Media Accessibility for Deaf and Hard of Hearing Students

Instructors who intend to use DVD, VHS, or web-based mediums (videos, podcasts, etc) should be aware that they are responsible for offering accessible versions of this course material. For more information, please see ECC Board Policy 1600 which outlines the campus commitment for equitable access to the academic environment. The California Community Colleges Chancellor's Office interpretation of Section 508 requires all academic content to be accessible to all students.

Instructional materials (academic content) are considered to be forms of communication and must therefore be delivered in a manner that is equally effective when it is:
- comparable in quality to those received by students without disabilities
- comparable in timeliness of delivery and availability
- provided in a manner and medium appropriate to the significance of the message and the abilities of the person receiving the material

With regards to materials that are audio and/or audio visual, **Captioning is required!**

Videos are accessible when they are captioned. Podcasts are accessible when a written transcript accompanies the audio file. **If a video is not captioned or a podcast does not have a transcript, instructors need to arrange for an accessible version.**

IS YOUR MATERIAL ALREADY ACCESSIBLE?

- Check to see if your **media material is already captioned or has subtitles**. If it does, please be sure to turn this feature on at the beginning of the program. Captioning can be activated through controls on the television/video projector (lock/unlock feature under languages/decoder-transmitter between projector and media source).

- If you are using media material that is not captioned, check with the publisher or source vendor to **see if there is a version that is captioned available for exchange or purchase**. Check with the campus resources or local libraries to see if a copy is available.

CREATING A TRANSCRIPT
If the audio medium in not accessible, the first step is to create a written transcript of the audio file. To **create a transcript**:

- **IF YOUR COURSE IS ON-LINE, DISTANCE EDUCATION BASED, OR HYBRID:** And you are using copyrighted material - ECC has a contract with the Distance Education Captioning and Transcription Grant (www.canyons.edu/captioning). Your audio visual material may qualify for captioning, please work with the SRC to request your materials to be captioned. The end product includes a transcript.

- **FOR ALL OTHER DELIVERY METHODS:** Investigate your options with your department…student help, transcript service, media services, faculty development, information systems.

ACCESSIBLE PODCASTS

Once a transcript is prepared, create a link from the podcast to the transcript. The podcast is now in an accessible format.

CAPTIONING A VIDEO OR CLIP

A video or clip requires the transcript to be synced to the images. There are applications such as MAGPie, CaptionMic, CaptionSync, and World Captioning Tool for Quick Time that allow you to add the captioning yourself. Again check with media services, faculty development, and information systems.

CAMPUS RESOURCES

Campus resources to assist in the delivery of accessible course materials include:

- **Media Services**
  Howard Story can provide information and resources available with regards to classroom access…using a classroom that uses a projector system and have questions about turning on the caption feature or other questions pertaining to captioning equipment in the classrooms. Ext. 6712

- **ECC Distance Education Office**
  LaTonya Motley can provide assistance and resources to making online content accessible including tools for captioning. distanceed@elcamino.edu Ext. 6453

- **Staff Development – Faculty Technology Trainer**
  Francine Vasilomanolakis is available to assist you with additional resources, questions or concerns about web access and media resources for your course delivery. Ext. 6452

- **Special Resource Center**
  There is a variety of staff/faculty within the SRC with specialty areas available for consultation with issues pertaining to how to include students with disabilities in your class. Ext. 3295

OTHER SITES TO VISIT TO KNOW MORE ABOUT ACCESSIBILITY

- 508 Training – government website on 508 regulations
- WebAIM training – list of accessibility evaluation tools, resources and a community feature for discussion and review.
- University of Washington's DO-IT AccessDL - publications, videos, websites, resource centers, promising practices, and research on Accessible Distance Learning.
- Knowbility – training to learn how to create accessible IT.