ACADEMIC TECHNOLOGIES (ITS)



TUTORIAL

CAPTIONING WORKFLOW

The below steps outline the workflow for getting videos captioned. If you need to have videos captioned that are not lecture videos, please contact Academic Technologies (telephone: 212-346-1661; email: acadtech@pace.edu) to discuss. Otherwise, please follow steps 1 and 2 below to prepare lecture videos to be captioned by ITS:

Step 1: Upload into Kaltura MyMedia or create lecture video(s) in Kaltura.

Step 2: To get your videos captioned, put in a ticket in the Pace Help Desk using Request Type Information
Technology > Academic
Technology > Captioning.
In the ticket, include the following information:

Title/name of video(s)
Desired turnaround for captioning (typical

Step 3: After your videos have been captioned, ITS will contact you to help you access/place them in your courses.

turnaround is 2-3