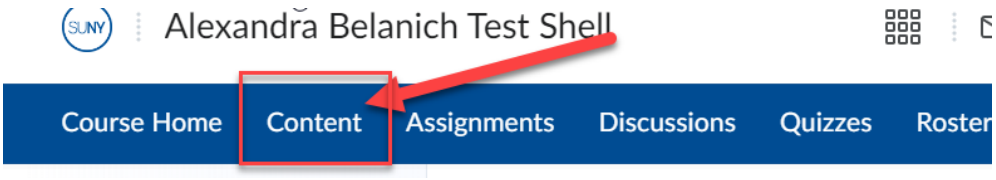
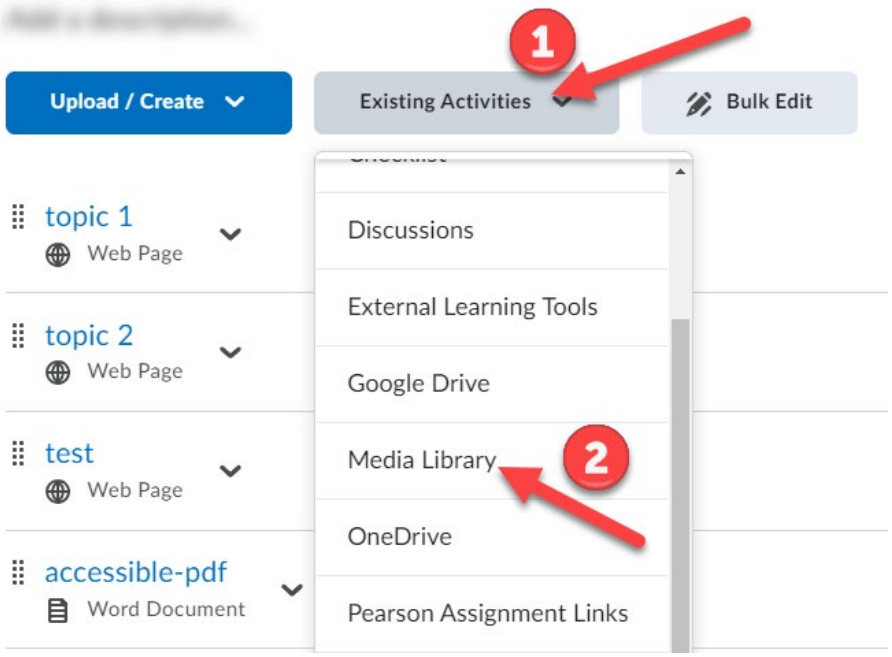
How to Edit Closed Captions in Your Brightspace Video Notes

Purpose: You created a video note in announcements and there is no option for editing or adding closed captions. Add the video into a module using the Content tool. Use any module, follow the instructions below. Once closed captions are edited, remove the video note from the content area and insert the closed captioned video into an announcement.

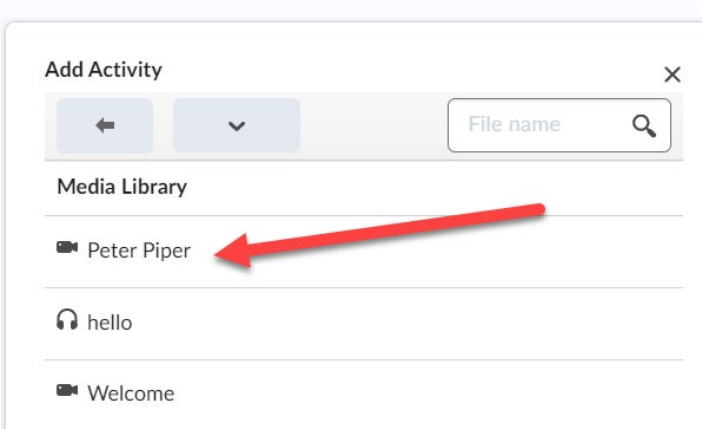
1. Go to the **Content** area and click on any module. It doesn't matter which one.



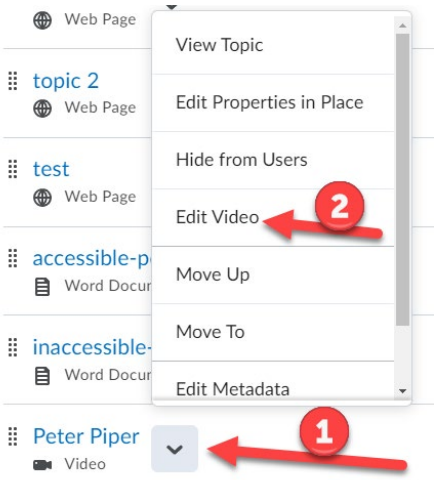
2. Now you will go to **Existing Activities** and select **Media Library**.



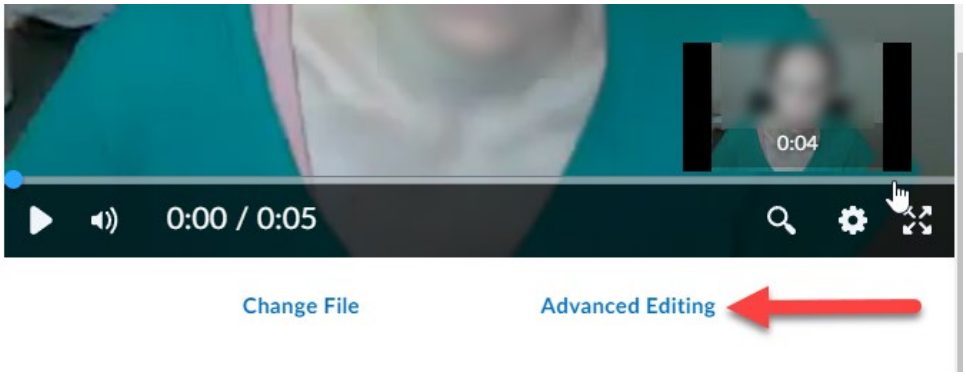
3. You'll be presented with a list of the videos that you have created. The video you have created for the announcement will be on this list. Select it.



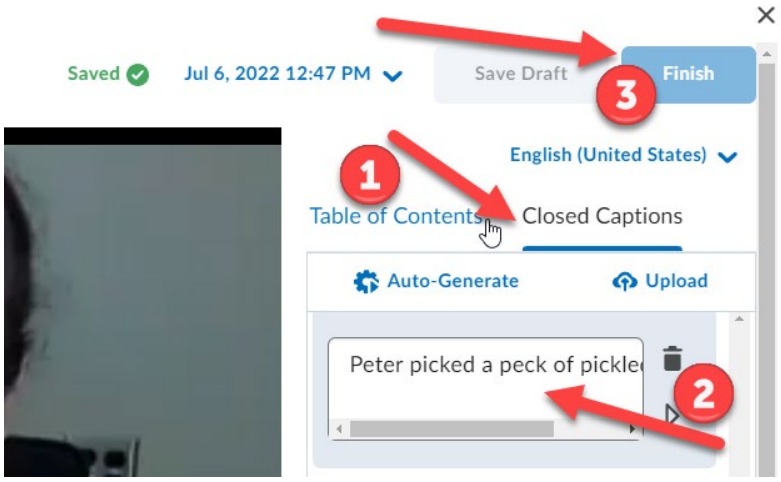
4. The video will show up at the bottom of your module. Now you will click on the down arrow next to the video title and select **Edit Video**.



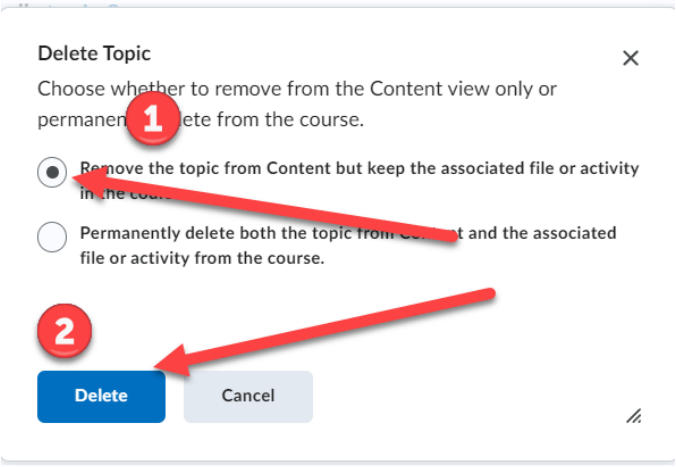
5. Your video will appear and now you will select **Advanced Editing**.



6. You'll now be able to edit the captions. Click on the **Closed Captions** tab, then edit the captions in the caption box. When you're done, don't forget to click on **Finish**.



7. If placing the video in Announcements, you can now remove the video from the module. Click on the down arrow next to the video title and select **Delete Topic**. Make sure that the first option below is selected, NOT the second option. Then, click on **Delete**.



8. Now, go back to your announcement and play the video. The captions should be correct now.