Closed Captioning Process
Rev. 5/26/21

Prior Year Lectures

Prior year lectures are those lectures created in a past academic year that you would like captioned and used for this academic year.

Notify the 2nd year AV contact, Darryl Carrington, of which lectures you would like captioned.

Those lectures are then captioned by 3 Play. Turnaround time is typically within 24 hours of submission to 3 Play based on volume (# of podcasts) and time submitted (no later than 8pm).

Current Year Lectures – pre-recorded.

Current year lectures that are pre-recorded (not live) follow the same steps as outlined above for Prior Year lectures. These are new pre-recorded lectures created for this academic year.

Current Year Lectures – live.

Live lectures are those lectures that are recorded live in the current academic year.

Notify the 2nd year AV contact, Darryl Carrington, of which lectures you would like captioned.

These lectures are then captioned by Designated Interpreters. Turnaround time is typically within 2 hours of the end of the live lecture.

Accessing all podcasts.

All captioned podcasts are posted in the Digital Media (Knowmia) library. These can be accessed at https://ep.njms.rutgers.edu/index.php . Login, then click on Digital Media, Current Podcasts, and you should see a 2nd Year Courses CC folder. Click on your course to see the captioned podcasts. You will know that they are captioned when you see the CC symbol on the video.

Contact Info

All emails involved with the captioning of podcasts should include the following:

Darryl Carrington dbc63@njms.rutgers.edu	2nd Year AV coordinator
Audrey McNeil mcneilae@njms.rutgers.edu	Manager, AV Services
njmsavc njmsavc@njms.rutgers.edu	General AV contact e-mail
Sophia Chen chensw@njms.rutgers.edu	Director of Education, 1st and 2nd years
Christin Traba morancm@njms.rutgers.edu	Director of Education
Jim Boyce boyceja@njms.rutgers.edu	Director of IT@NJM