

# UW-Green Bay Caption Media Policy

Captioned video/media is accommodation that may be provided to students who have a documented need for this service in order to have full access to information presented in classes and at university-sponsored co-curricular presentations and events. The provision of the service is a shared responsibility between the student, who must make their needs known, the faculty/staff member displaying the content, who must review media and request captioning as needed, and the university media/technical staff, who can facilitate the actual video/media captioning.

The Disability Services Office will work with faculty and technical staff to assure, within reason, that the media shown in the classroom will be captioned. Sufficient advance notice must be given to assure timely provision of this service.

## Student Responsibility

- Register with the Disability Services Office through the ACCESS link provided on the front screen and complete the registration process. Caption media should be identified as a requested accommodation.
- Log in to ACCESS and request caption media after registering for classes. Notifications will go to your faculty member for notification. Please note: It can take several weeks to have media captioned so advance notice is requested.
- Provide timely requests as far in advance as possible for other events where captioning may be required.

## Disability Services Responsibility

- Notify faculty through email from ACCESS of the need for captioning videos/media in their course.
- Notify Information Technology Services to ensure the classrooms are equipped to display the captioning from the videos.

## Faculty Responsibility

- Review the video content displayed in their course to determine if the video material (VHS, DVD, Blu-ray) are captioned. Video content taken from the internet (YouTube, for example) is not always captioned and the insertion of captions may not be possible.
- If the media is not captioned, faculty must provide the material(s) that need to be captioned two weeks in advance to Center for the Advancement of Teaching and Learning (CATL). The CATL will work with an approved vendor to make the material accessible.

## Resources

- [How do I turn on captions and audio description in my media player?](#)

- Do it yourself Captioning tools
- World Caption Tool – Brian Deith, UW-Madison, LSS, has developed World Caption Tool. This tool makes captioning relatively easy, and there is no cost to download. World Caption Tool is for Quicktime compatible (Mac platform only)
- [MAGpie \(Media Access Generator\)](#), is free captioning software that facilitates the creation of timed-text caption files and developers can choose to incorporate the captions into QuickTime, Read or Windows Media.