

## Live Captioning Services: Accommodation Guidelines

**Accommodation Description:** The Disability Resource Center (DRC) coordinates the provision of live captioning services for real-time lectures and discussions based on access needs. Live captioning services is real-time captioning/transcription that allows the student to equally engage with the content within their courses. Based on the DRC's approval of live captioning as a reasonable academic accommodation, a Learning Specialist will coordinate this service through third party remote live captioning companies.

**Student Responsibilities:** The student must request consideration of this accommodation from the Disability Resource Center. The student must:

- Meet with the Assistant Director for Captioning & Interpreting Services, **Amanda Jackson**, to complete live captioning training and Equipment Loan Agreement for the equipment needed to utilize live captioning (Revolab Microphone).
- Meet with Amanda Jackson each semester to discuss live captioning needs for the following semester.
- Submit one Closed Captioning, Live Captioning, & Interpreting request form at least **15 business days prior** the start of the semester for each course that needs to be live captioned at <https://disability.ufl.edu/students/accommodations/>
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) any changes to the semester course schedule immediately (add/drop courses, etc.)
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) course syllabi, course materials, etc.
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if class dates are canceled by the instructor, or if live captioning is not needed during exam class periods at least 4 business days prior to the session
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if there are any concerns regarding the equipment, live captioning platform, etc.
- Email their accommodation letter to the instructor of the course(s) and discuss access needs.
- Provide the DRC their program advisor's contact information. The DRC will communicate with their program advisor and/or faculty prior to the semester starting, to aid with facilitating live captioning.

**Instructor Responsibilities:** The instructor is responsible for meeting with the student to discuss the access needs of the student with regards to their approved accommodation. Review <https://disability.ufl.edu/wp-content/uploads/2020/10/Live-Captioning-Guidelines.pdf> for the guidelines for facilitating live captioning. Also, the following are best practices for facilitating live captioning:

- Email the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) the course syllabus and course materials (such as PowerPoints, articles, handouts, etc.) to be provided to the live captioning agency to aid with transcription accuracy.
- Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) in the event of the live captioning is not functioning properly (equipment failure, etc.)
- Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if the course is discussion-based and/or has discussion-based components so that alternative procedures can be discussed, such as the usage of multiple microphones, managing discussions so that only one individual is speaking at a time, etc.
- In-person courses: The speaker should wear the microphone during the lecture. The speaker should repeat questions/statements from classmates for the information to be live captioned.
- Online Courses: Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) the Zoom meeting links, passwords, and edit meeting settings as needed in order to facilitate live captioning remotely.