Video Captioning

Within the Video Captioning module in the Instructor Portal in STARS, instructors can view requests for captioning. Instructors can submit requests for video captioning, view the status of their video captioning requests, and download any captioned videos.

How to Submit a Request for Video Captioning

- Log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to Video Captioning using the Home menu on the left-hand side of the page.
- Select Add Video Requests, by the course for which you would like to upload a video for captioning.

- For each video being submitted, enter the Title, Type of Video, Source (if available), Show Date, Length and if you are showing the whole video. Once all videos are entered, scroll to the bottom of the page and select Add Videos.

- Once the video(s) is added, confirmation will be at the top of the page and the video request will show submitted.

How to Check the Status of Video Captioning Request

- Log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to Video Captioning using the Home menu on the left-hand side of the page.
- Select View beside the video request to view the status of the request.

⌂ » VIDEO CAPTIONING » **LIST REQUESTS**

Previous Term		Term: Spring 2025

Records Found: **1** (Showing: **1 - 1**)

View	Course Status	Videos Count	Your Requests	CRN	Subject	Course	Section	Course Title
View	*Upcoming Videos*: 1 **Add Video Requests**	1		12345	TEST	101	001	Test Class for OA

⌂ » VIDEO CAPTIONING » **LIST REQUESTS**   LIST REQUESTS   PROCESSED   UPCOMING VIDEOS   ALL VIDEOS

TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)

Records Found: **1** (Showing: **1 - 1**)   Show Per Page: 100 ▾   Page: 1

Link	CRN	Subject	Course	Section	Video Title	Show Date	Type	Updated On
	12345	TEST	101	001	TEST 101.001 (Spring 2025) - zillow video	Friday, March 14, 2025	YouTube Clip	02/21/2025

- When the video is completed, Show Video will appear under Link in the request.

⌂ » VIDEO CAPTIONING » **LIST REQUESTS**   LIST REQUESTS   PROC

TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)

Records Found: **1** (Showing: **1 - 1**)

Link	CRN	Subject	Course	Section	Video Title	Show Date	Type
Show Video	12345	TEST	101	001	TEST 101.001 (Spring 2025) - zillow video	Friday, March 14, 2025	YouTube Clip