

Make a video accessible

Accessible to all

Importance of Accessibility

Visual input is fairly easy for us to assess thanks to a lifetime of visual and auditory input. Based on what we see and hear, we are able to pick up on visual and auditory cues that may add more meaning to what is being said.

Some people with disabilities cannot easily assess auditory or visual data. Assistive devices need transcripts or closed captions to help the visual or hearing impaired. It's our job, and university policy, to make sure our multimedia files are accessible to all users, not just users who can see and hear. Fortunately for us, it only takes a few extra steps.

All video and audio elements should provide a written transcript or embedded captions of what is being said. If you use video or audio elements in your course, a text transcript or other text-based material should be provided. Visual information critical to comprehension should be included in the text-based materials

Learn more: go.osu.edu/act-wiki

Video: go.osu.edu/Svetlana

Recording Guidelines

If you are working in a **private recording situation**, work from a transcript and record in a quiet location equipped with voice recognition software, like the Whisper Room available at the Digital Union. Then follow the steps below to make your transcript appear with the recorded audio and video.

If you are recording a **class in a classroom**, work with classroom technologies to make sure the class will be recorded, wear a lavalier microphone and repeat audience questions (since audience members may not have microphones). Then use speech recognition software to generate a transcript of the class, correct the mistakes in it, and then follow the directions below to add the transcript to the recording.

If you prefer to have someone else make a transcript, contact **Transcribe OSU**, which will do the work for a fee.

Recording Resources

- Digital Union
reserve the Whisper Room
by telephone 614-292-2793
- Classroom Technologies
classroomhelp@osu.edu
614-247-4357
- Transcribe OSU
go.osu.edu/transcribeosu
transcribeosu@gmail.com
- Learn more
go.osu.edu/captionsandtranscripts