Manage accessibility settings in Sakai

Last Modified on 05/06/2026 2:26 pm IDT

This article is designated for all users.

About

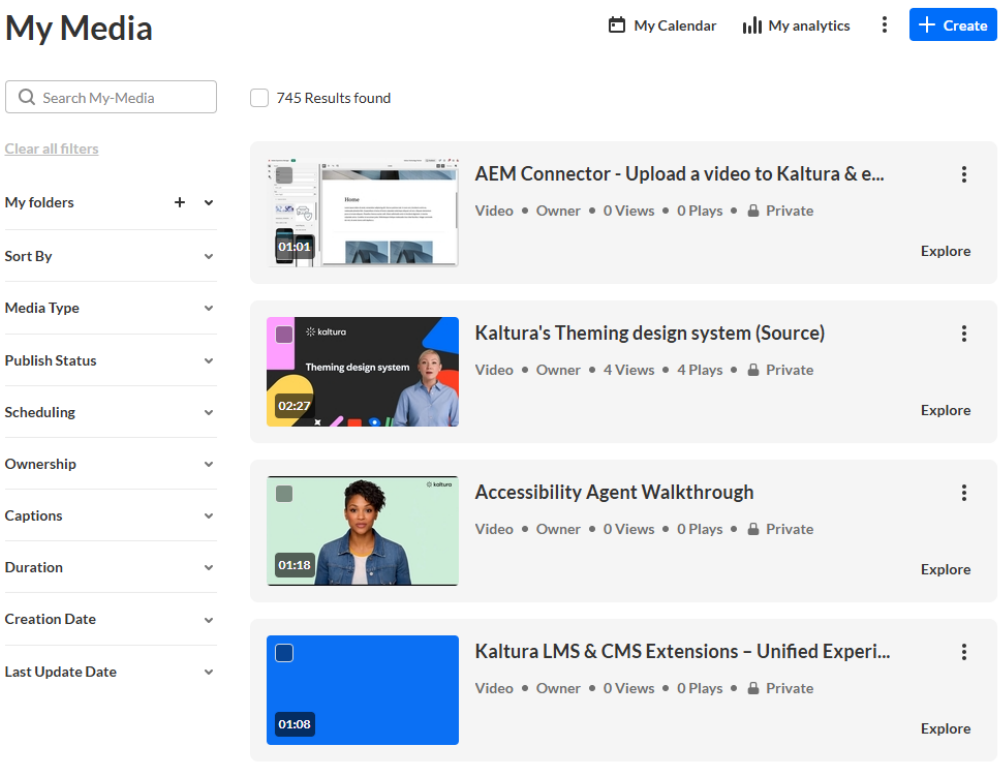
Use the **Accessibility** tab to manage accessibility features for your media, including captions, extended and basic audio descriptions, and multi-language audio tracks.

Who can use this

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

Access the Accessibility tab

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



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

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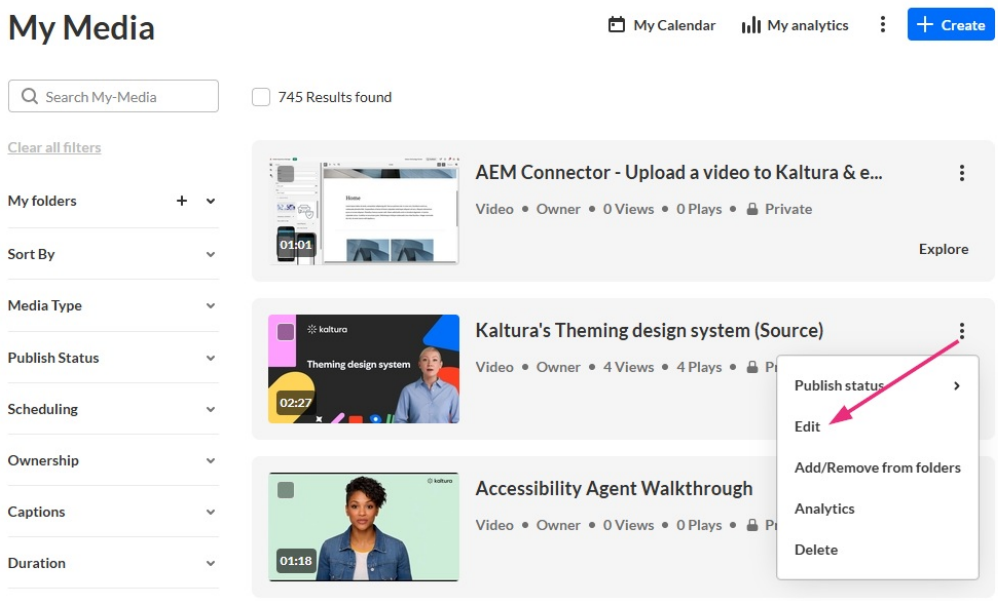
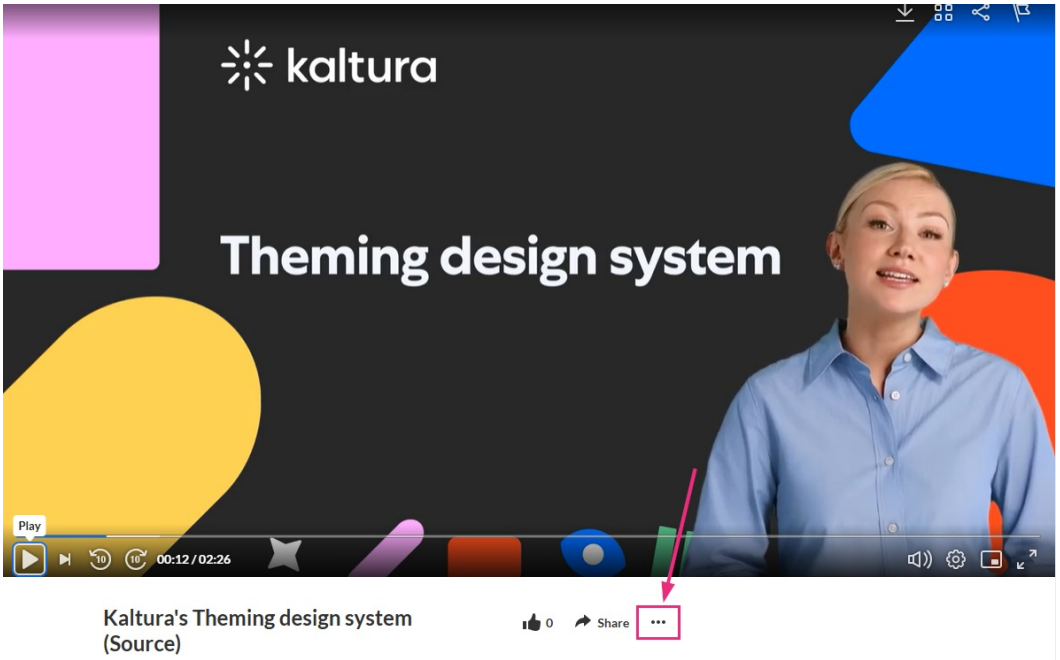


Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.



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

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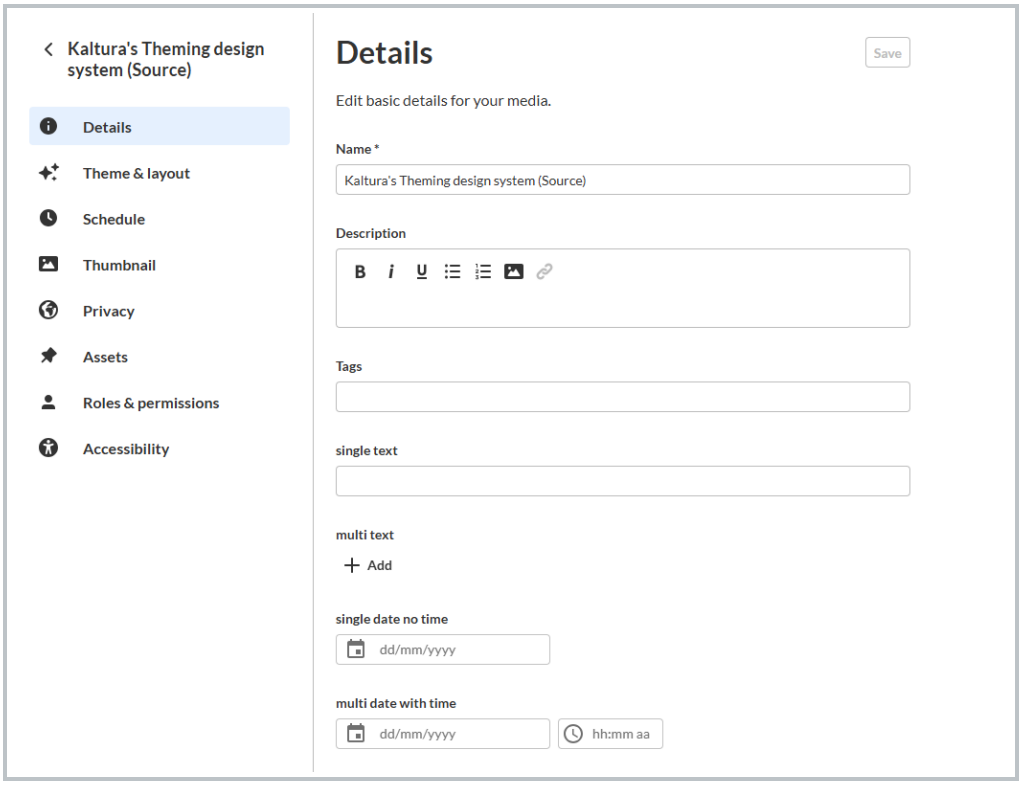
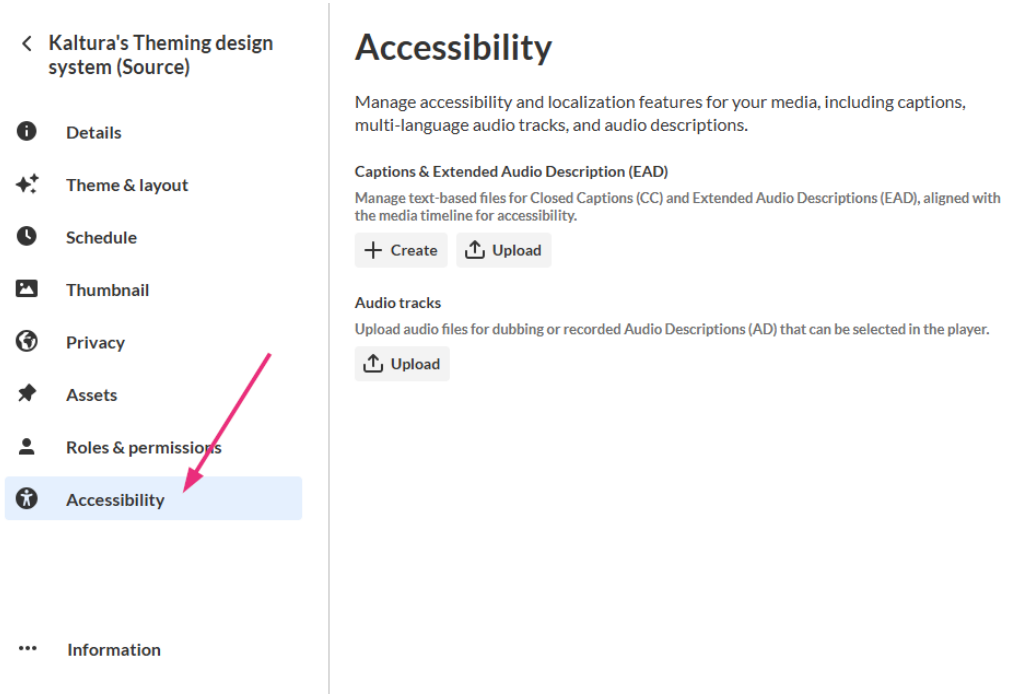


3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.



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.

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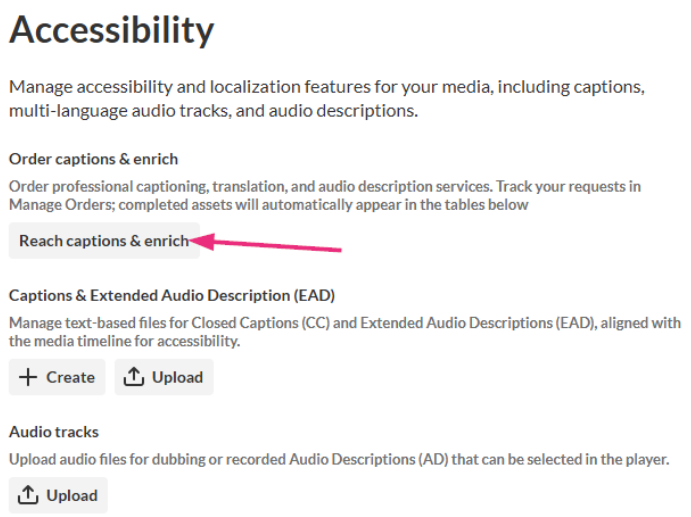
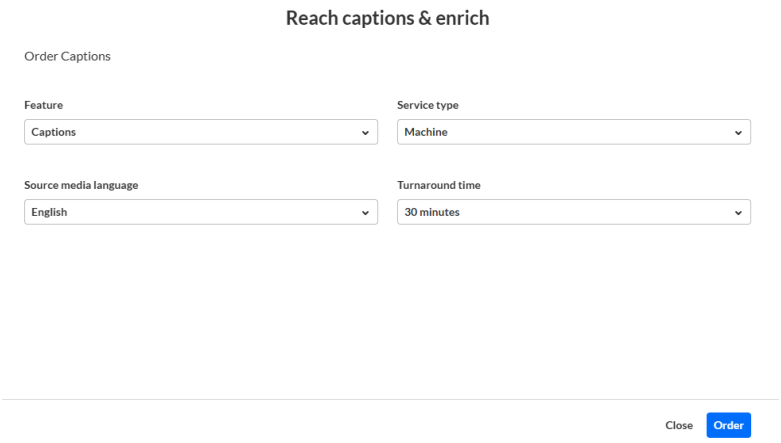
Order captions & enrich

Use this section to order professional captioning, translation, and audio description services.

Click **Reach captions & enrich** to open the ordering window.



The 'Reach captions & enrich' window opens.



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

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- 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

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