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.  


**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](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/](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