

Quick Guide – Accessibility of Video

Quick Guide – Accessibility of Video

This guide will provide an overview of the tools available for video captioning in order to make learning material more accessible, particularly in the light of [University policy](#). You should add accurate captions for videos with speech, audio description for visual aids (where these are not described verbally) and a full transcript of the same content.

Video Captions

- **Automatic Speech Recognition (ASR) captions** have around 70-75% accuracy and from 15th January 2024 will be added to your video by default once it has been uploaded to Panopto.
- **The accuracy of the automatic captioning** can be improved by following our guide [Captioning Tips for Panopto](#).
- **There is a facility to [edit the captions](#)** and the default ASR captions can be deleted from an individual video if required by opening the video, visiting the video settings (cog wheel icon, upper right) and selecting Captions from the left menu.
- **ASR captions can be disabled at folder level** by visiting the folder settings (cog wheel icon, upper right, within the folder) on Panopto and selecting Settings from the left menu.
- **If the captions are not checked/edited**, students should be made aware that the captions are automatically generated and that these will contain errors. A standard [course accessibility statement](#) is available from CAD for including in course guides.
- **Recordings from Teams and Collaborate** – If live streams are recorded and made available to students, then under legal obligations captioning should be provided. By [downloading the MP4 video file from Collaborate](#) or from [Teams](#), this can be [uploaded into Panopto](#) and auto captioning applied.
- **Two weeks** is deemed to be a reasonable timeframe to provide accurate captions. However, it may not be feasible to do this immediately for all your audio and video content. Therefore, please continue to prioritise content in courses where these changes will have the biggest impact.
- **Third Party Content** – Staff providing third party learning material have a responsibility to ensure that it is accessible. Staff should select video content that already has captions available, or request captions from the supplier.

Audio Description

Audio descriptions can be added to videos on Panopto to improve accessibility for users with a visual impairment. [Step-by-step instructions for adding audio descriptions](#) are available on the Panopto support site.

Transcription

Providing a transcript can make video more accessible to individuals with visual or hearing impairment. This approach involves providing all the information in the synchronised media (both visual and auditory) in text form.

Quick Guide – Accessibility of Video

Suggestion: Transcripts can be easily made by either copying the video captions from the panel to the left of the Panopto video into Word, or by using the [Dictate](#) feature in Word to transcribe your lecture as you record.

Central Support with Captioning

If a student on your course has the adjustment of quality assured video captions and finds that the automatically generated captions are not sufficient, you and/or they should contact accessible-elearning@abdn.ac.uk. Students without this adjustment should first contact student.support@abdn.ac.uk if they are unable to effectively engage with video materials with automatically generated captions. Student Advice & Support will discuss the student's circumstances and determine whether adjustments can be implemented to support the student in their studies.

Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- [Inclusivity and Accessibility StaffNet page](#)
- Toolkit: [Accessibility for Authors/Creators](#)
- Toolkit: [Panopto](#)
- [JISC Guide: Video Captioning and Accessibility Regulations](#)