CLOSED CAPTIONING DIRECTIONS

Mt. San Jacinto Community College relies on administrators, faculty and staff to provide equal access to all programs and activities for individuals with disabilities. The college is committed to adhering to the requirements of SB 105, The California state law and Section 508 Standards (applicable to California Community Colleges) which requires that electronic and information technology **purchased** or **used** must be accessible for use with persons with disabilities. Studies show that closed captioning also helps non-disabled students to better retain information, as well as English as a Second Language (ESL) students or students who may be hard of hearing and don't identify themselves as having a disability.

The most effective means of providing equal access to videos, movie clips, DVD's and films is through the use of products with open or closed-captioning or subtitles. It is the responsibility of all departments, administrators, faculty and staff to utilize only media products with open or closed-captioning. If you will be using a podcast (audio only-no video), a copy of the transcript will need to be provided for the student.

Be prepared to respond to a students' request for captioning in a timely manner. It is best to have videos captioned at the beginning of the semester. The captioning must be completed in time for the student with disabilities to have access to the material at the same time other students have access.

If you or your department have videos that are not currently captioned the following are options available to you to insure you are providing equal access.

Option 1: Contact the Publisher

Call or Email the publishing company asking for a current version of the video. All current versions should be following the ADA but it is best that you specifically request a captioned version.

Option 2: Contact an outside agency to have the videos captioned

If the Publisher doesn't have a current version of the video with captioning or is no longer in business, the video can be captioned by a captioning service.

DSPS suggests Automatic Sync Technology which charges approximately $3.00 per video minute.

Automatic Sync Technology
E-mail: info@automaticsync.com
 Web Site: www.automaticsync.com/caption
1-877-278-7962

If you need more information or assistance, contact Office of Instructor or the DSPS office.

Option 3: Caption the videos yourself

First, attempt to obtain permission to caption from the copyright holder of the video. If a publisher fails to respond within 10 days, California state law provides the right to assume permission and proceed

with captioning. (In your request for permission from the publisher, please include this or a similar statement, "If I do not hear from you within ten days, I will assume that I have your permission to caption this video as an accommodation, under the ADA, in order to assure access to students with disabilities". Below are resources to help assist you in the captioning process.
Sample Letter can be found on the DSPS website www.msjc.edu/dsps

Your Own Videos

Camtasia Studio

Quick overview video: https://www.youtube.com/watch?v=M8uyYk5ti5c

There are four main steps to creating a video with closed captions in Camtasia Studio.

1. Import the video to be captioned
2. Import the transcript (copy the transcript text and paste into Camtasia)
3. Synchronize the transcript with the video
4. Save the captioned video

VIDEO: There are many digital video formats, including MOV (QuickTime Movie), WMV (Windows Media Video), MP4 (MPEG 4), and others. The captioning tool used in these tutorials, Camtasia Studio, can import video in most of these formats. However, a few formats, such as FLV (Flash Video) and AVI (Audio-Video Interleave), must be converted to MP4 before they can be captioned in Camtasia.

You also have the option to record the screen while the video is playing. If you choose this option it will require you to keep the room complete silent during the recording. The recording will pick up any and all noises. The second option is to separate the audio file later and delete the screen recorded audio track.

How to record your screen: https://www.youtube.com/watch?v=HJAyIh7SF10

How to save your recorded screen: https://www.youtube.com/watch?v=O2lh3S9kirg

TRANSCRIPT: Transcription is the first step toward the creation of a captioned video. The transcript itself is a text equivalent of an audio recording. In addition to its use in the captioning process, a transcript may be useful in its own right as a learning tool for students, who can read the text and search for key words. In fact, transcripts are a great addition to any instructional video or podcast because they give students another way to comprehend and interact with the material.

Here are three options for creating a transcript:

Manual Text option: https://www.youtube.com/watch?v=KnC_I3-TbMk

Speech to Text option: https://www.youtube.com/watch?v=eL-X8AgLs8w

Import or Export option: https://www.youtube.com/watch?v=Qfqa7DUDlmo

- If you have the text in an .srt or .sami file it can be uploaded
- (Link to free subtitles)

SYNCHRONIZE: Here is a short video on how to synchronize your text to the audio in the video
https://www.youtube.com/watch?v=OTXUktBd43o

SAVE: To save your video click 'File' and 'Save project as….'
To create a DVD: https://www.youtube.com/watch?v=F5XvBwGRII4