

Working with Real-Time Captioners

When a Deaf or Hard-of-Hearing (D/HH) student is taking your course, s/he may require a Real-Time Captioner (RTC) in order to be successful. This is a reasonable accommodation for the D/HH student. Here are some helpful information and tips:

- RTCs are required to record everything, including the Instructor's lecture and other students' comments. These transcripts are given to the D/HH student.
- RTCs will bring their own computer and need to sit near an electrical outlet.
- D/HH student should sit next to the RTC in order to read the computer screen and follow the lecture.
- Please speak clearly and at a moderate pace. This will help the RTC to convey your information accurately. Please allow the RTC to ask questions for clarification, if necessary.
- If you allow student questions during lecture, please restate the questions to make sure the RTC is able to hear and type the questions and answers clearly. If D/HH students have questions, they will type them on the computer and the RTC will read them.
- If you ask the D/HH student a question during class, please allow extra time for the response due to the interactive process between the RTC and student.
- If you have students doing group work, the RTC will assist with communication between the D/HH student and the group members.
- If you are showing a video, please make sure it has Closed-Captioning. (Please contact DSPS if you have any questions on captioning media.)
- Please give advance notice to the D/HH student of any upcoming additions or changes to class-required activities such as meetings, events, fieldtrips, class cancellations, etc., so the RTC agency can be informed and the student can be provided this essential accommodation.
- Please provide copies of handouts and textbooks to RTC, if available.

If you have questions or concerns, please contact DSP&S at (916) 691-7275.