



## Creating Captions - YouTube

Captions on videos are an integral part of ensuring content access to all users regardless of ability levels. Captions are also required for all content that is posted on blackboard or shown in class. Youtube hosts media and provides Auto-generated captions. These captions are inaccurate but the following guide will explain how to create and edit captions using the YouTube website.

- 1) Login to your YouTube user account. If you do not have an account, follow the steps on the website to create an account.
- 2) Click the video camera icon in the top-right of the page select upload video; this will open a new page.
- 3) Click the select files to upload button, or drag and drop the files onto the page.
- 4) Select the appropriate video privacy setting.
  - a. Public videos are publicly searchable.
  - b. Unlisted videos are not listed in search results, but can be played by someone who has a URL can you do line
  - c. Private videos cannot be searched that can only be linked through URL
  - d. Scheduled videos will post publicly at a predetermined time
- 5) Set your title, description and tags.
- 6) Click the advanced settings tab on the top of the page, set the video language to English, and check the community contributions box.
- 7) Once you have added the appropriate information click the publish button.
- 8) Go to the published video page and click the gear on the bottom of the video. Click 'Subtitles/CC' and then click 'Add Subtitles/CC'. A new window will appear.
- 9) Click the 'Add new subtitles or CC'; select 'English (United States). The page will refresh; then select 'Transcribe and auto-sync'.
- 10) Add the appropriate text and once completed select the 'Set Timings'

Your video is now captioned and can be distributed to your class. The captions will attached to the video so long as you continue to host it.

**Remember:** it is *your responsibility* to ensure that all captioning is accurate and complete. If you require assistance in evaluating this, please reach out to ITS. Failure to do so can put MSU Denver at risk of being out of compliance. Accessibility is everyone's responsibility at MSU Denver.