

*"I have a video/audio file,  
how do I get it captioned?"*

# Captioning Video and Audio

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# Why Caption

- It is the right thing to do
- It is smart
  - Increases access for all students
  - Provides more options
  - Reaches more students
  - Increases retention and student success
- Allows you to take control of your course and media
- It is the law

# When to Caption

- **Caption:** If the material has video and audio and will be archived for a course or used repeatedly in other courses  
*Please note: A transcript is not sufficient*
- **Caption:** If the video will also be shown in the classroom, regardless of whether it is instructor-owned or campus-owned
- **Caption:** If you take clips from longer works and string them together and archive the finished video
- **Caption:** Any video created by the campus/you and placed on a public Web site
- **Caption:** If the material is audio only, no video, and is archived, then a transcript is all you need

Taken from the @One accessibility course

# When Not to Caption

- **Do not caption:** If the material is only for this term and the class has restricted access (i.e., it's password protected and only students who are enrolled in the class have access), then you only need to caption (or provide a transcript) if a student requests captioning as an accommodation
- **Do not caption:** If the material is on YouTube and you are just providing a link, then you only need to caption if a student requests an accommodation. (Please note: YouTube videos are not public domain. Permission may be required to caption)
- **Do not caption:** If the material is student work or other raw footage that will not be archived
- **Do not caption:** If the video already has foreign language subtitles, do not caption unless requested to do so as an accommodation

Taken from the @One accessibility course

# Good Rule to Remember

- If you're keeping it and more than a limited audience might access it, then caption or transcribe it

Taken from the @One accessibility course

# Who Pays?

- Your Department
- Grants: Fortunately for everyone working in distance-ed in the California community colleges, the Chancellor's Office has recognized the expense of captioning and created a grant to help
  - The Distance Education Captioning and Transcription (**DECT**) Grant

# Who Pays?

- DECT grant is being administered by College of the Canyons in Santa Clarita, California

The director is James Glapa-Grossklag

[http://www.canyons.edu/Offices/Distance\\_Learning/Captioning/default.html](http://www.canyons.edu/Offices/Distance_Learning/Captioning/default.html)

# Getting Started

## Video and Audio CD's/DVD's

- Commercially made or Created by you/others:
  - When you first purchase the video, make sure it is captioned
  - If unable to purchase a captioned video, check for alternative videos
  - If created by others, check to see if they are already captioned
  - If created by you, caption it

# If you have to get it captioned

- You must get permission from the copyright holder
- You must create a transcript
- You must have the appropriate software/hardware

# Transcribing/Captioning

- You can do it
- Student worker/EOPS/CalWorks
- Intern
- Student assignments
- College Transcriptionist

# Transcribing Software

- Dragon NaturallySpeaking
- Windows Vista or Windows 7
- Express Scribe
- Read & Write Gold
- Mac Dictate
- Others

# Captioning software

- Camtasia
- Captivate
- YouTube-AutoSync
- MagPie
- Macaw
- High Caption
- Adobe Premiere/Encore
- Others

# Resources

- W3C's: World Wide Web Consortium
  - <http://www.w3.org/2008/06/video-notes>
- High Tech Center Training Unit (HTCTU)
  - <http://www.htctu.fhda.edu/trainings/manuals/tutmain.htm>
- AutoCaptions in YouTube and Google
  - <http://googleblog.blogspot.com/2009/11/automatic-captions-in-youtube.html>
- CaptionTube
  - <http://captiontube.appspot.com/>

# Resources

- WebAim

- <http://www.webaim.org/techniques/captions/>

- Adobe Captivate

- [http://www.adobe.com/accessibility/products/captivate/Adobe\\_Captivate\\_cc\\_tutorial\\_demo.html?windowfeatures=height=800,width=1000](http://www.adobe.com/accessibility/products/captivate/Adobe_Captivate_cc_tutorial_demo.html?windowfeatures=height=800,width=1000)

- HighCaption

- <http://www.hisoftware.com/hmccflash2004/HMCC-FlashTutorial.htm>