**How to Caption Videos in Canvas Studio**

Captioning your own videos in Canvas Studio is an easy process and a very important step in providing equal access for all students. Just make sure you keep in mind that these captions are machine generated. They're not perfect, and the system will obviously have more trouble with technical terms than everyday words, so you'll need to closely review and probably edit your captions. That said, it's still much easier to let the machine do most of the work and just do some cleanup of your captions than to transcribe all of your videos from scratch. Video captions must be at least 99% accurate to be considered compliant under accessibility laws.

**Locate Media**



In your Canvas Studio account, locate the media you want to view. You can view specific media in the My Uploads menu [1], or search for the media in the search field [2].

**Open Media**



Hover over the media and click the **Play**image.

**Add Captions**

  

To generate or upload captions, click the **Captions** tab.

**Generate Captions**

  

To automatically generate captions for your media, choose the spoken language [1] and click the **Request** button [2].

**View Captions**

  

After your caption file has been queued and processed, your generated caption file will appear in the **Manage Captions** section.

**View Caption Options**



To view more options for the caption file, click the **Options**icon [1]. To review and publish the captions, click the **Edit** link [2]. When you are editing the auto-generated caption file, the media file will automatically pause until you click the next timestamp.

You can also download [3], replace [4], or delete [5] any caption file.

**Review and Publish Captions**

  

Review the generated caption file and click the **Publish** button. Any additional changes made to the caption file after it is published will be saved automatically.