

Manage accessibility settings in Canvas

Last Modified on 05/06/2026 2:23 pm IDT

 This article is designated for all users.

About

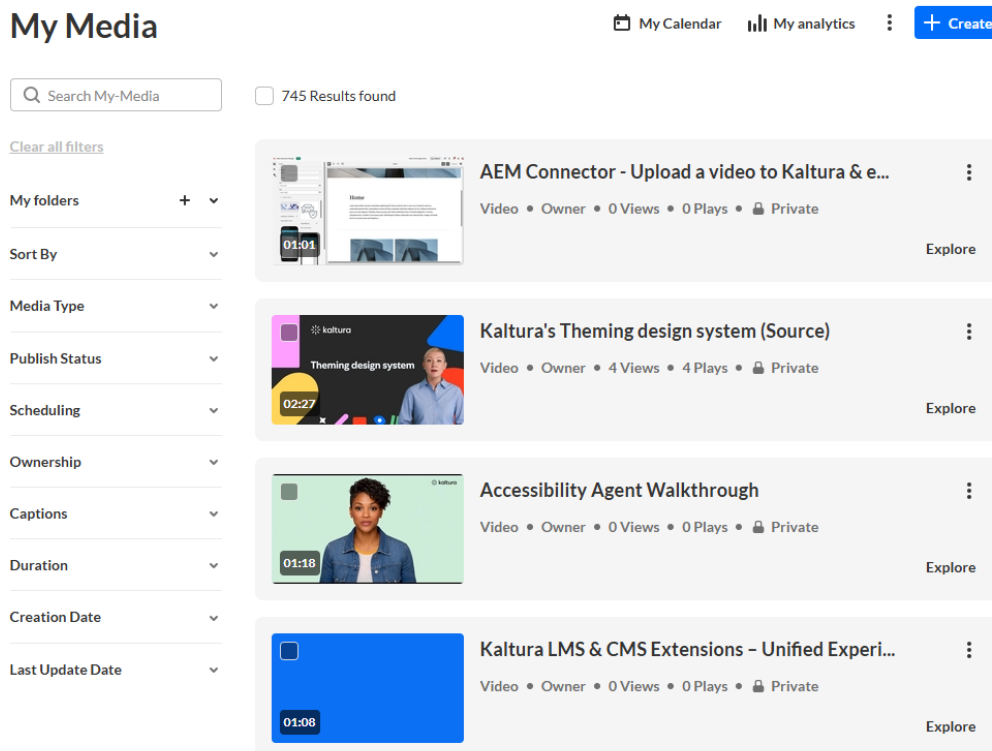
Use the **Accessibility** tab to manage accessibility features for your media, including captions, extended and basic audio descriptions, and multi-language audio tracks.

Who can use this

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

Access the Accessibility tab

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

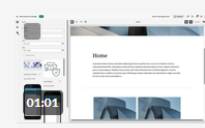
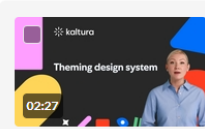
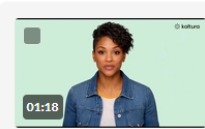
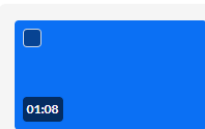


My Media My Calendar My analytics + Create

Search My-Media 745 Results found

[Clear all filters](#)

- My folders + ▼
- Sort By ▼
- Media Type ▼
- Publish Status ▼
- Scheduling ▼
- Ownership ▼
- Captions ▼
- Duration ▼
- Creation Date ▼
- Last Update Date ▼

	AEM Connector - Upload a video to Kaltura & e... Video • Owner • 0 Views • 0 Plays • Private Explore
	Kaltura's Theming design system (Source) Video • Owner • 4 Views • 4 Plays • Private Explore
	Accessibility Agent Walkthrough Video • Owner • 0 Views • 0 Plays • Private Explore
	Kaltura LMS & CMS Extensions - Unified Experi... Video • Owner • 0 Views • 0 Plays • Private Explore

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

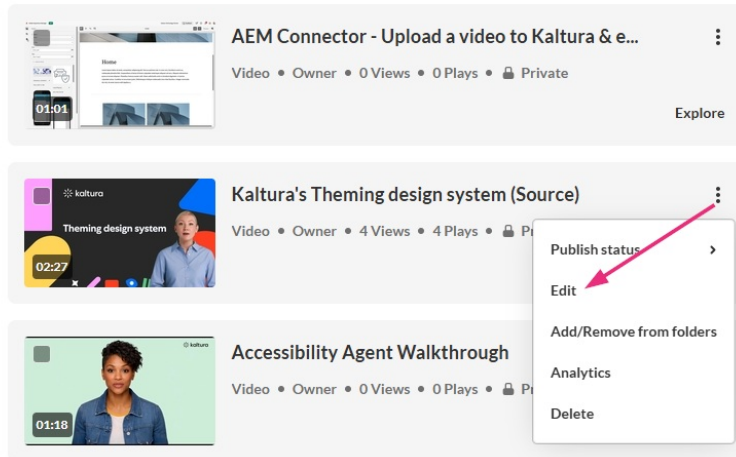
Publish Status

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.

< Kaltura's Theming design system (Source)
Save

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

Details

Edit basic details for your media.

Name *

Description

B *i* U

Tags

single text

multi text

+ Add

single date no time

multi date with time

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

< Kaltura's Theming design system (Source)

Accessibility

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

... Information

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

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

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	Service type
<input type="text" value="Captions"/>	<input type="text" value="Machine"/>
Source media language	Turnaround time
<input type="text" value="English"/>	<input type="text" value="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