Accessibility Assessment Toolkit

- Course Accessibility Checklist
- Prioritizing Captioning
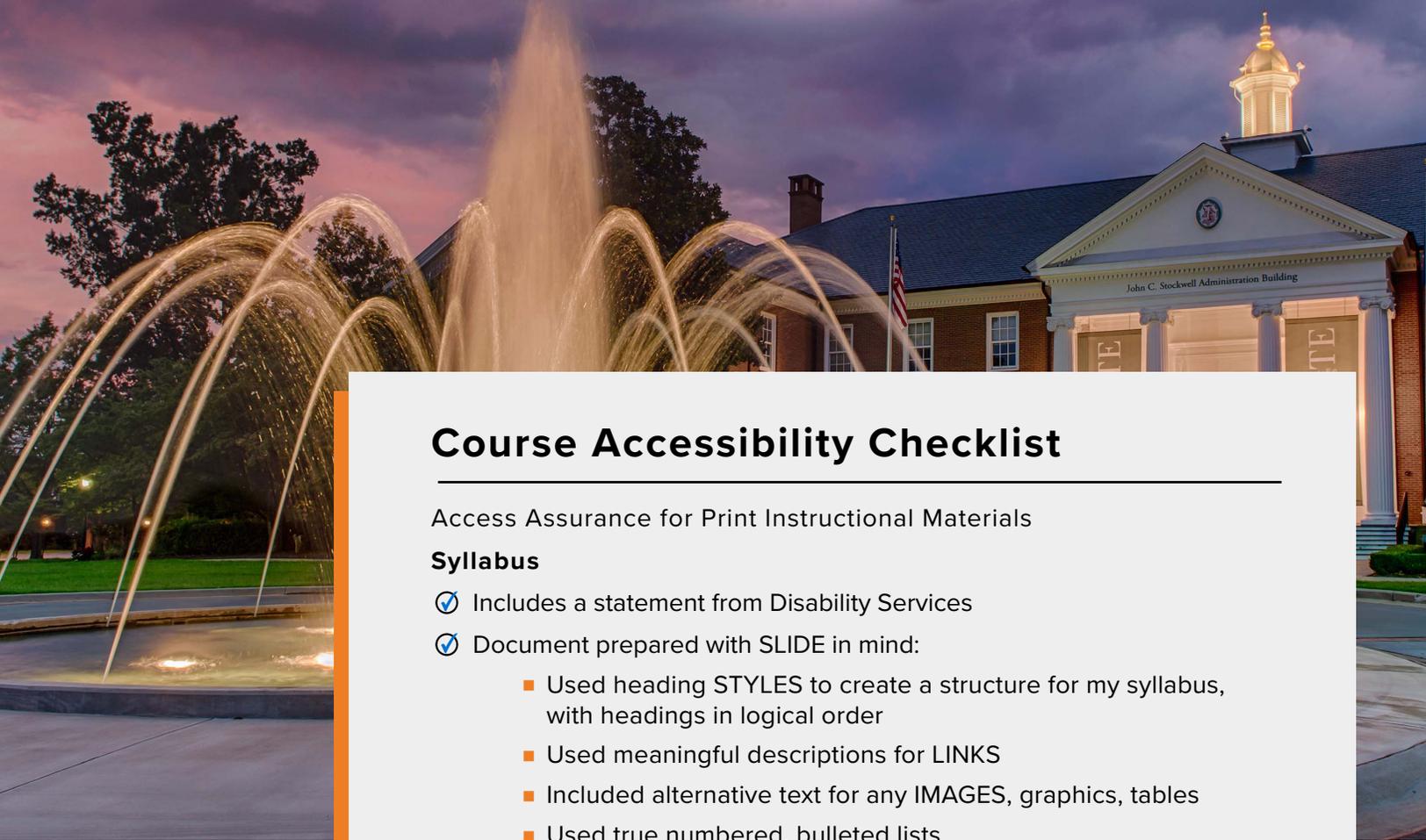- Captioning Assessment Form

As part of their initiative to build a culture of compliance, the University of South Carolina Upstate asked faculty to be hands-on and personally review their own instructional materials for compliance.

"Our committee put a lot of effort into figuring out what are the most important things," explained Cindy Jennings, Director of Learning Technologies. "We tried to simplify the instructions as much as possible."

Following are three documents USC Upstate shares with faculty - Course Accessibility Checklist, guide to Prioritizing Captioning, and a Captioning Assessment Form.

Course Accessibility Checklist

Access Assurance for Print Instructional Materials

Syllabus

- ✓ Includes a statement from Disability Services
- ✓ Document prepared with SLIDE in mind:
  - Used heading STYLES to create a structure for my syllabus, with headings in logical order
  - Used meaningful descriptions for LINKS
  - Included alternative text for any IMAGES, graphics, tables
  - Used true numbered, bulleted lists
- ✓ Document reviewed with Accessibility Checker in Microsoft Word to review my syllabus document for accessibility

- ✓ Any .pdf version of syllabus document is accessible

Handouts

- ✓ Handouts are available electronically (in an accessible format) so that students using assistive technology such as a screen reader can access the information
- ✓ All versions of my documents are accessible (Word and .pdf)

Other Materials

- ✓ PowerPoint and/or other presentations are available electronically in an accessible format so that students using assistive technology can access the information
- ✓ Documents reviewed with Accessibility Checker to review my PowerPoint slide handouts for accessibility
- ✓ Accessible alternatives to any non-accessible presentations such as Prezi are provided

Course Accessibility Checklist, *cont.*

Access Assurance for Non-Print Instructional Materials

Videos

✓ Video materials (YouTube, lecture capture, online video resources, video podcasts, DVDs, etc) have closed captioning/subtitles. Caption with Knowmia (formerly TechSmith Relay), as needed.

Audio

✓ Audio materials (audio clips, audio podcasts, CDs, etc) are available with a transcript

Other Online Materials

✓ Online resources (websites, blogs, references, support materials) are accessible

Blackboard Accessibility

✓ Any documents uploaded to the LMS have been reviewed for accessibility and are provided in more than one format (ex. Word and .pdf). Scanned documents are not machine readable.

✓ Links are created with meaningful descriptions, avoiding terms such as "click here"

✓ Text has not been copied and pasted from Word

✓ Alternative text for images, graphics, tables are included

✓ Colored fonts are not used to convey meaning

✓ Color contrast includes a dark color font on a light background. Light fonts or poor contrast is avoided.

✓ Background patterns are simple

Prioritizing Captioning

This guide is intended to provide practical information to help faculty members make decisions on when and how to caption video instructional materials. General considerations include how many students will use the content and how many semesters the content is likely to be re-used.

Highest Priority:

- A student or university staff member has requested accommodation that requires captioning

- The material is to be used in an online course

- The material is posted to the university's public-facing website and access is not restricted (as it might be if posted in Blackboard)

- The material will be re-used more than one semester

- The material is being created new in newly-revised segments of existing courses

Also Consider:

- Whenever possible, new multimedia purchases should be in an accessible state. Captions should be present and alt text should be included. If not, permission should be obtained to caption copyrighted material.

- Captioning is a lower priority for lecture capture (posting a recording of a face-to-face class, or will only be used one semester) and it has been verified that there is no accommodation request on file for the class.

Captioning Procedures

Faculty are encouraged to consider universal design principles as they create instructional materials and select multimedia. When making textbook adoption decisions, please inquire of publishers regarding accessibility of any supplemental materials they provide.

New instructional materials should be made accessible as they are created, including captioning of video.

TechSmith Knowmia

TechSmith Knowmia (formerly TechSmith Relay) is a cloud-based video creation, hosting and engagement platform. Knowmia generates ADA-compliant captions for video recordings based on the existing audio track. A built-in captions editor is included. The following links provide detailed information on using the captioning feature in Knowmia:

    Captioning in TechSmith Knowmia
    Add and Edit Video Captions
    Generating Captions

To Assure Accurate Captions

While the first pass speech-to text transcription is very accurate, some editing and correcting will be necessary. To assure the most accurate first transcription:

1. Prepare a script ahead of time. This script can be shared along with a video for added accessibility. A script will also increase confidence and help to minimize stray "uhs" and the like.

2. Practice. Yes, rehearsal will improve the overall quality of the recording.

3. Make sure to create the highest quality audio possible. High quality audio will yield the most accurate first pass at speech-to-text transcription. Captions will still need to be edited, but being mindful of mic quality, placement, and avoiding background noise will help. Integrated laptop mics can work as long as ambient noise is kept to a minimum.

4. Speak slowly and enunciate clearly into the mic.

References: 1. Captioning Prioritization, California State University
          2. Captioning Guidelines, California State University, Chico

Captioning Needs Assessment Form

Complete one form for each faculty member, not one form per course

1. Name

2. Email address

3. Do you have a student this semester with an immediate need for video to be captioned?
(or any other recorded materials that include audio – for example narrated PowerPoints, Adobe Connect recordings, etc.)

◯ Yes. Please list course number and name as it appears in the master schedule.

◯ No

4. Do you anticipate having a student with an immediate need for captioning next semester?

5. Do you teach any general education courses?

◯ Yes. Please list course number and name as it appears in the master schedule.

◯ No

6. Do you teach any courses online?

◯ Yes. Please list course number and name as it appears in the master schedule.

◯ No

7. Have you contacted the library for possible alternative formats or versions of materials that are captioned and/or include a transcript?

◯ Yes   ◯ No

8. Are there similar resources or materials that are already accessible that might substitute for the material you need immediately?

◯ Yes   ◯ No

9. Is this a resource that will be used across multiple sections or that could be used in multiple courses?

◯ Yes   ◯ No

10. Do you/will you use this material more than one semester?

◯ Yes   ◯ No

11. How many videos do you need to have captioned?

How long are the videos:

◯ 10 minutes or less

◯ 10-30 minutes

◯ 30 minutes - 1 hour

◯ > 1 hour

12. What concerns do you have regarding making course/instructional materials accessible?

10x

Adoption rate of TechSmith Knowmia, compared to Odessa College's previous video platform

1/3

How much Techsmith Knowmia costs, compared to Odessa College's previous video platform

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2019 BEST PRACTICES AWARD

GLOBAL LECTURE CAPTURE SOLUTIONS MARKET LEADERSHIP AWARD

Fact Sheet

From the makers of Camtasia and Snagit

TechSmith Knowmia is secure educational video creation and hosting in one easy-to-use platform that integrates directly with your LMS.

Key Benefits:

- Secure, cloud-based video and image hosting platform
- Easy to use, software-based recorder - on any computer
- Create and view on mobile devices
- Seamless LMS integration, including BlackBoard, Canvas, Moodle, D2L Brightspace, and more
- Accessibility with speech-to-text, role assigned, and human 3Play captioning
- In-video quizzing engages students
- Analytics show who's watching

As well as:

- Camtasia and Snagit integration
- Easily organize media and manage users
- Dedicated customer care from rollout and beyond

TechSmith Knowmia®

Drive student success with video

Better adoption · Better engagement · Better results