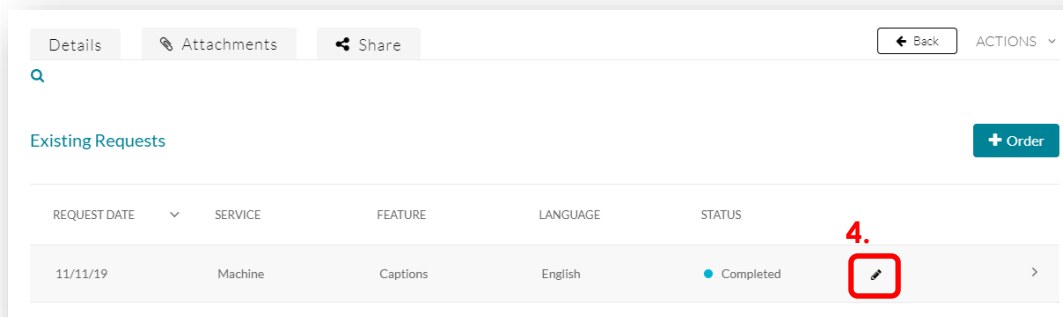
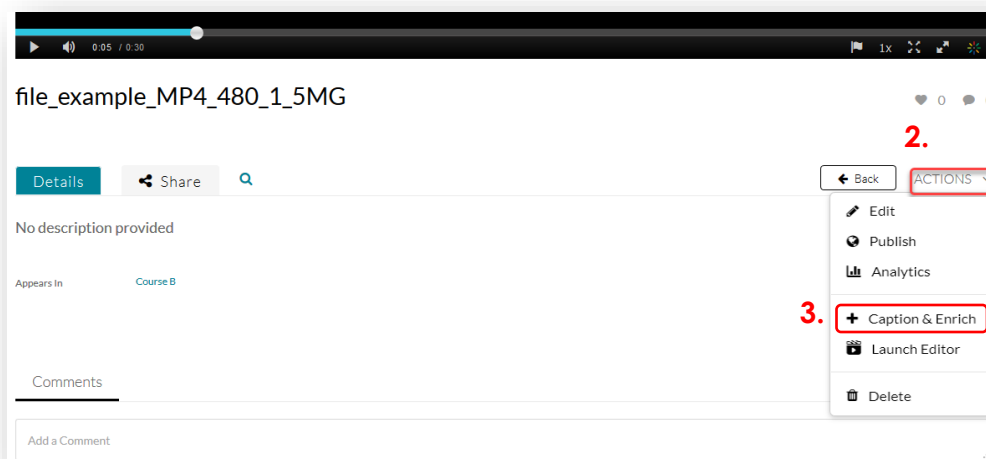
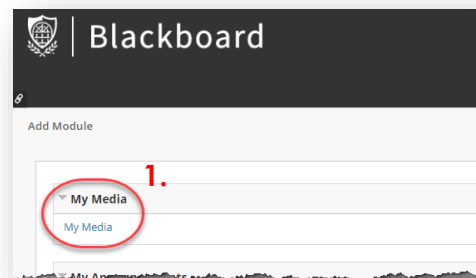


## Editing Captions

1. Login to Blackboard and click the My Media link (1) in the Media module on the My Institution page.
2. Click on the video for which you want to edit captions.
3. Click the Actions drop-down menu (2) (below the video) and select Caption Requests (3).
4. Click the Edit icon (4) in the column to the right to edit the captions.
5. The closed caption editor will open (see page 2).  
Edit the correct caption information in the appropriate text field.
6. When you are finished making edits, click Save (10).



### Closed Captions Editor

Captions: English - English Revert **Save** 10.

5.  6.  7.   8.  9.

<input type="checkbox"/>	00:00:00,000 00:00:03,930	Medium rare with a girl holding crust
<input type="checkbox"/>	00:00:03,930 00:00:06,015	right or to the Cornell
<input type="checkbox"/>	00:00:06,015 00:00:14,650	more cuts queue guys first more.
<input type="checkbox"/>	00:00:16,250 00:00:18,750	I felt dinner brutally do
<input type="checkbox"/>	00:00:18,750 00:00:21,090	enjoy tonight. Bruce is weak.

Video plays here to watch/listen so captions can be corrected.

0:00 / 7:59

Autoscroll

Also, you can:

- edit the timestamp of each line, by clicking the desired timestamp to modify. (The editor will highlight any overlapping time.)
- search the captions using the "Search in Captions" box (5).
- find and replace text. Enter the "find" term in the "Search in Captions" box (5) and the "replace" term in the "Replace with" box (6). Click Replace (7).
- add a speaker. Select the rows you want a speaker added to (check the box on the left of each caption textbox) and enter the name in the "Add speaker to selected items" box (8). Click Add (9).

After making edits,  
remember to click  
**SAVE!**

