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## Accessibility Checkpoints for AUDIO Materials in Online Courses

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*A time-based presentation that contains only audio (no video and no interaction).*

**Recommended file type:** MP3<sup>1</sup>

Required for **ALL** audio:

- [Transcripts](#)

### TRANSCRIPTS<sup>2</sup>

#### 1. Why do you need transcripts?

A transcript provides student with access to the audio-based content when he/she:

- Is deaf or hard-of-hearing.
- Has a cognitive disability and processes written information more easily than auditory information
- Doesn't want to download a large audio file (e.g. is accessing material on mobile device/Smartphone/etc.)
- Is in a noisy environment and can't hear the audio *OR*  
Is in a very quiet public environment and can't play the audio
- Is not a native-English speaker and needs written-word format to support understanding
- Just wants to skim content (for review, etc. purposes).

A transcript will also allow for search engine optimization (SEO); search engines can index a transcript, not the audio.

#### 2. Check point – What should you include in a transcript?

- Speaker's name(s)
- ALL** speech content  
*If there is speech that is not relevant, it is usually best to indicate that it has been excluded from the transcript. (E.g. "[A & B chatted while slides were loading]")*
- Relevant descriptions about the speech (conveying emotions, mood, etc.).  
*These are usually provided in brackets. (E.g. "Don't touch that! [shouted]")*
- Descriptions of relevant non-speech audio.  
*These are usually provided in brackets. (E.g. "[metal pipes crashing to concrete floor]")*  
*Background noise that isn't relevant can be left out.*
- Add sub-headings where it will make the transcript more usable.<sup>3</sup>  
*In a longer transcript, put these in [brackets] to show these were not part of the original audio. (E.g. [Introduction]; [Resources])*

TRANSCRIPTS (*CONTINUED*)**3. Check point – How do you make it easy for students to access the transcript?**

- Provide the transcript in HTML (i.e. as a web page)
- Provide a link to the transcript in the same location as the embedded audio.
- Provide a link to the audio from within the transcript.*

**Instructional Design note:** <sup>4</sup>

Ensure **all relevant audio information is included** in the recording.

For example, in presentations:

- Instead of pointing to a slide and saying:  
*As you can see on this slide, the traffic peaked here.*

Say:

*This chart of website traffic for the last year shows that it peaked in August.*

- If you do show-of-hands (e.g., "How many people follow WCAG 2.0?"), say the results for the audio recording (e.g., "about half").
- Repeat questions that are not picked up by the audio recording.

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## REFERENCES

*Choosing a Digital Audio File Format*. JISC Digital Media. 2014.

<http://www.jiscdigitalmedia.ac.uk/guide/choosing-a-digital-audio-file-format>

*Section 508 Checklist*. WebAIM. Retrieved February 2014.

<http://webaim.org/standards/508/checklist>

*Transcripts on the Web*. Henry, Shawn Lawton. 2009.

[http://www.uiaccess.com/transcripts/transcripts\\_on\\_the\\_web.html](http://www.uiaccess.com/transcripts/transcripts_on_the_web.html)

*Web Content Accessibility Guidelines (WCAG) Overview*. W3C: Web Accessibility Initiative.

<http://www.w3.org/WAI/intro/wcag>

## OTHER GUIDES IN THE CHECKPOINTS SERIES

*Accessibility Checkpoints for Audio Materials in Online Courses*. (Spring 2014). Centre of Excellence for Teaching & Learning (CETL), Camosun College.

*Accessibility Checkpoints for Documents in Online Courses*. (Fall 2014). Centre of Excellence for Teaching & Learning (CETL), Camosun College.

*Accessibility Checkpoints for Images in Online Courses*. (Spring 2014). Centre of Excellence for Teaching & Learning (CETL), Camosun College.

*Accessibility Checkpoints for Video Materials in Online Courses*. (Summer 2014). Centre of Excellence for Teaching & Learning (CETL), Camosun College.

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<sup>1</sup> *Choosing a Digital Audio File Format*. JISC Digital Media. 2014.

<http://www.jiscdigitalmedia.ac.uk/guide/choosing-a-digital-audio-file-format>

<sup>2</sup> *Transcripts on the Web*. Henry, Shawn Lawton. 2009.

[http://www.uiaccess.com/transcripts/transcripts\\_on\\_the\\_web.html](http://www.uiaccess.com/transcripts/transcripts_on_the_web.html)

<sup>3</sup> <http://www.w3.org/WAI/highlights/200706wcag2pres>

<sup>4</sup> [http://www.uiaccess.com/transcripts/transcripts\\_on\\_the\\_web.html](http://www.uiaccess.com/transcripts/transcripts_on_the_web.html)