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Academic Technology
SJSU Captioning Guidelines and Processes

In General
Section 508 requires all media to be accessible. Faculty are advised to plan their teaching materials accordingly. The available resources for captioning media are described below.

Additional information is available at the SJSU ATI website
http://www.sjsu.edu/accessibility/

Captioning Technology
Academic Technology is a resource for captioning technology, both information on the technology, and technical solutions for specific captioning situations. We have equipment and software that enables captioning of video. We also work with a vendor, Automatic Sync, to accomplish this task.

There are two common situations involving captioning for academic purposes; when purchasing new or updating existing instructional materials, and when creating new materials.

Purchasing Captioned Media
If you need to purchase new commercial media or update existing purchased media:
- Coordinate with Library selectors and Procurement
- Identify if the media is available as captioned media
- If available, purchase captioned version
- If not, obtain permission to caption prior to purchase and fill out and submit production request form requesting captioning

Adding Captions To or Creating New Media
If you need to caption existing media or are creating media materials:
Start by filling out a production request form found at:
http://www.sjsu.edu/mediaproduction/Production_Request_Form/.
(Please note: Any expenses for transcription, vendor provided captioning services and the like are the responsibility of the academic department requesting the service.)

While your request may not be specifically for production, the completion of the form allows you to document your need, and is distributed to the team handling this in Academic Technology. Your request will be reviewed and you will be contacted by a Academic Technology staff person.

In some situations, such as a small, simple caption project, you may want to create the caption material yourself. The Center for Faculty Development has licensed MoveCaptioner for that purpose. In other situations you might have purchased media that you have received permission to caption and need assistance with this. The third common situation is that you are creating or combining media materials and need to have them captioned.
Process Steps:
If you need existing media captioned
- fill out and submit the production request form
- consult with Academic Technology on best approaches
- determine if self serve or production support is needed

If self serve is appropriate
- Obtain needed hardware, software and/or training
  (Available software includes MovCaptioner, access codes are available from the Center for Faculty Development. Computers, if needed, may be checked out from Media Services)

If production is required
- Meet with Academic Technology staff
- Gather needed media and information (video recordings, copyright permission, output formats, editing requirements)
- Schedule production work with AT production team

If you need to put captioned media on the web
- fill out and submit the production request form
- identify and/or locate source media
- identify web distribution outlet

If you need to use Automatic Sync for captioning
- Obtain access account from Academic Technology
- Review instructions on the Automatic Sync website
- Submit materials to Automatic Sync
- Submit use report to Academic Technology
- Transfer funds as appropriate