Upload and manage captions in Canvas (legacy)

Content updated: 04/08/2026

This article is designated for all users.

About

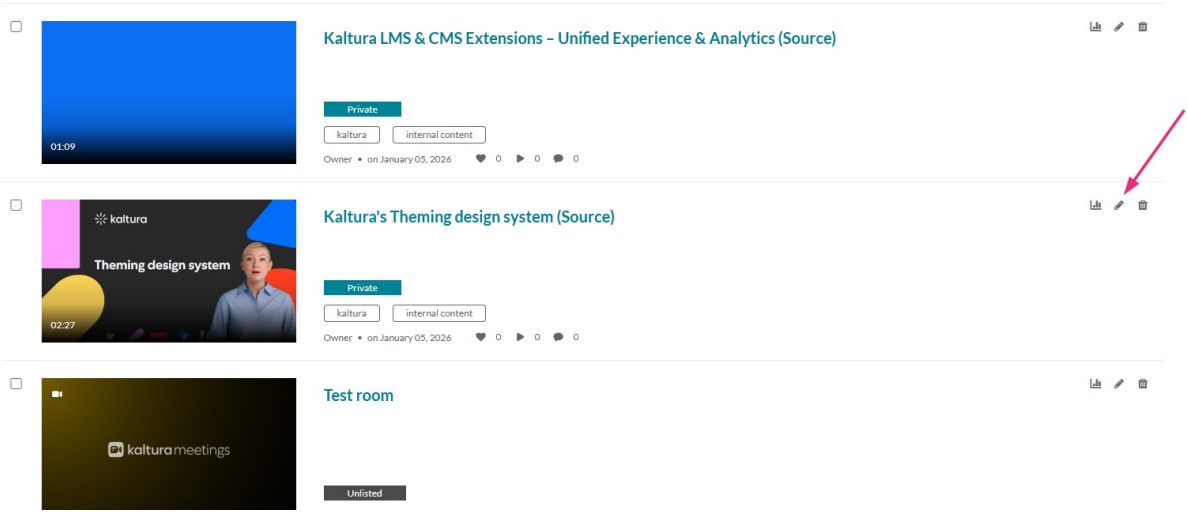
You can upload caption files for any media that you own or have editing privileges to.

You can add multiple captions files to each entry, for example, subtitle captions in multiple languages, and label each language.

For media without captions, check out our article Order captions to learn how to generate them.

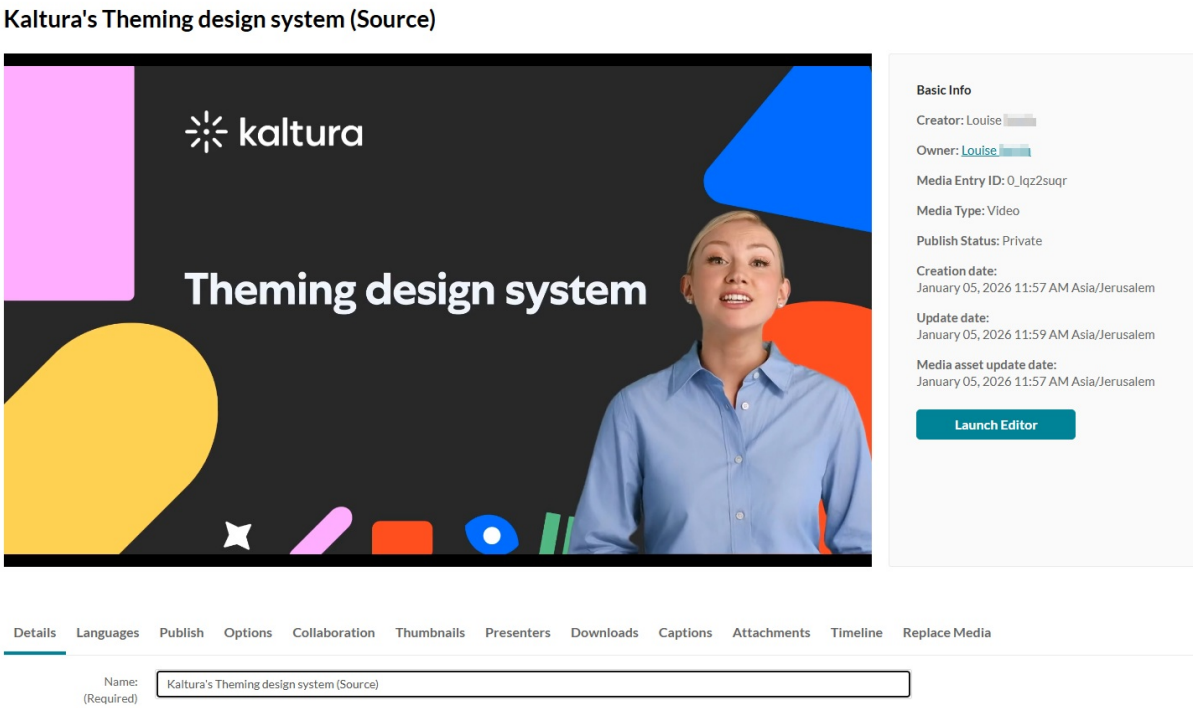
Access the captions settings

1. Go to your **My Media** page.
2. Locate the video you want to add captions to and click the **pencil icon** to the right of it.

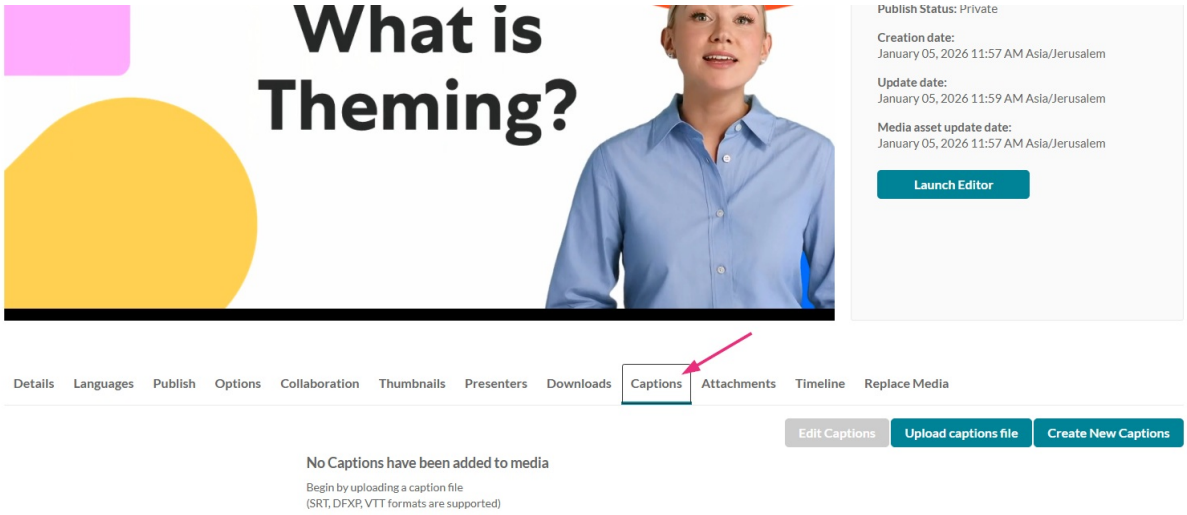


The edit page opens with the **Details** tab selected by default.

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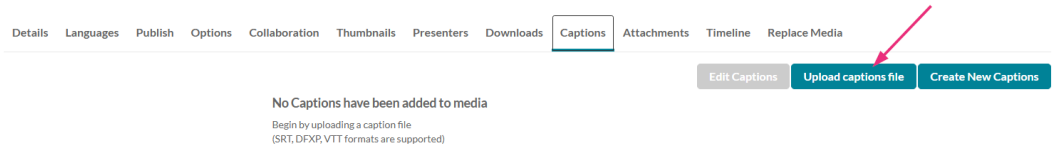
3. Click the **Captions** tab to open the settings.



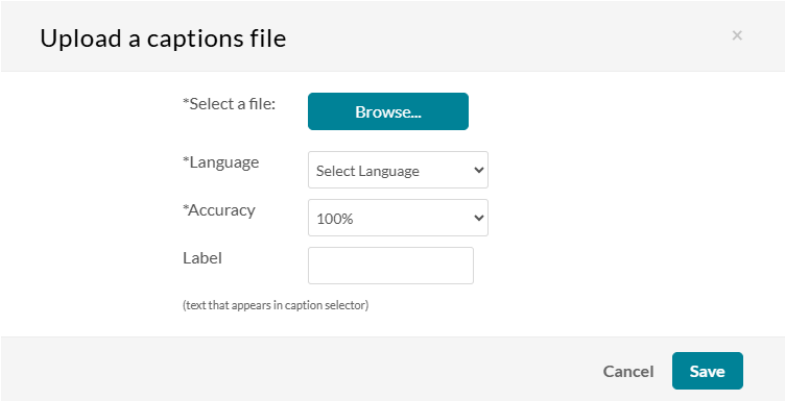
Upload a captions file

1. Click **Upload captions file**.

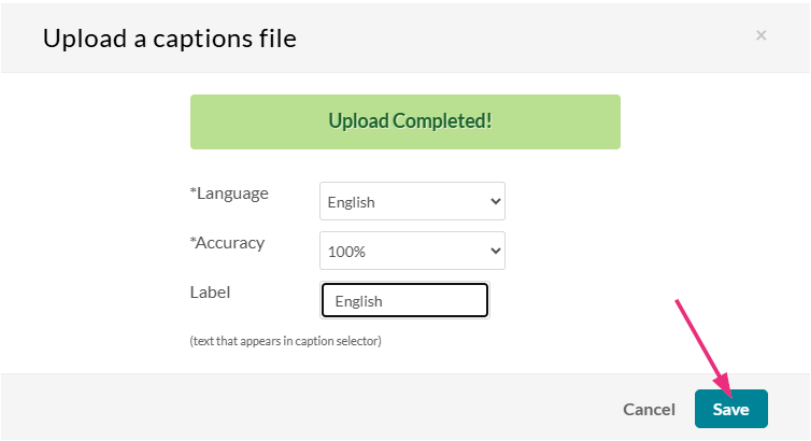
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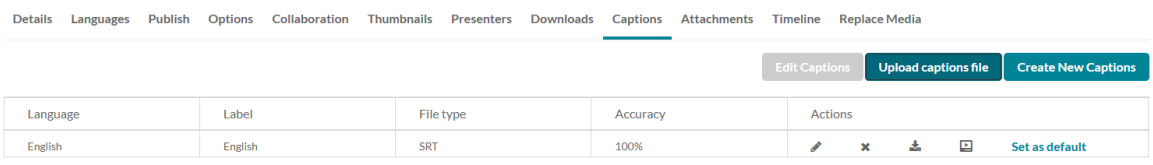
The 'Upload a captions file' window displays.



2. Click **Browse**, and select an SRT, DFXP, or VTT caption file from your device.
3. Select the language from the **Language** dropdown menu.
4. In the **Label** field, enter the text that will appear in the caption selector in the player.
5. Click **Save** to upload the file.



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



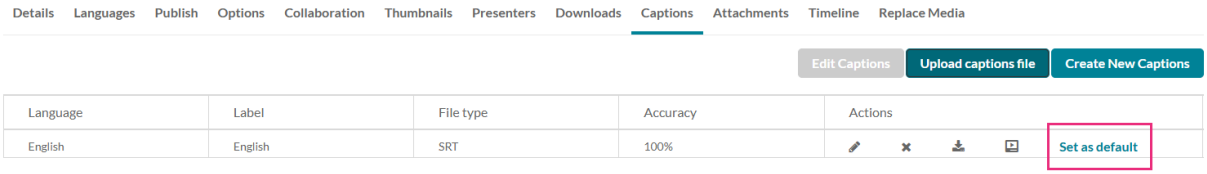
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To upload another file, click **Upload captions file** again and repeat.

Set a default captions file

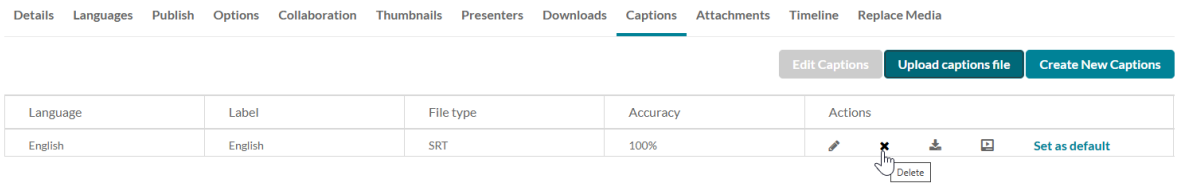
If some captions are generated using Reach while others are uploaded manually, Reach captions are typically set as the default. If you upload your own captions, you can manually set them as the default after upload.

In the caption row, click **Set as default.**



Delete a captions file

1. Under **Actions**, click the **x** in the caption row to delete the file.



A warning message displays.

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

Deleting a caption file doesn't affect audio description files. Audio descriptions are managed separately.

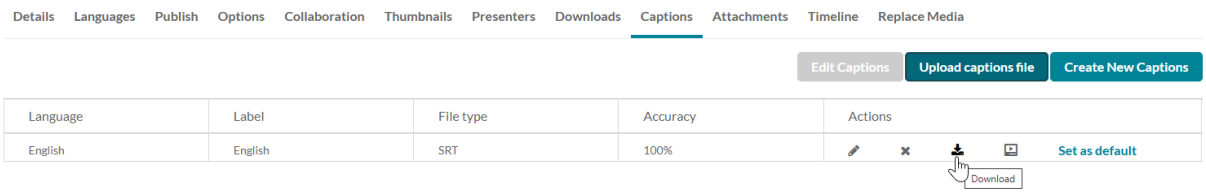
Download a captions file

You can only download a media you're the owner of. If you are the co-publisher, co-

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editor, or co-viewer, you will not be able to download the media.

Click the **download icon** in the caption row.

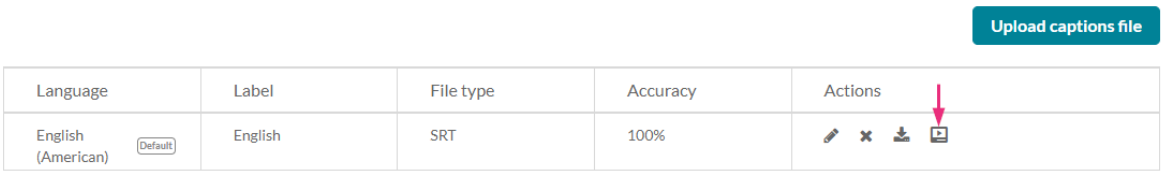


The caption file downloads to your device. The default file name will be “English.srt”, but you can rename it.

Kaltura-generated captions are available for download in SRT or DFXP format only. However, if you manually upload a VTT file, that file can also be downloaded by others.

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.



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