## How to Add Captions on Videos Using Kaltura

Kaltura integrates with Blackboard seamlessly. If you would like to add captions on an existing video, you can upload your video to Kaltura Media and then add captions to the video. The video can then be easily accessed from your Blackboard course.

Step 1. Upload Your Video to Kaltura Media

a. Log on to Blackboard. Go to **my.commnet.edu** and log on with your NetID and password. Click on **Blackboard** icon or link. You enter the Blackboard **Institution Page**.

b. Click on **Tools** and then click on **Kaltura My Media**. Use Mozilla Firefox browser if you cannot access Kaltura My Media.
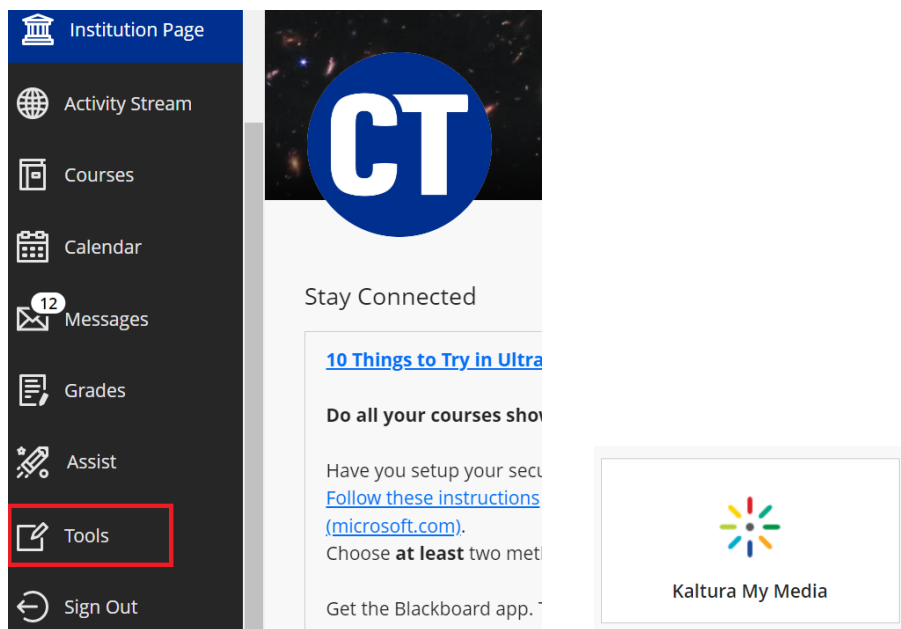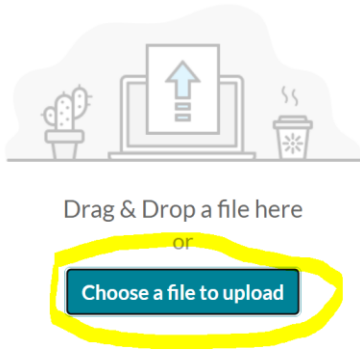

c. Pull down the arrow next to **Add New** and select **Media Upload**.
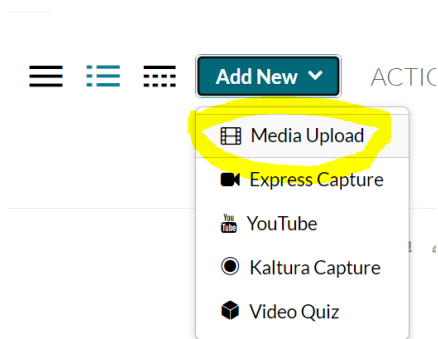
d. Clik con **Choose a file to Upload**. Locate the video file on your computer and double-click on the file.
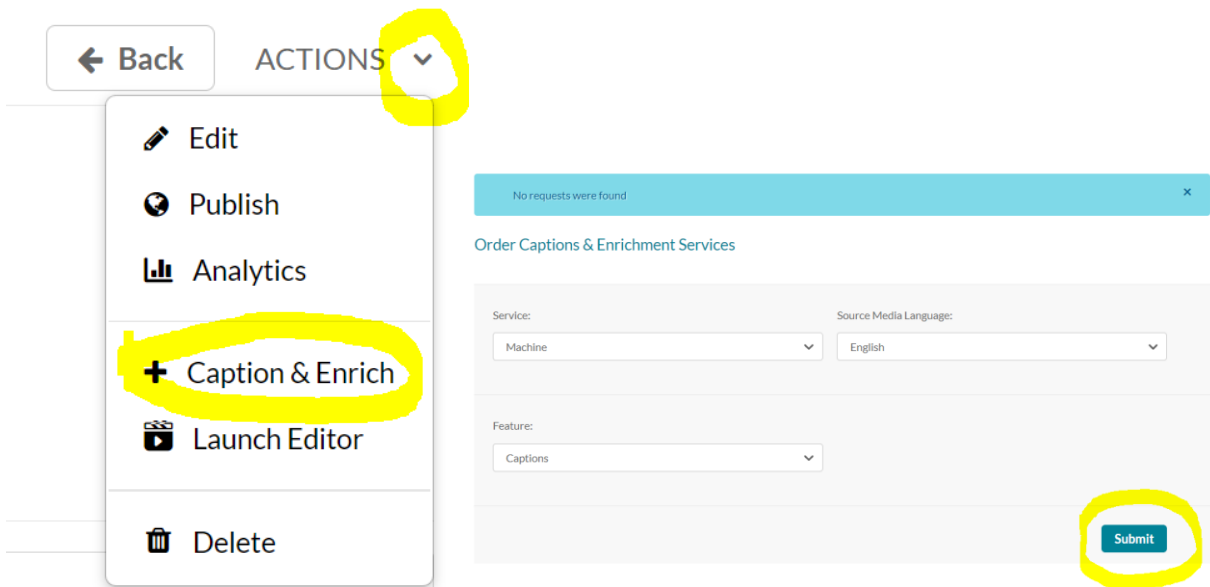

Drag & Drop a file here
or
Choose a file to upload

e. Enter the name and a brief description of the video. You may enter up to three words in the Tag box. Click on **Save**. Click on **Go to My Media** to go back to the My Media page. You may wait for a few minutes until the video is processed.


Save   Go To Media   Go To My Media

Step 2. Order Kaltura Media Caption

a. Click on the video you just uploaded. Underneath the video, pull down the arrow next to ACTIONS and select **Caption & Enrich**. At the next page, click on **Submit**. The request of ordering captions on the video is sent. You may wait for a few minutes until the caption of the video is ready.


← Back   ACTIONS ⌄

- Edit
- Publish
- Analytics
- Caption & Enrich
- Launch Editor
- Delete

No requests were found   ×

Order Captions & Enrichment Services

Service: Source Media Language:
Machine   ⌄   English   ⌄

Feature:
Captions   ⌄

Submit

b. Once the captions are ready, pull down the small arrow next to **ACTIONS** and select **Captions & Enrichment**, under **STATUS**, you will see **Completed**. Click on the pencil icon next to **Completed** to access the editing page.
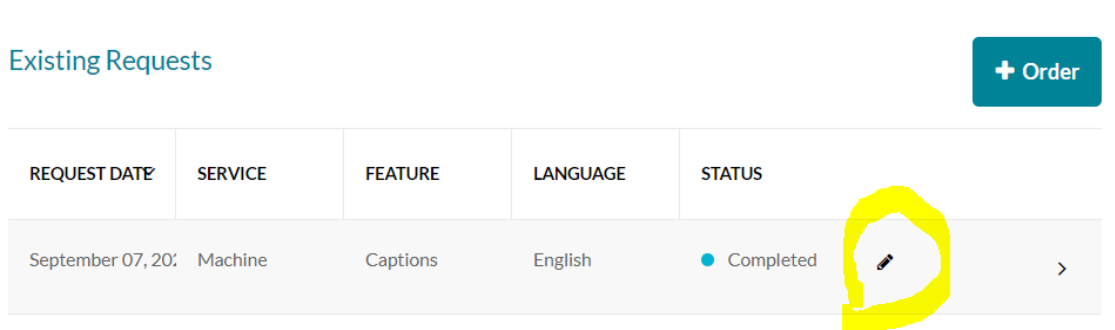
c. On the **Closed Captions Editor** page, when you play the video, you will see the text associated with the video is highlighted. Click on the text that does not match the video and edit it. Click on **Save** at the upper right corner of the page to save your revision. We recommend that you go over the entire video and make sure that the captions match your video.
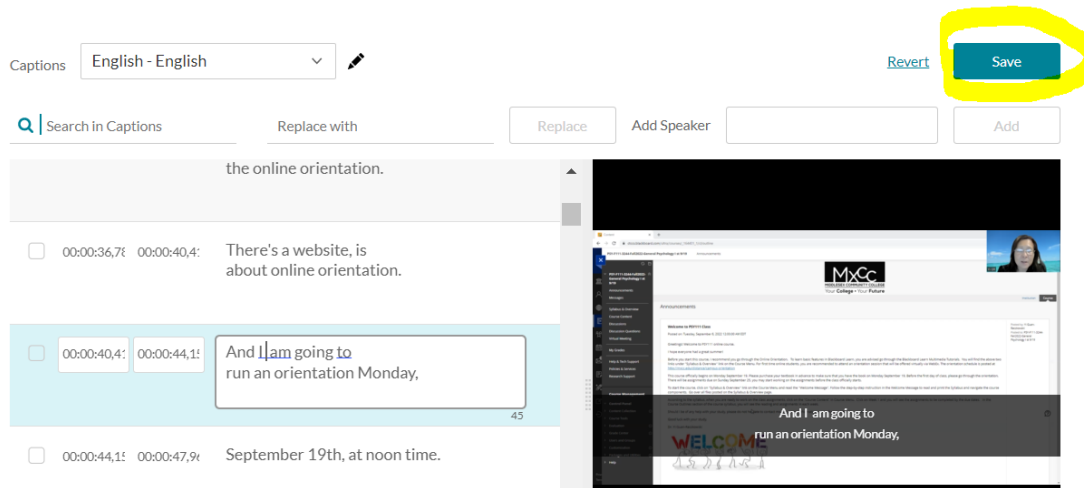

Step 3. Add Videos from Kaltura to Blackboard

a. You may link your video from Kaltura to Blackboard via a Blackboard Content Editor. Announcement, Content Folder, Discussions, Assignments, and Tests all use Content Editor.
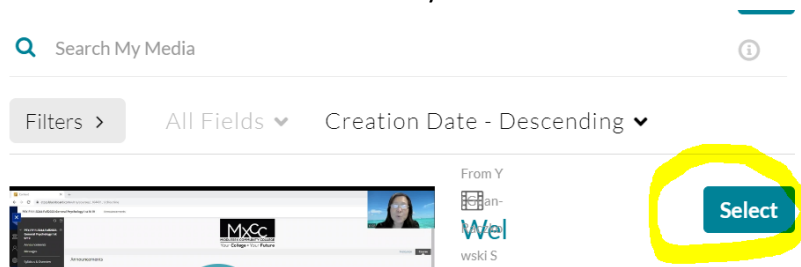
Example One, **Add a Video to Content Folder**.

(1) Navigate to the Content Folder (Blackboard Content Area) named **Unit 1**. Go to **Build Content** and select **Kaltura Media**.
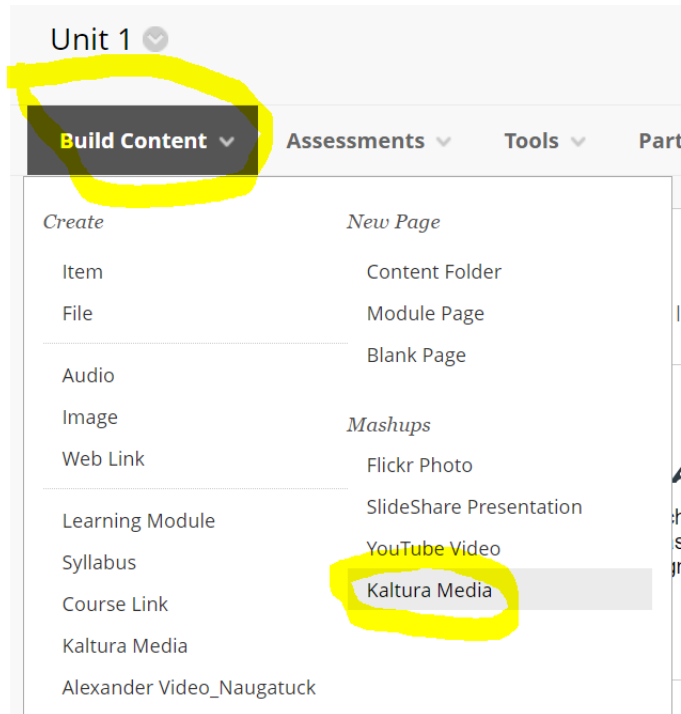
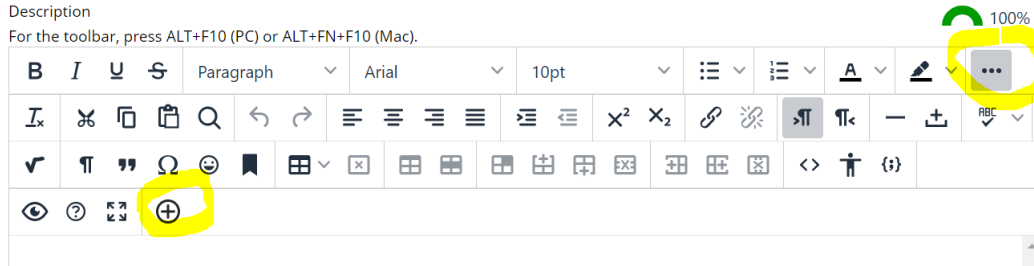(2) Click on the **Select** next to the video you would like to add.

(3) Type the name of the video and a brief description and click on Submit.

Exampe Two: Add a Video to an Announcement.

(1) Click on the **Announcements** link on the Course Menu. Click on **Create Announcement**. You will see the **Content Editor** box with the tools. Type the Subject and the body of the announcement.

(2) Click on the **Add Content icon** on the Content Editor's tools. If you do not see the **Add Content** icon, click on the **More** icon at upper right of the toolbar to show more tools.

(3) Select **Kaltura Media**. Click on **Embed** next to the video you would like to add.
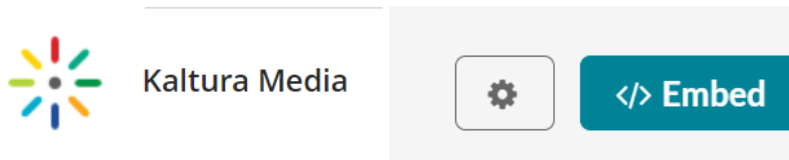
(4) If you would like to change the size of the video window, select the video and drag the corner handle inward or outward. Click on **Submit**.

(5) To release the announcement at a certain time, click on **Date Restricted** and choose a release time on **Display After**. Click on **Submit**.

Example Three: Add a Video to a Discussion Post.

Go to a Discussion Board. Click on **Create Thread**. Type the **Subject** of the discussion post. Follow (2), (3), and (4), for the Example Two to add a video to the discussion post.