MTSU Adding Captions to Already-Recorded VideoNotes in D2L

If closed captions were not generated with a VideoNote was created in D2L, they can be added to the recording through the D2L Media Library.

1. Click the Gear icon in the upper right corner of the D2L page.

2. Choose Media Library from the list of options.
3. In the list of videos or audios recorded in D2L with the VideoNote tool, click the 3 dots (…) to the right of the title of the audio / video.

4. Select **Edit** from the options listed.

5. Click the **Closed Captions** tab on the right-hand side of the screen.
6. Choose the language in which the audio / video was recorded.

![Caption selection screen](image)

7. Click the Auto-Generate button to start the process for having D2L create closed captions.

![Auto-Generate button](image)

8. A pop-up window appears to alert you the captions will be applied and available in all courses in which the audio / video is embedded. Click Auto-Generate to begin the captioning process.

![Auto-Generate captions](image)
9. As the captions are being generated, a status screen will appear.

10. When the captions are finished, they will be displayed to the right of the audio / video recording.
11. Captions can be edited by clicking in the textbox entries.
   
   NOTE: If captions are edited, a notice of the changes not being saved will display above the right-hand column. Click Finish to save the changes.

12. A Confirm Finish pop-up window appears to alert you that the changes have been saved. Click the Finish button to complete the process.