# Guidance on Accommodations for Students with Disabilities During Remote Instruction College of San Mateo

## Disability Resource Center (DRC)

April 20, 2020

Instructional Materials:Just like Face to Face classes, all online and digital instructional materials must be accessible. For detailed information regarding captioning both live or recorded videos contact: [www.canyons.edu/captioning](http://www.canyons.edu/captioning) (updated April 2020).

* Preferred formats are Canvas, email, MS Word, PowerPoint. (PDF is not preferred as many of these documents are not accessible.)
* Documents must be formatted to work with screen readers (using headings).
* Videos must be captioned accurately, check for accuracy.
* Audio files must also include accurate written transcripts.
* Links to content off campus such as YouTube videos or documents must also be accessible.

## Testing:

* Students with extended time authorizations need to have adjustments made in Canvas to allow for the extended time. <https://community.canvaslms.com/docs/DOC-26214-4152276279> (detailed instructions)
* If using Zoom for testing purposes, please ensure DRC students are provided the amount of extended time that is authorized.
* If using Zoom for testing purposes, please be mindful of providing a distraction-reduced setting for DRC students by muting all student’s microphones. If a student has a question, please have them use the chat function as not to disrupt other students while testing.

## Lectures and Note taking:

* For most online teaching modalities that include a written record, such as PowerPoint, MS Word Docs, and Canvas discussion boards, note taking should not be necessary.
* Instructors are encouraged to post their own lecture notes.
* For those that simulate a face to face classroom, such as streaming videos or Zoom meetings, recording is strongly recommended.
* For students who have assigned interpreters and/or captionists through the DRC, contact@csmdrc@smccd.edu to assist with arrangements.

## Alternate Media:

* The DRC converts materials into alternate format based on documented student need.
* Before adopting your textbook, we ask that instructors check <https://www.vitalsource.com/> to see if the textbook is available through this source. This ensures an accessible experience.
* Instructors can assist the DRC by ensuring that all materials posted online are created in accessible formats such in Canvas pages, MS Word Docs and PowerPoints instead of PDFs. PDFs are often not accessible with a screen reader.