Steps for captioning and submitting your videos to a myCourses Discussion Using YouTube

This project requires that you have (or borrow) a device for recording video, such as a webcam, phone, or tablet. Videos will be first uploaded to YouTube so that you can self-caption them. After you have captioned your video you will share your YouTube URL in the myCourses Discussion area. This process takes time, so do not procrastinate until the last minute when uploading and captioning your videos.

STEP ONE: Record/upload your video to YouTube

If you are not familiar on how to upload videos to YouTube, detailed instructions can be found here.

Notes:

- Uploading to YouTube will require a YouTube channel which can easily be created.
- When uploading your video make sure you set it to be unlisted; this will prevent it from appearing in a google search or the YouTube directory. **DO NOT** make your video private.
- When recording, present as if you were speaking before a live audience. Stand up (if you are able-bodied) and capture your entire self in the frame. You may not hide your speech notes out of the view of the camera and read from them (you may use notes, but they must be visible in your video). Examples of unacceptable forms of delivery are reading your speech from a computer screen or reading from some form of cue cards hidden from view of the camera. Using these unacceptable forms of delivering your speech produced marked differences in physical and vocal delivery. Speech videos must be uploaded in unedited or "raw" form. Video editing to correct for errors or latencies in speech is strictly prohibited.

STEP TWO: Self-caption your YouTube video

1) Transcribe/caption your video. This can be accomplished in one of four ways: typing in captions, uploading a script and synching timing, editing auto-generated captions, or uploading a caption file. YouTube offers detailed instructions on how to create captions for your media.
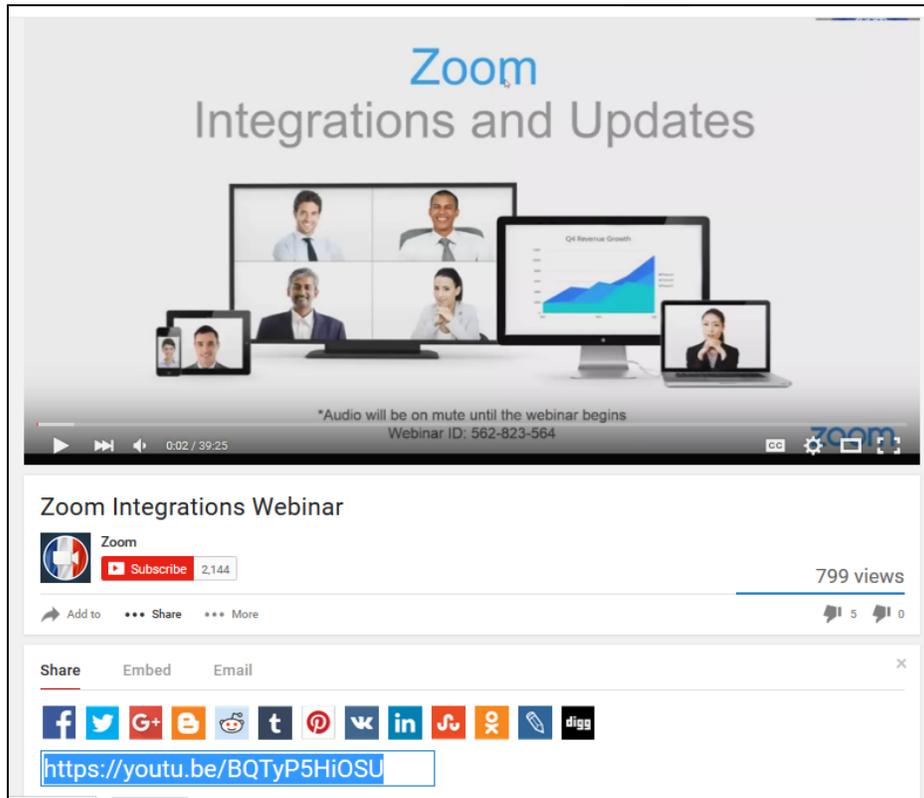
2) Watch your YouTube video with the captions on to verify they are correct. If they don't appear or the auto-generated captions appear with errors, go back and make certain that you published your revised English captions.

Notes:

- Perhaps the easiest method of captioning is to correct the YouTube auto-generate captions. These are created using speech recognition and must be corrected for accuracy. Here is an excellent instructional video tutorial an how to edit the auto-generated captions. *(Sometimes the auto-generated captions from YouTube are not available for a day or two after your upload. If this is the case then you will need to transcribe and set timings instead.)*
- If you need help with this process, contact Teaching and Learning Media Services at ol-media@rit.edu.
- Beyond compliance with open captions is a short video detailing why captioning is necessary for accessibility. Beyond this, evidence shows that the process of transcribing one's own speech enables students to refine their writing, organization, and delivery skills, and also trains them to be more cognizant of the importance of audiences' perceptions of skill in a given area.
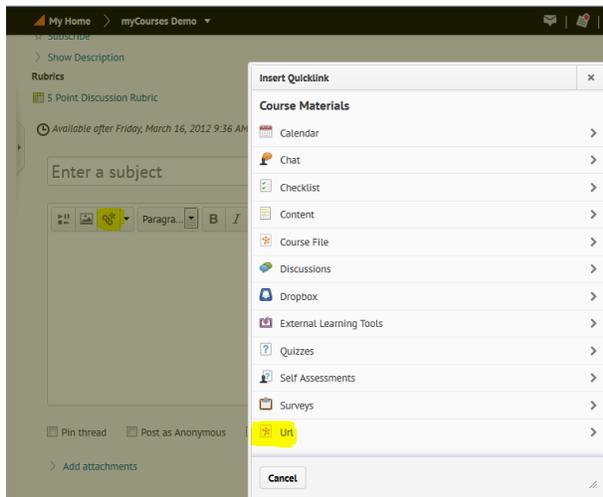
STEP THREE: Copy the URL of your YouTube video

1) In order to share your video you next need to copy the URL. To do this, click the **Share** link under the video, then copy the URL.

STEP FOUR: Paste your YouTube URL in the myCourses Discussion area under the appropriate Discussion topic

1) Log into myCourses

2) Navigate to the Discussion area

3) Open the appropriate discussion topic and start a new Thread

4) Click the Insert QuickLink icon from the toolbar, select URL and paste the YouTube URL

5) Include a subject line for your post and click POST

For your reference

- YouTube Upload Instructions