

# Accessibility Resources

## Information and Guidance for Accommodating Students with Disabilities in Online Learning

The transition from seated to online learning presents a variety of questions and challenges, particularly in extending reasonable accommodations to students with disabilities.

Accessibility Resources would like to share what guidance we can while inviting you to stay in contact with our office via email: [stu-accessibility@buffalo.edu](mailto:stu-accessibility@buffalo.edu). You can either raise questions or concerns in an email message or simply give us suggested times and a telephone number where we can reach you. A similar invitation will be extended to students.

It will be logistically impossible for Accessibility Resources to review and update every approved accommodation by March 23. Therefore, we are asking faculty and students to maintain as much independent communication as possible. Our office will act as facilitators when necessary.

### The Accommodation Memo

Please refer to the accommodation memo originally submitted to you by the student.

If you do not have this memo, contact our office or the student to request resubmission.

Most all of the recommendations on the accommodation memo will still apply, some needing little new attention or changes.

- For example, provision of lecture notes need not change.
- Note takers will still submit their notes electronically for Accessibility Resources' distribution.

### Extended Exam Time

Test time extensions are still required but if you are significantly changing your testing methods or format students may request additional time extensions.

If you are using a timer for exams please be certain to adjust the timer for a student with extra exam time

- For example, a 50% extension yields 1.5X, where X equals length of time allowed for the test generally.

For assistance on how to make that adjustment please contact Center for Educational Innovation <http://www.buffalo.edu/ubcei.html>

### Lockdown Browsers

If a student has an accommodation for a "reader or scribe for tests," this means they are using assistive-technology software on their computers.

These accommodations are not compatible with software that locks browsers for exam taking. In these cases, we recommend either using an open browser or devising alternative methods for a fair assessment of student's knowledge and skills.

Please contact Accessibility Resources with questions and concerns.

### Paper-based Exams

A few students need paper-based exams because their disability prevents them from using the display screen effectively. In that case, the student could print the exam and then upload it to you when completed.

Let Accessibility Resources know if this presents some unreasonable obstacle.

### Class Lectures Online

If you post class lectures online please enable captioning if you are able. This feature can assist all students in following your lectures.

- Panopto easily adds captioning to audio/visual materials

Please refer to the Resources Online section at the end of this guidance for a link to instructions.

### Textual Learning Materials

Image files are not accessible to screenreader technology used by blind, visually impaired, and many learning-disabled students.

Export such content to textual PDF documents from their original software source.

A clean and clear image file made from a scanned paper source can be converted to text through OCR software. Accessibility Resources can help with such tasks. However, if demand is high it may be impossible for Accessibility Resources staff to keep up with the need. We generally require a turnaround time of up to 2 weeks, depending on the length of the materials being converted and the technical difficulty of the task. Please contact Accessibility Resources with questions and concerns.

### Resources Online

To learn how to make electronic documents and reading accessible please use the resources at <http://www.buffalo.edu/access/services/service1.html>

If you are not sure if a text document you are about to post is accessible, use the accessibility checkers that are built into Adobe and Word. For information go to these webpages:

Adobe: [https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html#check\\_accessibility\\_of\\_PDFs](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html#check_accessibility_of_PDFs)

and

Word:

<https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

Distraction Reduced Setting for Tests

Off-campus, the accommodation does not apply.