

Using LecShare Pro with WebCT

What is LecShare Pro?

Share accessible, narrated PowerPoint presentations on the Web. Download LecShare Pro at <https://www.wright.edu/cats/cw/software.html> Log in with your WSU user name and password.



Summary of The Process

1. Begin by creating your presentation in PowerPoint as you normally would.
2. If you plan to record narration, you will probably want to add your script for each slide in PowerPoint's lecture notes section.
3. Close PowerPoint and any other Microsoft Office application.
4. Open LecShare, pull down it's File menu, choose "Open" and open a copy of your finished PowerPoint presentation *in LecShare*.
5. In LecShare, add descriptions for images until all red flags turn green.
6. In LecShare, record your narration for each slide.
7. From the File menu, choose Export and set the options for each format you want.
8. Relax while LecShare exports the formats you've chosen.
9. Upload the exported folders of files into WebCT so you can add them to an organizer page or content module.

Tips for Working in PowerPoint

You can start with an existing presentation or create a new one just for use with LecShare. Here are some things to keep in mind.

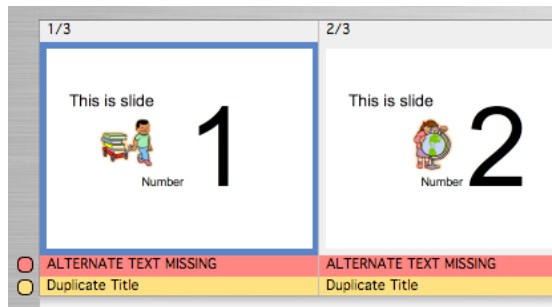
- Be sure your slides will be legible when shrunk to iPod size.
- Include a transcript for each slide's narration in the notes section in PowerPoint, required for accessibility.
- LecShare will ignore audio, video, animations and transitions in the PowerPoint file.
- LecShare won't affect how your presentation works in PowerPoint. But to be safe, make an extra copy of your finished presentation before you go into LecShare.
- **Always close LecShare before you alter the presentation in PowerPoint.**

Adding Accessibility Information in LecShare

The Help menu in LecShare is an excellent manual—clear, concise and complete. I recommend you read it and won't duplicate it here. Instead, I give a quick overview and list my recommendations for export settings.

Going for the Green

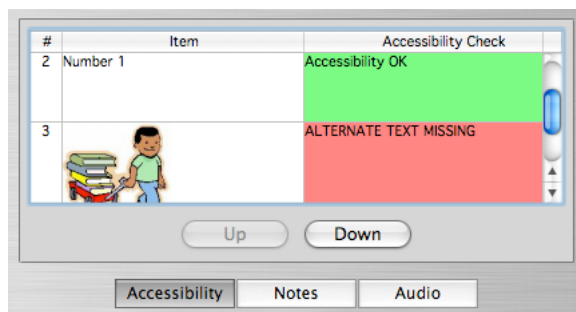
LecShare's simple interface prompts you for the information you need to add to ensure your presentation meets legal requirements for accessibility. When you open a PowerPoint presentation in LecShare, you will see a row of small images of your slides at the bottom of the screen. Below each slide in this "slide tray" are two color bands.



The first band is red if you need to add some information for accessibility, green if all is OK. The second band is yellow if your slides don't each have unique titles, green if they do. To the left of each color band is a dot that will turn green once all the slides are green.

Accessibility Check

If you see a red band beneath a slide in the slide tray, click on the slide and you will see a list of elements on the slide in the accessibility viewer at the top right of the LecShare window. Anything that needs attention will have a red patch in the Accessibility Check column. Just double click that red patch to add accessibility information.



Also make sure the elements are in the right order. If not, click once on an element and use the up or down button to move it.

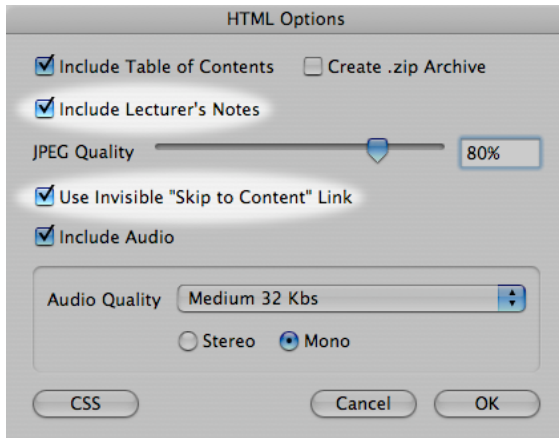
Titles

LecShare builds a table of contents for HTML and QuickTime exports from the title text on each slide. If many slides have the same title, it will be hard to tell them apart in the TOC. You can fix that by adding titles in LecShare. It won't change what appears on the slides themselves, just what appears in the table of contents. You'll find the option to edit titles under the Edit menu.

Export Options

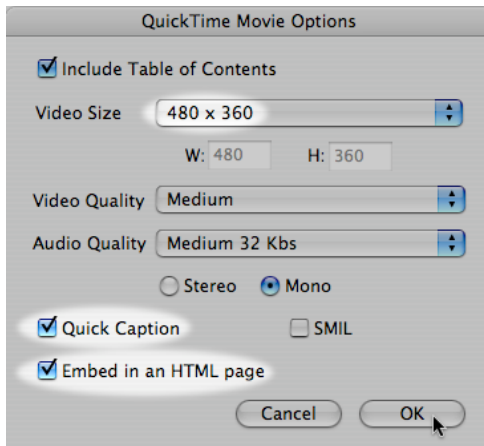
Accessible HTML Format

This format is the most fully accessible, but only if you add good text descriptions and a script of your narration to each slide. Check two options that aren't checked by default:



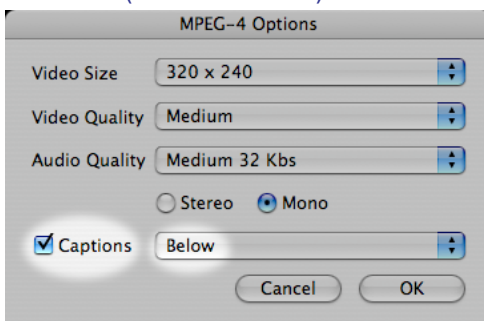
LecShare will export a folder named "html" that contains other folders and files. Put the whole folder with all its contents in your course. But all you need to link to is the file named "index."

QuickTime



This will create a folder named "qtmovie," with two files in it. Upload the whole folder and link to the file with the .htm extension.

MPEG-4 (Video Podcast)



Captions are optional on MPEG4s. Don't use the SMIL option.

Adding the Presentations to Your Course

Uploading Files with WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) allows you to access the Manage Files folder in your WebCT course almost as if it was a folder on your computer. You can open the folder, drag files and folders in or out of it, rearrange and even edit the folder's contents. First you will need to set up a WebDAV connection to your course. (**Windows Vista users:** see <http://kb.wisc.edu/luwmad/page.php?id=6280>)

Setting Up WebDAV for Windows XP

1. At the top of your myWebCT page, click the WebDAV info button.
2. On the WebDAV info page that appears, find the course you want to access and select the URL for the Course Files folder and copy that URL, including the https://
3. On your computer, open your My Network Places. Depending on how your computer is configured, you may find you're My Network Places on your desktop or under the Start menu.
4. In your My Network Places folder, double-click Add Network Places. The Welcome to the Add Network Place Wizard appears.
5. Where it says, "Type the location of the Network Place," paste your WebCT folder URL. (You can hold down your Ctrl key and press the V key to paste into the box.)
6. Click Next. The "Enter Network Password" screen appears.
7. Enter your WebCT designer User Name and Password, the same ones you use to log into WebCT or WINGS.
8. Click OK.
9. In the Network Place text box, enter any name you want for this connection, such as the course number or name.
10. Click Finish. A Microsoft Web Folder appears in which you can manage your WebCT course files.

Setting up WebDAV for Mac OS 10.4 and higher

1. At the top of your myWebCT page, click the WebDAV info button.
2. On the WebDAV info page that appears, find the course you want to access and select the URL for the Course Files folder and copy that URL, including the https://
3. Switch to the Finder. (Clicking once anywhere on your desktop will do it.)
4. From the Go menu, choose "Connect to Server." (Or use the keyboard shortcut, ⌘K)
5. Paste the URL you just copied into the Server Address box and click "Connect." (Tip: Before you click "Connect," click the plus sign to save the address in Server Favorites.)
6. Enter the User Name and Password you use to access WebCT and Click OK. Your course's Manage Files folder will open, ready for you to drag and drop your presentation.

Making the Presentation Available to Students

You can add your presentation to your course as a "Single Page" (recommended), you can add it to a content module, or you can link to it from a single page content module page. In the html folder, add or link to the "index" file only. In the qtmovie folder, link to the .htm file.

Troubleshooting

Editing Titles in LecShare Pro 1.41

Despite what it says in the "Help" menu, clicking on the bottom row of the slide tray won't bring up the slide title editor in LecShare Pro 1.41. To edit titles, you will need to click the "Edit" menu and choosing "Side Titles." Or use a keyboard shortcut, ctrl-T on Windows or ⌘-T on a Mac.

Checking Images for Alternative Text in PowerPoint 2007

With Office 2007 for Windows, the Accessibility Viewer shows all your images in green from the start. That's because this version of PowerPoint automatically fills in its alternative text field with an image's file name. Although you won't be able to rely on color to tell you what needs attention, you can still click through your slides and fix each block of alt text. LecShare programmers are working on a way to get around this curve ball Microsoft threw them in Office 2007.

LecShare Loses its Association with the Audio File

This may be less likely to happen in version 1.41 than in previous versions. But once in a while, especially if you make a lot of changes in your presentation after you first record your narration, LecShare Pro will inexplicably ask you if you want to create an audio file, even though you've already made one. Then when you try to create one, LecShare will tell you you can't because one already exists. Here is how to get out of this loop:

1. Close LecShare
2. Open the folder that contains your PowerPoint file. In that folder should be a QuickTime file with the same name as the PowerPoint file (except for the extension, which would be .mov).
3. Move that QuickTime file out of that folder and stash it somewhere for safe keeping. You'll need again in a moment.
4. Open LecShare again and open the PowerPoint file in Lecshare.
5. Click the "Audio" button under the accessibility viewer and let LecShare create a new file.
6. Close LecShare again.
7. Delete the new .mov file and replace it with the old.
8. When you begin working in LecShare again, you may get a message saying that the length of the current audio file is different from what the program expects. It will ask if you want to choose another file. Click "Use this one" and you should be ready to go.

Tips for Success

While LecShare is open, don't touch PowerPoint! You can make changes to the presentation after you've recorded audio in LecShare. But always close LecShare first.

If you have an older, slower computer that freezes when you try to export several formats at once, try exporting in one format at a time. Do the MPEG-4 version last, it seems most likely to freeze.

Read "Five ways to reduce PowerPoint overload," by Cliff Atkinson and Richard E. Mayer
www.sociablemedia.com/PDF/atkinson_mayer_powerpoint_4_23_04.pdf

Other articles by Cliff Atkinson:
www.sociablemedia.com/resources_articles.php4

Articles by Garr Reynolds
<http://www.garrreynolds.com/Presentation>

Isn't Accessibility Someone Else's Job?

As a recipient of federal funds, Wright State is legally obligated to comply with Section 508 of the Rehabilitation Act. Does that provision say that when a student with a disability comes to class someone needs to find an accommodation? No, in effect it says *when you make it, make it accessible*.

Even before there were Section 508 standards, though, the U.S. Department of Education Office of Civil Rights (OCR) had made it clear that ad-hoc solutions are not acceptable because they leave the student in the lurch while someone scrambles to come up with an accommodation. The Americans with Disabilities Act “requires that communications with persons with disabilities ‘are as effective as communications with others’” (Cardenas, 1997).

Finally, although there is an “undue burden” exemption, that loophole only applies to the effort required to make things right the first time, not to the extra effort it would take to fix things that weren't done right. So you won't later be able to claim it would be too much work to fix what you have already done.

“But I have no students with disabilities,” you say...

You may feel that, due to the nature of your field, you will not have a student in your class with a significant visual or hearing impairment. But keep two things in mind:

First, any student can suffer a temporary disability mid-term from an accident or illness.

Second, what benefits students with disabilities often benefits other students as well. LecShare's accessible HTML version, for example, is great for people with low-bandwidth dial-up connections and for those who have learning styles that take better to reading the text than to listening to someone talk. Also, captions on the QuickTime version may help those who cannot hear the audio well or at all. Perhaps they are in a noisy environment or a place that needs to be quiet. Maybe they don't have speakers or a headphone.

These benefits are often called the “curb cut effect” after the way curb cuts on sidewalks benefit people with rolling baggage, strollers, shopping carts, bicycles and other things on wheels, as well as people with disabilities.

References

Wright State Web Accessibility Standards, retrieved from www.wright.edu/web/access/standards_508.html April 17, 2008.

Cardenas, Adriana. Office for Civil Rights (April 4, 1997) California State University, Los Angeles; Docket Number 09-97-2002; retrieved from www.rit.edu/~easi/law/csula.htm April 17, 2008.