

# Editing Captions & Making Transcripts for Accessibility

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## Objective:

Instructors will be able to edit closed captions on their media files and create transcript files that meet accessibility requirements.

- Closed captions and alternative means of having your media accessible to all (e.g., transcript/pdf document) are important and required.
- Studies show that majority of learners use the captions regardless of their hearing abilities.
- Using transcripts can lead to improvements in learning achievements

Captions assist in tracking narration and transcripts of the captions can be very helpful

## The Process:

### I. Creating and Uploading Media

**Step 1:** Create your Media

Use Kaltura, Kaltura, or even an audio or video app on your smart phone.

**Step 2:** Upload your media in My Media. Zoom files automatically go to My Media. Kaltura files automatically upload to My Media when you choose the Upload option after recording. For other recordings, put them on your computer (I email mine from

my recording app on my phone and then download the file to my computer) and upload them using My Media:

- In Canvas, click Account on the Global Navigation Menu, then My Media.
- Click the Add New dropdown. (I choose Media Upload for my non-Kaltura created media files.)
- Click Choose a file to upload. Change the title if you want and
- Click Save.

When you're ready to edit the captions (I usually wait an hour or so after uploading), do the following:

## II. Editing the Captions

Log in to your account. In Canvas, Choose Account then click My Media

- Look for your media file. (**don't click on it**)
- Click Pencil – Edit

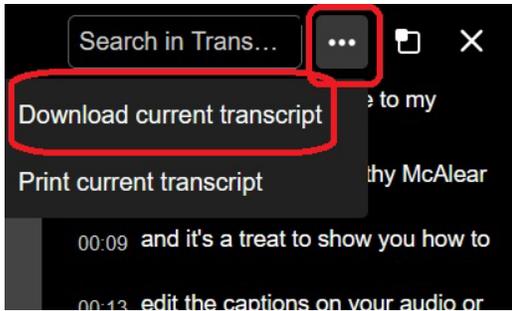


- Click Captions
- Click Edit Captions
- Edit your captions
- Click Save
- Click Yes

## III. Creating the Transcript:

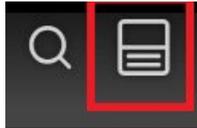
- Click “back” and the transcript appears ready for you to download by clicking on the meatball menu (aka ellipsis) (...).

Choose Download current transcript. I like to then have it open with Notepad, but you could also save it and open it later.



OR if you want to do the transcript later:

- Go to Account, My Media, click on the video/audio
  - Press the Play button (then press stop if you want)
  - Click the icon to the right of the search icon. This is the transcription icon:



- Then click the meatball/ellipsis
- Choose Download Transcript
  - Again, I like to have it open with Notepad.
- Open your transcript and select all, then copy.
- Open up Word and paste.

#### **IV. Editing the Transcript for Accessibility**

To remove all the spaces between lines, in Word, click Editing and choose Replace.

Replace carrot p (^ p) with a space.

Now it looks okay. I also break mine up into paragraphs but that's an extra you don't have to do.

Then I add a Heading, so that it will meet accessibility standards. Then I save it and then I save it as a PDF and then I open it in Adobe. From there I go to document properties, check the authorship, make a title and save it.

Now it's ready to be uploaded as a file into my Canvas. Then I make a page where I can embed the Kaltura Media, (which is how I'd access my file).



Then I insert the PDF Transcript file below the media and put the page into a Module for the students to access.