



...FREE VIDEO CAPTIONING!

Federal law requires that all video is captioned.

STEPS TO REQUEST CAPTIONING OF VIDEO CLIPS FOR ONLINE/HYBRID CLASSES

If you want **ANY** video clip captioned that is already on the Internet, like from YouTube or Vimeo, just give Darlene the video link!

Step 1:

Email Darlene Poisson dpoisson@swccd.edu your class and section number and a brief description of the video.

Here's an example of what you can say:

"Hi – I want this history video clip that is 5 minutes long for HIST 101 09 captioned for my class this semester."

Include a link to the video.

Step 2:

In a week or two you will receive an email from Darlene that the video has been captioned. You will receive a link to the video and the below instructions.

1. Follow emailed instructions to learn about Smart Player and embed in Blackboard or Canvas course.
2. Try embedding, and contact Online Learning Center if assistance is needed.

STEPS TO CAPTION DVDs AND VIDEO FOR FACE-TO-FACE CLASSES

Step 1: Complete the attached captioning request form.

Step 2: Bring the completed request form and the DVD to Patty Torres in the SWC Library.

Step 3: It will take 4 to 6 weeks for captioning. The library will contact you when captioning is complete. You will receive your original DVD back and the captioned DVD will become part of the Library DVD collection for faculty checkout.

If you have questions, feel free to email Darlene M. Poisson dpoisson@swccd.edu.



DVD Captioning Request Form

Instructor Name:

Instructor Contact Info:

Email:

Office Phone:

Alternate Phone:

This captioned DVD will be used for:

Class #

Section #

Room #

students in class

Name of video:

Publication Year:

Publisher:

Video Length:

Hours : Minutes

Preferred Date to Receive Captioned DVD:

Bring completed form to Patricia Torres, Library Room L220

Please be aware that captioning may require approximately 4 to 6 weeks.