INSTRUCTIONS FOR CAPTIONED MEDIA

The instructions below pertain to professors with one or more students in their class who has been approved for the Captioned Media accommodation.

The term "captioned media" generally refers to closed captions of all videos and films. This also includes pre-recorded lectures for asynchronous classes. Instructors and TA's should look ahead at their syllabus to see if all required films, video clips, etc. have closed captions on them. Depending on the clip, many of them do. If they do not, a request for closed captions needs to be completed. It is a simple one-page form that you will need to complete. Instructions are below.

Click on the vendor's link to request closed captions: Closed Captions - ONE Interpreting

1. **In the first section,**
   - You can post links to video(s). If the video is not a link, instruct how the vendor should access the video(s). if helpful the vendor can send a link for you to upload your videos. Email request@oneinterpreting.com.
   - Please indicate how your students are accessing this video so we can determine how to deliver it to you (for example, Panopto, Bb, in class, etc.)

2. **In the "Job Details" Portion** include the following:
   - Your name and email address
   - Title of clip (if there is no title, include a descriptive phrase)
   - Course #
   - Student name
   - Date you need to receive captioned video clip

3. **In the "Client and Contact Person" portion** include the following
   - Deaf/HH Client name - Indicate the student's name
   - Your name - Include your name
   - Your email - do not use your email address (that should go in the Job Details). Use dspdhhservices@usc.edu. Again, be sure to include your email address in the "Job Details" portion of the form.

4. **In the "Billing Information" portion** – put **"USC CC"** for the Organization Name. For the email do not use your email address. Use dspdhhservices@usc.edu.
   Using this email address will ensure the invoice comes to DSP (rather than you).

Please contact Kathi Neuenschwander at kneuen@usc.edu if you have any questions at all.