

Dear Faculty,

As we progress into this unprecedented time of remote learning, DSS would like to provide you with updated information on implementing accommodations in your classes. Please review the following information as we transition to remote learning.

How Do I Handle Accommodations in an Online Format?

Students remain entitled to accommodations, although how they are provided may change based on the method of the class delivery. Please note, some accommodations will not apply in an online class format such as access to class notes, breaks during class, and preferential seating.

***Students taking online quizzes/exams should not be required to be proctored on campus.**

- **Extended Testing Accommodation:**

Double time: This is the most common accommodation request. The best method is to build the test **within** Blackboard (Course Content>Assessments>Tests). The duration of a test can be adjusted in Blackboard (per student) rather easily by going into your individual test in Blackboard>Test Options>Test Availability Exceptions.

- **Alternate Format Materials (use of Kurzweil, JAWS, enlarged text):**

For students who are approved to use Kurzweil (text-to-speech) and JAWS (screen reader), it is most accessible when you build your test directly within Blackboard (Course Content>Assessments>Tests).

Both Kurzweil and JAWS are able to read this content. However, your student may not have experience with using this method. We will be contacting students directly with this information.

If it is not possible to create the test within Blackboard, please electronically forward your test for formatting to the designated person on your campus (see contact information below) with three (3) days advanced notice. Please note that this will involve additional time and considerations, and we will not be able to guarantee the integrity of the exam outside of the Blackboard environment.

For enlarged materials, no additional steps need to be taken; students will use the screen enlarging software to make text the appropriate size.

Germantown Campus: Gillian Reid Nelson, gillian.reid-nelson@montgomerycollege.edu

Rockville Campus: Jillian Pfau, jillian.pfau@montgomerycollege.edu

Takoma Park/SS Campus: Renee Gisriel, renee.gisriel@montgomerycollege.edu

- **Smarter Proctoring:**

Smarter Proctoring/ProctorU may be a viable option for students to test remotely. This service will allow students to use their personal computer and assistive technology (Kurzweil 3000, JAWS, or Zoomtext) while being monitored via camera. Students must have certain technology requirements (computer with webcam and microphone) in order to use this, so please consult with students and DSS before recommending this option.

- **Services for Deaf and Hard of Hearing Students:**

Interpreting services for our Deaf and hard of hearing students are being handled on a course-by-course basis. A separate communication regarding students who have interpreting accommodations was sent earlier. For specific arrangements of this accommodation in your class, please contact:

Shalawn Childs: shalawn.childs@montgomerycollege.edu

Julie Rogers: julie.rogers@montgomerycollege.edu

Captioning services for media are still available and any materials (videos, PowerPoints with Voice-over, audio clips, etc.) should be uploaded through OneDrive and shared with Lori Ulrich, lori.ulrich@montgomerycollege.edu. Please keep in mind that this requires a 3-4 day turnaround from the time materials are received.

- **Flexibility with Deadlines/Attendance:**

Please contact the designated DSS counselor on a student's accommodation letter for guidance and assistance in implementing this accommodation.

Do Students Have Access to DSS Counseling Faculty and Support Services?

- **DSS Counseling Appointments:**

DSS will continue to provide counseling and support services remotely to new and returning students. Students may email their DSS counselor directly for assistance. For general DSS inquiries, students may email dss@montgomerycollege.edu.

- **DSS Tutoring Supports:**

We will continue to offer tutoring supports virtually by appointment.

What Do I Do if a Student Informs Me They Need an Accommodation without a DSS Accommodation Letter?

It is reasonable to expect that students who did not identify earlier in the semester, may indicate that they need an accommodation. Please refer students directly to the [DSS website](#) to apply for services.

Are there additional resources I can refer to for online accessibility?

In addition to the [Emergency Remote Teaching Guidelines](#) provided by the college, below are some additional resources to consider.

[20 Tips for Teaching an Accessible Online Course](#)

[30 Web Accessible Tips](#)

[Tips for Making Your Courses More Accessible](#)

Again, we realize that this is a very challenging time and we appreciate your collaboration, support, and patience as we work together to support all of our students.

Please do not hesitate to contact me or any of our DSS counselors for guidance and assistance.

Best Regards,

Sue