



The Office of Services for Students with Disabilities Shares Some Tips & Guidelines for Faculty

The following are some tips and guidelines for faculty who will be teaching remotely to students with different disabilities. It is not intended to be comprehensive or technical but to provide guidance you may find useful.

Some Basics

- **EXTENDED TEST TIME ACCOMMODATION:** Students may be concerned about how they will receive their extended test time accommodation.
 - If you chose to administer exams in D2L you will need to know how to extend the timing options:
<https://www.wcupa.edu/universityCollege/ossed/documents/Extended-Time-D2L.pdf>
 - You may also choose different methods of assessment which are not exam based

- **SCANNING DOCUMENTS/SCREEN READER ACCESSIBILITY:** Classroom instructors may be scanning materials (i.e., textbook pages, articles, PDF documents) for students who do not have their books, notebooks and other essential belongings accessible to them. Please be aware that students with (and without) disabilities may use screen reading software to access digital text. In order to maximize the effectiveness of these programs, please use clear copies and scan in a straight vertical orientation when scanning material.

Communication Access for Students who are Deaf or Hard of Hearing

- The following services may be provided through Zoom platforms to cover synchronous and asynchronous courses where communication access is required:
 - Remote Communication Access Realtime Captioning (CART):

A speech-to-text interpreting service for anyone who needs communication access, for any audience

- Remote American Sign Language (ASL) interpreting
- Zoom has a feature that will automatically create captions for recorded Zoom meetings. The instructions are detailed and clear and can be found at this link:
<https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->
- Be aware that automatic captioning (voice recognition) is generally only about 80% accurate. We want to aim for 99% accuracy of captions. Once your transcript is available (it may take several hours to process), you should make necessary edits by navigating to the audio transcript panel on the right and click the pencil icon next to the phrase you want to edit.
- Review the Closed Caption Style Guide for proper formatting:
<https://www.towson.edu/technology/training/resources/documents/accessibility/ccsg01-closed-captioning-style-guide.pdf>

Providing Accessibility for Students who are Blind or Visually Impaired

- Please read aloud all text **and** provide a description of any images used in a live synchronous or recorded asynchronous presentation or lecture (i.e., PowerPoint, videos, webcasts, images, tables, graphs)
- Chats and discussion boards are accessible to screen readers. Some students will be using phones and apps which have different access features. Please check in with your students to be sure they can use these features; if not, consider modifying the mechanism of group communication
- Scanned text (articles, textbook pages, etc.) should be clear copies scanned in a straight vertical orientation
- As a courtesy, all participants in synchronous classes should identify themselves by name prior to speaking

Emotional Needs

Many students using accommodations have hidden conditions, often emotional in nature. Many more students with mental health challenges have never requested or used accommodations. Please also be mindful that the current uncertainty and change may even precipitate new mental health challenges in your students. We encourage you to be aware of the following:

- Remote classrooms, under the best of circumstances, can be disorienting and lonely for students who are used to face-to-face interactions, which can amplify pre-existing mental health challenges
- Be aware of social isolation and ask students how they are managing and what you can do to help
- Anxiety can impact all aspects of attention; consider building time and redundancy into your remote curriculum, assessments and messaging to students

*For additional information, please contact the
Office of Services for Students with Disabilities:*

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