Live Captioning Services: Accommodation Guidelines

Accommodation Description: Live captioning services is real-time transcription that allows the student to engage with the content within their courses.

Student Responsibilities:

- Meet with the Assistant Director for Assistive Technology Services, to complete live captioning training and Equipment Loan Agreement for the equipment needed to utilize live captioning (Revolab Microphone).

- Meet/email with the Assistant Director for Assistive Technology Services, 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 reach course that needs to be live captioned at https://disability.ufl.edu/students/accommodations/

  - Email accommodations@ufsa.ufl.edu any changes to the semester course schedule immediately (add/drop courses, etc.)

  - Email accommodations@ufsa.ufl.educourse syllabi, course materials, etc.

  - Email 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 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 instructor 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.

- Review https://disability.ufl.edu/wp-content/uploads/2020/10/Live-Captioning-Guidelines.pdf for the guidelines for facilitating live captioning.

- Email the DRC at 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 in the event of the live captioning is not functioning properly (equipment failure, etc.)

- Email accommodations@ufsa.ufl.edu if the course has discussion-based components so 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 the Zoom meeting links, passwords, and edit meeting settings as needed to facilitate live captioning remotely.