

**purchased**

or **used** must be accessible for use with persons with disabilities. Studies show that closed captioning also helps non-disabled students to better retain information, as well as English as a Second Language (ESL) students with disabilities. Videos purchased or used by departments as well as those purchased by students having a disability.

through the use of products with open or closed-captioning or subtitles. It is the responsibility of all departments, administrators, faculty and staff to utilize only media products with open or closed-captioning. If you will be using a podcast (audio only-no video), a copy of the transcript will need to be provided for the student.

For Captioning in a Timely Manner. Use Text to View videos captioned at the beginning of the semester. The captioning must be completed in time for the student with disabilities to have access to the material at the same time other students have access.

If you or your department have videos that are not currently captioned the following are options available to you to insure you are providing equal access.

**Option 1: Contact the Publisher**

Call or Email the publishing company asking for a current version of the video. All current versions should be following the ADA but it is best that you specifically request a captioned version.

**Option 2: Contact an outside agency to have the videos captioned**

the video can be captioned by a captioning service.

DSPS suggests Automatic Sync Technology which charges approximately \$3.00 per video minute.

Automatic Sync Technology  
E-mail: [info@automaticsync.com](mailto:info@automaticsync.com)  
Web Site: [www.automaticsync.com/caption](http://www.automaticsync.com/caption)  
1-877-278-7962

If you need more information or assistance, contact Office of Instructor or the DSPS office.

**Option 3: Caption the videos yourself**

First, attempt to obtain permission to caption from the copyright holder of the video. If a publisher fails to respond within 10 days, California state law provides the right to assume permission and proceed

with captioning. (In your request for permission from the publisher, please include this or a similar statement, "I, [Name], GR QRW KH DU IURP \RX ZLWKLQ WHQ GD\V, ZLOO D caption this video as an accommodation, under the ADA, in order to assure access to students with GLVDEL Below are resources to help assist you in the captioning process. Sample Letter can be found on the DSPS website [www.msjc.edu/dsps](http://www.msjc.edu/dsps)

## Your Own Videos

Camtasia Studio

Quick overview video: <https://www.youtube.com/watch?v=M8uyYk5ti5c>

There are four main steps to creating a video with closed captions in Camtasia Studio.

1. Import the video to be captioned