

# Academic Accommodations During Online Learning

Academic Support Center

The Academic Support Center (ASC) is here to assist Gustavus faculty navigate online learning. Please know that the legal requirement to provide academic accommodations for students with disabilities **still applies** to the online learning environment.

While creating courses that are accessible to all students is an achievable goal, universal design (UD) takes time, effort and a commitment to evolve. With limited time to prepare courses in an online format, **the expectation is that your courses are accessible to the students currently in your class**. Video captions, for example, are only required if you have a student who has captioning as an accommodation.

Below is a chart outlining the most common accommodations for students at Gustavus and what is needed to provide access. The ASC is here to help you accommodate the specific needs of your current students. **Please review the chart below, and then contact us whenever you have questions:**

- Contact Cinde Wiebusch ([cinde@gustavus.edu](mailto:cinde@gustavus.edu)) with questions about accessible technology (extra time on exams, Moodle, captioning, creating accessible documents, text-to-speech, etc.)
- Contact Corrie Odland ([codland@gustavus.edu](mailto:coland@gustavus.edu)) with questions about accommodations, general accessibility resources, working with students with disabilities, etc.)

Accommodation	How to Provide Access
Extra time on Exams	<ul style="list-style-type: none"><li>• 1.5 or 2x (see calculation explanation below*)</li><li>• Use Moodle “User Overrides” function (see steps below*)</li><li>• Asynchronous option: take home test format</li></ul>
Distraction-Reduced or Private Testing Room	Student responsible for creating their own environment
Word Processor for Exams	Student responsible for utilizing technology tools

Text-to-Speech	<ul style="list-style-type: none"> <li>Textbooks should already be obtained thru ASC</li> <li>Create accessible documents in Google Suite, Word, and Powerpoint</li> <li>Scan all materials using Optical Character Recognition OCR (see options below**)</li> <li>Convert non-accessible pdfs, ones that cannot be highlighted to copy/paste text (contact ASC)</li> </ul>
Closed Captioning	<ul style="list-style-type: none"> <li>Google Meet and Zoom during synchronous WILL BOTH live caption; in Zoom instructors must choose “live transcribe,” students can select the captioning tool in both.</li> <li>Upload recorded Google Meet or videos to the Gustavus captioning site, then download the SRT file: <a href="https://gustavus.edu/a11y/subtitles">https://gustavus.edu/a11y/subtitles</a> (note there are size limitations)</li> <li>Upload file to YouTube to auto-caption then edit captions. Video instructions on this process: <a href="https://youtu.be/wUOD-TCqyfA">https://youtu.be/wUOD-TCqyfA</a></li> <li>Material on syllabi should already be captioned, if not the Library and/or ASC can help obtain a captioned copy or caption your existing video depending on rights and restrictions</li> </ul>
Advanced Copies of Powerpoints	<ul style="list-style-type: none"> <li>Via Moodle or email</li> <li>UD option: provide copies to all students</li> </ul>
Note-taking	<ul style="list-style-type: none"> <li>Synchronous learning requires note-takers</li> <li>UD option: Asynchronous allows pausing/ replaying of a recording or voice-over</li> </ul>
Taking Breaks	<ul style="list-style-type: none"> <li>Synchronous—allow student short breaks</li> <li>Asynchronous allows stopping/starting for taking breaks as needed</li> </ul>
Preferential Seating or Repetition	Face the class (camera). Speak slowly and use greater enunciation over video platforms. Repeat any questions that are asked.

## \*Extra time on exams:

### Calculating extra time:

1.5x testing = 1.5x the amount of time given to students WITHOUT accommodations. For example, 50 minutes x1.5 = 75 minutes. If ALL students are given 80 minutes for a 50 minute test, then a student with 1.5x accommodation for time would actually receive 120 minutes for it to be equal access.

### Moodle Time Extension Steps:

1. Open Moodle
2. Open the quiz
3. Click the User Overrides on left under Quiz Administration
4. Type in the users name and select them from the list
5. Make the necessary changes and save

## \*\*Scanning

- Scan using OCR on departmental scanners/copiers using the steps in the slide image below. Administrative Assistants have been provided this information/slide.
- If you are off-campus use these options/apps:
  - Text Scanner for iPhone/iPad:  
<https://apps.apple.com/us/app/text-scanner-ocr/id1225032527>
  - Cam Scanner for Androids:  
<https://play.google.com/store/apps/details?id=com.intsig.camscanner>



## Accessible Technology - Create Electronic Text

Scanning: Create text-to-speech reader accessible pdf scans using copier settings:

1. Log in
2. Select Scan & Send
3. Choose Destination
4. Choose 2-sided (if needed)
- 5. Select "pdf"**
- 6. Select "set details"**
- 7. Choose "OCR (Text Searchable)"**
8. Select "OK"
9. Set document in tray/on glass and "Copy"

## Additional Information

- For non-Gustavus specific resources, please review this site:  
Designing an Accessible Online Course  
<https://exploreaccess.org/accessible-online-course/>
- Consider communicating your commitment to access and inclusion in your online course materials. In a prominent place, include a statement (sample below) that informs students who might experience barriers that you are committed to creating an accessible online course. Include information about how to request accommodations.

**Students with Disabilities: If you anticipate issues related to the format or requirements of this course, please contact me. I would like us to discuss ways to ensure your full participation in the course. Together we can plan how best to remove barriers and coordinate your accommodations.**

**You are also welcome to contact the Accessibility Resources Coordinator  
via email at [coldland@gustavus.edu](mailto:coldland@gustavus.edu)**

