

# Guidance on Accommodations for Students with Disabilities in Online Setting

## Norco College

Disability Resource Center

**DRC Verification:** Faculty members will receive letters verifying a student's eligibility for DRC services from the DRC office. Many faculty members have already received these letters early in the term from students. Please make sure to continue providing approved academic adjustments (i.e. extended test time) through Canvas.

The following are some guidelines for how best to support students with disabilities during this transition:

### Testing:

- All Testing, including those students approved for extended time, should move to online format.
- Students with extended time authorizations need to have adjustments made in Canvas to allow for the extended time (please see attachment on how to extend test time in Canvas).
- The following link provides a step-by-step process on "how to" extend test times:  
<https://community.canvaslms.com/docs/DOC-13053-4152276279>
- Please note that as more students enroll in DRC services, faculty may receive updates on students in their courses who are approved for testing adjustments. Changes to those students' test times should be made at that time.

### Lectures and Note taking:

- For most online teaching modalities that include a written record, such as PowerPoint, Word Docs, and Canvas discussion boards, note taking should not be necessary.
- Instructors may post their own lecture notes.
- For those who simulate a face-to-face classroom, such as streaming videos or Zoom meetings, captioning and recording may be necessary. Please refer to the directions below on real-time captioning services.

### Alternate Media:

- DRC typically assists with converting materials in alternate format based on documented student need.
- DRC will prioritize students who are unable to access materials at all without a different format (such as Braille, audio recordings, enlargements).
- Instructors can assist DRC by ensuring that the materials posted online are created in accessible formats. such as Word Docs and PowerPoints instead of PDFs. PDFs are often not screen readable.
- Please contact [Matt.Allen@norcollege.edu](mailto:Matt.Allen@norcollege.edu) for any support needed.

**Remote Live Sign Language Interpreting (ASL Interpreting)** *(This only applies if a student in your course has been approved for interpreting. You will have been notified by DRC if this is the case.)*

- Email [Katie.Arnhart@norcollege.edu](mailto:Katie.Arnhart@norcollege.edu) with the date and time you plan to lecture.
- Once you have the Zoom meeting set, please email Katie the meeting invite. Katie will provide that invite to the assigned Interpreter.
- With the meeting invite, an Interpreter can join and provide live interpreting services.
- The deaf student will be able to "pin" the Interpreters' video, making it the primary video on their screen.

**Remote Live Captioning (Real-Time Captioning)** *(This only applies if a student in your course has been approved for real-time captioning. You will have been notified by DRC if this is the case.)*

- Email [Katie.Arnhart@norcocollege.edu](mailto:Katie.Arnhart@norcocollege.edu) with the date and time you plan to lecture.
- Once you have the Zoom meeting set, please email Katie the meeting invite. Katie will provide that invite to the assigned Captionist.
- Once the meeting has started you will need to share the API link with the Real Time Captionist. This will give them the right to live caption.

Additional guidance will be provided as needed. Please do not hesitate to reach out to the DRC office for support.

Email: [DRC@norcocollege.edu](mailto:DRC@norcocollege.edu)