



Transcription

Transcription is the process in which speech or audio is converted into written text during live lectures. Transcription can be used to make audio content accessible.

Students can activate the transcription themselves.

Each student must also record the lecture. Students have been instructed at the beginning of the semester if they are recording.

Instructions for setting up a Teams room, activating the transcription or other accommodations will be provided upon request.

Students should know if they do not feel that Teams is meeting their needs. Please let us know if the transcription is accurate enough:

Students should be able to use the transcription with their laptop.

Students should be able to ensure the transcription is being picked up by the transcriptionist.

Students should be able to have a Teams room open with a lapel microphone while lecturing.

Students may need to transcribe the lecture and conversation in the Teams room if transcription is not achieved. The Office of Accessibility will coordinate

Agency or Staff Transcriber Providing the Accommodation

- **Scheduling:** Any change in student's schedule must be reported immediately. The Office of Accessibility will make a good effort to fulfill all requests, but please be aware that requests made after the semester has started may result in a delay of services.
- **Attendance:** If a student does not attend class, the transcriber will wait 15 minutes before contacting the Office of Accessibility. If the Transcriber Coordinator is not available, the transcriber should leave a detailed message before leaving class. If unable to attend class, students should contact the Transcription Coordinator in advance (if possible). If a transcriber does not report to an assignment, the student should wait 15 minutes, then the Transcription Coordinator can follow up with the transcriber. Both transcribers and students must notify the Office of Accessibility at least 24 hours in advance, whenever possible, if they will not be able to attend class or assignment.
- **Attendance and Cancellation of Services:** If a student is absent from three class sessions without notifying the Office of Accessibility, services may be interrupted. The student will need to meet with the Transcription Coordinator to determine whether the accommodation is still appropriate. If services continue without notification, transcribing services may be cancelled. The student is expected to attend classes to receive this accommodation.

Professor use of External Microphone for Online or Recorded Classes

An external microphone is necessary to provide a clear signal for transcription when lectures are being recorded or during live remote lectures. Professors can check out a microphone from the Office of Accessibility. Please have the professor contact our office at 397-7928 or at access@uakron.edu.