

Captioning Directions and Resources

Directions for DIY captioning for your own videos/ screencasts via Youtube:

Step 1: Log into Youtube

Step 2: Click on “My Channel” from the left side navigation bar

Step 3: Click on “Video Manager” from the top navigation bar

Step 4: Find the video you want to add captions to

Step 5: Click on Edit drop down arrow and select “Subtitles & CC”

Step 6: Click on “English (Automatic)” from the right side navigation bar

Step 7: Now the automatic captions appear on the left of your video. You can see where the errors are.

Step 8: Click on the blue “Edit” button on the right side above your video. Now you can go in and correct your captions.

Step 9: Choose “Save Changes.” It will ask you if you want to “Overwrite existing subtitles?” and you want to select “Publish.” Now you will see your newly edited subtitles in the “English” button directly under the “English (Automatic)” button.

How to add captions in YouTube video tutorials:

- How to use the automatic caption feature and how to easily edit incorrect captions tutorial: <https://www.youtube.com/watch?v=qYcj85tBje4>
- Already have your own transcript or don't want to use the automatic caption feature in Youtube? How to create subtitles and closed captions in YouTube Video: <https://www.youtube.com/watch?v=LCZ-cxfzv&feature=youtu.be>
- How to configure your settings so that you control who can see your videos: Youtube Settings: Unlisted v Private v Public Video: <https://www.youtube.com/watch?v=fViYcDDZyhk>
- Supported Youtube File Formats: <https://support.google.com/youtube/troubleshooter/2888402?rd=1>

College paid for captioning options available to all faculty:

- You must provide a transcript for videos if you are not teaching online or hybrid format, and any video shorter than 15 minutes must have a transcript. Please see the general captioning information and captioning request forms: <http://www.ohlone.edu/org/webcenter/videoaudio.html>

College paid for captioning options available only to faculty teaching online:

- Please see the general captioning information and captioning request forms: <http://www.ohlone.edu/org/webcenter/videoaudio.html>
- There is currently a Distance Education Captioning and Transcription Grant (DECT). This grant is for captioning materials for online or hybrid classes, or materials for digital learning repositories. Please contact Ann Burdett at aburdett@ohlone.edu
- If you are teaching online or hybrid courses and have materials that are less than 15 minutes in length and require a quick turnaround time, please contact Heather McCarty at hmccarty@ohlone.edu for information about a pilot program with rev.com.

You're ineligible for the college funded captioning resources and don't want DIY your videos? Here are some cheap options to pay someone else to do it for you:

- You can set up your own account with Rev.com. It is \$1/ minute and turn around time is under 24 hours. If you upload your video to youtube first and give them the link, they'll even put the transcript in for you. <https://www.rev.com>
- 3 Play Media is more expensive, but they do Spanish captioning. Their current rates are \$3/ minute. <http://www.3playmedia.com>
- There is also a crowd sourced captioning option that is free. I haven't used it, but if you're looking for foreign languages this might be the way to go. They also have a professional captioning service that you pay for, but is reasonably priced. <https://amara.org/en/>

I don't want to make my own videos. How to find videos on youtube that are already captioned?

Videos with captions available will have a "CC" icon underneath the video summary in search results. If you'd like search results to only show videos with captions available, enable this search filter:

- Step 1: Enter your keywords in the YouTube search bar
- Step 2: Click the **Filters** button
- Step 3: Click **CC** (closed caption)

Here is a video that walks you through this if you need some more help:

<https://www.youtube.com/watch?v=d1sRvT2xFLO>