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.

**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 LECTURE 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@uflsa.ufl.edu.

EDIT ZOOM.US SETTINGS

- Log into 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