

What is closed captioning?

Closed captioning, when activated and previously encoded, provides text on the screen for all auditory signals on a live or pre-recorded show, movie, or other broadcast typically shown on a television, TV monitor, computer, or large screen projection devices. Closed captioning is similar to subtitles in foreign films but adds non-verbal sounds such as sirens, laughter, etc. Subtitles usually only show spoken language.

How do I know if something is captioned?

If the video has been purchased, the label will usually show one of the symbols below if it has been captioned. If you have recorded something off the television (with permission, of course) and it was encoded for captioning you should be able to turn on the captions.



Glossary of Terms on Captioning
National Captioning Institute
<http://www.ncicap.org/capterms.asp>

Institutional Imperative:

Mt. SAC Strategic Objective #5

The College will implement a five year plan to attain the goal of equal access to audiovisual media shown on campus for all individuals beginning Academic Year 2009-2010. This includes access for students, faculty, staff and visitors. All audiovisual media purchased, developed, and/or shown on campus will be captioned by the end of Academic Year 2014-2015. The responsibility to meet this college-wide objective lies with all teams. (Captioning Task Force)

If you have further questions about your obligation please contact:

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**CAPTIONING
AWARENESS**

Did you know?

Educational materials you use in your classroom, including videos and DVDs, must be accessible to persons with disabilities. It is the instructor's responsibility to ensure that videos or DVDs shown in his/her classroom are closed-captioned.

The college is mandated by state and federal laws to provide reasonable accommodations including accessibility of materials for students, faculty, staff, and visitors.

Facts about captioning:

- Over 130 Mt. SAC students per year are deaf or hard-of-hearing.
- Several faculty and staff are deaf or hard-of-hearing.
- The college is responsible for assuring accessibility to media shown on campus for faculty, staff, and visitors.
- Captioning of all media shown on campus benefits everyone: it exemplifies principles of Universal Design. Providing education materials in multiple formats has been shown to benefit all types of learners.
- Using an interpreter defeats the purpose of viewing media materials because the intended audience would have to “read” the interpreter instead of the media materials being shown. While the student is watching the interpreter s/he is not watching the movie. This makes learning especially difficult when the video is showing a procedure or demonstration that the student needs to see.
- Non-compliance with above legal mandates could result in a complaint and/or a lawsuit to Office of Civil Rights (OCR), in which the college and/or the faculty/staff could be held legally liable.

How do I turn on captions?

Usually the captioning feature is found in the TV’s remote control “menu.” Ask Media Services for a TV with a remote control and captioning capabilities. Some older model multimedia projectors are not capable of showing captions unless a decoder is attached (available through Media Services, ext. 4270).

Follow these steps to turn on the decoder:

1. Using the remote control, press the menu button.
2. Select the closed-caption heading or subtitles from the menu. Note that you must choose English from the subtitles menu.
3. If further assistance is needed contact Help Desk at x4357 or ask your students.



What if I want to use a video that isn't closed-captioned?

The collection of videos in Media Services was inventoried, and those that were not closed-captioned were replaced or captioned with

funds from the Chancellor’s Office. Those funds are no longer available; therefore, new videos and DVDs purchased should be closed captioned when acquired. If you want to show a video that has not been closed captioned, you can request that it be done at Media Services. Permission must be obtained from the producers of each video or DVD in order to legally caption a videotape or DVD. The process can be time-consuming so prior planning is recommended.

How does this affect classroom instructors?

Generally, instructors are aware of deaf and hard-of-hearing students in their classrooms because they have received accommodation requests for those students. If such a student is in the classroom when a video is shown, the captioning feature must be turned on. If a DVD is shown, the English subtitles must be activated. According to the Chancellor’s Office, a video must be closed-captioned before it can be shown in the classroom even if there is not an individual who is deaf or hard of hearing in the classroom. Many other students, including those with learning disabilities, acquired brain injuries, ESL students, and those with less severe hearing losses, also benefit from having captions showing during a video per the National Association of the Deaf.