



Creating Captioned Videos in Yuja

Videos have a large educational value as they can cover complex topics in a short amount of time with appropriate detail. Videos provide the voices of experts, images of topics, and clear connections between them. The following steps explain how to edit the captions of a video that has been uploaded to Yuja making the captioning correct and the video accessible.

1. *Login* to **Yuja** (msudenver.yuja.com) using the MSU SSO (single sign on) option at the top right of the page or click on the YuJaMedia Library menu item located in the course menu options of your Blackboard course.
2. *Click* **My Media**
3. *Hover* over the desired video and *click* **More...**
 - a. If your videos are in folders, *open* the desired folder and then follow the steps from above.
4. *Click* **Accessibility** (second from the bottom in the right-hand list)
 - a. There will be a table with three columns and two rows. Captions are in the second row (under **Type** it should say **SRT Caption File**)
5. *Click* the **Download Button** (arrow pointing down in the captions row under **Actions**).
 - a. Note: The first time you download captions, it will ask you what program to use.
 - i. *Click* **More Apps** and *select* **Notepad**
6. A **Notepad** file will open. This is where you can edit the captions.
 - a. Note: Do not edit the time stamps.
 - b. To make your captions as accurate as possible, be sure to have the video playing so you can check your work as you go.
7. *Save* your **Notepad** file when you are finished.
 - a. If you have multiple caption files, be sure to rename your files before saving.
 - b. These are the **.SRT** files that you can upload to Canvas for captions
8. *Click* **Upload** in **Yuja**.
9. *Select* **Captions** from the drop-down menu.
10. *Select* **English** from the **Please select a language** drop-down menu
 - a. **You will not be able to upload a file until you select a language**
11. *Click* **Browse** and *select* the appropriate caption file.
 - a. A warning will appear asking if you want to overwrite the current captions; *click* **Yes**.
12. *Click* **Save**

Your video now has accessible captions.