

Captioning Guidance
High Tech Center Training Unit of the California Community Colleges
<http://www.htctu.net/>

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 You Tube? What if it's a sample of student work? What if the instructor owns it?

Here is a simple summary of when to caption and when not.

* **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.

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

* **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.

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Who Pays?

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

The Distance Education Captioning and Transcription (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

The grant supports captioning and transcription for multimedia materials used in the following activities:

- Distance education classes at CCCs
- Live (aka synchronous) distance education
- Delayed (aka asynchronous) distance education

Classes may be for-credit or non-credit courses; however, community education and community extension courses are not supported.

Funding can be paid either as reimbursements to the colleges or as direct payments to vendors when approved vendors are utilized.

The application process is as follows:

1. Identify classes that need captioning or transcription
2. Choose vendor selection process
3. Estimate number of minutes, get quote
4. Submit application
5. Notification of award
6. Submit end-of-term report on retention and success rates

The first step is to arrange for an agreement between your college and College of the Canyons.

Make sure to contact the grant before contracting with the pre-approved vendors in order to ensure that funds are available.

***** If you would like to use the DECT Grant, please contact the Distance Education Office and we can guide you through our process at SAC. It is easy and pretty painless!**