

Adding Professional Captions to Kaltura Videos

University of New Haven:
Digital Learning



Go to your Dashboard in Canvas

The screenshot displays the Canvas LMS Dashboard for a user at the University of New Haven (UNH). The interface is organized into several key sections:

- Header:** The top of the page shows the browser address bar with the URL `canvas.newhaven.edu` and the word "Dashboard" on the left.
- Left Navigation Menu:** A vertical sidebar on the left contains icons and labels for "Account", "Admin", "Dashboard", "Courses", "Groups", "Calendar", "Inbox", "History", "Commons", "Follett Discover", "Studio", and "Help".
- Published Courses (9):** The main area features a grid of course cards. Each card includes a representative image, a title, and a brief description. The visible courses are:
 - Video for Engagement in Online C...**: Video for Engagement in Onli...
 - UNH Video Tutorials**: UNH Video Tutorials
 - Accessibility Training**: Accessibility
 - COMM-1102-01**: Writing for the Media, Intercession 2022
 - COMM-2200-01**: Small Group Communication, Intercession 2022
 - ESPT - Dell Team**: ESPT
 - ESPT-6220-85**: Livestreaming Platforms, Fall 2021
 - ESPT-6230-85**: Talent in Streaming Economy, Fall 2021
 - TestCourse_StudentOrientation_F...**: SANDBOX
- To Do:** A list on the right side of the dashboard shows upcoming tasks with their due dates and times:
 - Grade M2 Group Assignment Part 1 (70 points, Jan 3 at 11:59pm)
 - Grade Mod 4 Discussion (50 points, Jan 5 at 11:59pm)
 - Grade M3: Discussion (40 points, Jan 5 at 11:59pm)
 - Grade Module 3 Assignment (100 points, Jan 5 at 11:59pm)
 - Grade M2 Group Assignment Part 2 (30 points, Jan 5 at 11:59pm)
- Coming Up:** A section below "To Do" lists future assignments:
 - M2 Group Assignment Part 1 (70 points, Jan 3 at 11:59pm)
 - M3: Discussion (40 points, Jan 5 at 11:59pm)
 - Mod 4 Discussion (50 points, Jan 5 at 11:59pm)
- Recent Feedback:** A section at the bottom right indicates "Nothing for now".
- Start a New Course:** A button is located at the bottom right of the dashboard.

In your course find MyMedia in your Navigation

The screenshot shows a Canvas LMS course page for 'UNH Video Tutorials'. The navigation menu on the left includes 'My Media', which is circled in orange. The main content area displays a list of modules, including 'Class Delivery Modes' and 'Short Tutorial Videos'. The 'My Media' link is located in the 'Courses' section of the navigation menu.

UNH Video Tutorials > Modules

6d Student View

Account
Admin
Dashboard
Courses
Groups
Calendar
Inbox
History
Commons
Follett Discover
Studio
Help

Home
Modules
Item Banks
LockDown Browser
StudyMate
Media Gallery
Badges
Files
Discussions
Collaborations
Announcements
Assignments
Pages
Grades
People
BigBlueButton (Conferences)
Rubrics
Outcomes
Quizzes
Syllabus
Course Ratings
Campus Labs Rubrics

UNH Video Tutorials > Modules

Collapse All View Progress + Module

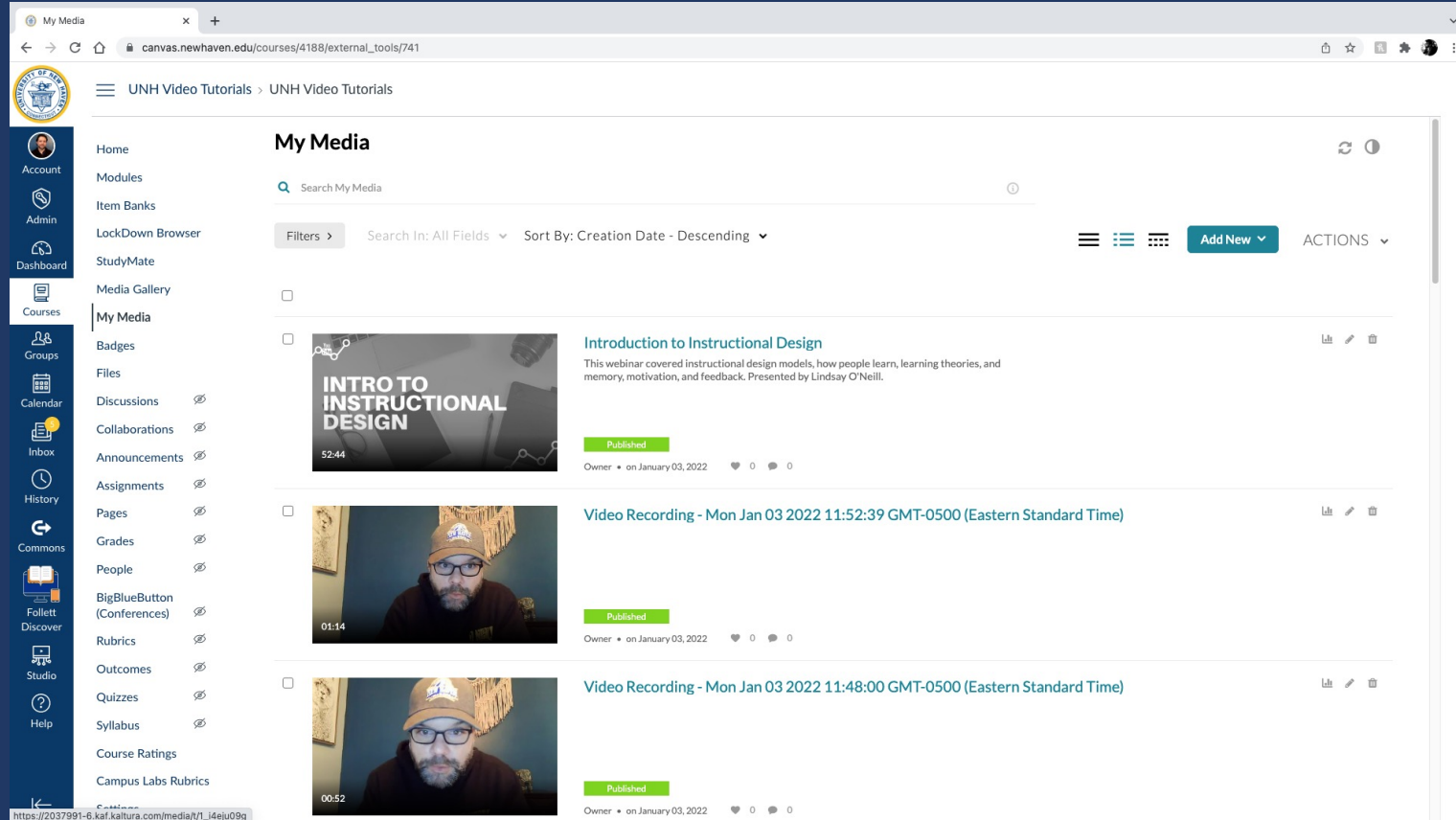
Course Status
Unpublish Published
Import Existing Content
Import from Commons
Choose Home Page
View Course Stream
New Announcement
New Analytics
View Course Notifications
Coming Up View Calendar
Nothing for the next week

Class Delivery Modes
University of New Haven Class Delivery Modes

Short Tutorial Videos
Welcome to Federal Income Taxation
Module Basics
Changing the Home Page in Canvas
Creating a Front Page-Pages Overview (Instructors) Timestamp: 2:17
Adding Items to Modules- Modules Overview (Instructors) Timestamp 1:02
Locking Modules (Date Releasing) in Canvas -Modules Overview (Instructors) Timestamp: .32
New Embed Button
Enabling and Moving Menu Items
Assignments/Quizzes
Adding Due Dates to Assignments - Assignments Overview (Instructors) Timestamp 3:20
Differentiating Assignment Due Dates -Assignments Overview (Instructors) Timestamp 3:33

1. This will bring you to your Kaltura Library

*If you are unsure how to get videos into your Kaltura MyMedia Library – click here:
<https://kgardnernh.wixsite.com/digitallearning/unh-video-tutorials>



2. Click on the video you want to add captions to

Click on the Actions dropdown and Choose Caption & Enrich

The screenshot displays a web browser window with the URL `canvas.newhaven.edu/courses/4188/external_tools/741`. The page title is "UNH Video Tutorials > UNH Video Tutorials". A video player is embedded, showing a slide titled "Instructional Design" with a blue and orange gradient bar at the bottom. Below the video, the title "Introduction to Instructional Design" is displayed, along with the author "From Kevin Gardner January 03, 2022".

The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Follett Discover, Studio, Help, and Settings.

The main content area includes a "Details" tab, a "Share" button, and a search icon. Below this, there is a description: "This webinar covered instructional design models, how people learn, learning theories, and memory, motivation, and feedback. Presented by Lindsay O'Neill." It also shows "Appears In" and "Embedded In Context - KG_Sandbox".

An "ACTIONS" dropdown menu is open on the right side of the video player, listing the following options: Edit, Publish, Analytics, **Caption & Enrich** (highlighted with a yellow circle), Launch Editor, and Delete.

Under Services, click the dropdown and choose 'Professional' then click submit.

The screenshot shows the 'My Media' page in Canvas LMS. The left sidebar contains navigation options: Home, Modules, Item Banks, LockDown Browser, StudyMate, Media Gallery, My Media (selected), Badges, Files, Discussions, Collaborations, Announcements, Assignments, Pages, Grades, People, BigBlueButton (Conferences), Rubrics, Outcomes, Quizzes, Syllabus, Course Ratings, Campus Labs Rubrics, and Settings. The main content area is titled 'UNH Video Tutorials > UNH Video Tutorials'. It features an 'Existing Requests' table with one entry: January 03, 2022, Professional, Captions, English, Rejected. Below this is the 'Order Captions & Enrichment Services' form. The 'Service' dropdown menu is open, showing options: Machine, Machine, Professional (highlighted with a yellow box), and Captions. The 'Source Media Language' dropdown is set to English. A 'Submit' button is highlighted with a yellow box. At the bottom, there is a 'Comments' section with an 'Add a Comment' input field.

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
January 03, 2022	Professional	Captions	English	Rejected

Order Captions & Enrichment Services

Service: Machine (dropdown menu open, Professional highlighted)

Source Media Language: English (dropdown menu)

Submit (button highlighted)

Comments: Add a Comment (input field)

That's it – the captions will be created to 100%. Please allow 48 hours for them to be completed.

If you have any questions please contact us at digitallearning@Newhaven.edu