

# VIDEO LECTURE TIPS

## FOR DEAF & HARD OF HEARING ACCESSIBILITY

### LIVE CONFERZOOM

#### WITH INTERPRETERS

- Prior to start of zoom session please enable local recording (directions on p.2) to allow assigned interpreter ability to record. This will capture instructor, PowerPoint and interpretation all in one screen to be used for review.
- Allow time for eye gaze between interpreter/ captions to PowerPoint and back to interpreter/ captions.
- Mute all participants, utilize raise your hand feature to control questions, answers. This allows for clear turn taking and minimizes the group talking over each other.
- Suggest students turn their videos off, this minimizes the number of screens up at once. When questions/ comments happen videos and audio can quickly be turned on and off.

#### WITH CAPTIONERS

- Click on "CC" icon on the bottom of the ConferZoom meeting.
- Open the Participant list to choose the designated person to enter captions
- Click the More button next to the participant name. In the 'More' menu select Assign to type Closed Caption.
- Allow time for eye gaze between interpreter/ captions to PowerPoint and back to interpreter/ captions.
- Mute all participants, utilize raise your hand feature to control questions, answers. This allows for clear turn taking and minimizes the group talking over each other.
- Please note that auto-generated captions in ConferZoom are not accurate. Please check and edit captions.
- For how to edit please visit: <https://ccctechconnect.zendesk.com/hc/en-us/articles/360017916613-Audio-Transcript>

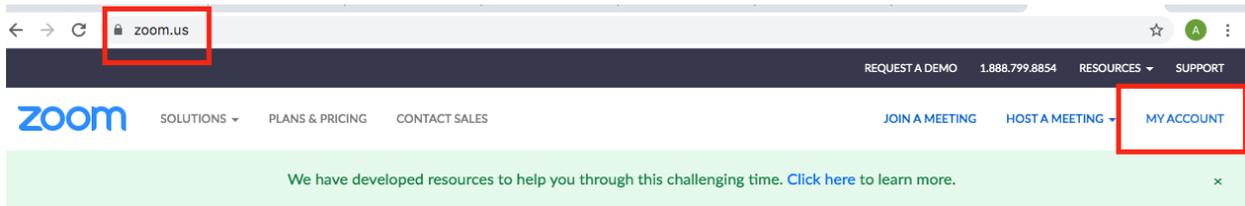
### PRE-RECORDED LECTURES

- Includes Zoom, YouTube, Educreations, etc.
- Please send accurately captioned link to [Sbonales@lbcc.edu](mailto:Sbonales@lbcc.edu) When possible please submit links in advance. Current processing time to merge interpretation with audio lecture is 3 to 4 business days.

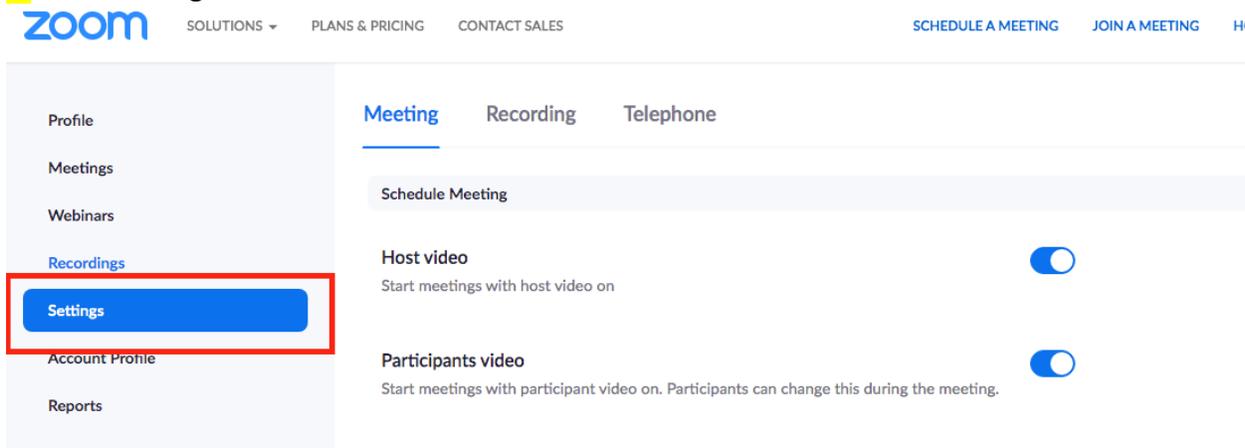
### NOTES

- Accurate closed captioning, including punctuation, does not negate the need for ASL interpretation. Accommodations are approved on a case by case basis, often both are necessary to access course content.
- Utilizing scholarly video sources ie; NBC Learn all videos are captioned accurately, avoiding YouTube.
- If captioners are assigned to Live ConferZoom sessions, instructor needs to enable the "assign captioner" function.
- Attend training/ practice sessions tips on how to keep interpreters visible, recording lectures capturing interpreters and other functions for instructors: Tuesday's 10am to 11:30am using: <https://cccconfer.zoom.us/j/606986103>, & Friday's 11am to 1pm using: <https://cccconfer.zoom.us/j/227689581>
- Keep in mind eye muscles tire after 30 minutes compared to ears, not muscles, do not tire as quickly.

1. Go to Zoom.us and log into your account.



2. Select settings



3. Allow Local Recording and check box

