

Tips for an Accessible Zoom Meeting

As online learning within a virtual classroom have become an essential part of our daily routine. Zoom, one of the leading video conferencing platforms, has made it easier for people to connect and collaborate from anywhere in the world. But what about ensuring that these meetings are accessible to all, including people with disabilities?

Here are some tips to make your Zoom meetings accessible:

1. **Enable Closed Captions:** Zoom has a built-in closed captioning feature that can be used to transcribe speech in real-time. This feature is particularly useful for people who are hard of hearing or deaf. To enable closed captions, go to the "Closed Caption" section in the "Settings" menu and select "Automatically show captions."
2. **Use an Accessible Background:** Make sure your background is not too busy or distracting, as it can be overwhelming for people with visual impairments. Use a simple, plain background or an image that has good contrast with the text.
3. **Ensure Audio Quality:** Good audio quality is essential for an accessible Zoom meeting. Make sure your microphone is positioned correctly and test it before the meeting. If you're using a headset, it's even better as it will reduce background noise.
4. **Provide Advance Notice:** Let participants know the format of the meeting, such as what type of presentation will be used and what materials will be shared. This will give attendees time to prepare and make any necessary accommodations.
5. **Allow for Live Transcripts:** Live transcripts can be created using a variety of tools, including speech-to-text software. Providing a live transcript of the meeting can help ensure that everyone has access to the information being discussed, regardless of their hearing or visual abilities.
6. **Encourage Active Participation:** Encourage active participation by allowing attendees to ask questions and provide feedback through the chat or Q&A feature. This will help to ensure that everyone is able to fully participate in the meeting.

By following these tips, you can help ensure that your Zoom meetings are accessible to everyone, regardless of their abilities. This will create a more inclusive and equitable campus and help to break down barriers to communication and collaboration.