



## Creating Captioned Videos – 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 upload a video to the Blackboard tool Yuja and use that tool to give the video captions, making it accessible.

- 1) Locate and save the video to your computer. If you are using a YouTube video that is not published through Creative Commons you may need to contact the owner and request permission to get the video file.
- 2) Log into Blackboard and go to the course you want to place the video.
- 3) On the Home Page click the + sign to open the 'Add Menu' dropdown. Scroll to the bottom and click 'Tool Link'.
- 4) A box labeled 'Add Tool Link' will appear on the left. In the 'Name:' field type in 'Yuja'. Then, using the dropdown labeled 'Type' select the 'Yuja' Option and click submit.  
Be sure the 'Available to Users' box is unclicked.
- 5) Scroll to the bottom of the left panel and click the link titled 'Yuja', this will open the Yuja Media Center.
- 6) In this new window, select the 'Upload & Manage' option from the top menu.
- 7) Click the 'Upload' button on the top of the page, and select your video.
- 8) While the video is uploaded, click the 'Add Captions' button on the bottom right. Ensure that the video is set to auto-caption with the correct language.
- 9) When prompted provide an appropriate title and description. Click the 'Confirm' button to begin the auto-captioning process.  
The auto-captioning process can take up to 3 hours, so start this process in advance.
- 10) Once the video is complete, return to the 'Media Library' page, where the video is displayed. Hover over the video and select the 'More' option.
- 11) Select the 'Accessibility' section and download the video transcript.
- 12) Select the 'Links' section and distribute the video through a link or go to the 'Downloads' section and download the now captioned video.

Congratulations, you have now made your video accessible using Yuja. Keep in mind that automatic captioning is not perfect, so watch your video for any mistakes and correct them in the transcript. These corrections can be uploaded to provide a corrected version of the captioning.