



# Live Captioning Services: Accommodation Guidelines

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

## Student Responsibilities:

- Schedule an Assistive Technology Consult appointment, to complete live captioning training and Equipment Loan Agreement for equipment needed to utilize live captioning.
- Submit a Captioning and Interpreting Services Request located on the DRC website at least 15 business days prior to the start of the semester. Complete one form for all courses that need close captioning.
  - Report any changes to the course schedule (add/drop courses, etc.) to [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu)
  - 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 because of exam class periods at least 4 business days prior to the scheduled session.
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if there are any concerns regarding the equipment, live captioning platform, etc.
- Send their accommodation letter to the instructor of the course and discuss access needs.



## Instructor Responsibilities:

- The instructor is responsible for meeting with the student to discuss the access needs.
- Consult with the DRC for guidelines regarding facilitating live captioning.
- 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 had 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.