

# Tips for Faculty for Providing Remote Accommodations

If you have any questions. Reach out to Accessibility Services at [Accessibility@oglethorpe.edu](mailto:Accessibility@oglethorpe.edu).

## Classroom Accommodations

### Letters of Accommodations

- 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. Accessibility Services will also send you an electronic copy for your records
- 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 these letters from students and please let us know if you have any questions at all!

### Audio Recording

- Students may choose to record your lecture or electronic content using their own devices with 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](#).
- **If you would like to have your students with this academic accommodation sign a Student Audio Recording Agreement, please go here:** <https://success.oglethorpe.edu/accessibility-services/student-audio-recording-agreement/>. Please inform Accessibility Services ([accessibility@oglethorpe.edu](mailto:accessibility@oglethorpe.edu)) of your intent to have a student sign this agreement so we can help facilitate this process remotely.

## Note Taking Assistance

- Please note that for all class meetings (whether on Zoom, other online platform, or in-person), students with disabilities approved for notetaking should have some avenue to obtain notes. This access can be provided in various forms and would be decided on a case-by-case basis. The access could be a recording of the lecture; could be notes taken by another student taking the class; could be notes taken by a student employed by the institution who is not actually taking the class but is hired to take notes; could be notes taken by using a Livescribe pen (or other type of recording device); could be guided notes – such as outlines – provided by the instructor with spaces or blanks that the student can fill in during the lectures; could be faculty providing presentation slides; or some other reasonable method.
- Regarding professors' lecture notes, there is no requirement in the statutory ADA/ADAAA language that specifically states that an institution is required to provide a professor's notes as an accommodation. It is one of many options that could be used; but it is not the only option nor is it a required option. If you utilize class notes which you are willing to share in any capacity, please offer those to students who are approved for this accommodation. Otherwise, a facilitated discussion with the professor, student, and Accessibility Services concerning the aforementioned options should occur. During this facilitated discussion, all the parties can decide how that student would best receive notes.

## 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.

## Testing Accommodations

### Time and a Half or Double 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.

## 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 Accessibility Coordinator soon!
- You are always welcome to reach out to us as well if you have any questions or concerns.