# Media Accessibility Checklist for Faculty

For an overview of ADA Best Practices in the Classroom, visit the OEA’s [ADA Training for Faculty](https://www.wcupa.edu/universityCollege/OEA/ada/default.aspx), or for more information about accessibility best practices, visit the TLC’s [Proactive Accessibility Resource Site](https://d2l.wcupa.edu/d2l/le/discovery/view/course/3793975).

## Video/Audio

* Video(s) created and used for instructional purposes must be properly captioned. Both Panopto and YouTube automatically generate captions, but these captions must be reviewed for errors.
  + [Panopto: Edit Video Captions](https://wcupaprod.service-now.com/kb_view.do?sysparm_article=KB0011207)
  + [Editing Captions on YouTube](https://support.google.com/youtube/answer/2734705?hl=en#zippy=%2Cedit-caption-text)
  + [Video: How to Add Captions While Uploading & Editing Your Videos](https://youtu.be/rB9ql0L0cUQ)
* All audio files must be transcribed.
* Make sure visual demonstrations have a text or audio description.
* Create a plan to provide equitable alternatives to inaccessible audio and video materials, such as a transcript. The Teaching and Learning Center (TLC) has created a [YouTube Transcript Generator Tool](https://disted.wcupa.edu/apps/ytg/) to assist with this process.
* Make sure media files do not play automatically when a user opens a webpage.

For additional information, please contact the [Office of Educational Accessibility](https://www.wcupa.edu/universityCollege/OEA/) at [OEA@wcupa.edu](mailto:OEA@wcupa.edu) or the [Teaching & Learning Center](https://www.wcupa.edu/tlc/) at [TLC@wcupa.edu](mailto:TLC@wcupa.edu).