Adding Audio to Documents and Presentations

AIAI Grant UDL Example ~ Towson University Title: UDL Audio
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In this module, the faculty will learn:

- how to add audio to documents and presentations
- update an existing document or presentation with audio commentary

You will need a personal document or presentation to modify for practice.

Introduction

Although screen reading software can provide audible access to digital text content such as documents and presentations, there are ways you can provide narration and audio comments into your existing resources. Audio comments can provide more insight from an educator to help students process what they are reading. They can help to clarify information or specific vocabulary. Commentary can also help with comprehension such as supplying background knowledge or connecting present content with previous learning. This practice supports sustaining effort and persistence under the UDL guideline of providing multiple means of Representation.

Figure 1 UDL Guidelines, http://www.udlcenter.org/aboutudl/udlguidelines

Adding Audio to Microsoft Word Documents and PowerPoint Presentations

The following videos will show how to add narration or audio comments to documents and presentations in Microsoft Office.

Adding Audio to Word Documents

Video: How to add voice comments to a Word document, created by Chris Fishpaw, available
https://youtu.be/pTufsUT_R-g

Text Directions: https://drive.google.com/file/d/0B0mAHq3wN5lzNjY0elRGUGJEN28/view?usp=sharing

Adding Audio to PowerPoint Presentations

Video: How to add voice comments to a PowerPoint Presentation, created by Chris Fishpaw, available
https://youtu.be/EDhpv0wsl_c

Text Directions:
https://drive.google.com/file/d/0B0mAHq3wN5lzWDZmZVlxbVQtRVk/view?usp=sharing

Adding Audio to Google Docs and Slides

The following videos will show you how to add narration or audio commentary to Google Docs and Slides.

Adding Audio to Google Docs

Adding audio to Google Docs is a little tricky. There is not an "add object" feature in Docs. Users will have to use a third party service to add audio commentary to their Google documents. The video below features a Chrome Extension called DocentEDU that allows users to insert a number of UDL features into their documents including audio commentary; however, this module will just focus on adding audio. The extension can be installed by visiting https://insertlearning.com/.

Video: How to add audio to a Google Doc, available: https://youtu.be/Pxz_Gicz2os

Adding Audio to Google Slides

Adding audio to google slides is even trickier! A popular way to narrate a Google Slides presentation is to screen cast the presentation. When you are screen casting, you are creating a video of your presentation. Users record the "slides" portion of their presentation while they deliver the presentation as if they were presenting to an audience.

Another interesting way to add audio directly into the slides presentation is by adding a video. If users feel comfortable in front of a webcam, they can record a video with a Chrome Extension called Screencastify or other preferred webcam recording software. If not, they can simply cover the web camera with a thumb or Post-it note. Google Slides will upload the video to YouTube and add it to the slide users are commenting on. The video can be resized into a corner of the slide and added text can direct users to listen to the comment by clicking the video. Screencastify is available at https://www.screencastify.com/he following video illustrates this "hack" for Google Slides.
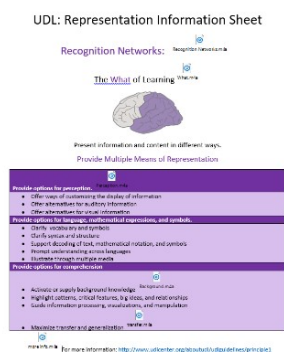
Video: How to add audio to Google Slides, available https://youtu.be/Pxz_Gicz2os

In Practice

Adding audio to documents and presentations supports the recognition networks of the brain and provides multiple means of representation for student variability. The recognition networks of the brain are responsible for how we interpret and learn from what we see, hear, and read. Generally, as members of a faculty, many instructors have curated educational resources such as documents and presentations over the course of their careers. These resources can be updated so that it meets the needs of variable students. Students may require additional support because of sensory disabilities such as blindness, learning disabilities such as dyslexia, or language barriers such as students who are learning English as a second language. Adding audio to existing materials with intention can help these students and even benefit all students, providing options for perception by giving alternatives to visual information.

Here are some things to consider when adding audio annotations with intention:

- Provide options for comprehension
    - Activate or suppling background knowledge
    - Explaining patterns, critical features or information, big ideas, and relationships

    - Assist with making connections between key concepts or other learning to help students generalize or make transfers
    - Add an anecdote to help in visualization
- Provide options for language, mathematical expression, and symbols
    - Clarify vocabulary, terms, figures, tables, or symbols

Instructional Example
For illustrative purposes, a fact sheet on the UDL Principle of Multiple Means of Representation enhanced with audio annotations that help assist readers' comprehension and make clarifications of vague concepts. Access the example document: https://drive.google.com/file/d/1VVQ_gdJ8LXoE97-eM_lpkxJNaHRoNhCe/view?usp=sharing

Instructions: Accessing the audio annotations requires the user to download the copy from Google Drive and open using Microsoft Word. When open, "Enable Editting" to access the annotations.

Other Intentional Practices using Audio Annotations
- Give students feedback after they have submitted an assignment: http://ctl.byu.edu/tip/providing-audio-feedback-microsoft-word

    http://www.freetech4teachers.com/2013/04/how-to-add-voice-comments-to-google.html#.WgETQWhSyUk

- Add verbal prompts to document assignments: http://udltechtoolkit.wikispaces.com/Additional+strategies

- Have auditory learners enable the built-in Text-to-Speech feature in Microsoft Word/PowerPoint: https://support.office.com/en-us/article/Using-the-Speak-text-to-speech-feature-459e7704-a76d-4fe2-ab48-189d6b83333c

What other way can audio annotations be used in instruction? Share your ideas on our parking lot or read through some from other contributors: https://padlet.com/cfishp1/x648mnlz2vrw

Challenge

Edit an existing document or presentation with audio. Use the videos above for guidance. If users do not readily have access to a document, download and use this document for practice.

Reflection

- Who would benefit from having access to audio annotations?
- How would you use annotations to modify existing course content?
- What types of materials or information would enhance understanding through annotations?
- How can annotations be made with purpose/intention?

Conclusion

In this module, you have learned to add narrations, commentary, and audio annotations to documents as a means of providing multiple means of representations for students who may have vision difficulties or may simply learn better with auditory materials. However, what happens when educators' audio commentaries and annotations add more to the content than what is available in text? Students who have difficulties with hearing may miss out on the new information. Educators should be cognizant of the audio resources they provide to their students. If using external resources from the Internet such as a YouTube Video or a Podcast, look for options such as closed captioning and transcripts. If you have updated your own materials, you may want to provide your students with a transcript of the narration or comments you have added to your documents and presentations. A transcript is a text document scripting all that has been said in the audio file. Some educators write out what they say before recording the audio annotation. This practice can help educators easily compile a transcript document for the audio resources you provide.

Closed captioning and transcripts are not always available or feasible. If this is the case, then a student may benefit from using a "Speech-to-text" program that would listen to what is being said and transcribe it into text a student with hearing difficulties could read. Free text-to-speech services are a quick Internet search away, but the best working options are available on Smart Phones.

Subtitles Viewer LIVE

Sub Live is a free iOS app that transcribes and displays "subtitles" for what is being said. It can also translate what was said into other languages.

For more information, visit: https://itunes.apple.com/us/app/subtitles-viewer-live/id1094893678?mt=8

Live Caption

Live Caption is also a text to speech app that can listen for spoken word and transcribe it into real-time text captions. This paid app is available for $4 on Android and $5 on iOS.

For more information, visit: http://www.livecaptionapp.com/

Created by Chris Fishpaw 10/2017