



# **ACCESSIBILITY FOR INSTRUCTION: A RESOURCE GUIDE**

*Created by Disability Support Services and  
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**NOVA** | Northern Virginia  
Community College



# **PRESENTED BY**

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# BACKGROUND



NOVA is required by law to ensure that all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. We are obligated to make reasonable accommodations in providing course, program, and building modification, and/or auxiliary aids and services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the College.

# INTRODUCTION

In order for all students to participate in and benefit from their classes, they must be able to access platforms, course content and instructional materials.

This includes commercially obtained materials as well as those created by instructors.

The following information is intended to provide technical information and practical steps on how to provide access to all students.





# SUPPORT

To the best of our ability, Disability Support Services (DSS) and NOVA Online (NOL) alerts professors when we know there is a student in their class who uses an accommodation that may require preparation on the professor's part.

Each of these slides contains information about those accommodations with links to additional information and practical “how to” steps for implementation.

The last slide contains contact information for DSS and NOL.

# ASSISTIVE TECHNOLOGY DEFINED

Any item, piece of equipment, or product system whether acquired commercially off-the-shelf, modified or customized, which is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

- Hardware: Tabletop Magnifier, Talking Calculator, Assistive Listening Device (FM), etc.
- Software: JAWS (screen reader), Dragon Speech Recognition (dictation), Read&Write (text to speech), etc.

# ACCESSIBLE DOCUMENTS, POWERPOINT PRESENTATIONS, FLIERS, SPREADSHEETS

- Students with print disabilities (blind, low vision or dyslexic) use specialized software that reads printed material to them. The material must be designed so that it is **accessible** to the text to speech or screen reading software.
- This applies to books, journals, documents and websites.
- It is easier and less time consuming to create accessible print material than to remediate it after the fact. For detailed information on the various file formats refer to the DSS website, [Resources for Faculty and Staff](#), under **Print Accessibility**.



# ACCESSIBLE TEXTBOOKS

Disability Support Services (DSS) helps students obtain versions of textbooks that are accessible to their assistive technology software.

Speak to publishers about accessibility before you purchase a textbook. Refer to these guidelines to learn what [Questions to Ask Publishers](#).

- Books must exist in an accessible format.
- Companion platforms (My Math Lab) and other publisher supplemental material must exist in an accessible format.



# **INSTRUCTIONAL TECHNOLOGY (IT) DEFINED**

Systems, materials, devices, techniques used to teach and assess include (but not limited to):

- Computers, Tablets, Smartphones
- Learning Management System - Canvas
- Lockdown Browser/Monitor
- Synchronous Meeting Tools, Webinars - Zoom, Webex, Skype
- Publisher Products (Pearson MyLab, Cengage Connect, McGraw-Hill ALEKS)
- Videos (Ted Talks, YouTube, webinar recordings, Canvas Studio)
- Lab materials: beakers, microscopes, calculators, cameras, thermometers

# ASSISTIVE TECHNOLOGY (AT) & INSTRUCTIONAL TECHNOLOGY (IT) COMPATIBILITY

Instructional Technology must be compatible with Assistive Technology in order for students to access content and instruction.

- Lockdown Browser - [Accessibility Guidelines for Online Teaching and Learning](#)
- Learning Management Systems - [Leveling the Playing Field: Accessibility in Canvas](#)
- Synchronous Meetings - [Accessibility and Universal Design of Online Meetings](#)

# PUBLISHER SOFTWARE

- Publisher software/commercially obtained materials must be accessible to all students. Consider;
  - print content
  - navigation
  - audio content
  - simulations (Examples - [photo simulators](#), [Google Earth](#), [GigaPans](#) )
- Best practice is to obtain information from the publisher regarding accessibility.
- In the absence of full accessibility, work with the DSS office to implement workarounds to ensure that students with disabilities have equitable access.

[How to use MyMathLab with JAWS](#)  
[Questions to Ask Publishers](#)

# BRAILLE

DSS has a process for obtaining Brailled materials for students:

- Students provide documents to DSS to be brailled - materials are mailed to students' homes.
- Faculty email tests/assessments to [altformat@nvcc.edu](mailto:altformat@nvcc.edu) to be brailled and mailed to students - answers are emailed to professors.
  - Any format is acceptable (word, PDFs etc.).
  - The turnaround time can be several weeks if it is graph/equation-heavy content.
- Communicate early and often with the DSS office to ensure a smooth and timely process.

# READER/SCRIBE/NOTETAKER

- When print materials or IT are not accessible, a Reader/Scribe or Notetaker may be assigned to work with the student.
- A Reader/Scribe or Notetaker may be assigned to students who are blind, low vision, deaf, hard of hearing, or have mobility disabilities.
- For synchronous meetings (Zoom, etc.) professors should record, so that the R/S/N can go back and finish taking notes.
- For remote instruction, the R/S/N may be added to the Canvas class or sent the invitation and link to the webinar (Zoom) meeting.
  - R/S/Ns are currently student hires, and have the credentials to log into Zoom meeting.

*Reader/Scribe/Notetaker Agreement (\*link from Leon)*



# **CART/CAPTIONED VIDEOS**

## **CART/Closed Captioning**

CART is live captioning, provided in real time, by a trained captioner. CART is available to students in face-to-face classes as well in Zoom. There are settings that must be turned on in Zoom, to allow for CART, before you schedule your Zoom meeting.

## **Post-Production Captioning**

This refers to the process of adding captions to a recorded video. At NOVA, this mostly applies to YouTube videos, Studio (in Canvas) and [a recorded] Zoom session.

Information on CART for classrooms, CART for Zoom meetings and captions for recorded videos, zoom sessions, etc., can be found under [Audio Accessibility](#) on the DSS website.

# ASSESSMENTS - TESTS/EXAMS/QUIZZES

## Extended Time

- Only the professor teaching the class can set the time on your tests, exams or quizzes.
- No other faculty or staff has access to extend time in your course.
- Refer to [Setting Extended Time in Canvas](#) instructions.

## Using Respondus Lockdown Browser with or without Monitor

- Respondus Lockdown Browser is not compatible with Assistive Technology
- Students using AT, must have access to a copy of the exam, which does not use lockdown browser
  - in these situations, a reader/scribe would be assigned to support the student in taking the test
  - the reader/scribe may act as a proctor, or another proctor may be assigned at the same time

[Online Testing in Canvas using Zoom: Faculty](#)

[Online Testing in Canvas Using Zoom: Reader/Scribe](#)

[Online Testing in Canvas Using Zoom: Students](#)



# MATH AND SCIENCE

Sometimes the most unique and pronounced challenges come up in math and science courses. These require conversations between the student and faculty which DSS can help facilitate.

- Challenges: graphs, formulas, equations, precise measurements, graphics & diagrams
- Tools: talking calculators, tactile drawing sheets, tactile graphics (braille), adapted microscope, 3D models



# CONTACTS

## Disability Support Services

Joan Ehrlich - [jlehrlich@nvcc.edu](mailto:jlehrlich@nvcc.edu)

Anna Martin - [anmartin@nvcc.edu](mailto:anmartin@nvcc.edu)

Interpreter Services - [interpreters@nvcc.edu](mailto:interpreters@nvcc.edu)

Assistive Technology Services – [ATOffice@nvcc.edu](mailto:ATOffice@nvcc.edu)

DSS Counselors - <https://www.nvcc.edu/disability-services/contact.html>

## NOVA Online

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