

# Accessibility Tips for Alternate Class Delivery

## Video Transcripts

### Zoom

Zoom has automatic transcription built in. The transcript is generated from Cloud Recorded videos. Select “Record to the Cloud” when starting your Zoom recording.

<https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>

<https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->

### Otter.AI

Otter.ai is an automatic audio transcription service. It is available for Windows, MacOS, iOS and Android. Otter.ai can be used by faculty and students to generate a transcript of pre-recorded audio or video.

<https://otter.ai/starter-guide>

Individuals will need to sign up for an Otter.ai account. The free account includes 600 minutes of transcription per month.

## FAQ:

1. Do I need to caption or transcribe every video I post in CourseLink?
  - a. No. Captions or transcriptions are only required if a student has a registered accommodation (*i.e.*, student request through SAS (Student Accessibility Services)).
2. Are live captions required for live classroom broadcasts?
  - a. No. Live captions are not required however alternative formats may be requested by students as needed.
3. Can I use PowerPoint Automatic Subtitles?
  - a. It is not recommended. The quality of PowerPoint Automatic Subtitles degrades after several slides.
  - b. Students can use Otter.AI to transcribe.
  - c. Instructors can run their video recording through YouTube to automatically caption.

## University of Guelph Accessibility Resources

- Students registered with Student Wellness Accessibility Services (SAS) will continue to have supports provided.

<https://wellness.uoguelph.ca/accessibility/>

- Library Accessibility Services (LAS) will continue to provide supports to students registered with SAS.  
<https://www.lib.uoguelph.ca/get-assistance/accessibility/library-accessibility-services>
- Resources for Accessible Instruction provided by Diversity and Human Rights.  
<https://www.uoguelph.ca/diversity-human-rights/accessibility-aoda-resources/accessible-instruction-resources>
- Web Accessibility Multimedia Resources  
<https://www.uoguelph.ca/accessibility/web/resources/multimedia-resources>