

Use the captions editor in Canvas

Last Modified on 04/08/2026 6:23 pm IDT

 This article is designated for all users.

About

The captions editor lets you review and edit existing captions for your media. You can edit captions generated by [REACH](#), uploaded files, or captions created manually.

Use the editor to update caption text, adjust timing, and add speaker names. If the [transcript plugin](#) is enabled, your changes are reflected in the transcript automatically.

The editor also includes features such as auto-scroll, timestamp editing, and search and replace, helping you improve caption accuracy. This is especially useful for refining machine-generated captions (ASR).

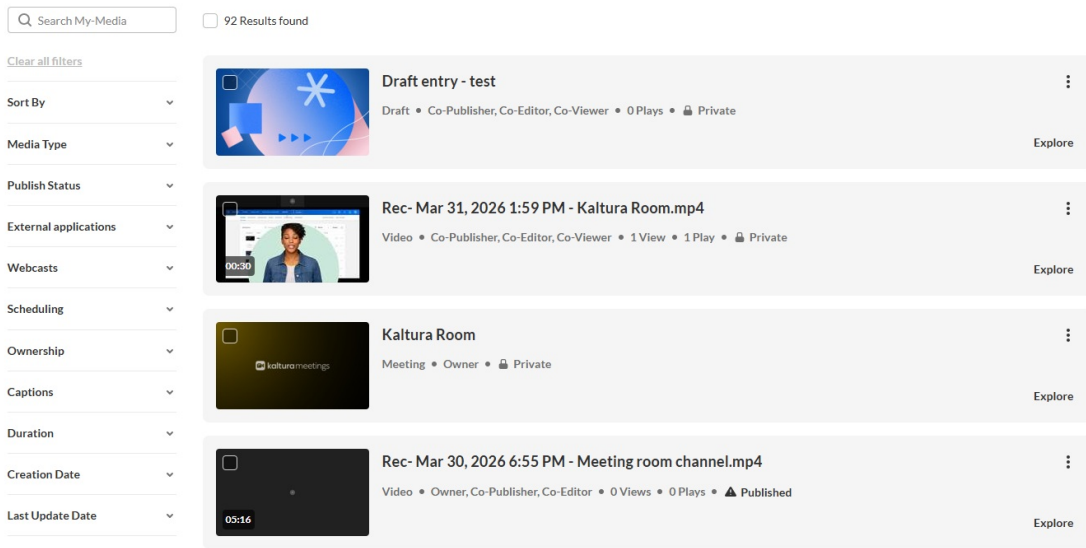


[REACH](#) must be enabled on your account, and you must have the required permissions to use these features.

Access the captions editor

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

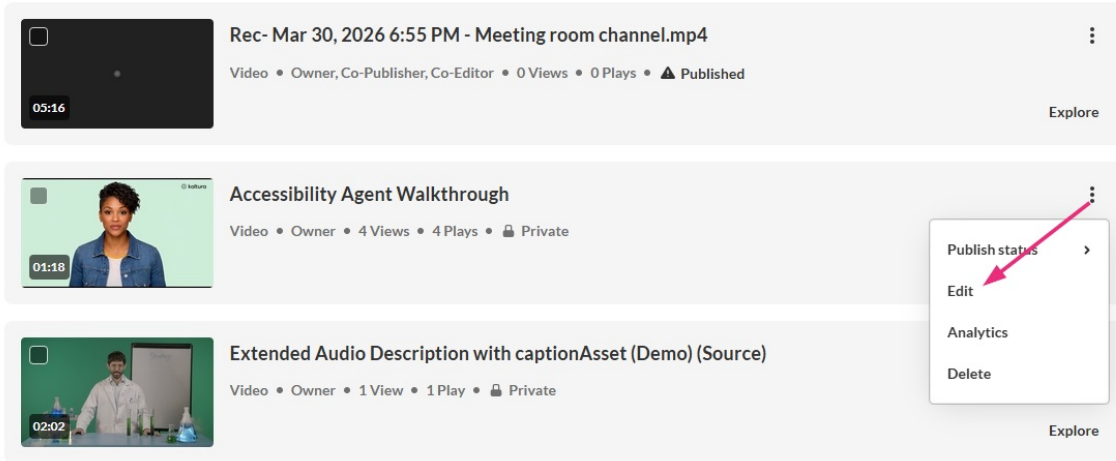
My Media



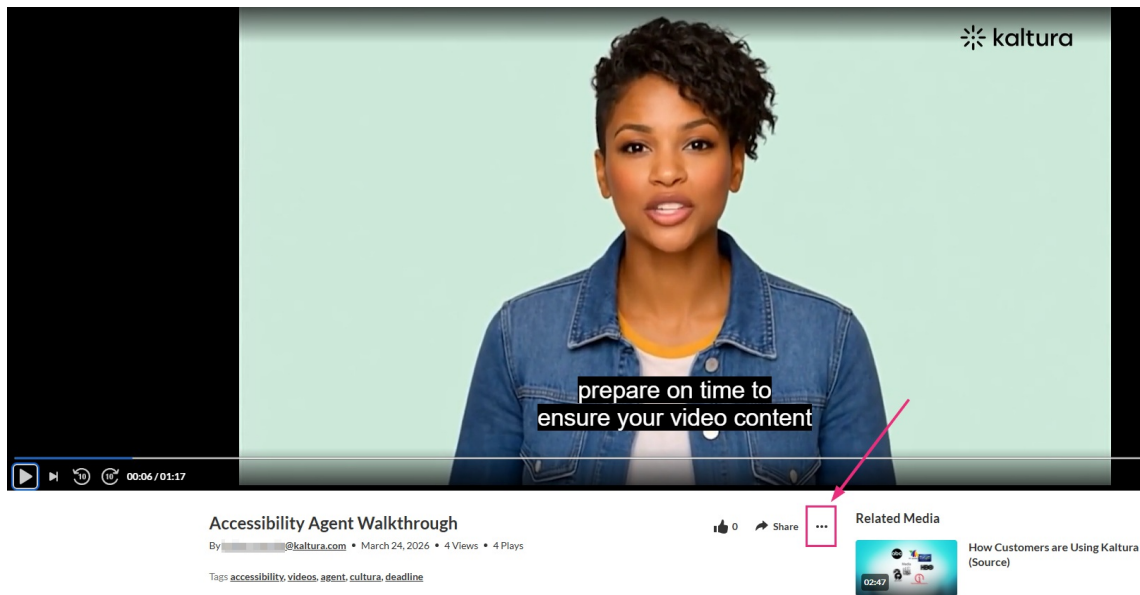
The screenshot shows the 'My Media' interface. At the top, there is a search bar with the text 'Search My-Media' and a result count of '92 Results found'. Below the search bar are several filter categories, each with a dropdown arrow: 'Clear all filters', 'Sort By', 'Media Type', 'Publish Status', 'External applications', 'Webcasts', 'Scheduling', 'Ownership', 'Captions', 'Duration', 'Creation Date', and 'Last Update Date'. The main content area displays a list of media items, each with a thumbnail, title, and metadata. The items are:

- Draft entry - test**: Draft • Co-Publisher, Co-Editor, Co-Viewer • 0 Plays • Private
- Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4**: Video • Co-Publisher, Co-Editor, Co-Viewer • 1 View • 1 Play • Private
- Kaltura Room**: Meeting • Owner • Private
- Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4**: Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published

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



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



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

< Accessibility Agent Walkthrough

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

Details





Save

Edit basic details for your media.

Name *

Accessibility Agent Walkthrough

Description

B *i* U    

Tags

accessibility x videos x agent x cultura x deadline x

Choose department

Delete media

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

< Accessibility Agent Walkthrough

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

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


Available captions & audio descriptions assets

	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	Default CC  ...

Audio tracks

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

Upload

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

4. In the **Available captions & audio descriptions assets** section, locate the desired caption file.
5. Click the **three dots** next to the caption and select **Launch editor**.

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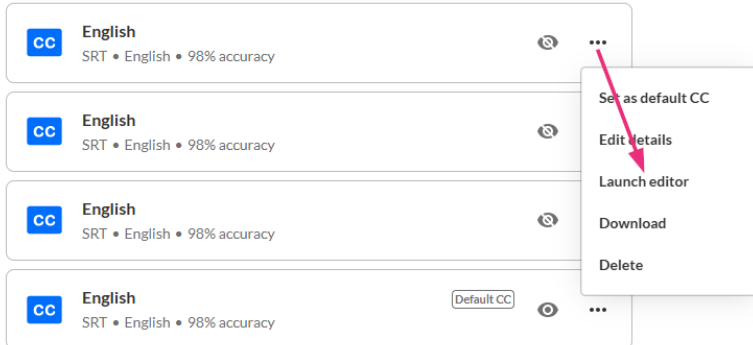
Reach captions & enrich

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Available captions & audio descriptions assets



CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...

The closed captions editor opens.

Editing CC & EAD for Accessibility Agent Walkthrough

← Back to media page

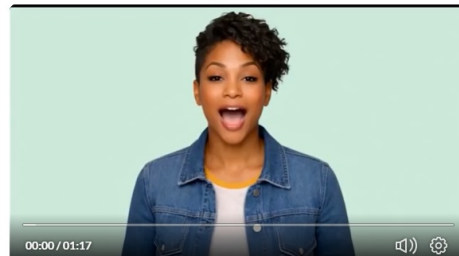
English - English Edit details

Help Revert Save

Q Search Replace Add speaker

Autoscroll

<input type="checkbox"/>	00:00:00,000 00:00:02,070	Hi, everyone. The deadline for Title II
<input type="checkbox"/>	00:00:02,070 00:00:04,330	compliance is just around the corner, and
<input type="checkbox"/>	00:00:04,330 00:00:06,290	Cultura's Accessibility Agent can help you
<input type="checkbox"/>	00:00:06,290 00:00:08,550	prepare on time to ensure your video content
<input type="checkbox"/>	00:00:08,550 00:00:10,910	continuously meets compliance standards,
<input type="checkbox"/>	00:00:10,930 00:00:13,530	in bulk and at scale. Here's how it



Hi, everyone. The deadline for Title II