



## The Office of Services for Students with Disabilities Shares Some Distance Learning Accessibility Tips & Resources for Students

### **D2L**

(Note that D2L also goes by the names “Desire 2 Learn” and “Brightspace.”)

### **D2L Student Accessibility Guide**

D2L has published a comprehensive guide to accessibility for students. This guide is provided in the Microsoft Word DOCX format, and you can download it from the D2L website here:

<https://community.brightspace.com/s/article/Accessibility-and-Navigation-in-Brightspace-Learning-Environment-Learner-Guide>

### **D2L Text Message and Email Notifications**

Students can configure D2L to send notification of various course activities via text message and/or email. Follow these steps:

1. Open a web browser and Go to [D2L.wcupa.edu](https://d2l.wcupa.edu)
2. Login with your WCU ID and password.
3. Open your personal menu and select the Notifications link; this should place you in the main D2L Notifications configuration screen.
4. Add the email address and/or mobile phone number where you would like to receive notifications.
5. If you'd like to receive a daily or weekly summary of all activity, select this option and set your preferred delivery time.
6. If you'd like to receive instant notifications for specific activities, check the corresponding boxes for SMS (text message) and/or email.
7. Click Save to finish the process.

### **D2L Personal Settings for Accessibility**

D2L has been designed to work well with assistive technologies, but there are a few setting changes recommended for students who use a screen reader or who have low vision or Dyslexia.

1. Open a web browser and Go to [D2L.wcupa.edu](https://d2l.wcupa.edu)

2. Login with your WCU ID and password.
3. Open your personal menu and select the Account Settings link; this should place you in your D2L personal account settings configuration screen. There are 3 tabs on this screen: Account Settings, Discussions, and Email.
4. The Account Settings tab includes settings to adjust font size and to customize the accessibility of dialog messages, the HTML editor, and some reading and video behaviors. Detailed information about each setting is provided.
5. The Discussions tab includes settings to customize your interaction with D2L discussions. Each setting includes a help button for more details. Two suggested settings that might help when using assistive technology in D2L discussions are:
  - a. To simplify the layout of discussion lists, turn off the Always show the Discussions List pane option.
  - b. If you use the Grid View, turn off the preview pane.
6. Click Save to save any changes and finish.

### **Get help using D2L**

The West Chester University Help Desk can provide D2L support Monday through Friday from 8AM to 4:30PM. The phone number is 610-436-3350.

The D2L corporate office provides support 24/7 at 1-866-832-1851.

#### **AIRA.IO**

With your permission, the AIRA remote assistance service can use the TeamViewer app to view your computer screen and answer questions about visual aspects of D2L. All AIRA calls for D2L support are free of charge. For more information about AIRA, go to [www.aira.io](http://www.aira.io).

### **myWCU**

You can adjust a few vision accessibility settings within myWCU by logging into myWCU and selecting the "Customize Accessibility" link near the top of the screen. This will open a dialog box with the following three choices:

1. Optimize for screen readers. Choose this option if you use screen reading software.
2. Optimize for low vision. Choose this option if you do not use screen reading software but do sometimes adjust screen magnification, contrast, colors, font sizes, etc.
3. Turn off accessibility features.

After you've made your selection, click the Save button. You will need to log out and back into myWCU for your changes to take effect.

## **Zoom**

The Zoom video conferencing software has been designed to work well with various assistive technologies. Recommended settings to accommodate various needs and assistive technologies when using Zoom can be found at the following website:

<https://zoom.us/accessibility/faq>

### **For Screen Reader Users**

An excellent Zoom tutorial in audiobook format titled “Meet Me Accessibly” is available to download for free. This audiobook is written and narrated by Jonathan Mosen. It runs approximately 3.5 hours in total length and is split into 19 individual MP3 chapters. The book covers Zoom on Windows and iPhone, and the author also references Mac when discussing keyboard shortcuts. You can download the book in ZIP format from the following website:

<https://mosen.org/zoom/>

### **Closed Captioning**

If closed captions are available, toggle the option for Closed Captioning to ON. More instruction can be found here: [Viewing Closed Captions](#)

## **Assistive Technology Software**

The following assistive technology products are available for West Chester University students to install on their personal computers. These products are free to use while you are enrolled at West Chester. For details, please contact the OSSD at [ossd@wcupa.edu](mailto:ossd@wcupa.edu)

### **ZoomText Magnifier/Reader**

This is a software product that combines magnification, text-to-speech, high contrast, and many screen color customization options for computers and tablets running Microsoft Windows. It has long been the most popular choice for folks who need to enlarge the text, graphics, or other elements on their computer screen, and for folks who need to adjust the contrast level or color combinations.

### **JAWS**

This is a popular screen-reading software package for blind students and professionals using Microsoft Windows.

### **Fusion**

This combines ZoomText and JAWS into a single installation package. When installed, the user can run either JAWS or ZoomText or a hybrid of both. Fusion is great for folks whose sight is deteriorating or whose remaining vision fluctuates.

## **Kurzweil 3000**

This software runs on Windows, Mac, and iPad, and provides a set of reading, writing, and study tools specifically designed to assist students with various print disabilities.

## **Remote Visual Support**

### **AIRA**

The AIRA.IO service is specifically designed to provide remote visual assistance to people who are blind or who have low vision.

AIRA is free to join and is normally free to use for calls of up to five minutes in length or for calls of any length if the call is specific to D2L.

Note: As of March 10, 2020, all AIRA calls for any school-related task are now free to all U.S. students through the end of the Spring semester. You can learn more about AIRA at AIRA.IO.

### **Be My Eyes**

Be My Eyes is a free app that connects blind and low-vision people with sighted volunteers and company representatives for visual assistance. More information is available at [www.bemyeyes.com](http://www.bemyeyes.com).

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

[ossd@wcupa.edu](mailto:ossd@wcupa.edu)