

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.
- Students are now 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 live transcription later, the student must also record the lecture. Students have been instructed to obtain instructor permission at the beginning of the semester if they are recording the lecture.
- If a student does not feel that the Teams transcription is accurate enough, we will loan out a microphone to use with their laptop. The student may need to move closer to the presenter to ensure the transcription is being picked up by the microphone.
- A staff transcriber or a company may need to transcribe the lectures and conversation in the classroom in real-time if accuracy with Teams is not achieved. The Office of Accessibility will coordinate this accommodation.
- It is the student's responsibility to let us know if they do not feel that Teams is meeting their accommodation. It will be assumed that the accommodation is being met if the student does not inform the Transcription Coordinator within the 2nd week of classes.

Schedule Changes

Any change in student's schedule must be reported to the Transcription Coordinator and updated through STARS immediately. The Office of Accessibility will make a good faith effort to fulfill all requests, but please be aware that requests made after a semester has started may result in a delay of services. Please contact your Disability Specialist about other accommodations to assist you during this time.

Student and Transcriber No Shows

If a **student** does not attend a 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 the assigned class. If unable to attend class, students should contact the Transcription Coordinator in advance whenever possible.

If a **transcriber** does not report to an assignment, the student should wait 15 minutes. If the transcriber still has not reported, please contact the Office of Accessibility as soon as possible so that 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/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.