

Closed Captioning Services: Accommodation Guidelines

Accommodation Description: The Disability Resource Center (DRC) coordinates the provision of closed captioning services for online videos.

Student Responsibilities:

- Meet/Email the Assistant Director for Assistive Technology Services each semester to discuss closed captioning needs for the following semester.
- Submit a Closed Captioning, Live Captioning, & Interpreting request form located on the website **at least 10 business days prior** to the start of the semester. Complete one form for all online or hybrid courses that needs closed captioning.
 - Any changes to the semester course schedule should be reported to the DRC at accommodations@ufsa.ufl.edu immediately (add/drop courses, etc.).
 - Email accommodations@ufsa.ufl.edu if there are any concerns regarding the closed captioning of the videos or timeline of the videos being processed to ensure adequate time is allowed for assignment completion.
- Email their accommodation letter to the instructor of the course(s) and discuss expectations, such as:
 - Priority seating
 - Closed captioning to be utilized on videos shown in class

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. The following must be completed to facilitate closed captioning:
- Utilizing the UF Service Desk created ticket thread, to reply all with MediaSite links that need to be closed captioned
- In the event your recordings are not housed on MediaSite, email the DRC at accommodations@ufsa.ufl.edu for other potential options for providing closed captioning.