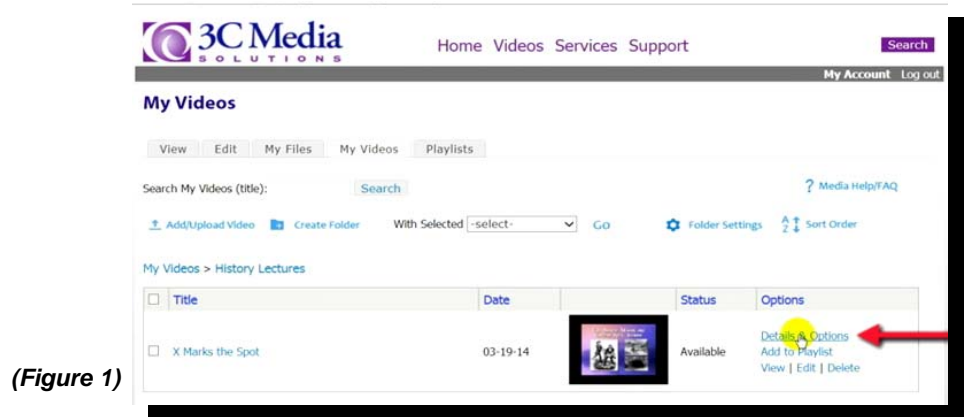


# How To: DECT CAPTIONING GRANT

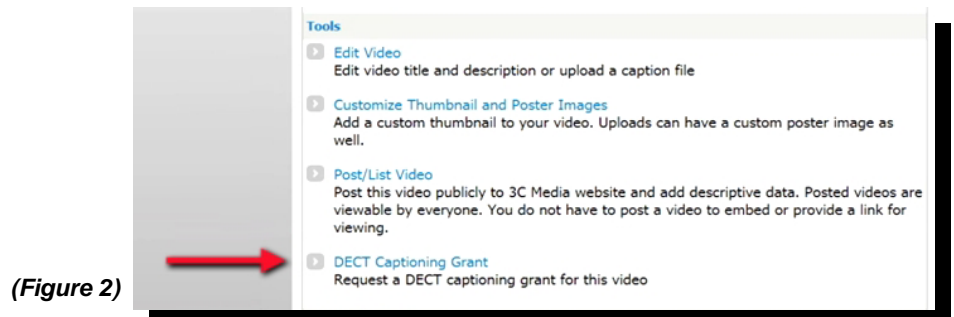
REQUEST A DECT CAPTIONING  
GRANT FOR A VIDEO

If you have uploaded a video directly to your *My Videos* account and it requires captioning, *3C Media Solutions* has provided you a simple and easy way to request the captions for your video. The *Distance Education Captioning and Transcription Grant (DECT)* is located at *College of the Canyons* and provides funding for live or asynchronous captioning and transcription as a means of enhancing the access of all students to distance education courses.

In your **My Videos** section go to the video you want captioned and click on **Details and Options**. (Figure 1)



In the Tools section click on **DECT Captioning Grant**. (Figure 2)



Instructional recordings may be eligible to receive closed captioning through the *DECT* grant. Fill out the form. You may notice that some of the fields may already be filled in for you, such as the **Title** and **Author**. You can change this information if you need to. For **Length of Video** round up the total time to the nearest minute. *Do Not Include Seconds*. Include either the **Section Number**, the **Course Reference Number (CRN)** or the **Ticket Number** of the instructional course you are submitting. Then choose which **Term** . . . *Fall, Winter, Spring or Summer*.

Then Click **Submit**. (Figure 3)

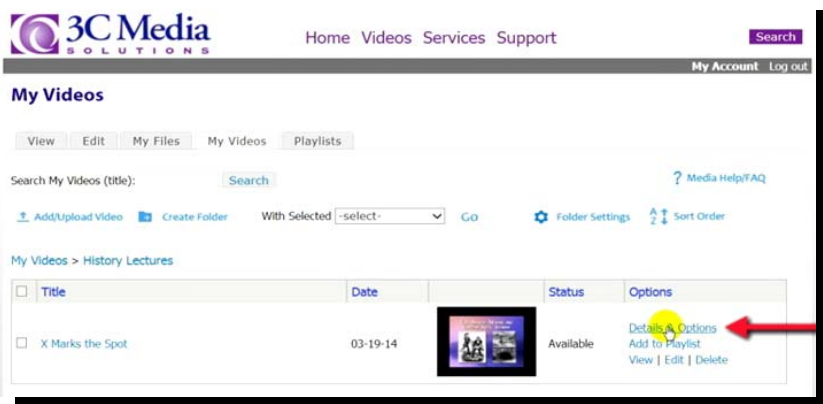


If you have questions or want more information you can e-mail **3C Media Solutions** at [support@3cmediasolutions.org](mailto:support@3cmediasolutions.org) or call at 760-744-1150 extension 1543.



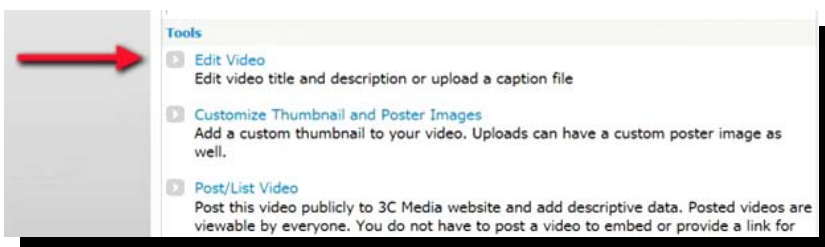
3C Media Solutions will submit the information for instructional captioning reimbursement. The captioning process usually takes anywhere from three to eight working days to be completed. When the caption file is ready, 3C Media Solutions Support will e-mail it to you.

When you are ready to upload the caption file Click on **Details and Options** for the video that is to be captioned. (Figure 4).



(Figure 4)

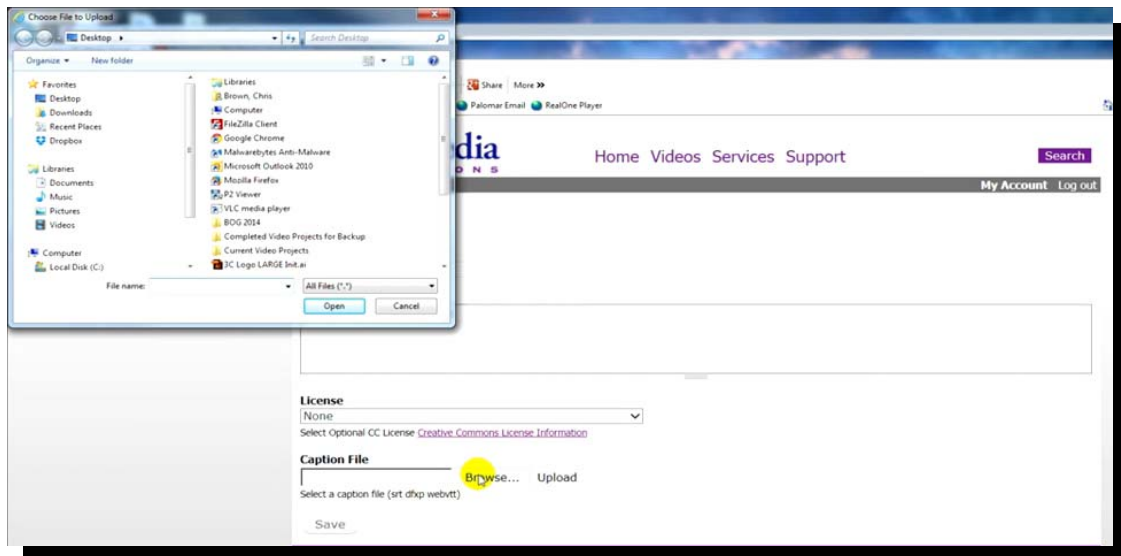
Click Edit Video. (Figure 5)



(Figure 5)

Under *Caption File* Click **Browse**. Find the location of the caption file to be uploaded and Click **Open**. The link to the file will appear in the *Caption File* window. Click **Upload**. In a few minutes the caption file will be uploaded and synced to your video. (Figure 6)

(For YouTube videos that are in your account, you will need to upload the caption files to your YouTube channel.)



(Figure 6)

If you have questions or want more information you can e-mail **3C Media Solutions** at [support@3cmediasolutions.org](mailto:support@3cmediasolutions.org) or call at 760-744-1150 extension 1543.

