



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 ensure 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/>

Reason for Request *

Captioning/Audio Description

For bulk requests (e.g., 2 or more files), please use the [Accessible Media Bulk Request Form \(Excel\)](#) and attach to an email to amp@gmu.edu.

For **Kaltura users**: If your videos are hosted on Kaltura, please tag each video being requested with “captions.” This ensures that the ATI staff can locate the correct videos corresponding to the request. Please submit all accessible media requests at least 7 days prior to the date needed.

Captioning

Audio Description

Date Needed By (mm/dd/yyyy) *

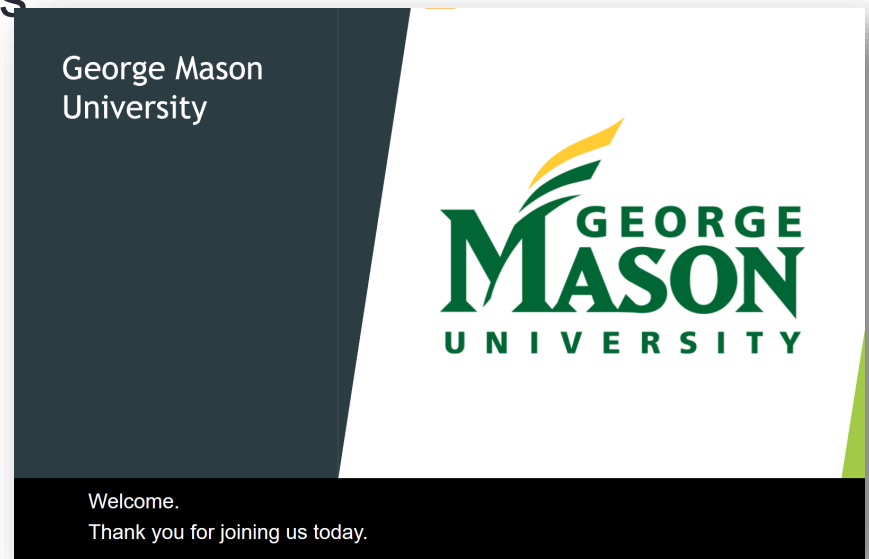
MM DD YYYY

Instructor Name *

ACCESSIBLE MEDIA BULK REQUEST FORM							
Responsibilities for Provision of Accessible Media Online and/or in the Classroom							
Faculty/Staff acknowledges the following:							
<ul style="list-style-type: none"> • Video(s) will be used for at least one year on their website and/or in the classroom. • Video(s) transcripts are the property of George Mason University and thus will only be used on GMU websites and/or in classrooms. • 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 							
ATI will provide the following:							
<ul style="list-style-type: none"> • Copy of video transcript (text file only) completed to at least 98% accuracy. • ATI will not edit transcripts unless egregious errors are identified (i.e., accuracy or timing of captions) <ul style="list-style-type: none"> • Faculty/staff can request permission to edit caption/transcripts themselves. • Confirmation emails will be sent upon receipt of your submission for processing, at the completion of your request, and as-needed throughout the process. 							
Email & Attach Completed/Saved Form							
Date Needed	Material Title	Requester Name	Instructor/Staff Name	Reason for Request?	Course Name (i.e. HIST 100)	Length of Media (Minutes)	File Location (i.e., URL, DVD, Kaltura, etc.)
6/15/2020	Intro to Econ	Robert Starr	Robert Starr		1 ECON 415		7 Kaltura
6/15/2020	Econ Lecture 1	Robert Starr	Robert Starr		1 ECON 415		5 Kaltura
6/25/2020	Econ lecture 2	Robert Starr	Robert Starr		1 ECON 415		11 Kaltura
6/30/2020	Econ Lecture 3	Robert Starr	Robert Starr		1 ECON 415		8 Kaltura

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
 - Who? What? When? Where? Why?
- 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)
 - Mail Stop: 6A11
 - Phone: 703-993-4329
 - Email: ati@gmu.edu
 - Web: <http://ati.gmu.edu>