

Accessibility Help Guide: Video and Audio.



What it does: ...

Videos are an essential in providing engaging resources for learning, allowing students' access to resources at their own pace and ideally in a form that suits their access needs and environment.

Legal requirements

It is a requirement from September 23rd 2020 to provide alternatives to any video and audio you create including recorded live events (live lectures or webinars) published at a later date. Alternatives to video and audio normally involve text based equivalents such as captions or a transcript.

Some exceptions apply:

- Live sessions will continue to be exempt from the new accessibility regulations. The regulations apply once published.
- A video that is a supplement to a text based resource does not require an additional transcript as text is provided.
- If you have not created the video yourself such a YouTube video link uploaded to your module you are not required to provide captions or a transcript if it doesn't have one. Although it is advisable to seek an accessible alternative.

What it helps with: ..

There are various scenarios when accessibility is needed:

- Someone with an **auditory impairment** may not be able to hear the speech in video and audio and will need to read a text alternative.
- Someone with a **cognitive impairment** may have problems with the speed of the video and need to control the pace of playback.
- Someone with a **visual impairment** may not be able to see the video and will need to access via a screen reader and have actions explained if they are not within the video audio.
- Someone accessing video in a **second language** may benefit from accessing the content in a written form.

Using University video platforms (Review based on Panopto, Microsoft Teams and Blackboard Collaborate) are essential for video accessibility. These platforms provide accessible video player features including compatibility for screen readers, keyboard navigation and variable playback. Both ReView and Teams have automated captions to provide text alternatives to video. You can upload videos to ReView to provide these features to your students.

Creating Accessible Videos

When producing video there are a number of accessibility principles that can be applied:

- Avoid patterned or busy backgrounds.
- Avoid any flashing or flickering content.
- Use high contrast colours and don't convey information using colour alone.
- Text content should be large enough to read.
- Actions and words should not be too fast to follow easily.

If the video contains information that is presented visually it will need to be described for those whom are unable to see it. For example, text on the screen or important activities not understandable from the video audio.

- When recording video to demonstrate a process it is advisable to describe all actions and read aloud any text.

Text alternatives to video

Video resources need an equivalent text alternative to make them accessible. This is achieved through adding video captions onto a video after it is recorded. Both ReView and Teams will produce automatic text captions you can check these for accuracy and additional content before publishing.

Video Captions

Captions are synchronised text displayed on the screen with equivalent spoken words *and* other auditory events on screen. With Closed Captions (CC) the display is controlled by the viewer and switched on and off. Both ReView and Teams will produce automated captions to recordings, the text can be edited before you publish.

Live Captions

Live captions are text displayed on the screen with presenters spoken words during live events. In live events such as a Microsoft Teams meeting it is possible to turn on automated captions. Live automated captions are generated via automatic speech recognition technology and will have varying accuracy. Automated captions can also provide live language translation. Within Blackboard Collaborate Ultra it is possible to allocate participants the role of captioner to provide human generated live captions. Captions will appear on the screen as typed in real time.

Accessible Audio

When creating a podcast keep in mind some accessibility recommendations and good practices:

- Minimise background noise
- Speak clearly and not too fast
- Ensure the microphone is set at a clearly audible level before recording

Alternatives to Audio

You will need to generate a text alternative for your audio file or podcast.

Audio files can be uploaded to ReView and automatic captions can be generated and edited. Alternative methods for producing a separate text file include; using a transcription App or dictation tools available on the iPad and in Microsoft OneNote.

More information:

[Panopto \(ReView\) accessibility features](#)

[Accessibility in Blackboard Collaborate](#)

[Accessibility overview of Microsoft Teams](#)

[Making Audio and Video Media Accessible](#)

This document has been checked for accessibility on 18th August 2020.