

Editing Captions on a Kaltura Video

Objectives

By following the guide, you will be able to:

Part 1: About Kaltura captions

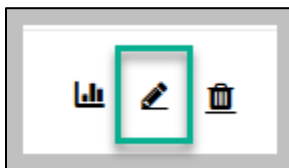
Part 2: Edit captions.

Part 1: About Kaltura captions.

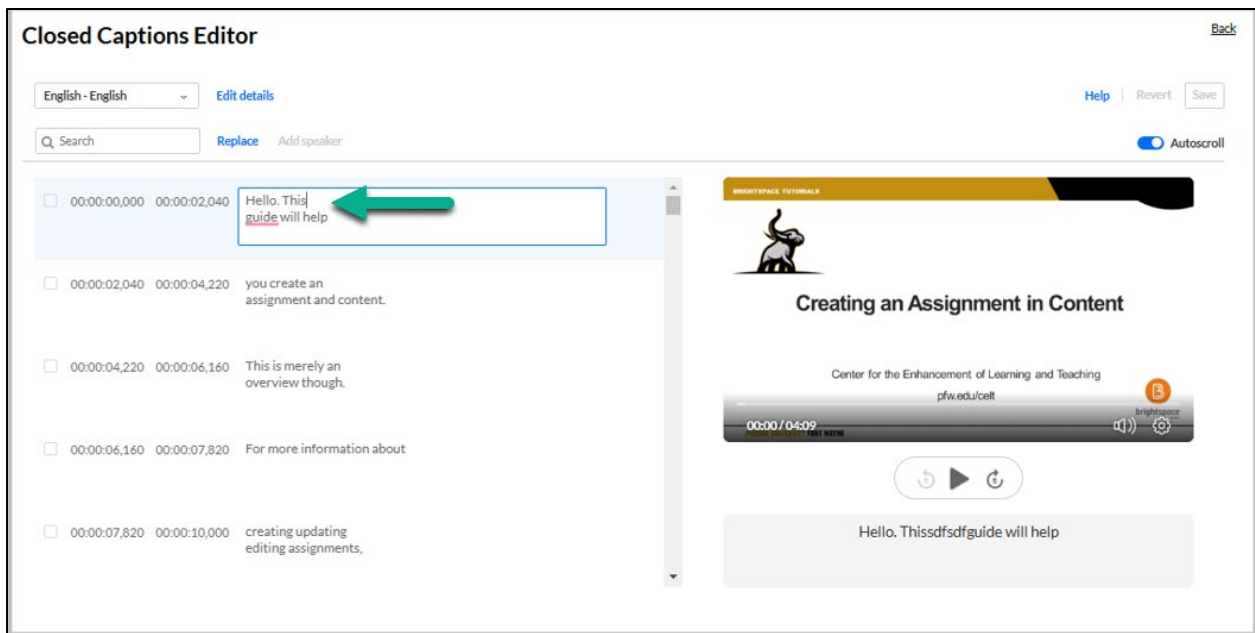
1. As of Fall 2024, Kaltura is auto-captioning every video that is uploaded. This is a mandate from Purdue West Lafayette to be consistent with accessibility initiatives.
2. If you notice your video does not have captions, reach out to a CELT consultant today for the step-by-step information.

Part 2: Edit Captions.

1. When in the My Media, select the pencil icon to the far-right of the video to edit the captions.



2. Below the video, locate the tabbed menus and select the Caption tab.
3. Scroll down as needed and select the Edit Captions button.
4. The captions and the video will show side-by-side. You can edit the captions as the video plays by selecting the section of the captions you'd like to update. Then make the desired changes.



5. When you have finished your updates, select the Save button, located in the top-right of the page, above the video.

