Editing Automatic Captions in Kaltura

To edit automatic captions in Kaltura, enable My Media in your Canvas course and upload a video. For assistance uploading a Kaltura video, review the [Getting Started with Kaltura Quick Start Guide](#).

1. In My Media, click the edit icon next to the specific video (ether).
2. Scroll down past the video and transcript, and select the Captions tab.

3. Click Edit Captions.

4. Review the video by clicking the play button in the player.

When you see an error in the text or if the text is not accurately synchronized with the video, pause the video and do the following:
a. The text is broken up into blocks; the timecode at which they show in the video is listed to the left. Click and type in the surrounding box to edit a line of text.

b. To delete a block, hover over it, and click the trashcan icon that appears (🗑).

c. To add a new block at a specific point, hover over the block that precedes it, and click the + icon that appears. Delete the copied text, and then type in the new line of text.
d. If there is a timing error, fix it by clicking the surrounding timecode block and typing in the new time using the same format (00:00:00,000). You may have to rewatch that part of the video and write down when that line of text should appear. **Note:** Highlighted timecodes indicate there is a timing error; for example, if the second line of captions has a timecode that occurs before the line preceding it.

![Timecode Block]

e. If a particular word is captured incorrectly more than once in the video, you can fix them all at once by doing the following:
   i. Type the word into the Search in Captions field, and then press Enter.
   ii. Type the fixed version in the Replace With field, and then click Replace.

![Caption Editor]

f. If there are multiple speakers in the video, note when a new person is talking:
   i. Check the box next to the block in which the new person begins speaking.
   ii. In the Add Speaker field, type the person’s name, and then click Add.

![Add Speaker]

5. Continue watching the video and pausing to fix errors.
6. Once you finish editing the captions, click Save.
7. To return to My Media in Canvas, click the Back link.