

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-only content accessible. Transcription is available for academic purposes for students who need visual and multi-sensory supports.

Transcription Coordinator

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General Information

- Transcription accommodations need to be requested by the student through STARS at least four weeks prior to the first day of classes.
- Students are using Teams for this accommodation unless accuracy is reported to be an issue.
- Students will bring a laptop to class and activate the transcription themselves.
- In order to view the transcript later, the student must also record the lecture. Students have been instructed to obtain permission at the beginning of the semester if they are recording.
- **Please contact us if you need assistance setting up a Teams room, activating the transcription or obtaining a transcript. A ‘cheat sheet’ will be provided upon request.**
- It is the student’s responsibility to let us know if they do not feel that Teams is meeting their accommodation. If a student does not feel that the transcription is accurate enough:
 - We will loan the student a microphone to use with their laptop.
 - The student may need to move closer to ensure the transcription is being picked up by the microphone.
 - The professor may need a Teams room open with a lapel microphone while lecturing.
 - A staff transcriber or a company may need to transcribe the lectures and/or conversation in the classroom in real-time if accuracy is not achieved. The Office of Accessibility will coordinate this accommodation.

Agency or Staff Transcriber Providing the Accommodation

- **Scheduling:** Any change in students’ 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 in 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 and/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 absences

without notification continue, 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, if needed. Please have the professor contact our office at 330-972-7928 or at access@uakron.edu.