

## **Guidance for BSL Translators/Communication Support Workers: Supporting students who require BSL/CSW in an online environment.**

Deaf or hearing-impaired students may require the support of British Sign Language (BLS) Interpreters / Communication Support Workers in a classroom setting. In an online setting, additional arrangements need to be put in place to establish a private communication channel between the student and their interpreter which runs parallel to the main blackboard collaborate session.

### **Supporting a student who requires BSL/CSW in an online synchronous (live) session:**

At the University of South Wales, we use a virtual learning environment ([Blackboard](#)) for students to access their course and module materials, assessments and activities. Blackboard Collaborate is the tool that is most often used to facilitate online live sessions. If you are unfamiliar with using Blackboard Collaborate, there is [guidance available to help you getting started](#).

Teaching staff at the university are advised to create simultaneous live sessions if they have a student(s) on the course/module who requires BSL/CSW. This is so that you can provide effective and seamless interpretation to the student that requires the support during the session.

### **So, what do I need to do?**

If you are supporting a student in an online live session...

- You will receive instruction to access the live blackboard collaborate session either via the student you are supporting or via the lecturer. This could be a link that you need to click to access, or you may be directed to access collaborate through the module on Blackboard.
- You will also be sent a link to a TEAMS meeting by the lecturer scheduled for the same date/time as the above blackboard collaborate session. *NB: you need to ensure you access the TEAMS meeting and Blackboard Collaborate session at the same time for the scheduled session.*

### **Important notes to ensure the session runs smoothly:**

- The student requiring support and you (interpreter(s)) need to be in BOTH the collaborate session and the Teams meeting at the same time.
- You and the student are the only ones who need to be present in the Teams meeting as this will be used as the communication channel for the student.
- All participants of the collaborate session will be encouraged to switch their cameras OFF and only those that are presenting should have their camera switched ON where possible.
- Participants of the collaborate session are encouraged to mute their microphone and are told to raise their hand and wait for a prompt to unmute their microphone before speaking.

This document is available in Welsh. Mae'r ddogfen hon ar gael yn Gymraeg.

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*NB: the lecturer may be using breakout rooms during the collaborate session. This is where the group will be split into smaller groups for discussion, the lecturer will need to ensure you and the student are manually allocated the same room.*

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