

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/academics/online/video-library.php>
- b. If you have a DVD, bring to Robert "Bobby" Rogan in the IT department (AB142).
- 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.

- Bobby Rogan, 315-731- 5774 – IT Department: AB 137 rrogan@mvcc.edu
- David Beck, 315-792-5644 – OAR Department: WH 129E dbeck@mvcc.edu
- Tamara Mariotti, 315-731-5702- Accessibility Resources, IT/WH 129A
tmariotti@mvcc.edu
- Norma Chrisman, 315-792-5398 Educational Technologies, WH 143
nchrisman@mvcc.edu
- Jocelyn Ireland, 315-792-5372- Learning Commons WH 129 jireland@mvcc.edu

If you have difficulty with blackboard, contact 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.