

Working With A Classroom Transcriber

Few individuals have been exposed to the concept of a transcriber. This brochure is designed to educate professors, parents and students about the role of the transcriber in a classroom setting. Transcription services are used to ensure access to communication within the classroom to students who qualify for this service. Currently, hard of hearing students who do not use sign language utilize this system.

The transcribers at the Disability Resource Center have been specially trained to use transcription software called TypeWell. With this software, the transcriber types what is being said in the classroom using TypeWell abbreviations and ‘shortcuts.’ The transcriber delivers a meaning-for-meaning transcription of the classroom communication, including the lecture content and social interactions. The transcriber captures the meaning of what is being said using class lingo and vocabulary.

As the transcriber types, the typed information appears on a laptop computer that the student has at his/her desk, allowing them access to the classroom communication.

Transcription Services

Transcription services provide students with real-time communication access. In addition, the student is provided a set of notes for after-class use. These notes are edited by the trained transcriber to ensure accuracy, fix mistakes and delete peripheral information (i.e.: social interactions, jokes, etc.). The professor may also request a copy of the notes if he/she would like.

Suggestions for Professors to Help the Transcribing Process

Textbooks, class syllabus, handouts, lecture notes are all extremely important materials that can aid the transcriber. These materials help the transcriber to become familiar with the topics that will be discussed and help when spelling key vocabulary words. If possible, please give the transcriber(s) a copy of each of these items.

Please inform the transcriber of any films that will be shown in your class. If possible, choose films that have closed captioning. If not, please provide the transcriber with a month’s notice prior to showing a film. Films and videos are extremely hard to transcribe and if they are too dense or fast-paced, the transcription will take longer. It may be helpful to request a copy of the script from the library when scheduling the film/video. Field trips are impossible to transcribe; the professor will have to make alternative arrangements to provide the student with materials used or discussed on the field trip.

Be aware that the transcriber is trying hard to transcribe the lecture with accuracy. If the speed of the lecture or conversation becomes too rapid, the transcriber may ask for clarification.

MOST IMPORTANTLY, IF YOU HAVE QUESTIONS, PLEASE ASK.