

SDS Guidance for Remote Learning

Accommodations Online

Alternative Testing

For exams given remotely, instructors should add extra time as noted in the accommodation notification letter, and the instructor will proctor the exam concurrently with the rest of the class. Students will NOT need to schedule these exams through the SDS online system. Any exceptions due to scheduling or accommodation needs must be requested through SDS at sds@stmarys-ca.edu or 925-631-4358.

Most accessibility software can be utilized remotely; if a student uses Kurzweil or other accessibility software for test taking they should contact Auston Stamm at abs13@stmarys-ca.edu to make arrangements.

Attendance Consideration

The parameters of how much class is acceptable to miss varies with class format. With an online format it will be easier for some students to attend, while it may exacerbate the symptoms of other students. Students will need to communicate with faculty and with SDS to determine an appropriate number of class sessions that can be missed without academic penalty under this accommodation.

For hybrid sections, the attendance consideration applies for in-person meetings. However, the extra absences are limited to a reasonable number, depending on the overall number of meetings and the amount/type of material covered in-person.

Camera Requirements

Students may be eligible for accommodations to periodically take a break from having their camera on, or to be excused from requirements to have their camera on for most of the class. These accommodations must be requested through the SDS office; please contact Devin Toma at dkt1@stmarys-ca.edu for more information

Captions

If a student requires captions, we will work to provide remote captioning for online sections. Please contact Auston Stamm at abs13@stmarys-ca.edu if captioning is required.

Kurzweil

Textbooks and course readings will be provided in Kurzweil as usual; please provide receipts to Auston Stamm at abs13@stmarys-ca.edu. Some other tips for using Kurzweil remotely:

- PDFs, Word Documents & Google Drive Documents can be uploaded into Kurzweil
- PowerPoints can be saved as a PDF and uploaded
- Kurzweil has an extension for Google Chrome & Firefox that will read most websites, called Read The Web

Record Lecture/Otter.ai

Instructors can enable recording and transcription features for Zoom meetings and post the recordings for all students. SDS encourages faculty to utilize this feature, and students should ask their professors if they would be willing to do so. Instructors can also enable students to record the meeting if they do not wish to do so themselves.

If Zoom recording is unavailable, students may use their phone or audio recording software on their computer such as Voice Recorder to record the class audio. If Otter.ai is an approved accommodation, video and audio recordings can be used to produce a transcript. Please contact SDS at 925-631-4358 or sds@stmarys-ca.edu if there are any issues with recording.

SmartPen

If the audio quality is high enough, a SmartPen can record from computer speakers and be used with the note taking journal as usual. Students may also choose to use Microsoft OneNote, a free software with the capabilities to record and sync the computer audio as you type notes.

If a SmartPen is not functional for an online section and assistance is still needed in notetaking, please contact Devin Toma at dkt1@stmarys-ca.edu to request an additional accommodation.