

# ADDING CAPTIONS TO AUDIO/VIDEO UPLOADS IN BRIGHTSPACE (D2L)



March 2023

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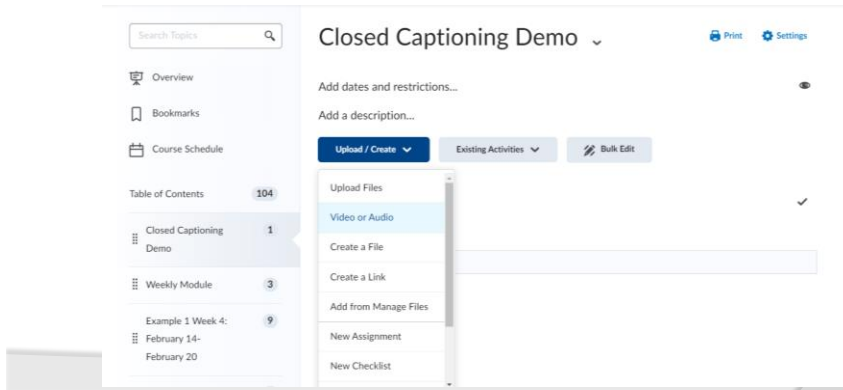
## Overview

- Objective: Enhance the accessibility and usability of video/audio files in Brightspace (D2L)
- Uploading into D2L slides
- Example/D2L Demonstration

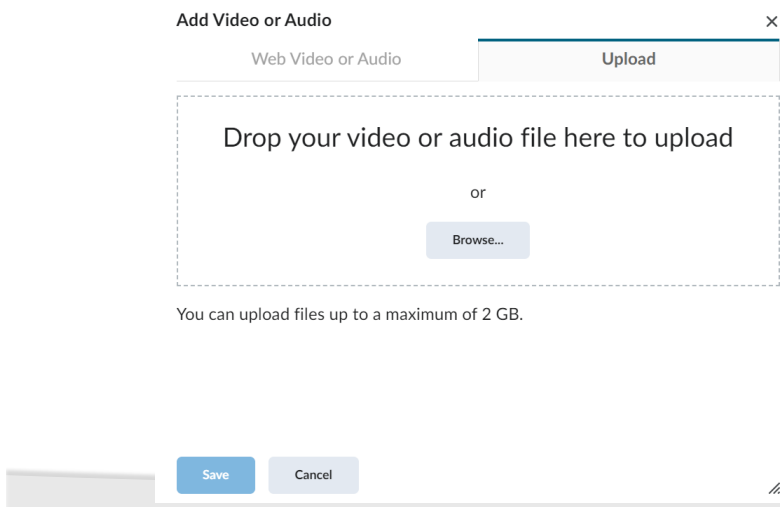


# Uploading into D2L

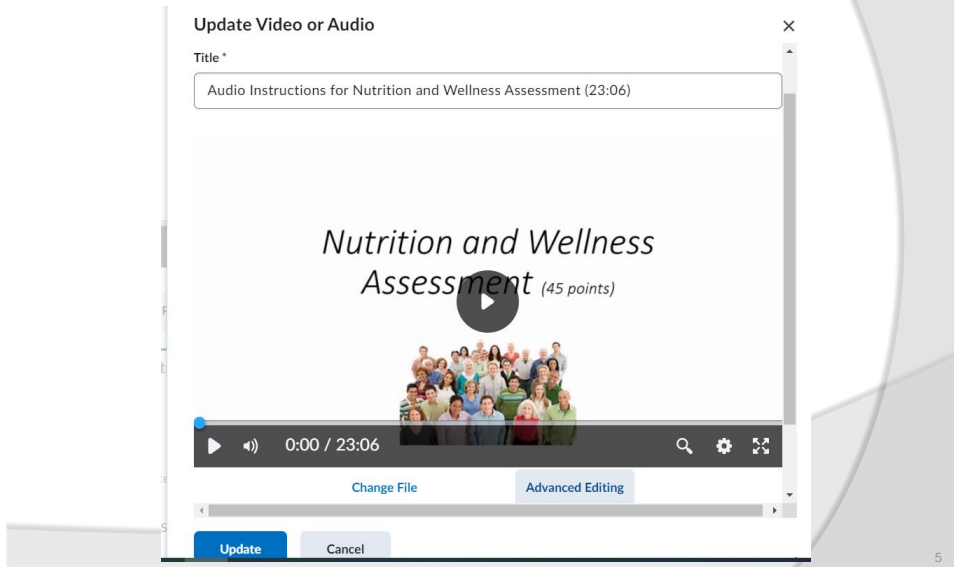
- ① Content > Module
- ① Within the Module:
  - Upload/Create > Video or Audio



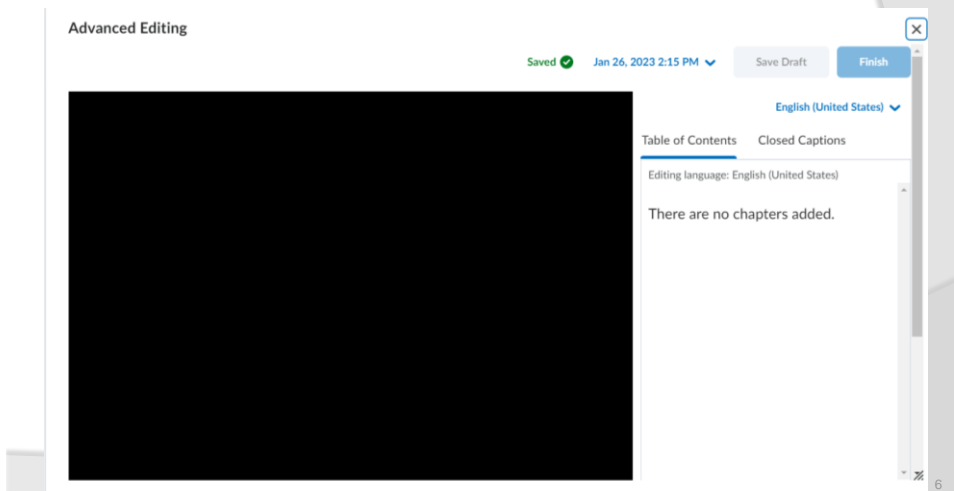
- ① Within Add Video or Audio:
  - Click Upload tab > Browse for file and upload



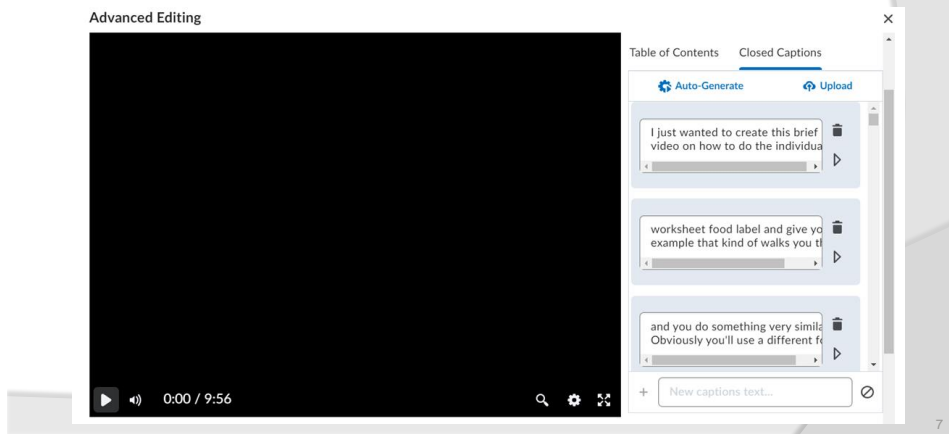
- Add Title and Save
- Edit Video > Advanced Editing




- Select Language (drop down menu)
- Select Closed Captions tab

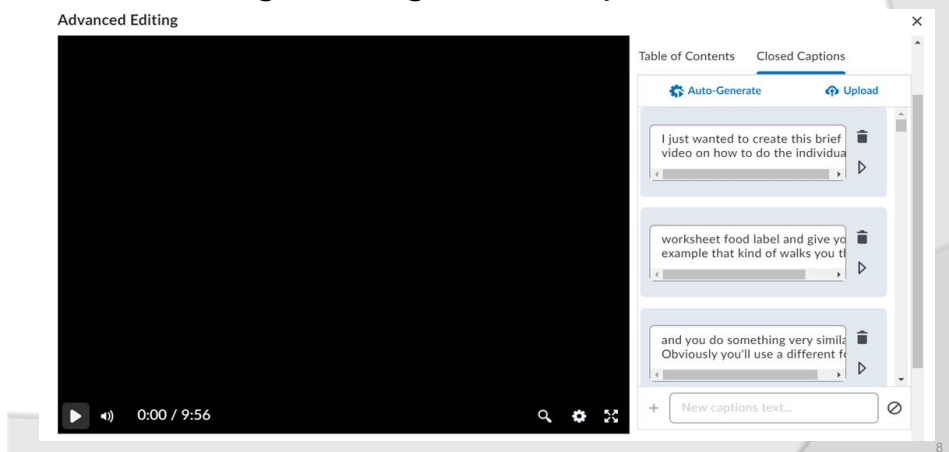


- Click Auto-Generate
- Once captions have been generated, click Closed Caption tab again
- Edit Captions using text boxes

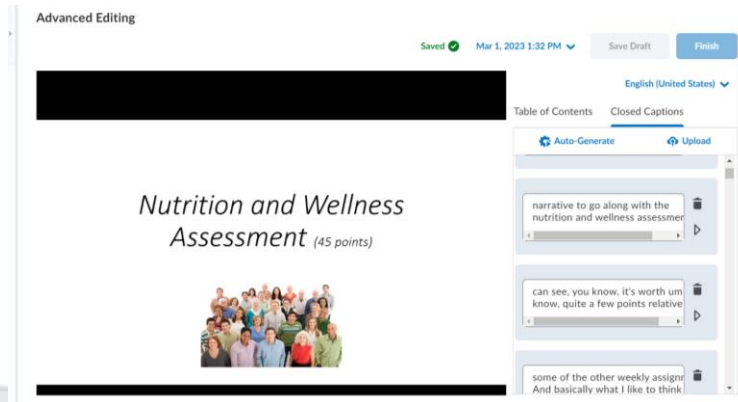


## Uploading into D2L

- You can delete the entire box or use  to change timing of the captions

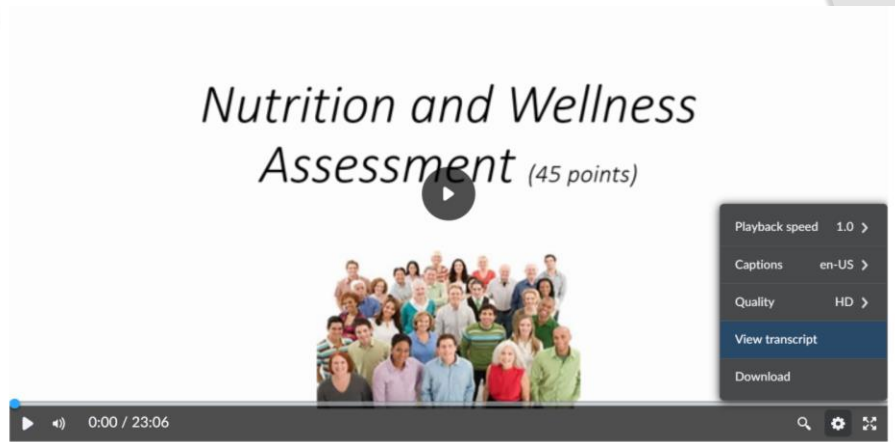


- Save Draft as needed
- Click Finish when editing is completed
- Optimize for Streaming option
- Review/download transcript as needed



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- Review/download transcript as needed



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## D2L Demonstration

- Example: Create a recording in PowerPoint (slide show recording > file > Export > Create a Video (MP4))

