Supporting Students who are Deaf or Hard of Hearing

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Accessibility Bites: Supporting Students who are Deaf or Hard of Hearing

Jamie Drozda

My Local Area

Kamloops Lake

My Local Area

Balancing Rock

By the end of the session, you will:

1 Express the importance of inclusive and accessible classrooms and materials

2 Describe how to include and edit captions in Kaltura and YouTube videos

3 Describe how to create transcripts from Kaltura, YouTube, and Microsoft Word (Office 365)

Technology and Accessible Practice

Why engaging with technology and accessible practice is important?

- There are likely more accessibility needs in your classroom then you know

- It is not always easy for someone with an accessibility need to come forward

Technology and Accessible Practice

Accessibility, Usability, and Inclusive Design

"Inclusive design acknowledges the essential nature of accessibility and proactively seeks to provide user-friendly experiences for people with and without disabilities."

Phillips and Coton

Captioning Videos in Kaltura

1. Go to **My Media**

2. Click on the video to open it

3. Click **Actions** and select **Caption & Enrich**
   (If your version of Kaltura is not set to automatically caption videos click the + Order button)

4. Click the pencil icon to edit

5. Play and edit captions

6. Be sure to **Save** your changes

Downloading Transcripts in Kaltura

1. Go to **My Media**

2. Click on the video to open it

3. Click **Actions** and select **Caption & Enrich**

4. Click on the **Attachments** tab

5. Click the download icon in the **Actions** column

The transcript downloads as a flat text file, if you are posting it in your LMS it would be nice if you added natural paragraph breaks for readability.

Captioning Videos in YouTube

1. Go to **YouTube Studio** and click **Content** in the left hand menu

2. Click on the pencil icon for the video to edit the video's details

3. Scroll down and click the **Show more** button

4. Under **Language and captions certification** select a language that [automatic captions are available](#) from the *Video Language* dropdown.

5. Be sure to **Save** your changes

Editing Captions in YouTube

1. Go to **YouTube Studio** and click **Content** in the left hand menu

2. Click on the pencil icon for the video to edit the video's details

3. Click **Subtitles** in the right hand menu

4. Play and edit captions

5. Click **Done** to save your changes

Downloading Transcripts in YouTube

1. Go to **YouTube Studio** and click **Content** in the left hand menu

2. Click on the pencil icon for the video to edit the video's details

3. Click **Subtitles** in the right hand menu

4. Click the 3 ellipses next to the *Edit timings* button

5. Select **Download subtitles**

The transcript downloads as a flat text file, if you are posting it in your LMS it would be nice if you added natural paragraph breaks for readability.

Transcripts in Microsoft 365

To create transcripts using Word for Microsoft 365:

1. Go to **Home**

1. From the *Dictate* dropdown select **Transcribe**

1. In the *Transcribe* pane select your language and click the **Upload Audio** button

2. Choose an audio file from the file picker
   Transcribe currently supports .wav, .mp4, .m4a, .mp3 formats.

Transcripts in Word for Microsoft 365

To editing transcripts in Word for Microsoft 365:

1. In the *Transcribe* pane you can play the audio file as you edit

2. Hover over the section you want to edit and click the **pencil** icon
3. Click the **checkmark** icon to save your changes

Add your sections one by one to the document by clicking on the plus symbol with a circle around it.

Or

To add all sections click on the down arrow on the **Add to document** button and selecting Just text, With speakers, With timestamps, or With speakers and timestamps.

References

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