

## *There's a Typewell Transcriber in my class.*

### *Now what do I do?*

Some Deaf or Hard-of-Hearing students or students with an Auditory Processing Disorder require speech-to-text services to facilitate communication in the classroom. A Typewell Transcriber is a trained professional who will come into the classroom to provide communication access. 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 text from the transcriber is not "word-for-word". The transcriber has been trained to condense information in order to keep up with the pace of the lecture, while retaining all essential points of the material.

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. If you find the student's speech difficult to understand, you are encouraged to request that the student type his/her questions and comments to the transcriber for voicing.

It is very helpful for the student to receive copies of overheads used during your lecture. The student is responsible for copying the information on overheads or written on chalkboards. The transcriber will type your comments while you are using an overhead or chalkboard, but it is impossible for the student to simultaneously copy the information and watch the computer screen.

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.

Fire codes do not permit cords to be permanently taped to the floor. Please let the transcriber know if you have preferences regarding his/her positioning in the classroom.

The transcriber will begin to set up equipment as soon as he/she arrives at the classroom. If the student is absent, the transcriber will breakdown the equipment and leave with as little distraction as possible.

Transcribers may be scheduled with back-to-back classes. Time required for breakdown of equipment may occasionally cause the transcriber to be a few minutes late to the next class. If this becomes an issue, please communicate your concerns to the transcriber, or contact Kerri Holferty at the phone number/email address listed below.

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 films and videotapes are strongly recommended to allow the student direct visual access to the information. If you are planning to show a movie or use other audiovisual materials, inform the transcriber beforehand so that arrangements can be made for lighting, positioning and previewing materials. **A closed caption decoder is installed on the teaching station. Please contact Scott Carter, (ext 3427) or Jim Dodd, Media Services (ext 3292) if you need directions on how to use it.**

If there are any concerns or questions regarding the transcriber's role and function please contact Kerri in the DSS office in LDC 117, ext.3043 or at [kholferty@whatcom.ctc.edu](mailto:kholferty@whatcom.ctc.edu).