ACCESSIBLE MATERIALS FOR CLASS

Closed Captions are Mandatory
- Any videos that are assigned in class, MUST have closed captions.
- Any videos posted on websites MUST have closed captions.

All text must be available in alternative formats
- This includes descriptions of all illustrations

Cengage and WebAssign Time Extension Features
- Please visit the following links to learn how to schedule a timed assignment and grant extensions for multiple assignments or students.
  - how to schedule a timed assignment: Manual Instructor Guide
  - On how to grant extensions for multiple assignments or students: Extension Guide

Document Conversion
- Instructional and other informational materials may exist in a variety of formats that prevent a student with a print-based disability from engaging and interacting with the information.
  - https://cccaccessibility.org/alternate-media/document-conversion

Zoom AUDIO / CAPTION Transcription
Zoom provides AI-powered live transcription for all paid accounts. This can be enabled by the host, and any participants can view the captioning as needed.
- Watch this video to see how to enable auto-captioning:

Audio transcription automatically transcribes the audio of a meeting or webinar that you record to the cloud. After this transcript is processed, it appears as a separate VTT file in the list of recorded meetings. In addition, you have the option to display the transcript text within the video itself, similar to a closed caption display.
- Watch this video for more details: Audio Transcription