



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 Webex

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 Webex 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.
- After joining the online teaching session on the Webex platform, the student clicks on the “Grid View” button appearing in the upper right corner of the screen (Image 1).

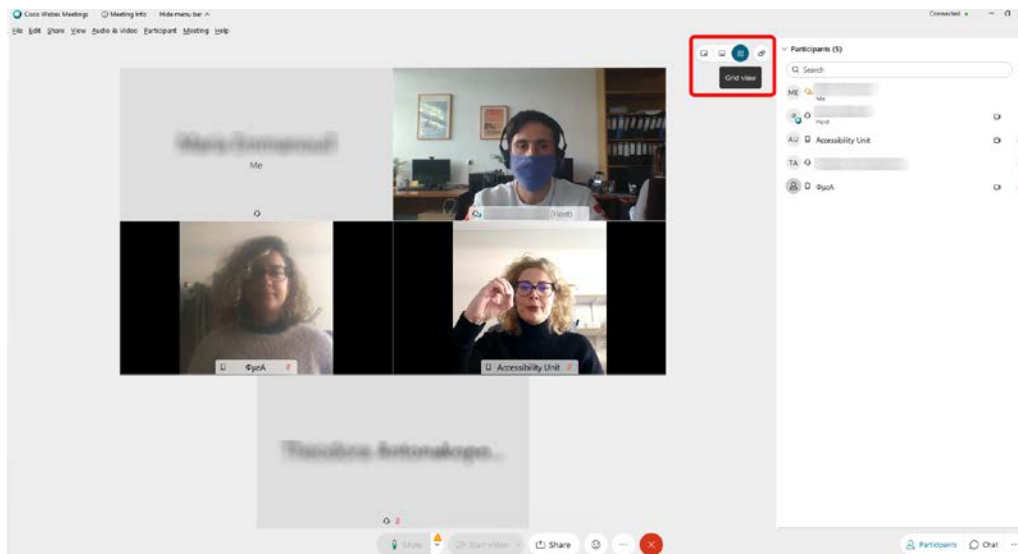


Image 1. Select “grid view”

- Among the 3 alternatives appearing, the student selects “Active speaker and thumbnail video view” (Image 2).

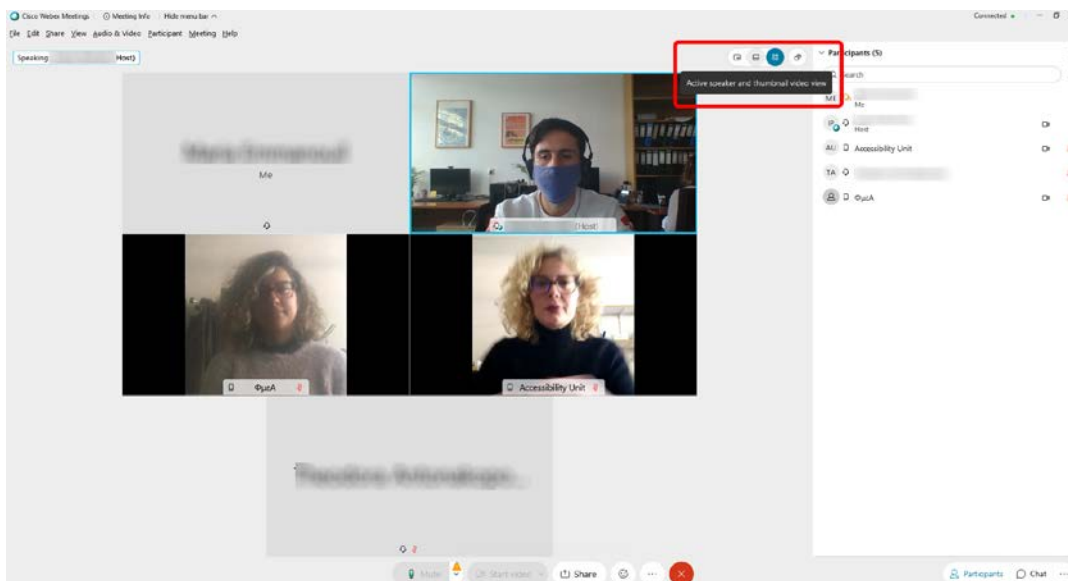


Image 2. Select “Active speaker and thumbnail video view”

- After that, a pin-shaped icon appears next to the name of the participant on the upper side of the main window; the student clicks on that (Image 3).

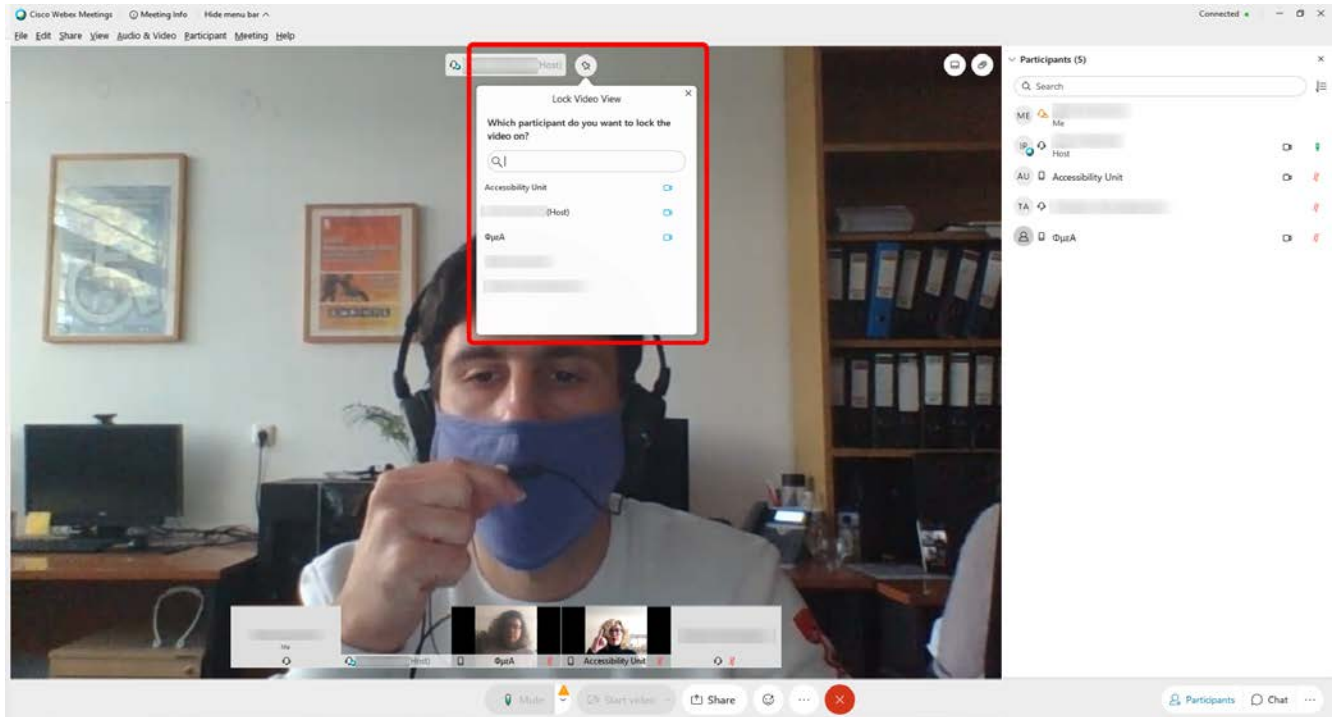


Image 3. Select pin

- A list with the names of the participants appears and the student selects the interpreter under the names "Accessibility Unit" or "Interpreter" (Image 4).

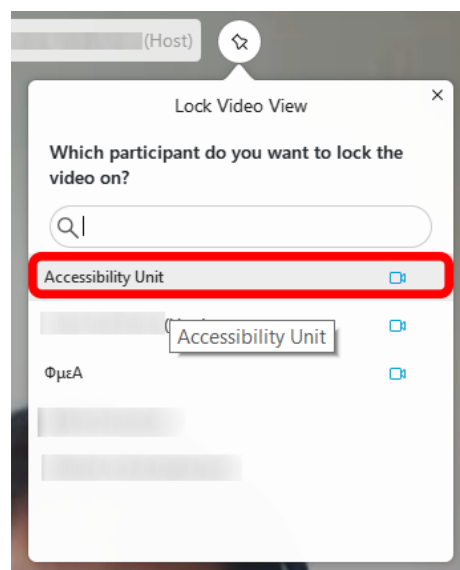


Image 4. Select the interpreter

Guidelines for GSL Interpreters

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

- The interpreter downloads the application Webex Meetings (<https://www.webex.com/downloads.html>).
- He/She installs the application.
- As soon as he/she receives the email forwarded by the student with the hyperlink (URL) to the online teaching session, he/she clicks either on “Join meeting” or on the hyperlink.
- In the fields “Full name” / “Name” / “Your name” of the pop-up window the interpreter always enters the word “Interpreter” (Image 5). He/She can enter his/her email address in the field “Email address”.

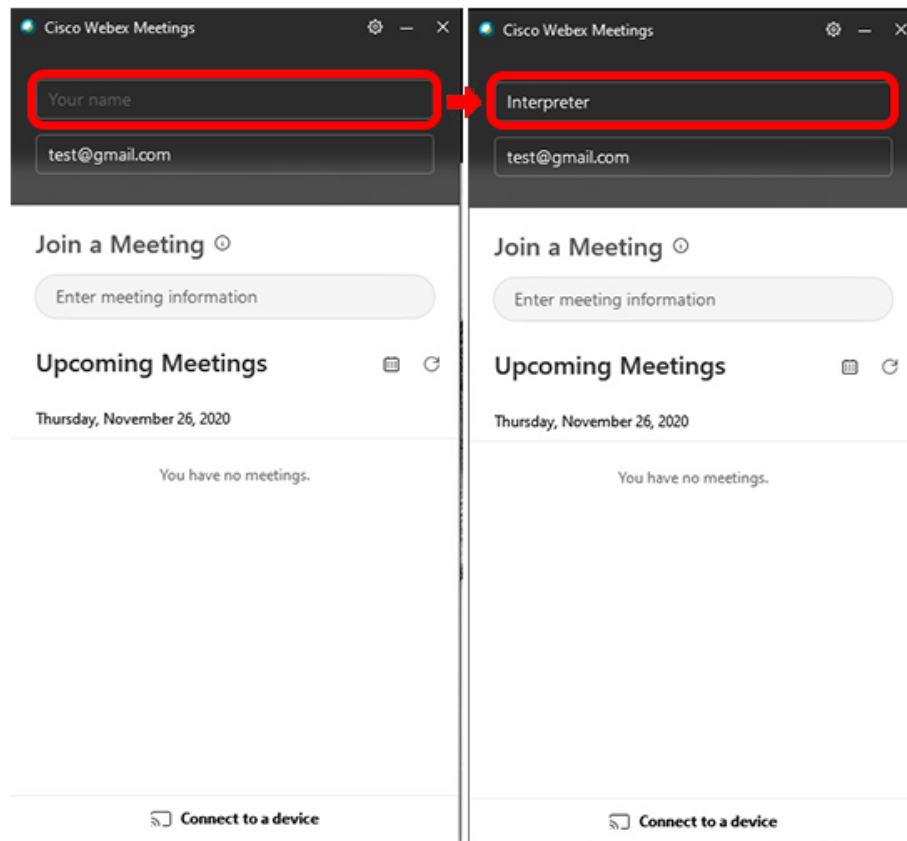


Image 5. Enter Interpreter as "Name"

- In case the Meeting number (access code) and Meeting password are required, he/she enters the information required from the email forwarded by the student.
- When his/her image from the camera appears on the screen, he/she clicks on the green button “Join Meeting”.
- As long as he/she has joined the online teaching session, he/she clicks on the “Grid View” button appearing in the upper right corner of the screen (Image 1).
- Among the 3 alternatives appearing, he/she clicks on “Active speaker and thumbnail video view” (Image 2).
- After that, a pin-shaped button appears next to the name of the participant on the upper side of the main window; he/she clicks on that button (Image 3).
- From the list of participants appearing, he/she selects the name of the student with loss of hearing (SwD) (Image 6).

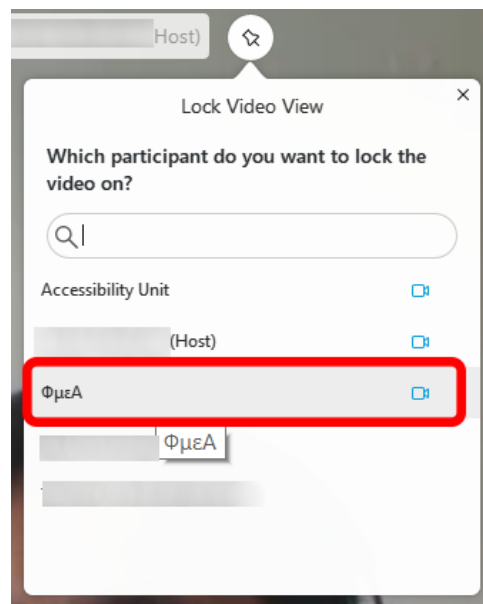


Image 6. Select the SwD

Procedure to be followed, in case the interpreter has an NKUA e-mail address:

- He/she downloads the application Webex Meetings (<https://www.webex.com/downloads.html>).
- He/she installs the application.
- As soon as he/she receives the email for joining the online teaching session from the instructor, he/she clicks on the hyperlink to the session.
- He/She clicks on “Sign In” at the pop-up window appearing.
- He/She uses the username and password made available to him/her by the Accessibility Unit of the NKUA.
- When his/her image from the camera appears on the screen, he/she clicks on the green button “Join Meeting”.
- When he/she joins the session, he/she clicks on the “Grid View” button appearing in the upper right corner of the screen (Image 1).
- Among the 3 alternatives appearing, he/she clicks on “Active speaker and thumbnail video view” (Image 2).
- After that, a pin-shaped button appears next to the name of the participant on the upper side of the main window, on which he/she clicks (Image 3).
- From the list of participants appearing, he/she selects the name of the SwD (Image 6).

Guidelines for Instructors

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

At the beginning of the online teaching session, the instructor must accept the interpreter's request to attend the session (*option* admit). The interpreters will always use "Accessibility Unit" (or "Interpreter") as their Full name.

The instructor selects "Accessibility Unit" (or "Interpreter") from the list of participants and then he/she selects "Make Cohost" among the options appearing on the right side of the screen (Image 7 & Image 8).



Image 7. Select "Make Cohost"

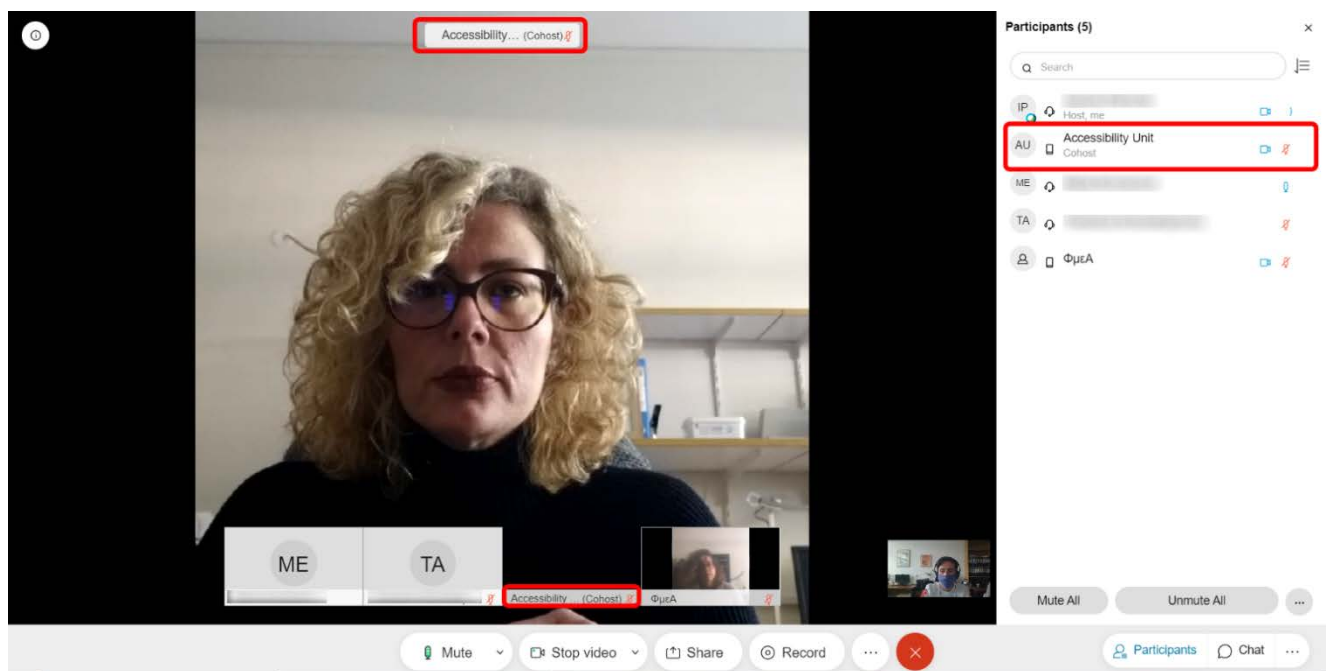


Image 8. Result of selecting "Make Cohost"

- 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 e-mail address:

- The instructor must add the GSL interpreter to the list of participants using the e-mail address made available to him/her by the Accessibility Unit.
- The list of participants appears on the right side of the screen. He/She finds the interpreter in that list, whose username will be "Accessibility Unit" (or "Interpreter"). After placing the index on the name field, a list with three options appears; he/she selects the option "Make Cohost" (Image 7 & Image 8).
- 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.