

MEMO

December, 2006

To: UWM Instructors

From: Sue Gordon
Program Manager, Deaf/Hard of Hearing Program

Re: Providing Captioned Media in UWM Classrooms

Deaf/hard of hearing students do not have true equal access to the classroom environment unless course media materials (such as videotapes, DVD's, streamed video from the web, etc.) are closed or opened captioned. The UWM Deaf/Hard of Hearing Program is committed to a goal of improving UWM Deaf/Hard of Hearing Student's access to media and your involvement is crucial to our ability to realize this goal.

Our program has recently purchased the equipment necessary to add captioning to a limited number of media each semester. We are depending on your assistance in identifying for us what media will be used in your classroom this semester. Please complete a "Classroom Captioned Media Use" form (see enclosed) for each piece of media being used in your classroom. Upon receiving your completed forms, our program will research the availability of captioned versions of any non-captioned media you will be showing. If already captioned versions of media are not available, we may then proceed to add captioning to the media ourselves, depending on our limited capacity to provide that service.

If it is deemed that we will need to add captioning to a piece of media used in your classroom, we may be contacting you so that we can borrow and then make a DVD copy of the media (we are working with our legal department concerning the copyright issues). Your original media will be returned to you promptly. We will then add captioning to the DVD copy which will be made available for your use in your classroom.

If we are unable to find a captioned version of the media or are unable to add captioning to the media ourselves, our program will provide sign language interpreting services, real-time captioning services or specialized auditory equipment in your classroom on the day the media will be shown.

Please refer to the enclosed "Providing Captioned Media in the Classroom" for clarification as to some of the common questions about post-production captioning. Feel free to contact our Deaf/Hard of Hearing program Student Advisor, Cassie Manuel if you have further question (csmanuel@uwm.edu)

We appreciate your assistance in improving media access for students registered with our deaf/hard of hearing program.

Encl.



PROVIDING CAPTIONED MEDIA IN THE CLASSROOM

Frequently Asked Questions

What is the difference between open captioned /closed captioned/subtitled media?

Closed captions are “hidden” unless they are made visible by a decoder or a TV with a decoder chip. A closed-captioned video/DVD/CD can be viewed either with or without captions.

The captioning in **open captioned** media is displayed at all times regardless if the decoder is connected or the closed captioning is turned on (i.e., foreign language films and TV shows).

Subtitles are similar to open captions. However, subtitles in a foreign film do not often indicate information such as sound effects, speaker identification and other essential features for deaf and hard of hearing viewers.

How can I determine if my media is captioned?

To determine if your media is **closed captioned**:

Catalogues and film containers/jackets often show the closed captioned symbol. It is usually displayed on the side or the bottom of the back cover. The symbols may look like this:



The closed captioning can only be viewed using a decoder or a TV with a decoder chip.

To determine if your media is **open captioned/subtitled**:

The captioning in open captioned media is displayed on the screen at all times, usually in the form of white letters with a black trim.

When DVD and DVD-ROMs have subtitles, it is indicated on the back of the DVD sleeve. The subtitle may not appear on the screen until the subtitle feature on the media menu screen is activated.

My media is closed captioned, how do I show it?

If your TV has a built in closed-captioning decoder (all TV's manufactured after 1992 have built-in decoder chips):

- To turn on the decoder, go to the TV menu functions using your remote control and turn it on to CC1 (or CC on).
- Play the media and watch to see if captions appear. If you are watching media that was recorded from a TV show or movie, wait until the actual program is on to determine if the media is captioned. (*Usually commercials and movie previews are not closed captioned.*)

If your TV does not have a built in closed-captioning decoder:

If your TV is older than 1992 or your classroom has a built-in monitor or projector, you can request a closed captioned decoder through IM&T Classroom Support. (Equipment reservations may be made in person at Bolton 238 or by phone: 414-229-5527 or online:

https://www3.uwm.edu/IMT/services/instruct/av_equipment/form/

(Be sure to write "closed captioned decoder" in the "other" box when filling out the online form.)

Classroom Support will assist you with installing and turning on the decoder so the captions will be displayed. If you need further assistance, ask the Deaf or Hard of Hearing student and/or their service provider (interpreter or captionist) for assistance. You may also contact the Deaf and Hard of Hearing Program Student Advisor - csmanuel@uwm.edu.

My media is open captioned, how do I show it?

Because open captioned media is displayed at all times regardless if the decoder is connected or the closed captioning is turned on, no special equipment is required.

My media is subtitled, how do I show it?

If you plan to show a DVD that has English subtitles, you may turn them on by using the DVD remote control and going into the subtitles menu. (Note: some DVD models do not support closed captioning or do not have a subtitle on/off feature). You may also turn the subtitles on by choosing the subtitle feature in the media menu screen.

Captioned Classroom Media Use

To be completed by classroom instructor

Please fill out one form per media used, make copies of this form as needed.

Please return to: Cassie Manuel, Student Accessibility Center, Mitchell 116, or fax: 229-6820 or interpreter or captionist assigned to your class

Semester: _____ Year _____	
Instructor name: _____ Course name and number: _____	
Phone and/or e-mail address _____	
Office (Building and room number) _____	Department _____
Date media will be shown in class: _____	
Title of media: _____	Video Format <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> CD- Rom <input type="checkbox"/> Other - Please indicate below: _____
Length of media: _____	
Will only specific sections of the media be used? If so, which sections? _____	
Is this one section of a larger piece? If so, what is the larger piece? (This information assists us in finding transcripts) _____	
This media: <input type="checkbox"/> is my personal copy. If copied/recorded from another source, please specify original source: _____ <input type="checkbox"/> will be rented from a video rental store or other source, please specify source: _____ date rented: _____ <input type="checkbox"/> will be borrowed from a library, please specify library: _____ date borrowed: _____ <input type="checkbox"/> Other: _____	
Is the media closed or open captioned? (for assistance in determining captioning, please refer to the document "Providing Captioned Media in the Classroom") <input type="checkbox"/> closed captioned <input type="checkbox"/> opened captioned <input type="checkbox"/> subtitled <input type="checkbox"/> I cannot determine	
Comment: _____	
DHH OFFICE USE ONLY	
Job Number: _____	Interpreter(s)/Captionist(s) assigned to class: _____

