

Captioning your Videos using YuJa

Why do it?

Short Answer: It's the law.

Not-so-short Answer: It's the law to provide equal access to all students, regardless of disability. In a nutshell, from [Educause](#):

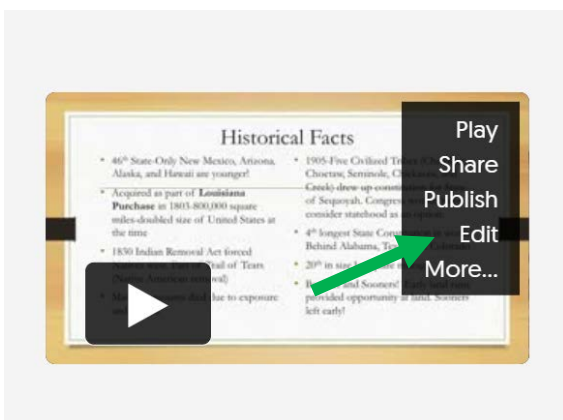
An accommodation is...

- provided based on specific needs of a student with a documented disability
- determined by an accommodations officer on a case-by-case basis

Accessibility is...

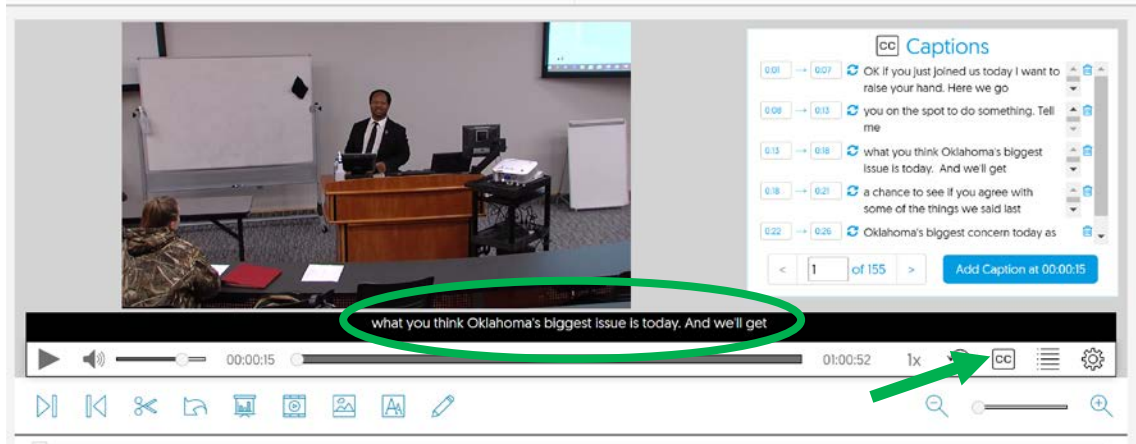
- the responsibility of all who create or publish digital content
- provided for all students, with no expectation of an explanation of need

YuJa automatically sends off for captioning of videos you upload. You will get an email from YuJa when the captioning is complete.



Once you're in YuJa, hover your cursor over your video so the black menu shows. Click on Edit.

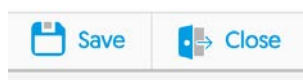
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Your screen will show your video on the top half and an editing area on the bottom half.

On the right of the screen, look for the CC button. Click it and the captions will appear in two places. You don't need to worry about the captions on the right. You will edit the captions in the black bar running across the middle of the screen.

Click the play button and read the captions in the black bar under the video as the speaker talks. When you see an error, place your cursor in the captions (in the black bar) and the video immediately stops so you can type. Then click out of the black bar, anywhere, and the video will resume.



When you've finished editing your captions, click the Save button at the top. And then click Close. A box will pop up asking how you want to save the video. Choose Replace Existing Video, as all you have done is edit captions.

Your video is now captioned for students.

