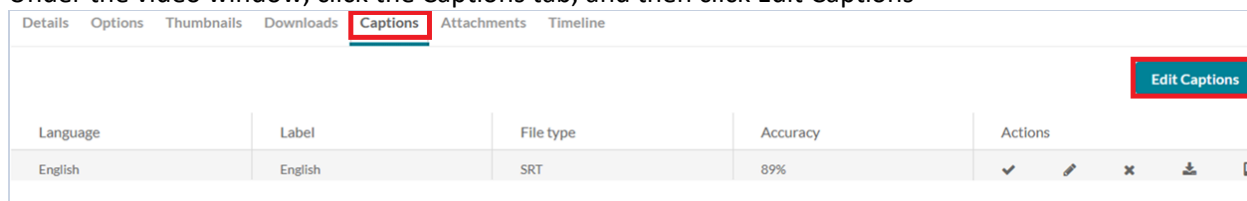


How to Edit Captions in My Media

1. go to your My Media from the main My Institution page in Blackboard
2. Find the video you'd like to edit, and click on the pencil icon to the far right of that video
3. Under the video window, click the Captions tab, and then click Edit Captions



4. You can then play the video, and the captions will follow along with the video. For any captions that are incorrect, simply correct them in the captions box on the left hand side of the screen. You can also use the timeline bar under the video to fast-forward/rewind to specific points in the video. Once done, click Save to save the new captions.

