

Captioning Recordings

The programs below allow one to record and provides an automated transcript; however, it **still requires one to edit the content, sync it with the video and post it as a caption after the transcription is generated**. The auto transcription is a great starting point, just not the end product of a caption.

Faculty Created Content for Students:

- If there is **less than 2 weeks lead time**, one can correct automated captions with the following:
 - ConferZoom
 - Screencast-O-Matic
 - Camtasia – Available on IVC owned computers
 - Cranium Café
 - G Suite Meet
 - YouTube
- If there is **at least 2 weeks lead time**, submit recordings to be captioned with the DECT grant:
 - Create a 3CMedia Account , upload the pre-recorded instructional video and request captioning which will automatically submit it for the DECT grant funding (typically a 5 day turn time but during peak times like beginning of semester can be 3 or more weeks)
 - Contact Alt Media for assistance with submitting the recording to the DECT grant (approximately 2-3 week turn time)

Content That Faculty Does Not Own:

- Locate a version that is properly captioned
- Request owner to caption properly
- Overlay captions with Amara

IVC Support

- Schedule an appointment with Jennifer Calderin, Alt Media Specialist, at ivcaltmedia@ivc.edu for the following trainings:
 - a) Captioning training that focuses on YouTube, Amara (which allows one to overlay captions on a video they do not own) and how to use 3cMedia
 - b) Schedule an appointment for a 1-on-1 session
- Tim Van Norman, Instructional Technologist, can provide assistance with Canvas, Screencast-O-Matic, Zoom and 3CMedia concerns. Please contact him at tvannorman@ivc.edu
- DSPS will coordinate live captioning services to students requesting an accommodation due to a disability. Please email the office or refer the student to ivcdsps@ivc.edu

Accessibility Resources

- Accessibility within Canvas -Specific accessibility Canvas features
- General Accessibility Design Guidelines - Lists general best practices
- @One Course - A free self-paced course on accessibility in Canvas
- IVC Accessibility Videos - Tutorials on various programs (i.e. 3CMedia, Canvas, ConferZoom)