

Manage accessibility settings in Blackboard

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

 This article is designated for all users.

About

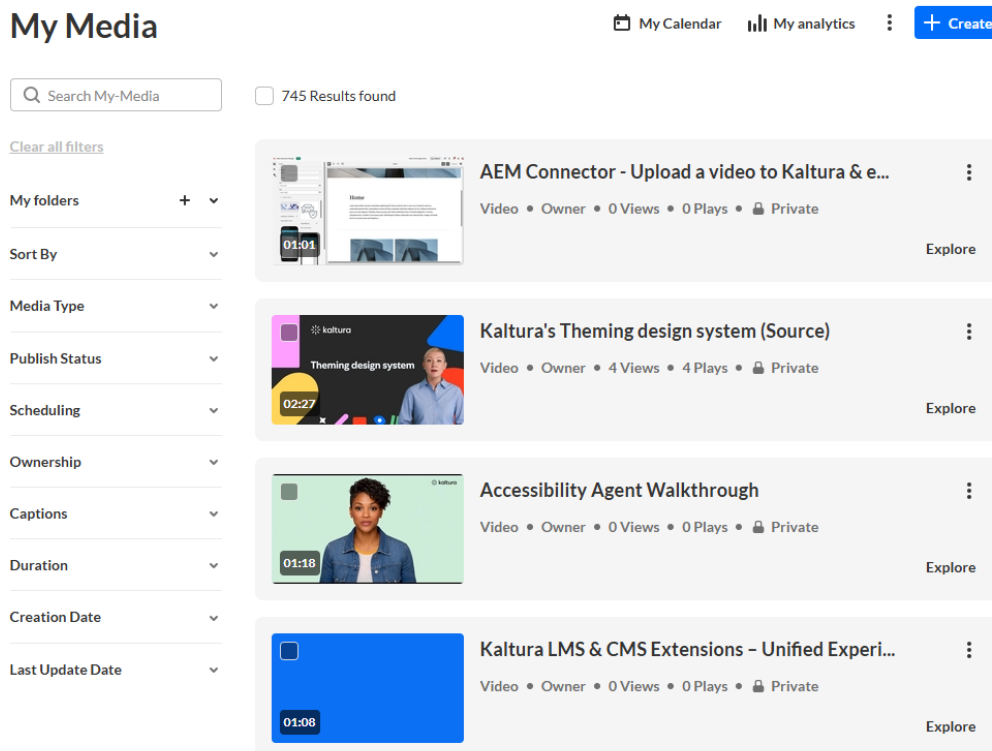
Use the **Accessibility** tab to manage accessibility features for your media, including captions, extended and basic audio descriptions, and multi-language audio tracks.

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 ▾

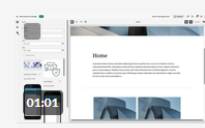
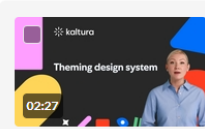
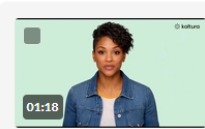
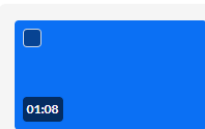
Ownership ▾

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

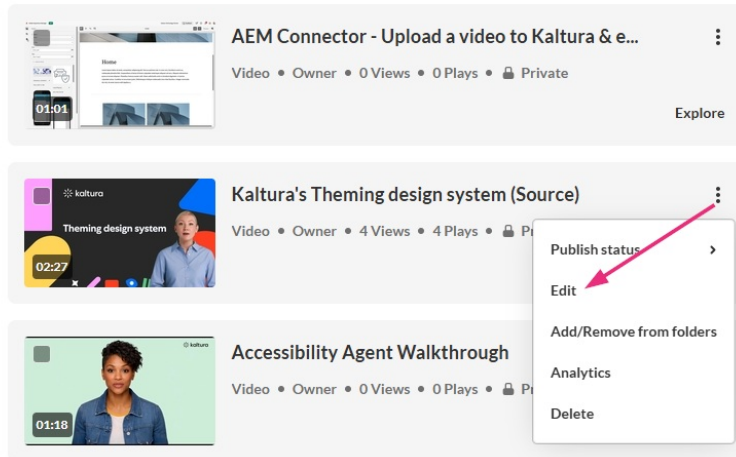
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Ownership

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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**.



kaltura

Theming design system

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

Audio tracks

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

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.

Audio tracks

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



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 

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