Blackboard for Employees

Request Captions in Kaltura REACH

This document describes how to request captions through Kaltura REACH in Blackboard.

If you do not see this tool, please review the Kaltura Availability document.

Instructions
1. From the Blackboard homepage, access My Media from either the Tools module on the My San Jac tab, or the My Media module on the Courses tab.
2. Choose the video that requires captioning.

3. Click the **Actions** button to reveal a drop down menu.

4. On the menu, click **Caption & Enrich**.
5. On the new page, leave the options on default:
   a. Service: Machine
   b. Source Media Language: English
   c. Feature: Captions

6. Then click **Submit** at the bottom of the page.

7. A **confirmation banner** will appear. The captions have been received. The video will automatically update once the process is complete.