How to Order 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 **“Order Captions.”**

5. Click the **Order Captions** button. It may take some time before the caption ordering is complete.

6. The page will refresh. If you do not see the order, you may need to click on “Refresh list.” The order will either show as “Pending,” “In process,” or “Complete.”

**Note:** The average time for mechanical captioning for a 10 minute video is 1 hour. You will need to edit your captions once the video has gone through mechanical captioning.