**DSPS Communication to Instructional Faculty**

In light of the recent developments and directives with COVID 19, we recognize that we are all feeling a little bit outside our element. DSPS Leadership has come together to provide some special considerations and guidance to support you as you plan for a shift to alternative methods of instruction to ensure alignment with ADA/Section 504 & 508 standards.  In general, DSPS recommends flexibility with course requirements and consultation with DSPS to help address individual instructional, student service or student needs. Please use these guidelines as you are implementing online format.

For DSPS and the translation of accommodations to the online environment, a key factor is whether faculty will choose to maintain their class schedules while meeting virtually (synchronous online learning) or will they move to flexible schedules that allow students to login at times of their choosing (asynchronous online learning). When working with the DSPS office, please ensure that we have this information.

* **Statement to Include on Canvas or via Email to Students**
	+ With the abrupt transition to the online format, I have made every effort to make this course accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email so that I can support you. You may also contact the college's disAbility Support Programs and Services (DSPS) Department at citydsps@sdccd.edu or 619-388-3513, Press 4
* **Exercise Flexibility During and After Transition**
	+ During the transition to alternate methods of instruction and while classes are still conducted on-campus, offer flexibility with attendance without specifically authorized DSPS accommodation.
	+ Accommodations that were originally designed for face to face courses may need to be adapted/updated for online environments – this may mean creativity in the design and delivery of accommodations.
	+ Alternative projects/assignments, alternative submission methods, and flexibility with due dates should be considered.
	+ All adjustments/accommodations will be individually determined on a student by student basis (not all students with disabilities will need adjustments or the same type of adjustment).
	+ If a student who is not registered with DSPS is communicating disability related barriers in the online format, please support them to the extent possible and refer them to DSPS for accommodations.
* **Accommodations for Deaf/Hard of Hearing Students**
	+ We will be corresponding directly with faculty who have Deaf and/or Hard of Hearing students in their courses to provide more specific support and guidance.
	+ Online interpreting or live captioning can be provided for Deaf students where indicated.
	+ All videos or live instruction will need captioning and all audio files will need transcripts when Deaf and/or hard of hearing students are enrolled in a course.  Zoom is recommended for live/synchronous streaming videos. For Deaf students or students with significant hearing impairments, sessions can be captioned if a request is submitted in advance.  A transcript should be requested of each session and provided to the students. The DSPS faculty, Rose Idano, ridano@sdccd.edu will assist Deaf students with these requests.
	+ All videos and PowerPoint presentations with audio must contain accurate captions.  Links to 3rd party content, such as YouTube videos or documents must be accurate. For assistance with adding captions: [user-created YouTube videos,](https://www.online-tech-tips.com/computer-tips/how-to-create-video-subtitles-quickly-for-free/)
	+ Resource: [District Interpreting Services](https://www.sdccd.edu/about/departments-and-offices/student-services-department/dsps/interpreting-services/index.aspx)
* **Tips for Creating Accessible Online Course Content**
	+ All instructional materials must be accessible in accordance with legal mandates.  Word and PowerPoint formats are recommended over PDF
	+ Canvas offers users clear, easy to use [accessibility design guidelines](https://community.canvaslms.com/docs/DOC-2060-general-accessibility-design-guidelines) and the [SDCCD Accessibility Resources and Tools can be accessed here.](https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/accessibility%20resources%20and%20tools.aspx)
	+ Immersive Reader built into Canvas enhances the user experience by improving accessibility and boosting reading comprehension.
	+ DSPS is available to provide the conversion of materials into alternate media for students who are authorized for this accommodation.  Instructors can assist this effort by ensuring that materials posted online are accessible.
	+ Contact the DSPS High Tech Faculty & Staff at cityhtc@sdccd.edu for support.
* **Tips for Online Assessments/Exams**
	+ Canvas has a feature that allows you to adjust a student’s online quiz/exam time corresponding to the amount of extended time authorized by DSPS (typically 1.5 time or “time and half”; or 2.0 or “double time”). For information on how to adjust quiz/exams times please refer to: [tutorial link on how to adjust the time in Canvas](https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas)
	+ Faculty may consider alternate methods of assessment that do not include timed exams.
* **Note Taking Accommodations**
	+ Provide summary notes for any synchronous lecture or student interaction that is not archived/recorded and available for repeat viewing.
	+ Post lecture materials on canvas.
* **We’re Here to Help You**
	+ [DSPS Website Link for Faculty & Staff Resources](http://www.sdcity.edu/students/services/dsps/resources.aspx)
	+ Contact via individual DSPS faculty email, the counselor’s name is listed on the student’s authorized academic accommodation (AAA) letter
	+ Contact via citydsps@sdccd.edu, please specify your concern/question, the name of the student and the student ID # so that we can direct the question to the student’s counselor
	+ Contact via DSPS Department Phone 619-388-3513, Press 4
	+ Assistive Technology/Accessibility Questions and support please contact cityhtc@sdccd.edu or 619-388-3995

We also urge you to be mindful of the access barriers to computers/internet and other resources that the students in your classes might be experiencing. We are working with all campus/community partners to find alternative solutions/resources and spaces that provide access and incorporate social distancing and safety considerations. Please know that to the extent humanly and virtually possible we are here for both you and students. Many many “air” hugs to you all as we navigate these uncharted waters together!