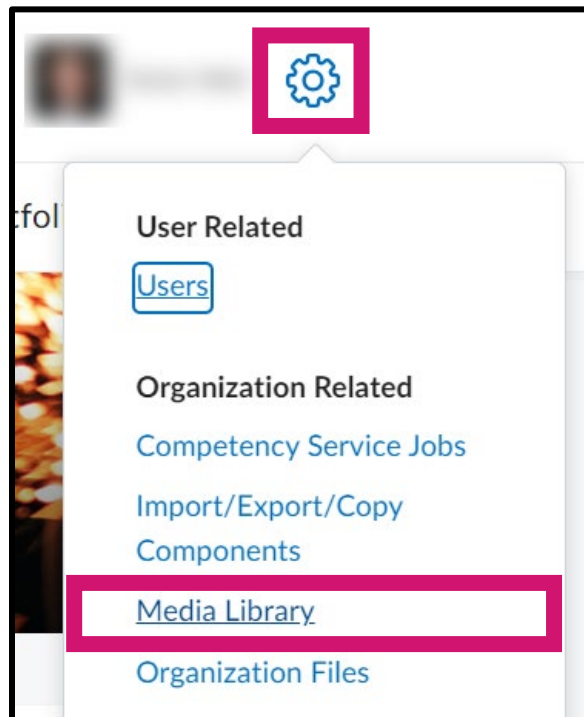


MTSU Adding Captions to Already-Recorded Online VideoNotes in D2L

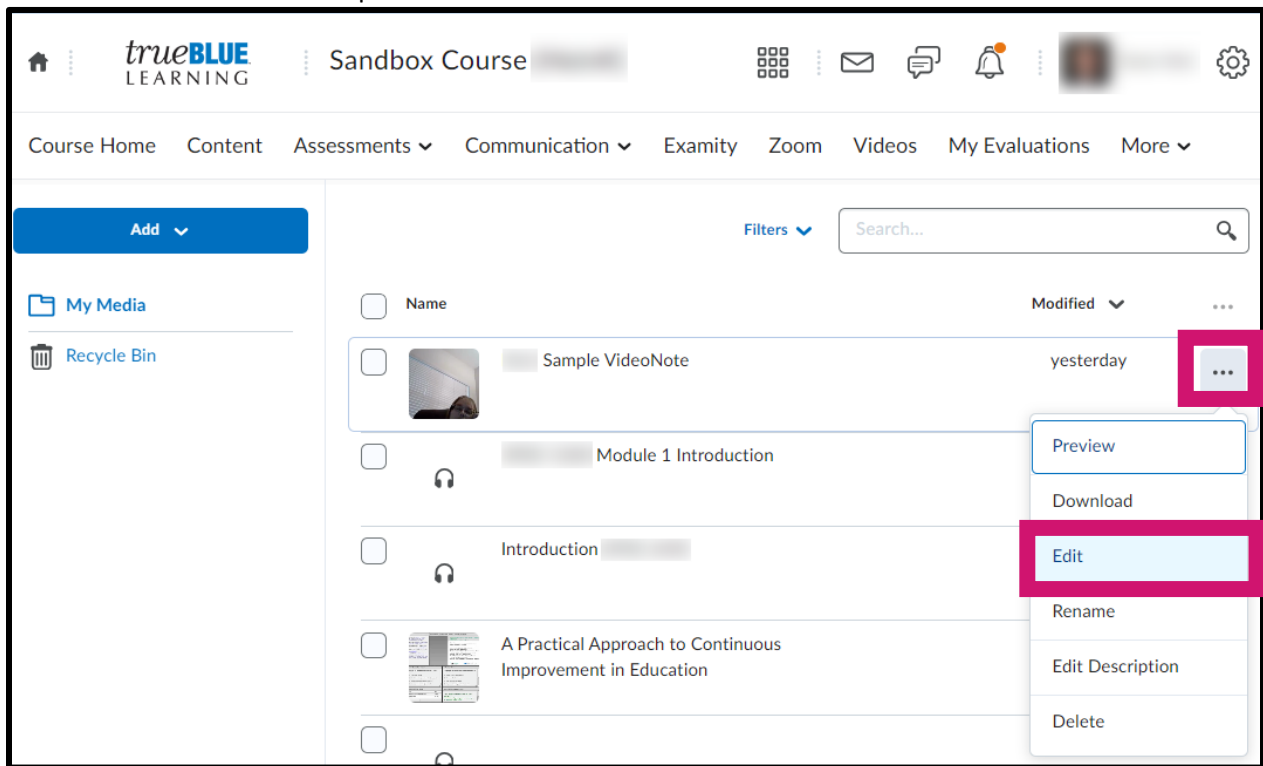
If closed captions were not generated with a VideoNote was created in D2L, they can be added to the recording through the D2L Media Library.

1. Click the **Gear** icon in the upper right corner of the D2L page.
2. Choose **Media Library** from the list of options.

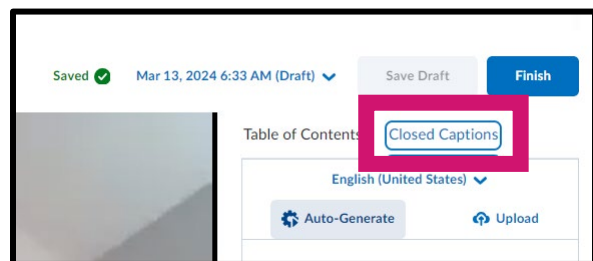


MTSU Adding Captions to Already-Recorded Online VideoNotes in D2L

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.

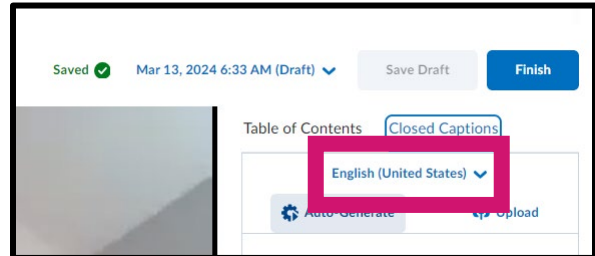


5. Click the **Closed Captions** tab on the right-hand side of the screen.

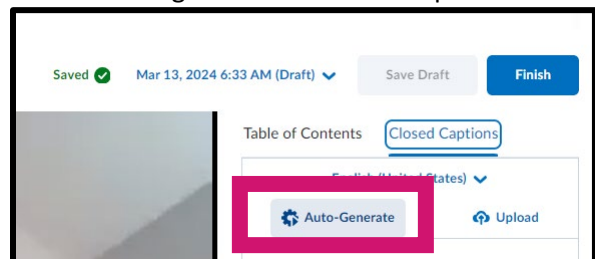


MTSU Adding Captions to Already-Recorded Online VideoNotes in D2L

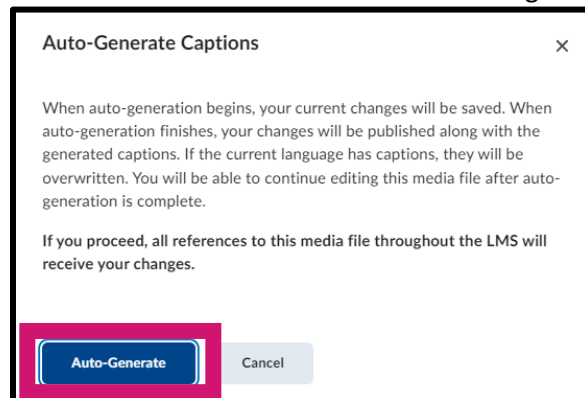
6. Choose the language in which the audio / video was recorded.



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

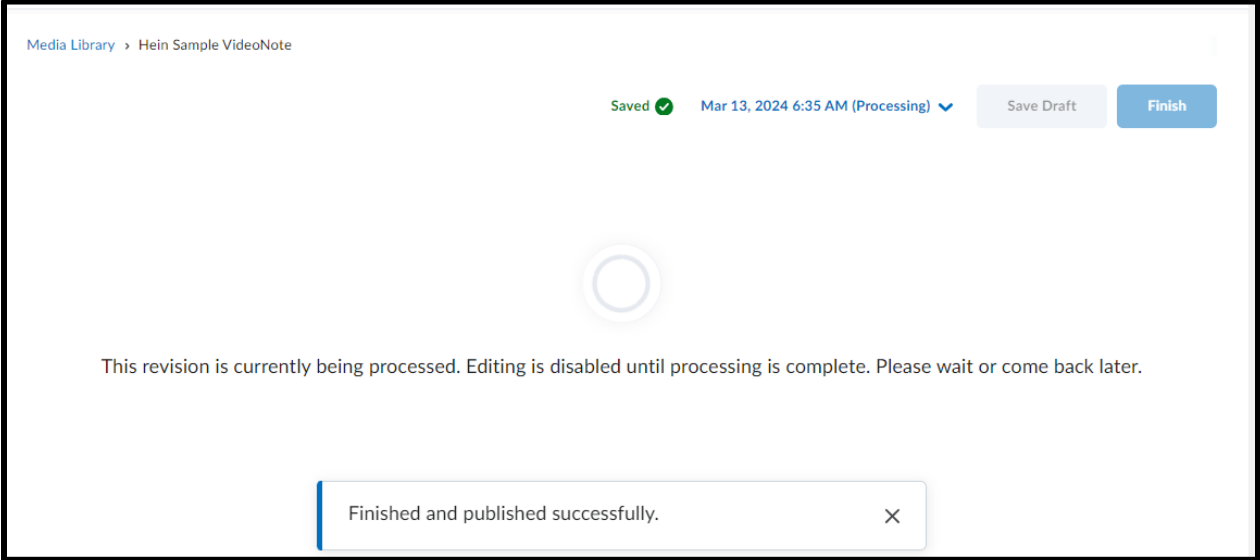


8. A pop-up window appears to alert you the captions will be applied and available in all courses in which the audio / video is embedded. Click **Auto-Generate** to begin the captioning process.

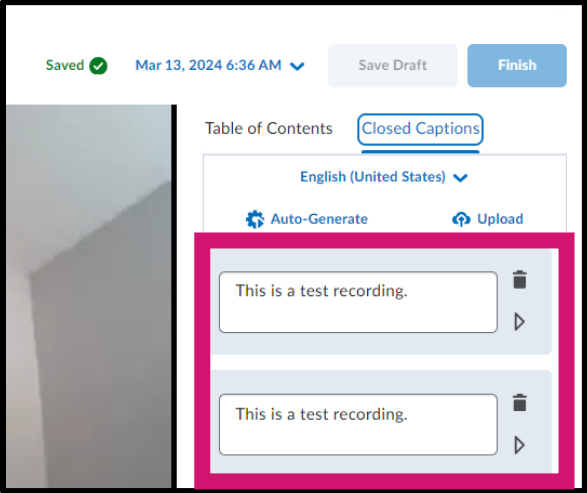


MTSU Adding Captions to Already-Recorded Online VideoNotes in D2L

9. As the captions are being generated, a status screen will appear.



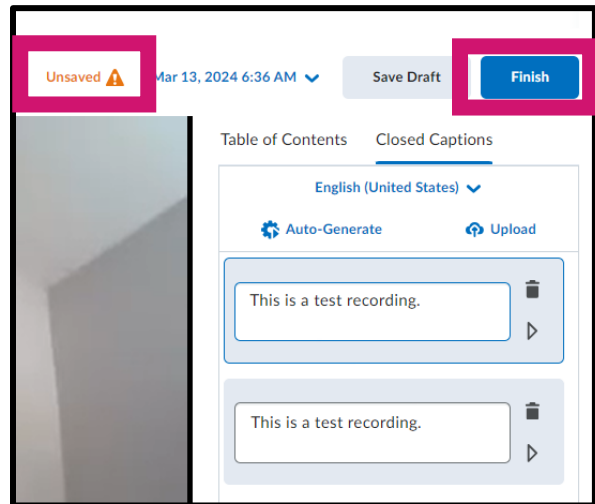
10. When the captions are finished, they will be displayed to the right of the audio / video recording.



MTSU Adding Captions to Already-Recorded Online VideoNotes in D2L

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.

