

SMC Remote Learning – Deaf/Hard of Hearing (DHH) Faculty Checklist

To be in compliance with federal laws and to ensure your students have full access to remote/online course material, please follow the checklist below according to the appropriate category your class falls into.

Captions – how to know if they are compliant:

- Auto-generated captions do **NOT** meet standards for compliancy
- Zoom auto generated transcripts are about 90% accurate but still need a little editing.
- Compliant captions have:
 - accurate spelling throughout
 - punctuation
 - denotation of music/sound effects
 - denotation of speaker if there are multiple speakers

Creating compliant captions:

- Zoom transcripts – edit the captions to meet compliancy standards before posting the transcript & video (correct spelling and add missing punctuation).
<https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-#viewedit>
- Upload your videos/media to your 3C Media account and request captioning (free). Playlist of 3C Media tutorial videos here (list of videos with different topics is on the right side of the main video): https://online.smc.edu/courses/3333/pages/instructional-continuity-3c-media-training-video-playlist?module_item_id=534264
- YouTube videos - Download the auto generated caption file and fix those captions or fix the captions directly within YouTube studio. Here is the link to describe that process: <https://support.google.com/youtube/answer/2734705?hl=en>
- Send your video links to Aaron French at DSPS to caption for you - turnaround time may vary depending on our workload. Submit material early so you have it in time to use in class. French_aaron@smc.edu
- Email Aaron French with any other questions or material to be captioned: French_aaron@smc.edu

Category #1: ALL CLASSES (regardless of DHH student or not):

- **Posting live class sessions for later viewing** – Zoom captions must be edited to meet compliancy standards.
- **ALL videos/media must be captioned and meet compliancy standards** - see above for description of compliant captions and options for captioning your media.
- **Captioning must meet compliancy standards** – see above for description of compliant captions and options for captioning your media.
- **If a student expresses difficulty or concern about accessing course lectures due to hearing loss:**
 - Direct them to make an appointment with a DSPS counselor by emailing dsps@smc.edu

Category #2: Online 'flexible' class has a Deaf/Hard of Hearing Student using Interpreters:

- **The following email will be added to your Canvas course:**
DSInterpreter@smc.edu – this will allow DSPS staff access course materials to ensure student accommodations.
- Let Denise Henninger know if you do or do not plan to hold live Zoom classes at the scheduled class time. Henninger_denise@smc.edu
- **Live Zoom class sessions:**
 - Create a static link to be used for the duration of the semester for ease of access.
 - If you do not use Canvas for posting Zoom links, email links to:
DSInterpreter@smc.edu
- **Posting live class sessions for later viewing:**
 - Zoom captions must be edited to meet compliancy standards.
 - The class **may** need to be recorded with Sign Language Interpretation visible. If so:
 - Assign Sign Language Interpreter as co-host to the meeting before you begin lecture – this will allow the interpreter to utilize the “Spotlight” feature in Zoom so they remain on screen so the recording is accessible to the DHH student.
 - Hover over interpreter’s video OR click their name under “Manage Participants”
 - Click the 3 dots OR click “More”
 - Click “Make Co-Host”
 - If there is more than one Interpreter, assign both as co-hosts.
- **Posting an asynchronous lecture:**
 - MUST** have compliant captions - see above for description of compliant captions and options for captioning your media.
 - MAY** need interpretation. Email recorded video links to:
henninger_denise@smc.edu
french_aaron@smc.edu
NOTE: Adding interpretation after the fact requires several days of processing so your student will have delayed access to the lecture. It may be necessary to adjust due dates for this student based on the delay.
- **ALL videos/media must be captioned and meet compliancy standards** - see above for description of compliant captions and options for captioning your media.

Category #3: Online 'flexible' class has a Deaf/Hard of Hearing Student using Captioners:

- **The following email will be added to your Canvas course:**
DSInterpreter@smc.edu – this will allow DSPS staff access to course materials to ensure student accommodations.
- Let Denise Henninger know if you do or do not plan to hold live Zoom classes at the scheduled class time. Henninger_denise@smc.edu
- **Live Zoom class sessions:**

- Create a static link to be used for the duration of the semester for ease of access.
- If you do not use Canvas for posting Zoom links, email links to: DSInterpreter@smc.edu
- When captioner/s join the Zoom meeting each time, you must “assign” them as captioners for the class session.
 - Under your meeting settings in Zoom – make sure “closed caption” is checked.
 - When the captioner has joined the meeting, click the CC button at the bottom of your screen.
 - Click “manage participants”
 - Find the captioner’s name and click on “more”
 - Click on “assign to type closed captions”
 - Demo on assigning a captioner (ONLY from :18-:52 seconds): <https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>
- **Posting live class sessions for later viewing** – Zoom captions must be edited to meet compliancy standards.
- **ALL videos/media must be captioned and meet compliancy standards** - see above for description of compliant captions and options for captioning your media.

Category #4: Online ‘scheduled’ class has a DHH student using Interpreters

- **The following email will be added to your Canvas course:**
DSInterpreter@smc.edu – this will allow DSPS staff access to course materials to ensure student accommodations.
- **Live Zoom class sessions:**
 - Create a static link to be used for the duration of the semester for ease of access.
 - If you do not use Canvas for posting Zoom links, email links to: DSInterpreter@smc.edu
- **If you plan to post your Zoom class session for later viewing:** Zoom captions must be edited to meet compliancy standards. See above for description of compliant captions and options for captioning your media.
- **Posted Zoom recordings may need to include interpretation. If so:**
 - Assign Sign Language Interpreter as co-host to the meeting before you begin lecture – this will allow the interpreter to utilize the “Spotlight” feature in Zoom so they remain on screen so the recording is accessible to the DHH student.
 - Hover over interpreter’s video OR click their name under “Manage Participants”
 - Click the 3 dots OR click “More”
 - Click “Make Co-Host”
 - If there is more than one Interpreter, assign both as co-hosts.
- **Posting an asynchronous lecture:**
 - MUST have compliant captions - see above for description of compliant captions and options for captioning your media.

- MAY need interpretation. Email the recording links to:
henninger_denise@smc.edu
french_aaron@smc.edu

NOTE: Adding interpretation after the fact requires several days of processing so your student will have delayed access to the lecture. It may be necessary to adjust due dates for this student based on the delay.

- **ALL videos/media must be captioned.**
- **Captioning must meet compliancy standards** – see above for description of compliant captions and options for captioning your media.

Category #5: Online ‘scheduled’ class has a DHH student using Captioners:

- **The following email will be added to your Canvas course:**
DSInterpreter@smc.edu – this will allow DSPS staff access to course materials to ensure student accommodations.
- **Live Zoom class sessions:**
 - Create a static link to be used for the duration of the semester for ease of access.
 - If you do not use Canvas for posting Zoom links, email links to:
DSInterpreter@smc.edu
 - When captioner/s join the Zoom meeting each time, you must “assign” them as captioners for the class session.
 - Under your meeting settings in Zoom – make sure “closed caption” is checked.
 - When the captioner has joined the meeting, click the CC button at the bottom of your screen.
 - Click “manage participants”
 - Find the captioner’s name and click on “more”
 - Click on “assign to type closed captions”
 - Demo on assigning a captioner (ONLY from :18-:52 seconds):
<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>
- **Posting live class sessions for later viewing** – Zoom captions must be edited to meet compliancy standards.
- **ALL videos/media must be captioned and meet compliancy standards** - see above for description of compliant captions and options for captioning your media.