

CAPTIONS ON RECORDED TEACHING SESSIONS

Guidance for Teaching Staff, August 2021

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Oxford Brookes, like other universities and public sector bodies, is required to make sure the materials we share are accessible. In the case of recorded teaching sessions, one aspect of ensuring their accessibility is to provide closed captions or a transcript.

Panopto provides auto-captioning. Although accuracy of this can be variable, teaching staff are expected to use this facility. The accuracy of auto-captioning is improved by good quality microphones. Equipment is being installed to improve the sound quality of recordings made in teaching rooms on campus, however, there are still some additional steps that teaching staff are requested or advised to take. The intention is to provide comprehensible captioning and remove the need to routinely correct all recordings for complete accuracy. The steps are detailed below. There will be an evaluation of the 2021/22 Semester One implementation of these four steps.

1. Teaching staff are requested to use the wearable lapel (radio) microphones when recording synchronous in-person teaching sessions and where these are provided in a teaching room.¹ They improve the quality of any sound recording and the accuracy of auto-captioning. They particularly improve sound quality when teaching staff move around the room while teaching.
2. Teaching staff are requested to include a slide, towards the beginning of each recorded teaching session, that lists the key specialist terms. This may include names and words with unusual spellings that will be used. These may be terms that are less likely to be auto-captioned correctly and/or are critical to the comprehension of the material.
3. Teaching staff are advised to ensure there is a review² of the accuracy of the auto-captioning, and to make edits to ensure accurate captioning of the key specialist terms, to remove any obscene or offensive language and to improve comprehension.
4. In a prominent position on the module Moodle page, teaching staff are requested to add the following disclaimer:

“Recordings of the teaching sessions, made available to replay to support your learning on this module, have been auto-captioned. The auto-captions are not 100% accurate. If you require complete accuracy because of a particular disability or access requirement, please contact the module leader, [insert module leader name and contact details]. You can also contact disabilitysupport@brookes.ac.uk for support with any disability/access-related issues.”

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- 1 Teaching rooms in JHBB and Clerici all contain wearable lapel (radio) microphones. For all other rooms, you can see and search for the equipment that is provided on the **Brookes Learning Space Equipment** guide.
 - 2 Recognition of the time to undertake the editing of recorded delivery, such as auto-captions is indicated in the **2021/22 workload allocation plan**.

For the most recent version of the Recording Teaching and Academic Contact Sessions Policy, go to the **Brookes' Academic Policies A-Z**

For help with auto-captioning, please see: **How do I enable and edit captions on my video in Panopto?**

For help with teaching equipment in teaching rooms, please see: **Zoom - a quick start guide for use in teaching rooms**

For more information on the legislative context and requirements to provide accessible audio and video recordings for students, please see **JISC's video captioning and accessibility regulations**