



Accessibility: Captioning

Using YouTube to caption video content

We'll take a look at several ways to leverage YouTube's automatic captioning to create accessible video content. Per KCC's newly approved captioning policy, all new video content must be captioned and old content remediated. While there are many ways to caption video content, we'll look specifically at leveraging YouTube's automatic and community sourcing captioning. We'll cover the following topics with detailed tutorials documented on the following pages:

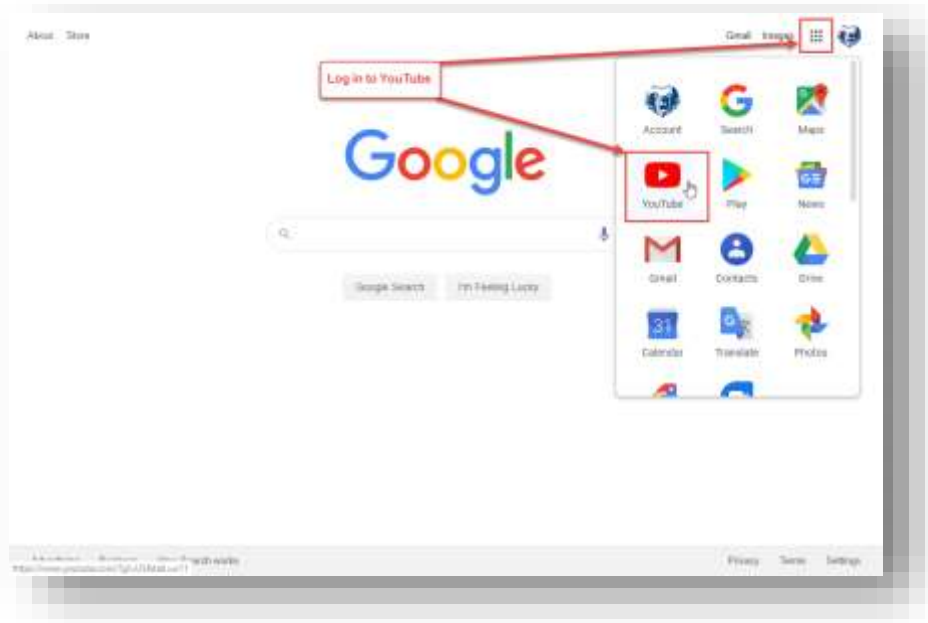
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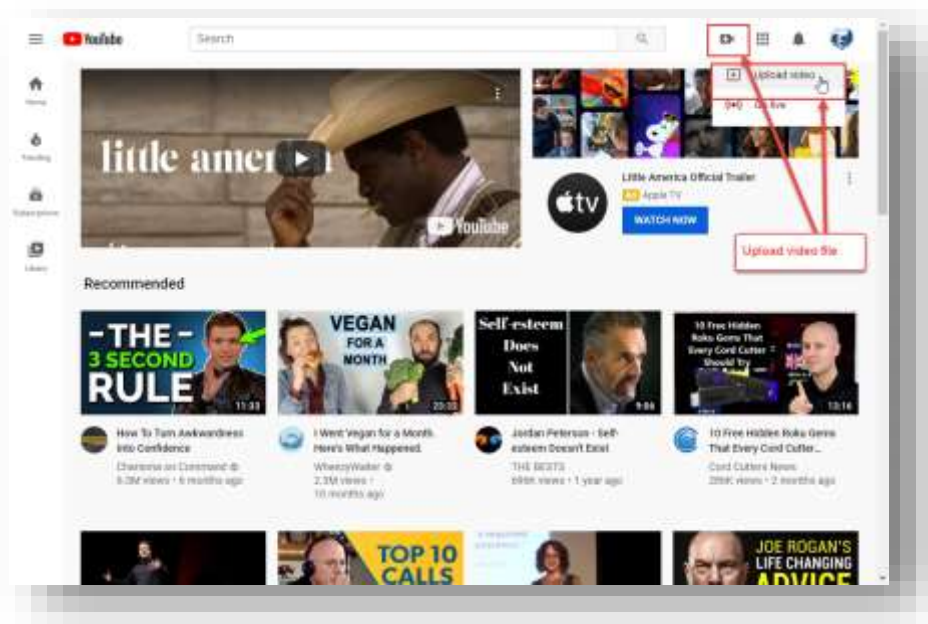
Upload Video to YouTube

1. Log in to your YouTube account.

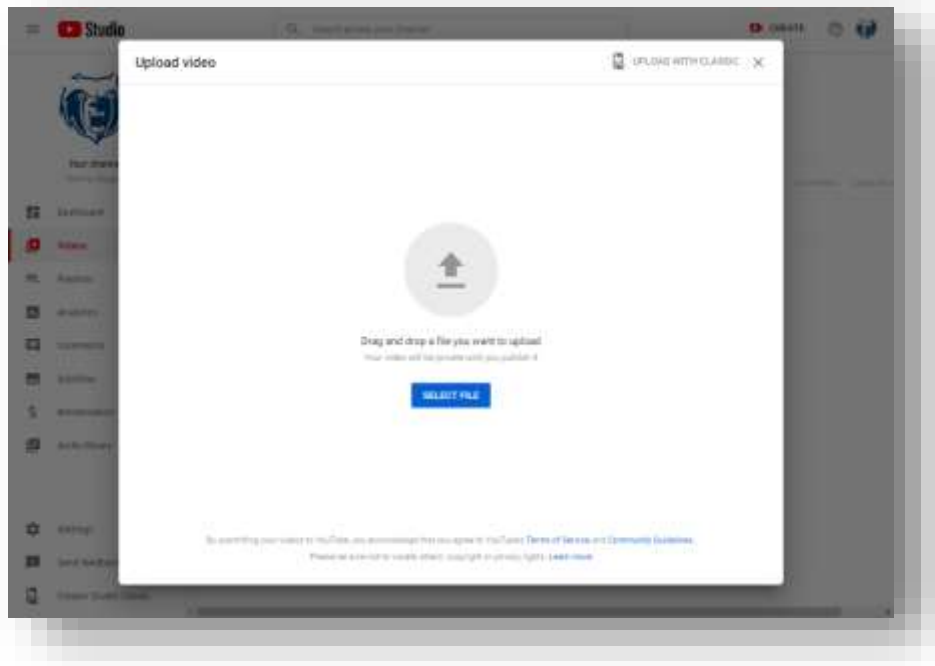
NOTE: any Google account will have an associated YouTube account.



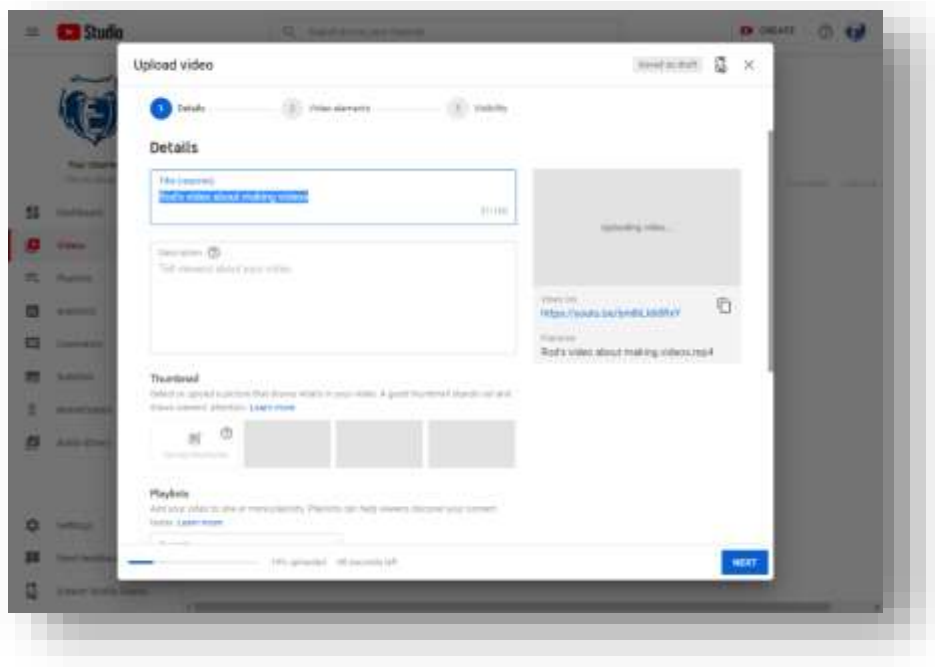
2. From YouTube, click the “Create a Video or Post” button.



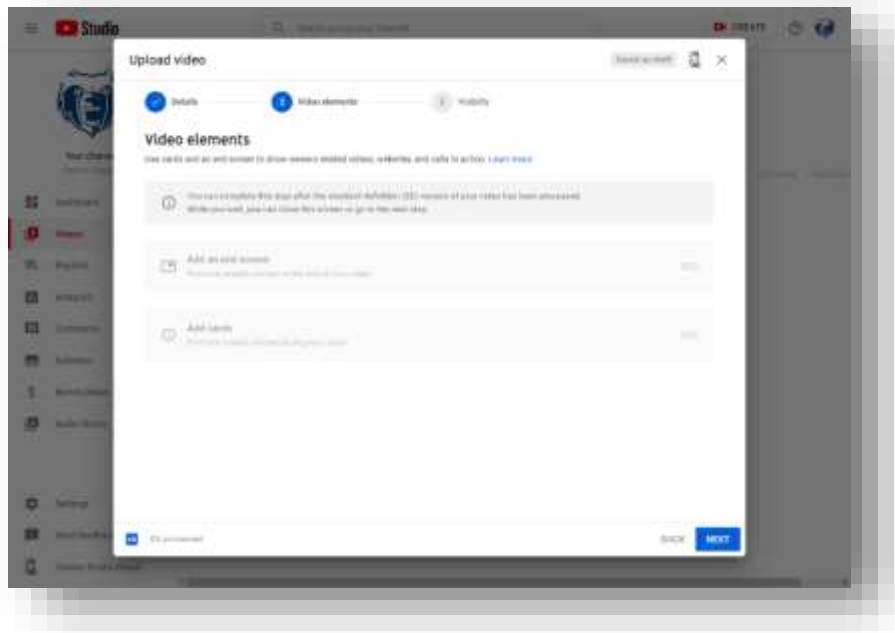
3. Drag and drop your video file (or click the “Select File” button to navigate to your video file).



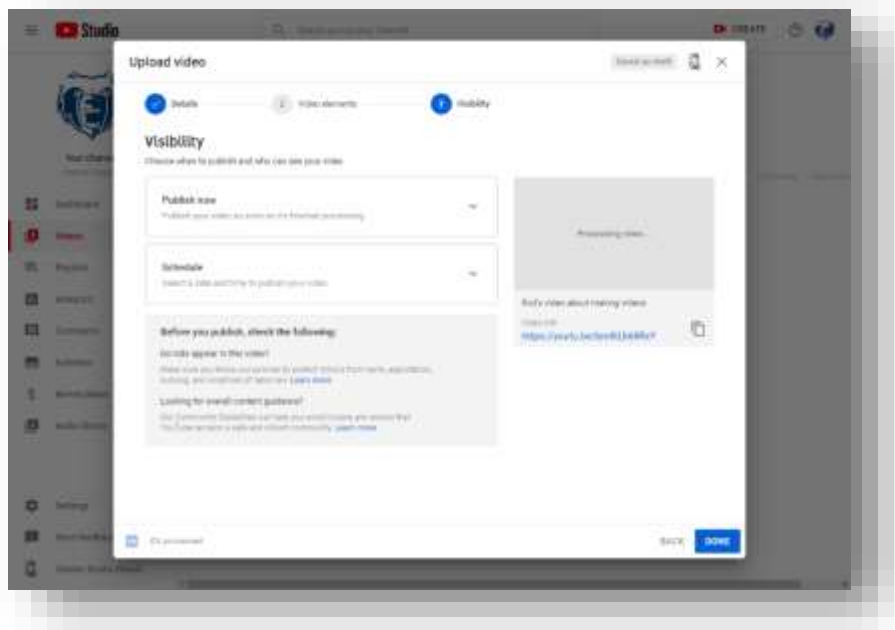
4. Enter details (Title, description, thumbnail, etc.) and click the “Next” button.
NOTE: By default, the Title field will use the file name but this may be edited if needed.



5. Enter any additional video elements and click the “Next” button.

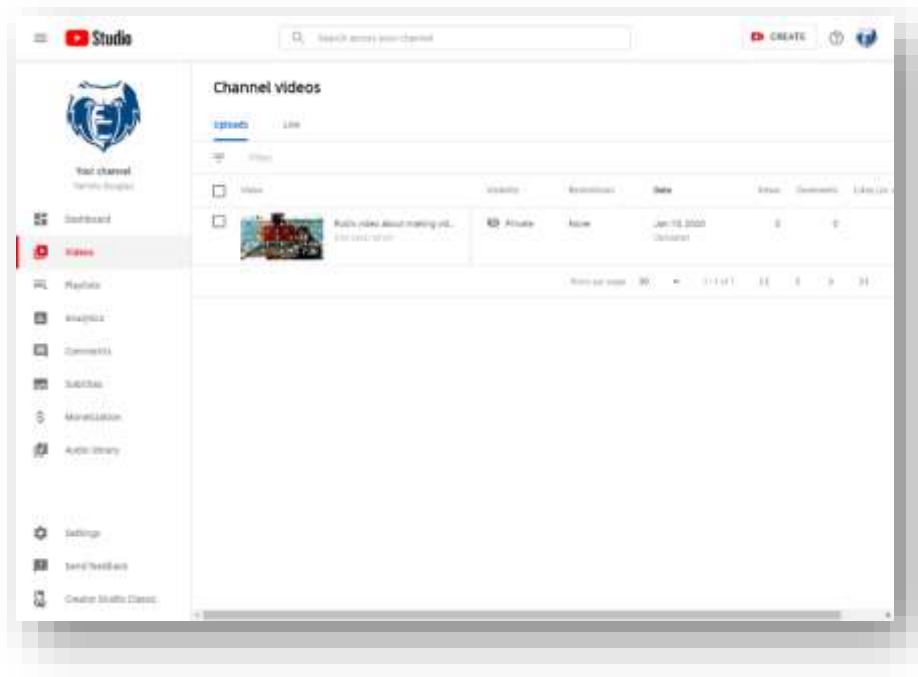


6. Choose the visibility settings for your video in YouTube. Click on “Publish Now” to set your video access settings (Set to “Private” while you create and revise your captions).

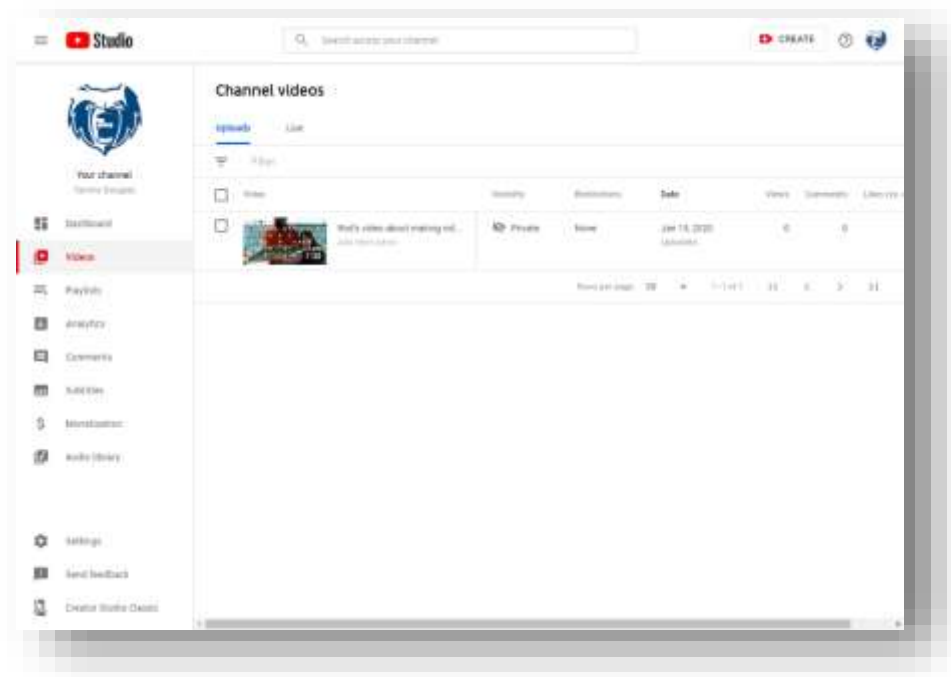


NOTE: Uploading a video file to YouTube is subject to YouTube’s [Terms of Service](#). Read through these details to ensure you are comfortable with the outcome (in particular Uploading Content, Rights You Grant, License to YouTube, License to Other Users, etc.).

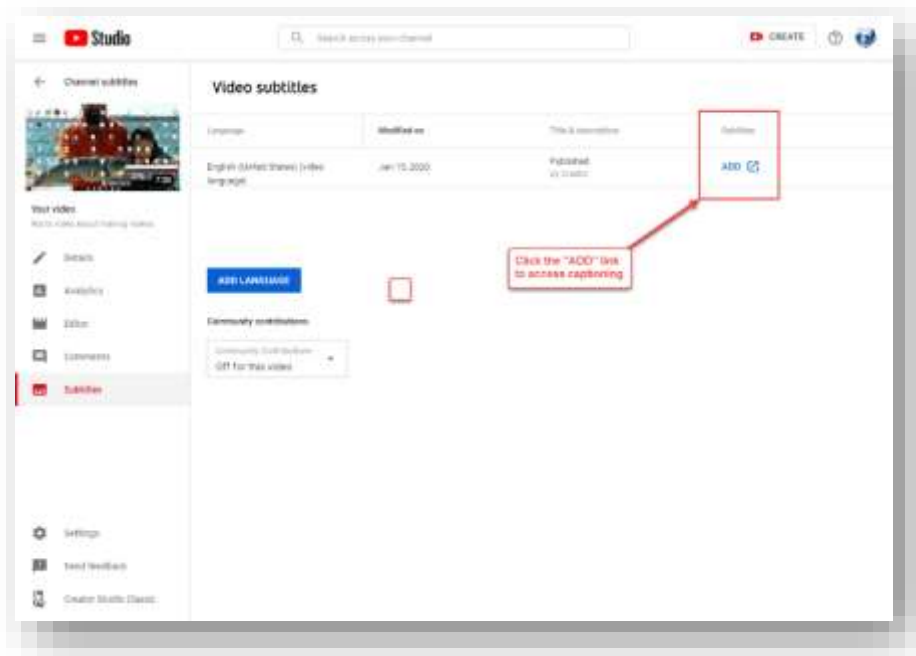
- Your video will appear in your Channel video list.



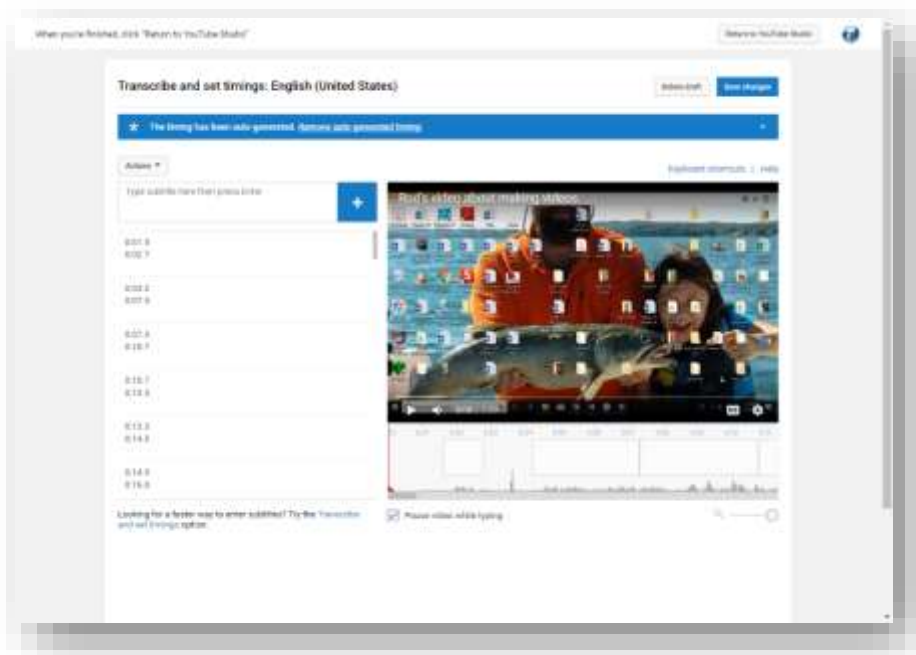
- Click on the video image or video title to access captioning options.



9. Click on the “ADD” button under the Subtitle heading.



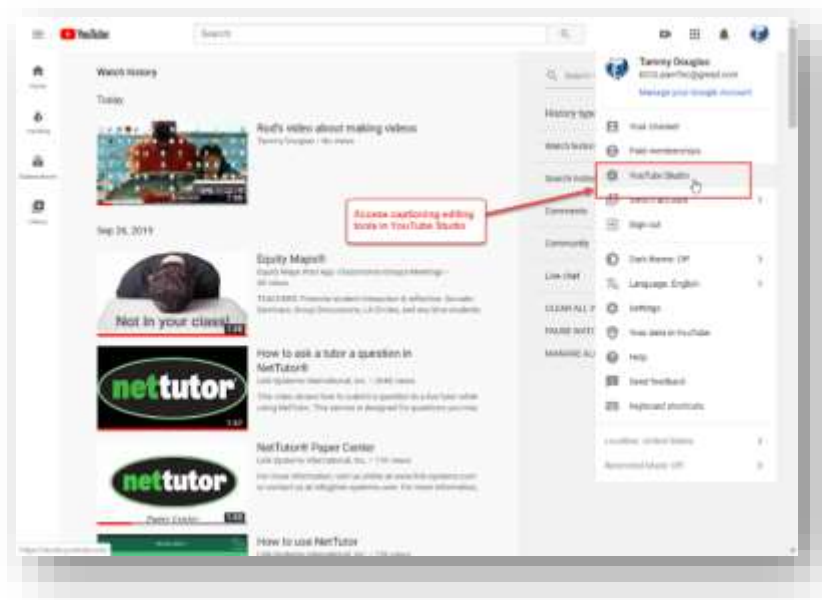
10. YouTube’s auto captioning will take a few more minutes to generate and is editable.
NOTE: You may manually enter captions using the YouTube editor.



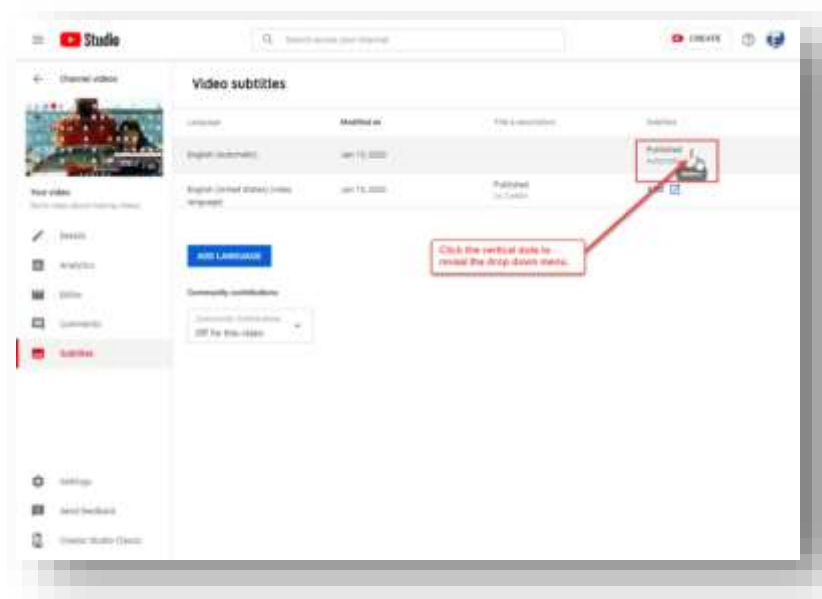
Editing YouTube Auto Captions

YouTube provides digitally generated closed captions on all videos. While the video is captioned, the legal standard also requires **accurate** captioning. This section will demonstrate how to revise auto captioning for accuracy.

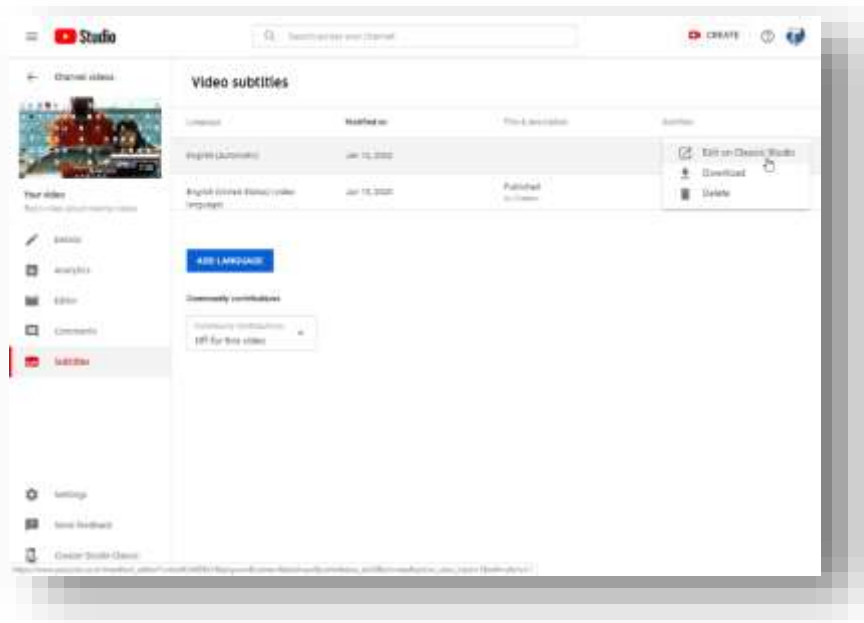
1. From your list of videos (Watch history is a great place to start), use the right side menu to select “YouTube Studio”. You may need to click “Subtitles” on the left side menu.



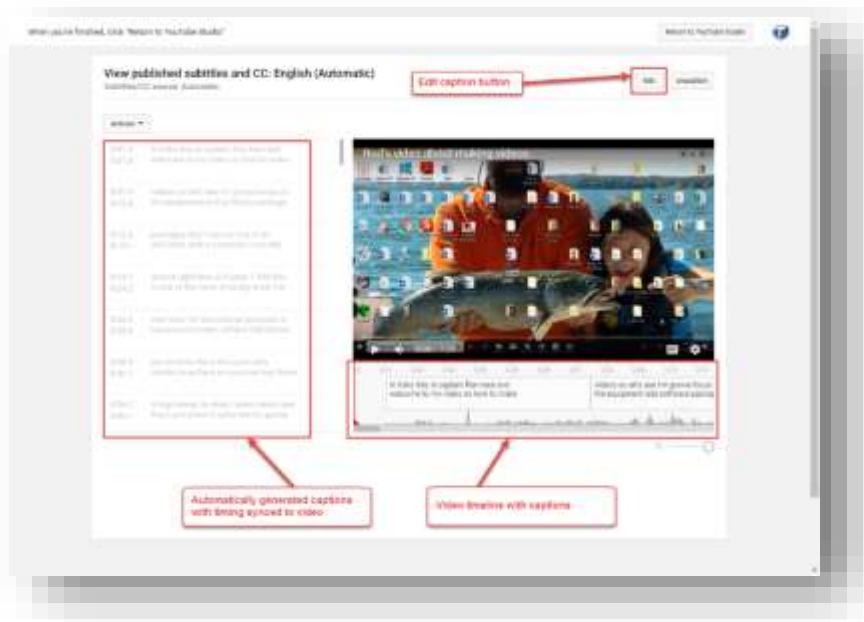
2. From the Video Subtitles list, click on the menu option to the right of the “Published” status.



3. Choose “Edit on Classic Studio” from the drop down menu.

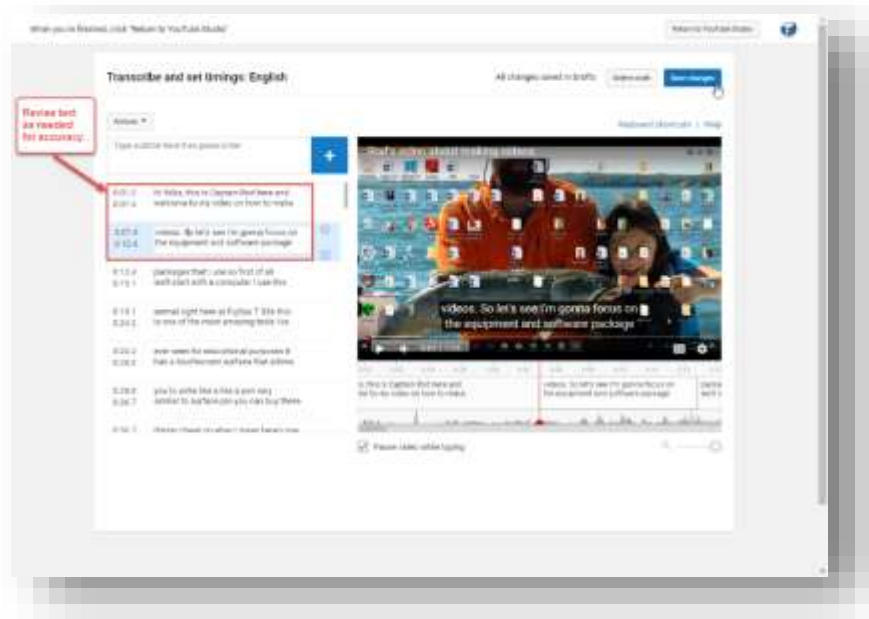


4. The captioning window will show the video, timing, and automatically generated captions.



- The video caption text on the left of the video panel or the lower timeline may be edited (edits in one area will reflect in the other area).

TIP: Correct grammar, capitals, initials/acronyms, punctuation, etc. While errors may occur, the legal standard requires captioning to be 99% accurate.



- Click the “Save Changes” button when finished (you may returning for further editing later if needed).

Downloading a Caption File

Once the caption file is reviewed, revised, and ready, you may download the file for use in other areas (e.g., Ensemble). You may leave the video on YouTube (with privacy changes to allow students to view) and place a link within Moodle or otherwise distribute.

1. From the caption editing screen, click the “Actions” drop down menu and select the format option.

NOTE: If using on Ensemble, choose “.vtt”. Upon upload, this file will create the closed captioning on the video and also provide an option for interactive transcript. Note the location of the downloaded .vtt file for later use (or move to a usable location).

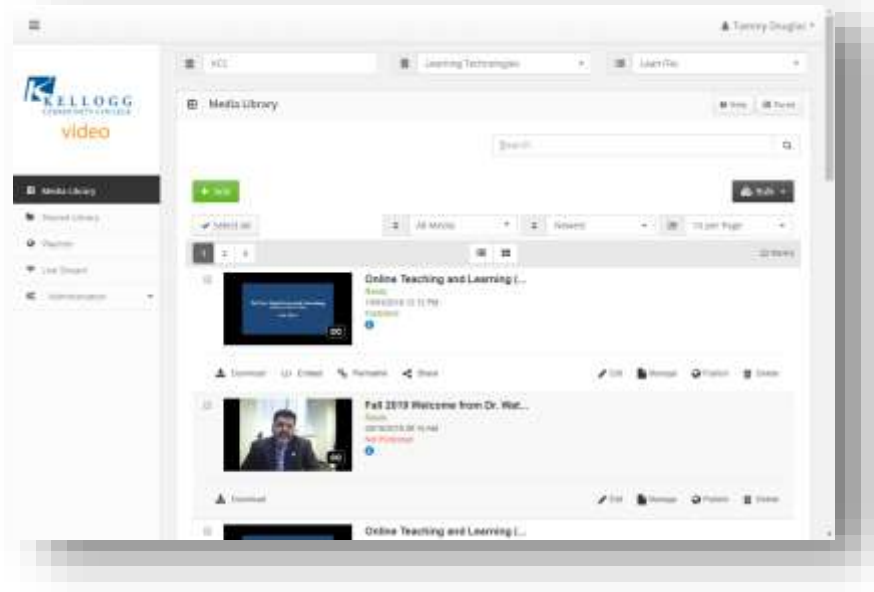


Creating Captions for Ensemble

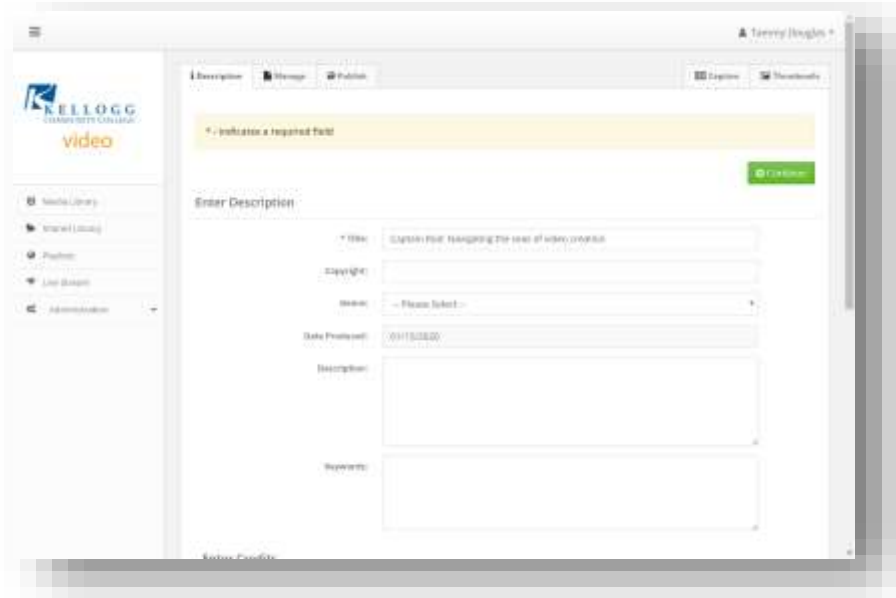
Ensemble is KCC's internal streaming option (like a private YouTube without the potentially troublesome Terms of Agreement/Use).

NOTE: If you have not used Ensemble, please contact Ron Coller (collerr@kellogg.edu or 2387) for training and enter a work order to obtain a user name/password.

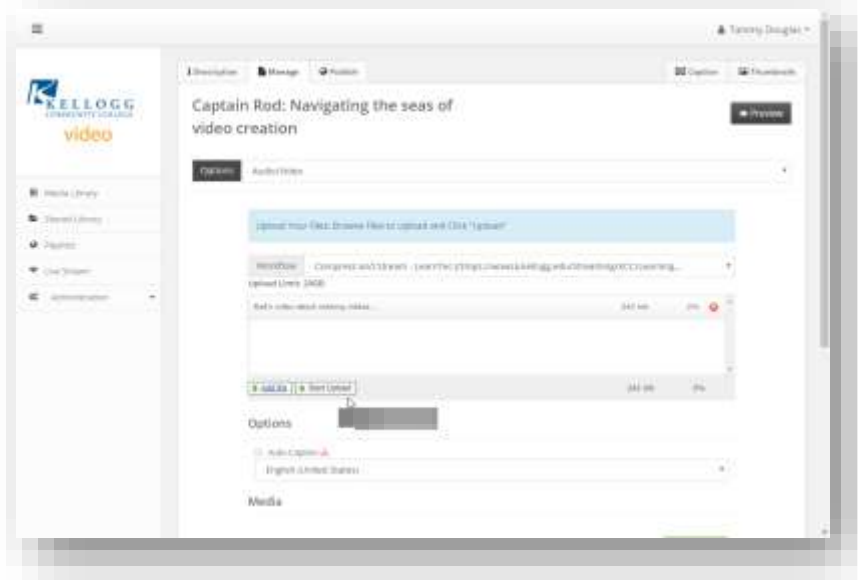
1. Once logged in to Ensemble, click the "+Add" button to upload the video file.



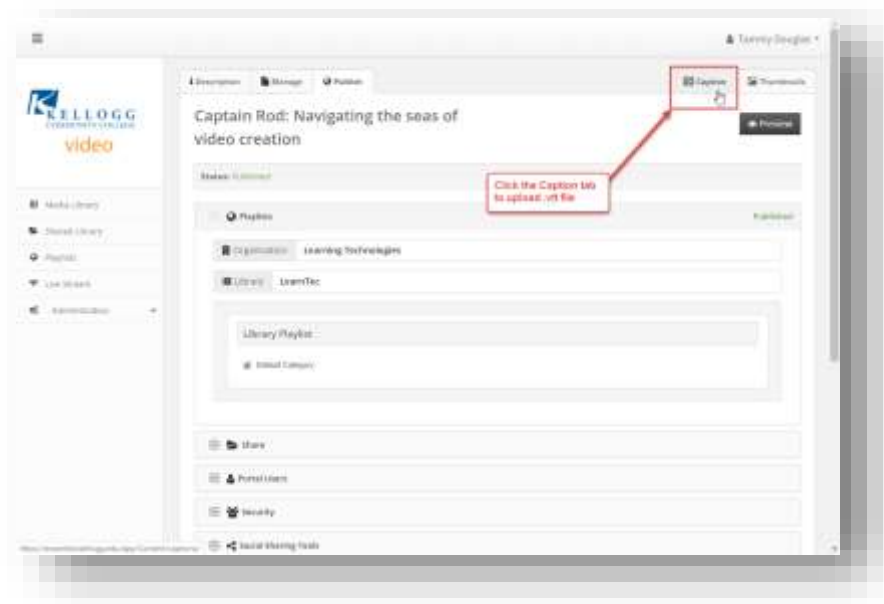
2. Enter the required information (e.g., Title) and click the "Continue" button.



3. Drag and drop your video file onto the upload window or click the “Add file” button to manually navigate to your file.
4. Click the “Start Upload” button.



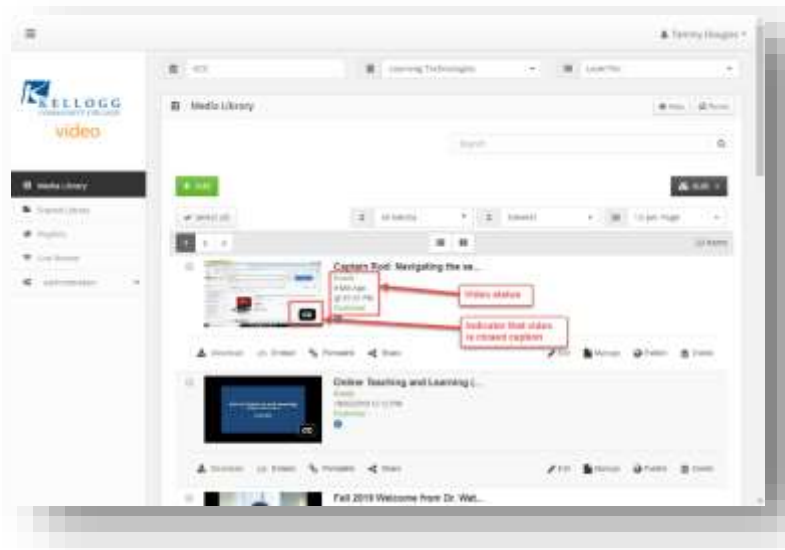
5. Click the “Caption” tab to upload the .vtt file.
NOTE: If you are curious...you may open the .vtt file within Notepad. You will see all the text along with time stamps. It is not recommended to edit or revise text in this format as it may shift the timing. Fixing a simple typographical/spelling error is acceptable but other editing should be done within the captioning editor within YouTube.



6. Drag and drop the .vtt file on to the upload area or use the “Add file” button to manually navigate to the file. Click the “Continue” button.



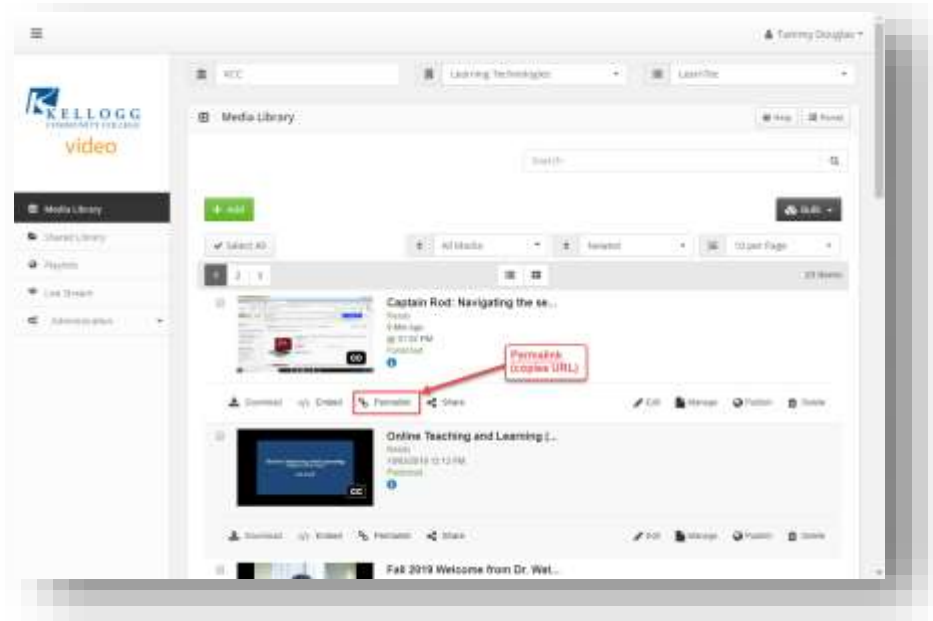
Once the file is done processing, the status will reflect “Published” and a “CC” will appear on the lower right of the video thumbnail.



Adding a Video Link to the LMS/Moodle/Content

A link from Ensemble may be posted within Moodle, another LMS, within a document, PowerPoint, or anywhere that accepts hyperlinked text.

1. Click the “Permalink” option under the video.



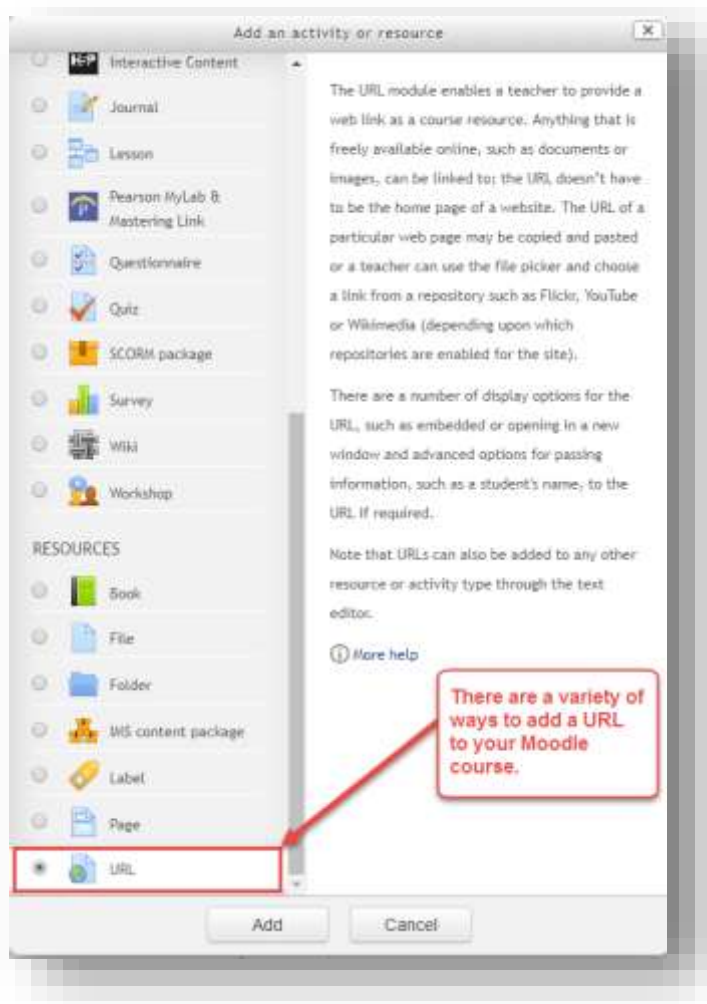
2. In the Permalink dialog window, check “Captions “On” By Default” and “Interactive Transcript”. This will set the default for your permalink. When a user clicks the link, the closed caption will be on by default (accessibility best practice). Under the video player, a text transcript will appear and a highlight will follow the text in sync with the video.

You may also create your own customized URL by typing the path into the ‘custom permalink’ field instead of using the randomly generated link.

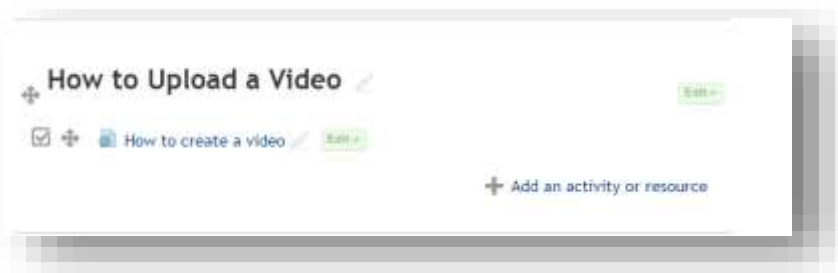
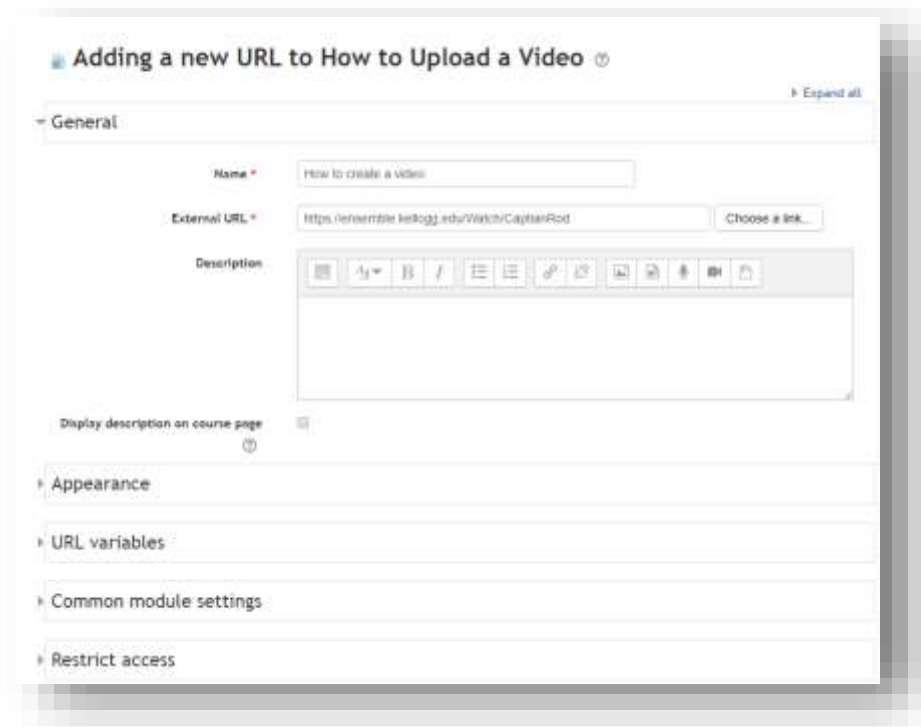


Adding the Video Link in Moodle

1. With editing turned on in a Moodle course, click “Add an activity or resource”



2. There are a range of tools that may use the URL (video link). The example below uses the “URL” tool.



The URL from Ensemble may be added in Moodle to any tool with a text editor: Discussion Forum and/or Assignment instructions, Quiz, File, Label, Page, URL, Lesson, etc.

You may also add the URL into any document or webpage.



For more accessibility in technology tutorials, information, and tips, visit

Learning Technologies
Accessibility in Technology

<http://www.kellogg.edu/faculty-staff/learning-technologies/accessibility-in-technology/>