



Video Captioning

[The Basics]

Captions are an important part of creating a video. You will often have viewers who are either hearing impaired or who don't have access to speakers or headphones. Captions allow you to share your content in a variety of circumstances.

Captions display the audio as text on the video screen. They should reflect exactly what is spoken and should be timed to coincide with the person speaking. Not only should captions include the words that are spoken, but also important sounds like music, laughter, and noises.

Below we quickly discuss why captions are an important part of creating a video, the differences between captions, subtitles, closed captions, open captions, and how to use the automated captioning services of YouTube and VidGrid.

Why caption your videos?

**Rehabilitation
Act (Section
508)**

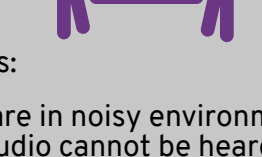
**The
Americans
with
Disabilities
Act (ADA)**

It's the law!

It is our legal responsibility to afford the opportunity for students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally and integrated manner.

Click the Acts to the left to learn more.

Captioning improves accessibility and usability for the viewers of your videos.



Captioning ensures effective content delivery in many situations such as:

- For users who are hearing impaired.
- When users are in noisy environments where the video's audio cannot be heard (such as airports).
- For users whom English is not their primary language.
- When users are in quiet environments where the video's audio would disturb others (such as libraries).
- For users with cognitive and learning disabilities who need to see and hear the content to better understand it.
- When the user's computer speakers are poor or distorted.
- When users are multitasking at home or in the office.

Closed vs. Open Captions

Closed Captions (CC)

Closed Captions (CC) are user-activated, usually through a button on the video's dashboard or within menu settings on the video's player.

Open Captions

Open Captions are "always on" as part of the video. When you click to run the video, the captions are there, providing the same view for all users. Users can not elect to turn them off.

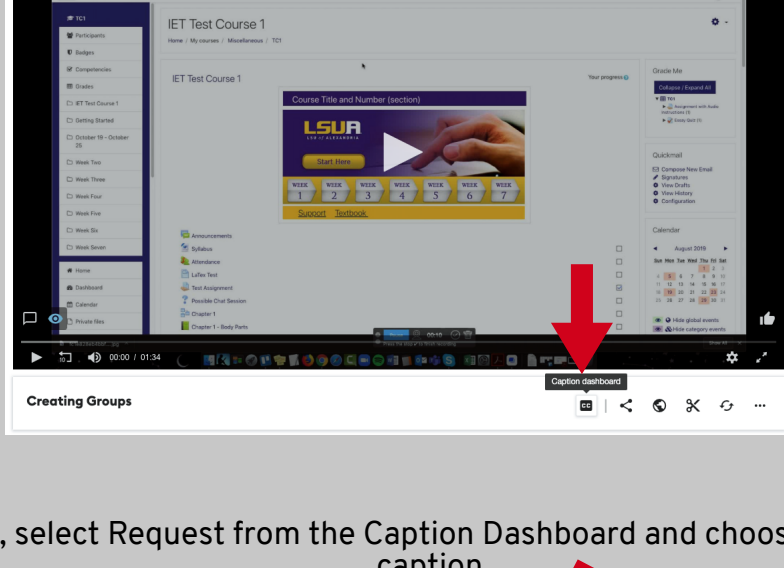
For the purpose of creating videos for teaching and learning here at LSUA, use VidGrid and YouTube's automatic closed-captioning services.

Recommended Automatic Captioning Services



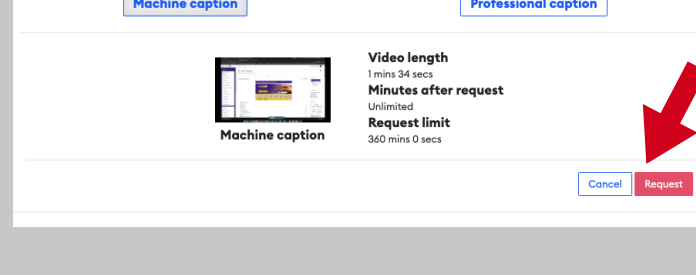
Adding machine captioning to VidGrid videos is easy-peasy!

From your VidGrid video, click the CC button in the bottom right.



Note: If you do not have a VidGrid Creator account, email iethelp@lsua.edu to request one.

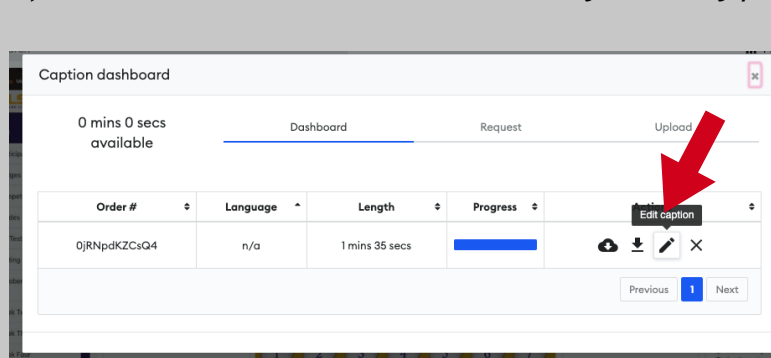
Next, select Request from the Caption Dashboard and choose Machine caption.



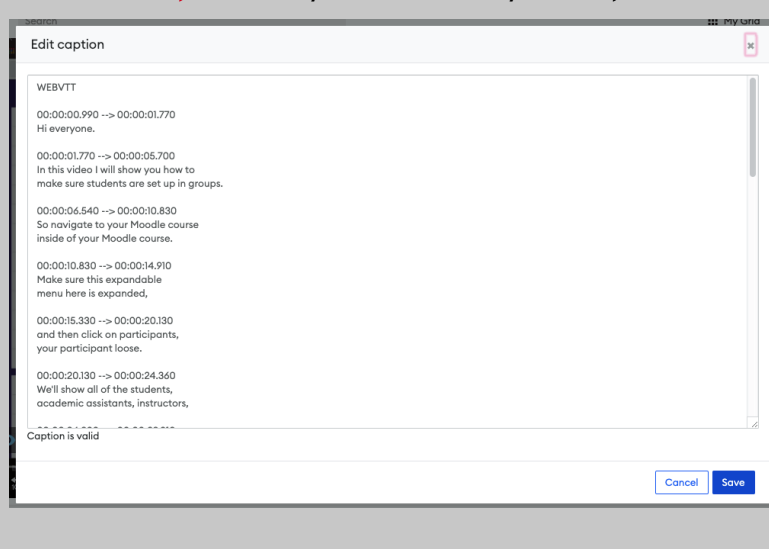
Once your captioning request is complete, you will receive a confirmation email.

To edit your captions, return to your video and select the CC button in the bottom right to access the Caption dashboard. **Remember, automatic captions might misrepresent the spoken content due to mispronunciations, accents, dialects, or background noise. You should always review automatic captions and edit any parts that haven't been properly transcribed.**

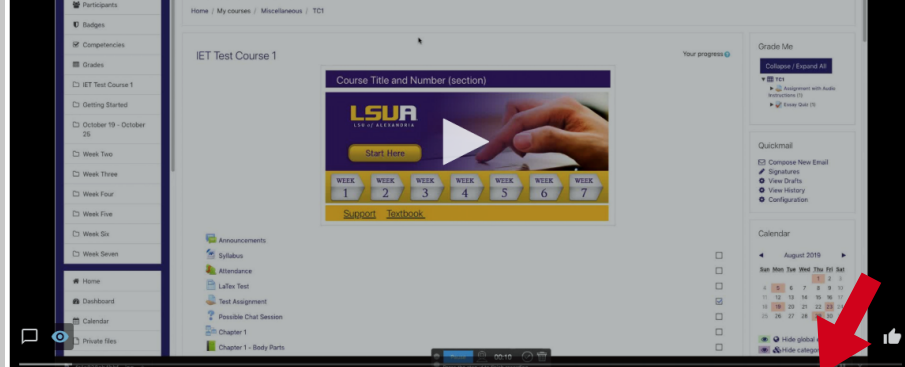
Click the pencil icon in the Actions column to begin editing your captions.



Edit your captions as necessary. However, **do not make any changes to the time stamps**. Once you've edited your captions, click Save.



To view the captions as your video plays, click the CC button on the video's player.



Automatic captions in YouTube are available in English, Dutch, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish.

If automatic captions are available, they'll automatically be published on the video. Automatic captions may not be ready at the time that you upload a video. Processing time depends on the complexity of the video's audio.

YouTube is constantly improving its speech recognition technology. It is best practice to always review automatic captions and edit any parts that haven't been properly transcribed.

Here's how you can review automatic captions and make changes in 4 easy steps:

- To access your video manager in YouTube, click on your image icon in the upper right and select YouTube Studio (beta).
- Next, click Videos on the left side.
- Click on the video you want to edit captions for. On the next page, hover your mouse over Other features, and select Translation & transcription.
- Next, click English (Automatic). A page with your captions will display. Click Edit to edit the captions for your video. Don't forget to click Save changes when you're finished.

If you have any questions, submit a ticket to iethelp@lsua.edu.