

VHCC Modified Procedures/Recommendations for Accommodating Students Online

Extended Time on Tests/Quizzes

Extended time on tests can be accommodated within Canvas. The “normal” accommodation is time and a half, but a student using screen readers may need even more time to complete: [Extending Time on a Canvas Quiz/Test](#)

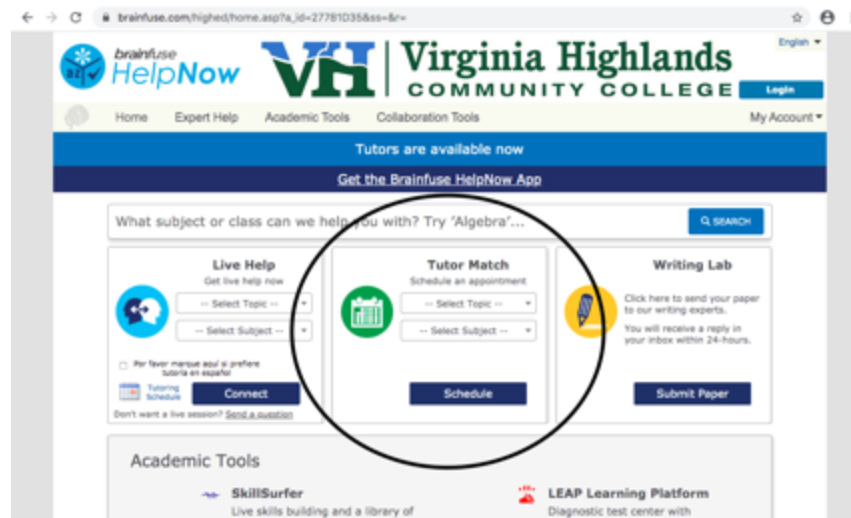
Alternate Location for Testing

The overall purpose of providing an alternate testing location (usually outside the classroom) is to reduce distractions. If the student is testing from home, the student should be able to take steps to minimize distractions. I will be sending out tips for minimizing distractions to students who receive this accommodation.

Test Reading

Students can have their tests read by a mentor from the MARC through Brainfuse. The process is as follows and will be sent to students approved for the test reading accommodation.

- The student will contact the instructor to request the test reading.
- **The instructor should send a copy of the test to Julianna Jones, MARC Coordinator: jjones1@vhcc.edu.**
- **The student will need to request an appointment with a MARC mentor to have the test read to them virtually:**
 - The student will Log in to their MyVHCC portal, choose Brainfuse, and go to the Tutor Match section.



- Select the subject that best suits the subject of their test.
- Select “Schedule.”
- Click the square of the date preferred. Then select the time and the mentor to work with.
- If the student feels their test reading will take longer than an hour, they should select multiple sessions.
- Once selected, the student will have the option to fill out a text box with information on what test and which instructor they have.
- Select “Request Session.”
- The student’s request will need to be confirmed by the selected tutor.
- Once in the session, the mentor can select features to audio chat (through the computer or phone). No phone numbers will be exchanged.
- If the tutor does not confirm by the day of the scheduled appointment, or if the student has any remaining questions, they can contact Julianna Jones, MARC coordinator at jjones1@vhcc.edu.

VHCC Modified Procedures/Recommendations for Accommodating Students Online (Cont'd)

Test Reading can also be facilitated with the use of screen readers in Canvas. For some tests (math and those with many tables and charts), Brainfuse may be the better option. Screen readers will need to be installed on the student's computer. I am sending screen-reader links to those students who receive this accommodation. Some students already have these installed:

- Macintosh: [VoiceOver](#) (latest version for Safari) Available on Apple computers.
- PC: [JAWS](#) (latest version for Firefox) A FREE trial version is available.
- PC: [NVDA](#) (latest version for Firefox) Available on Microsoft Windows.
- There is no screen reader support for Canvas in Chrome.

Note-taking

In the online environment, students should be able to replay lectures and print notes to enhance their note-taking. If a student requests a note-taker, please contact me and we will find a solution.

Recording Lectures

In the online environment, students can replay lectures and videos to meet this accommodation.

Scribe

If a student requests a scribe through you, please let me know and we will work to find a solution. Speech-to-text software may be an option.

Audiobooks

Students will see me to obtain audio textbooks through the Learning Ally program. There are some limitations on availability. *(Students using audiobooks have already obtained these for this semester)*

Other Assistive Technology

There is various software available to aid in student learning. Speech-to-text software is one that is sometimes used by students. Dragon Speech Recognition Software version 14 appears to be the best for use in Canvas. Students should contact me if they are in need of Dragon.

Quick Accessibility Tips for Canvas

- Include a description for all non-textual elements. This text, also known as **alt text**, and allows screen readers to provide students with visual impairments with a description of the visual features. (Video: [Adding alt text in Canvas](#))
- Use descriptive names for uploaded files so that screen readers can easily identify them.
- Use high contrast between the text and the background color. Use a dark color font that is easy to read on a white background. Keep the format simple and avoid patterns in the background.
- Most scanned documents will not be readable by screen readers. Please let me know if I can help with turning scanned documents into accessible documents.
- Use closed captioning for videos in Canvas. (Video: [Adding Captions to Videos in Canvas](#))
- For a more comprehensive guide: [Canvas Accessibility](#)