
Accessibility Checkpoints for AUDIO Materials in Online Courses

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

Recommended file type: MP3¹

Required for **ALL** audio:

- ☐ [Transcripts](#)

TRANSCRIPTS²

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.³
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: ⁴

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.

REFERENCES

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¹ *Choosing a Digital Audio File Format*. JISC Digital Media. 2014.

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² *Transcripts on the Web*. Henry, Shawn Lawton. 2009.

http://www.uiaccess.com/transcripts/transcripts_on_the_web.html

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

⁴ http://www.uiaccess.com/transcripts/transcripts_on_the_web.html