

## Zoom Accessibility Considerations

Students should be made aware on the first day of the term that Zoom will be used in their course. This will allow them time to contact Disability Services if needed. Students should also be told which features of Zoom will be used beforehand so they can familiarize themselves with the feature.

Provide documents and presentation materials to participants prior to the meeting. Documents viewed on screen share cannot be read by a screen reader.

Make sure students are aware of keyboard shortcuts. They can be found here:

<https://zoom.us/accessibility>

Develop guidelines or rules for appropriate discussion. Such as:

- Only one person should speak at a time when called on. There should not be a time where multiple people are speaking over each other.
- Audio should be muted for non-speakers.
- Video of non-speakers can be distracting to some students. Their video should either be muted or the video needs to be set to spotlight the speaker.
- Utilize the hand-raising tool when asking a question or commenting.
- Speakers should identify themselves before speaking.
- Use the chat feature sparingly. It is difficult for screen readers to switch between the chat and the screen. It is also hard for screen reader users to listen to the chat being read while the speaker is talking. It can also create a distraction for those with attention difficulties. If chat is used. The comments should be read and answered out loud.
  - Also consider that students with a language/speech barrier may heavily rely on the chat feature. Therefore, it should be monitored, either by the host or a selected participant. Faculty can also discuss with the student what their preference is on initiating interaction during the meeting. It may involve using the hand-raising feature or other methods.

Describe the screen if you are screen sharing or sharing a visual. Imagine your participants are participating via phone. Describe what they are missing so they can follow along.

If you have a student in your course who is receiving accommodations for captioning, please let Disability Services know that you are using Zoom. A live caption vendor will need to be scheduled for all meetings. Disability Services will need to be provided a schedule of meetings or notified at least 3 business days prior to one.

Students who receive in-class note taking as an accommodation can record Zoom meetings for notes.

Recorded meetings can be saved to create a transcript. The transcript is automated and will need to be edited for accuracy. Recording meetings can also be helpful for any student with technical difficulties to go back and watch what they missed.