<mark>*SRJC Instructor Checklist:*</mark>

Have a Deaf student in your class? Don't worry, we're here to help!

Tips:

(Prior to class):

- Add interpreter(s) to Canvas as **Observers** and to any email distribution lists whenever possible so they can stay up to date on announcements, schedules and prep materials.

(In ZOOM sessions)

- The Interpreters will be listed in the **Participants List** as "Interpreter Name".
- **Make at least one interpreter a co-host in ZOOM** upon the start of each zoom meeting,
  - This will allow the co-host to give permissions to the interpreting team and the Deaf student(s) to **multi-pin and record locally** (to capture the interpreters' videos/ASL content).
- **Enable "Live Transcription"** under advanced settings through your online zoom profile.
  - For each class, please **activate Live Transcription** once the ZOOM meeting starts for caption access. Students can toggle on their end if they want to see the captions. (Note: live captions do not function in break-out rooms).
  - Transcripts can be SAVED by the Student as a form of "lecture notes" by clicking **Save Transcript** in the separate window.
- If possible, use the ZOOM White Board (or similar), the system automatically saves your notes, freeing up the Deaf student from looking down to write.
- Try using a larger font size (14 – 18).
- Consider making your cursor larger so that it can be easily followed visually.
- Be aware that captions do not function in break-out rooms, and when returning from break-out rooms, new permissions must be given (except for the co-host).
- If you make pre-recorded videos for your students to watch, **send a copy to Interpreting Services** so that we can interpret it before you post. This ensures all students have equal access to class material.
- Advocate for a **Note Taker** for the Deaf student. When the Deaf student looks down to take notes, they miss everything being said until they look up again.

Virtual Classroom Tips:

Interpreting Services advises a second monitor for Deaf students taking classes remotely. This helps the interpreter know when the Deaf person is looking *at* the interpreter, or *at* the shared screen. This also allows the interpreter to NOT INTERPRET when the student is looking at another screen.

Remember that if a Deaf person is NOT looking at the screen, they cannot see/hear what the speaker is saying.

If you are speaking about a specific sentence and it is on your shared screen, perhaps highlight it so that Deaf participants can easily see which sentence you are referring to.

Consider: If someone is reading aloud, follow along with the cursor or highlighter so the Deaf person knows the pace and can read the English comfortably. This allows them to follow along with the class and only look to the interpreter if clarification is needed or if someone is making a comment.

Tip: Ask the Deaf student to type their English sentence into the chat. (This will allow you to see exactly what the Deaf student is saying without an "interpretation").

(updated 10/2021)