

# Upload and manage captions in Blackboard

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 This article is designated for faculty members.

## About

In KAF, you can upload caption files for any media you own or have editing privileges for. Supported file types include SRT, DFXP, and VTT. You can also add multiple caption files to an entry, such as subtitles in different languages, and label each one accordingly.


For media without captions, check out our article [Order captions](#) to learn how to generate them.

## Access the captions tab

1. Access the [edit media page](#) for the desired media.

[← Back to Media Page](#)

### Kaltura Training Services Overview



**Basic Info**

Creator: Customer Training

Owner: [redacted]

Media Entry ID: 1\_mu12o0uf

Media Type: Video

Publish Status: Published

Creation date: August 16, 2024 8:47 AM GMT

Update date: September 05, 2024 6:17 AM GMT

Media asset update date: August 16, 2024 8:48 AM GMT

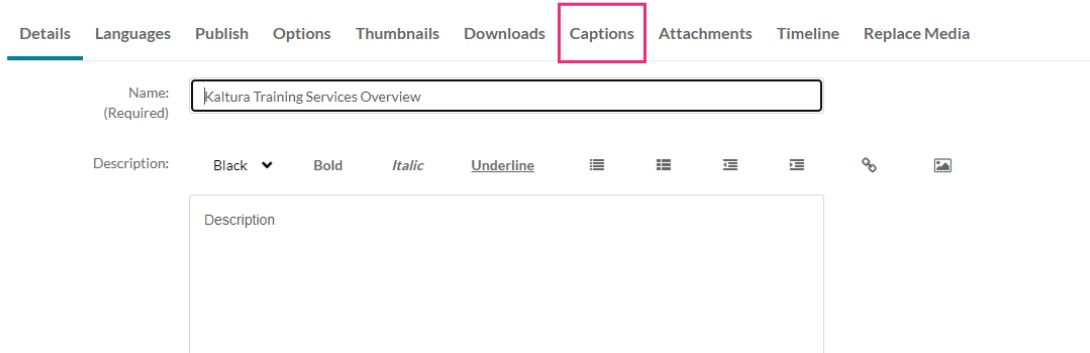
[Launch Editor](#)

[Details](#) [Languages](#) [Publish](#) [Options](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Name:

Description: Black Bold Italic Underline Text Color Background Color Link Image

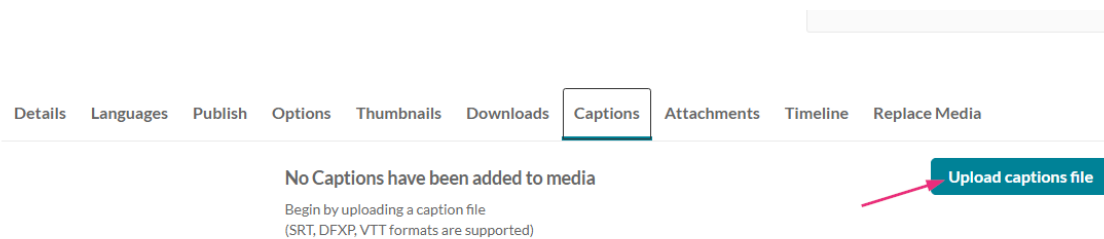
2. On the **Edit media** page, click the **Captions** tab.



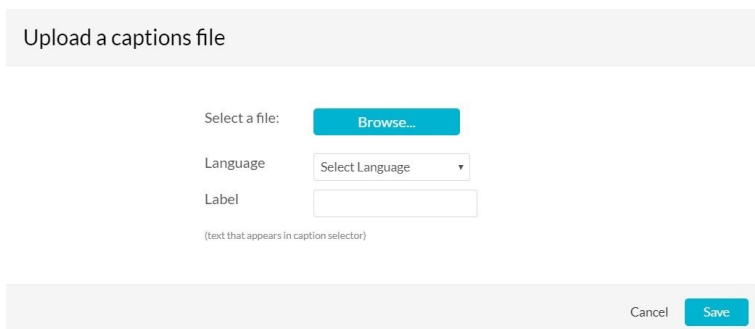
The captions tab displays.

## Upload a captions file

1. Click **Upload captions file**



The **Upload a captions file** window displays.



2. Click **Browse**.

Upload a captions file

Select a file:

Language:

Accuracy:

Label:

(text that appears in caption selector)

3. Select the desired SRT, DFXP, or VTT caption file from your computer and click Open.

File name:

A success message displays: *Upload completed!*

4. From the **Language** drop-down menu, select the desired language
5. In the **Label** field, type a label to display in the caption selector. (The caption selector displays caption options in the media player.)
6. Click **Save** to upload the file.

Upload a captions file

**Upload Completed!**


Language:

Accuracy:

Label:

(text that appears in caption selector)

The file is added to a table under the Captions tab.



00:35 / 00:35

Launch Editor


Details Languages Publish Options Thumbnails Downloads **Captions** Attachments Timeline Replace Media

Upload captions file

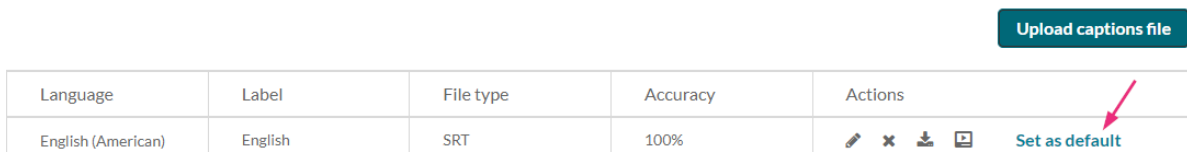
Language	Label	File type	Accuracy	Actions
English (American)	English	SRT	100%	✎ ✕ ⬇️ 📄 <a href="#">Set as default</a>

To upload another file, click **Upload captions file** again and repeat the steps above.

## Set a default captions file

 If users upload their own caption files while others use REACH captioning, REACH captions are usually set as the default. Users who upload their own captions simply need to select the "Set as default" option after uploading.

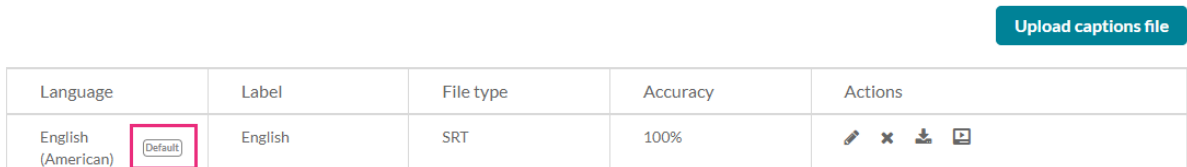
To the far right of the desired caption file, click Set as default in the **Actions** column.



Upload captions file

Language	Label	File type	Accuracy	Actions
English (American)	English	SRT	100%	✎ ✕ ⬇️ 📄 <a href="#">Set as default</a>

Once set as the default, a small 'Default' label appears in the **Language** column.

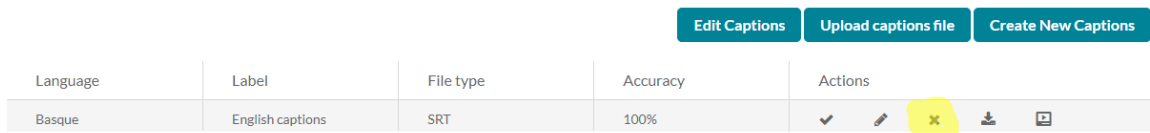


Upload captions file

Language	Label	File type	Accuracy	Actions
English (American) <span style="border: 1px solid red; padding: 2px;">Default</span>	English	SRT	100%	✎ ✕ ⬇️ 📄

## Delete a captions file

1. To the far right of the desired caption file, click the **X** in the **Actions** column.



Edit Captions Upload captions file Create New Captions

Language	Label	File type	Accuracy	Actions
Basque	English captions	SRT	100%	✓ ✎ ✕ ⬇️ 📄

A confirmation message displays: *Are you sure you want to delete this caption file?*

### Delete Confirmation

Are you sure you want to delete this caption file?





Cancel **Delete**

2. Click **Delete** to remove the caption file.


## Download a captions file

To the far right of the desired caption file, click the **download icon** in the **Actions** column.

Upload captions file

Language	Label	File type	Accuracy	Actions
English (American) <small>Default</small>	English	SRT	100%	   





The caption file downloads.

 Kaltura captions only outputs SRT or DFXP format, not VTT. However, if you manually upload a VTT, then that becomes downloadable for others.

## Edit a captions file

1. To the far right of the desired caption file, click the **pencil icon** in the **Actions** column.

Upload captions file

Language	Label	File type	Accuracy	Actions
English (American) <small>Default</small>	English	SRT	100%	   

The Edit captions window displays.

Edit captions

Language

Accuracy

Label

(text that appears in caption selector)

Cancel

2. Edit the captions file as desired and click **Save**.

## Don't show on player

To the far right of the desired caption file, click the **player icon** in the **Actions** column. Once activated, the captions file won't be accessible through the CC button on the player.

Language	Label	File type	Accuracy	Actions
English (American) <small>(Default)</small>	English	SRT	100%	