

Instructional Media – Captions and Transcripts

Media Files

If using a commercially produced CD, DVD, videos, recordings, or any other media with audio must include accurate captions (under certain circumstances, a transcript may be sufficient). This includes any required, supplemental or optional course material.

Note: The process for turning on captions may be different for the various browsers and players (Windows Media Player, QuickTime, RealPlayer, etc.).

Contact either your campus [library](#) or [Captioning Services](#) for assistance.

Presentations and Podcasts

All audio and video materials must include transcripts and captions. These include podcasts, animated PowerPoint presentations, YouTube, and many other groups of materials.

Note: Consider starting with a script to make the captioning process easier.

If you need assistance transcribing or captioning a file, you will need to get in touch with [Captioning Services](#).

1. If the file is small enough, you email it directly to [Captioning Services](#).
2. MP4 video files or other large media files may be too large to send via email. Please refer to [Cloud Services](#) to learn how to upload and share the file for captioning via Microsoft OneDrive.
3. You can also save large media files to your Google Drive, and then share those files with [Captioning Services](#).

Blackboard Collaborate/ Collaborate Ultra

Captions can be provided for live/synchronous instructional sessions conducted in Blackboard Collaborate or Collaborate Ultra. Send the day, date, time, length of session and session link to [Captioning Services](#). You should send your request at least five business days ahead of the event. We will attempt to schedule captioners with less notice, but cannot guarantee that a captioner will be available.

Note: For more information, refer to [Blackboard Collaborate Tips](#) and consider registering for [Blackboard Collaborate Training](#).

Contact [Captioning Services](#) for assistance.

Panopto Videos

If you are planning on using Panopto you must notify [Captioning Services](#) **prior** to making the recording. The captioning feature must be turned on **before** the recording is made. Include your name, course name, number, and section information. Allow at least 3 business days for captioning to be completed.

NOVA YouTube and/or NOVA iTunes U

Instructors wanting their videos uploaded to [NOVA YouTube](#) and/or [NOVA iTunes U](#) should do the following in order to insure the videos will be made accessible:

1. If a video was produced using a script, please provide the script along with the video to [Robert Brown](#), Digital Media Coordinator, [WSDM](#).
2. If a video needing uploading has dialog, but a script cannot be provided, allow between 1-2 weeks before the video will be uploaded in order for the video to be transcribed. Once the transcription has been created, the video will be closed captioned and uploaded.

NVCC Video on Demand (VOD) System

Videos housed on NVCC's [Video on Demand Server](#) must be captioned. Contact the [TV Center](#) for assistance.