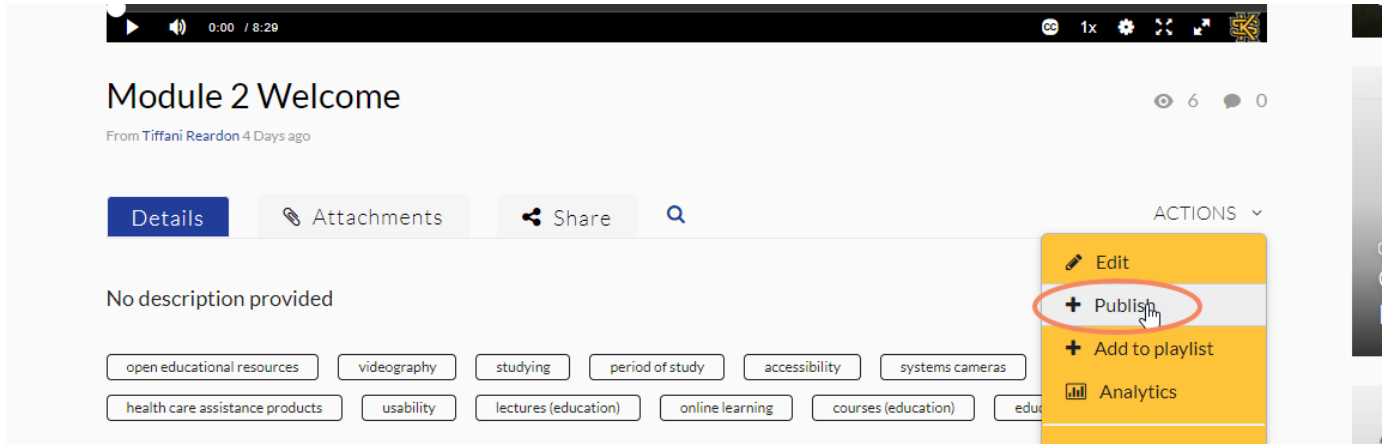


# Instructions for Caption Requests

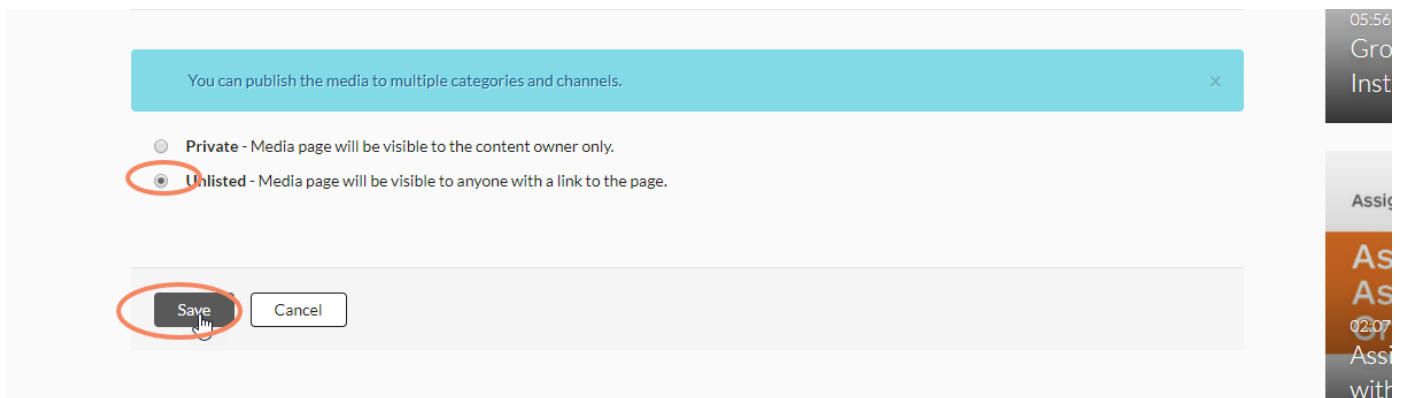
## Generating Automated Captions

You **must** complete these steps for your request to be fulfilled.

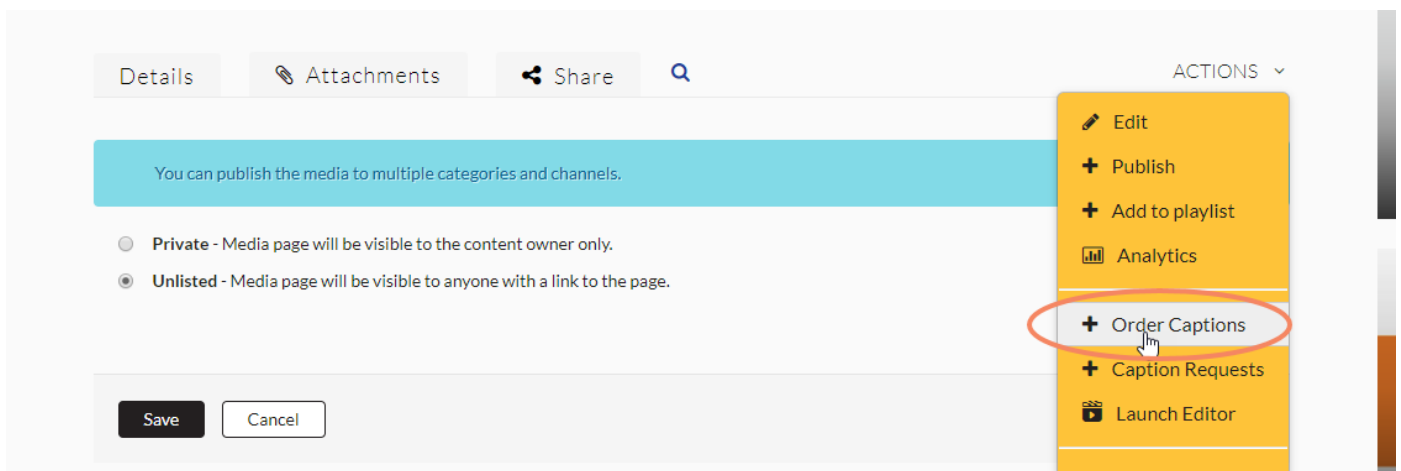
1. Log into MediaSpace and click on the video for which you are requesting captioning.
2. Under the video, click “Actions,” and then click “Publish.”



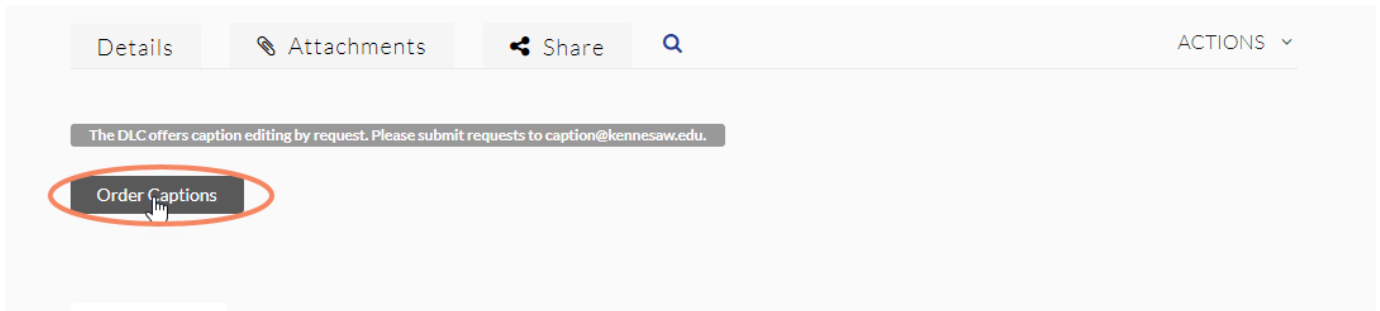
3. Click “Unlisted,” then click “Save.”



4. Click “Actions,” and then click “Order Captions.”




5. Click "Order Captions." Ignore the note about the DLC above it.



6. Click "OK."

## Requesting Caption Edits

1. Navigate to [accessibility.kennesaw.edu/captioning.php](https://accessibility.kennesaw.edu/captioning.php).
2. Scroll down to the section titled **DLI Option**.
3. Fill out the form with your information. **Make sure to separate your video titles with a period (.), semicolon (;), or comma (,).**
4. Click the yellow submit button. You should receive an email confirming your request.

**DLI Option** 

The Digital Learning Innovations will edit captions for videos 15 minutes or less in length. To request caption edits through the DLI:

1. Fill out the brief form below

\*Last Name

\*First Name


\*Email

\*College  
Please Select

\*Department

\*For Use In (type of course)  
 Online  
 Hybrid  
 Face-To-Face  
 Multiple Classes

\*List Video Title(s)



5. Please review your videos after 1 week. If caption edits have not been completed, review your videos periodically over the next week. **If edits still have not been completed after 3 weeks, please contact your department chair.**