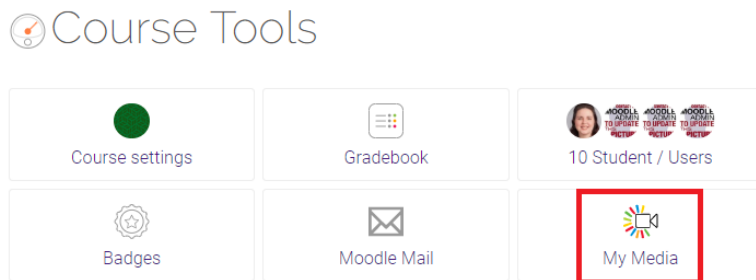


How to Edit Captions in Kaltura

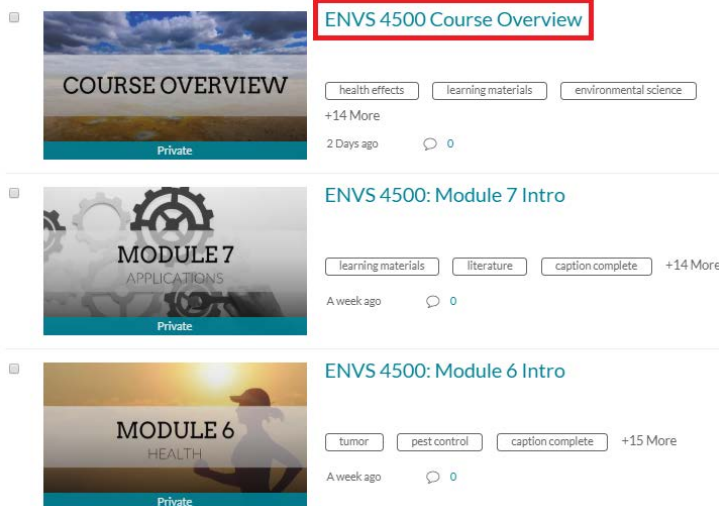
1. Log into **Moodle** and click on your course. On the left side of the screen, click on **Course Tools**.



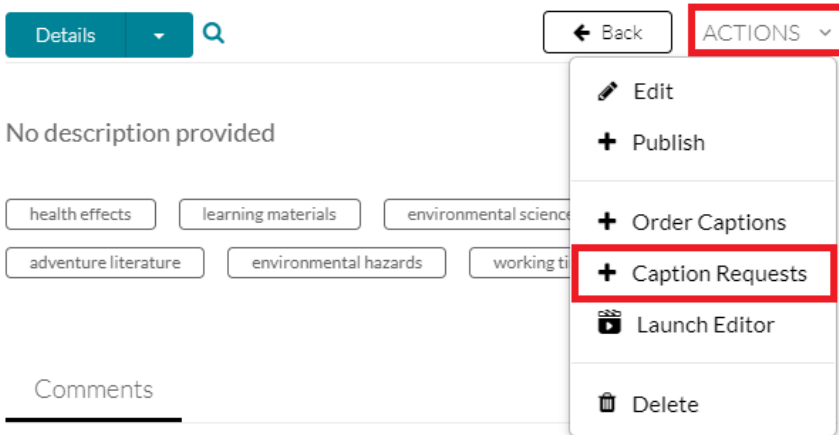
2. Within the Course Tools menu, click on **My Media**.



3. A list of your videos will appear on the screen. Click on the **title of the video** that you want captioned.



4. In the **Actions** menu, click on “Caption Requests.”



5. The order will either show as “Pending,” “In process,” or “Complete.” If the status reads as “Complete”, click on the **Edit** button to begin editing your captions.

Please click on 'edit' link to edit the corresponding captions from cielo24.

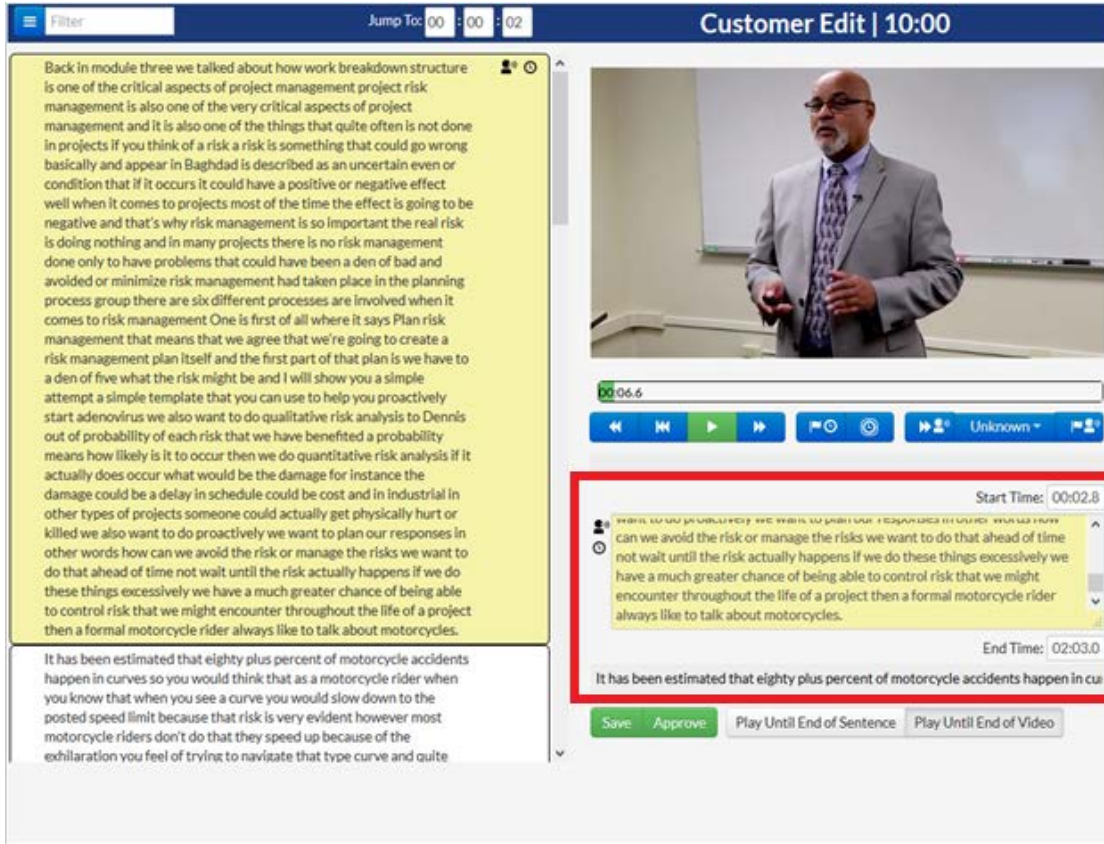
ad	Due	Completed	Details	Status
	02/06/19	02/04/19	Fidelity MECHANICAL Turnaround Time STANDARD Language en	COMPLETE Edit

Refresh list: [CLICK HERE](#) to see all Caption Requests for this media

Note: The average time for mechanical captioning for a 10 minute video is 1 hour.

- The left pane shows the caption. Edit the caption in the center by changing punctuation or spelling in the yellow box in the middle of the screen. The video will automatically pause as you make the edit(s), and will resume after 2 seconds. Making a new sentence will produce a new segment, as each sentence will be its own box on the left.

The first image below is before editing, and the second is what it will look like when complete:



My goal is to help you to really realize how important it is to take the time to do work breakdown structure.
Most project managers don't take the time to do it, and they wonder later why do their projects get in trouble.
I always like to start as a module by asking the question: How do you cook an elephant?
In Southeast Louisiana all the way over to southeast Texas, we have the biggest pots that you'll find anywhere for cooking, but you'll never find a pot big enough to cook an African elephant.
You're going to have to cut that elephant down to small pieces and put those pieces into individual pots and cook each pot.
And if you do that you will successfully cook a gigantic elephant.
And the concept will work break down structure is just that.
The textbook definition says a hierarchical decomposition of the total scope will work to be carried out by the project team to accomplish the project objectives and create the required deliverables.
Most of us don't talk like that in the real world, so let me describe for you what that really means.
It means taking a project as a whole.
And decomposing that project.
For instance, you've got a project that has five phases or processes.
For instance, approval could be one, then once is approved creating a design, then create an overall plan, then the next phase is developing a prototype model.
Then the next phase might be Q.C. in a prototype.

- After editing the text, save your changes and wait a few minutes (4-5) for the system to recalibrate the timings. Be sure to **SAVE** your changes. Saving allows you to continue editing. If everything looks good, click on **APPROVE** to sync the updated captions with the video. The new captions will display on the video after processing, which should not take longer than a few minutes.



Start Time: 00:02.4

My goal is to help you to really realize how important it is to take the time to do work breakdown structure.

End Time: 00:08.3

Most project managers don't take the time to do it, and they wonder later why do th

Save Approve Play Until End of Sentence Play Until End of Video