

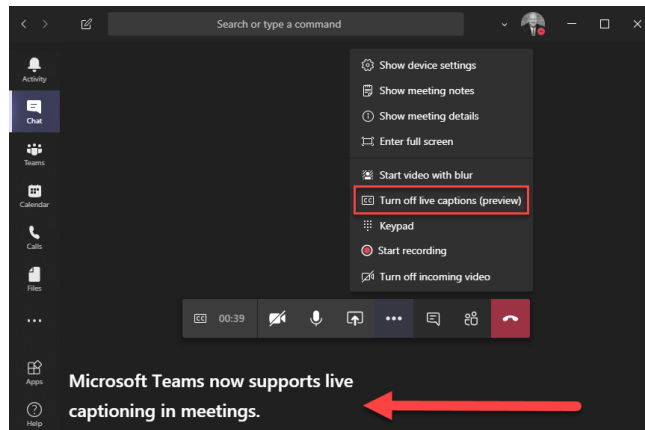
Accessibility Tools for Remote Learning

The following is an outline of resources available to Providence College faculty for meeting accessibility needs while teaching remotely compiled by Instructional Technology Development Program, Office of Academic Services, and Information Technology.

Captions on Videos

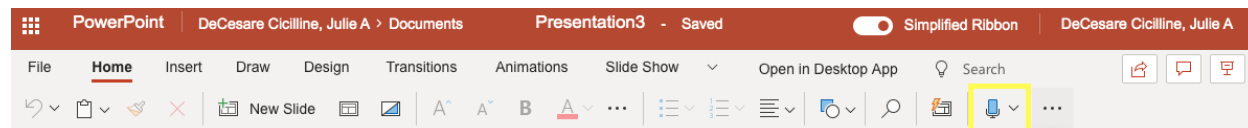
Please note that if you have a student with a documented disability and requires captioning, auto-captioning is not ADA compliant. Disability Support Services (DSS)/ Office of Academic Services (OAS) can work with the professor on 3rd party options to provide compliant captioning. Visit the DSS website for contact information:

<https://academic-services.providence.edu/services/disability/>



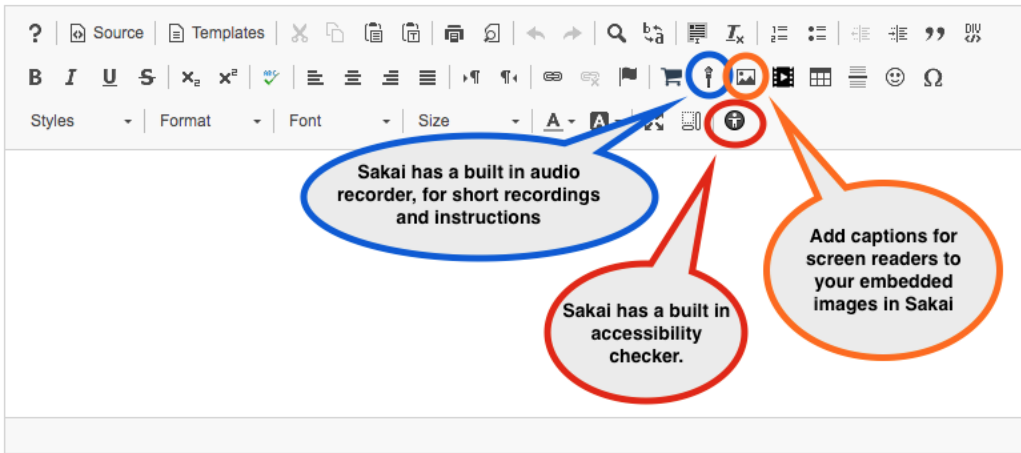
- **Microsoft Teams:** You can enable live, auto-captioning when stream video using Teams. Unfortunately, you cannot save captions through this method, so it is only useful for live streaming. <https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260>
- **Microsoft Stream:** Stream can be used to generate auto-captions and will save that content with the captions. You can also edit those captions after the file is rendered. <https://docs.microsoft.com/en-us/stream/portal-autogenerate-captions>
- **Zoom:** You can enable close captioning with Zoom, which will auto-generate captions during your presentation. In order to save these captions, you must save the recording to Zoom Cloud. <https://support.zoom.us/hc/en-us/articles/207279736-closed-captioning>
- **Zoom:** You can enable auto-transcription for Zoom, which will auto-generate captions in the recording of your session. To access the transcription, you must save the recording to Zoom Cloud. Zoom does not allow for live captioning. <https://support.zoom.us/hc/en-us/articles/115004794983-Using-audio-transcription-for-cloud-recordings->
- **YouTube:** YouTube generates auto-captions for videos you create. You can edit auto-captions on your YouTube videos to increase accuracy. <https://www.youtube.com/watch?v=JyI9dsNkyoY> (6-minute video tutorial. Specific instructions start at 4 minutes 30 seconds)

Dictation Software



- **Microsoft Suites:** Most of the products in Suites (Word, PowerPoint, Excel, and OneNote) have a dictation tool, which allows you to use voice-to-text to add written content to the document. This can be a handy tool for creating transcripts in Word or can be a good option for students who may have trouble with typing. <https://www.pcmag.com/how-to/how-to-dictate-text-in-microsoft-office>

Accessibility Checkers



- **Sakai Accessibility Checker:** Sakai has a built in Accessibility Checker, which allows instructors to make sure their course content is meets accessibility standards. Sakai also allows instructors to record audio to include with their text instructions, and allows image captioning for screen readers. https://sakai.screenstepslive.com/s/sakai_help/m/81161/l/906173-how-do-i-check-my-content-for-accessibility
- **Microsoft Word Accessibility Checker:** Word also has a tool that reviews content and identifies any accessibility issues. <https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>
- **Adobe Acrobat Pro DC Accessibility Checker:** Adobe has a tool that reviews content and identifies accessibility issues. There is also a feature to enhance PDF documents to ensure they are in OCR format <https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

Immersive Readers

- **Immersive Reader** is available in Word, OneNote, Teams, Forms, Edge and other programs: [See list \(scroll to availability\)](#). Allows you to change style, fonts, background and spacing in order to make your digital content more readable. Immersive Reader has built-in text to speech with option to change voice speed and can select a male or female voice. Can increase spacing between text, words and lines as well as change background color and text size. Can translate text to many different languages. OneNote also has an OCR option.

Additional Resources:

- [Microsoft Compliant Accessibility Tools](#): For “Accessibility Month” in June, IT put together a document outlining numerous tools available through Microsoft that can increase accessibility.