

## Introduction to **Live Captioning**

1

Liaise with the school **IT** to find out:

- What operating system is the school using on computers and devices in the classroom?
- What is the IT policy on new software and internet usage?
- Are there USB ports available for microphones?
- Is the Internet available in the proposed captioning room?

2

Choose the right **captioning software** for your needs: see our guides showing the features of each.

Some things to think about:

- How will you display the captions?
  - class wide on a smartboard, on a laptop or personal device?
- Do you have an Internet connection to work online or will it need to be offline?
- Do you need to caption the teacher, the whole class and/or other media?
- Do you need the ability to adjust the font, size and background colour?
  - consider the specific needs of the class or reader.
- Do you need flexibility in the number of lines of captioning displayed?
  - younger or slower readers may need more lines.
- Is it a priority to have a profanity filter?
- Is it a priority to have punctuation?
- Will you require the captions in multiple languages?

3

Choose the right **microphone** for your needs: see our guides showing the features of each.

Some things to think about:

- Who or what will you be captioning?
  - mostly the teacher and/or the whole class?
- Do you need a wireless connection for freedom to move around the class?
- Is there other assistive technology in the room - could there be shared input, technology or ports?

4

Join the **forum** and be part of the live captioning community. See FAQs and draw from the wealth of shared knowledge to get the most out of live captioning.

5

Have live captioning teacher and student **champions**. See our teacher and student workshops to help successfully introduce live captions to your school or classroom.

6

Send us your feedback. Use this **link** to tell us your experience of live captioning, the impact it is having on students, teaching and the school.

7

Spread the word - literally! Tell other schools, teachers and parents about using live captions in class so more people can benefit from this inclusive and transformative technology.

**Info Pack** >

**Guides** >

**Forum** >