Introduction
This document lists the steps required for instructors to make class videos accessible and ADA compliant for the 2020 Summer Session. Our team of editors will work with you to generate and correct closed captioning and transcripts for all video content in your class. We endeavor to maintain a process that is both reasonable and efficient, and which limits the amount of overhead for instructors as much as possible.

For more detailed descriptions the steps below, please see the video(s) posted by Robin Parker. As of this writing they are not yet published, and we will send you links to them in a separate email.

Preparing for the summer session
You only have to do the following once per class.

Get to know our team of editors
Robin Parker (rep28) is the point person for our team, and we have 8-9 volunteer editors ready to take care of your video captions. Each editor will be assigned as the primary contact for each instructor, and we will determine these assignments during the week of May 18. Look for those introductions in a separate email.

Create a Video on Demand Channel for your class
Go to https://vod/video.cornell.edu/channels

Name the channel with the title of your class, like “MAE 3230 Introductory Fluid Mechanics – Summer 2020”

Set the Privacy level to Private

Click
Click “Back to Channel”

When you have the channel open, click the menu in the upper right, and click Edit

Click the Users tab (next to Details)

Click

Add Users

Enter your students’ Netids. They should all have the permission: Member

Click

Add

Click “Back to Channel”

Copy the URL from your browser’s address bar, and publish this link in your Canvas class. Where you post this is up to you, but the Syllabus page is a good spot. Give it a title like “Link to all class videos with transcripts and captions”.

Add your students as members

Copy the link to your class channel and publish to your Canvas page

Double-check your settings for closed captions

Go to https://cornell.zoom.us/profile/setting?tab=recording

Under Settings → Recording, verify that the Audio transcript option is checked.
Note, this is a CIT-triggered setting that should update for summer session instructors during the week of May 18. Our team will make the request. You only have to check before your first class begins.

Steps for each synchronous class recording

Check your meeting settings

Verify that all of your settings are correct as usual, and in addition:

Check that “Record the meeting automatically”, and “In the cloud” are selected.

Record your class as usual
Note: If you typically download (or record locally) and edit your videos before publishing them, please let the editor team know, and we will make arrangements for processing.

After class

Go to https://vod.video.cornell.edu/my-media

Locate the video you want to process

Click the pencil icon to the right (next to the trash bin icon) OR

Click the video image or title, and then select Actions → Edit

Click the Collaboration tab

Click

Add Collaborator

Add rep28@cornell.edu and the editor(s) assigned to your class. We will send these assignments during the week of May 18. Select the Co-Editor option.

Click

Add

Click the Channels tab near the top left.

Locate your class channel and enter it.

Click

Add to Channel

On the resulting page, select (using checkboxes) the video(s) you want to add to your channel

Click

Publish (near the top of the page)

Send an email to your Editor(s) to let them know that there is a video ready for them.