Creating Video Captions Using YouTube

1. Log into YouTube and select a video to edit or upload a new video. To upload a new video click on the arrow icon to upload:



Important: on the next screen be sure to make the video private:

\rightarrow G Secure	https://www.youtube.com/upload
= You Tube	Search Q
	Select files to upload Or drag and drop video files Public Unlisted Private Scheduled
	HELP AND SUGGESTIONS By submitting your videos to YouTube, you acknowledge that you agree to YouTube's Terms of Service and Community Guidelines. Please be sure not to violate others' copyright or privacy rights. Learn more Upload instructions Troubleshooting Mobile uploads

Click in the middle of this screen to browse to a video or drag and drop a video file onto the middle of the screen to start uploading the video file.

Videos - YouTube	×						
← → C 🔒 Secure	e https:/	/www.youtube.com/my_videos?o=U		☆	9	۵	C
= You Tube		Search	Q	<u>±</u>	Ų	cngage®	
CREATOR STUDIO		Videos 613	Search videos			- Q	
DASHBOARD		Actions			View: 1	Newest 🔻	
VIDEO MANAGER		CBT - Equation Editor Tutorial 5-6	0		0		
Videos Playlists		HD Aor 28: 2017 9:30 AM	4 views	1	0		
		Edit -		4	0		
LIVE STREAMING	Ť	CBT - Equation Editor Tutorial 3-4	S		0		
	~	Apr 28, 2017 9:30 AM	5 views		0		
		Edit -			0		

Once the video is uploaded click on edit:

2. Click on Subtitles/CC:

	-	End screen & Annotations	Cards CC S	ubtitles/CC		41
3T - Equation Ed	itor Tutorial 5-6				Cancel	Save changes
Mpc/symdem.gart 8				VIDEO INFORMATION		
CBT - Equation E	Editor Tutorial 5-6	6		Channel:	EngageNY	
nices & Submit	Question 8			Uploaded time:	April 28, 2017 9:30 A	м
fank and Debra each own two milliong cows. One	day, they milled their cows and compared the amount of milk the cows			Duration:	2:50	
could in that one day.	Type of Cow Inney Transis			Raw file: CBT - Equation Edito	r Tutorial 5-6.mp4	
Bank's Cows gallors of milki			a transfer to a	Views:	ılıl 4	
(gallow of milk) tow many more gallow of milk did Debra's two or	5 g and a second			Likes:	ı 🗰 🛛 🛛	
Bowyourwork. Na ≠ + - x + = < > 8.1%	it) & TR Ini ea		and the second se	Dislikes:	# 0	
6+3=2+-=<>x*				Comments:	D	
			an tha an tha	Video URL:	https://youtu.be/6->	xFB0B35GI

🖍 Info & Settings 🛛 🌾 E	Enhancements 🗸 Audio	 End screen & Annotations 	Cards	CC Subtitles/CC		4
lanage subtitles and	d closed captions					
CBT - Equation Edit	tor Tutorial 5-6			Add new	subtitles or CC 🔻	
				English		
				Search 186 other languag	es	
				Abkhazian		
				Afar		
				Afrikaans		
				Albanian		
				American Sign Language		
				Amharic		
				Arabic		
		_		Aramaic		
0:00/2:49		CC	*	Armenian		
				Assamese		-

3. Add new captions and select a language:

4. Click on "Create new subtitles or CC"

You Tube	Search						Q	<u>+</u> 1	Ç cabibia
🖍 Info & Settings	Finhancements	J Audio	 End screen 8 	Annotations	Cards	Subtitles/CC			4
lanage subtitles	and closed ca	ptions: Eng	glish						
CBT - Equation	Editor Tutorial	5-6			SELECT	METHOD			- 4- 4b 1-
					Choose video:	now you want t	o add subtitles or clos	ed captions	s to this
					choose video:	now you want t	upload a file	ed captions	Image: Second se
					choose video:	Tra	upload a file Upload a file nscribe and auto-sync ate new subtitles or CC		Image: state of the state of t

 Select Auto-generate captions from actions. Important: "Automatic captions may not be ready at the time that you upload a video. Processing time depends on the complexity of the video's audio." (Source: <u>YouTube Help</u>)

Info & Settings Enhancements	You Tube	Search					Q	<u>*</u>	Û
Actions CBT - Equation Editor Tutorial 5-6 Object Actions Actions <	🖍 Info & Settings	Enhancements	io 🗖 End	screen & Annotations	Cards	CC Subtitles/CC			*1
Actions Actions Actions Actions Actions Action press Enter Download CBT - Equation Editor Tutorial 5-6 CBT - Equation Editor Tutorial 5-6	ranscribe and	set timings: English						Delete draft	Publish
Auto-generate Download CBT - Equation Editor Tutorial 5-6 CBT - Equation Editor Tutorial 5-6 CBT - Equation Editor Tutorial 5-6	Actions -						к	eyboard short	tcuts Help
Download Add your first subtitle Click in the field above to get started. I add your first subtitle I add your first sub	Auto-generate	en press Enter	+	CBT - Equation	n Editor Tuto	rial 5-6			
Add your first subtitle Click in the field above to get started.	Download								
Add your first subtitle Click in the field above to get started.									
Add your first subtitle Click in the field above to get started.									
► • • • • • • • • • • • • • • • • • • •	A Click in t	dd your first subtitle							
► <) 0:00 / 2:49 EE <		·····							
► <) 0:00 / 2:49									
> () 0:00 / 2:49			- L						
				• • 0:00	/ 2:49				cc 🌣

After the captions are auto-generated click on them to edit and use the play/pause buttons to play the audio to check that they are accurate.
 See the last page of this guide for captioning suggestions.

	uto generation completed	×
* 0`	are generation completed	
Actions •	•	Keyboard shortcuts Helr
Type su	btitle here then press Enter	L CBT - Equation Editor Tutorial 5-6
		C = specifybereseter 1 € 0 € feare http://synetiesajointerazion/ht/Pjratice
		Concertors All Safethal Concer
):00.8):05.1	this tutorial will show you how to use the equation editor toolbar in	Naik and beins such non the mitting cases. One day, Dary mitted their cases and compared the amount of mits the cases probabel in that one day.
-0E 1	constructed reasonable questions format	COW MILK PRODUCED
):05.1	the equation editor toolbar includes	Interview Historian Handr's Creves 4.2 4.1
		(galloss of mills) ² 4 ² 8 Delara / Const Solutions of mills
0:09.9	buttons that you can use to show your	How many more gallons of milk did Debra's two cows produce on that day compared to Hank's two cows?
0:15.2	work the equation editor toolbar for the	$(\bullet, -] + - \times e = \langle \rangle \in \mathbb{R} \oplus 0$ (i) (i)
		available for grades 3 to 4 5 to 6 & 7
0:15.2	grades 3 through 8 map test is available in session 3 of every grade and is	to 8 in this example you will see the
	,,,	
0:20.2	available for grades 3 to 4 5 to 6 & 7	🔊 🕨 🜓 0:22 / 2:49 🗠 🗠
0.07.0	to 8 in this example you will see the	0.17 0.18 0.19 0.20 0.21 0.22 0.23 0.24 0.25 0.26 0.27 0.2
0.27.2		ab 8 map test is available available for grades 3 to 4.5 to 6.8.7 grades 3
U.Z7.Z	the second se	every grade and is to 8 in this example you will see the use the
):27.2	grades 5 to 6 equation editor toolbar to	
:27.2 :33.7	grades 5 to 6 equation editor toolbar to use the toolbar click in the box under	diament, which as intervention in the second s
):27.2):33.7	grades b to 6 equation editor toolbar to use the toolbar click in the box under	

7. Once captions are auto-generated they are automatically saved to drafts – so you can return to edit them in another session if needed:

Enhancements 🖌 Audi	io End screen & Annotation	A and		
		is U Cards	CC Subtitles/CC	4
nd closed captions				
litor Tutorial 3-4			Add new subtitles or C	c -
			Purchase new subtitles	s or CC
		PUBL	ISHED	
		۲	English (Automatic)	
		MY DE	RAFTS	
		۲	English 19 seconds ago	
n		·· •		
		Comn	nunity contributions: Off Turn on	
	itor Tutorial 3-4	itor Tutorial 3-4	itor Tutorial 3-4	itor Tutorial 3-4 Add new subtitles or C Purchase new subtitles PUBLISHED English (Automatic) MY DRAFTS English 19 seconds ago Community contributions: Off Turn on Video lacquace: English Change lacquages

8. Once all the captions are edited and accurate click on Publish:

🗸 A1	ito generation completed						×
ctions ¬						Keyboard shor	tcuts Help
ype sul	otitle here then press Enter		ation Edito	or Tutorial 5-6	-		Q to 1
:00.8 :05.1	this tutorial will show you how to use the equation editor toolbar in	Review & Submit. Hank and Debra each o produced in that one de	wn two militing cows. One da ty. COV	Que y, they milked their costs and comp MILK PRODUCED	estion 8 ared the amount of milk the cows		
05.1 09.9	constructed-response questions format the equation editor toolbar includes		Hank's Cows (gallons of milk) Debra's Cows	Type of Cow Jersey Holstein 4 ² / ₄ 4 ¹ / ₈ 5 ¹ / ₂ 5 ² / ₈	-		
:09.9 :15.2	buttons that you can use to show your work the equation editor toolbar for the	How many more gallom Show your work.	s of milk did Debra's two cov	s produce on that day compared to	J Hank's two cows?		
:15.2 :20.2	grades 3 through 8 map test is available in session 3 of every grade and is	(a) <u></u>	avai to 8	lable for grade in this examp	es 3 to 4 5 to 6 8 le you will see t	& 7 he	
):20.2):27.2	available for grades 3 to 4 5 to 6 & 7 to 8 in this example you will see the	> >	0:22 / 2:49	offerer over preserver	0:23 0:24 0	25 0:26	0:27 0:21
:27.2 :33.7	grades 5 to 6 equation editor toolbar to use the toolbar click in the box under	gh 8 map test is 'every grade and	available is	available for grades to 8 in this example	3 to 4 5 to 6 & 7 you will see the	11.4.10.40.10	grades use the
		A BAR AND A BAR					the second s

 To export edited captions, click on the published captions that were saved. Important: the option to export captions is not available until the captions have been published – it will not work for draft captions.

PBT - Equation Editor Tutorial 5-6		Add new subtitles or CC 👻	
		Purchase new subtitles or CC	0
	PUBLISHED		
	Englis	sh (Automatic)	
	Englis	sh	

10. Under actions select **.vtt** and save the file.

ibtitles/CC source	ed subtitles and CC: English			Edit	Unpublish
Actions 🔻	rial will show you how to use ation editor toolbar in	CBT - Equation	n Editor Tutorial 5-6		
Download Original format	cted-response questions format ation editor toolbar includes				
.srt .sbv	that you can use to show your e equation editor toolbar for the				
0:15.2 grade 0:20.2 in ses	s 3 through 8 map test is available sion 3 of every grade and is				

11. Remove extra lines of text inserted by YouTube from the VTT file. These extra lines will prevent the captions from displaying in Vimeo when using Internet Explorer. To delete the extra lines, open the VTT file in Microsoft Word or Notepad and delete the following two lines at the top of the file – do not remove "WEBVTT":

WEBVTT Kind: captions ◀ - Delete this line ---- Delete this line Language: en 00:00:07.210 --> 00:00:10.050 Welcome everyone to the New York State Education De 00:00:10.870 --> 00:00:17.670 webinar presentation and the federal Every Student referred to as ESSA.

Save the file as plain text with the same VTT file extension.

12. To import the captions to Vimeo log into Vimeo and go to the video that you want to add captions to and click on Settings:



← → C	s/advanced		Q ☆	چ 🦻	8	0
vimeo Manage videos ~ Watch ~ On Demand ~	Upgrade	Search videos, people, and more \mathbf{Q}	* 🛞	🔥 Uplo	ad	Î
Image: Sector	Addreated Captions & Subtitles Locose file To create or purchase captions and subtitles, we recommend us galay Rev Amara Or, learn more in our <u>Help Center</u> . Add Plancia Add related photos to your video page by pasting <u>Instagram</u> or F aure your photos are public before you add them here, or else for Add a new phote Capta a custom URL for this video that is more memorable that matches the video title. Preview: https://wineo.com/214076737 Addreated Commons Locense Is this video (Learn more). Addreated Commons Locense Is this video (Learn more).	ing one of our trusted services: <u>"lider</u> URLs here (separate multiple URLs with co ley wont show up! n a random string of numbers. Many people crea	mmas). Make Ie a URL: that			
All videos	 Attribution - ○ ① Attribution Share Alike - ○ ① ○ Attribution No Derivatives - ○ ① ○ 					

13. Click on Advanced and Choose File:

14. The uploaded file name should display. Then set the language and type to Captions and be sure to check the box to turn the captions on:

						🥏 🏃	0
Vimeo Manage videos ~ V	Vatch ∽ On Demand ∽	Upgrade	Search videos, people	, and more Q	* 🛞	🔥 Uploa	ad
Compared and the second and the		Advanced					
		Upload Captions & Subtitles					
		Choose file					
Uploaded Apr 20, 2017, 4:	14 PM 02:49	To create or purchase captions and subtitles, <u>3play Rev Amara</u> Or, learn more in our <u>Help C</u>	we recommend using one of our trusted service <u>Center</u> .	is:			
Basic		Enable Captions & Subtitles					
Privacy		Status File name	Language	Туре	_		
Collections		✓ ON captions.vtt	English (United States)	▼ Captions ▼	© ×		
Embed		Add Photos Add related photos to your video page by pasi	ting Instagram or Flickr URLs here (separate m	ultiple URLs with con	ımas). Make		
Video file		sure your photos are public before you add the	em here, or else they won't show up!				
Advanced	>	+ Add a new photo					
Upgrade		Custom URL Create a custom URL for this video that is more matches the video title.	re memorable than a random string of numbers	. Many people create	a URL that		
Go to vi	ideo						
All vide	eos	Preview: https://vimeo.com/214076737 Creative Commons License					

Advanced >	Add Photos Add related photos to your video page by pasting Instagram or Filder URLs here (separate multiple URLs with commas). Make sure your photos are public before you add them here, or else they won't show up!				
Upgrade	+ Add a new photo				
Go to video	Create a custom URL for this video that is more memorable than a random string of numbers. Many people create a URL that matches the video title.				
All videos					
	Preview: https://vimeo.com/214076737				
	Creative Commons License Apply a Creative Commons License to this video (Learn more).				
	No Creative Commons License				
	◯ Attribution – © ①				
	🔿 Attribution Share Alike – 🔄 🕦 💿				
	Attribution No Derivatives – @ 🕦 💿				
	🔿 Attribution Non-Commercial – 🐵 🛈 😒				
	🔿 Attribution Non-Gommercial Share Alike – 💿 🕧 🛞 🍥				
	🔿 Attribution Non-Commercial No Derivatives – 🐵 🕢 😒 💿				
	Public Domain Dedication - 💿 💿				
	Save				

15. Click on Save at the bottom of the screen to save the settings:

16. The captions can then be turned on when viewing the video by clicking the CC button:

← → C Secure https://vimeo.com/214076737						ର 🕁	🥏 🦻		0
Vince Manage videos v Watch v On Demand v Upgrade Sea			Search videos, people, and m	ore Q	•	🔥 Up	load	Î	
🖉 https://ny.nestera.quest= 🗙 🚺			U and a second		<u> </u>				
← → C & Secure https://ny.nextera.questarai.com/l/di/#practice				Din	ections II/ : Se				
Review & Submit	Question 8				<				
Hank and Debra each own two milking cows. One produced in that one day.	day, they milked thei	ir cows and compa	red the amount of milk the cows						
C	COW MILK PRODUCED								
	Type of Cow								
Hank's Cows	4 <u>3</u>	41							
(gallons of milk Debra's Cows	51	52							
(gallons of milk) ³ 2	³	inali's two cours?						
Show your work.	ows produce on that t	day compared to r	Idlik S (WO COWS?						
	(0) 1 0 0 10 (0)	ł							
	available t	or grade	S 3 to 4 5 to 6 &			_			
	o 8 in this	exampi	e you will see th	• English (Un • None					
	S /				00 HD :				

Suggested Captioning Standards

- 1. Accurate captions with correct spelling of words are the top priority this includes the correct spelling of people's names.
- 2. Ideally, captions should end at a period or comma. If that is not feasible then the caption could end at the end of a discrete phrase. For example, these captions would be edited by moving the single word into the prior caption to complete the sentence:

Transcribe and set timings: English Transcribe and set timings: English Actions -Actions -Type subtitle here then press Enter Type subtitle here then press Enter + 0:00.5 The next presentation on our diploma 0:00.5 The next presentation on our diploma series is entitled Meeting the 0:05.5 0:05.5 series is entitled Meeting the 0:05.5 Assessment Requirements for a Regents 0:05.5 Assessment Requirements for a Regents or a Local Diploma. What is the 0:13.3 0:13.3 or a Local Diploma. 0:13.3 difference between a Regents or a Local 0:13.3 What is the difference between a Regents diploma? The answer really depends on 0:17.6 0:17.6 or a Local diploma? The answer really two 🔼 depends on two factors. 0:17.6 🤇 factors. The first is, to which subgroup 0:17.6 The first is, to which subgroup does the student belong? Is the student a 0:23.5 0.23.5 does the student belong? Is the student a

The time sequence for the captions may need to be adjusted if there are significant edits to the original captions.

3. All speakers should be identified using two chevrons followed by a space and then a colon after their name. For example:

>> MaryEllen Elia: Okay. So, good morning everyone.

Multiple speakers talking at the same time should be indicated by three chevrons:

>>> All: Welcome!

Whenever there is a change in who is speaking their name should be added to the captions.

4. Proper grammar and punctuation should be used including adding sentence case and appropriate capitalization as necessary.

5. Non-speech sounds can be denoted with square brackets. Here are some examples:

[music]

[thunder]

>> Joe: Welcome everyone to the show! [applause]

For speech that is not audible or cannot be understood indicate this as [inaudible].

6. If text appears on screen that is also being spoken, do not add a caption. For example:

[spoken] For more information, visit www.engageny.org

[caption] For more information visit... [on screen] <u>www.engageny.org</u>

Additional editing guidelines are available from the Described and Captioned Media Program: <u>The CBC Captioning Style Guide</u>