

Teaching with a CART Typist in the Classroom

What you should know before a class with a CART Typist

- CART is an acronym for Computer-Aided Real-time Translation, and it refers to the use of machine steno shorthand skills to produce real-time text on a computer.
- The CART typist should arrive early to the assignment in order to set-up equipment.
- The equipment includes a laptop, steno machine, computer stand and possibly power cords.
- The CART typist may need to be situated close to an outlet.

Please provide the CART typist or SAS Office with any course materials as soon as it is available, such as any web or paper-based material (Handouts, PowerPoint slides, readings, etc.)

- The handouts should be submitted early, this allows the CART typist a chance to prepare and convey accurate information in real time.

Before showing a video in class, please check to see if the media is captioned and have the captions turned on for the viewing.

Classroom Lecture or Individual Communication with real-time captioning

- Communicate directly with the student who is Deaf or hard of hearing.
- The CART typist will type auditory information to be read on a computer. This includes:
 - Identifying the speaker(s)
 - Typing all dialogue (what you and other students say, no redactions)
 - Descriptions of environmental sounds (e.g. music, alarms, cell phones ringing).
- A CART typist can only accommodate one speaker at a time. Captioning works best if you:
 - Repeat student questions before answering.
 - Face the class and minimize movement across a large area.
 - Encourage the class to take turns speaking (speak only when called upon).
 - Encourage students to speak clearly.
- While working, the CART typist is a neutral communication facilitator and cannot serve as a participant. For small group activities, the CART typist may need to move around the room with the student.