Captioning and Transcription Solutions

ATI Virtual Open House

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Accessible Media Coordinator
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Today’s Agenda

• ATI’s Role at Mason
• Accessible Media Services Overview
• Request Process Overview
• Live Captioning Solution
• Upcoming ATI Workshops
• Additional Resources
• Questions and Contact Information

Live captions for this webinar can be found on:
https://webcaptioner.com/s/uD_ZLLFa
ATI’s Role at Mason

- In addition to the **provision of assistive technology resources**, the ATI works to ensures equivalent access to ICT resources for individuals with different learning styles and abilities in the Mason community through:
  - **Provision of alternate formats** (textbooks, assessments)
  - Captioning/transcription
  - Web and document accessibility
  - Trainings
Accessible Media Services Overview

Captioning and Audio Description service provided free of charge to Mason faculty and staff
- Course media
- Mason website

Ensure media used in the classroom and/or online are accessible to individuals with sensory impairments, learning/cognitive challenges, or who speak English as a second language.

Accessible Media Services
- Captions
- Transcripts
- Audio Description

https://ati.gmu.edu accessible-media/
Captioning Request Process

- Complete the online Request Services Form for media content used in courses.
  - For Bulk Requests (e.g., 2 or more videos), use the Accessible Media Bulk Request Form and email a copy to amp@gmu.edu.
  - Most common media types (e.g., .flv, .avi, .mov, .wmv, .mp4, etc.) are accepted.
- Staff and Faculty will submit media and request forms at least 7 days prior (14 days for audio description) to the date media is needed in the course. Requests submitted less than 7 days from the date that the media is needed may not be completed on time.
  - For Kaltura users: If your videos are hosted on Kaltura, please tag each video being requested with “captions.”
  - ATI staff will contact faculty to confirm all requests prior to the start of the job. The job(s) will not be started unless an online media or bulk request form has been submitted.

https://ati.gmu.edu/accessible-media/procedures-responsibilities/
Live Captioning Solutions

- Webcaptioner
- Office 365 Built-in Live Captions
- PowerPoint
- Google Doc’s Live Captions
- 3rd party captioners
  - Used for GMU events
  - Must be requested through Disability Services

https://ati.gmu.edu/resources/creating-accessible-resources/web-conferencing-2/
Upcoming Summer 2020 AT & ICT Training Workshops

Webinars This Week

• **Creating Accessible Word, PPT, and PDF Documents**
  - June 4th, 12:30pm – 1:00pm
  - Presented by: Robert Starr

• **Web Accessibility Basics**
  - June 5th, 12:30pm – 1:00pm
  - Presented by: Kristine Neuber

Future Webinars

Starting on June 15th

• Notetaking Strategies for Online Courses
• Captioning and Transcription
• Understanding the Accessible Textbook Process
• Do-It-Yourself…
• Making your Word, PPT, and PDF Documents Accessible
• Web Accessibility 101
• Using Bb Ally to make your course content accessible

Topics and titles pending, based on faculty questions and feedback
Additional Resources

Creating Accessible Resources

ATI’s Mason CARES guide
- Accessible Documents
- Accessible Media Content
- Accessible STEM Content
- Web Conferencing
- Web Accessibility

Request Services Form
- Textbooks
- Documents
- Captions
- Web Accessibility Review
- AT Training
Contact Information

- ATI Office
  - Aquia Building, Rm. 238 (Virtual appointments by email)
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