CDAR - Captioning Services

# Policies and Procedures - Students

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.

# Receiving Captioning as an Accommodation

Students may only obtain access to CDAR captioning services with an approved accommodation, which must be renewed each semester. It is the student’s responsibility to notify the Captioning Coordinator at [bfaunce@uidaho.edu](mailto:bfaunce@uidaho.edu), immediately, if a course is added/withdrawn or if the student has decided to no longer receive captioning for a given course.

# Captioning as an Accommodation

Once a student has been assigned captioning as an in-class accommodation, a captionist will be assigned to attend class and transcribe instructional material presented during course lectures.

After a captionist has been assigned to a course, the student will receive transcripts in the CDAR Access Portal.

# In-Class Guidelines

* Students retrieve the netbooks from the captionists in the classroom before the lecture starts, and return them when class ends before leaving the classroom.
* In the event that the student hasn’t arrived and retrieved the computer from the captionists before the lecture starts, captionists will wait 10 minutes after class begins. After this point if the computer hasn’t been retrieved, captionists will assume the student will not be in class that session and/or doesn’t need captioning and will discreetly exit the classroom so they can be assigned a task elsewhere.
* If the student knows they won’t be in class on a particular day or hour, they are to inform the captionists or email the coordinator at [bfaunce@uidaho.edu](mailto:bfaunce@uidaho.edu) with as much advance notice as possible; this will ensure the captionists are informed that services aren’t needed before they make the journey to the classroom.
* Reminder: If you would like the captioning style changed in any given class, please feel free to inform the captioning coordinator or the captionists that you would like things done differently; we tailor the captioning style to your needs.
* Please inform us if there are any classes you’ve determined you don’t need captioning for, or any classes in which you’re not currently receiving services where you would benefit from captioning. We’re happy to provide accommodations in any class you need, but you’re not restricted to an all-or-nothing situation.