Remember Accessibility: Tips for CNA Instructors

Click on underlined items to find additional resources. If you need assistance, please reach out to supports listed below.

Creating Documents

Microsoft Office has many accessibility features. Using built-in headings and subheadings can help with readability and document accessibility.

- Less text is better
- Use the built-in headings and subheadings
- Refrain from posting images of text
- Caption all images with a description of the image
- Post download options for content on the website as a PDF or Word document
- Check your document accessibility by using the Accessibility Checker for Microsoft Office content (i.e., emails, documents, spreadsheets)
- Prepare your MS Word Documents to create accessible PDFs: Word to PDF Tip Sheet

Using PowerPoint & Videos

Use PowerPoint to narrate your slides and then upload to your course for your students.

- Use standard PowerPoint slide design with simple layout, headings and subheadings (these use high contrast which benefits people with low vision or other visual disabilities)
- Provide closed captioning or a transcript if using videos
- Instructions for providing closed captions in PowerPoint are provided here: Closed Captions for PowerPoint and a demonstration here: Narrating PowerPoint Video
- Instructions for closed captions in YouTube are here: Closed Captions for YouTube
- If you have a lot of content, try to break it up into shorter chunks of no more than 10 minutes per video or shorter. This reduces cognitive load for all students.

Designing & Delivering Assessments

Keep in mind that students may require additional time or flexibility in completing assessments.

- Arrange for extra time that has been approved
- Schedule assignment due dates for the same time each week to make it easier to remember (Sundays at midnight is best practice where possible)
- Provide different ways to demonstrate learning: test, portfolios, presentations, discussions, student videos, over the telephone
- Use D2L Quizzes to arrange accommodations for students who need more time (without identifying students). Set the time limit and special access accordingly: Creating Special Access in Quiz Tool or Assignment Dropbox

Facilitating Learning Online

Facilitating learning online is different from in a face-to-face classroom. Here are some general tips and best practices.

- Take time to establish routines and expectations, and to get everyone set up technically (i.e., test microphones, video connection, internet connection, etc.)
- Ask about your students' needs and expectations.
- Students with processing disorders require additional time during online discussions. Provide prompts in advance to encourage equity for participation.
- Offer a variety of learning activities to appeal to different learner preferences and needs. This free e-book Adding Some Tec-Variety provides hundreds of ideas for motivating and engaging learners online.
- For more tips and tools, visit the DL Teaching Remotely site and sign up for live workshops.

General Considerations

As you make changes to your courses to accommodate remote teaching and learning, keep in mind our students who require accommodations.

Do a status check: This is a great time to ask your students to update you on any needs or unexpected challenges. What worked for them in person may not work online.

Stay flexible: Try to look for solutions to different ways of learning and completing assignments that can give greater flexibility.

Give options: You may choose to do some synchronous (everyone at the same time) lessons and some asynchronous (at your own pace). Consider options that will accommodate learners who require assistive technologies, such as screen readers, speech-to-text software, etc. or who require more time.

Be mindful of students' home life: Some students may not be available at regular class times and may have extra responsibilities at home. Flexibility and empathy will help everyone navigate these new learning arrangements.

Find Support

We are here to support you!

CNA Accessibility Services (find a coordinator)**:** https://www.cna.nl.ca/student-support/accessibility-services.aspx

Distributed Learning Help Desk provides support seven days a week for extended hours: http://dls.cna.nl.ca/

DL Phone: 1-877-465-2250

DL Email: dlshelp@cna.nl.ca or learn@cna.nl.ca

Support for remote teaching: DL Teaching Remotely