

Closed Captioning Process For Instructors

1. Instructor submits request for Audio\Video files to be closed captioned to Integrated Technology Support Technician in Distance Learning. Prefer email for documentation
2. Integrated Technology Support Technician will fill out the permissions form for closed captioning so the Audio/Video files can be altered. Integrated Technology Support Technician will send the completed form to the instructor for a signature.
 - a. Instructor will need to send the form back to the Integrated Technology Support Technician with his/her signature
3. Instructor submits the Audio\Video files to the Multi-media Technician.
 - a. Each video file must be 800 x 600 (w x h)
4. Integrated Technology Support Technician will create a file list of the Audio\Video files.
5. Integrated Technology Support Technician will send the file list of the Audio\Video files to the instructor for verification that the list is correct.
6. Integrated Technology Support Technician will send the file list of the Audio\Video files to the vendor for a quote on the cost of closed captioning the files.
7. Once quote is received, the Integrated Technology Support Technician will send the quote to the Distance Learning Coordinator.
8. Distance Learning Coordinator will fill out the application for funding and submit them for the Distance Education Captioning and Transcription Grant (DECT).
9. Once the project has been approved by DECT and given a PO number, then the Integrated Technology Support Technician will submit the Audio/Video files to the vendor thru the vendor's website.
10. Once all the Audio/Video files have been completed by the vendor, the Integrated Technology Support Technician will download the files from the vendor's website.
11. Integrated Technology Support Technician will notify the Multi-media Technician that the closed captioning files for the Audio/Video files are available.
12. Multi-media Technician will process the Audio/Video files to include the closed captioning files received from the vendor.
13. Multi-media Technician will notify the instructor that the Audio/Video files have been closed captioned.

NOTE:

If the project does not meet the qualifications for DECT grant funding, the instructor will need to obtain his/her own funding and submit a source requisition authorizing the expense.