

Keep C.A.L.M. Choose Accessible Learning Materials

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Caption On

Why Caption On?

[Watch eAccessibility Awareness Video:](https://www.youtube.com/watch?v=w8H3rJzogds)

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Captions are more than just a helpful feature—they're an essential part of inclusive, effective communication. Closed captions help everyone stay engaged and avoid misunderstandings. Whether your audience is in a noisy room, a quiet space, or just prefers reading along, captions make your content more accessible and user-friendly.

People use captions for many reasons, including:

- ❖ Watching videos in sound-sensitive environments (libraries, offices, public spaces)
- ❖ Enhancing comprehension and focus
- ❖ Ensuring access for deaf or hard of hearing viewers
- ❖ Supporting multilingual audiences
- ❖ Boosting search engine visibility for your content

Your C.A.L.M. Guide to Accessible Video Content

C: Consider Your Viewers' Needs

Think about where and how your video will be watched. Captioning helps every type of viewer.

A: Always Include Captions

Captions should be a standard part of video production—not an afterthought.

L: Leverage Built-in Tools

Platforms like Canvas “My Media” generate captions automatically, making it easy to start with a base version

M: Make Captions Accurate

Machine captions are a great first step, but editing is key. Check spelling, punctuation, speaker changes, and timing for clarity.

Tell Me How - Using Canvas “My Media”:

- ❖ Upload your instructional video to My Media within Canvas
- ❖ The system will auto-generate captions for every video
- ❖ You can edit captions directly or request professional captioning

Need help?

- ❖ Full instructions are available in the: Video Content Management – Captioning Videos in My Media (Knowledgebase article)

Need Help?

Call 804-333-6789 or email
rcchelp@rappahannock.edu



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