# Adding Captions to Instructor-Created Video

***Captioning Tip Sheet***

This information will be helpful when you are creating your own lecture videos or demos. Faculty, during this season where we are converting our traditional face to face classes to remote and online learning, your friends at Disability Support Services are sharing some captioning resources.  Captioning is important to create access for those with hearing disabilities as well as helpful for other types of disabilities (audio processing deficits, etc.).  Captioning is also a known Universal Design approach to engage multiple learning styles.  Captioning public and education content is also part of compliance law and something colleges should strive for.  Although Spring Term 2020, we are being asked to quickly convert to online and remote learning, we should at minimum demonstrate a good faith effort that we tried to caption as many materials as we could.  All this to say, check out these captioning resources and reach out to us for questions!

## If you are working from a transcript:

Use YouTube. YouTube’s automatic captioning makes many mistakes and can cause additional confusion rather than clarification. However, if you are working from a script, you can upload that script and adjust speed and timing or make adjustments to text that did not follow script. This is a free tool that would require just a bit of editing on your part before being ready for publishing.

*Uploading a Transcript File*

Transcript files only contain text, and are saved as plain text files (.txt). YouTube can automatically synchronize your transcript with the video to create a caption file.

Select Upload a File. Select Transcript file type and select Browse. After choosing a file, select Upload.

Your transcript text will appear alongside the video. To synchronize it with the video, select Set timings. This automatically aligns the timings of your transcript to your video within YouTube. This will take a few minutes. Once the captioning file is available, review the timing to ensure accuracy, and click Publish.

For more complete information about YouTube captions, please visit [NCDAE Cheatsheets](http://ncdae.org/resources/cheatsheets/youtube.php) or [YouTube Help: Add Your Own Captions](https://support.google.com/youtube/answer/2734796?hl=en)

## Working without a transcript:

1. Contact Stacie Murdoch (smurdoch@clark.edu) for questions about getting your content sent to an outside vendor, 3Play Media, to caption for you. If you have made a good faith effort to caption your material but haven’t been successful, there is a limited amount of funding available for us for Spring 2020 to use an outside vendor, 3Play Media. You will need to submit these videos at least one week ahead of when you need them; though we do expect demand will be increasing and wait times could grow longer, so plan ahead!

3Play Media uses professional transcriptionists with content-specific knowledge and can be relied on for highly accurate closed captioning. The costs for this service vary but Clark College does have an account with 3Play. Contact coursecaptioning@clark.edu for help processing these videos. Videos needed captions must be submitted via YouTube link. For more information about 3Play, please visit: [3Play Resources](https://www.3playmedia.com/resources/popular-topics/closed-captioning/#adding).

For more information about how to upload a video to YouTube [select this link](https://www.wikihow.com/Upload-a-Video-to-YouTube).

Clark’s eLearning offers eL133 Captioning course, faculty can sign up when there’s openings to learn about YouTube captioning, including when you don’t have a script. Sessions in April!

## Need More Info?

DSS staff are available to assist you with your captioning questions. We are happy to provide one-on-one assistance or group training. Please call Angela Childers at 360-992-2955 and leave a message or call Angela’s new google voice number 407-986-0753 that she will often answer or email her at [achilders@clark.edu](mailto:achilders@clark.edu) with questions!

For other general accessibility questions, please contact Tre Sandlin [WSandlin@clark.edu](mailto:WSandlin@clark.edu).

### Sources

NCDAE (National Center on Disability and Access to Education) website

<http://ncdae.org/resources/cheatsheets/youtube.php>