

Order alignment in Blackboard

Content updated: 09/06/2026

 This article is designated for all users.

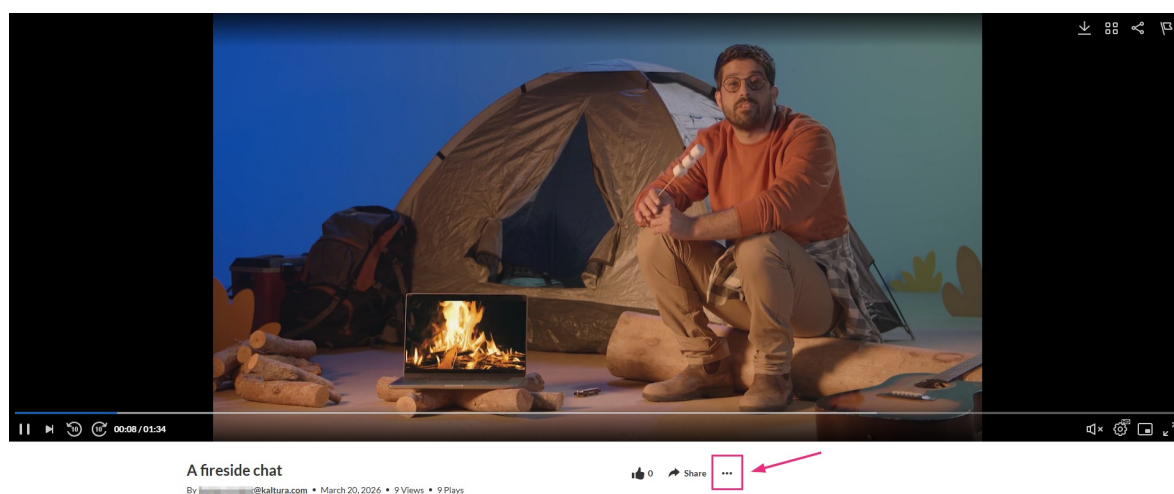
About

The **alignment** service (ordering captions based on a transcript file) synchronizes a provided transcript (.txt) with the audio or video content. This is useful for scripted videos, such as training content, where the speaker reads from prepared text.

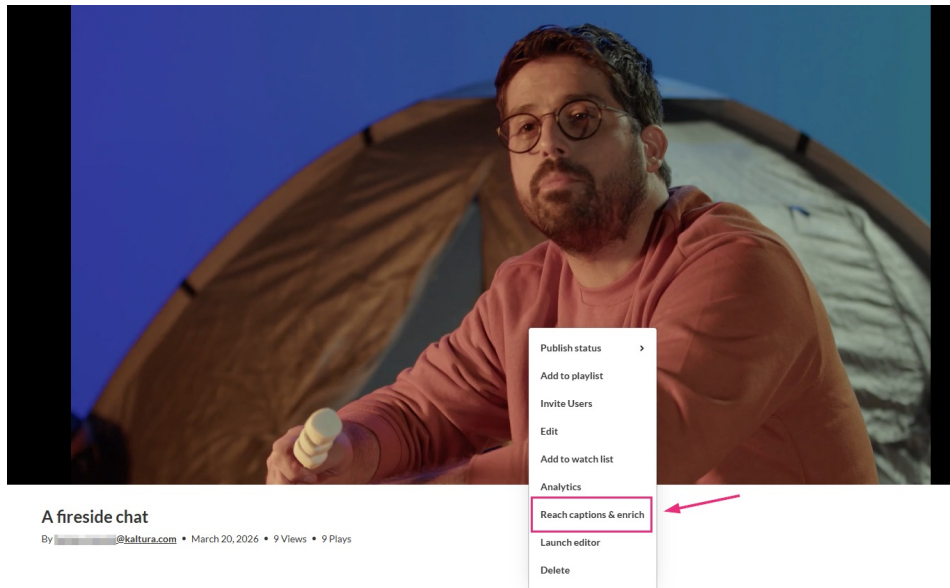
Upload a transcript as a .txt file, and the system matches the text to the timing of the spoken words in the video. When the speaker closely follows the script, the result is highly accurate captions.

Order alignment

1. Open the media page for the desired video, then click the **three dots** below the player.



2. From the menu options, select **Reach captions & enrich**.



The **Reach captions & enrich** window displays.

Reach captions & enrich

Order Captions

Feature Captions ▼	Service type Machine ▼
Source media language English ▼	Turnaround time 30 minutes ▼

Close [Order](#)

- In the 'Reach captions & enrich' page, complete the fields as follows:
 - Feature** - Select **Alignment**.

Reach captions & enrich

Order Captions

Feature

Captions
Alignment
Audio Description
Captions
Chaptering
Dubbing
Extended Audio Description
Translation

Service type
Machine
Turnaround time
30 minutes

Close [Order](#)

- **Service type** - Select **Machine**.
 - **Source Media Language** - Select the language from the drop-down menu.
4. Choose a txt file from the list of existing files (only one file can be selected) or click **Upload txt** to upload a new file.

Reach captions & enrich

Order Captions

Feature
Alignment

Service type
Machine

Source media language

English

Choose an existing file or upload a new one

[Add a txt file](#) We support *.txt file type

Close [Order](#)

The **Upload Attachment** window displays.

TXT file

 Upload

Title

Cancel

Save



5. Upload your file and complete the **Title** field.
6. Click **Save**.

Your request is generated, and a success message displays. The system aligns the transcript with the video and generates a caption file (SRT or DFXP).
