I Have a Student Registered with the Disability Resources Office Requiring the Accommodation of Captioning

In this situation, you are required by law to provide closed captions for all videos in your course. The following guidelines are of the highest priority for captioning and require the highest standard for accuracy as well as immediacy. **If you follow the guidelines below, your captions will fulfill any of the other situations covered in this article.**

Requirement: This is an *urgent situation*, as you must provide fully accessible content to any students with disabilities at the same time as they are provided to the entire student roster.

Accuracy: Closed captioning must be at least 98% accurate for this audience to ensure equity. Since computer-generated captions cannot (at this time) guarantee 98% accuracy, captions must be human-generated or human-corrected. Even one missing word such as "not" can change the meaning of your words and have an impact on student learning. Consider this example. Spoken text: "Broil on high for 4 to 5 minutes. You should not preheat the oven." Auto-generated caption: "Broil on high for 45 minutes. You should know to preheat the oven."

To meet the requirement:

1. If you are using narrated visual content (such as Slides or PowerPoint), make sure to describe the meaningful content audibly.

I Am Recording Videos for On-Demand Viewing

Your audience may include your current and future students, students from other courses, or the general public. Because your potential viewers include individuals not known to you, you do not have full knowledge of all their required accommodations.

Requirement: To be accessible, all media must be captioned. In addition to ensuring compliance, proactively creating accurate captions and transcripts is more efficient than having to do it later if a student with an accommodation enrolls in a course using the videos.

Accuracy: For audiences who do not require accommodations, computer-generated transcriptions may be adequate in the short term. If a student requiring accommodations enrolls in a course using the video, 98% accuracy will be required.

Additional Recommendations

- Think about your microphone's position and test it out prior to doing your recording. Clearer sound will create a more accurate set of auto-captions.

- Reduce ambient noise (fans, outside sounds, rustling). Less ambient noise will result in clearer audio and improve the output of auto-caption tools.

- Speak slowly and enunciate. Speaking slowly and clearly will make for a more accurate set of auto-captions for you to work from.

- Shorter videos may aid an audience by reducing their viewing fatigue and improving focus, and a shorter video will also process faster than a longer video in the various auto-caption tools. The faster the auto-captioning process is completed for a video, the quicker you can get started editing your auto-caption base and finish completing your accurate final captions.

- Making sure to describe what is being displayed to accommodate users who may only have access to the audio. Avoid assuming, for example: "as you can see".

- **No matter what process is used to create your captions, ALWAYS check for accuracy**. The usefulness of captions relies on accuracy! Double-check names and technical terms since these might be especially prone to errors.