COMMUNITY COLLEGE OF DENVER

Title: Video Storage and Captioning Guideline

Guideline #: IT – 7

Approved: January 22, 2018

References: [Web Accessibility Guideline SP 125-g](#)
[Web Accessibility Plan IT-4](#)
[WCAG 2.0 AA](#)
[Fair Use Clause](#)
[Digital Use Clause](#)
[Exemption Clause](#)
[Copyright Act of 1976](#)

Approved By: Dr. Everette J. Freeman, President

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1. PURPOSE

    The purpose of this guideline is to ensure that all faculty, staff, and students at CCD have a secure place to store and manage video content and provide closed captioning so that all videos in use at CCD meet the accessibility requirements of the CCCS [Web Accessibility Procedure SP 125-g](#) and CCD's [Web Accessibility Plan IT-4](#).

    This guideline and requirement arises from CCD's obligation to be in compliance with section 504 of the Americans with Disabilities Act (ADAAA).

2. APPLICABILITY

    This guideline applies to all faculty, instructors, and staff who use video content in the Learning Management System (LMS) or on CCD's website.

3. DEFINITIONS

    a. Video Storage – video storage refers to any server or cloud-based system that stores video files for use via direct playback or weblink.

    b. Closed Captioning – Closed captioning is text-based representation of spoken words and other meaningful audio presented in a video that is displayed synchronously while the video plays.

    c. WCAG Compliance – The [WCAG 2.0 AA](#) is an agreed-upon standard comprised of recommendations for making Web content more accessible.

    d. Identified Course – a course in which an enrolled student has an identified accommodation for closed captions.

    e. Publicly Shared Videos – any video that is shared through open availability on a cloud-based platform or server, or any video made available through a direct link given to individuals via email, text message, or other electronic messaging system.

4. GUIDELINE

    a. Faculty and/or instructor Created Video

    Beginning with the Fall 2017 semester, faculty must place all new faculty created video content into Panopto and enable the auto captioning feature. Faculty and/or instructors must review the accuracy of the captions and ensure they are 99% accurate as required by the WCAG 2.0 AA standard.

    b. FERPA

    All Faculty, Instructors, Staff, and Students must sign the [Video Release Form](#) in the following instances:

- Videos created by students for class assignments that will be shared outside of the classroom.
- Videos created by faculty, instructors, staff, and/or students with the intention of being shared publicly.
- Videos containing images and/or voice recordings of faculty, instructors, staff, and students with the intention of being shared publicly.

All release forms must be kept sent to the Office of Registrar upon completion.

c. Student Created Video

All student created video produced as a class project or assignment with the intention of being viewed by classmates in or out of the classroom must be stored in Panopto.

d. Accessibility Compliance in Courses with Identified Accommodations

In any course in which one or more students have an identified accommodation for captioning, all faculty-created videos, including videos created prior to fall 2017, must be stored in Panopto and captioned and/or transcripted to 99% accuracy.

    i. If the faculty member or chair are notified prior to the start of the semester that a student with an identified accommodation for captioning will be enrolled in a specific course, all existing videos in that identified course must be uploaded to Panopto.

    ii. If assistance is required to ensure that the captioning for these videos is 99% accurate, the videos must be uploaded at least two weeks prior to the start of class (or as soon as possible if notification of accommodation comes within two weeks of the start of class) and submitted to the TLC for captioning review and assistance.

    iii. Any new video produced during the semester must be uploaded to Panopto, and if assistance is needed for captioning, new videos must be submitted to the TLC at least two weeks prior to publishing in the course.

    iv. All non-compliant videos within an identified course will be disabled and assistance will be given in order to locate replacement content.

    v. For videos from a third party, faculty must submit the links to the TLC at least two weeks prior to publishing in D2L for captioning review and assistance.

e. All videos published on the CCD Website must be captioned and/or transcripted at 99% accuracy and be stored either in Panopto or on a CCD-approved video streaming channel on YouTube or other cloud-based video storage and streaming platform.

f. Video and audio recordings that have been published (e.g. feature film, movie, audiobook, television show, etc.) or are from a third-party vendor (i.e. publisher) cannot be uploaded to Panopto. Links to such content may be provided within the LMS (currently, desire2learn/D2L) and the use of these videos must comply with the [Fair Use Clause](#), the [Digital Use Clause](#), and the [Exemption Clause](#) of the [US Copyright Act](#).

g. The Teaching Learning Center is available for assistance with all aspects compliance with this guideline, including but not limited to, Panopto training, captioning assistance, captioning review, and caption editing.