

## **Creating a Compliant Online Course for a DHH Student:**

SMC has a legal obligation to ensure **all** multimedia for this course is **accurately** captioned and accessible. This includes Zoom recordings and any other videos or multimedia posted on Canvas.

### **Captions – how to know if they are compliant:**

- Auto-generated captions do **NOT** meet standards for compliancy
- Zoom transcripts are about 90% accurate but still need a little editing.
- Compliant captions have:
  - accurate spelling throughout
  - punctuation
  - denotation of music/sound effects
  - denotation of speaker when necessary for comprehension

### **Creating compliant captions:**

- **Zoom transcripts** – you must edit and correct the captions before posting the video. Tutorials on editing Zoom captions:
  - <https://www.youtube.com/watch?v=w-RWalZhNcs>
  - <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-#viewedit>
- Upload your videos/media to your **3C Media** account and request captioning (free).
  - Register for 3C Media here: <https://www.3cmediasolutions.org/>
  - For more information on 3C Media:  
[https://online.smc.edu/courses/50977/pages/background-and-introduction-to-3c-media?module\\_item\\_id=2477460](https://online.smc.edu/courses/50977/pages/background-and-introduction-to-3c-media?module_item_id=2477460)
- **YouTube videos** - Download the auto generated caption file and fix those captions or fix the captions directly within YouTube studio. Here are some helpful links to show how to do this:
  - <https://support.google.com/youtube/answer/2734705?hl=en>

- [https://www.youtube.com/watch?v=GSW7x4\\_LzCs](https://www.youtube.com/watch?v=GSW7x4_LzCs)
  - <https://www.youtube.com/watch?v=9WY7ATo9VZE>
  - <https://www.youtube.com/watch?v=gz0jiNeaSN8>
- Send your video links to **Aaron French** at the Center for Students with Disabilities (CSD) to caption for you - turnaround time may vary depending on our workload. Submit material early so you have it in time to use in class.  
[French\\_aaron@smc.edu](mailto:French_aaron@smc.edu)