

15 SUGGESTIONS FOR IMPROVING ACCESS (Compiled by the Augsburg College Accessibility Committee, May 2015)

PHYSICAL ENVIRONMENT

1. Arrange the classroom so everyone can hear and/or see one another and the board/screen.
2. Make sure the classroom is wheelchair accessible and all students can move freely between the tables and chairs and throughout the room.
3. Request adjustable tables for your classroom if necessary and put a reserved sign on the accessible tables.
4. When planning a field trip, an on-campus activity, or lecture outside of the classroom, think carefully about transportation issues, the accessibility of your destination, and helping your students move across campus.

WELCOMING ENVIRONMENT

1. Order your textbooks well in advance of the upcoming semester (note: this is a federal law).
2. Include an accessibility statement on your syllabus and read it out loud when introducing the syllabus. Several versions of an accessibility statement are available from the CLASS Office.
3. Post your syllabus on Moodle one week before class begins. Try to post and distribute all assignments at least one week prior to the due date. This helps all students prepare and plan ahead.
4. Separate the course syllabus from the calendar and assignments. This makes it easier for students to locate the information they need.
5. Help students access on-campus wellness services such as the Center for Wellness and Counseling and include information about these services (or links to them) in your syllabus.
6. Clearly state your attendance policy and put it in your syllabus. Students may need additional absences for disability-related reasons. The Disability Specialists can help you decide if additional absences are reasonable.

VIRTUAL ENVIRONMENT

1. Purchase only accessible books and resources, including web-based learning materials.
2. Consult with your LFC regarding accessible formats for posting course materials and activities on Moodle.
3. Familiarize yourself with how Kurzweil and Jaws screen readers operate and remain mindful of how students use these tools.

COLLEGIAL ENVIRONMENT: Working with the CLASS Office

1. Request note takers from your class when you receive notification from the CLASS Office that a student has asked for a note taker.
2. E-mail tests to the CLASS Office 24 hours before the exam will be taken, as the test may need to be reformatted. Be aware that if a student asks to delay or reschedule an exam, the CLASS Office may not be able to accommodate the rescheduling request immediately.

Please contact the CLASS Office directly with specific questions about student accessibility issues (X1053).