### Accessibility

When designing online course materials and activities, keep accessibility top of mind. Information Services & Technology has collaborated with campus constituents to develop [plans to comply with ADA standards](https://www.wcupa.edu/infoServices/accessibility.aspx) as they apply to information technology. Additionally, the WCU Office of Diversity, Equity, and Inclusion has put forth the following [Accessibility Statement](https://www.wcupa.edu/_admin/diversityEquityInclusion/documents/CDIO%20Accessibility%20Statement%20in%20Response%20to%20COVID-19%20Impact%20on%20class%20instruction.pdf) in response to the COVID-19 crisis.

The Office of Distance Education recommends [WebAIM](https://webaim.org/) for articles, resources, and workshops.

#### Captions

Captions are text versions of the audio content, synchronized with the video.

Captions will be machine created when the video is uploaded to [Kaltura](https://www.wcupa.edu/infoServices/d2lServices/d2lFacultyStaffHelp/kaltura.aspx). The final step in captioning is to review your video, with the captions, and make necessary edits to the captions.

#### Transcript

A transcript is a text version of the media content. A transcript should capture all the spoken audio, plus on-screen text and descriptions of key visual information that wouldn’t otherwise be accessible without seeing the video.  To obtain a transcript from Kaltura (after you have uploaded your media to Kaltura), submit a request to [ServiceNow](https://www.wcupa.edu/infoservices/ServiceNow/), the IS&T Help Desk ticketing service.

#### Zoom

If a Zoom meeting or webinar is recorded and saved to the cloud, Zoom can[generate captions for the archived video](https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-) using automatic speech recognition (ASR). These typically require editing before they’re suitable for publication.

#### Kaltura

When you upload media to Kaltura (within D2L), Kaltura will [automatically machine caption](https://learning.mediaspace.kaltura.com/media/How+to+edit+captions/1_wgk4idbt/115993681) your video or audio recording.  However, these automatic captions are not always correct, so we recommend that you double-check your captions.