

# IN-PERSON LIVE CAPTIONING GUIDELINES

Live captioning is an approved accommodation that allows Deaf and hard of hearing students to receive a real time captioning service of the information being spoken into a microphone via their laptop. Below are guidelines regarding how to facilitate live captioning in-person. For questions and technical support, please contact Amanda Jackson at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu).

## SCHEDULE & SET UP



- Schedule live captioning sessions at least a week in advance.
- Cancel sessions at least 48 hours prior to the session.
- Allow 10-15 minutes to set up & testing equipment (microphone, personal laptop, receiver, etc.)
- Ensure the room has high quality WIFI
- Check room acoustics (limited to no echo)

## FACILITATION



- Speak clearly and at a typical pace
- Reduce background noise ex: shuffling papers, whispering, or movement
- Utilize turn-taking so only one individual speaks at a time
- Repeat questions and comments

## EQUIPMENT



- Presenter Based: Revolab xTag Single Microphone to be worn on the collar of the speaker
- Discussion Based: Omni Directional Snowball Microphone to be placed in the center of all speakers (the closer to the speaker, the better)



# ONLINE LIVE CAPTIONING GUIDELINES

Live captioning is an approved accommodation that allows Deaf and hard of hearing students to receive a real time captioning service of the information being spoken into a microphone via their laptop. Below are guidelines regarding how to facilitate live captioning online. For questions and technical support, please contact Amanda Jackson at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu).

## EDIT ZOOM.US SETTINGS



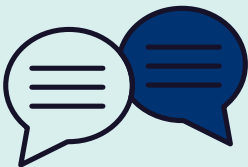
- Log into [Zoom.us](https://zoom.us) with your Gatorlink credentials
- Click on the Settings button to navigate to the Meeting tab
  - Edit the "Only authenticated users can join" to include \*.ufl.edu, \*.verbit.ai domains
  - Enable "closed captioning"
  - Enable "Show a 'Join from your browser' link"

## SCHEDULING & SET UP



- Schedule live captioning sessions at least a week in advance.
- Cancel sessions at least 48 hours prior to the session.
- Email the DRC the recurring Zoom meeting ID, passcode, and link with the dates/times of sessions
- Allow 10-15 minutes to set up & testing equipment
- Ensure the room has high quality WIFI
- Check room acoustics (limited to no echo)

## FACILITATION



- Speak clearly and at a typical pace into a headset microphone
- Reduce background noise ex: shuffling papers, whispering, or movement
- Utilize turn-taking via the hand raising feature so only one individual speaks at a time
- Repeat questions and comments
- Place the captioner in the breakout room with the student that needs live captioning

