You've likely seen captioning on videos, televised shows, and even audio files, but you may not be aware that captions provide tremendous benefits in the classroom:

- Captions make the content of audio-visual materials accessible to all learners, for example those with auditory processing disorders or who are deaf or hard-of-hearing.
- Students who speak English as a second language can more quickly understand material in a written format (captions) than an oral format (audio).
- Comprehension, retention, and grade point averages increase when students view media that includes captioning.

We encourage RIT students to provide captioning for audio-visual media they show in class presentations, as part of our commitment to creating an educational environment that is accessible to all learners.

You will find information to help you create captioning for audio-visual materials you produce or use in your class presentations at [https://www.rit.edu/academicaffairs/tls/course-development/media-services](https://www.rit.edu/academicaffairs/tls/course-development/media-services). Or, you may work with your instructor to request captioning services from Teaching and Learning Services. If you plan to request captioning services, you will need allow a minimum of one week for the captioning to be completed.

Thank you for contributing to an educational environment that is supportive of all students,

Jeremy Haefner, Ph.D
Provost and Senior Vice President for Academic Affairs

Terminology:

**Media** includes VHS video, DVDs, digitally streamed video (i.e. YouTube), recordings of televised programs and audio files, in web-based environments or other formats that include an audiovisual component.

**Captioned media** displays the audio content of the program as text. Captions not only display spoken dialogue or narration but also include speaker identification and sound effects. The captions are synchronized and equivalent in content to that of the audio.

**Closed captioned media** provides the option of having the captions appear on the screen through a decoder, which is built into a television, VHS deck, or DVD player.

**Open captioned media** does not require a decoder, as the captioning is permanently part of the picture and cannot be turned off.

**English subtitles** are included on many DVDs and may be turned on using the remote control to access the subtitle list. Subtitles display spoken dialog or narration only.

**Subtitles for the deaf and hard of hearing** (SDH) are subtitles that contain spoken dialogue or narration and also include speaker identification and sound effects. SDH subtitles tend to be used on video formats that do not support closed captioning, such as Blu-Ray discs.