

The Closed Captioning Process

Closed Captioning:

Please note that this accommodation requires captions to be on all videos used for class (in the classroom or online) and also that the captions need to be edited to ensure accuracy. Some videos are already captioned but not accurate. If needed, Jon DeGroot (IT) and his team can assist with the closed captioning needs. He will need the videos submitted to him at least 2-3 weeks ahead of time if you need assistance with captioning. Please keep in mind per the instructions below, you are able to edit captions yourself in the event that you find a video that needs captioning right away.

Here are some [tips for Creating Course Videos](#).

Here are the 3 types of videos that are most likely in your course and how they are captioned.

Instructor made Welcome & Learning Plan Overviews

If you are making a welcome video or learning plan overview you must upload this to your own YouTube account and fix the captioning at your convenience. If a student joins your class and requires captioning accommodations, you would then be required to have them done prior to the student needing to watch them. Here are tutorials on how to caption as well as create channels to better organize your courses in YouTube.

Text: [How to Caption in YouTube](#)

Text: [How to create channels in YouTube](#)

Instructor made Short Videos (preferred 5-10 minute) for Learning Plan Material in Blackboard:

This can be done in Relay, Camtasia Studio, Screencast-o-matic or other video capturing product. You tell us what you plan to record with. We set you up and upload the videos to an NTC YouTube account and then provide you with the links to put in your course. Captions are then handled by our work studies.

3rd party videos (DVDS, youtube videos, etc...):

You can find an alternative video that is captioned or contact the publisher with the help of Katie Aldrich from the library or Jon or Todd. Otherwise work with Jon or Todd to come up with a plan to have these captioned.

If a student that requires captioning signs up for your class, JoDee Smith will attempt to notify me and you ahead of time so we can make sure everything is accessible for the student prior to the student taking the class. However, a student may sign up for a class a week prior which makes being proactive about having content captioned makes the process much easier.