How to Implement Accommodations During Virtual Learning

After receiving a student's Accommodations Letter, instructors should follow the applicable steps outlined below. Please contact ODS with questions.

These instructions have been updated to reflect the University's shift to virtual learning (last updated 3/23/20). ODS also encourages both students and instructors to review our FAQ for Instructors and FAQ for Students.

Accessible Media

Students approved for accessible media require course materials in alternative formats, such as electronic text or captioned videos.

With the move to virtual instruction, the SLDS Accessible Media team is proactively working with instructors to ensure that Deaf/Hard of Hearing students have captions for prerecorded videos and interpreting/transcribing services for real-time class meetings via CarmenZoom. The team is also working proactively with instructors of blind students to discuss accessibility strategies for online learning.

If you have students in your course who are utilizing accessible media, please notify our Accessible Media Team of any added materials by contacting slds-altmedia@osu.edu.

For tips on creating accessible courses in Carmen, visit the SLDS and Virtual Instruction FAQ. Please contact slds-altmedia@osu.edu with any questions or material conversion requests.
Attendance/Deadline Modifications (ADM)

Due to unpredictable flare-ups of their disability, a student with attendance/deadline modifications is approved for a reasonable amount of flexibility with excused absences, make-up exams, deadline extensions, and participation points. Each course has its own unique design and learning outcomes. Therefore, this accommodation requires careful consideration and an open dialogue between the student, instructor, and ODS.

As you adapt your course for virtual instruction, ADM agreements will also shift. Distance learning will also impact students’ disabilities in different ways. ODS encourages flexibility whenever possible. We are available to both instructors and students to consult.

How to set up an ADM Agreement in your course:

1. **Review the ADM Guidance for Instructors.** This document outlines expectations for both students and instructors and provides a structure for determining reasonable flexibility. While this document should provide you with a solid foundation for the next steps, ODS (montz.11@osu.edu or 330-287-1247) staff are always available for consultation.

2. **With the student, discuss potential flexibility** to find a balance of the student’s needs and core requirements.

3. **Please contact ODS** (montz.11@osu.edu or 330-287-1247) for consultation if you are unable to easily agree on a balance. You and the student should not be engaging in a protracted negotiation or debate. ODS staff are happy to assist in determining reasonable flexibility.

4. **Once decided, put the ADM agreement in writing.** The agreement can be documented in an email confirmation in lieu of handwritten
signatures during the University's virtual instruction.

5. **The student should email the completed ADM agreement to ODS via email at montz.11@osu.edu.** After processing the agreement, ODS will send confirmation to the instructor and student via email.

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**Deaf/Hard of Hearing Access**

*Includes Interpreting/Transcribing Services, Assistive Listening Devices (ALDs), and captioned videos*

Upon request, ODS will provide a student with a sign language interpreter or transcriber for any online classes with real-time meetings. ODS will reach out to instructors to discuss best practices in virtual classroom setup for the interpreting/transcription.

*If you will be screensharing videos during class, or assigning videos to watch outside of class, these videos must include captions.* Please contact slds-altmedia@osu.edu with any questions or material conversion requests.

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**Exam Accommodations**

Extended time on exams as an accommodation generally only applies to traditional, time-limited exams. If you have adapted your virtual course to offer alternative methods of assessment (e.g. essays, non-timed exams, project work), then a student’s extended time may no longer be applicable. We encourage you to speak with registered students if that is the case.

ODS will be unable to proctor exams while the University’s instruction remains online only. All exams should be administered online or through other remote assessment methods by faculty. Academic departments are responsible for setting up extended testing time in Carmen and ExamSoft.
Please communicate with your students to discuss their exam accommodations in your courses. ODS is available to instructors and students to consult about unique circumstances by email at faes-atiods@osu.edu.

How to Add Extended Time in CarmenCanvas:

Use the **Moderate Quiz** function:

1. Once your quiz is published, look at the quiz page (From the list of quizzes, click the link for the quiz, but don't click the button to edit it).

2. Along the right-hand side, you will see the option to Moderate this Quiz. From here you can see quiz progress and, depending on your settings, give additional attempts or additional time.

How to Add Extended Time in ExamSoft:

Instructors/departments must work with their ExamSoft point-of-contact to apply extended time. For questions, please email examsoft@osu.edu.

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**Note-Taking Assistance**

The Note-Taking Assistance accommodation includes the three following options:

1. **Note-Taking Technology** (e.g. audio recorder, Notability)

2. **Instructor-Provided Notes** such as a copy of the slides or a lecture outline (provided only with instructor approval), or

3. **Volunteer Notetaker** (Instructor recruits a volunteer from the class; typically, only provided for real-time/synchronous class meetings)

How to Recruit a Notetaker:
1. Make note of the name and email address of the ODS-registered student who made the request. You will need to reference this information after identifying a notetaker.

2. Make an announcement to the class (via email) to recruit a notetaker. In this announcement, please do NOT reveal the name of the student with a disability. We suggest saying: "Disability Services is recruiting a volunteer to be a notetaker for this course. Being a notetaker is an opportunity to help Disability Services provide equal access to a college education for all students. As a notetaker, you’ll be emailing a copy of your notes after each class period. You will be compensated by receiving a certificate of your volunteer hours. Please email me if you are interested."

3. Once a notetaker is identified, please provide the volunteer with (1) the name and email address of the ODS-registered student who made the request, and (2) the name and email address of the volunteer note-taker. It is ok (and necessary) for the note-taker at this point to know the identity and contact information of the ODS-registered student so that they can coordinate logistics.

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**Participation Access**

*Includes alternative method for class participation or presentations; audio descriptions for visual content; breaks during class; food/water medicine in the classroom; lab assistant; spelling error flexibility; and voluntary contributions during class*

Accommodations in this group may modify how a student participates and contributes to the learning environment due to a disability-related barrier. Online instruction can present different barriers and disability-related concerns for students. If a student requests this accommodation in your course, please reach out to them to discuss their specific concerns and how these accommodation/s could best be implemented. For questions or consultation, contact ODS ([montz.11@osu.edu](mailto:montz.11@osu.edu) or 330-287-1247).

**Lab Assistants for Virtual Instruction:**
ODS will approve lab assistants for virtual instruction on a case-by-case basis. Lab Assistants are ODS employees who assist with mechanical/dexterity tasks that prove inaccessible to student with a disability. Once you have clarified how the lab component of the course will function via virtual learning, the student and ODS will consult to determine if there is a need for a lab assistant. If a lab assistant is approved, ODS will arrange to have a lab assistant work remotely with the student.

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Reasonableness and Timing of Requests

Please view a student’s accommodation letter as a conversation starter to determine how best to provide an accessible learning environment. If you have other ideas regarding how to create access for your course beyond what is listed in this letter, we encourage you to speak with the student to explore alternative modifications. You are also welcome to consult with ODS at montz.11@osu.edu or 330-287-1247 to discuss course design, learning objectives and reasonable access options.

If you have any concerns about the reasonableness of an accommodation in your course, please contact us. We want to learn more about your course design and collaborate on a plan that works for everyone. **Note: It is important to never deny a student’s accommodation request without first consulting with ODS montz.11@osu.edu or 330-287-1247.**

Students can register with ODS and/or request accommodations in a course at any time during the semester. However, students are expected to make proactive requests within a reasonable timeframe. Accommodations are designed to be implemented at the point of request moving forward. Retroactive accommodations are typically only given at instructor discretion. We encourage instructors to consult with ODS when considering retroactive requests.
Shared Responsibilities Summary

Students are responsible for:

- communicating their accommodation requests in a timely manner
- following through with accommodation procedures
- maintaining communication with their instructors and ODS throughout the semester

Instructors are responsible for:

- communicating with students/ODS and implementing accommodations in a timely manner
- notifying ODS when there are questions or concerns about requested accommodations
- maintaining the confidentiality of ODS-registered students in their courses

ODS is responsible for:

- approving/training registered students for using accommodations
- providing services and accommodations in a timely manner
- consulting with instructors on how to best implement reasonable accommodations