

Closed Captioning Media

Audio-Only Materials

When material is audio-only, captioning for a hearing impaired student is not required; however, an audio transcript should be provided. The audio transcript need not be word-for-word.

Video Materials

Providing captioned material is required when a student has a documented need for accessible video materials. In this case the ACCESS Center notifies the instructors and works with them on providing appropriate materials – see ACCESS website.

<https://www.uwlax.edu/access-center/faculty-staff-resources/>

Captioning as a Best Practice for All Video Materials

The Division of Academic Affairs, ACCESS and UWL's Student Senate recommend that all video material be captioned. Research indicates that providing captioning with video materials helps many students learn the content. Video materials on the university website should be captioned.

Purchase audiovisual materials containing captioning

If the material you would like captioned is available commercially in a captioned form, we recommend replacing your current version with the newer version with captions. Requests for audiovisual materials can be made through Murphy Library. If Murphy Library is unable to prioritize purchasing the media, the responsibility falls on the unit to determine if they have the funds to purchase the materials.

Produce Original Captioned Video

Discuss this need with ITS/ATS. Contact the Help Desk at **608-785-8774**. In addition, the third party vendor can be used to create captions for locally produced media.

Adding closed captioning to video material

Please use the chart to your right to review the closed captioning process.

