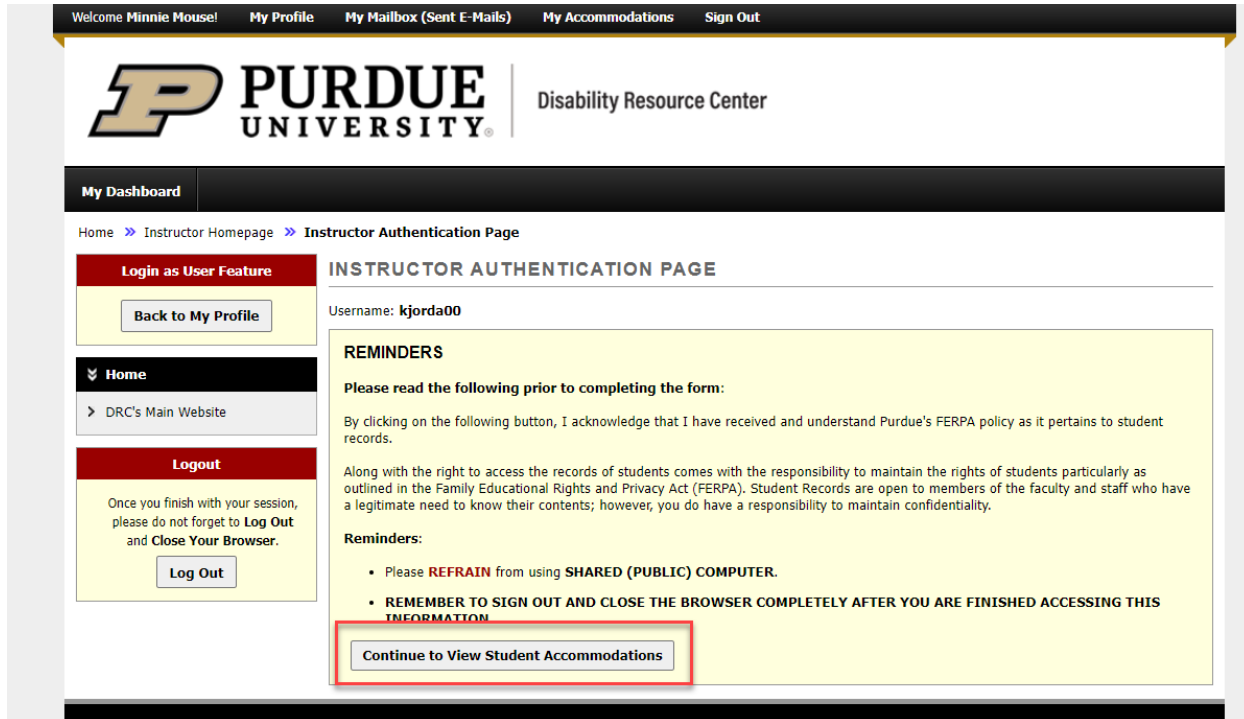


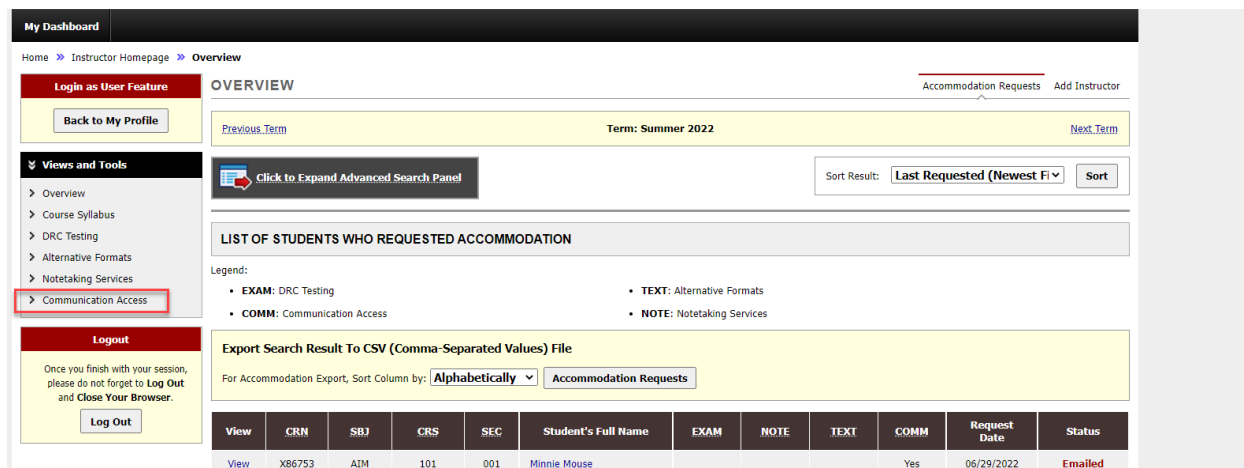
BoilerCast

If using BoilerCast, please submit a captioning request through the AIM portal:

1. **Login** to your [DRC Instructor Portal](#) and click "Continue to View Student Accommodations."



2. Click "Communication Access" under "Views and Tools" on the left side of the screen.



3. Click "Submit Video Captioning Request" tab in the top right corner.

The screenshot shows the 'My Dashboard' interface. The breadcrumb trail is 'Home >> Instructor Homepage >> Communication Access'. The main heading is 'COMMUNICATION ACCESS'. In the top right, there are two tabs: 'Current Requests' and 'Submit Video Captioning Request', with the latter being highlighted with a red box. Below the heading, there are links for 'Previous Term' and 'Next Term', and a section for 'AIM 101.001 - Aim Training' with a status of 'No Staff Assigned'. A 'Have Requested Accommodation' section lists 'Minnie Mouse'. At the bottom, there are buttons for 'Submit Video Captioning Requests or List All Requests' and 'List All Videos Processed for Captioning'.

4. Use the drop down menu to select the course.

This screenshot shows the 'Communication Access' page with the 'Submit Video Captioning Request' tab selected. The breadcrumb trail is 'Home >> Instructor Homepage >> Communication Access'. The main heading is 'COMMUNICATION ACCESS'. The 'Step 1: Select Class' section contains a 'Select Class' dropdown menu. The dropdown is open, showing options: 'Select One', 'AIM 101.001 - AIM Training [CRN: X86753]', and 'DRCT 101.001 - DRC Testing [CRN: X123456]'. The 'AIM 101.001 - AIM Training' option is highlighted in blue. Below the dropdown is a 'Continue to View Request' button. At the bottom, there is a 'Questions? Contact Us!' section with contact information for Alfredo Rosales, Access Facilitator, at rosales5@purdue.edu. On the left sidebar, there is a 'Logout' button and a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.'

5. Click "Continue to View Request for This Class".

Login as User Feature

[Back to My Profile](#)

Views and Tools

- > Overview
- > Course Syllabus
- > DRC Testing
- > Alternative Formats
- > Notetaking Services
- > Communication Access

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

COMMUNICATION ACCESS

[Current Requests](#) [Submit Video Captioning Request](#)

[Previous Term](#) **Term: Summer 2022** [Next Term](#)

Step 1: Select Class

Select Class *:

[Continue to View Request for This Class](#) [Add Multiple Video Requests](#) [Back to List](#)

Questions? Contact Us!


Please contact our office if you have any questions regarding Communication Access request.

If you need assistance, please contact Alfredo Rosales, Access Facilitator, at rosales5@purdue.edu.

6. Complete this form and click "Add Video List".

Class: AIM 101.001 - Aim Training (CRN: X86753)

Step 2: Add Video

Show Date: 08/22/2022 

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Estimated Show Week: Week 1

Note: Only use this field if you do not know the real show date or only know the estimated time.

Video Title *: AIM Training

Media Type *: 2 - BoilerCast

Source:

Hint: Video Link or URL to download your file.

Year Released:

Length (Minutes):

Do you own the rights to the media? *: Yes

Note: Did you create the video, or was it created by someone else?

Where will media be viewed? *: 1 - Brightspace

Note: For example, in class in DVD, embedded to your course shell, or in your Power Point presentation slide.

Do you plan to show the entire media? *: The Entire Video

Note: If you plan to show a portion of the video, enter the start and stop time(s) in the note section below.

Note: This request is for the entire semester.

Add Video List

Back to List

7. If the request was submitted successfully, instructor will see a "System Update is Successful" message.

COMMUNICATION ACCESS

Current Requests Submit Video Captioning Request



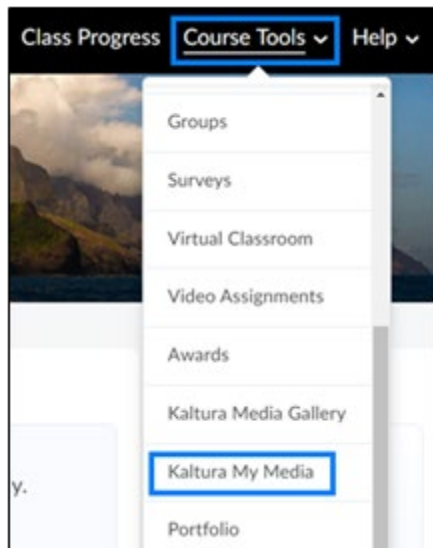
SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

Captioning through Brightspace

Videos must be captioned; please submit a request for each video, then follow the directions below.

1. Open your Brightspace course, click "Course Tools" from the course navigation bar, and select "Kaltura My Media" from the drop-down.



2. Click the "Pencil/Edit" icon to the right of the video to permit access to others.



3. Click the "Collaboration" tab, then click the "Add Collaborator" button.

Details Publish Options **Collaboration** Thumbnails Downloads Captions Timeline

Replace Media

Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

⇌ Change media owner

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

+ Add Collaborator

4. Search the username of the individual(s) you would like to add. Note: add Alfredo Rosales (rosales5) as "Co-Publisher". Check the permission level(s) you would like to grant each individual, then click "Add".

Add a Collaborator

Type user or group name



Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer

Cancel

Add

8. Co-Editors can edit the entry's details and metadata, trim and/or replace media, edit captions, chapters, and slides, and see the analytics page for the media that they co-edit. Co-editors cannot delete media or add new co-editors or co-publishers.
9. Co-Publishers can publish media to their entitled Categories or Channels. This option must be enabled by your KMS administrator for this tab to display. Group support may be enabled for the Media Collaboration features. When enabled, you can select groups that may be assigned as co-editors/publishers for an entry.
10. Co-Viewers are permitted to only view media, therefore, they have neither editing permissions nor are they allowed to view unlisted entries, unless they are co-publishers or co-editors of that entry.

Captioning outside of Brightspace

If your class is being recorded, but not through BoilerCast, and/or you are showing any videos that are not in Brightspace, please send in a captioning request through the AIM portal. The videos will be captioned and you will receive an invite through an online file storage system.