

Working with a CART Writer in the Classroom

What you should know before a class with a CART Writer –

- 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 Writer will 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 Writer may need to be situated close to an outlet.

Please provide the CART Writer with any course information as soon as it is available, including:

- Access to web-based material
- The course syllabus
- Handouts (e.g.: PowerPoint slides, readings, etc.)

The handouts may be submitted to (CART Coordinator) this allows the CART Writer a chance to prepare and convey accurate information.

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

Communication with real-time captioning

Communicate directly with the student who is Deaf or hard of hearing.

The CART Writer will type auditory information to be read on a computer. This includes:

- Identifying speakers
- The dialogue (what you and other students say)
- Descriptions of environmental sounds (e.g. music, alarms, cell phones ringing)

A CART Writer can only accommodate one speaker at a time. Captioning works best if you:

- Encourage the group to follow turn-taking rules.
- Repeat student questions before answering.
- Face the class and minimize movement across a large area.
- Encourage students to speak clearly.

Understand the CART Typist role

While working, the CART Writer is a neutral communication facilitator and cannot serve as a participant.

- For small group activities, CART Writer may move around the room with the student.
- The created transcript will be given to the student who is Deaf or hard of hearing, after the class.