

Greetings,

My name is Jeremy Wyatt and I'm the Access Tech/Alt Media Specialist here at IVC. My role deals directly with Section 504 and Section 508 of the Americans with Disabilities Act (ADA). The Section 504 portion of my duties involves accommodating students enrolled through DSP&S by introducing and training students in accessible technologies, as well as converting textbooks into various digital formats based on the student's needs.

The Section 508 portion involves assisting faculty and staff with making sure their online content is accessible for all students. From a faculty perspective this means I am here to help make sure the audio and video used in courses is captioned and/or a transcript provided. Any video used in class should have closed captioned enabled and if a video is used to answer questions in a quiz/test/assignment then it MUST be captioned.

As your classes are transitioned from in-class to online it is important that all video clips being shown in canvas are captioned (per Section 508 of the ADA). I know this may seem like a daunting task, but I am here to help. I am here to provide training, be the liaison to the captioning company or to help however you are needing.

Here are some "How To" documents to assist you with the following:

- **How to Join captioned files to the video files in Youtube**

Adding Captions to youtube.com video:

<https://www.3playmedia.com/2014/06/25/upload-caption-subtitle-files-youtube-videos/>
<https://www.washington.edu/accessibility/videos/youtube/>

Adding Captions to a Facebook video (begin at Step 2):

- **How to send video files that need captioning**

Send files using Google Drive:

<https://support.google.com/drive/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en>

Shard files using Microsoft OneDrive

<https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>

- **How to show video files on VLC (contact me if using Windows Media Player or other media player):**

Adding Captions to VLC Media Player (begin at Step 2):

<https://support.3playmedia.com/hc/en-us/articles/227729108-VLC-Video-Player-Overview-Adding-Captions-Subtitles>

If you have videos that need captioning, you can send them to me multiple ways:

- A link to the Youtube video (preferred)
- A link to a cloud storage account to download the file (preferred)
- Attached to an email if the file isn't too large

The process to create captions takes 3-4 days and once completed the caption file will be emailed back to you. Joining this caption file and the video file when uploading to Youtube will create accessible captions/videos for your class(es).

If you need assistance or have questions I can be reached via email at Jeremy.wyatt@imperial.edu, by phone at 760-355-6406, or via Microsoft Teams. If help is needed to load the captions we can setup a zoom meeting or phone call to help walk you through the process.

Thank you for your time,

Jeremy Wyatt

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