



# OLA WEEKLY NEWSLETTER

JUNE 29, 2020 | No.1



## COURSE SPOTLIGHTS

### ENGL 210F - Genres of Business Communication

I have been given the opportunity to help with ENGL 210F this term. My current project involves reviewing course content and making recommendations on how to better adapt this course for an online setting. To ensure optimal success, I will be surveying students and combining their feedback with my own findings in a report. - **Gabriella Sutarno**

### St. Jerome's University

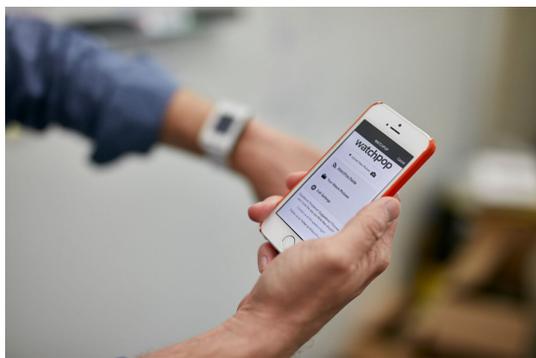
I've been working with English, Arts First, and UCOI professors at St. Jerome's University. I've been able to work on a wide array of tasks, such as supporting virtual office hours and lectures, building quizzes, and creating online escape rooms. I've enjoyed my role as an OLA immensely and look forward to working with Fall professors to get their courses up and running. - **Philip Zuidema**

### ENGL 192 - Communication in the Engineering Profession

I have been given the opportunity this term to help prepare ENGL 192 for Fall 2020. I have worked on a variety of tasks such as creating a Gantt Chart for project management and writing a User Experience Report. Currently, I am comparing past course structures and syllabi to identify similarities. Going forward, I will consolidate these findings to create a standard online template for the fall term. - **Krishani Puvendiran**

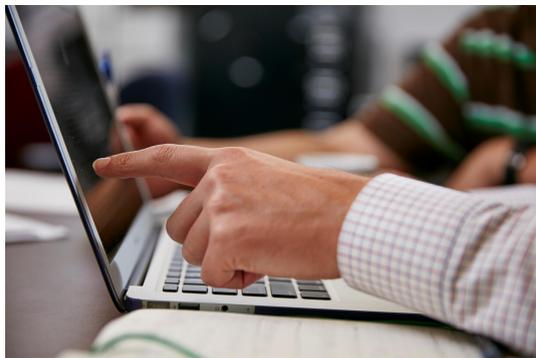
## ACCESSIBILITY

OLAs are trained in accessibility best practices. Our team has researched various softwares to support instructors in providing students with a seamless online learning experience. Reach out to an OLA if you have questions related to accessibility.



### Audio Accessibility

Audacity is a free, downloadable audio recording software. It is useful for creating lecture audio, adding speech to videos, and can be used by students to record themselves for relevant assignments. Recordings are typically saved as MP3 or WAV files. When using audio files for teaching, it is important to ensure that they are accessible by removing background noise. **Find more information about removing background noise by clicking here.**



### Video Transcription

Creating video transcriptions is an important consideration for students who are hard of hearing. We have selected automatic transcription softwares that are intuitive with ample functionalities. Find out more information about these softwares here:

- **Otter.ai - UW AccessAbility Services Tutorial**
- **Happy Scribe - Get started**
- **YouTube - Create a Video Transcript Guide**



### Captioning Videos

Make videos accessible to students who are hard of hearing by adding closed captions. YouTube's captioning services detects audio in uploaded videos and automatically converts speech to text. To use this service, simply upload your videos to YouTube. Once processing is complete, review the video and edit any errors in the automated captions. **Find more information about this service by clicking here.**

## OLA TIDBIT

### OLA Tidbit: The Importance of Formatting!

As an OLA, formatting has been a frequent request from many professors. I have been asked to format documents, assignments, instructions, and outlines. Consistent use of fonts, margins, headings, and spacing helps me make these documents more organized. I've grown to appreciate the importance of formatting since it makes content easier to read. - **Hannah Fritchley**

