

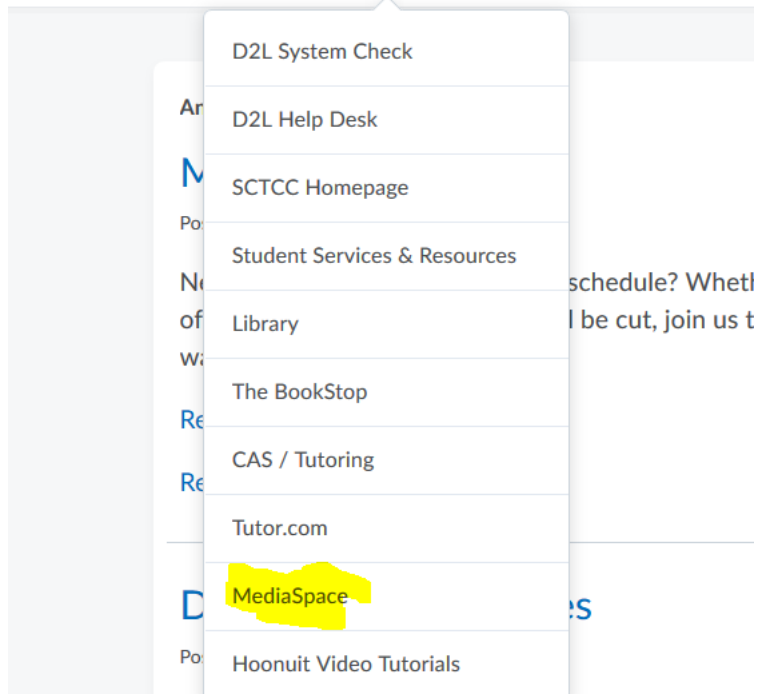


### **Requesting Captioning for Course Content:**

**Please note: priority access to captioning resources will be provided to those individuals who have students enrolled in their courses who are Deaf/HOH.**

#### **Instructions:**

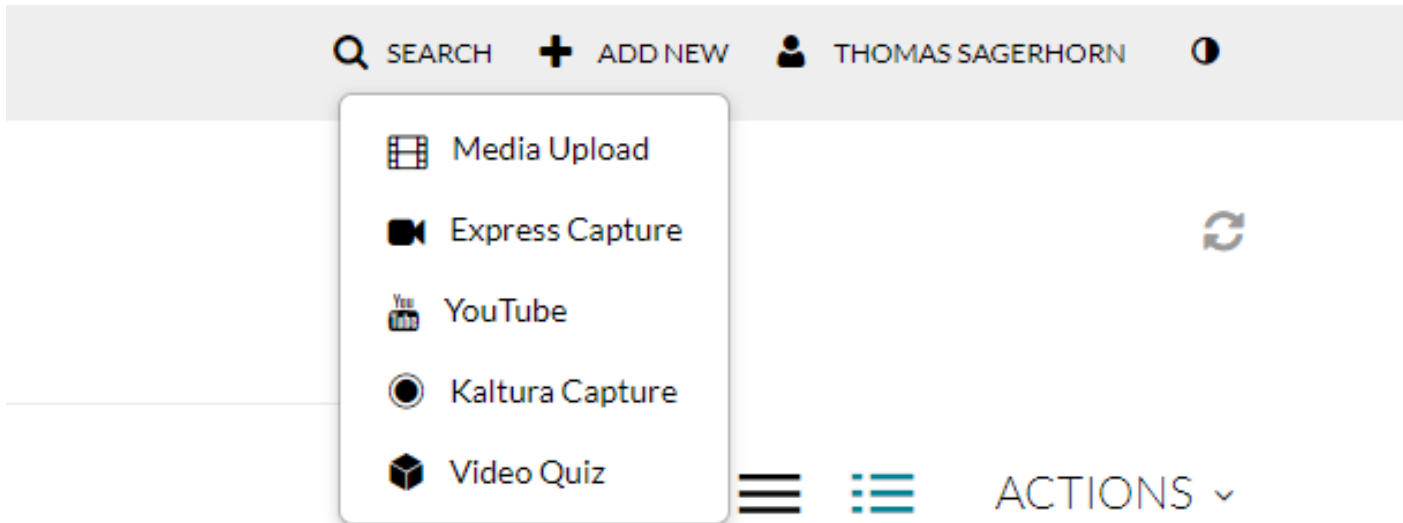
**Prelude:** Requesting captioning will require the use of MediaSpace. While many of you have used this resource, for some this is new. The process for accessing this page is quite simple. To access MediaSpace, go to your D2L/Brightspace link. Then, under tools, select "MediaSpace." Refer to the image below:



Those of you utilizing Kaltura software to develop video/lecture are ahead of the game. Faculty wanting to have a video captioned that they've created using Kaltura MediaSpace can start with step **2v**.

**Login** to media space: <https://mediaspace.minnstate.edu/> .

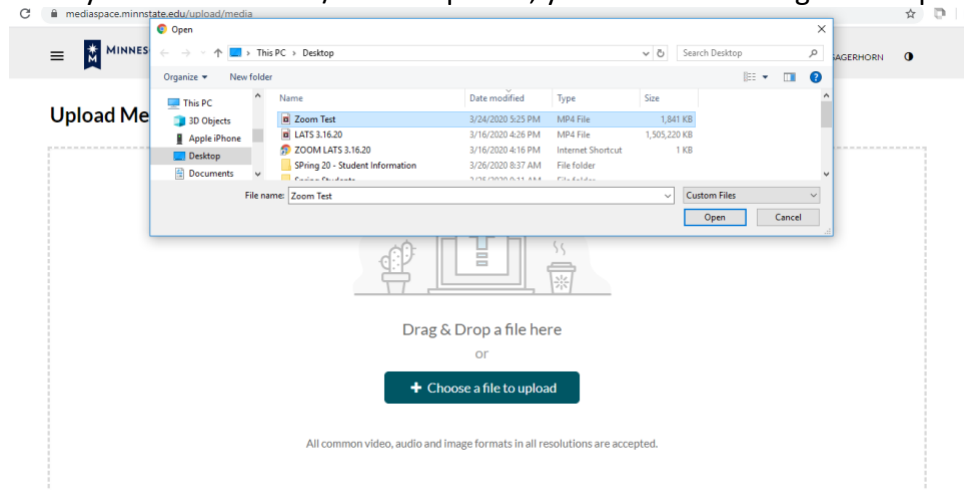
1. To upload a file or share a YouTube link, go to the top of the page and select **"Add New"**



2. **OPTIONS:** Five options are displayed. There are likely only two you will be using for captioning: Media Upload and/or Youtube. (To be perfectly honest, I don't know how the other options function).

a. **Media Upload:** For your personal recordings or content you have downloaded onto your computer. This process is very intuitive.

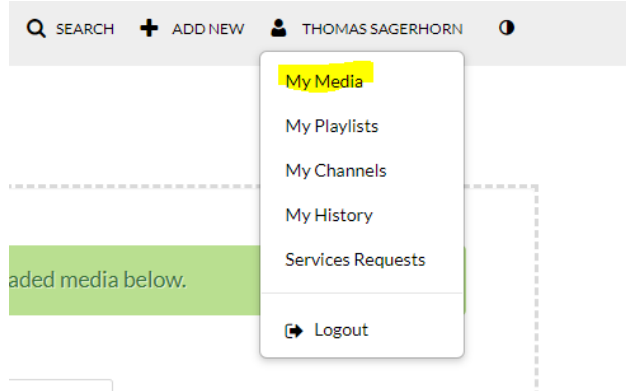
i. Once you have a lecture/talk completed, you can either “drag and drop” or “choose a file to upload.”



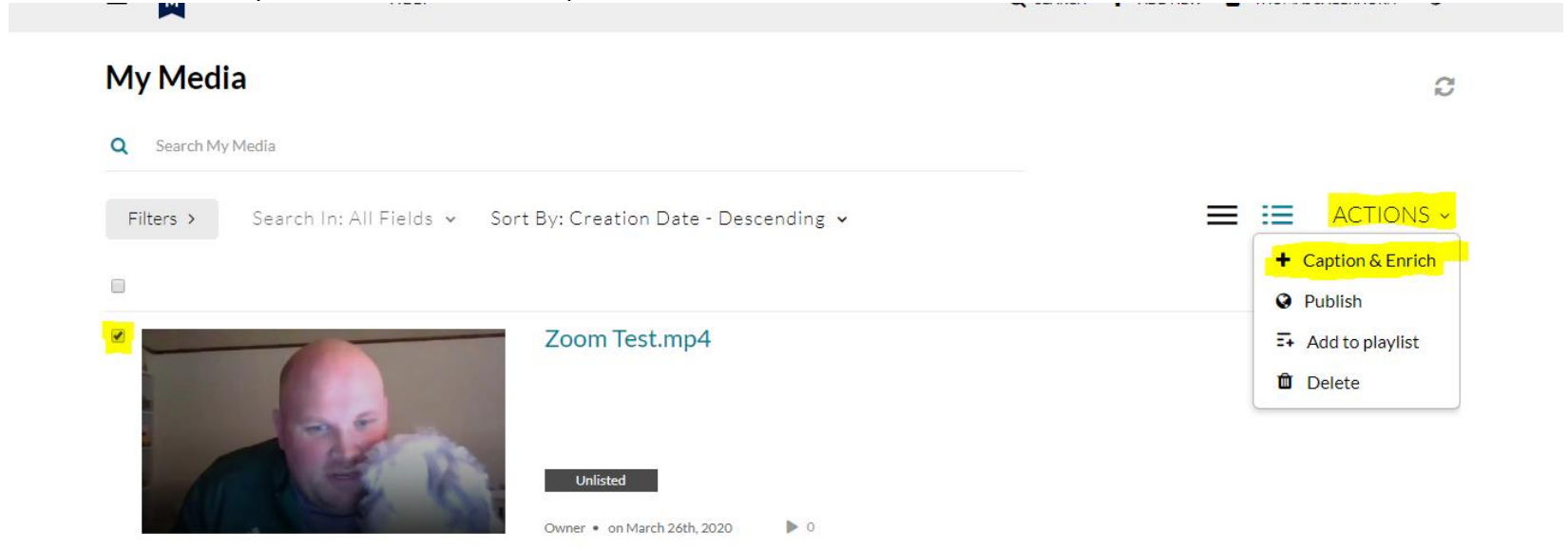
ii. **Naming your file:** Once uploaded, please include the course name and your name in the required name field.

iii. **Additional Fields:**

1. You can choose to add a collaborator if you are co-teaching or have a TA or office coordinator with whom you are working.
  2. You must choose between: Private, Unlisted or Public. If you are posing in D2L, it should be (at a minimum) “unlisted.”
  3. You may also add additional files at the bottom of the page.
- iv. Once you have completed the process, click **Save**.
- v. Then, click on your name at the top of the page and **select “my media”**. (Your page will not say “Tom Sagerhorn.”)



- vi. **Select** the video(s) you would like to have captioned by checking the box on the left column of your page. **Then** under “Actions” select “Caption & Enrich” from the pulldown menu.



- vii. **Ordering Captions page:** You will have a number of fields to complete on this page. It is important that you do the following:
- **Institution:** There are multiple options in the campus pull down --> **choose SCTCC.**
  - **Service:** Professional is the default. Choose this option, as the “manual” option is 80% at best.
  - **Source Media Language:** English is the only option.
  - **Feature:** Captions is the only option
  - **Turnaround time:** We ask that you choose “**best effort**”. If you ask for less time, a member of our team will reach out and ask why this shortened turnaround time is necessary. Choosing less time is only an option if there is a major concern.
  - **Instructions & Notes:** This information is relayed to the vendor who is creating captioning. We do not see this information once submitted. You are welcome to provide them with as many instructions as you determine to be appropriate.

MINNESOTA STATE

SEARCH + ADD NEW THOMAS SAGERHORN

### My Media

Order Captions & Enrichment Services - 1 Selected Media

Institution:

There is no cost associated with ordering Machine captions

Service:  Source Media Language:

Feature:  Turnaround Time:

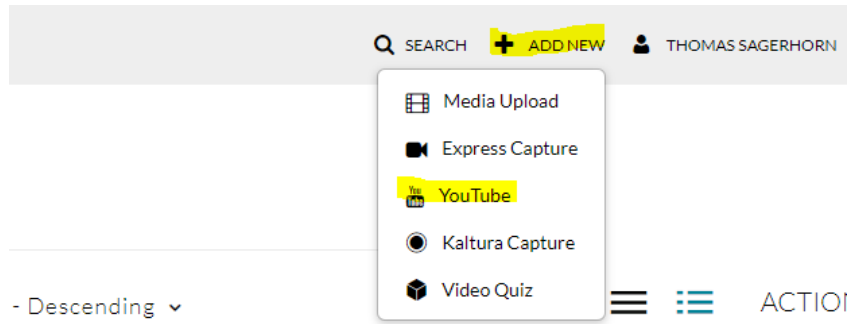
Instructions & Notes:

Cancel Submit

- viii. **Submit** and you are finished. Your file will be returned to you in approximately 48 hours.
- ix. **Email Confirmation upon completion:** You will receive an email confirmation, when captioning is complete.

3. **TO ADD AND CAPTION A YOUTUBE VIDEO:** There are certain YouTube videos that do not allow for third-party viewing or sharing. In such circumstances, faculty are encouraged to identify “equivalent alternatives” that can be provided in an accessible format.

- a.
  - i. Begin in your “My Media Page” and from the “Add New” pull down menu, choose YouTube.




- ii. **Video Page Link:** Paste the Link, and click “Preview”. Be sure to complete the Fields appropriately. Most will auto-fill from Youtube. Choose “Unlisted” so you can share the file in your D2L page. Then click save at the bottom of the page.

## YouTube

Video Page Link (or Content ID)

Note: Only public YouTube videos are supported



Please fill out these details:

**Name (Required)**

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled. ×

Private - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

Published - Media page will be visible to individuals according to entitlements on published destinations

**Save**

iii. **Return to your "My media" page:** Then follow the direction above, for submitting a video for captioning.