### Third Party Video Captioning at Butler

### For accommodation purposes, videos used in courses must contain high-quality captions. If **you create videos** yourself (i.e. video lectures), this is a fairly straightforward process that capitalizes on Butler’s [Panopto](https://www.butler.edu/cat/panopto) content capture system. Please contact the [Center for Academic Technology](https://www.butler.edu/cat) (CAT) at 317-940-8575 or by email at cat@butler.edu for more information on this process.

**Third party** videos (e.g. found on YouTube, Vimeo, etc.) used in your courses must also contain high-quality captions. To assist you in this process, CAT and the Library have developed a process to help you make sure you have properly captioned video content.

**Phase 1 | Search Butler’s Licensed Databases**

1. **Make an inventory** of your video titles;
2. **Check Availability** on Butler’s existing video databases (If one is available on one of our databases, we know they are licensed properly and that they either likely contain high quality captions OR the captions, in many cases, can be requested from the database vendor):
   1. [Kanopy](http://butler.kanopystreaming.com/);
   2. [Films on Demand](https://ezproxy.butler.edu/login?url=http://digital.films.com/PortalPlaylists.aspx?aid=27232);
   3. [AVON](https://ezproxy.butler.edu/login?url=http://search.alexanderstreet.com/vast)**;**
   4. [SAGE Video: Media, Communication & Cultural Studies](https://ezproxy.butler.edu/login?url=http://sk.sagepub.com/video/media-communication-cultural-studies);
   5. [Digital Theatre](https://ezproxy.butler.edu/login?url=http://www.digitaltheatreplus.com);
   6. [SWANK Butler licensed titles](https://ezproxy.butler.edu/login?url=https://digitalcampus.swankmp.net/butler352508); [SWANK Public Site](https://www.swank.com/digital-campus/) (may require Butler licensing)
   7. [Docuseek2](https://ezproxy.butler.edu/login?url=http://docuseek2.com/)
3. **Consider alternative titles** on Butler’s databases if your original title isn’t located. At times, faculty have found similar videos (that already contain captions) that relay the same concepts as the original title.
4. **Contact your** [**liaison librarian**](https://www.butler.edu/library/services/subject-liaisons). If you cannot locate suitable alternative titles or feel you need assistance with your search, contact your liaison librarian. You will be asked to provide a list of video titles you have been unable to source which will allow your liaison the opportunity to suggest further alternatives if available.
5. **Provide student access to the captioned videos** in your course that you’ve successfully located in the databases. There are several approaches to making captioned videos available online including links and embedding. For assistance on this step, please contact CAT at [cat@butler.edu](mailto:cat@butler.edu) or 317-940-8575.
6. **If unable to find a captioned version** of your titles or a suitable alternative, proceed to **Phase 2 - Caption Creation**

**Phase 2 | Seek captioning creation support (CAT)**

1. Email CAT at [cat@butler.edu](mailto:cat@butler.edu) and provide a list of the videos (with titles) and URLs to video.
2. Indicate your course title and number and the date you need the captioned video(s) available for your course. Note that in most cases, CAT will need at least two weeks turnaround time to order or produce captioned videos.
3. Turnaround Time: Completed videos will be placed in Instructor’s Panopto account and made available via the Panopto block in the course’s Moodle site if necessary. Otherwise, instructors may distribute the Panopto link to their students any way they see fit.