Dear Faculty:

Moving from face-to-face instruction to an online teaching and learning environment involves many changes that can impact students. In converting your course materials, please make sure all conversions are accessible to students who have reasonable accommodations in your course. Please contact the parties below if you would like assistance during the process. Here are specific helpful tips:

- Assistance with setting up course materials and general information is available at https://tlos.vt.edu/continuity/. TLOS will offer drop-in hours for assistance; please review hours on their website.
- If your course currently includes a C-print captioning accommodation, James Bell, Senior Interpreter and C-Print captionist, will contact you directly to arrange services for your course(s).
- Online assessments should include a student’s accommodations, including additional time and time for breaks. Consult a student’s accommodation letter to ensure assessments are set for the correct amount of time and inclusive of breaks, if provided.
- Classroom accommodations should be considered for online delivery of content. Work with students who previously used accommodations in your courses to ensure online formats have incorporated those specific modifications. Some accommodations may become unnecessary while others become necessary. If you are unsure or would like additional assistance, contact Michael Brown, associate director, at brownml@vt.edu.
- Contact SSD at ssd@vt.edu or 540-231-3788 for general questions about reasonable accommodations or to refer a student for services.

The Association on Higher Education and Disability (AHEAD) has a resource dedicated to considering accessibility in online teaching emergencies. This document is under active development and includes other information relevant to addressing the needs of disabled students.

Sincerely,

Nikeshia Arthur
Director
Services for Students with Disabilities