

TIPS FOR REMOTE ACCOMMODATIONS: CLASSROOM ACCOMMODATIONS

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

Often, we encourage students to try out Notability, which can be downloaded at this link. However students can use any device for taking notes electronically.



ELECTRONIC TEXTBOOKS (AUDIO OR E-TEXTS)

Students can request these through our online software at this link if they are approved for this accommodation.



AUDIO RECORDING

Students may choose to record your lecture or electronic content using their own devices with Notability or screen capturing services.

Zoom: As the host of a Zoom meeting, you can choose to record the meeting and send it to students later. See more details at this link.

Blackboard Collaborate: Recording a Collaborate session allows for students to review any materials discussed during the live session or watch a prerecorded sessions at a later time. See more details at this link.



NOTE TAKING ASSISTANCE

If you have a copy of your notes, please send those electronically to students who are approved for this accommodation. We also told students to reach out to you via email to check in to see if you have notes or if you could reach out to another student in the class to send a copy of their notes.

ACCOMMODATION PLAN LETTERS

Students who have requested their letters this far in the semester will be receiving an electronic copy which we encourage them to forward to you. However, their accommodations are in place if they gave you a letter previously in the semester. **A note on accommodations:** Some students may not have needed accommodations in the classroom setting but will need their accommodations now that classes are remote - and the opposite is also true. Look out for Accommodation Plan Letters from students and please let us know if you have any questions at all!



BREAKS

Students may need to take breaks during a synchronous remote class. We recommend to students that they reach out to you via email if they need to take a break and to discuss how that will best work during your class.



TIPS FOR REMOTE ACCOMMODATIONS: TESTING ACCOMMODATIONS

50% EXTENDED TIME OR 100% EXTENDED TIME

Some faculty may be using untimed assessments given an asynchronous class format. However, if you are using a synchronous class format and have assessments that include time limits, please remember to provide extended time above what other students are given for those students who are approved for testing accommodations by our office.



Testing Requests:

To maintain continuity, we will still be having students request for their accommodations for tests via our Accommodate software (found at this link) and will still be sending you all a cover sheet of the request via email. This way you can be aware of which students are requesting testing accommodations (if they did not discuss an alternate plan with you already) and we can help students navigate remote accommodations.



Blackboard Accommodations:

Once a student sends you their Accommodation Plan Letter, you can update Blackboard with their approved accommodation.

1. Select "Roster"
2. Click on the 3 dots on the side
3. Select "Accommodations"
4. Select "Time Limit Accommodation"
5. Check off the correct amount of extended time per their Accommodation Plan Letter



EXAM LAPTOP

Read Aloud: If students need their exams read aloud via electronic software, we are here as a resource to assist them in setting this up on their own laptops or iPads as they will not have access to our exam laptops.



REDUCED DISTRACTION

Environmental Changes: We recommend to students to be cognizant of their environment by limiting distractions and noise.



MORE SIGNIFICANT ACCOMMODATIONS

Our office will be reaching out to you personally via email if you have a student who requires more significant accommodations due to hearing, visual, or mobility disabilities. Please look out for an email from our Director or our Accommodation Assistant soon! You are always welcome to reach out to us as well if you have any questions or concerns.

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
ASO is holding virtual office hours on Fridays at 2:00pm via Zoom. Please let us know via email if you would like to connect.