

Captioned Media Process

Externally-produced media

Captioning of any commercially produced or distributed media, including YouTube clips, are the responsibility of the Disability Resource Center and can be emailed to ccap@uga.edu.

Internally-produced media

Internally produced media includes video or voice overs created by the instructor or department. Captioning of these media are the responsibility of the department.

There are three options that exist for internally-produced media. All three methods involve Kaltura, an incredible tool that can do the majority of the work for you. When recording your lecture or narrating your presentation, please speak clearly, directly into the microphone, and with no background noise or music. This will ensure the three options below work more effectively. A summary of these options can be found on UGA's Kaltura captioning guide located [here \(https://help.elc.uga.edu/faculty/kaltura-audio-and-video/captioning/\)](https://help.elc.uga.edu/faculty/kaltura-audio-and-video/captioning/).

Option 1 – Machine Captions and Editing – Follow the instructions on UGA's Kaltura captioning guide for "Requesting Machine Captioning" and "Editing Machine Captions." The machine captions (when the recording is created with clear audio) can be extremely accurate, even with specialized jargon. Once the captions have been applied to the video (from 15 minutes to hours depending upon the length of the video and network traffic), you'll want to check the captions for accuracy and edit as needed. It is important that you add speaker tags if multiple people are speaking, environmental sounds if appropriate (ex. [Glass breaks] [Alarm ringing]), and proper punctuation if they are not present.

Option 1 is a free service provided by Kaltura.

Option 2 – Requesting Professional Captions – Once the video has been uploaded into Kaltura (instructions for that can be found [here \(https://help.elc.uga.edu/faculty/kaltura-audio-and-video/creating-and-uploading-video-and-audio/\)](https://help.elc.uga.edu/faculty/kaltura-audio-and-video/creating-and-uploading-video-and-audio/)), please contact OTIS and inform them you would like to purchase professional captions and provide the name of the video and the approximate length. This option will still require minimal editing, including speaker tags, environmental sounds if appropriate, and proper punctuation. **This option will be paid for from the STF Captioning Account at \$1.33 per minute.**

Option 3 – Requesting Alignment – If you are working from a script, a new option is available. Upload the video to Kaltura following the instructions under Option 2, and then use [UGA's Kaltura captioning guide](#), specifically the section "Requesting Alignment," to sync your script to your video.

Option 3 is a free service provided by Kaltura.