

Coastal's Office of Online Learning (COOL)

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Guidelines for videos submitted for captioning:

- Videos should be no longer than 25 minutes each.
- Speech must be audible (clearly enunciated with as few interruptions as possible).
 - Please keep in mind that captioning is literal. Every “um”, “like”, stammer, etc. will be transcribed for accuracy. It is best to minimize those filler words and errors by pausing to think about what you’re intending to say when necessary, following a script, or by editing the video; cutting out portions containing errors that would negatively affect your captions.
- Please be careful when using technical/course specific language that may be difficult to transcribe, such as authors’ names, book titles, etc. If such language is used, please make sure that you are extremely specific or are able to include extra information to us about the topic via email.
- Again, captioning is literal, so please be sure to review your videos for spoken grammatical errors before submission. Doing so, will assist students who are relying on your captions to thoroughly understand the lesson.
- If you are including a video into your lecture, please make sure the video you are using already has captions.

Length of video submitted	Minimum additional time needed for editing
< 10 minutes	1 hour or more
10-25 minutes	1 hour 30 minutes or more
25-40 minutes	2 hours or more
40-60 minutes	3 hours 30 minutes or more
1 hour +	4 hours or more

Note* the table above represents the amount of time it will take to caption the video. This is not the turnaround time in when you will receive them back. Captions can take up to 4 weeks to receive them back.

Steps for Captioning:

1. Upload your videos to Echo 360 if they are not there already.
2. Give your video a name using you first and last name
3. Share your videos via Echo to Coastalonline@coastal.edu
4. Videos will be captioned on a first come first serve basis based on the level of priority for each video.
5. Once the videos are completed you will be contacted by COOL.