

VoiceThread Accessibility Procedure Statement

For faculty to be compliant with CSU mandated Accessibility Technology Initiative (ATI), all faculty-created VoiceThread videos need to be captioned.

To meet this requirement, faculty have two options:

1. You can do your own captioning
2. You can submit the verbatim script of what you said in the video and the video itself to Online Education and Training (OET) for captioning to be quickly added (approximately 5-7 day turnaround). If you do NOT have a script, OET can still provide captioning but the turnaround time is longer (approximately 2-3 weeks). Email oet@fullerton.edu to arrange captioning.

NOTE:

- The doodle feature in VoiceThread is NOT accessible. If you use this feature, you must verbally describe what you are doing on the screen and also caption this description to explain exactly what you are drawing or marking on the screen.
- Students should be directed to provide their comments in both audio and written format, so as to be accessible to all students.
- Best practices for online content recommend that videos be presented in 20-minute digestible chunks (e.g., better to have three 20-minute videos than one 60-minute video).
- It is also recommended that you have a good-quality audio and video recording. Please make use of OET's media studio for creating quality materials if you do not have the equipment – OET will schedule a time for you to sign up and use our faculty/staff media studio. Additionally, you can schedule one-to-one consultations with an OET instructional designer during Monday through Friday, 8am to 5pm.