



National and Kapodistrian University of Athens

Accessibility Unit

Department of Informatics and Telecommunications, Panepistimioupolis, Ilissia, 15784 Athens

☎ 210 727 5687 🏠 <https://access.uoa.gr> ✉ access@uoa.gr

Guidelines for Greek Sign Language (GSL) Interpretation Support in online teaching through Google Meet

The transition to online teaching brings challenges for both members of the teaching staff and students. The access of students with loss of hearing to the educational process through online teaching platforms is a matter of substantial importance. By implementing the appropriate guidelines, online teaching can become accessible to students with loss of hearing.

The [Accessibility Unit](#) of the NKUA collaborates with the [Speech and Accessibility Laboratory](#) in order to identify the accessibility needs of students with loss of hearing in periods like this, in which the conventional flow of the educational process has been interrupted, and provide suitable solutions. In the following chapters, students, GSL interpreters, faculty members, teaching assistants and members of the teaching staff of the NKUA in general can find guidelines regarding the way, in which the uninterrupted participation of students with loss of hearing in online teaching through Google Meet can be achieved:

- [Guidelines for students with loss of hearing](#)
- [Guidelines for GSL interpreters](#)
- [Guidelines for instructors](#)

Guidelines for students with loss of hearing

- When the student receives the email with the link to the online teaching session from the instructor, he/she forwards it to the interpreter.
- The student clicks on the “Ask to join” button on the Google Meet platform and enters the online teaching session (Image 1).

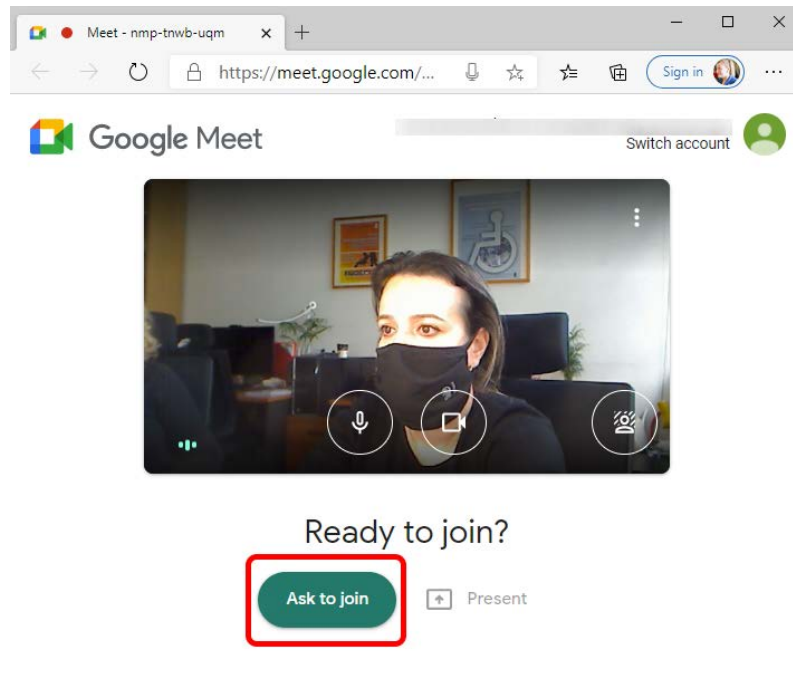


Image 1. Click on “Ask to join”

- A list with the participants appears on the right side of the screen. The student searches in that list for the interpreter, clicks on the icon with the three vertical dots on the right side of the interpreter’s name (Image 2) and selects “Pin to screen” (Image 3). Thus, he/she sees only himself/herself and the interpreter.

Guidelines for Greek Sign Language (GSL) Interpretation Support during online teaching through Google Meet



Image 2. Click on the icon with the three vertical dots_Interpreter's name



Image 3. Select "Pin to screen"_Interpreter's name

- If the student must see something presented by the instructor on the screen, he/she clicks on the "Pin to screen" button (Image 3) for the instructor's video window. Thus, the student sees only himself/herself and the instructor.

Guidelines for GSL interpreters

If the interpreter does not have an NKUA email address, he/she must follow the procedure below:

- As soon as the interpreter receives the email forwarded by the student with the hyperlink (URL) to the online teaching session, he/she clicks on the “Ask to join” button (Image 1).
- A list with the participants appears on the right side of the screen. The interpreter searches in that list for the SwD, clicks on the icon with the three vertical dots appearing on the right of the SwD’s name and clicks “Pin to screen”. Thus, he/she sees only himself/herself and the SwD (Image 5).



Image 4. Click on the icon with the three vertical dots_SwD's name



Image 5. Click on Pin to screen_SwD's name

Procedure to be followed in case the interpreter has an NKUA email address:

- As soon as the interpreter receives the email from the instructor, he/she clicks on the hyperlink to the online teaching session.
- He/She clicks on “Ask to join” on the Google Meet platform and enters the online teaching session (Image 1).
- A list with the participants appears on the right side of the screen. The interpreter searches in that list for the SwD and clicks on the icon with the three vertical dots appearing on the right of the SwD’s name and selects “Pin to screen”. Thus, he/she sees only himself/herself and the SwD (Image 5).

Guidelines for instructors

Procedure to be followed by the instructor, in case the interpreter does not have an NKUA email address:

- At the beginning of the online teaching session, the instructor must accept the interpreter's request to attend the session (*option* admit). The interpreter's data will have been made available to the instructor by the Accessibility Unit.
- The SwD and the interpreter must have their cameras always activated during the online teaching session, since constant eye-contact is mandatory for the SwD's uninterrupted participation in the online class.

Procedure to be followed, in case the interpreter has an NKUA email address:

- The instructor must add the GSL interpreter to the participants list of the course; his/her email address will have been made available to the instructor by the Accessibility Unit.
- The SwD and the interpreter must have their cameras always activated during the online teaching session, since constant eye-contact is mandatory for the SwD's uninterrupted participation in the online class.