Guidelines for Multimedia Material use in Classes

Computer Resources Committee

Letter to all incoming faculty

Dear OSU Faculty/Instructor,

The OSU Policy on use of media materials (multimedia, audio, video) in the classroom to meet accessibility guidelines (http://oregonstate.edu/accessibility/multimedia) delineates how and when instructional materials must be made accessible. The primary purpose of the policy is to ensure equal access to individuals with disabilities.

Creating and providing materials for students with a disability is an essential part of creating a friendly, respectful and stimulating classroom environment. As we use more multimedia in the classrooms, making these resources accessible becomes more critical.

Individuals who are deaf or hard of hearing must have access to the audio portions of multimedia and audio only products. This can be accomplished by using captioned video resources—by purchasing captioned video resources whenever possible and by working with Disability Access Services (DAS) (http://ds.oregonstate.edu/home/) to provide captioning on uncaptioned video resources. Common types of videos that should be captioned include, but are not limited to: videos from internet resources, video sharing websites (e.g., YouTube), DVDs, and video cassettes. If you receive a request for accommodations, any media materials as well as PDF documents, must be made accessible. The DAS office can assist with this process.

Please note, if you are creating new materials (e.g., a video or a handout), the new material should be created in an accessible format regardless of a accommodation request. If you are using content created by others and have a choice between a video that is closed-captioned or not, you should choose the closed-captioned version.

The Computing Resources Committee urges you to consider the implications of social media tools on accessibility. You should choose tools that are ADA compliant. Prior to selecting ADA non-compliant software, instructors should contact the Office of Equity and Inclusion.

There are many resources and services to help you become compliant.

Informational Websites

- Multimedia Accessibility [http://oregonstate.edu/accessibility/multimedia]
- Document Accessibility [http://oregonstate.edu/accessibility/documents]
  - Are your PDFs accessible? [http://blogs.oregonstate.edu/dasblog/2011/05/03/are-your-pdfs-accessible/]

Assistance

Disability Access Services [http://ds.oregonstate.edu/home/] - DAS facilitates access to University programs and services for students, faculty, staff and visitors with disabilities through accommodations, education, consultation, and advocacy.

- Working with Students with Disabilities [http://ds.oregonstate.edu/faculty/awareness.php]
- Faculty and Staff Guidelines for Students with Disabilities [http://ds.oregonstate.edu/faculty/guidelines.php]

Technology Across the Curriculum [http://oregonstate.edu/tac/] – TAC serves faculty and staff who use technology in the classroom through webinars, tutorials and one-on-one
assistance. TAC also provides assistance in using Blackboard (an ADA compliant course
management system) and Clickers in the classroom.

**Office of Equity and Inclusion**
Workshops offered by the Office of Equity and Inclusion on “Accessibility Basics for the Web”
and “Accessibility Basics for Electronic Documents.” Register online at
http://oregonstate.edu/training/.

Gabriel Merrell, Office of Equity & Inclusion, is available if you would like training or an
assessment of your materials at either accessibility@oregonstate.edu or
Gabriel.merrell@oregonstate.edu.

**Tools**
- Disability Access Services Resources and Tools
  [http://oregonstate.edu/accessibility/additional_resources]