TIPS FOR REMOTE ACCOMMODATIONS

ELECTRONIC NOTE-TAKING (LAPTOP, IPAD, ETC.)

You can use **multiple screens** (laptop showing class and iPad for note-taking) or **split your screen** (set up one side of the screen for the online class and one side of the screen for your note-taking).

AUDIO RECORDING

If using multiple screens, you can audio record on Notability similar to in-person class by having the recording going on iPad with Notability while your computer audio is on speaker; or you can screen record via your iPad (click here for a linked instruction page).

ELECTRONIC TEXTBOOKS (AUDIO OR E-TEXTS)

Make sure to request these through Accommodate if you have this accommodation.

NOTE TAKING ASSISTANCE

If you are approved for this accommodation, email your instructor to check in if they have notes or can reach out to students for someone to send a copy of their notes.

BREAKS

Reach out to your instructor via email to check in on how breaks can best work. If on Zoom, you can send your professor a private chat message.

50% EXTENDED TIME OR 100% EXTENDED TIME

Accommodation Plan Letters: Make sure to request your Accommodation Plan Letters and we will send you an electronic copy which you can then forward to your faculty.

Test Room Booking: You can request extended time via Accommodate and we will notify your faculty as well.

REDUCED DISTRACTION

Environmental Changes: Be cognizant of your environment by limiting distractions and noise and trying to create a space that will work best for you.

EXAM LAPTOP

Read Aloud: To set up read aloud on your devices, click on this for a link that can help if you do not have read aloud set up yet. After you do, select content and select the "speak" command.

Dictation: Tap the microphone button on the keyboard, say what you want to write, and your iPad converts your words (and numbers and characters) into text.

CONTACT ASO WITH QUESTIONS

We are here for you! These are just some tips. We would love to chat with you if you have any questions. Reach out to Accessibility Services at accessibilityservices@merrimack.edu.