HOW TO MAKE YOUR COURSES ACCESSIBLE FOR **ALL** STUDENTS

Addressing accessibility in a proactive way improves the learning experience for all students. The ideas below can help.

DESIGNING ACCESSIBLE COURSES

1. Help students understand what to expect:

- Use CourseLink to communicate academic expectations.

- Explain how hours of instruction will be used to accomplish the high-level goals described in the Academic Calendar listing.

- Create one place that acts like an index for all other course components and documents.

- Provide a consistent and predictable course structure and routine. The Office of Teaching and Learning offers resources for remote instruction.

2. Create clear course outlines. Include:

- Specific, measurable learning outcomes

- List of reading materials

- Assessment details – date, time, duration and format

3. Stick to your plan. Changing your course design or outline can negatively impact some students, especially those in equity-seeking groups.

4. When possible, choose accessible text for readings and accessible media for videos and other content.

DELIVERY METHODS

Understand the benefits of each delivery method:

- **Synchronous classes** – students can ask questions and engage in activities

    - Choose Microsoft Teams or Zoom for easy-to-use live captioning

    - Record synchronous sessions so that students who are unable to attend can view them later

- **Recorded lectures** – students can learn at their own pace and at times that are convenient for their schedules

Consider a hybrid teaching model that provides flexibility for a diverse student population.
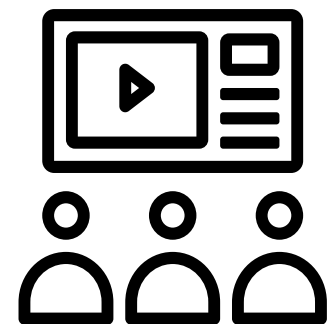
TEACHING PLATFORMS

Work with an accessibility specialist if considering learning software other than Zoom or Microsoft Teams.

- Always have a contingency plan in case a student can't see, hear, quickly process information, or efficiently use the platform.