

Western New England University

Closed Captioning and Transcription Guidelines and Procedures

While the University creates a permanent production policy and process for creating closed captioning of learning materials offered to our students, the Office of Student Disability Services (SDS), Educational Technology and Training, and the D'Amour Library are collaborating to assist you in creating accessible media.

First, please make every effort to find media that has already been captioned or transcribed.

If you are unable to locate captioned or transcribed media that you feel are critical to the course, please follow the following steps:

For videoed media:

If you are using a professionally created DVD or movie that is captioned, you may use it. All other video produced media must be emailed (if there is a URL) or delivered SDS to check the quality of the captioning. While some media such as YouTube videos have an automatic video captioning feature, the quality of the captioning is often problematic and substandard.

If the media needs to be captioned, Educational Technology will send it out to a contracted vendor to have it professionally captioned.

For transcription of nonvisual voice media:

If the media you would like to use cannot be easily transcribed by you (e.g. a lengthy podcast), please email it to Tabitha Mancini in SDS at tabitha.mancini@wne.edu (or alternatively to Jenny Brazenall in SDS at jenny.brazenall@wne.edu) in SDS and we will coordinate with the Office of Educational Technology to have it professionally transcribed.

Please note: presentations such as Power Points and Prezi must **ALL** have a transcript November 5, 2015 accompanying them, so that all students (hearing and visually impaired) can have access to them. The content can be in the outline part of PowerPoint as this is accessible to most people. **This includes explanations of all charts, graphs, and pictures.**

The University contracts its captioning and transcription with an outside vendor. Therefore, SDS needs to receive, at a minimum, all materials **six business days prior** to their need.