

# Manage accessibility settings in Moodle

Last Modified on 05/06/2026 2:25 pm IDT

 This article is designated for all users.

## About

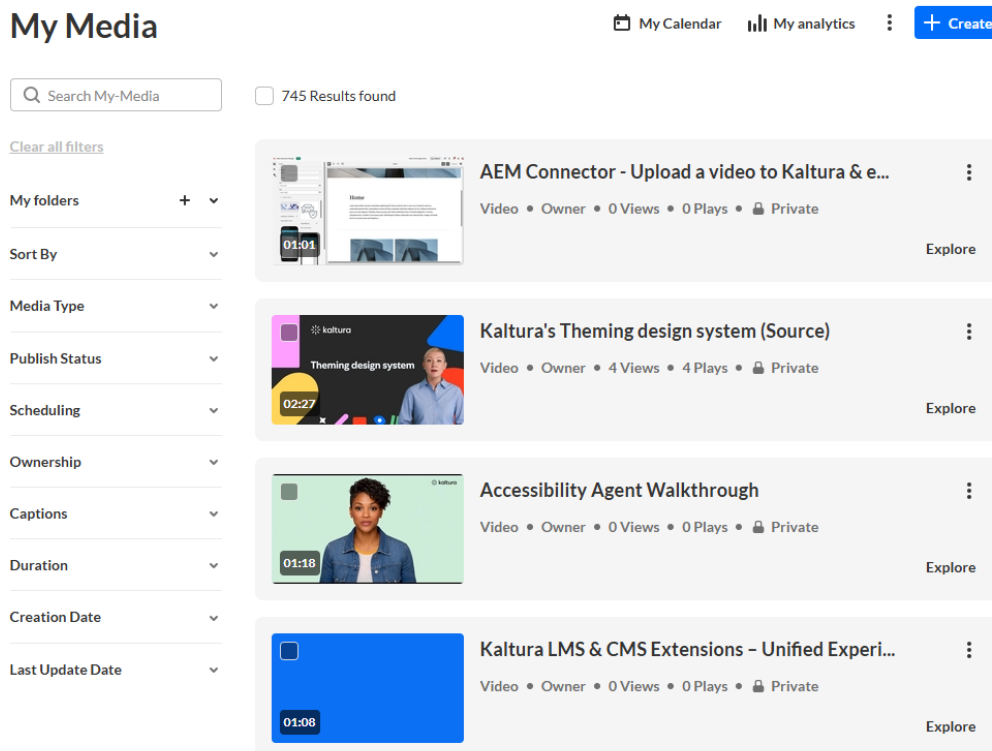
Use the **Accessibility** tab to manage accessibility features for your media, including captions, extended and basic audio descriptions, and multi-language audio tracks.

## 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

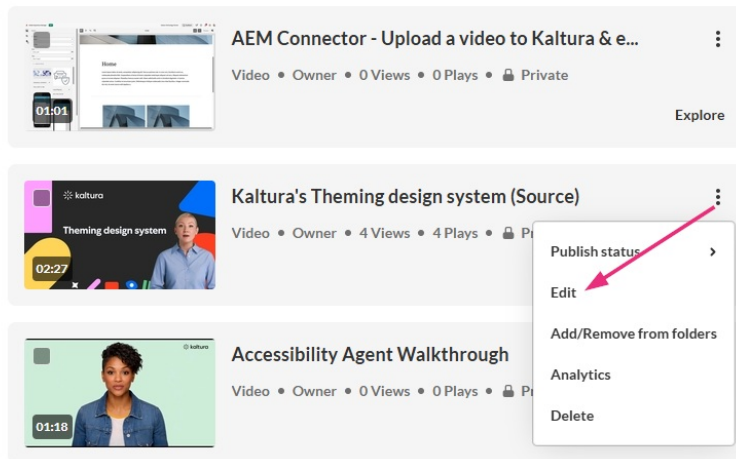
Publish Status

Scheduling

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Duration



**AEM Connector - Upload a video to Kaltura & e...**  
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**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 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.

[+ 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