# CDAR Captioning Policies and Procedures – Faculty

C-Print captionists are employed and trained by the University of Idaho to transcribe lecture material in class in real-time, using networked laptops, which allows the student receiving the accommodation to read the lecture on their screen and better follow the material. The transcript is later provided to students receiving captioning as an accommodation through the Center for Disability Access and Resources.

- Most classes require the efforts of two captionists working as a team to reduce fatigue.

- The captionists will introduce themselves to the instructor at the beginning of their first day of attendance in class.

- The captionists generally determine their seating location based on ability to see the instructor and board, to hear lecture material without distraction, and have the space necessary for extensive typing on a laptop.

- All instructional material relayed by the instructor may be included in the transcript.

- The captionists are NOT allowed to step out of their role as an employee providing services during class.

- On exam days the captionists will generally not attend class unless a portion of the session is reserved for lecture.

- If the instructor is comfortable doing so, the captionists (or Captioning Coordinator) may be added to BbLearn (as a guest) in order to document announcements, and to access video clips that may need transcribing.

- The captionists and student receiving the accommodation will use laptops in order for captioning to be provided. The computer in use by the student will not be used for any other function.