Special Considerations for Students with Disabilities

Students with disabilities may face challenges when transitioning from face-to-face to fully online instructional formats. Instructors are strongly encouraged to provide flexibility as students may need time to work with SAS to make adjustments to their accommodations. Consult with SAS prior to denying any requested accommodation or for assistance with unique student needs.

**Accessibility:** Given the scope of courses and instructional material that will need to be transitioned to Canvas in short order, meeting 100% accessibility for all courses may not be possible. During this unique time of transition for instructors and students, it is recommended that instructors (1) follow some general recommendations for their course design/build, (2) use an accessibility checker tool (UDOIT) to review and edit their Canvas and course material, and (3) contact SAS to advise if a student reports challenges accessing course material. **If an accessibility concern is reported by a student, it is imperative that the student be provided flexibility, support, and alternative assignments or assessments if needed**.

**Attendance:** Students with compromised immune systems or chronic illness may need to miss online class discussions or request a later quiz/exam due date. Do not ask the student to provide a note from a doctor or psychologist to verify. Use professional judgement and exercise flexibility when responding to requests. If in doubt, contact SAS at (760) 795-6658.

**Captioning:** Instructional videos and [PowerPoint presentations with narrated audio](https://tic.miracosta.edu/accessible-narrated-powerpoint-presentations/) should contain accurate captions whenever possible. In order to use non-captioned video, the video must be contained in a secure, password-protected environment, there must be no students requiring captioning, and the video can only be used for a single term. For assistance with captioning questions or requests, please contact the SAS Access Specialist, Aaron Holmes, at [aholmes@miracosta.edu](mailto:aholmes@miracosta.edu).

For live/synchronous streaming video, use of Zoom is recommended. The SAS office will assist Deaf students by contacting their instructors to inquire if there are any planned live video meetings and to coordinate support.

**Extended Time on Quizzes & Exams in Canvas:** Instructors should expect to receive student requests to adjust their time on quizzes/exams in Canvas. The student and/or SAS will email you a copy of their Service Authorization requesting you to adjust their time. For information on how instructors can adjust quiz/exam time or apply extensions for individual students, please view the [Canvas User Guide](https://community.canvaslms.com/docs/DOC-13053-4152276279).

**Instructional Notes:** For most online teaching modalities that include a written record, such as PowerPoint, Word Docs, and Canvas discussion boards, note taking should not be necessary.

Instructors are encouraged to post new or existing course notes or study guides.

**Supports for Faculty:**

For assistance related to **accessibility** please contact Aaron Holmes at [aholmes@miracosta.edu](mailto:aholmes@miracosta.edu).

For assistance related to **student accommodations**, please contact the SAS Counselor indicated on the student’s Service Authorization, or the SAS office at (760) 795-6658.

Accessibility Recommendations for Remote Instruction

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# **Course Design**

## Accessible Documents

For documents created using the Microsoft Office Suite, the [built-in accessibility checkers](https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) will provide feedback on errors and guidance on how to fix them. Use of Word, Google Docs and PowerPoint are preferred over PDF. Scanned PDFs, generally, are not accessible. PDFs: create in latest available version of Microsoft Word and run accessibility checker. Correct all issues. Convert to PDF using Adobe plugin. Using Adobe Acrobat Pro DC, run accessibility checker and correct remaining issues. PowerPoint Presentations: Use notes section to describe content of slides, unless the slide is strictly text.

### Text Equivalents for Audio and Video

The best way to create a text equivalent is to write a script and record from that. However, if that is not an option, you can use auto-generated captioning tools like [Canvas Studio](https://community.canvaslms.com/docs/DOC-9676-50736467903), [YouTube](https://support.google.com/youtube/answer/2734796?hl=en) or [Zoom](https://ccctechconnect.zendesk.com/hc/en-us/articles/360017916613-Audio-Transcript) to generate a transcript or caption file. You should review and edit the file as auto-generated transcripts will include numerous errors (punctuation).

#### Text Equivalents for Images

Images included in the course site should have a text description. In documents, the accessibility checker will advise on how to add a text description. In Canvas, the image uploader has a field for alt text, which is where you can add a brief description of the image. Please note, decorative images don’t require a text description.

# **Course Review**

# Canvas Course Accessibility Checker

Did you know MiraCosta faculty have access to a program that can identify and help correct accessibility issues? The Universal Design Online Content Inspection Tool, or UDOIT (“You Do It”) enables MiraCosta faculty to identify and correct many accessibility conflicts in their MiraCosta Canvas courses. UDOIT scans a course, generates a report, and provides resources on how to address common accessibility issues. For more information regarding where the tool is located on you Canvas course shell and how to use this tool, please visit the [“UDOIT – Universal Design Online Inspection Tool”](https://tic.miracosta.edu/udoit/) page on the TIC website.

# **Additional Resources**

# [“Public Course Design Accessibility Criteria”](https://ccconlineed.instructure.com/courses/5462): located on Chancellor’s Office website

# [“10 Tips for Creating Accessible Course Content”](https://tic.miracosta.edu/campus-teaching-technologies/accessibility/): located on TIC website

# [“Accessible Narrated Streaming PowerPoint Presentations”](https://tic.miracosta.edu/accessible-narrated-powerpoint-presentations/): located on TIC website