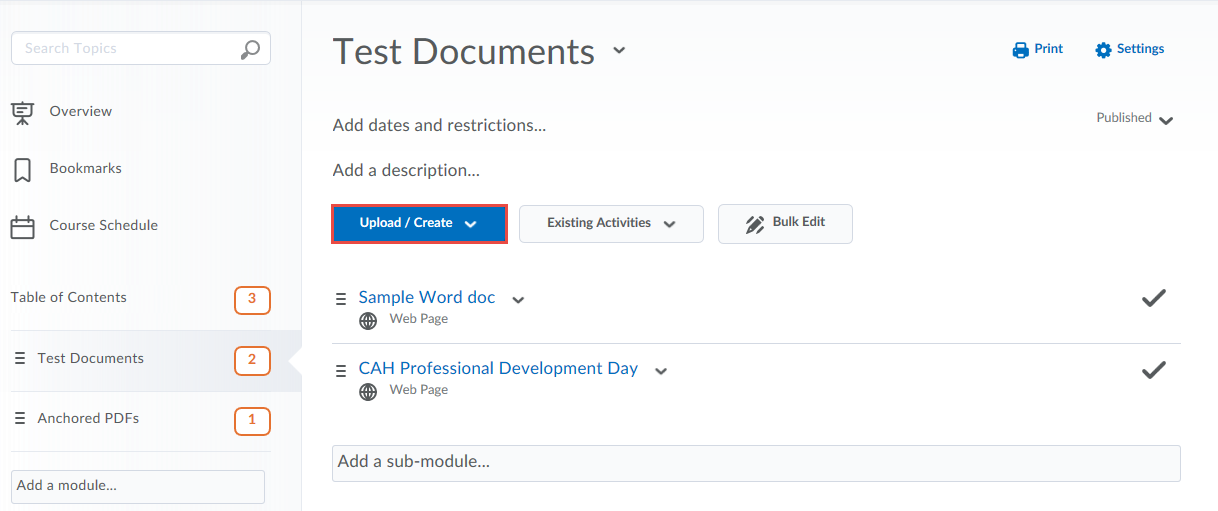
**Adding Video With Captions and Editing Captions**

This document will show you how to upload videos in D2L, and edit the captions for accessibility.

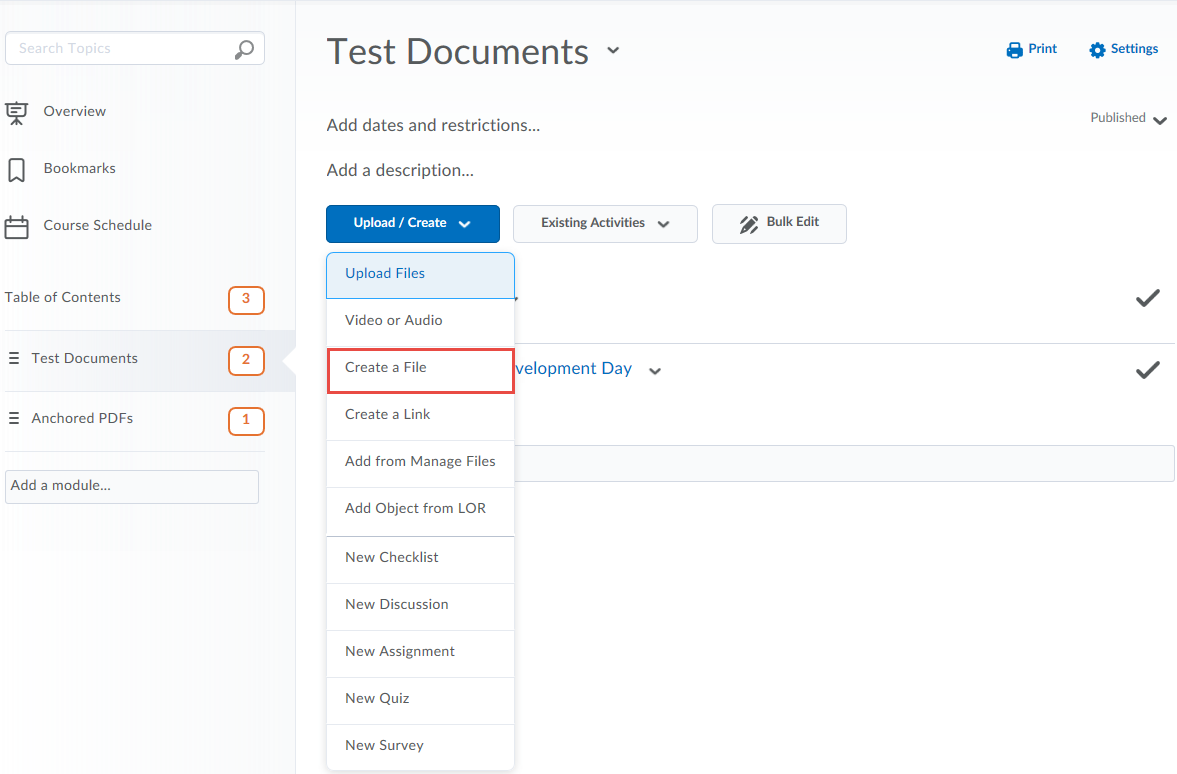
Please do not hesitate to contact Jen at the Teaching Learning Center at

303.352.3002 or [Jennifer.Maxwell@ccd.edu](mailto:Jennifer.Maxwell@ccd.edu)

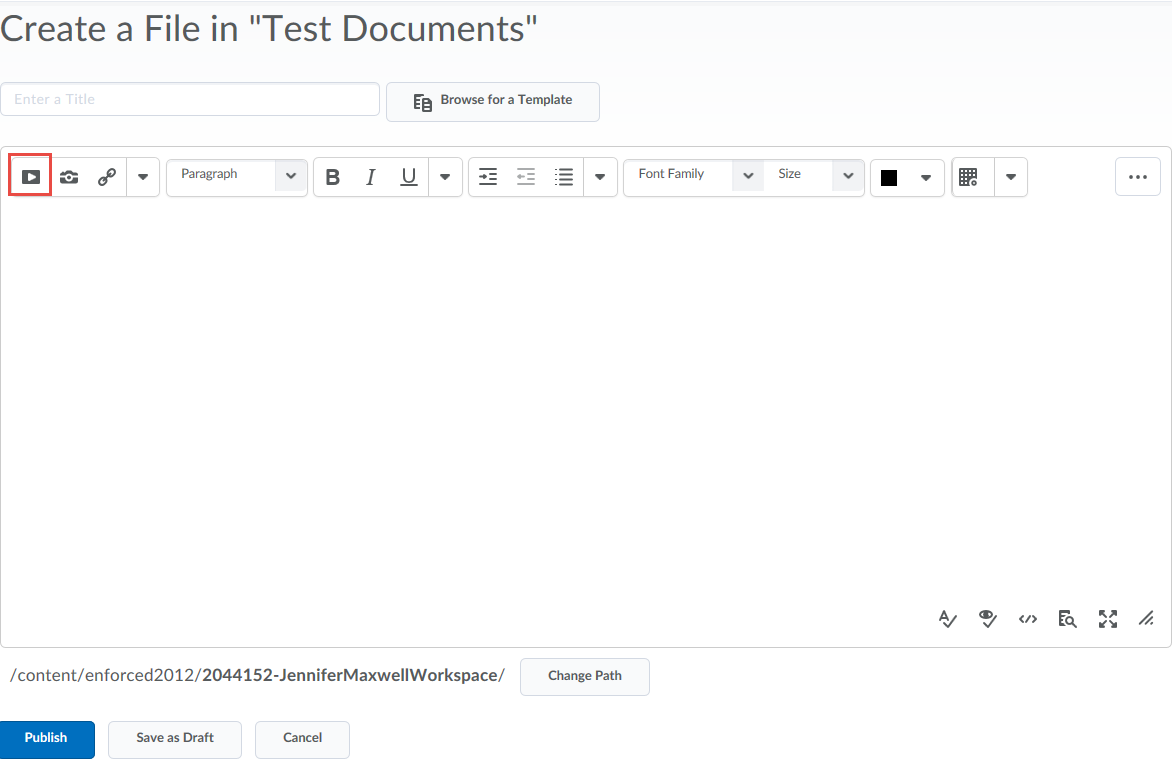
1. Within a Module, select the **Upload/Create** button.



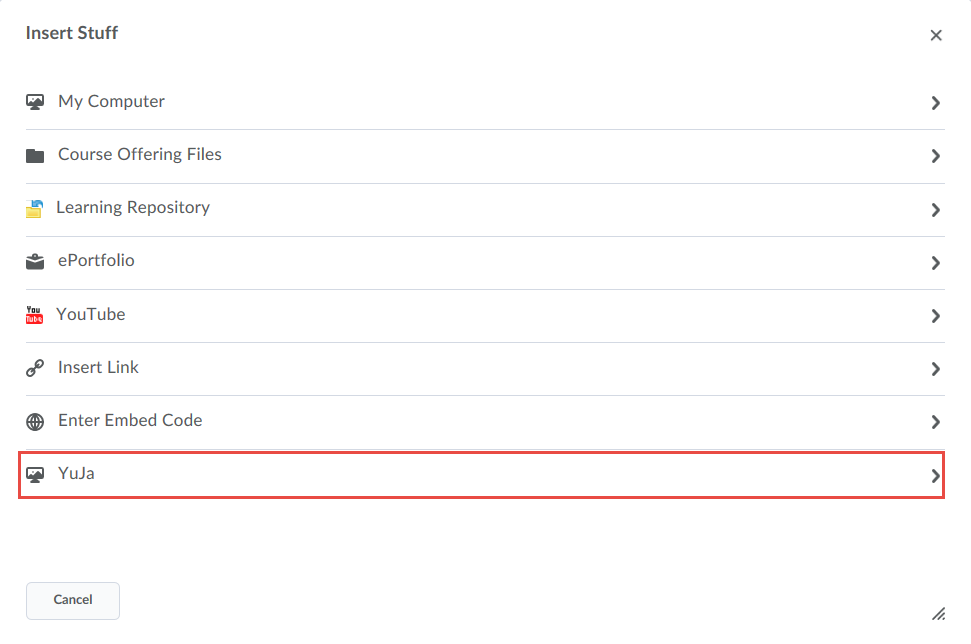
1. From the dropdown menu, select **Create a File**.



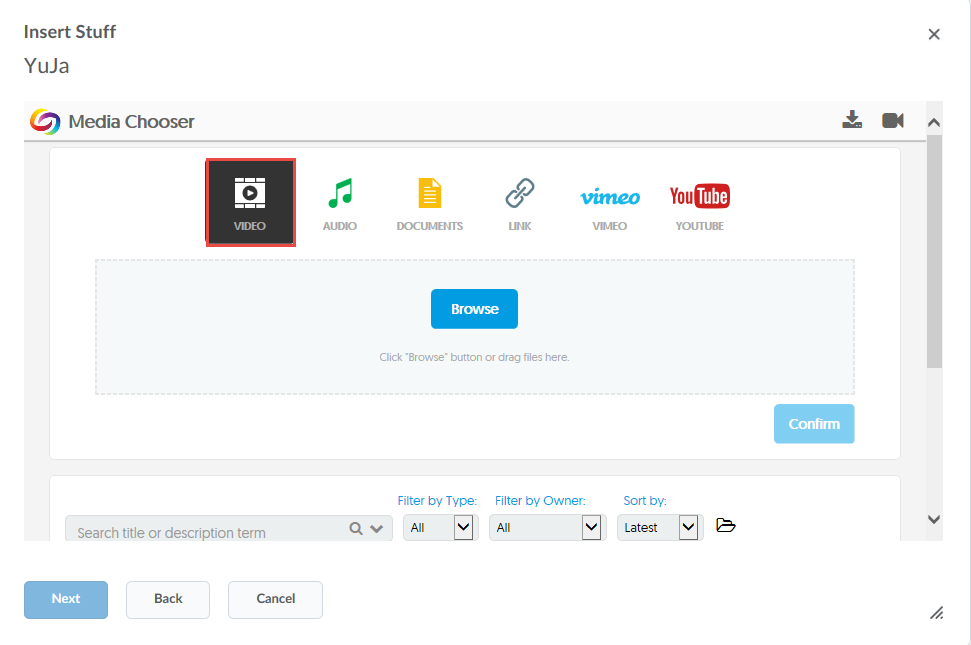
1. At the top left of the **Create a File** editor, Click the **Insert Stuff** icon.



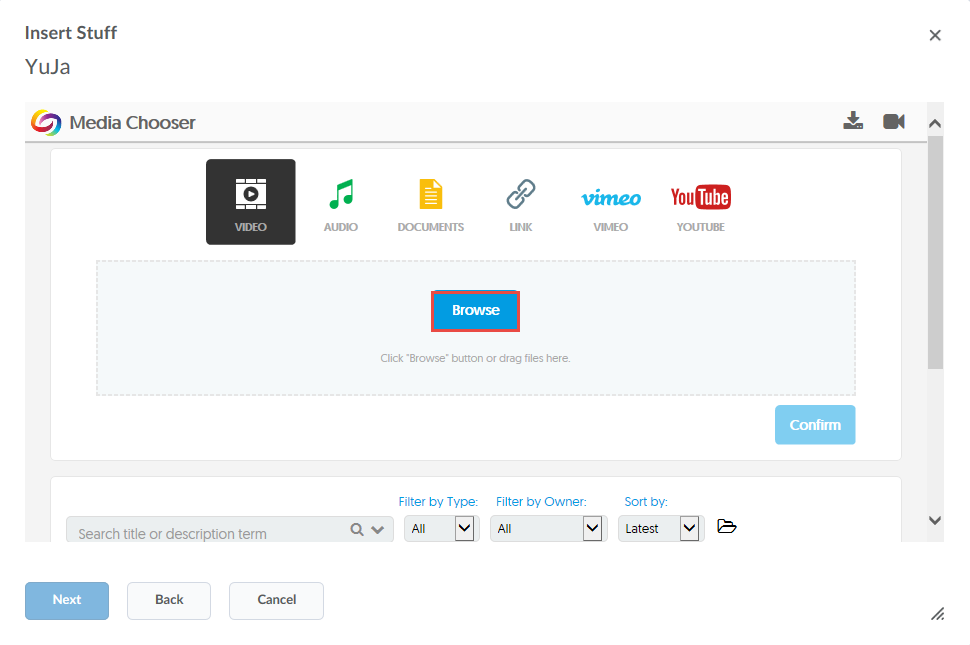
1. Scroll down to click on **YuJa**.



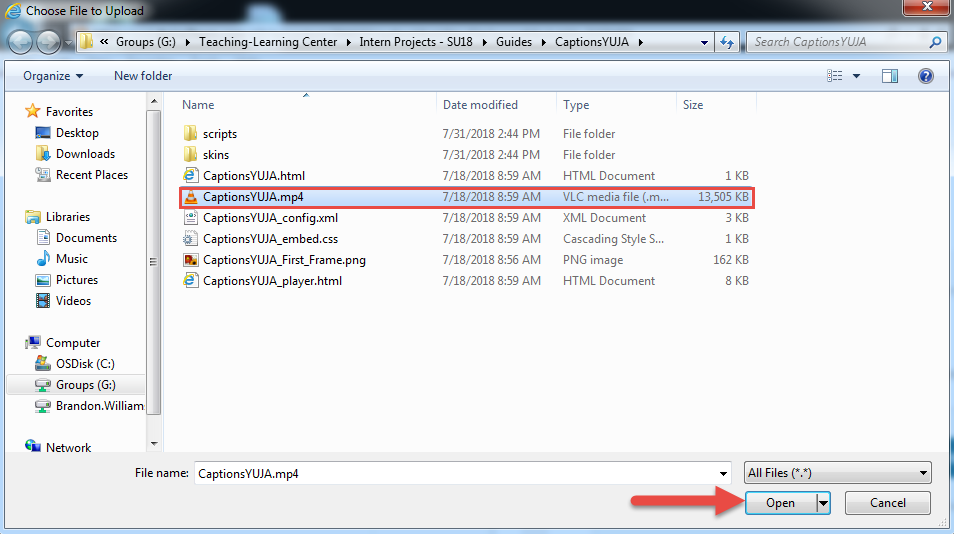
1. From the **Media Chooser** window, make sure the **VIDEO** option is selected.



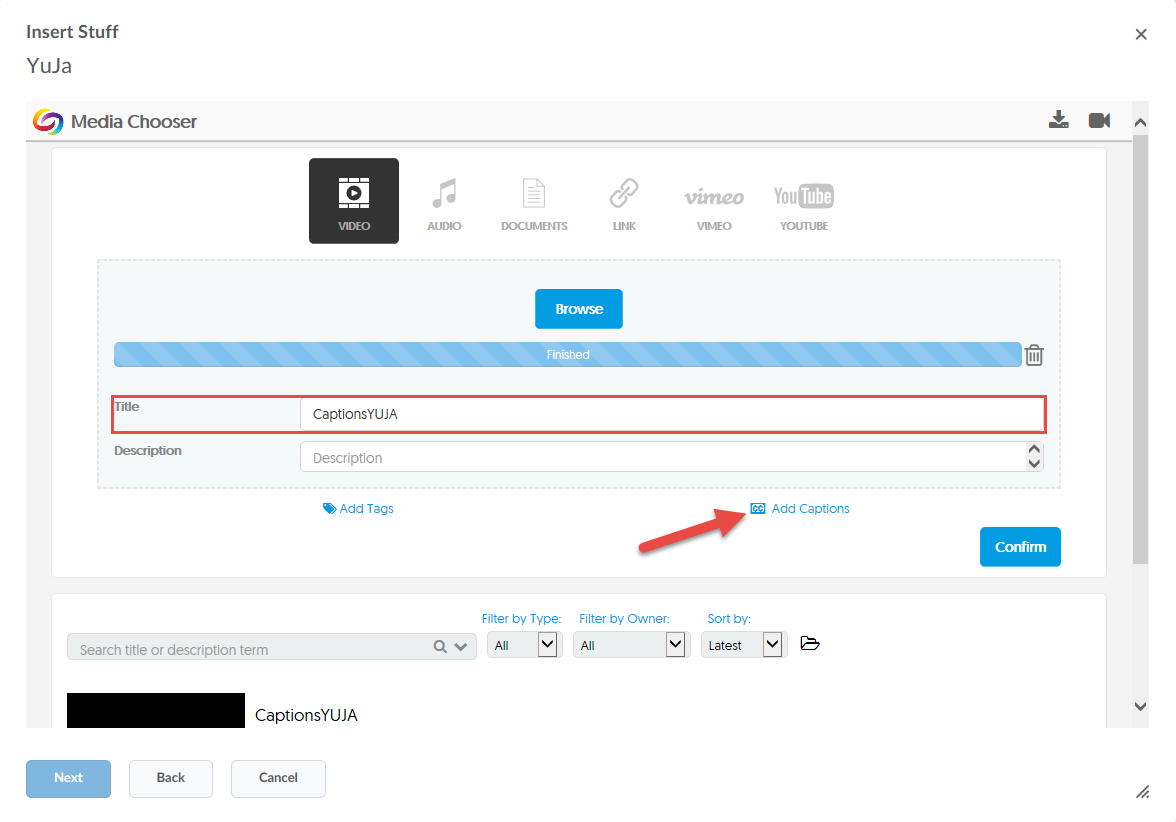
1. Towards the center of the window, click **Browse**.



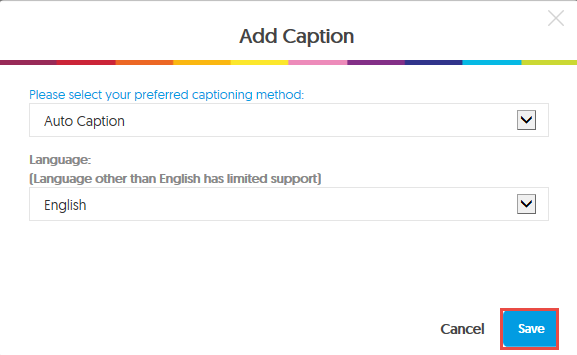
1. Select the video, with the .mp4, and click **Open.** *Takes time to load.*



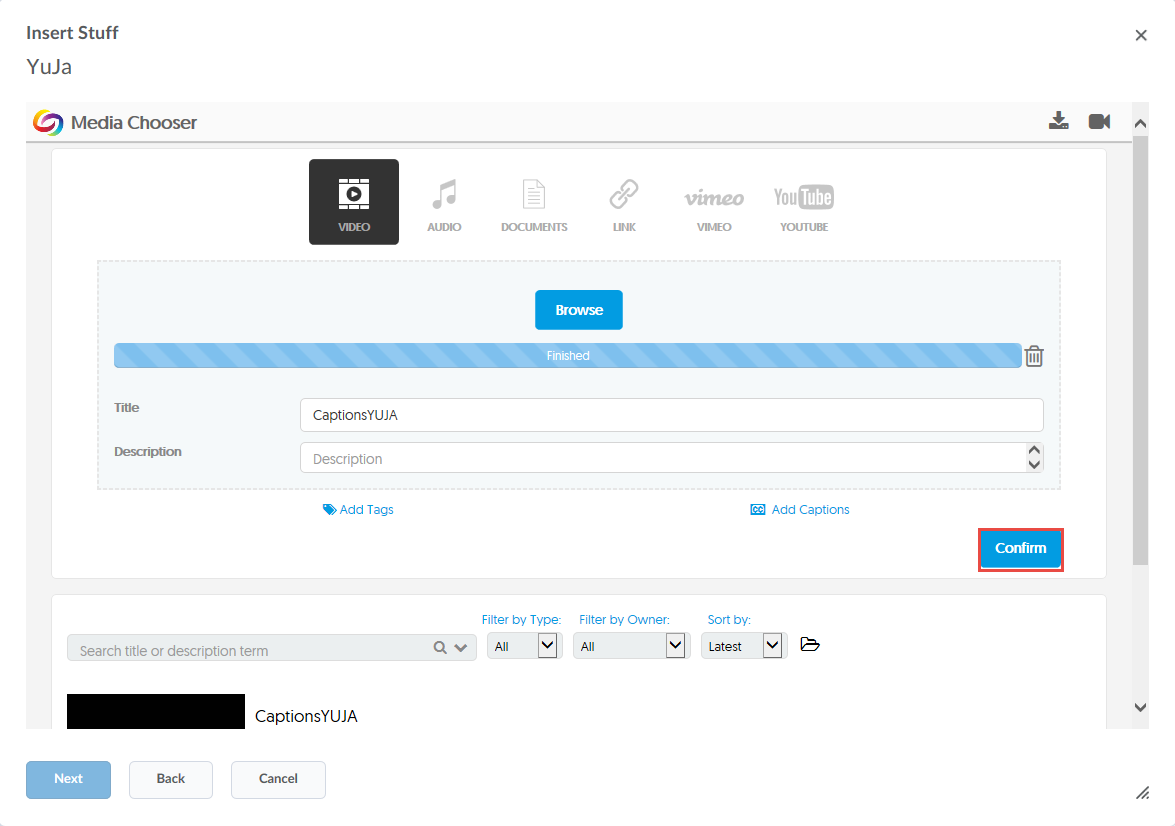
1. Give your video a title, and then click **Add Captions**.



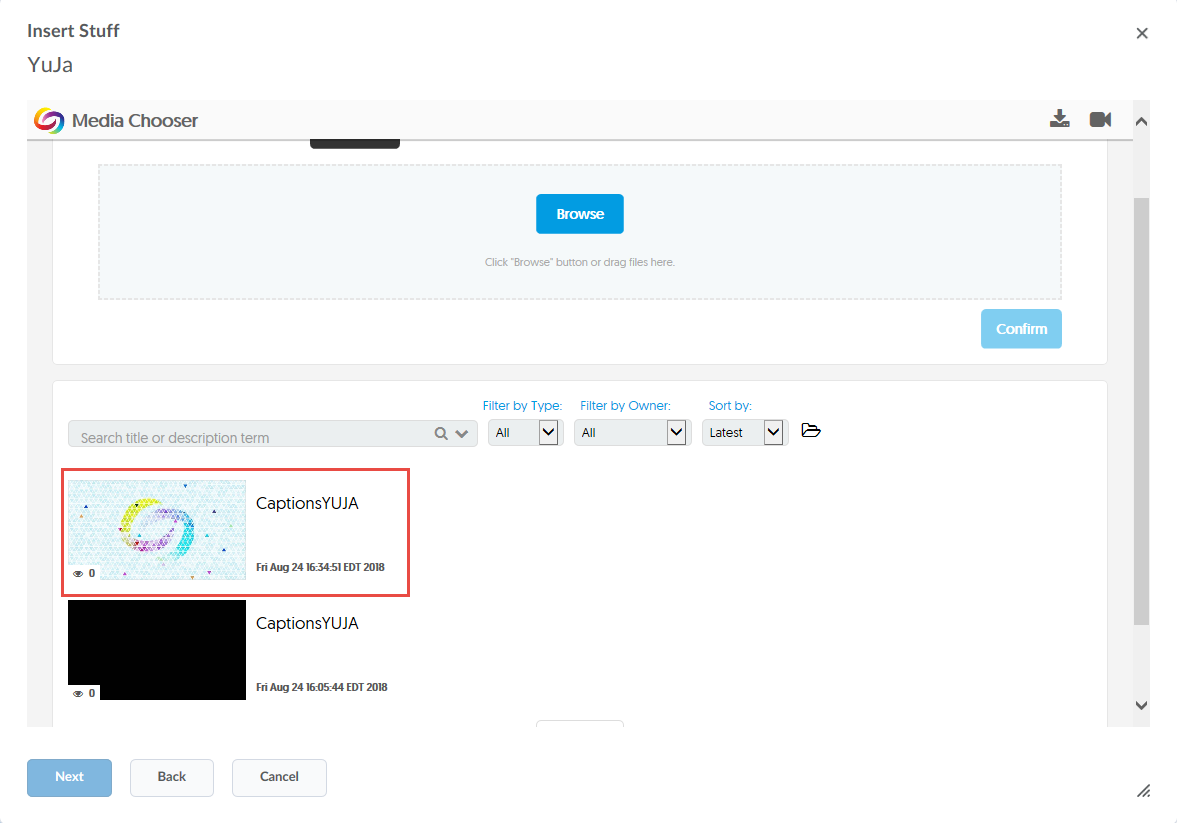
1. Make sure Auto Caption and English are selected, then click **Save**.



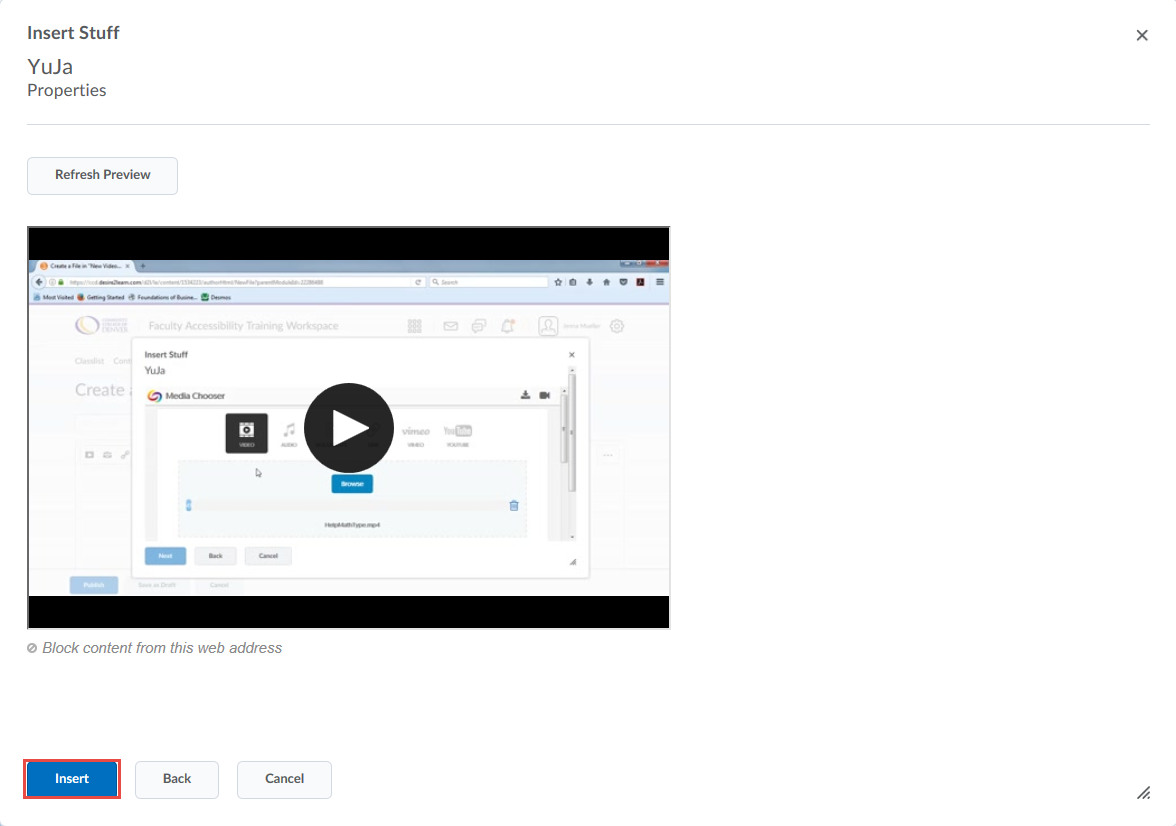
1. Click **Confirm**.



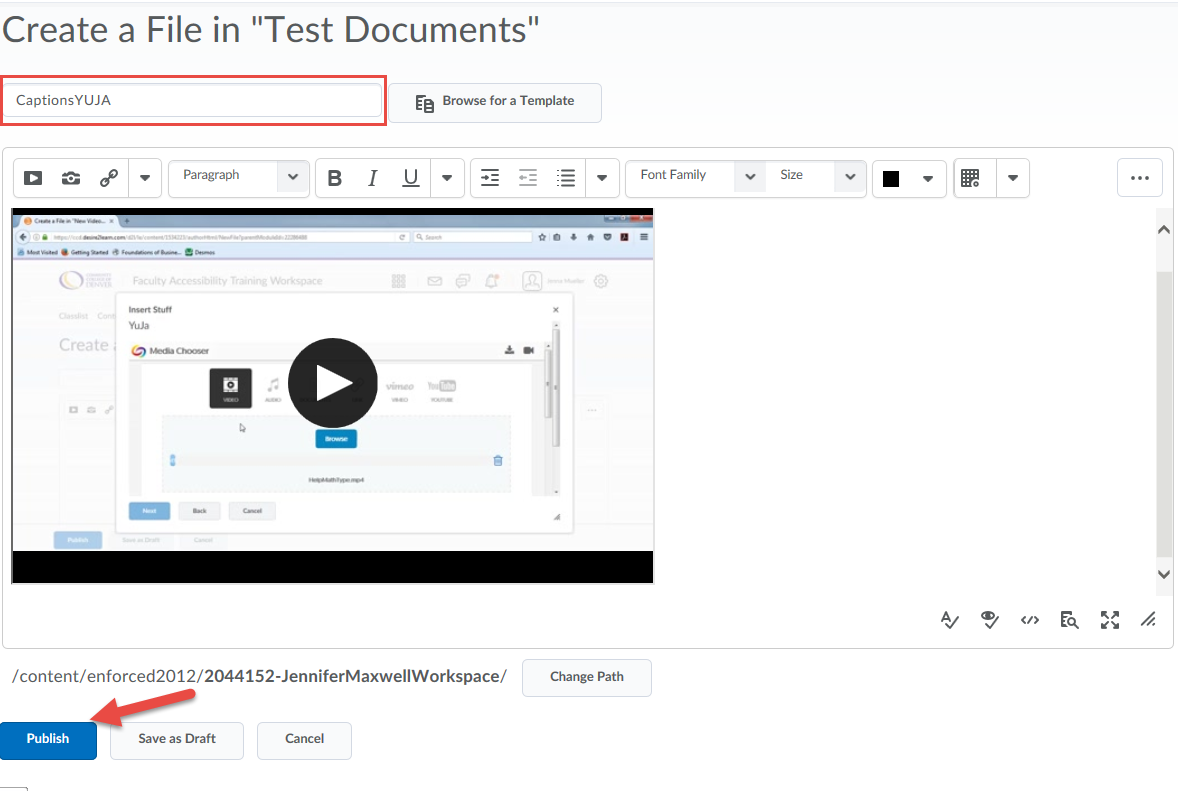
1. Scroll down, find the video, and select it.



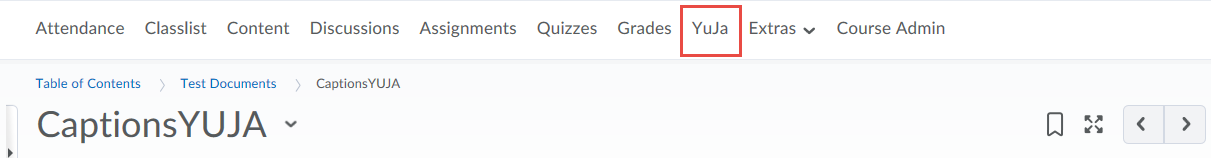
1. Now click **Insert**.



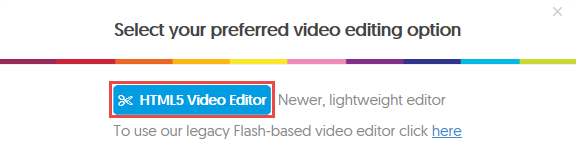
1. Create a title for your file, and then click **Publish**.



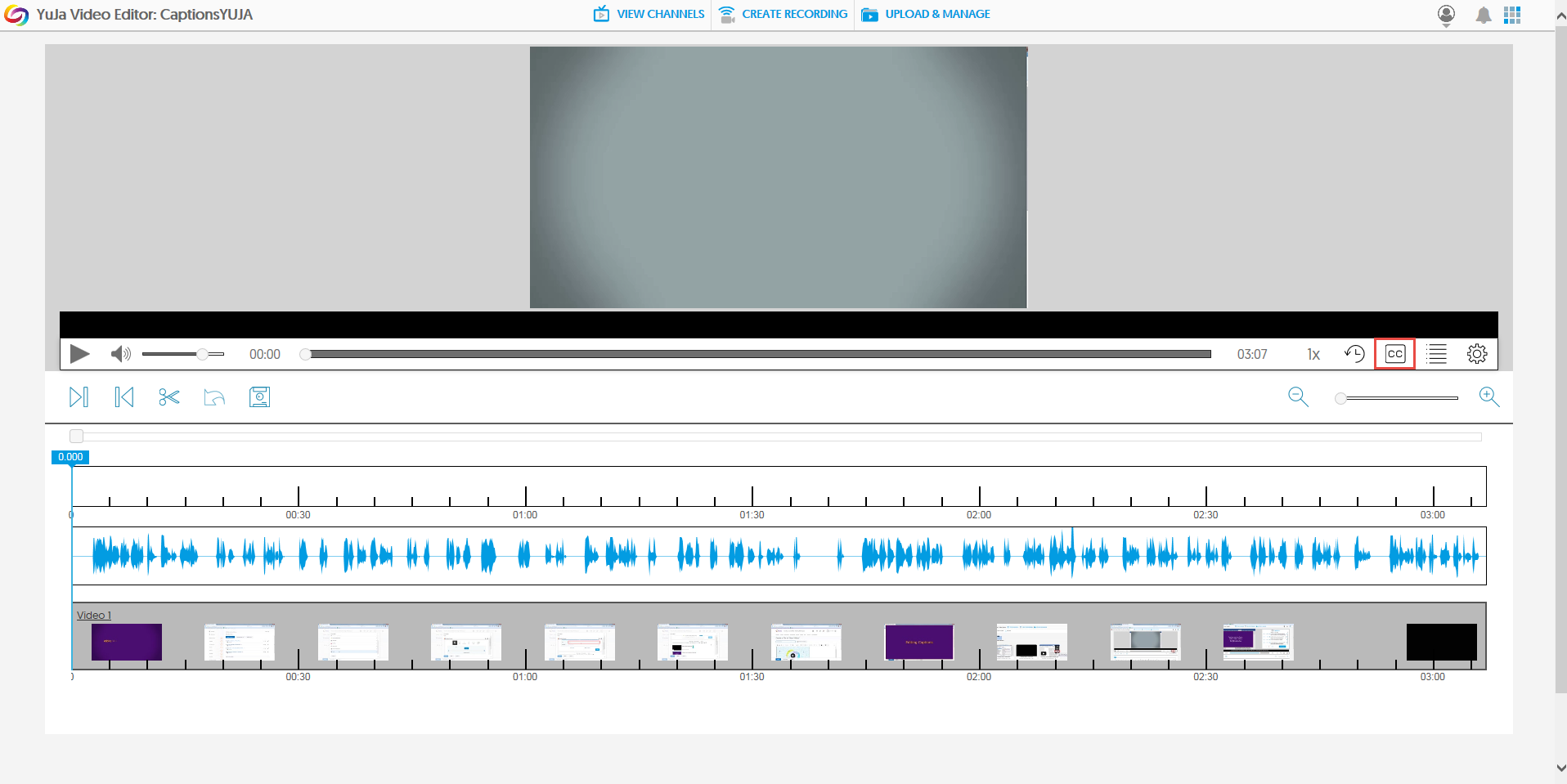
1. To edit your captions, click the YuJa tab in the D2L ribbon and click the **HTML5 Video Editor**.



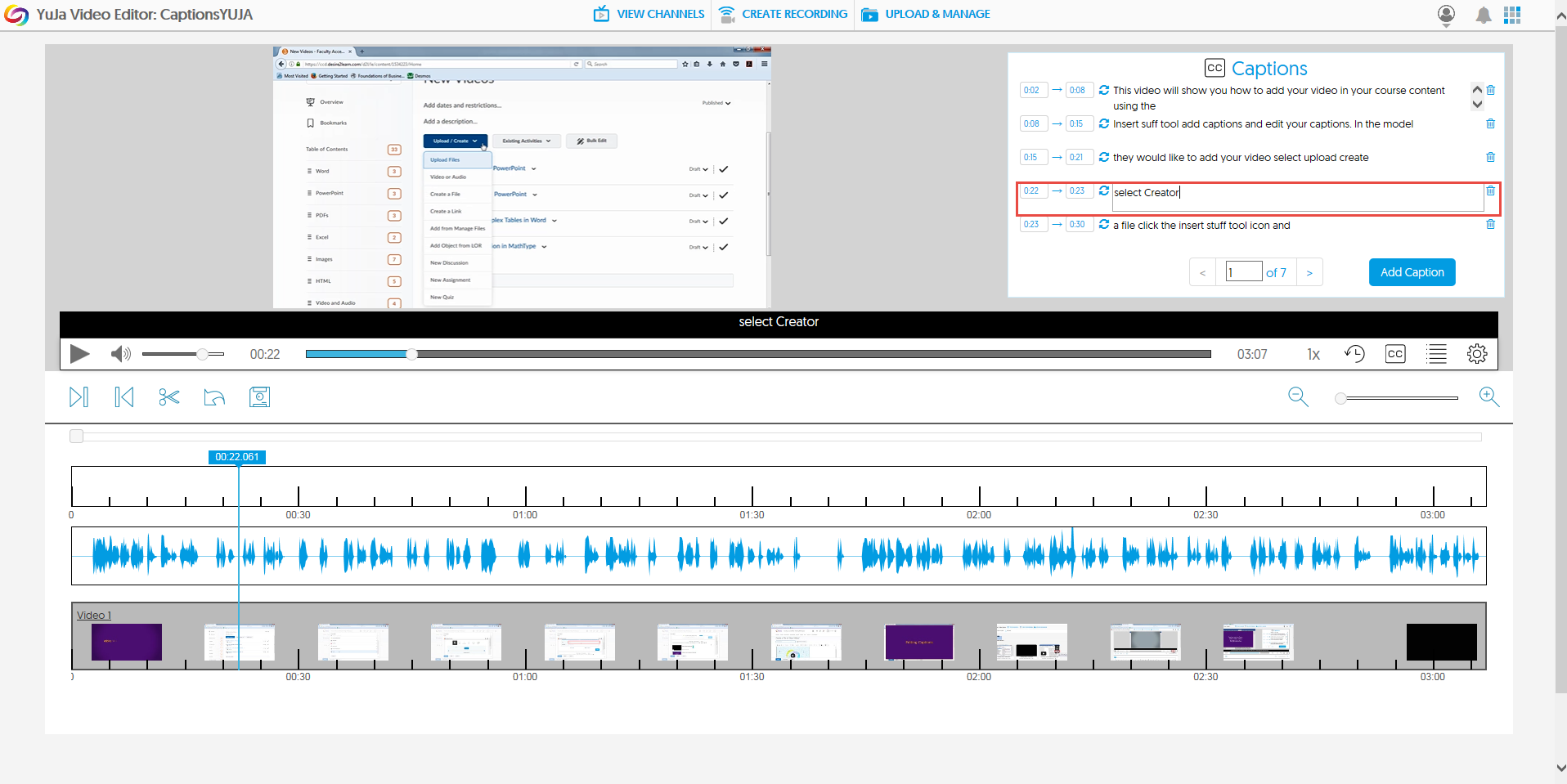
1. Select HTML



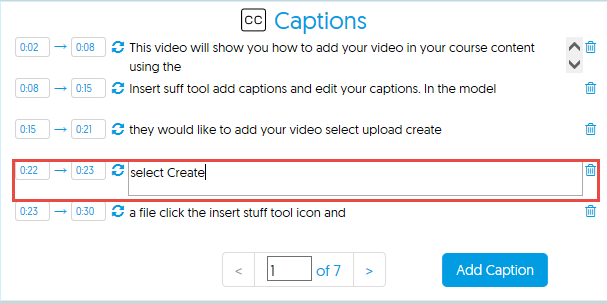
1. Click the **Closed Caption** or “CC” icon.



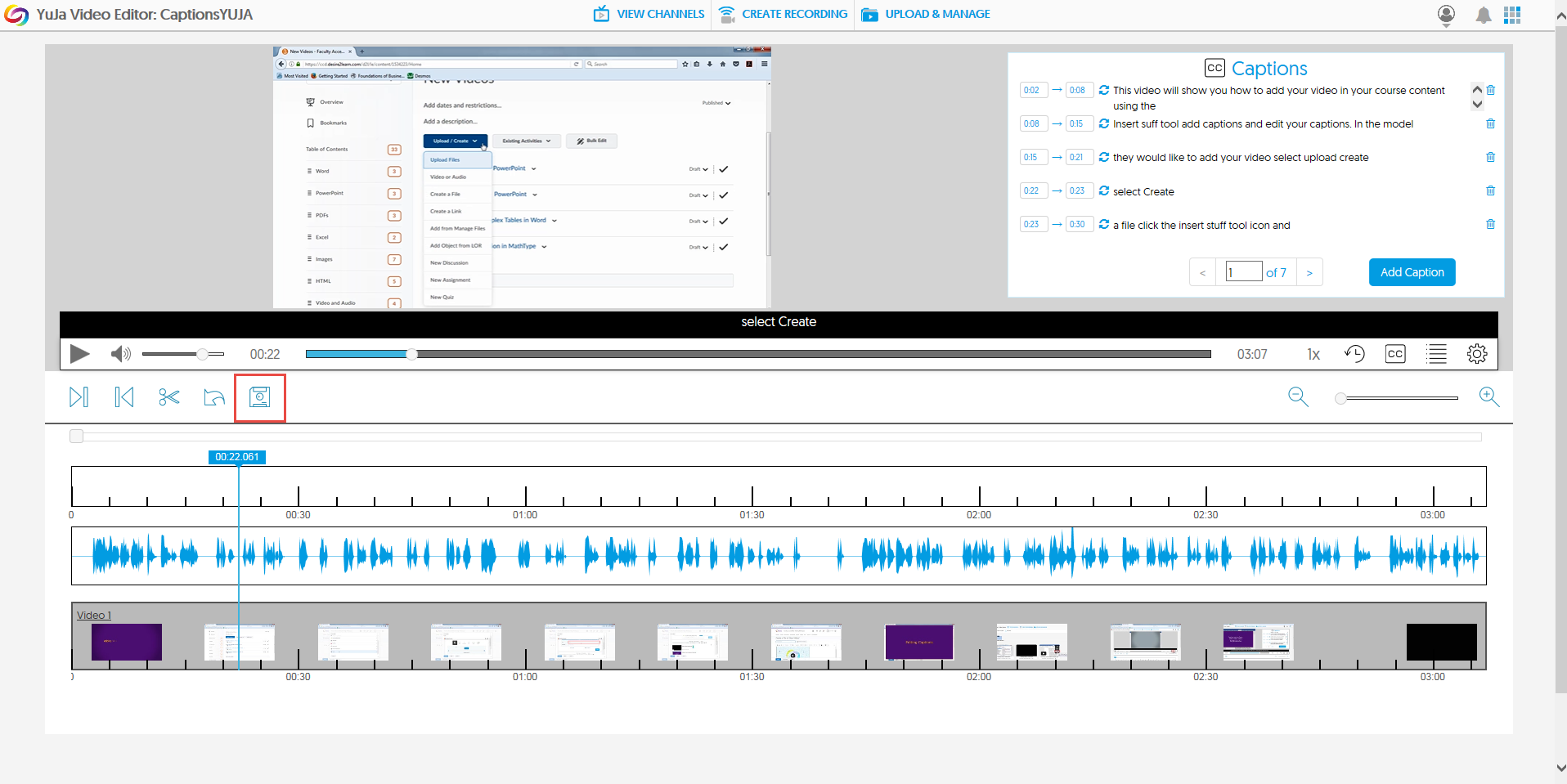
1. If if the auto-captions have errors, click in its text field.



1. Edit caption text as needed.



1. To save your edits, click the **Save** icon.



1. To submit edits, click the **Update Caption And Indexes** button.

