When planning new media, we must also plan for closed captions or transcripts to meet the needs of hearing impaired students. Captions or transcripts are also helpful for students who may not be able to access audio on their computers, are non-native speakers, or are listening to media with poor audio quality.

**What do I need to know about media and accessibility?**

Adapted from [http://accessibility.psu.edu/](http://accessibility.psu.edu/):

- If you use audio files on your Web page, a text transcript or other text-based material should be provided.
- If video files are used, captions or a synchronized text transcript should be provided.
- Video files should be embedded or displayed in a player that can be accessed by a screen reader via keyboard commands.
- Videos that include visual information critical to comprehension should include a description of events or images for visually impaired audiences. For example, a screencast of a software product should name the buttons and commands being used, not just say, "Click here."
- A lengthy piece of audio or video should not be played by default when entering a page. Instead, the user should be able to click the play button to start the file. This provision prevents audio from interfering with screen reader audio.

**What does this mean for me?**

Your main responsibility is providing a transcript for any recorded materials to your designer. If you are planning to record a PowerPoint presentation, please add your transcript for each slide in the Notes pane beneath the slide. For any other media, a Word document with the full transcript is fine.

We recommend scripting what you are going to say BEFORE recording, as it is much quicker to script in advance than to transcribe afterward. Reading from a script may feel awkward at first, but most instructors adjust quickly and find that it helps them to make more polished recordings. While most people do not notice them in everyday conversation, fillers (such as “um” and “ah”) and other verbal tics become very noticeable in recorded materials.

Your designer will either post your transcripts to Blackboard with the media or use them to create closed captions, as appropriate.