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MEMORANDUM

SUBJECT: Online Accessibility Guidance for virtual programming

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As we have transitioned from face to face to virtual programming this time, we must consider the different technology we are employing and our responsibility under ADA and UF Standards for online accessibility. ADA Compliance is required by law in the virtual space. The technical guidance is based on WCAG 2.0AA and is UF policy, see <https://accessibility.ufl.edu/>. The guidance including policy, definitions, standards, guidelines, and resources can be found at <https://it.ufl.edu/policies/eita-accessibility/eita-policy/>.

In general, much of our virtual programming has included prepared content, blogs, videos, EDIS, and others. We have also included live events mainly through Zoom meetings, Zoom webinars, GotoMeeting, Instagram Live, Youtube live, Google Hangouts, Skype, and Microsoft Teams Live.

While some of these above-mentioned deliver modes are understood to be compliant, others are still being investigated. UF is exploring new license agreements to aid in the increased need for virtual delivery. As faculty we must understand the types of access issues and the common mechanisms for us to address them in both on-demand resources such as fact sheets as well as live programs. The goal of this document is to provide initial information based on UF guidance as to some of the easy to use approaches for improving accessibility

LIVE Content

Live events should utilize a registration or be offered to a closed audience even if done on social media unless captioning can be provided in real time.

A registration form should in best practice ascertain the need for any accommodations such as Closed Captioning. Resources that are to be shared or shown must be screen reader compatible.

Some Best practices have been identified for use in securing Zoom meetings such as setting a password, restricting video, audio, and other features. You can use a waiting room or lobby to verify before admitting to the main zoom room. Details on some of these can be found at https://it.ufl.edu/media/itufledu/documents/community/Zoom_practices_staff.pdf

To summarize both minimum and best practices for open **Zoom meetings** include:

1. Turn off the video function for participants when setting up a Zoom meeting (which prevents them from turning on their camera)
2. When starting the meeting, make sure that only the host or presenters can share screens (click on the ^ next to the Share icon).
3. **BEST:** For a presentation: PowerPoint (if using Office365) can be set to automatically caption (presenter's voice only) --requires a good internet connection. The captioning can be done in English

or translated into several other languages! <https://support.microsoft.com/en-ie/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f?ui=en-us&rs=en-ie&ad=ie>

4. **BEST:** Zoom meetings/webinars can be “live captioned” if someone is willing to type information in. This would be most easily accomplished if a presentation is scripted (i.e. someone could cut and paste text into the caption—challenging if discussion is involved). Can also use paid services for live captioning, <https://support.zoom.us/hc/en-us/articles/115002212983>. UF will be providing more updates on this soon.
5. **Minimum:** If live captioning is **not** going to be possible, best strategy is to **require** people to register for the web meeting. This option is available by logging in to your Pro account through ufl.zoom.us (not available if using your personal meeting room).
 - a. This allows you to ask if special accommodations are needed. Alternately, say that the meeting will be recorded and shared (with accompanying transcript) with those who have registered.
 - b. Zoom’s transcripts can be edited before being shared (<http://alamocolleges.screenstepslive.com/s/19065/m/77991/1/1134722-viewing-and-editing-the-zoom-transcript>)
6. As the host you can restrict ability of attendees to chat (at all, with host, with everyone publicly or with anyone privately). The chat session can also be captured, edited and sent out to participants if desired. Best practice is to read questions aloud before answering—that way both the question and answer are voiced (for visually-impaired audience members) and both will be captured together in the transcript (for hearing-impaired clientele).

Zoom webinars: These are a different system than Meetings, but they have many similar functions. In this case, Attendees automatically join without video or audio capability and cannot share their screens.

- **Appropriate:** Require people to register for the webinar
 - This allows you to ask if special accommodations are needed. Alternately, say that the meeting will be recorded and shared (with accompanying transcript) with those who have registered.
 - Zoom’s transcripts can be edited before being shared (<http://alamocolleges.screenstepslive.com/s/19065/m/77991/1/1134722-viewing-and-editing-the-zoom-transcript>)
- **BEST:** For a presentation: PowerPoint (if using Office365) can be set to automatically caption (presenter’s voice only) --requires a good internet connection. The captioning can be done in English or translated into several other languages! <https://support.microsoft.com/en-ie/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f?ui=en-us&rs=en-ie&ad=ie>
- **BEST:** Zoom meetings/webinars can be “live captioned” if someone is willing to type information in. This would be most easily accomplished if a presentation is scripted (i.e. someone could cut and paste text into the caption—challenging if discussion is involved.)
 - Can also use paid services for live captioning (don’t know costs or options...) <https://support.zoom.us/hc/en-us/articles/115002212983>
- Chat settings can restrict to only allow participants to send message to host/presenters or to allow them to chat with everyone. Private chats can also be disabled by the webinar host. The chat session can be captured, edited and sent out to participants if desired. Best practice is to read questions aloud before answering—that way both the question and answer are voiced (for visually-impaired audience members) and both will be captured together in the transcript (for hearing-impaired clientele).

Facebook Live:

- Allows for closed captioning but requires technical expertise to insert captioning or the use of a third-party caption provider (\$). <https://scontent-mia3-1.xx.fbcdn.net/v/t39.8562->

[6/66086585_1127049914146262_5362522782250827776_n.pdf?_nc_cat=100&_nc_sid=ae5e01&_nc_ohc=Q_UvvBXILAhcAX9-b7_K&_nc_ht=scontent-mia3-1.xx&oh=bfbed1d099eb99f7d94a794d78f735ed&oe=5EBD5DA4](https://www.adobe.com/content/dam/acom/en/accessibility/pdfs/accessing-pdf-sr.pdf)

- Consider setting up a closed group for FB Live events. This is the only way to restrict distribution of a FB live video. This would then be somewhat like requiring people to register for a Zoom meeting or webinar and would allow the presenter to follow up with just that group.
- If you download the FB Live video, you can then upload it into YouTube and YouTube will caption it for you (see the next section on prepared content).

Prepared Content

Videos

Upload recordings to **YouTube**. YouTube will automatically caption --after a couple of hours 😊 but...those captions should be edited to make them into actual sentences (punctuation, capitalization and misspellings). See <https://www.youtube.com/watch?v=CrkWir8AFoI>. You need to be able to log into the YouTube channel where your video is uploaded in order to edit the captioning. The link should not be shared until this edit is completed.

Narrated PowerPoints

Presentations should provide alternate text for images in the presentation. Other tips can be found at <https://accessibility.ufl.edu/faculty--staff/creating-accessible-documents/powerpoint/>

Fact Sheets

When it comes to resources – limit the use of pdf files. It is possible to address compatibility with screen readers, <https://www.adobe.com/content/dam/acom/en/accessibility/pdfs/accessing-pdf-sr.pdf> it may be easier to put these up on blogs.ifas.ufl.edu with a link to the pdf. Then links to these resources shared with the public can take them to the blog site rather than the pdf. UF has provided the link to <https://www.lynda.com/Acrobat-tutorials/Creating-Accessible-PDFs-Acrobat-DC/372675-2.html> if you would like to learn more about creating accessible PDF files. Information about fixing noncompliant pdf files or checking them can be found at <https://accessibility.ufl.edu/faculty--staff/creating-accessible-documents/pdfs-adobe/>

Photos (e.g. jpg, png, etc.)

Must contain alternate text

Programming for Minors

In addition to all of the above content on accessibility, we have youth protection and data privacy issues to consider with programming to minors. The Office of Youth Compliance Services has provided guidance for online programming targeted at youth at <https://oycs.ufsa.ufl.edu/compliance/online/>. We must obtain verifiable parental consent for these youth to register and participate. We must also ensure we are collecting the minimum data necessary for the youth to participate, such as email address, name and age.