**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.

4. Use the drop down menu to select the course.
5. Click “Continue to View Request for This Class”.
6. Complete this form and click “Add Video List”.

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

![Course Tools and Kaltura My Media]

![Circuit for Students]
3. Click the “Collaboration” tab, then click the “Add Collaborator” button.

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.