

The following initial assessment outlines the accessibility features of three of the main videoconferencing and online collaboration platforms.

Each platform was assessed on the following accessibility criteria:

- Support for screen reading software used by students with visual impairments and other disabilities
- Live automatic captioning for students with hearing impairments
- The creation of automatic transcriptions
- Keystroke functionality to aid those with mobility issues and speech recognition software users
- The recording of the meeting into a video format

Conclusion based on initial findings

In terms of accessibility Microsoft Teams currently has more benefits to support disabled users than other videoconferencing/collaboration platforms. Microsoft have extensively tested the product with the most popular screen readers across a variety of platforms and devices. It also has the facility to provide live captions and the ability to edit those captions within the recorded video which provides enhanced accessibility for users with hearing impairments and other disabilities. This function is also of benefit to those users for whom English is not their first language. Microsoft Teams also has the added benefit that it is fully compatible across the Microsoft suite of applications allowing seamless collaboration and sharing of Microsoft Office documents within its environment, and simple integration with Outlook, and other accessibility apps such as Microsoft Lens and Stream as well as the immersive reader function.

The University of Cambridge's Governance and Compliance Division formal position is that the 'endorsed' online conferencing systems are MS Teams and Google Meet, as both are part of University-wide licences run by UIS.

	Teams	Zoom	Google Meet
Supports Screen Reading Software	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Live Automatic Captions	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> *
Automatic Transcriptions	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> *	No <input checked="" type="checkbox"/>
Keystroke Functionality	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meeting Recordings	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>

* Indicates partial functionality

Microsoft Teams

- Microsoft have fully tested Teams with the JAWS and the NVDA screening reading packages. The software is also fully compatible with a variety of other screen reading software on Mac OS, iOS, Android and the Web.
- Live automatic captioning is supported and can be switched on during the meeting to provide an accurate running commentary of what is being said. If the meeting is recorded, then the captions are automatically stored alongside the video. If required these captions can be edited.
- Teams supports automatic time-stamped transcriptions if the meeting is recorded, which are then available via Stream.
- Full keystroke functionality is supported.
- Recording the video conference is supported.

Zoom

- Zoom follows the latest accessibility standards to ensure that the product is fully accessible to the latest screen readers. Some issues with privacy settings have been recorded. Zoom is not supported currently by UIS and currently there is no overarching University account or licence.
- Live automatic captioning is not supported, however closed captioning can be accomplished by having another meeting attendee manually type the caption in. It is interesting to note that Abilitynet use this manual feature to produce captions by using a third-party professional captioning company when they run webinars.
- The automatic creation of transcripts is not supported. Transcripts are available if they have been physically typed in to a recording.
- Full keystroke functionality is supported.
- Recording the video conference is supported.

Google Meet

- Google state that “impaired users can use the built-in screen reader, full-page zoom, high-contrast colour, and accessibility extensions in Chrome Browser.”
- Live automatic captioning is supported but if you record the video meeting then the captions are not recorded and do not appear when you play the recording.
- Automatic transcripts are not supported.
- Full keystroke functionality is supported.
- Recording the video conference is supported.