

## University of Alabama at Birmingham's Commitment to Captioning

The interpretation and implementation of disability legislation are evolving, and it is important for UAB's faculty and staff to understand our legal and educational requirements. We are committed to providing all of our students with the best learning experience possible.

Captioning and transcription are an essential part of ensuring access to audio/visual materials. The following Guidance and Best Practices is being provided to assist faculty, staff and students with meeting compliance obligations. Everyone must incorporate these principles into their processes:

**Disability Support Services (205.934-4205 [dss@uab.edu](mailto:dss@uab.edu)) is your resource in using captions and transcripts. Contact DSS for assistance in:**

- Recognizing when materials **must** be captioned or transcribed
- Locating captioned media
- Creating captioned media
- Arranging for captions to be added by an outside vendor

### **Materials that require captioning and/or a transcript:**

The University is **legally obligated** to caption or provide a transcript of the following materials:

- Audio/video content that is mandatory for all students (Example: orientation videos)
- Online/hybrid courses or educational programs, when a student who uses captioning as a reasonable accommodation is registered in the course
- Audio/video content that is shown as part of a face-to-face or live course or educational program, unless an interpreter or CART writer is present, when a student who uses captioning as a reasonable accommodation is registered in the course
- Audio/video content that is mandatory for all employees, such as employee training videos (Example: UAB HR Open Enrollment video)
- Audio/video content that is job-related for UAB employees who use captioning as a reasonable accommodation
- Audio/video content that is accessed by the general public and which is hosted on or embedded in an official UAB website, must have synchronized captions
- Audio/video material requested to be accessible by a disabled individual as a reasonable accommodation

- When posting audio/video content that is not already captioned or accompanied by a transcript, the following statement **must** be posted in close proximity: “To request a transcript or a captioned version of this material as a disability-related accommodation, please contact Disability Support Services at [dss@uab.edu](mailto:dss@uab.edu) or 205.934.4205.”

### **Best practices regarding audio/video material:**

- Adding captions or creating a transcript for audio/visual media is **always good practice**.
  - Captions benefit deaf and hearing impaired individuals, non-English or ESL speakers, those with learning disabilities, visual learners and all users in a noisy environment.
  - Captions and transcripts make audio material searchable.
  - Captioning materials at time of production is more efficient than having to edit the materials for accessibility post-production.
- Departments should purchase only audio/video materials that include captioning. University personnel should work with the vendor and seek DSS support as needed.
- University departments that create audio/video content should include plans for captioning as a part of the original production. Projects that are created using a script can be captioned inexpensively. It is generally less expensive to add captions from the onset rather than adding them after the fact when a request is received.
- Audio/video content posted to University web pages should be captioned. The University community includes a number of individuals who require or benefit from captions, and it is preferable for captions and transcripts to be immediately available, rather than added retroactively when requested. (Examples: commencement, freshman book discussion)
- All web designers, instructional technology personnel, instructional designers, and instructors must ensure mandatory content available electronically to University students is accessible and adheres to the Web Content Accessibility Guidelines.

### **Resources:**

- **Disability Support Services is your primary resource when using or developing accessible audio/video materials: [dss@uab.edu](mailto:dss@uab.edu) or 205.934.4205.**
- Captioned versions of videos are often readily available through the publishers/owners of a video.
- Captions can be added to YouTube videos using a transcript and YouTube captioning tools. The captions should be proofread for accuracy. You may also need copyright permission from the owner of the material. Contact Disability Support Services for assistance.
- Numerous businesses specialize in creating captioned media and transcripts. Disability Support Services will assist you in connecting with these professionals to caption your

project. If captions are required for your media, as listed above, University funding is available.

- Visit the DSS web page entitled “Creating an Accessible Course” at the following URL to learn more about captioning resources and tools.

<http://www.uab.edu/faculty/teaching/dss/creating-an-accessible-course>

Faculty and staff should also be reminded that captioning alone may not address every audio/video accommodation request and that DSS should be consulted for additional resources, methods and accommodation requirements.

### **Disability Support Services**

205.934.4205

[www.uab.edu/dss](http://www.uab.edu/dss)

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