

1 Introduction

Accessible online music lessons are rare and therefore all the more important. This guide is based on a completed pilot project called “Do it!” and is aimed at people who want to develop a similar course. It provides practical advice on concept development, production, technical implementation, and accessible design. The information may be helpful for music teachers, organizations, or individuals. You can use all or only parts of it as support for your project.

2 Finding Suitable Musicians

Requirements:

- Professional musical training
- Pedagogical knowledge and experience
- Willingness to try out new things
- Experience in recording videos
- Confident, authentic speech in front of an audience and on camera
- Patience and openness to feedback and concept adjustments
- Ideally experience working with blind and visually impaired people

3 Concept Development and Testing Phase

- Develop an educational concept: clear learning goals, simple structure
 - Create a script for the video production to make filming as efficient as possible
- Test with at least two people (one visually impaired, one blind):
 - Little to no prior musical experience
 - Gather feedback on clarity, structure, language
 - Give especially clear explanations of movements

- Test without any physical touch, using only spoken instructions
- Adjust the concepts after testing
- Have musicians create test recordings (audio and/or video)
- Final check of the completed concepts
- Helps musicians rehearse before the actual video production
- Important: Tests should not only cover contents but also the accessibility of language and descriptions.
- Teaching should mainly concentrate on students' senses of touch and hearing.

4 Video Production

4.1 Planning and Execution

- Schedule a large time buffer for filming to allow room for adjustments.
- Pay attention to room and equipment:
 - Quiet, bright room with neutral acoustics
 - Production will be noisy – consider neighbors
 - Microphones that ensure clear speech intelligibility
 - Separate miking of instruments and musicians
 - Well-positioned camera(s); multiple angles may help for clean edits
- Consider accessibility:
 - Colors & contrasts (get feedback from visually impaired people)
 - Clear visual composition
 - Verbal description of visual contents
 - Clothing: not too colorful, no patterns, no white (like the walls)
 - Assign a “director” who monitors the content and its implementation and can adjust the script if needed.

4.2 Technical Notes

- Back up content multiple times
- Include external quality control
- Consider live-switching between multiple cameras to reduce post-production
- Use the four-eyes principle for final approval
- Have finished lessons reviewed for clarity by blind and visually impaired people

5 Additional Materials and Tools

- Practice files for download (e.g., audio exercises, sheet music in alternative formats)
- Links to accessible tools, with instructions if needed
- Contact option for course instructors:
 - Comment section under videos: coordination can forward questions to instructors
 - Host online exchange meetings for user questions

6 Public Relations

- Newsletter with signup on the website
- Current updates on the website
- Social media with alt text
- Collaboration with professional associations
- Presence at fairs and workshops
- Document events and progress with photos, video and text.

7 Designing an Accessible Website

7.1 Technical & Content Requirements

- Simple, understandable menu with clear structure

- Embed videos using accessible players (e.g., AblePlayer) or YouTube observing the applicable copyright laws
- Images with alt text
- Adjustable contrast and font sizes
- Sitemap for easier navigation (for instance in the footer)
- Resources for accessibility: <https://www.w3.org/TR/WCAG20/>, or, for image descriptions <http://diagramcenter.org/table-of-contents-2.html>

7.2 Working With a Web Agency

- Openness to special requirements
- Involve blind and visually impaired people in the design process.
- Extensive tests including experts on web accessibility.
- Provide support/contact options

8 Time Management and Project Planning

- Plan early, include time buffers
- Set realistic deadlines
- Document agreements clearly
- Create timeline overview
- Manage absences if needed

9 Conclusion and Outlook

Creating an accessible online music course is demanding but highly valuable. Success comes from early involvement of the target group, transparent communication, and consistent accessibility throughout the entire project.