Accessible Content

# Zoom

The majority of classes and meetings have moved to Zoom over the last few months. In addition to Zoom’s built-in accessibility features, here are some general tips for making Zoom accessible for all.

## Sound Quality

Sound quality is very important to those who are hard of hearing. Be sure that you, the presenter, are in a space with reduced background noise and that you are speaking close to the microphone.

Additionally, use the Mute features in Zoom to reduce the background noise of other participants. This is very important in larger meetings or classes. As the host, instructors can use the Mute All tool. Instructors can also make their default setting to Mute Participants Upon Entry. Let students know when and how it is appropriate in your class to un-mute their mic.

## Recording Lectures and Meetings

With students in various time zones or dealing with illness, recording is a great way to ensure all students can view the class. Zoom allows two options for recording- to save locally (to your computer) or to save to the cloud. Saving to the cloud will allow you to use the Transcribe and Captioning features of Zoom. If a student requires those, always save to the cloud.

## Using Chat

Chat can be very helpful in sharing additional information with class participants. Most assistive technology devices allow students to access and contribute to the chat but not click on any links shared. Be sure to email any links to students later.   
Chats can be saved to the cloud also and shared with students later.

## Screen Sharing

Instructors may use screen sharing to utilize Google Slides, PowerPoint or a digital white board. If you have a student in your class who uses assistive technology, check with them ahead of time to see if they can read/access what you share. If not, provide them a copy of the materials ahead of time. You can also read verbally what is written on your slides or blackboard.