

LBCC & Captioning

Understanding the College's Obligation

In order to adhere to requirements from Section 504 and Section 508 under the Rehabilitation Act, Long Beach City College must ensure that all videos shown on campus are captioned. As a Long Beach City College faculty member, you are required to ensure that your campus course and/or any LBCC event you coordinate or facilitate adheres to legal mandates. At LBCC, accommodations are a partnership, and DSP&S is not the only college entity responsible for captioning. As a result, faculty should make sure that any course content and material is accessible before distributing them to students. This includes closed captioning. ***If your video is not closed captioned, you may not use it in your class/ at your event until it is closed captioned.***

Why Captioning is Beneficial

Captioning is essential to viewers who are deaf or hard of hearing. In addition, captioning is also beneficial to students with invisible disabilities such as learning disabilities and even students who are learning English. Furthermore, captioning is an important component of universal design and are a great method for improving retention of material.

Captioning at LBCC

For existing videos that need to be captioned, please request closed captioning by doing the following:

If you use Canvas



#1

Submit video through 3CMedia upload space in Canvas



#2

Captioning will automatically be added to your media. Closed captioning will be completed in approximately 3-5 business days

You may qualify for free captioning!

You may qualify for free captioning via the Distance Education Captioning and Transcription (DECT) grant that is housed at the College of the Canyons if your request falls within one of these areas:

- Online classes
- Hybrid classes
- On-campus classes utilizing distance methods of content delivery-Learning Management System (LMS)
- Digital Learning Object repositories



If you do NOT use Canvas



#1

Check with your department for approval to submit a captioning request form. Please get departmental approval before submitting.



#2

Submit a Captioning Request Form at <https://lbcc.instructure.com/courses/26987>



#3

After submitting the Caption Request Form, based on the information provided, your request is either routed to DSP&S or the Online Learning Department for review & follow-up



#4

Either DSP&S or the Online Learning Department will send the video to a vendor for captioning, and will return the captioned video along with an invoice of cost to you and your department

If you use YouTube, please be aware that YouTube captions are not always accurate. Before showing the video, please ensure that the captions are accurate.

To find new closed captioned videos, you can access databases such as NBC Learn that offer a variety of accurately captioned videos available for use through our Library Catalog. You can access NBC Learn at <https://www.lbcc.edu/post/nbc-learn>

For assistance with finding new closed caption videos, please contact Librarian Colin Williams at c3williams@lbcc.edu