

Claremont Graduate University Office of Disability Services Considerations for OnLine Instruction

Lecture	Exams	Course Materials	Other Considerations																										
<p>Note-taking services will continue.</p> <ul style="list-style-type: none"> Peer note-takers enrolled in courses will continue to take notes during virtual class sessions and send them as usual. Notes will be sent to disabilityservices@cgu.edu <p>All visual materials used during the lecture will need to be verbally described.</p> <p>PPT's will need to be posted and in an accessible Word or PDF format, visual information written on the board will need to be read and highlighted auditorily.</p> <p>Any multimedia will need to be accessible.</p> <p>Zoom – zoom technology has a feature allowing for transcription of recorded lectures. Faculty can work directly with CGU OIT to activate this feature.</p> <p>20 Tips for Teaching an Accessible Online Course</p>	<p>If exams will be administered online, faculty will need to ensure extended time is provided for ODS students. ODS does not have access to online courses, so we cannot provide this service.</p> <ul style="list-style-type: none"> For information about how to extend time for assessments in Canvas, please see the following link: https://community.canvaslms.com/docs/DOC-13053 <table border="1" data-bbox="600 734 1052 1318"> <thead> <tr> <th>Regular Time (in minutes)</th> <th>1.5x Accommodation</th> </tr> </thead> <tbody> <tr><td>15</td><td>25</td></tr> <tr><td>20</td><td>30</td></tr> <tr><td>30</td><td>45</td></tr> <tr><td>35</td><td>55</td></tr> <tr><td>50</td><td>75 (1:15)</td></tr> <tr><td>60 (1:00)</td><td>90 (1:30)</td></tr> <tr><td>75 (1:15)</td><td>120 (2:00)</td></tr> <tr><td>90 (1:30)</td><td>135 (2:15)</td></tr> <tr><td>120 (2:00)</td><td>180 (3:00)</td></tr> <tr><td>150 (2:30)</td><td>225 (3:45)</td></tr> <tr><td>170 (2:50)</td><td>255 (4:15)</td></tr> <tr><td>180 (3:00)</td><td>270 (4:30)</td></tr> </tbody> </table> <p>Online exams will need to be accessible via a screen reader.</p>	Regular Time (in minutes)	1.5x Accommodation	15	25	20	30	30	45	35	55	50	75 (1:15)	60 (1:00)	90 (1:30)	75 (1:15)	120 (2:00)	90 (1:30)	135 (2:15)	120 (2:00)	180 (3:00)	150 (2:30)	225 (3:45)	170 (2:50)	255 (4:15)	180 (3:00)	270 (4:30)	<p>Course materials must be accessible.</p> <p>Images posted online will require alternative descriptive text.</p> <p>PPT's and lecture notes should be posted online.</p> <p>Flexibility in course due dates may be required if extensive remediation of materials is required for ODS students to have access in an online format.</p> <p>ODS may require additional campus assistance in remediating online content.</p>	<p>Ensuring all students have access to technology at home to complete course requirements.</p> <ul style="list-style-type: none"> Kurzweil is available to all students with Kurzweil accounts and can be accessed through the following link: https://www.kurzweil3000.com/KLogin.php <p>Due to unforeseen disruption of structured schedule or increase in stress levels, ODS student may have a disability related need to request new course modifications (academic accommodations) not previously needed i.e. additional extension of time permitted for course assignments or exams.</p> <p>ODS Coordinator will be available via email at disabilityservices@cgu.edu to set up zoom meetings or answer questions.</p>
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