

Procedure for Captioning Videos

Where is the video

Start by searching the Academic Video Library.

- a. Open up Ensemble Videos and search for the video (sometimes you can't put the full title, just a portion to find it)
<https://www.mvcc.edu/online-student-support/ensemble-video>
- b. If you have a DVD, bring to Robert Rogan in the IT department (AB137A).
- c. Contact one of system administrators (below) via EMAIL to let them know of the exact title that is in the Academic Library to initiate the captioning process. Send the link to the video if found on the Academic Video Library

Contact one of the following System Administrators to receive an Ensemble username and password.

- Robert Rogan, 315-731- 5774 – IT Department: AB 137A rrogan@mvcc.edu
- Jocelyn Ireland, 315-792-5372- Learning Commons IT 129 jireland@mvcc.edu
- Tamara Mariotti, 315-731-5702- Accessibility Resources, PH104H tmariotti@mvcc.edu
- Deb Otis, 315-792-5551 Educational Technologies, IT 140 dotis@mvcc.edu

Log into Ensemble using your username and password

<https://mvcc-video.mvcc.edu/app/Default.aspx>

The video should be in folders organized by your department by a system administrator. If the video is not in your designated department folder after 3 days, call a system admin.

Next Embed the video into your Blackboard account from the Academic Video Library.

In order to embed the captioned videos to blackboard here are the steps:

- a) Go to course Documents where you want to upload the videos inside the course in your blackboard account.
- b) Go to “Build content” –Choose “Ensemble Video”
- c) Select your department, based on the course, under library Ex: “Social Science and Public Services”
- d) Select your video
- e) Click on the small green + below the video and the green “Save” button.



If you have difficulty with blackboard, contact Debbie Otis or Norma Chrisman in the Learning Commons.

The video will automatically be processed from the Academic Video Library by one of the System Administrators for captioning. The video in your blackboard account will update with the captioning once it is processed. Please check this after one week and let the System Administrator know if this is not processed.

System Administrators will process captioning requests received on a first come, first serve basis, and specific titles for students that are taking a class that are deaf or hard of hearing/ or visually impaired.