



SUBMIT YOUR VIDEO CAPTIONING REQUESTS NOW!

Dear SWC Faculty –

The Distance Education Captioning and Transcription Grant (DECT) provides funding for video captioning and transcription for California Community College courses. Courses which qualify:

- Online Classes
- Hybrid Classes
- On-campus, hybrid, and online classes which utilize Digital Learning object repositories (such as Canvas) used to make available digitized content
- Only videos greater than thirty minutes in duration can be approved
- Only video captioning requests made for classes in which a student with an approved accommodation for captioning, as documented in his/her AAP, can be approved

If none of these conditions apply, your videos may be captioned under the [SWC Instructional Captioning Process](#)

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

If your video is already on the Internet, ie: from YouTube or Vimeo, just provide me with the video link!

Step 1:

Email me your class term, class number and section, and a brief description of the video.

dpoisson@swccd.edu

Here's an example of what you can say in your email:

"Hi – I want this video clip(s) for HIST 101 09 captioned for my SP 2021 class."

Include a link to the video.

Videos/links must not be protected by copyright or require any authentication that redirects to a login page before the download begins, or any other redirect page, such as a playlist.

Step 2:

When the video has been captioned you will receive an email from me which has a link to the captioned video and instructions on embedding the video into your Canvas course.

Let me know if you have additional questions!