

## When to Caption vs. When not to Caption

(from the @ONE Accessibility course)

What multimedia material do you need to caption for your online course? Do you always have to caption? What if it's raw footage? What if it's from YouTube? What if it's a sample of student work? What if the instructor owns it?

### Summary of when to caption

- Caption: If the material has video and audio and will be archived for a course or used repeatedly in other courses, then you need to have the material captioned. Please note: If the material has audio and video, you need to caption. 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 it.
- Caption: If you take clips from longer works and string them together and archive the finished video, then it needs to be captioned.
- Caption: Any video created by the campus and placed on a public Web site.

**Note:** If the material is audio only, no video, and is archived, then a transcript is all you need.

### Summary of 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: There is no need to caption longer works if you are just pulling clips from it. Wait and caption the montage that you create.
- Do not caption: If the video already has foreign language subtitles, do not caption unless requested to do so as an accommodation.

As a simple rule of thumb: If you're keeping it and more than a limited audience might access it, then caption or transcribe it.