**SDS Faculty Guide: Making Online Courses Accessible**

**If you have a student who is eligible for accommodations in your regular course, they may also be eligible for accommodations in your online course. For questions about a specific student and/or their accommodations, please contact us: sds@usfca.edu.**

**General Accessibility Guidelines**

- **Record Lectures/Discussions & Allow Students to Record** - this gives students with disabilities who need frequent breaks or have difficulty focusing/attending the opportunity to go back and listen to sections they might have missed. Confidentiality/privacy concerns can be mitigated by recording the course yourself and posting it on Canvas, which you can delete at the end of the class.

- **Caption All Videos and Provide Transcripts** - this allows students with hearing impairments, ESL, attention and learning disabilities, to fully access your content.

- **Consider alternatives to video** - Zoom may get overwhelmed. Consider discussion boards, small group discussions on google docs with report backs, and small groups with text chains and report backs instead of Zoom.

- **Timed Exams** - If you can, consider alternatives to timed exams, but if you are giving timed exams in your class, here’s how to give your students extra time on Canvas.
- **Post content into Moodle, Google email, MS Word and/or PowerPoint so that content can be read by a screen reader** - Be cautious about using media and software outside of these formats, which may not be accessible to all students. PDF is not preferred as many of these documents are not accessible.

For more information on making your course accessible, check out: [Mapping Access, Accessible Teaching In The Time Of COVID-19](#).

Finally, if a class moves entirely online, there may be additional accommodations needed in order to make it accessible. SDS will contact faculty directly if any accommodations need to be added or modified for an SDS student. Please don’t hesitate to contact us for any questions or concerns, email sds@usfca.edu.

Thank you!