BEST PRACTICES FOR ACCESSIBLE COURSES AT JEFFERSON STATE COMMUNITY COLLEGE

Equal Access

- What?
  - Health Conditions, Mobility, and Sensory Impairments
  - Psychological Disorders
  - Traumatic Brain Injuries (TBI)
  - Learning Disabilities and ADHD

Equal Access

- How?
  - Extended time on exams
  - Distraction reduced testing environment
  - Permission to take breaks/leave room briefly
  - Consideration for absences/make up exams
  - Peer note taker/recording lectures
  - Calculators - Math 098 and above

Equal Access

- Where?
  - Classroom or online
  - Screen readers, magnification software, captions
  - ADA Accommodations Office
  - Distraction reduced testing
  - Books in alternate format
Equal Access

- When?
  - Submission of Accommodation Letter
  - Discuss during office hours/after class
  - Extended testing arrangements
  - Notes
  - ****Accommodations must be “reasonable” and not alter essential academic requirements ****

Equal Access

- Why?
  - Rehabilitation Act of 1973/Title II ADA
  - Form of diversity
  - Social justice
  - Equal Access for all individuals

Equal Access

- ADA Accommodations Office
  Jefferson State Community College

- Anne R. Sherman M.S., CRC
  (Certified Rehabilitation Counselor)
  arsherman@jeffersonstate.edu

- Faculty Handbook - www.jeffersonstate.edu/ada

Equal Access

- Questions?
Blackboard and Online Accommodations

- Distance Education and Technology
  Jefferson State Community College

Valerie McCombs B.A., M.Ed.
vmccombs@jeffersonstate.edu

Blackboard and Online Accommodations

- Testing accommodations
  - How to set up online quizzes in Bb with extended time

Blackboard and Online Accommodations

- Documents and Multimedia Considerations
  - Syllabus ADA Statement, MS Word, PowerPoint, and Closed Captioning, Videos (Tegrity)

Syllabus Statement

- Disability: Jefferson State Community College is compliant with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 as amended in 2008. Students having known disabilities requiring academic accommodations should contact the ADA Accommodations Office for an appointment (arsherman@jeffersonstate.edu) or 205-856-6077.
Syllabus (cont’d)

- An ideal way to encourage students with disabilities to discuss needed accommodations is to include the following statement on the course syllabus and to repeat it during the first class meetings.
- "If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment to meet with me”.

Check Digital Documents

- Use Meaningful URLs - "ALT” HTML tags on pictures
- Add Headings to structure the document/Using styles and headings in MS Word
- Formatting - (bold word and different size font) to distinguish between important items.
- LMS (Blackboard, Canvas, etc) - black and white, blue and yellow, etc.

Add “Alt” Text to image (right click on image)
Digital Documents (cont’d)

- PowerPoint - Color and Contrast; Text on solid colored background; Layout (use Standard Text Boxes Placeholder); Avoid repetitive, moving or blinking content
- Slide Transitions (use sparingly) in classroom; remove for digital material
- Handouts (large size font); use Word to create handouts for Headers and Tables
- PDFs - not scanned images so they can be accessible by screen readers
- Screen Reader Check (use down arrow key/tab key)

Images in Bb

- Add Picture
- HTML – Add Picture

Adding Image with “ALT” text

- HTML – Add Picture
- HTML Item with “ALT” text
Blackboard and Online Accommodations

- Resources (Accessible Online Environment)
  - Web site Guidelines
  - Universal Design
  - YouTube Videos (Design)
  - YouTube Video (PowerPoint)

- Instructor Resources
  - http://www.jeffersonstate.edu/resources-for-instructors-de/

Blackboard and Online Accommodations

- Questions?