

# Caption This!

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# Intro to captions

Captions = Exactly what is said, including non-spoken descriptions

→ Closed vs. Open captions

Subtitles = Does not include non-spoken descriptions, use for translating into different language

Transcription = Text version of audio

Often use the terms 'captions,' 'subtitles' or 'transcription' interchangeably

# Why do we caption?

- Legal requirement for people with disabilities
  - ◆ ADA...umbrella federal anti-discrimination law providing equal access
  - ◆ Section 508...Digital accessibility
  - ◆ SUNY EIT (Electronic Information Technology) Guidelines

But more importantly...

- Universal design = A more inclusive learning experience for ALL
  - ◆ Not just for individuals with hearing impairments, but also for people with Learning Disabilities, ESL (English as a Second Language), individuals with limited wifi
    - When you enable captions, you can access a full transcript of the video
    - Also helps when there is background noise
    - Use of transcripts generated from captions as a study/notes tool

# What and when do we caption?

- Pre-recorded lecture videos
- YouTube videos
- Documentaries and other audio visual materials
- All public-facing recorded and live content should be captioned. Students with disabilities approved for a captioning accommodation need captioned content.

Note: If a student with a disability requires real-time, live, human transcription services, in-person or remote, and/or requires edited captions on videos as an accommodation, the Office of Accessibility will coordinate those services with the student ahead of time. This is assessed on a case-by-case basis.

# Ways to caption

## Synchronous course:

1. Use Google Meets or Microsoft Teams for auto captions feature
2. Google Slides with captioning feature when launch Zoom
3. Zoom live transcription feature (hopefully coming soon to a theatre near you...)
  - a. Make sure your Zoom application software is up to date
4. Google voice type in Google Doc -- gives students running notes

## Asynchronous course:

1. Tell students to enable 'closed captions' in YouTube or other platform for assigned videos
2. Create a video or narrate a PowerPoint presentation and add/edit captions later
  - a. For recordings, use YouTube or other software to add and edit subtitles (e.g., Amara, Vimeo, webcaptioner)

# Editing captions

- Platforms that use ASR (Automatic Speech Recognition) software have approximately 60-70% accuracy
  - ◆ May miss punctuation, pronouns, discipline-specific language
  - ◆ STEM language is often misunderstood
- Good vs. Better vs. Best

# Virtual Events

→ Include an accessibility statement in your advertising materials:

“If you require accommodations for equal access to this event, please contact the Office of Accessibility Services via email at [access@geneseo.edu](mailto:access@geneseo.edu), or call 585-245-5112 at least one week prior to this event.”

→ Refer to this article on [How to Make Your Virtual Meetings and Events More Accessible](#) for more information on planning an inclusive virtual event.

# Questions?

Contact us!

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