



Guidance on Accommodations for Students with Disabilities in a Pandemic

College of the Siskiyous

March 17, 2020

Attendance: Students with compromised immune systems may need to miss class and/or exams to be and feel safe. Use professional judgement and exercise flexibility when responding to requests. If in doubt, contact DSPS at Email: dsps@siskiyous.edu/Phone: (530) 938-5297.

- Consider ways students could participate in classes remotely or online (Zoom or Canvas) following accessibility guidelines as mentioned below
- Students with chronic illness, immunity conditions and similar disabilities may have to stay out of school longer than other students
- Do not ask the student to provide a note from a doctor or psychologist to verify

If the College moves all instruction remotely:

Instructional Materials: Just like Face to Face classes, all online and digital instructional materials must be accessible. The following website will assist with accessibility issues and concerns

<https://www.mtsac.edu/accessibility/>

- 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
- Videos must be captioned accurately, check for accuracy
- Audio files must also include accurate written transcripts
- Links to content off campus such as You Tube videos or documents must also be accessible

Below are some resources that provide guidance in Canvas basic accessibility practices:

<https://accessibility.umn.edu/instructors/canvas-accessibility-considerations>

<https://lakeland.instructure.com/courses/1455362/pages/how-to-make-your-course-more-accessible>

Note: While DSPS can answer questions on accessibility, DSPS cannot convert documents on short notice.

Testing:

- Students with extended time authorizations need to have adjustments made in Canvas to allow for the extended time.
- Faculty can contact the Academic Success Center (<http://www.siskiyous.edu/asc/>) to request assistance if needed

Lectures and Note taking:

- 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 may post their own lecture notes
- For those that simulate a face to face classroom, such as streaming videos or Zoom meetings, captioning and recording will be necessary. Zoom requires at least 7 working days advance notice to provide a live captionist. Captioning will not be provided after the fact, even if session was recorded.

Alternate Media:

- DSPS typically assists with converting materials in alternate format based on documented student need
- DSPS will prioritize students who are unable to access materials at all without a different format (such as Braille, audio recordings, enlargements)
- Instructors can assist DSPS by ensuring that the materials posted online are created in accessible formats such as Word Docs and PowerPoints instead of PDFs. PDFs are often not screen readable.