# **Temple University Center for the Advancement of Teaching Logo**

# **Accessibility Guide:**

# **Synchronized Media Accessibility Checklist**

Use this checklist to ensure your synchronized media is accessible.

## Transcripts

* The video contains transcripts.
* Transcript provides all relevant information.
* Identifies multiple speakers.
* Transcript includes on-screen text.
* Includes description of important on-screen actions.
* Audio descriptions are included in the transcript

## Closed Captions

* Includes all dialogue and narration.
* Music is identified.
* Captions are synchronized with moving image.
* Captions do not block important visual elements
* Captions correctly identify speaker when there is more than one.
* Includes description of sound effects.

## Audio Descriptions

* Descriptions are of relevant content.
* Visual elements, such as a logo, are described.
* Descriptions include relevant on-screen text.
* Includes relevant on-screen action.
* Descriptions do not interrupt the original audio.

Adapted from 3Play Media