Captioning your Videos using YouTube

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
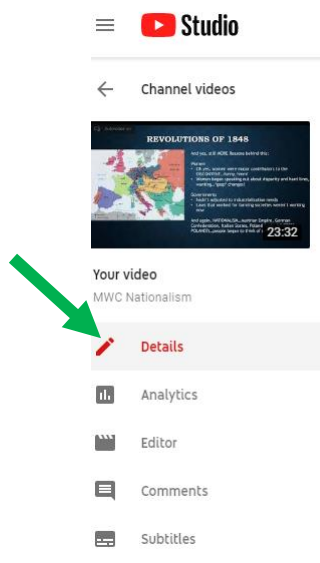- determined by an accommodations officer on a case-by-case basis

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

Please note that this tutorial is for a video service that is not managed by OSU-OKC. While YouTube is convenient, please remember that they may make changes on their site that are not reflected in this tutorial.

This tutorial assumes you have already uploaded your video to YouTube and it is published to your channel. When you upload your first video to your channel, you should get a box asking you to set the language of the video. After setting the language, you can click the box to make it the default for your entire channel.

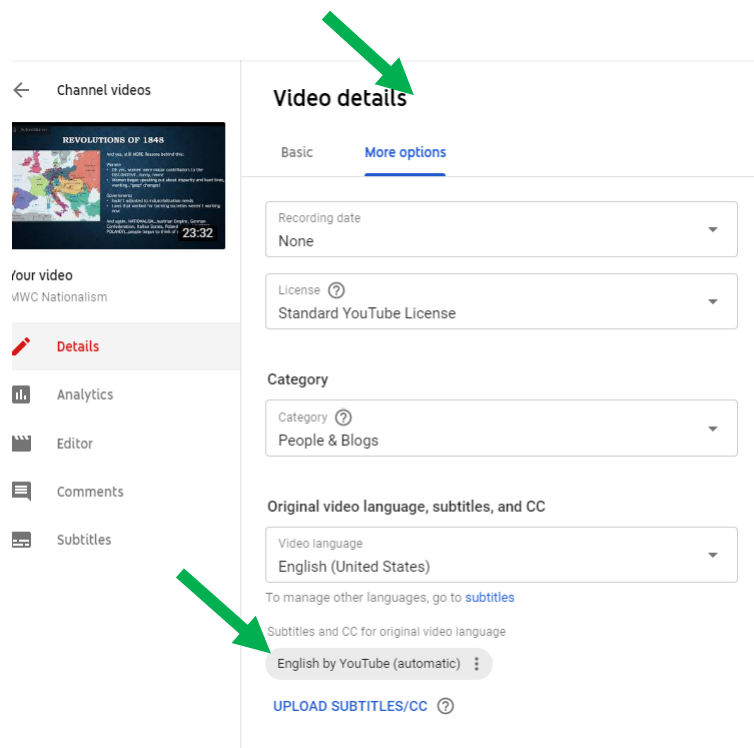Once you've done that, YouTube will automatically caption your videos each time.

When you are in YouTube Studio (where you uploaded the video), click on the video you want to edit the captions for.
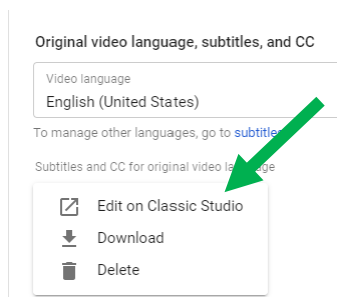
Your screen will display a sidebar with options under the thumbnail of your video.

Click on Details.
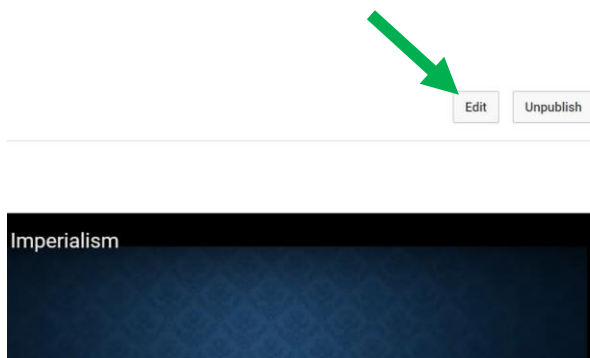
Captioning your Videos using YouTube

After clicking Details on the sidebar, you will see Video Details in the middle of your screen. Click on More Options and then scroll down to where it shows the language you chose.
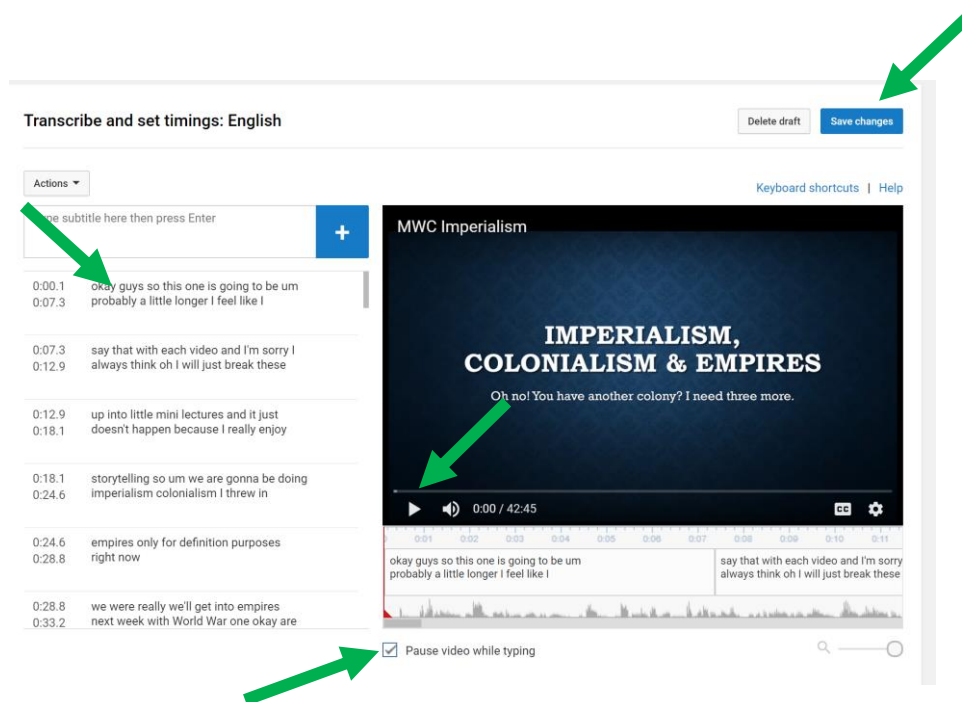

Click on the language and a dropdown box will appear, giving you the option to Edit on Classic Studio. Select that.

Captioning your Videos using YouTube

Click on the Edit button at the top of the screen.

Once you've clicked the Edit button, the caption boxes on the left side will now be clickable. Start your video by clicking the triangle Play button. When you notice an error in the captions on the side, simply click into the box and begin typing. The default setting should already be clicked to pause video while typing, but if your video continues, you can place a checkmark in this box.

When you are done editing your captions, click on the blue Save Changes button at the top.