

Manage accessibility settings in Canvas - Theming

Last Modified on 04/09/2026 3:45 pm IDT

 This article is designated for all users.

About

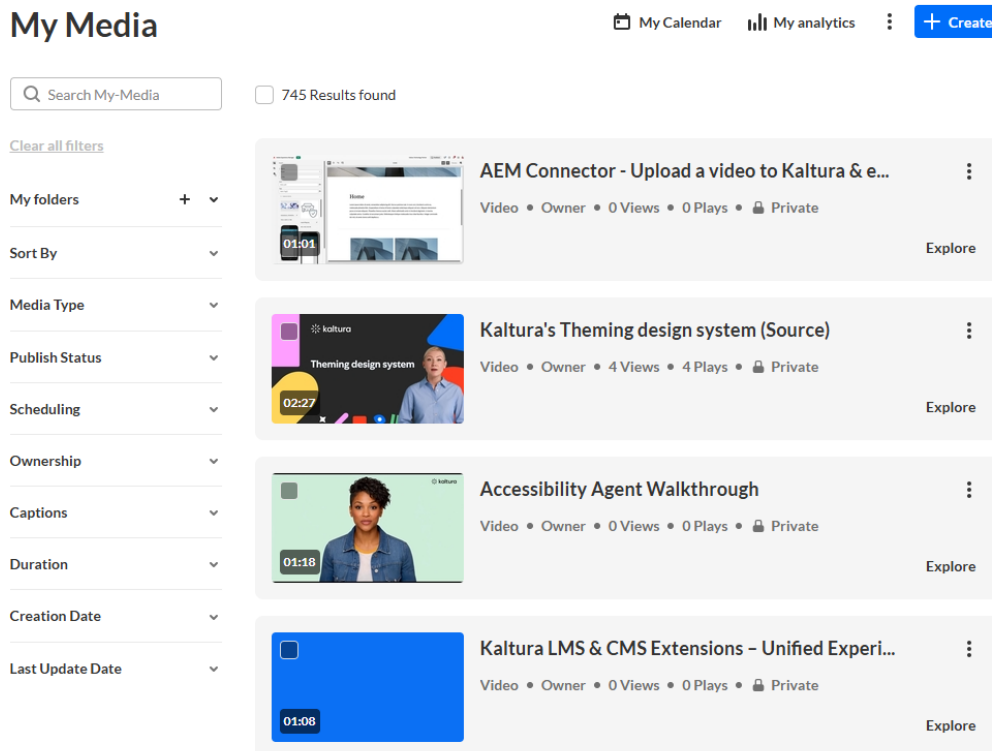
Use the **Accessibility** tab to manage accessibility features for your media, including captions, extended and basic audio descriptions, and multi-language audio tracks.

Who can use this

- Media owners
- Co-editors (depending on permissions)

Access the Accessibility tab

1. Go to your **My Media**.



The screenshot shows the 'My Media' interface. At the top right, there are links for 'My Calendar', 'My analytics', and a '+ Create' button. Below the header is a search bar labeled 'Search My-Media' and a result count of '745 Results found'. A 'Clear all filters' link is visible. On the left, there is a sidebar with various filter categories: 'My folders', 'Sort By', 'Media Type', 'Publish Status', 'Scheduling', 'Ownership', 'Captions', 'Duration', 'Creation Date', and 'Last Update Date'. The main content area displays a list of video assets. Each asset card includes a video thumbnail, a title, and metadata such as 'Video • Owner • 0 Views • 0 Plays • Private'. The assets shown are: 'AEM Connector - Upload a video to Kaltura & e...', 'Kaltura's Theming design system (Source)', 'Accessibility Agent Walkthrough', and 'Kaltura LMS & CMS Extensions - Unified Experi...'. Each asset card has a 'three dots' menu icon and an 'Explore' link.

2. Click the **three dots** to the right of the desired media and select **Edit**.

My Media

My Calendar My analytics [+ Create](#)

Search My-Media

745 Results found

Clear all filters

My folders +

Sort By

Media Type

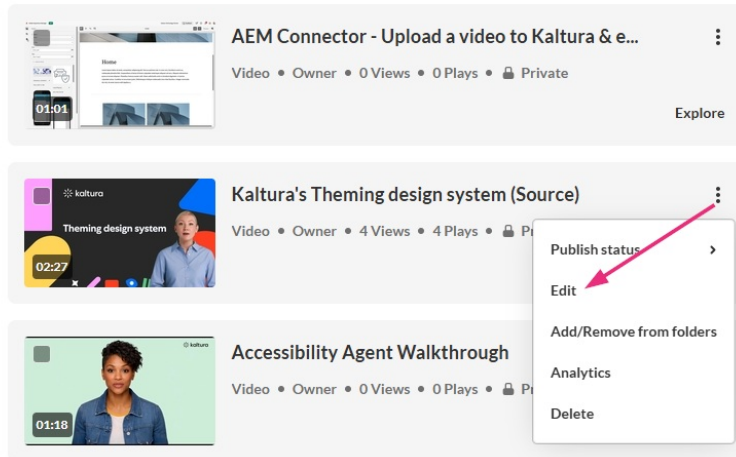
Publish Status

Scheduling

Ownership

Captions

Duration



AEM Connector - Upload a video to Kaltura & e...
Video • Owner • 0 Views • 0 Plays • Private

Kaltura's Theming design system (Source)
Video • Owner • 4 Views • 4 Plays • Private

Accessibility Agent Walkthrough
Video • Owner • 0 Views • 0 Plays • Private

Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.



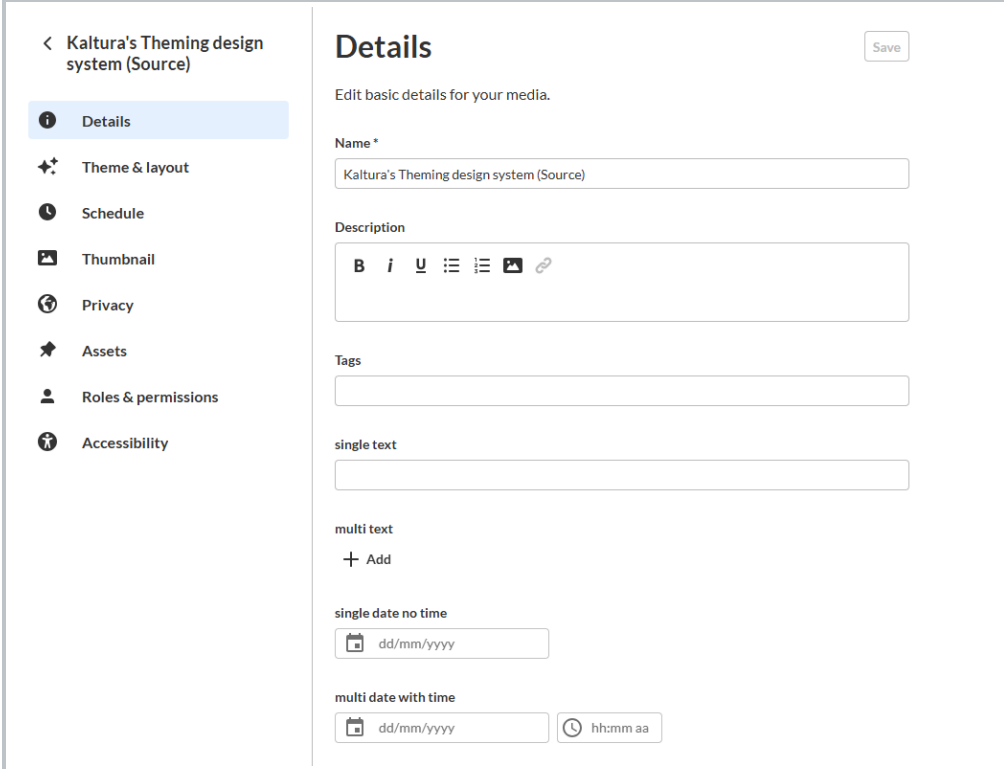
Play

00:12 / 02:26

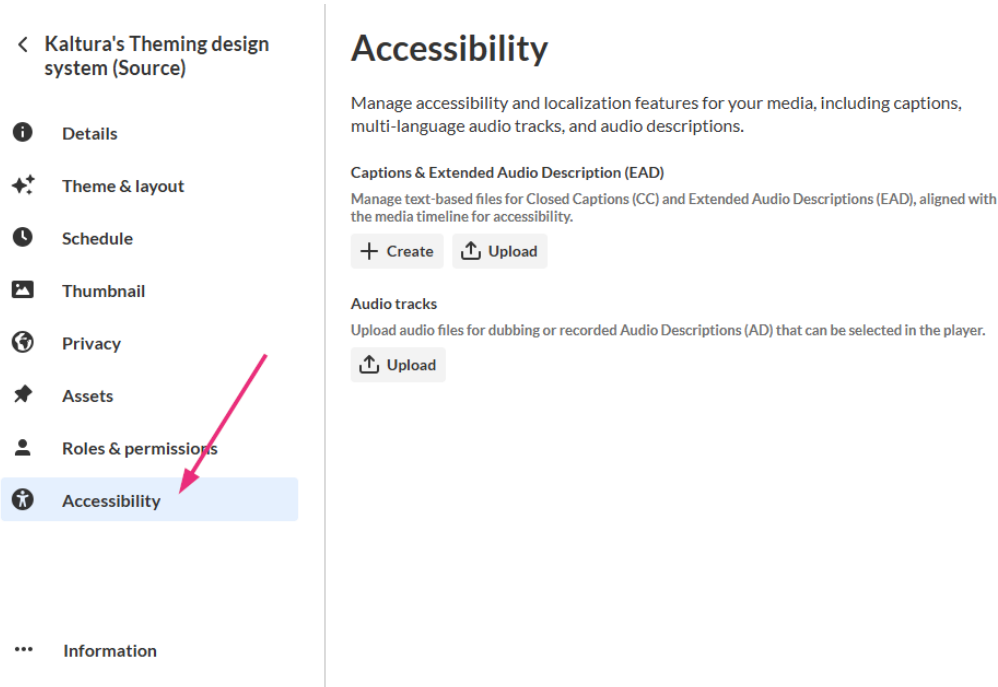
Kaltura's Theming design system (Source)

0 Like Share ...

The edit media page opens on the **Details** tab by default, with a left-hand navigation.



3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.



All edit actions apply immediately. There is no **Save** button on this page.



Available features depend on your site configuration. Some features are shown only if enabled for your site.

Order captions & enrich

Use this section to order professional captioning, translation, and audio description services.

Click **Reach captions & enrich** to open the ordering window.

Accessibility

Manage accessibility and localization features for your media, including captions, multi-language audio tracks, and audio descriptions.

Order captions & enrich

Order professional captioning, translation, and audio description services. Track your requests in Manage Orders; completed assets will automatically appear in the tables below

Reach captions & enrich

Captions & Extended Audio Description (EAD)

Manage text-based files for Closed Captions (CC) and Extended Audio Descriptions (EAD), aligned with the media timeline for accessibility.

+ Create

Upload

Audio tracks

Upload audio files for dubbing or recorded Audio Descriptions (AD) that can be selected in the player.

Upload

The 'Reach captions & enrich' window opens.

Reach captions & enrich

Order Captions

Feature

Captions

Service type

Machine

Source media language

English

Turnaround time

30 minutes

Close **Order**

All ordering, pricing, and tracking are managed through [REACH](#).

To learn more about ordering specific services, see:

- [Order captions](#)
- [Order translations](#)
- [Order audio description](#)
- [Order extended audio description](#)
- [Order dubbing](#)

- [Order chaptering](#)
- [Order alignment](#)

Completed caption and audio assets are automatically added to the relevant sections in the Accessibility tab.

Captions & Extended Audio Description (EAD)

Use this section to upload and manage text-based files for Closed Captions (CC) and Extended Audio Description (EAD), aligned with the media timeline.

You can:

- Create captions or EAD using the editor
- Upload caption files
- Set default tracks
- Control caption visibility in the player
- Edit or delete existing files

To learn how to upload and manage captions and EAD, see:

- [Upload and manage captions](#)
- [Upload and manage extended audio description \(EAD\)](#)

Audio tracks

Use this section to upload audio files for dubbing or recorded audio description (AD), which viewers can select in the player.

You can:

- Upload audio tracks
- Manage existing tracks
- Remove tracks