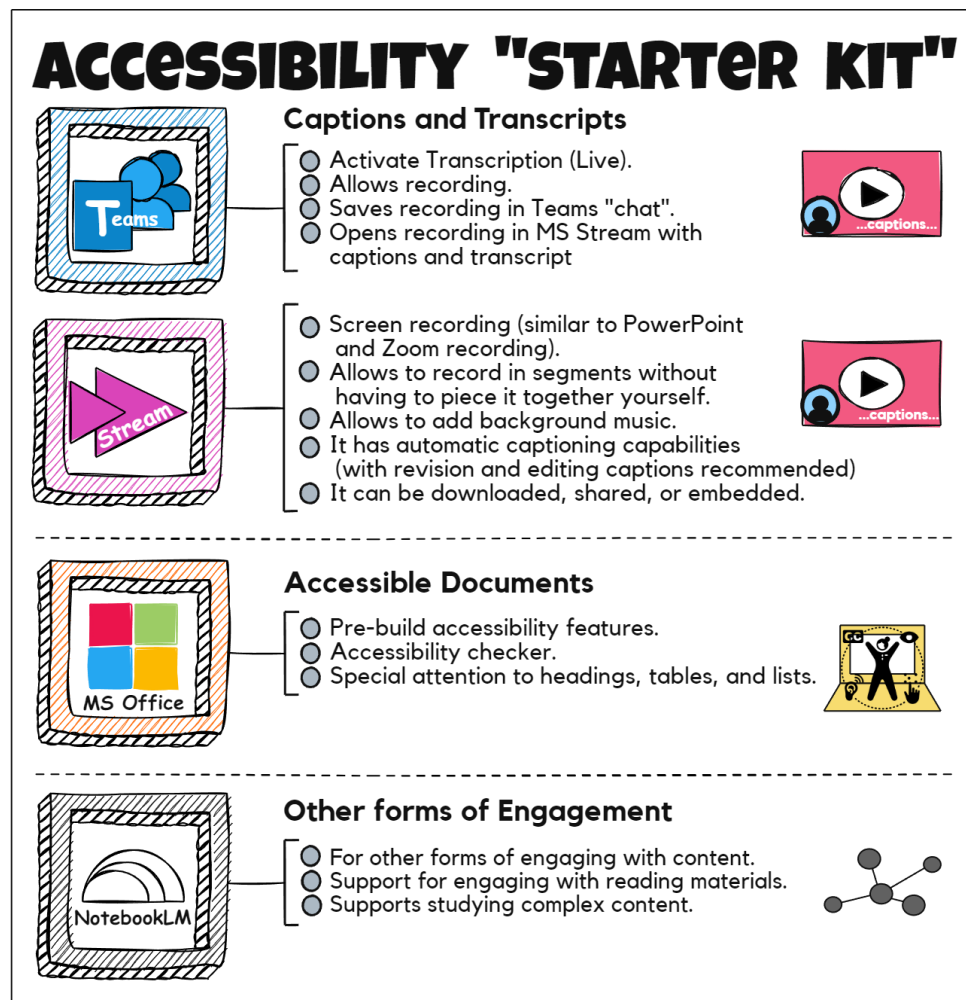


Accessibility Starter Kit



As educators, one of the most meaningful steps we can take toward inclusive teaching is to ensure our course materials are accessible to all students. This "starter kit" provides a quick guide to tools and practices you can begin using right away to enhance accessibility in your course.

1. Captions and Transcripts

Why it matters: Students with hearing loss, English language learners, and those who benefit from reviewing material in multiple modalities all rely on captions and transcripts.

Tools to Start With:

- **Microsoft Teams**

- Activate Live Transcription during meetings or classes.

[Learn how to enable live transcription in Teams](#)

- Record sessions; recordings are saved in the Teams chat and open in Microsoft Stream with captions and a transcript.

[View how transcription works in Microsoft Teams](#)

- **Microsoft Stream**

- Use to record lectures or walkthroughs (like PowerPoint or Zoom).
- Record in segments for easier editing.
- Add background music (if appropriate).
- Automatic captioning is included (review and edit recommended).

[Learn how to use Microsoft Stream with captions](#)

- Videos can be downloaded, shared, or embedded in your LMS.

2. Accessible Documents

Why it matters: Screen readers and other assistive technologies rely on proper formatting to interpret content. Making your documents accessible benefits many learners, including those with visual, cognitive, or processing differences.

Tools to Start With:

- **Microsoft Word**

- Use built-in accessibility features.
- Run the built-in **Accessibility Checker** to identify and fix issues.

[How to use the Accessibility Checker in Word](#)

- Pay close attention to **headings, table structure, and list formatting**.

- **Microsoft PowerPoint**

- Follow accessibility best practices when building slides.

[Make your PowerPoint presentations accessible](#)

3. Other Forms of Engagement

Why it matters: Not all students learn the same way. Offering multiple ways to interact with and understand course material supports deeper engagement and accessibility.

Tool to Explore:

- **NotebookLM**

- Use to help students engage with and study complex reading materials.
- Allows alternative ways to interact with content, such as summarizing or questioning documents.

[Get started with NotebookLM](#)

[Learn how to create overviews in NotebookLM](#)

How to Start Small

- Pick **one tool** from each section to try in your next class.
- Choose **one document** or **one video** you already use and revise it with accessibility in mind.

Remember: **Improving accessibility is a journey—not a checklist.** Even small steps can make a big difference.