

There's a Typewell Transcriber in My Class ...

... What Should I do?

Some Deaf, Hard of Hearing, or students with Auditory Processing Disorder require accommodations to facilitate communication in the classroom. A Typewell Transcriber is a trained professional who provides real-time communication access in classes. Below are some points that should assist you in this adventure.

Real-time transcribing is a method of using specialized software to convert spoken language into visual text onto a laptop computer screen. Students read the transcription from a second computer.

Lecture material, class comments and questions, and social interactions among the student's peers are all transcribed. The transcriber captures both the meaning and style of what is said.

The use of two linked computers allows the student to type questions and comments to the transcriber during class. The transcriber can then read ("voice") for the student, if that is the student's preference.

It is helpful for the transcriber to receive copies of the syllabus, PowerPoint slides and other handouts used during class. If the majority of lecture material is located online (i.e., ELMS, Canvas), adding the transcriber to the online class account is an easy way to ensure they have access to those important documents.

The transcriber must be seated towards the front of the classroom to ensure the instructor can be easily heard. The equipment may need to be plugged into a power source; every effort is made to identify an outlet that will allow the extension cord to be out of major traffic areas.

At the end of the class, the transcriber will edit out non-subject related material, and will provide a copy of the transcript to the student to serve as the class notes for the day. These notes are not for general distribution but are an accommodation for this student.

Captioned media is REQUIRED to allow the student direct visual access to the information. If you are planning to show a movie or use other audiovisual materials, please contact the DHHS office one to two weeks in advance to get your media captioned..

There are 256 Technology classrooms on campus that are equipped to make it easier for faculty to use technology such as closed captioned videos and/or DVDs in their classes. Please contact the Coordinator for the Office of Information Technology Lisa Sokoloski (ext. 48522 or lsokolos@umd.edu) to request training in using a Technology classroom. An operation manual with detailed instructions on Technology classrooms is available for download: <http://bit.ly/10xRgVb>

If there are any concerns or questions regarding the transcriber's role and function please contact the Deaf and Hard of Hearing Coordinator Cassandra Lytle in the ADS office in Shoemaker 0126, ext. 47209 or at dhhs@umd.edu.

Adapted from Whatcom Community College's guide:

<http://www.typewell.com/ContinuingEd/Conference2013/There's%20a%20transcriber%20in%20my%20class.pdf>

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