Closed Captioning – Resources & Best Practices

1. **Media needs to be Closed Captioned**

   Faculty and staff are responsible for captioning their own media. Captioning is necessary because one manner of accommodating persons who are deaf or hard of hearing is to provide captioning for media. This media includes videos, DVDs, and streamed media technologies. Faculty and staff need to make sure the technology they are using in the classroom is capable of running closed captions.

   a. **Need Support:**
      Contact Disability Services for Student (DSS)
      308-865-8214
      unkdso@unk.edu

2. **What is captioning?**

   Closed Captioning makes visual-with-audio media accessible to people who have hearing loss by displaying all audio content in printed form. —what was said, cues for who said it, cues about speaker affect, environmental sounds and their proximal source (e.g., “door slams,” “roar of applause in distance”).

   Any audio that contributes to the meaning the audience is given should be captioned.

   When required course content includes the use of visual-with-audio media, it is necessary to check the media to see if it is closed captioned well in advance of showing it in class. This check includes testing that any closed captions can be displayed on equipment used in the classroom as equipment can vary.

3. **In the event that a captioned VHS tape/DVD is not an alternative, a transcript of the materials would be the only way for a student with hearing loss who does not use Sign Language to communicate to receive the information.**

   a. However, a “transcript” is often delivered simply as a *script of the words said in a resource*, which does not convey the full content of original media by virtue of omission of the source’s auditory information, character/speaker affect, and other layers of auditory information provided to the rest of the audience. Furthermore, a script of what is said temporally disconnects the spoken information of a source from the visual content and context.

   b. If you need to explore transcription services availability and fee options, please contact
      Disability Services for Student (DSS)
      308-865-8214
      unkdso@unk.edu
4. **Determine what type of closed captioning is appropriate:**
   a. Synchronized –
      The text content should appear at approximately the same time that corresponding audio is present
   b. Equivalent
      Content provided in captions should be equivalent to that of the spoken word.
   c. Accessible
      Captioned content should be readily accessible and available to those who need it

5. **Subtitles are not the same as closed captions for people who have a hearing loss –**
   a. Subtitles are for translation of one language audio track to another language (written, “captioned” track). This additional written track overlaid as "captions" assumes the user can hear all auditory information on the original sound track and therefore does not include all of these important cues put into written (“captioned”) form.

6. **Questions to ask yourself:**
   
   o Did you check the VCR settings in the room you were using?
   o On a DVD player have you changed the settings to turn that functionality on?

7. **How to check if materials are closed captioned:**
   
   a. WebAIM is a great resource for identifying the different types of captioning.
      i. [http://webaim.org/techniques/captions/](http://webaim.org/techniques/captions/)
   
   b. You can check the DVD/VHS tape yourself. Captioned materials are sometimes identified on the VHS tape’s/DVD’s jacket by the letters "CC" or a small television-like icon:
      
      ![cc_icon]

      i. It is worth inspecting the tape/DVD itself if you don’t see any mark on the outside of a product indicating it is closed captioned. Occasionally, a product may only be marked on the tape/DVD itself.

   c. Regardless of product labeling, it is always necessary to test-run the material to verify whether or not the item is truly closed captioned. A full check of closed captioning requires the completion of three steps:
      
      i. Look for the CC symbols
      
      ii. Turning on closed captioning on a DVD/VHS player:
         Play the DVD/VHS tape with the player set to display closed captions. (On some unit’s remotes there is a dedicated “CC"
button, on many units the option is found in the player’s MENU, often within a subcategory like AUDIO.

iii. Find the captioning on/off area: many players display different settings you can toggle between “CC 1,” “CC 2,” etcetera.

8. **If media is in streamed video format (live off of the internet) play the streaming video on the computer and follow the directions for the media player to display closed captions.**

9. **Enabling Closed Captioning on a Computer**
   a. SEE Appendix

10. **Testing the media on equipment in advance to display closed captions:**
    a. Using applicable directions below:
    i. Displaying closed captions using different types of equipment:
       1. TV – Most televisions (unless manufactured prior to 1992) have a pre-installed closed captioning decoder chip. Use the TV’s remote to turn on (thus display) the closed captioning.
       2. DVD Player – Use the DVD’s remote to turn on (display) the closed captioning.
       3. DVD player in computer (Microsoft Player, QuickTime) – You will first have to find out which version of the player you are using. Refer to WebAIM (above link) for guidance.
       4. Turn on closed captioning and play 5-10 minutes of the video to check for verify that a product is closed captioned

11. **The basic steps for creating captions**
    a. **YouTube**
       i. You Tube offers automatic transcription services (which are **not** recommended) and timing functions (which are **recommended**). Of course, all captioning starts with a recording and a transcript of that recording.
       ii. The steps for utilizing the YouTube automatic timing are:
          1. Create a recording (following YouTube standards) and upload to YouTube
             a. Create the transcript
          2. Go to MyVideos in YouTube,
             a. select the video in step 1 and select Edit
          3. Select the caption option and
             a. upload the transcript file
4. The recording’s captions (previously the transcript) will be synchronized with the recording.

b. iPad

i. iPad supports the playback of open captions, closed captions, and subtitling. Captions appear onscreen, just like the closed captions on TV. Movies with captions can be created using a variety of tools and applications, including Compressor (sold separately).

12. Resources for Closed Captioning

Consider one of the following suggestions:

a. The UNK Calvin T. Ryan Library or your department may have access to a media library that covers a multitude of subjects. Ask to obtain a captioned version of the DVD that presents the information you are targeting.

i. For closed captioning, ask the Calvin T. Ryan Library to check all resources, including WorldCat and Limit to Nebraska.
   1. When faculty look at the catalog record, it should indicate if the video has closed captioning.
   2. Library staff will look to see if other libraries in the Nebraska system might have a video with the captions.

ii. Films on Demand is available from the Calvin T. Ryan Library home page under ‘Articles & E-Resources’
   1. Use the a-z list to locate it alphabetically.
   2. The following is a permalink to the page to gain access:
      http://rosi.unk.edu/record=e1000507~S0

iii. The Calvin T. Ryan Library also has VAST: Academic Video Online, videos for classroom use.
   1. VAST has transcripts of the videos.
      http://rosi.unk.edu/record=e1000514~S0

iv. Look for alternative media that is captioned

5. Support

a. Contact Disability Services for Student (DSS)
   i. 308-865-8214
   ii. unkdso@unk.edu
FAQs

If I have Transcribers in my class, do I still need closed captioned videos/DVDs?

Yes, it is often difficult to accurately interpret videos/DVDs that are not captioned due to the typically increased speed at which rehearsed information is transmitted, the length of the video, and the detail presented. While some of the information can be transmitted, some will be omitted. In addition, the student must look back and forth between the video and the transcriber’s notes, possibly missing information that is only transmitted visually. Therefore, closed captioning is still necessary even with a transcriber present. If captioning is not possible, please refer to the suggestion above for instructions on providing a transcript to the student.

I want to show online media (YouTube clips, Google videos, etcetera). How can I provide closed captions for online media?

All media that is shown needs to be accessible to all students. If a new student or their parent requires closed captioning, online media will either need to be closed captioned or a transcript (if appropriate) can be provided. Many online videos may be available with closed captions embedded already, so whenever possible, please try to utilize online videos that are already captioned. When using YouTube, users can search specifically for videos that have closed captions.

The video that I want to show on YouTube is "auto-captioned". Will this work?

Currently, the speech recognition-type programming that YouTube uses for auto-captioning is in development. In most cases, purely machine-generated captions are too inaccurate to be relied upon by someone who utilizes closed captioning. We recommend previewing the video with auto-captions before using this resource in the classroom.

How do I know if the transcript is good?

A good transcript will be 98% or more accurate. The transcript should include speaker transitions and name/speaker labels. If there are noises or sounds related to the content this should be included too. Some examples are: Crowd cheering, gun shots in background, artillery firing, soft crying, and dramatic music.

Appendix A

Enabling Closed Captioning on a Computer

Note: Make sure the computer has a DVD-ROM drive

- Drive will say DVD-ROM or DVD-RW
- If drive is a CD-ROM (Compact Disc), it will not play DVD’s:
**VLC Player:**
Click “video”
   ➔ subtitles track
   ➔ Closed captions 1

**Windows media:**
Click “Alt” on keyboard
   ➔ Play
   ➔ Lyrics, captions, and subtitles
   ➔ on if available
(Short cut: ctrl + shift + c )

**QuickTime:**
Click “edit”
   ➔ preferences
   ➔ player preferences
   ➔ check show closed captioning
when available
   ➔ apply
   ➔ OK
   ➔ Play DVD.

**Real player**

PC: Click “Tools”
   ➔ Preferences
   ➔ enable closed captioning.

Mac: Click “Real One Player”
   ➔ Preferences
   ➔ enable closed captioning.