# Transcript - Dr. Elizabeth Yost Hammer:

## Advice for first time online teachers on scheduling due dates and a word of caution about automatic captioning

Hello, my name is Elizabeth Hammer and I want to share two important lessons I learned the very first time I taught my first online class. The first has to do with scheduling assignments. I learned that you should schedule your assignments (especially if they have technological requirements with them), should schedule around your own schedule and your own availability. Students will have questions about assignments and you need to be available for them to answer their questions. I learned this because I set up my very first online quiz, set it all through Blackboard. It's all automated, ready to go. I had it due while I went on a cross-country flight. So I get on the plane thinking, hey this is easy. Students are going to have finished this by the time I land. And as you might guess by the time I made it to baggage claim I had about a zillion texts and emails about technology difficulties and ended up having to really have a stressful experience in the airport. Even more stressful as I dealt with all that. So whether it's having things due while you are on a plane or at midnight while you are asleep, I would recommend you schedule your assignments around your availability.

My next lesson came with automatic captioning. You know it's important for accessibility issues to caption videos if you have them and you're able to do so. I had an instance of automatic captioning gone wrong. As you can see here this is the screenshot of my Blackboard course where I had a video of myself embedded in the discussion and right here, yes this is what the automatic captioning for YouTube had for my video:

> [Screenshot of course orientation video showing the caption "entry input in your c⊗t"]

Yes it was up there for about three years before I noticed; before I went back and looked to see how well the captioning had done and here it is…quite embarrassing. What it should have said was this:

> [Screenshot of course orientation video showing the caption should have been "entry, and put in your content"]

This is how the caption should have read. So even though I'm a firm believer in accessibility, sometimes no captioning is better than bad captioning and I learned that as well.

I hope you got something from these two tips. Happy teaching!