Tackling Captions
A short guide on why and how to use captions

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Who are closed captions for?

- Anyone who is hearing impaired
- People with learning disabilities
- People who process written information better than audio
- English as a Second Language Learners
- People studying where playing audio isn't appropriate
Why should I use captions?

• Captions enhance the Universal Design of your class and have the potential to reach more students
• The absence of captions can create barriers to learning
“No one in my class has an accommodation for captions. Should I still use captions?”

• The short answer is yes.
  – Many students benefit from captions outside of those with accommodations.
  – Research has shown captions can increase student attention to lectures\(^1\) and enhance second-language learner pronunciation\(^2\)

• Captions help to establish an environment of inclusivity
  – Students may not disclose their accommodation, and others who benefit from captions may not have accommodations

What’s the difference between Captions and Transcripts?

- **Captions**
  - Synchronized to appear at approximately the same time as the corresponding audio
  - Include descriptions of important audio information (like music, sound effects)

- **Transcripts**
  - Text version of the speech and non-speech audio information
  - Searchable
  - Can be accessed by users of screen readers or braille readers

- **Notes on Both**
  - Equally beneficial
  - Though both contain the same text, they are not one-for-one substitutes
  - Both should be included on video media
Are auto-generated captions enough?

- At CSU, Echo and Stream now automatically provide auto-generated captions
- While auto-generated captions have come a long way, they are far from perfect
- Short answer, they are a start
- In some cases, auto-gen captions can be near perfect
  - But one small mishear can easily distort the meaning
  - In most cases, auto-gen captions have difficulty with jargon and technical terms

Example Video: COCE Media Services MediaSite Desktop
Searching for Videos with Captions

In YouTube and Google
Searching for Captions in YouTube

- In YouTube, enter your keywords in the YouTube search bar and click **Search**
- Click **Filters** to filter results
- Click **Subtitles/CC**
Searching for Captions in Google

- Navigate to https://www.google.com/advanced_video_search
- In the subtitles drop down, select closed captioned only
I've found a video on YouTube, but it doesn't have captions, what should I do?

• Email the video owner and check if they are willing to add captions
Editing Captions in Echo

- There are two ways to edit captions in Echo: 1. Directly from the video, 2. From the Course page

1. From your library, click on the video. In the details menu of the video, click on Edit Transcript

2. From your course, click on the green menu button. In the dropdown menu, click on Edit Transcript
Editing Captions in Echo continued

- In the transcript editor, click **Edit Transcript**.
- After edits have been made, click **Save As New Version**.
  - You can edit as many times as you need.
  - Each save will create a new version.
  - You can restore to a previous version via the **Version** dropdown in the top left of the editor.
Editing in captions Echo: most important point

- Echo automatically creates an auto-generated transcript to varying degrees of accuracy
  - However, this only creates a transcript of the video and does not create closed captions
- To apply closed captions to a video (auto-generated or human edited) you MUST hit the Apply To CC button in the transcript editor
Editing Captions in Stream

- Click on the video in Stream
- On the right of the screen is the transcript, click on the pencil icon to begin editing
- Click on the text you wish to edit, and click **Save** or **Discard** when finished
- Note
  - If a transcript has not generated, this can be prompted by selecting the language in the **Video Details** menu
Accommodations and Learning More

What to do if a student has an accommodation for edited captions and who to talk to about editing captions
I have a student with closed caption accommodations, what does that entail?

• Typically, TILT Caption Support will contact you
  – in most cases, before the start of the semester

• TILT has a streamlined process to create edited captions for accommodations
  – In short, instructors upload videos to their Echo or Stream course
  – TILT editors will then edit captions for accuracy
If you want to learn more about captions/captioning

- You can always contact TILT Caption Support at tilt_caption_support@Mail.colostate.edu
Thank you