

RIT GUIDELINES FOR CAPTIONING AUDIO-VISUAL MEDIA
Last revised: 19 April 2009

Context: These guidelines for captioning media are established to insure that RIT creates an educational environment that is accessible to all learners.

Media: This term includes videotapes, films, CDs, DVDs, streamed digital media (both local and external, e.g. YouTube), live webinars, publisher materials or any media that contains audio.

Media producers: Online Learning, ETC, NTID ITV, or anyone who prepares audio-visual content used in courses.

- All media produced for campus and online courses will be transcribed and captioned.
- Captioned versions of media must be purchased when available.
- All newly purchased uncaptioned media will be captioned by NTID on a priority basis.
- Media already in RIT collections will be captioned by ETC in collaboration with ITV, if they will be used more than once in a course.
- No uncaptioned audio-visual materials can be assigned as a course requirement.
- Materials, media and technology for courses will be governed by the guidelines established and disseminated by the Provost (see <http://online.rit.edu/faculty/online/policies.cfm>)
- Faculty are strongly discouraged from using media from private collections or rentals unless they are already captioned. Similarly, media from departmental collections should not be used in courses unless captioned. It is required that captioned versions of media be made available for students to review if the material will be included in exams.
- All media equipment and computers used in classrooms must be capable of displaying captions when using media. Labels with clear instructions for using closed captions should be on all equipment. Media labels will clearly reflect the captioned/uncaptioned status of media assets.
- Media producers (ETC, OL, and NTID) will inform the RIT Community about the accessibility services they offer, and the educational benefits thereof.

Delivering Accessible Course Materials

It is vital that faculty actively participate in selecting or providing accessible media for their courses.

At least one quarter of lead-time will ensure cost-effective, quality service. Contact support staff **as soon as you know you will be using any media**. Captioning of certain course-related materials may be provided free-of-charge, according to criteria your support staff can explain.

Q: Which Media are Covered Under These Guidelines?

A: All media used in campus courses, online courses, and blended courses.

Other Guidelines:

- **Conference calls** (such as those recorded through VOIP, e.g. Skype), teleconferences, or audio recordings of campus events, need to be made accessible.
 - Plan ahead to have captioning included in any recording of a **campus event**.
 - All display technology used in learning spaces (e.g. projectors, computers and DVD/VHS players) must be capable of displaying captions.
- Contact ETC at 475-2551 (TTY: 5-6295) for assistance.

Where to Obtain Assistance: For faculty and staff of the **Rochester Institute of Technology**, if you are already receiving captioning assistance from a group on campus, continue to work with that group.

If you are unsure, contact Romea Montanaro:

Romea Montanaro

Media Resource Specialist

Educational Technology Center

Voice: 475-2015 (TTY: 5-6295)

Email: rmmetc@rit.edu.

For faculty and staff of National Technical Institute for the Deaf, your first point of contact remains:

NTID Help Desk

Email: TSSHelp@ntid.rit.edu

585-475-2200 (Voice/TTY)