,510	00:00:16,730	at the end of this video, you'll be familiar with where to go to track your

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Introduction to Student Planning

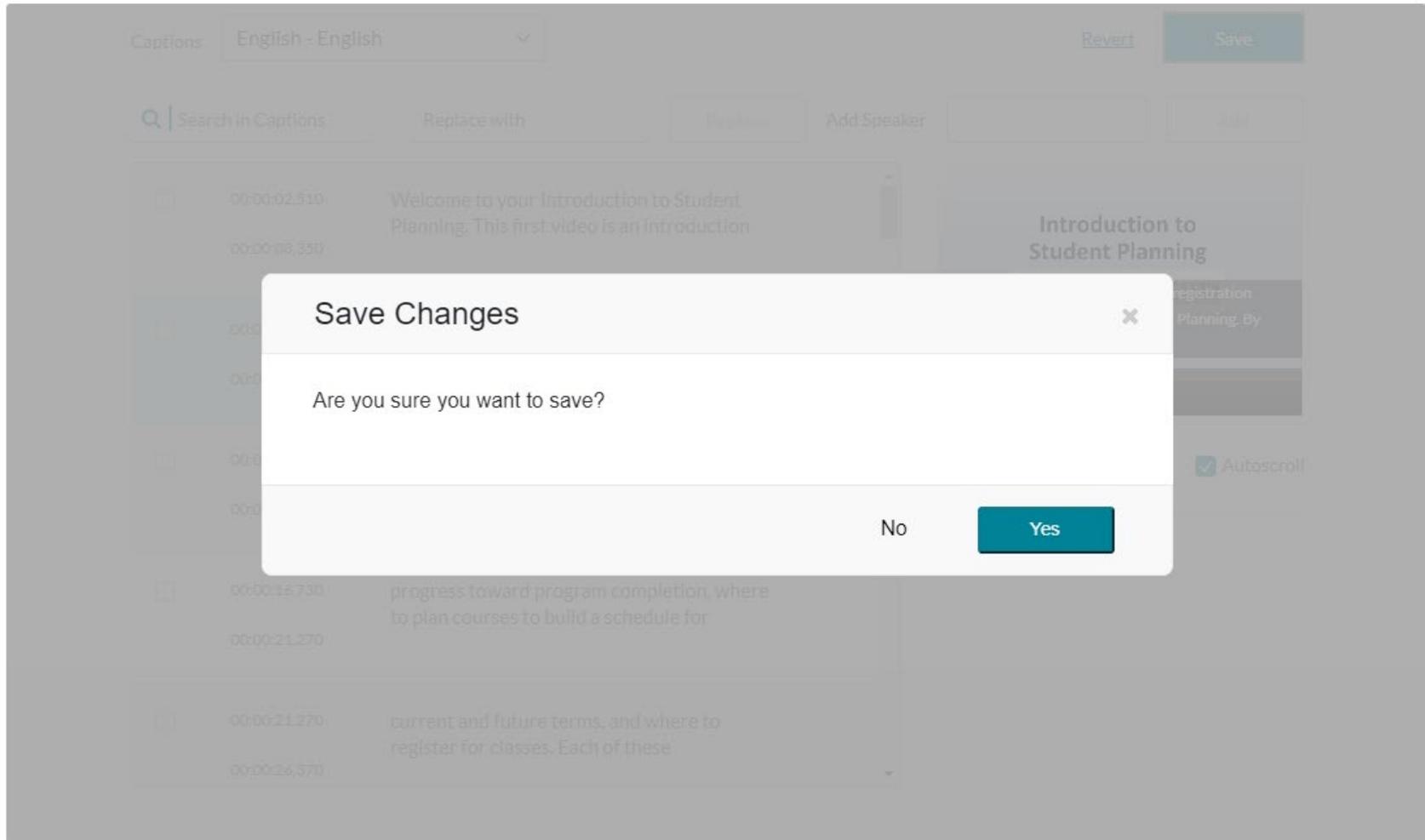
Welcome to your Introduction to Student Planning. This first video is an introductio

0:02 / 4:44

Autoscroll

You will receive a pop-up confirmation asking if you wish to save changes. Select Yes.

Closed Captions Editor



Once you have saved and confirmed your changes, select the blue “Back” hyperlink.

Closed Captions Editor



Clicking “Back” will take you to the Editing screen. Check the transcript under the “Show Transcript” toggle link to make sure your changes have taken effect. Again, this may take time depending on the number of edits you have made and the length of the video itself.

If your changes appear in the readable transcript, they will also appear in the Closed Captions.