# Video Accessibility (A11y)

Video Accessibility

Whether your video is a recording from Zoom, Panopto, Canvas Studio, Camtasia, SnagIt, iMovies, YouTube, or Social Media platform, it needs to be accessible so that people with various disabilities can utilize it.

Creating accessible videos includes:

- **Captions**
- **Transcripts**
- **Audio Descriptions**

Is Captioning Universal Design?
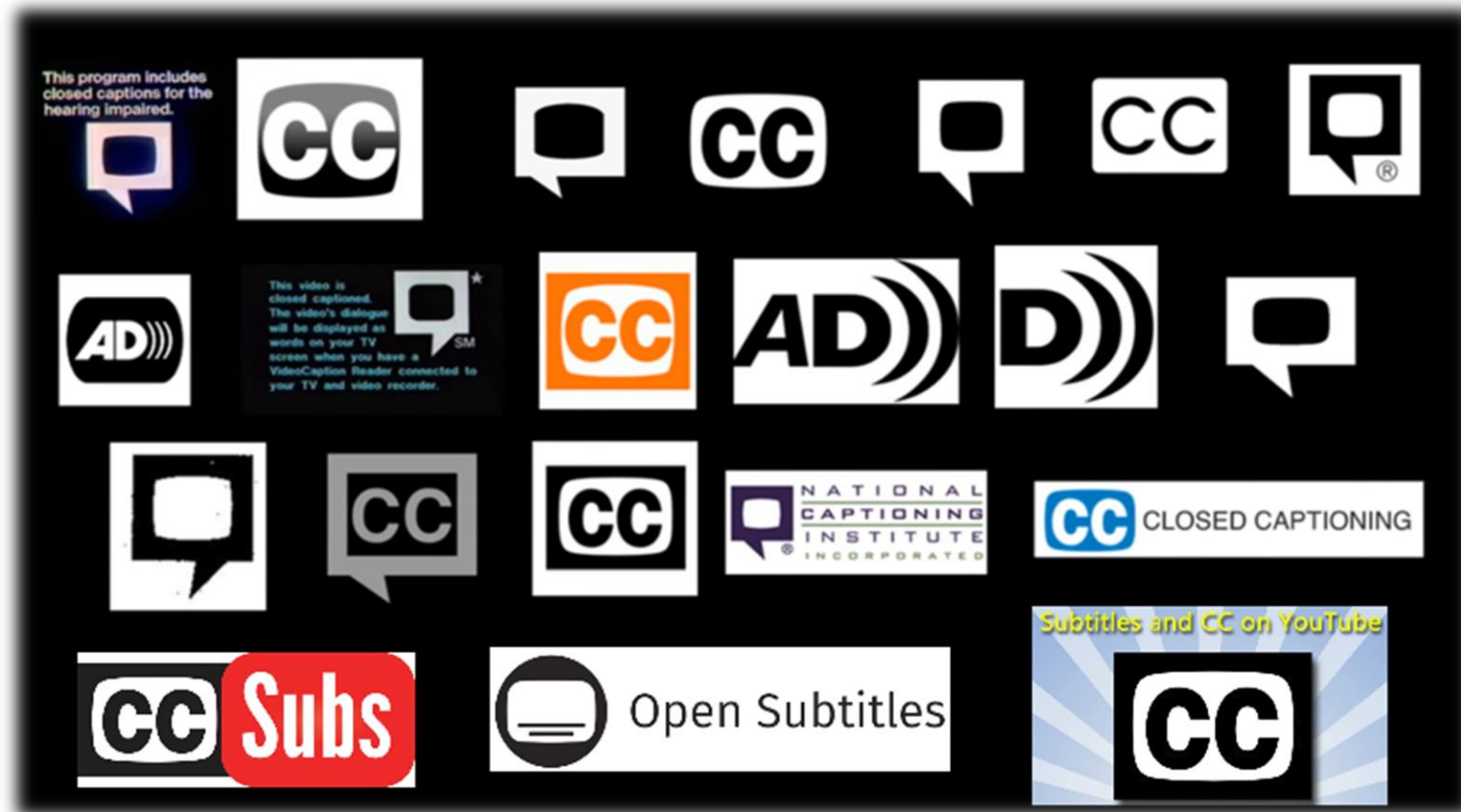
Who is the **largest audience** that benefits from captions?

CAPTIONING VIDEOS
accessible course content

Accessible means available to **all students**, regardless of their **abilities**.
For example:

- Deaf or Hard of Hearing
- Visual Learners
- Cognitive Disabilities
- Speakers with Accents
- Complex Technical Terminology
- Noisy Environment

Understand

Get

Use

ABILITY
=
easy to
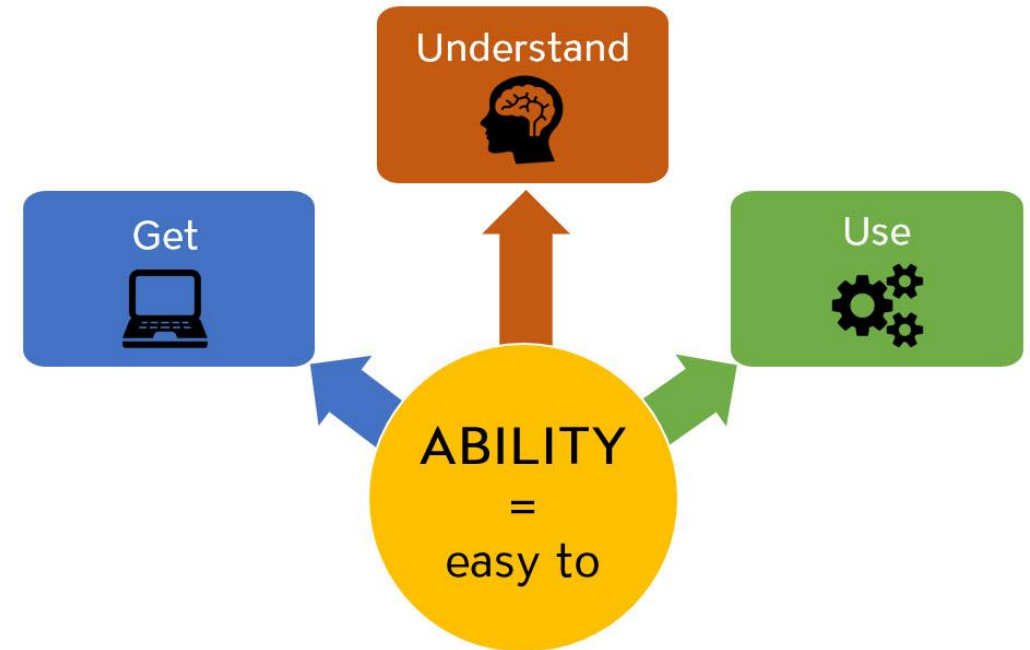
Captioning

What are captions?

Captions are text descriptions of dialogue and background music or sound which provides the same level of information as one would get from hearing the audio. Text should be **synchronized** and **equivalent** with audio.

Two types of Captions:

1. **Closed**: The viewer can toggle the captions on or off when needed.

2. **Open**: Viewer cannot toggle captions on or off.

- Use text that is **easy to read** (good font size and color contrast), **consistent**, **clear**, and **errorless**.

- Caption **quality is crucial**

- Every pre-recorded video **should** have captions.

- There is **no standard size** for captions—they vary based on the size of your video player window. However, if you must squint to read your captions, the font size is too small.

Captions vs. Subtitles

Captions and subtitles are similar, but they are distinct from each other.

- ❖ **Captions:** text descriptions of dialogue and background sound or music thus providing equivalent information as one would get from hearing the audio
- ❖ **Subtitles:** straightforward translations of video's dialogue

For example, a bilingual English/Spanish website, we would have clearly labeled captions (for English text) and subtitles (for Spanish text).

Transcripts

What are transcripts?

Text versions of media content that includes **dialogue, descriptions of actions or important information on-screen**

There are two types of transcripts:

1. **Static:** transcripts presented in **plain text**
2. **Interactive:** transcripts with **highlight words** as they're spoken in the video. This allows viewers follow along, and search across the spoken audio of a video and play from any point in the video by clicking within the transcript**.**

In addition, transcripts help students to **get the information they want quickly, learn the spelling of technical terms spoken, and take notes for comprehension**.

Study Abroad Video Examples with Transcript

- [5 Ways to Study Abroad at CSUN](#) (YouTube)

- [5 Ways to Study Abroad at CSUN](#) (Text Transcript)

Audio Descriptions (1 of 2)

- **Audio descriptions** are additional audio tracks that describe by a voice-over narrator and give context for essential visual information (e.g. **actions, characters, scene changes, on-screen text, and other visual content**).

- This helps describe important visual details that cannot be understood from the main soundtrack alone.

Audio descriptions are commonly used for pre-recorded material such as video tutorials, video resources, and instructional videos.

- Access for individuals who are blind and low vision

- Literacy

- Auditory learners

- English language learners

- Autism spectrum

- No access to visual content

Universal **D**esign **C**enter

Audio Descriptions (2 of 2)

- The goal is to make the visual information in media accessible to people who are blind and have limited vision, but others may benefit from the explicit explanations as well.

- If videos are created with accessibility in mind, audio descriptions are probably aren't necessary, as long as **important visual elements of the video are described in the audio track itself** (e.g. man speaking at a podium for static presentation).
  - **For example, you do not need audio description for talking heads only, or for text on slides as long as the slide text is woven into what you say.**

Creating Accessible Videos: Visuals

"Accessible Communication. It's the Law!" by giulia.forsythe is licensed under CC BY-NC-SA 2.0.
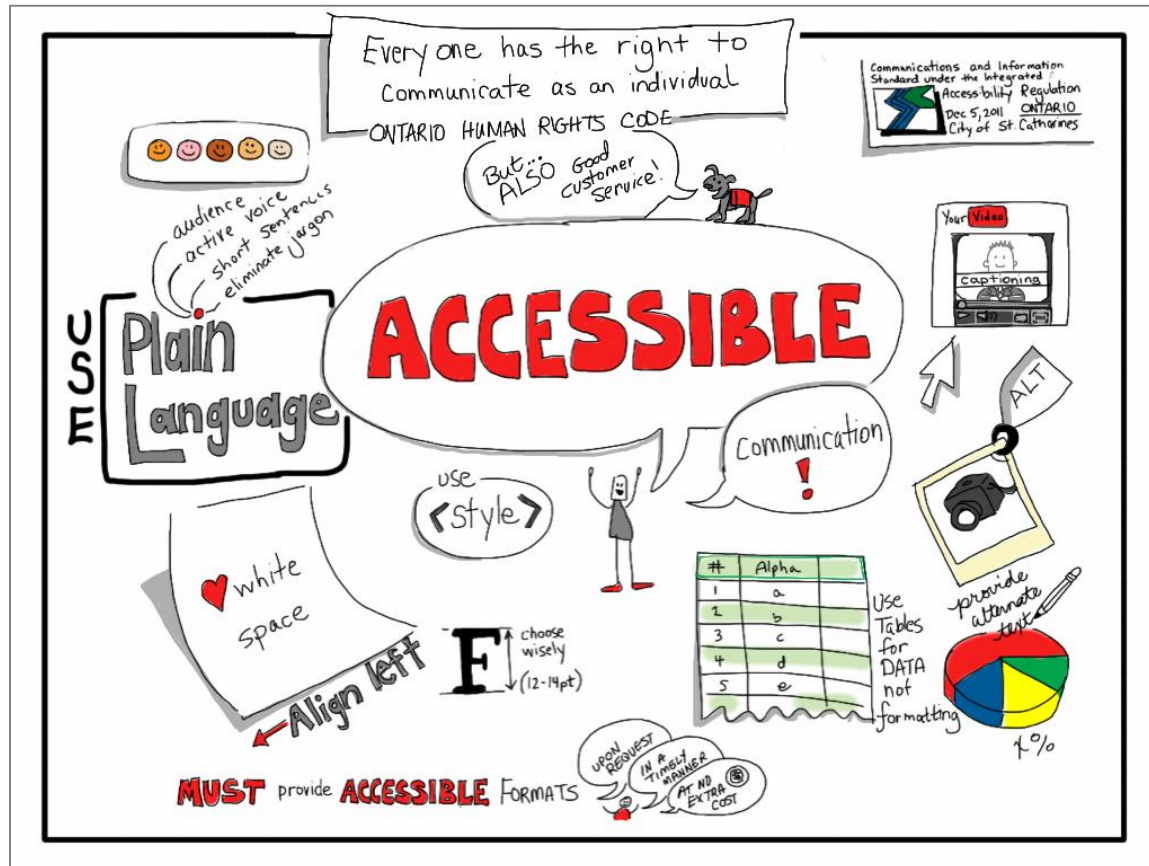
Important visual information has corresponding audio.

- Best: Plan a script to include all information.

- Explain what the chart or diagram conveys.

- Or, make an alternative video with audio descriptions.

Accessible Video Best Practices (1 of 2)

When creating your own videos, you can ensure they are accessible with these simple steps:

- Use clear and simple language.

- Provide sufficient contrast between the text and background. Use [Colour Contrast Analyser](#) tool to ensure accessible contrast.

- Ensure text is comprehensible and has good font size.

- All audio information has a corresponding visual information and vice versa.

- Allow enough time for people to take in all of the important visual information.

- Present text in blocks (e.g. complete sentence).

- Be mindful of how color is used.

- Don't add flashing elements, unnecessary motion or noises. It can be distracting and cause trigger seizures.

- If featuring a speaker, make their face visible and have them speak slowly and clearly.

Accessible Video Best Practices (2 of 2)

- Read it out loud for people who can't see the screen:
  - Famous quotes
  - Text on the screen
  - Image descriptions
  - Full website address. If the website is long, consider creating a short URL (such as tiny.cc or bitly.com).

- **Avoid** using:

  Here, Click here, This, That, There, This button, This slide, and other vague language.

- **Instead:**

  Describe what is on the screen (e.g. button label, navigation menu name, or location description)
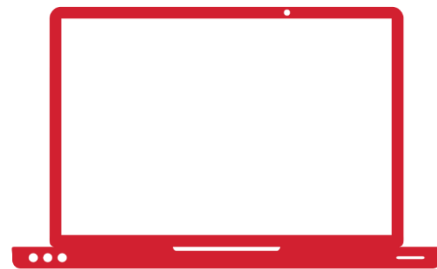
Panopto™ Unleash Your **Creativity**

With Panopto, you can…

- Simultaneously record video from a **webcam**
- **Capture** your screen
- Audio from a **microphone**
- **Upload** your own video or audio/podcast files
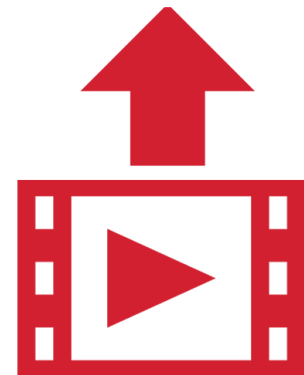
Seamless Integration

- **Panopto** makes any classroom on campus lecture capture-ready.

- With **Canvas** integrated, you can share your videos throughout your courses wherever you find the Rich Content Editor. You can share your videos with students, anyone in the CSUN community, and beyond.

- With **Zoom** Cloud Recording enabled, your meetings are automatically imported.
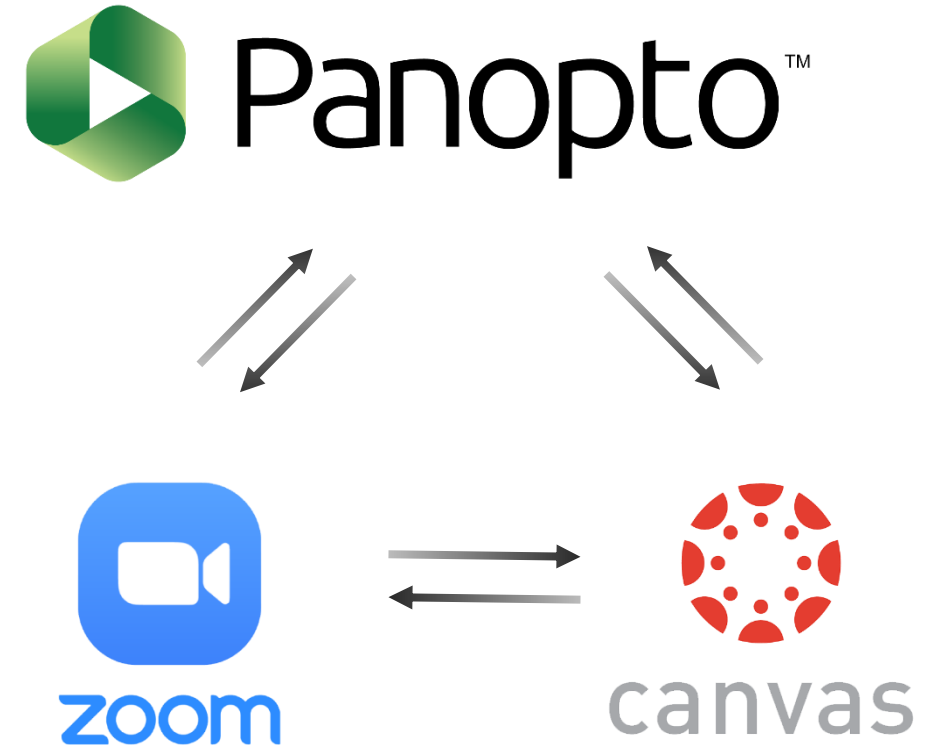
Demonstration
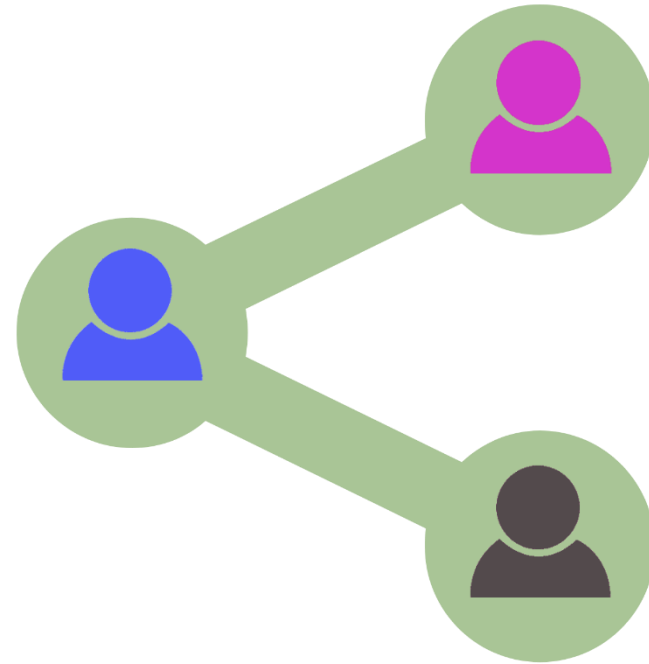
Access vs. Accommodations

Access (Section 508)

- Proactive
- Available for everyone

Accommodations (Section 504)

- Reactive
- Provided to specific students upon request
- At CSUN, via Student Access & Accommodation System (SAAS) or Communication Access Services (CAS)

Access vs. Accommodations and Captions vs. Audio Descriptions

- Captions are access
  - Universal Design
- Should be available for everyone
- CSUN provides central funding for captions on videos used in instruction
  - Funding for professional captions is not unlimited

- Audio descriptions are access
- *Should* be available for everyone, however,
- Audio descriptions are expensive and at this time there is no central funding for them

Accommodation

- NCOD: Deaf and Hard of Hearing Services

Otherwise (access)

- Panopto
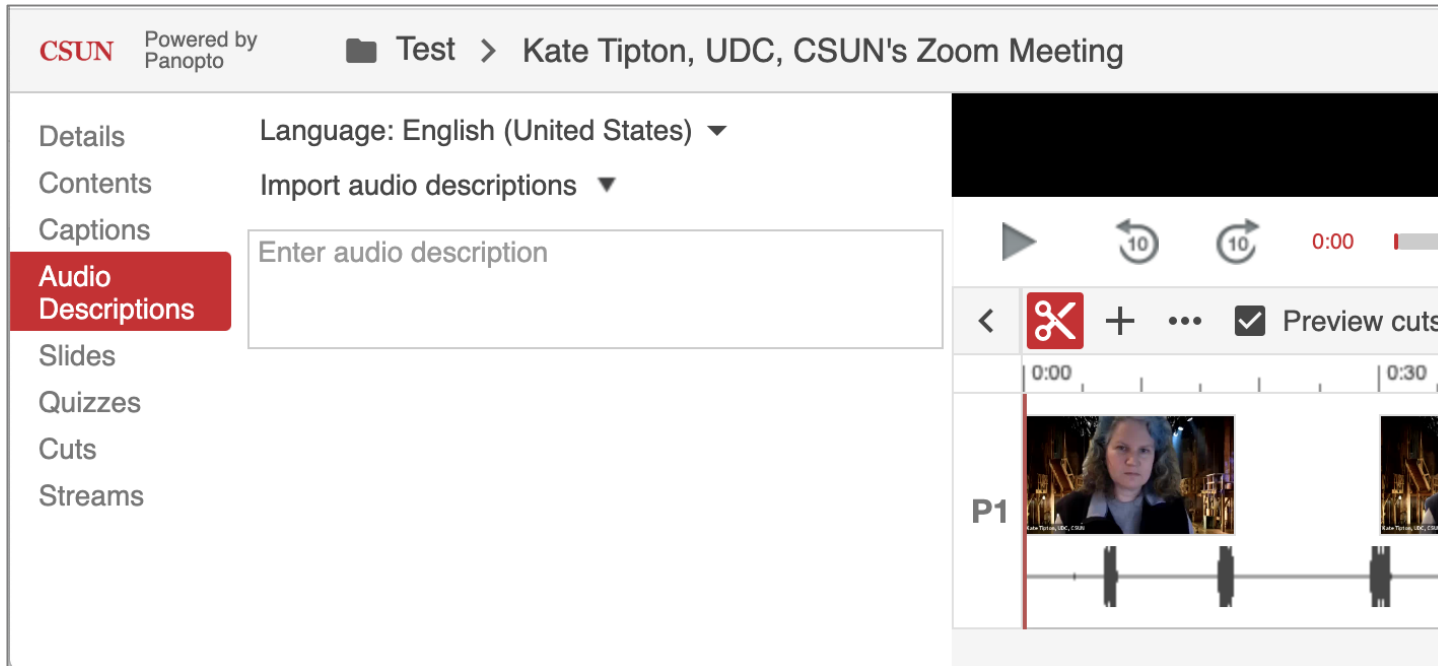- More options

Edit Captions in Panopto

Can I correct captions in Panopto?

Yes. Only creators/owners can edit captions in Panopto. If you "hover" your mouse pointer over a video title, select **Edit**, then select **Captions** in the menu on the left of the screen, you can directly edit the captions while watching the video. Once you have edited the captions, select the **Apply** button in the top-right corner to save the changes.
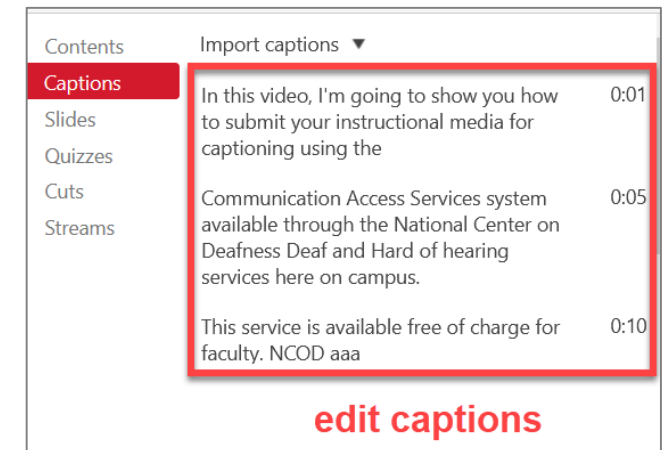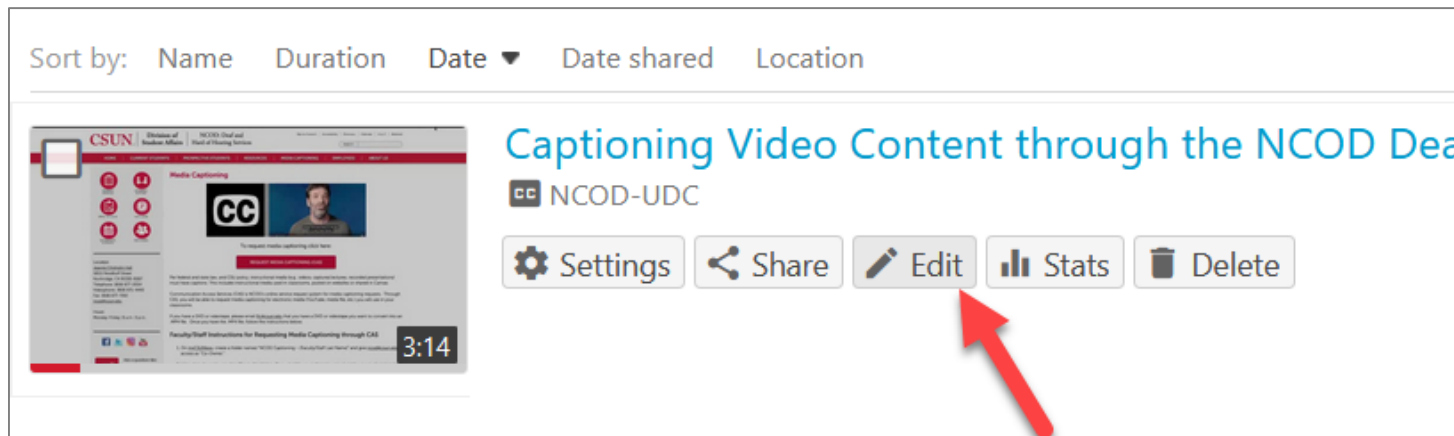
Learn more about How to Manually Caption Sessions in the Editor.

Add Audio Descriptions in Panopto

- Multiple options to add audio descriptions to your videos in Panopto.
  - Record your own.
  - Type text that the computer will read aloud.

Automated Captions for Accuracy

Creators/owners should review auto-generated captions for accuracy. Accuracy highly dependent on audio quality.

- Vocabulary
- Terminology
- Acronyms
- Names
- Locations
- Unusual words
- Complex Technical Language

- Limited punctuation
- Limited speaker identification
- Incorrect words choice do not match the spoken audio (**e.g. Can vs. Can't, Know vs. No, Here vs. Hear**)
- Add sound effects and music if applicable (e.g. **[water dripping], [upbeat music], [audience cheering], [balloon pops], etc.**) Descriptive captions help to ensure the viewers have full experience of the sound and enjoy the media.
    - Captioning Atmospherics and Music YouTube
    - Sound Effects and Music Guidelines

More Captioning Options

- Priority for **professional captioning services** now given to classes that include one or more students with relevant accommodations.

- **Automatic speech recognition** - auto-generated captions - have improved significantly over the past few years.
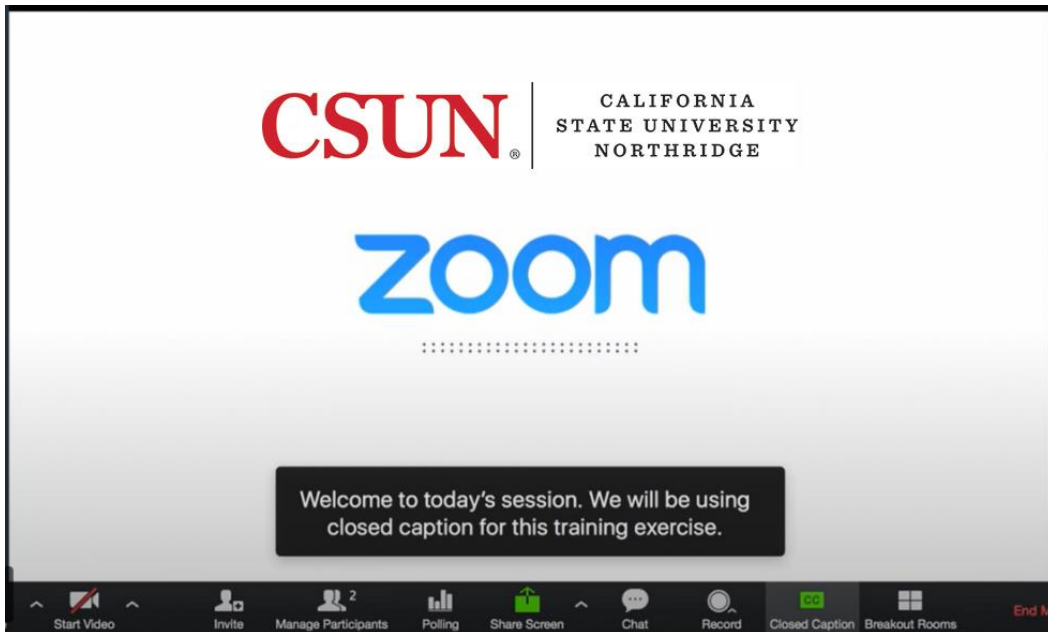
Relevant Accommodations

Are videos automatically captioned in Panopto? Are the captions good enough for students who need accommodations?

- All videos are automatically captioned in **Panopto**.

- Videos are automatically captioned in Panopto, Google Slides, PowerPoint 365, Web Captioner, Otter.ai, YouTube, Camtasia, or any other automatic captioned programs that are computer-generated, are **not 99% accurate**; therefore, they are not acceptable for students that need accommodation.

- If a class has a student with a relevant approved accommodation, whether the class will be taught live or feature pre-recorded videos, all instructional and public-facing videos must be captioned and/or audio described appropriately.

Contact **NCOD: Deaf and Hard of Hearing Services** for professional captioning services
ncod@csun.edu | (818) 677-2054 | csun.edu/ncod

Request Captioning through NCOD
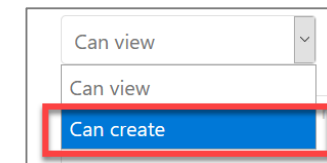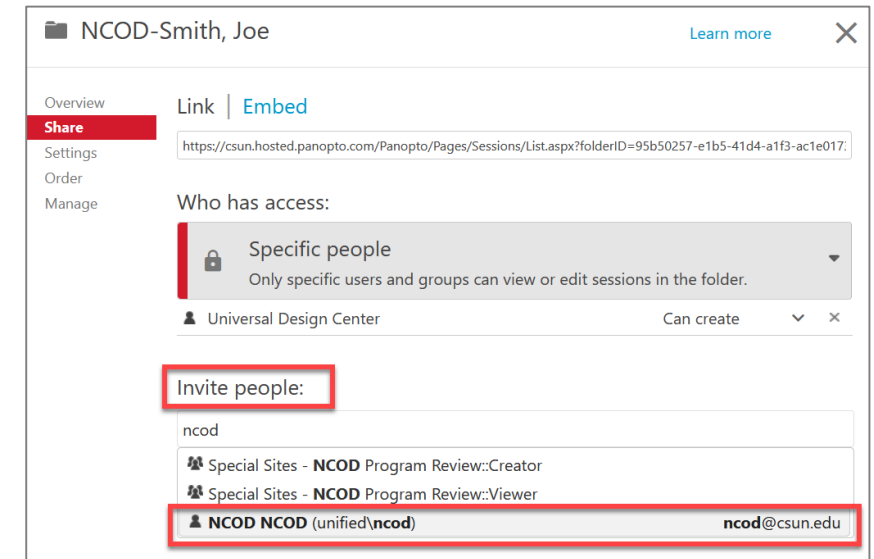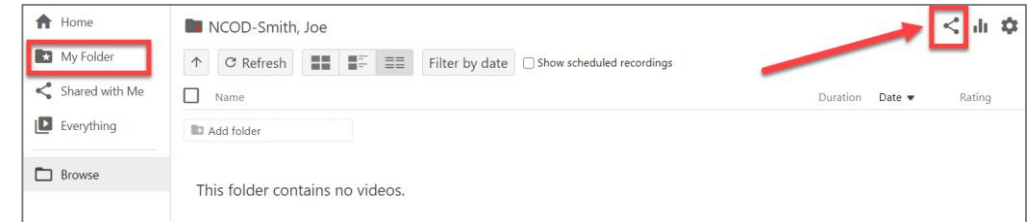## and Audio Descriptions!
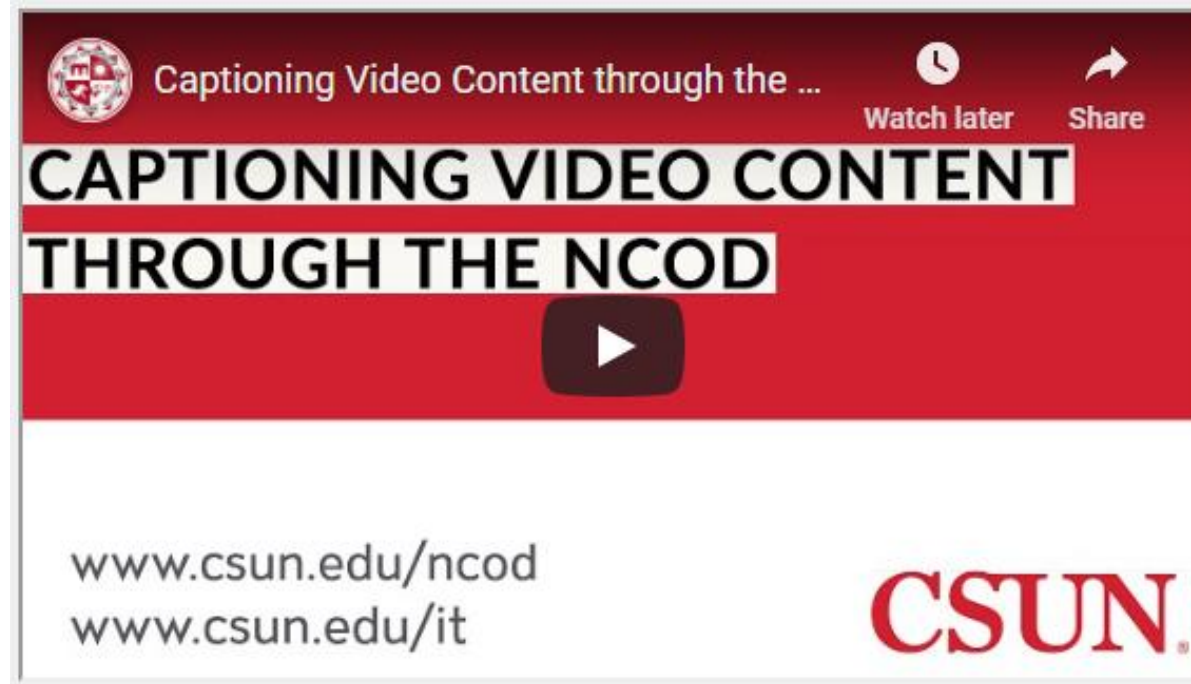
[Captioning Video Content through the NCOD: Deaf and Hard of Hearing Services](#)

Universal Design Center   csun.edu/udc

Submit NCOD Request in Panopto

1. In **My Folder**, create a new subfolder called "NCOD-Last name, First Name" for example NCOD-Smith, Joe

2. Select **Share <** icon on the top-right corner

3. **Who has access:** Select Specific People

4. **Invite people:** ncod@csun.edu

5. Select **Can Create**

6. Select **Send and Save changes**

7. Then move recording(s) from My Folder into "NCOD-Smith, Joe"

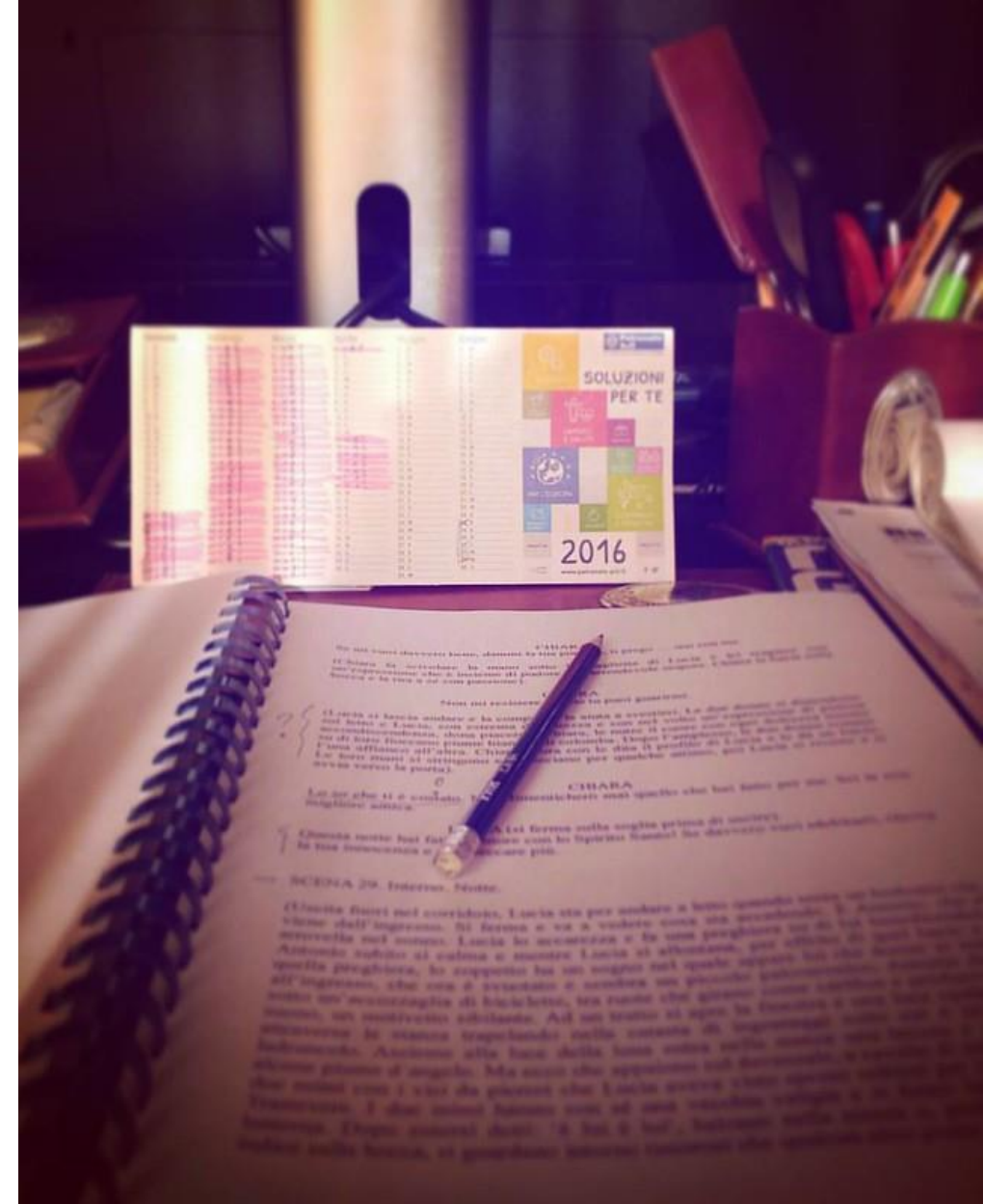8. Then make NCOD CAS request csun.edu/ncod/media-captioning

NCOD Request for Audio Descriptions

1. Follow the process outlined in the previous slide.
2. The vendor will prepare a draft script.
3. NCOD will share the draft with you.
4. Review the draft, make corrections, and return to NCOD.

Contact **NCOD: Deaf and Hard of Hearing Services** for professional captioning services
ncod@csun.edu | (818) 677-2054 | csun.edu/ncod

Graduate/Student/Teacher Assistant

If you have a graduate/student/teacher assistant to help you review auto-generated captions, you could invite them to correct your captions.

1. In **My Folder**, create a course subfolder name
2. Select **Share <** icon on the top-right corner
3. **Who has access:** Select Specific People
4. **Invite people: [TA/SA's email address]**
5. Select **Can Create**
6. Select **Send and Save changes**
7. "Hover" your mouse pointer over a video title and select **Edit**, then select **Captions** in the menu on the left of the screen. Once you have edited the captions, select the **Apply** button in the top-right corner to save changes.

Panopto Accessibility Features

Screen Reader Support

Panopto is regularly tested with JAWS, NVDA, and VoiceOver for Mac.

Keyboard Access

All of the features and functions in the web browser interface can be accessed using the tab key on your keyboard.

Viewer Captions

Captions are displayed for each video in the Captions tab and overlaid on the video or docked underneath. Captions for embedded video are overlaid at the bottom of the viewer.

Shortcut Keys

Viewers can control the player using the following shortcut keys:

- Spacebar - Play/Pause Video
- Left/Right arrow keys - skip 5 seconds back or forward
- Up/Down arrow keys - adjust volume up or down
- The M key - mutes and unmutes the recording

[Learn more about Panopto Accessibility Features](#)

CAPTIONING VIDEOS
accessible content course

CC

Accommodations

Whether the class will be taught live or through pre-recorded videos, the student(s) may have accommodations .

Public-Facing

For all other instructional and public-facing videos.

Live Lectures

For live lectures via Zoom, explore Do-It-Yourself options PowerPoint 365 or Google Slides.

Recorded Videos

Start with **Panopto**, a new service for faculty and staff that will caption videos automatically and edit captions. csun.edu/it/panopto

NCOD: Deaf and Hard of Hearing Services
ncod@csun.edu | (818) 677-2054 | csun.edu/ncod

Universal Design Center
udc@csun.edu | (818) 677-5898 | csun.edu/udc

Tseng College Distance Learning faculty should contact their assigned Instructional Designer.

Guidelines and Best Practices for Captioning and Audio Description Educational Video

These guidelines are a key for anyone providing captioning and audio description of all types of media at various levels.

Captioning Key

Description Key

Questions?

csun.edu/udc/video

How can we help you make a **difference**?

Make **one** design that fits everyone

- Documents
- Website
- Media with captioning

UNIVERSAL
DESIGN *means design for everyone*

Universal Design Center Offers

- Online, self-paced training
- In-person training each semester
- Consultations
- Tools and Services

Universal **D**esign **C**enter

csun.edu/udc