

eLearning



Closed Captioning for online presentations, videos, etc.

For your online presentations and videos, etc., create a JIRA ticket. Ideally, we will need a **5 day notice** to complete your captioning request(s). We may be able to complete the project in less time in certain situations.

- Log in to the JIRA ticketing system:

<https://prompt.dctc.edu/prompt/secure/Dashboard.jsps>

- Click “Create” button at the top of the screen:



- In the “Project” field, choose “D2L Brightspace” (Online Classroom) from the drop down menu
- In the “Issue Type” field, choose “Video Caption Request” from the drop down menu:

Project *

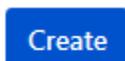
Issue Type *

- Indicate if your captioning requests are for an Accommodation or for Universal Design Learning by selecting “Yes” or “No” in regards to the question “Is this captioning for accommodation purposes?”

Note: Selecting “Yes” indicates this is for accommodation purposes

Selecting “No” indicates this is for universal design purposes

- Select the term for which the video is needed for
- Select the campus for which the video is needed for
- Click the “Create” button:



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Note: You need to add either Chad Anderson (DCTC) or John Bayerl (IHCC) as a "Co-Publisher" and "Co-Editor" on each of the videos in your Minnstate Mediaspace account in order for your videos to be properly captioned.

To add individuals as Co-Publishers and Co-Editors:

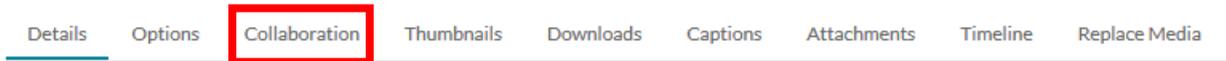
1. Log into your Mediaspace account:

<https://mediaspace.minnstate.edu>

2. From the "My Media" page, click the pencil icon on the video on which you want to edit:



3. Click "collaboration":



4. Click the "Add Collaborator" button:



5. Enter the StarID of the person that you want to share the video with
 - a) Click on the StarID
 - b) Check both the "Co-Editor" and "Co-Publisher" check boxes
 - c) Click the "Add" button

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Add a Collaborator

Type user or group name

Select permissions:

Co-Editor
 Co-Publisher
 Co-Viewer

Cancel **Add**

To Remove a Person from a Video:

- From the "My Media" page, click the pencil icon on the video on which you want to edit:



- Click "collaboration":



- Click the "x" beside the Member you want to remove:

	Permission	
	Co-Editor, Co-Publisher	X

- Click the "Delete" button in the "Delete Confirmation" box:

