

Captioning ' μ] v (} OE / v • š OE μ š }

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If you are having class sessions where all students meet together, please give Academic Services the specific dates, start and end times of the meeting • (or duration in minutes), the instructor contact email and phone, and the link to the video • • •] } v (or other audio source) the session will be held. Please use the same link weekly. Academic Services will schedule a live transcriber to be present for the session and caption everything said in that session. On the day of the event, assign the transcriber to be the captionist. A transcript will be available to the student at the end of the session v X

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For videos that are pre-recorded, you can use Automated Captions (which is free to the University) or submit to % OE } (• •] } v o captioning vendor for % š] } v • 99% accuracy rate. For short videos, use automated captions. Then go in and correct errors. For longer sessions or sessions with lots of technical jargon and/or medical terminology, submit the video for ADA-Compliant captions E } š W š

[How to add and edit captions in Panopto.](#)

It takes some time for the transcript to load. Once it does, check it for accuracy. If there are a lot of errors and there is an ADA request for the course, then you can choose to submit the video for ADA-Compliant captions instead.

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1. Upload your video to Panopto. (More your

Click on the "Service Level" drop down menu.

From the drop-down list,

select (ASTCaptionSync). Click on the "order" button on

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