

Instructional Media – Captions and Transcripts

Media Files

If using a commercially produced CD, DVD, videos, recordings, or any other media with audio you 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](#).

Zoom Live Captioning

Captions can be provided for live/synchronous instructional sessions conducted in Zoom. Send the day, date, time, length of session and session link to [Interpreter 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.

Contact [Interpreter Services](#) for assistance.

Zoom Recordings

If you are planning on using Zoom to record you must record to the cloud and have the transcription feature on. See for more information: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->

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

College Videos housed on NVCC's [Video on Demand Server](#) will be sent out for captioning upon being uploaded to the system. Captions take 3 business days. Contact the [TV Center](#) for assistance.

For more resources visit: [Disability Support Services](#).