KNOW WHEN TO CAPTION

Does your department have videos or plan on creating them? Follow these guidelines to ensure your videos are accessible to all viewers!

Videos posted on public sites
Department websites, YouTube channels, videos within emails to the UA community
- Ensure that accurate captions are available at time of posting.
- Do not use auto-generated captions!

Videos with restricted access
Department trainings, tutorials, or anything requiring registration or NetID log-in
- Include an Access Statement prompting users to request captions as needed

Access Statement
“To request a transcript or a captioned version of this audio material as a disability-related accommodation, please contact [NAME] and [EMAIL].”
(Choose a contact person for your department.)

If a captioning request is received from a viewer, contact the DRC at drc-communicationaccess@email.arizona.edu

Review your current videos
Browse your webpages – look at video view count and decide if they are still relevant

Streaming live events
View information on planning accessible events: https://drc.arizona.edu/planning-events

This information and more details can be found at: itaccessibility.arizona.edu/captioning
Disability Resource Center - 520.626.4538