Hello Faculty Partners-

Educational Support Services (ESS) is notifying all faculty to address any students with **disability accommodations** enrolled in your course(es). By now, you have all received information regarding the university's resources and plans regarding COVID-19. Sharing the link here again if needed:

- www.whitworth.edu/coronavirus

As departments shift in-person courses into alternative modes of delivery, remember that **our obligations to provide already activated accommodations in new remote formats are still in place**. In some cases, in-person accommodations will not be needed. In other cases, adjustments to an accommodation will need to be made with the new format. In order to be in compliance with state and federal law, a person with a disability should be able to obtain information as fully, equally and independently as a person without a disability.

ESS Accommodation Consultations
The ESS office will be available via email to consult with you on any access concerns and questions. Please keep in mind that ESS is an office of one staff; therefore, ESS will collaborate with you and with Instructional Resources staff to assist with remediation. We will address problems that arise together and we will work together to determine a solution as quickly as possible.

And as always, if a student experiences some new challenge with an online class, they can request an accommodation adjustment through ESS. Students should keep in mind that any accommodation adjustment must be related to their disability.

Accessible Online Content
You can check accessibility easily using Office's built-in Accessibility Checker and by using Adobe's built-in Accessibility Checker.

Most of our devices also have built-in accessibility features. For example, many of us use Siri (iPhone), Google Now (Android), and Cortana (Windows) for interactive speaking assistance. There are compatible text-to-speech (TTS) and speech-to-text (STT) options based on operating system and software, via a simple internet search. ESS can help determine options as needed. **Instructions (of some examples) attached.**

PDF Documents
PDF documents should have optimal character recognition (OCR). OCR enables text-to-speech (TTS) accessibility when used with a screen reader, rather than the PDF read as "blank image." Acrobat OCR works as a text converter, automatically extracting text from any scanned paper document or image and converting it to a PDF. As possible, ESS can assist with OCR PDF documents. **Instructions attached on how to run Adobe Acrobat Pro Action Wizard.**

Blackboard Accessibility
- **Please familiarize yourself with Blackboard accessibility features**
- Ken Pecka, Patrick Lordan or Judy Dehle can assist you with online formats.

Accessible Exams
ESS will **cancel** all ESS proctored in-person exams. Faculty are responsible for ensuring testing accommodations are still accessible to the student. Contact ESS with questions or needs regarding remote testing accommodation.

Extended Testing Time

If a student has extra time on quizzes/exams, the online testing time must be extended per their accommodation.

- Extended testing time calculations attached; These are the minimum time adjustments. Faculty may adjust for more time as appropriate.
- Instructions on adjusting testing time in Blackboard attached. Here is a related help page from Blackboard that details the per-student adjustments.

If your student has breaks during exams, **add in their total break time in addition to the extended exam time**, if there is no way for the student to stop and start. This would also be necessary for students who are to limit screen time, typically use hardcopy/printed exams or need bathroom access during testing. Another option can be to **break the exam into sections**, each with its own start/end time. Extended the testing time for each section. For example, a student may start any section when ready and must complete by midnight same day. Section 1 (questions 1-15; 45 minutes), section 2 (questions 16-31, 45 minutes), then section3 (questions 32-50; 55 minutes).

Audio Exams

If TTS/screen readers cannot read text aloud within Blackboard (which we are finding to be the case!), **the exam will need to be provided in an alternative format** (e.g. Word document) to the student. If you have questions or concerns about this, please contact Katie McCray kmccray@whitworth.edu prior to requiring a student with audio exam accommodation to begin their exam via Blackboard.

Notetaking & Lecture Capture

Lecture Note-Taking

Faculty that utilize Panopto or other content capturing, an accommodation for notetakers or permission to audio record lectures will not apply for online format classes, because students can re-read, re-listen to, and re-watch the posted material repeatedly. However, students may still share notes electronically between each other.

Apps: Students may choose to use various apps that support online learning, such as Notability. Another example is **OtterAI;** an app that records audio and transcribes text. The text can be edited, organized into folders and shared.

Flexible Attendance & Due Date Extensions

ESS and faculty serve students with chronic and cyclic conditions. These conditions, in nature can be unpredictable in occurrence, severity and recovery. Moving fully online may exacerbate medical conditions and require flexibility that may not have been needed with in-person classes. In some cases, the student may be asked to provide some form of medical documentation. This documentation should be submitted to the Educational Support Services office and not to individual professors. Please continue to be flexible and follow your adjusted policies Accommodated Attendance Policy (Example).

Thank you for your time and partnership in ensuring access for our Whitworth University ESS Students as we complete Spring 2020.

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