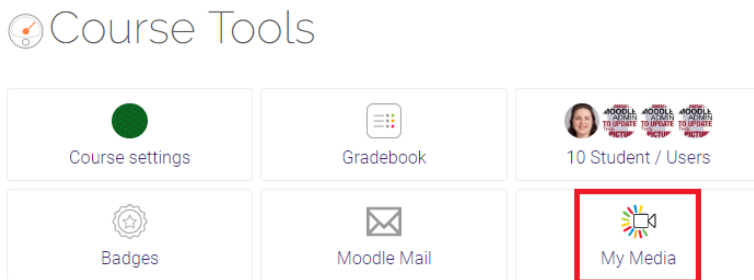


How to Order Captions in Kaltura

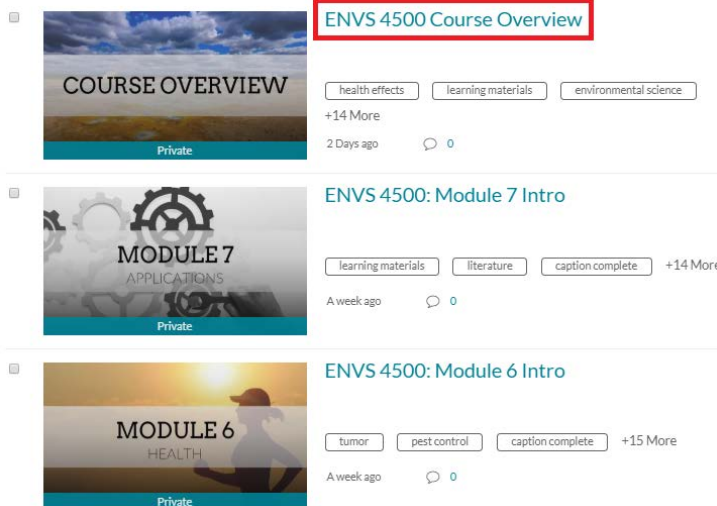
1. Log into **Moodle** and click on your course. On the left side of the screen, click on **Course Tools**.



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.



- In the **Actions** menu, click on “**Order Captions.**”

ENVS 4500 Course Overview

From Kristen Hernandez 2 Days ago

The screenshot shows the course overview page for ENVS 4500. At the top, there is a 'Details' button and a search icon. Below that, there is a 'No description provided' message. A row of tags includes 'health effects', 'learning materials', 'environmental science', 'adventure literature', 'environmental hazards', and 'working ti'. At the bottom, there is a 'Comments' section. On the right side, there is an 'ACTIONS' dropdown menu with the following options: 'Edit', 'Publish', '+ Order Captions' (highlighted with a red box), '+ Caption Requests', 'Launch Editor', and 'Delete'.

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

Order Captions

- 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.”

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

id	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. You will need to edit your captions once the video has gone through mechanical captioning.