



# ...**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](mailto: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:**

When the video has been captioned you will receive an email from Darlene. 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.

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If you have questions, feel free to email Darlene M. Poisson [dpoisson@swccd.edu](mailto:dpoisson@swccd.edu).