

Purdue Captioning Project Spring 2021 details

If you are an instructor of credit-bearing courses: 1) listed in the **spring 2021 Purdue West Lafayette course catalog**, 2) housed in **Kaltura**, and 3) posted on your **Brightspace** course, you may submit this [Captioning Request Form](#) to have your instructional videos professionally captioned **if no other internal funds are available to pay for this service**.

The Office of the Provost, in cooperation with the Disability Resource Center and Innovative Learning, is providing this additional service to **support accessible learning during COVID**. As such, please take note of the following key points:

- Captioning through this project is available to individual instructors on a first-come-first-serve basis through the end of spring classes, May 1, 2021, or until project funds are depleted.
- The project is designed to help expand the use of professionally captioned instructional videos at PWL, so please **use other internal funding available for professional captioning first**.
- Captioning will be done by Purdue's third-party provider, **Cielo24**, which provides professional captions with 99% accuracy.
- This project is limited to instructional videos to be used in the spring 2021 semester for credit-bearing courses on the PWL schedule. **It does not include** student-created videos or those providing feedback/directions to individual students and excludes materials not associated with a specific course such as those for the following:
 - VSTAR
 - Learning Communities
 - Student Organizations
 - Road School
 - Extension Educators

Key points on requesting captioning:

- **Submit one request for captioning per course.** You will receive a confirmation email with directions for making your instructional video(s) available for captioning.
- You will be asked to follow this **naming convention** for your Kaltura video files: Course_Professor LastName_Date of Class Access.
- Please complete the request form as far in advance as possible (at least three business days before a video is needed). Videos that are captioned can be identified by the English captioning option under the "CC" button on each video.

Prepare your video(s) for captioning:

- Complete any editing needed before submitting a video for professional captioning. Each video can be captioned once under this project.
- Guidance on creating/editing effective instructional videos is available in the [Instructional Video Teaching Guide](#) on the Innovative Learning website.
- Copyright videos not owned by the instructor are not eligible for professional captioning. If an instructor owns the copyright of a video hosted on YouTube or another website, that video must be downloaded to Kaltura and saved as a file according to the naming convention.

Email questions to captioning@purdue.edu.