



## Creating Captions – Canvas & Amara

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. This guide will show you how to create videos accessible with the help of Amara.org.

1. Go to [www.amara.org](http://www.amara.org).
2. Click **'sign up for free'** to create an account. Be sure to stay logged in.
3. Scroll down and Click **Start Subtitling**. This will take you to a new page.
4. Click **Begin** under *Subtitle for Free on Amara Public*. On the new page Click **Add Videos**
5. A new window will appear, in this window Click Upload and choose a file from your computer. When finished click **Add to Amara Public**
6. The page will refresh and your video will appear in a new window.
  - a. If your video was processed from that URL previously, the video will appear with captions on this new page. An English-language label will be present on the left side to confirm the presence of English captions.
7. Click the **'Add/Edit subtitles!'** option to the right of the video to begin adding subtitles.
8. Select the language of the subtitles and click the **'Continue'** button.
  - a. This step cannot be undone, so be sure to select the correct language or there will be multiple English captions with varied accuracy and value.
9. Follow the on-screen instructions to add captions to the video.
10. Once the subtitles and video audio have been synced, select the review and complete option to complete the video. The page will refresh and show the video with a Subtitle menu on the right.
11. Click **Download** to get a .srt file of the captions. Return to Canvas and Click **Choose File**. Select the caption .srt file and select the language. Click **Upload**.

Congratulations, you have now added captions to your video in Canvas with the help of Amara.org. For support or any questions feel free to contact the Instructional Accessibility Group.