

## Resource Guide

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### Auditory Accessibility when Presenting or Recording a Slide Deck

Once you've designed your slides to meet the accessibility needs for low-vision and visually different viewers, you now need to consider the accessibility needs for those who are deaf, hard of hearing, speakers of other languages, and others with auditory challenges when it comes time to **present or record the slides**. The audience needs to **hear** your presentation as well as see it, while also not being overwhelmed by the sound of the presentation. Beyond the presenter speaking clearly, at a moderate pace, and with microphone amplification, there are several other things the presenter can do to make their presentation accessible to those with various auditory challenges.

#### In-Person Presentations

- If the presentation is part of a class, survey the students and check accommodation needs to see what accommodations for hearing and language are needed.
- Pause after advancing a slide to give the audience time to read it.
- Include [live closed captioning](#) to the Power Point by selecting "always use subtitles" and using a headset microphone attached to the device running the slides.
- Request a qualified ASL Interpreter to translate your presentation in real-time.
- Request a volunteer note-taker or scribe who will take notes and provide them to any student with hearing-related accommodations. Alternatively, provide a copy of your lecture/presentation notes directly to the student.
- Provide a copy of the slides via Canvas or email to **all** students before the in-person presentation, if possible, or soon thereafter.

#### Recorded Presentations

- Remember to speak clearly and at a moderate pace, and include pauses between slides, as you record. There's a tendency to speed up speech when recording.
- Include captions within the recording. Panopto automatically includes captions in English, but you will need to proofread and edit them for accuracy. Enable the "CC" button in the video toolbar so captions appear on each slide.
- Include Audio Descriptions when editing the Panopto recording and enable the "AD" button in the video toolbar.
- Provide a full transcript of the recording. Be sure to format the transcript with headings and any other helpful formatting. Upload the transcript to Canvas and insert the file close to the video location within the appropriate module.
- Include a copy of the slide deck as well.

#### Resources

Reinert Center Resource Guide: Designing Visually Accessible Slides

Av-Shalom, I., Malhotra, N., and Tatum, A. (2023). "[Bridging the Gap: Overcoming Barriers in Higher Ed for Students with Disabilities including Neurodivergent Learners.](#)" Faculty Focus.

National Deaf Center. (2020). [Remember Accessibility in the Rush to Online Instruction: 10 Tips for Educators.](#)

University of Texas at Austin. [Tips for Working with Students who are Deaf or Hard of Hearing.](#)

For more information or to discuss how you might incorporate these ideas into your courses, contact the Reinert Center by [email](#) or submit a [consultation request form](#).