Fresno City College

Disabled Students Programs and Services

Student Online Accommodation Guide

Online Course format

Students utilizing accommodations through DSP&S can use their academic accommodations and auxiliary aides for online courses. Online courses are taught in two different formats:

Synchronous – an online course that requires live interaction (i.e., live Zoom lectures, live group sessions, or any format which includes interacting with your instructor or peers in real time).

Asynchronous -an online course that doesn't have live sessions. Asynchronous courses have materials uploaded to Canvas and you get to complete course work during the allotted assignment timeframe. Some asynchronous courses include pre-recorded lectures.

It is important to connect with your instructor to find out how they will be teaching your online course. An email asking your instructor should do. Instructors format of online teaching impacts the type of accommodations you will need in your course.

Online Note-Taking Accommodations

If you receive note-taking accommodations through DSP&S you are eligible to receive online noting assistance if the format of your online course requires it. Online note-taking looks different among asynchronous and synchronous. Please connect with your DSP&S counselor to determine if you need note taking assistance.

Asynchronous

- Power Points may suffice as note-taking assistance for course.
- Audio lectures (e.g., MP3s, Zoom recorded sessions, Screen-o-matic sessions) must be transcribed.

Synchronous

- Like face to face classes, students may require note-taking assistance for synchronous (e.g., Zoom, live discussions) courses.

- Instructor can record session and provide transcriptions or identify a note-taker and have note-taker send e-notes to you.

- Connect with the DSP&S office to ensure note-taker agreement form has been submitted.

- Electronic notes (i.e., typed, scanned) can be shared with you if needed.

- It is recommended that instructors up-load and/or provide screen-sharing notes or PPTs, ask your instructor if this is possible, if needed.

- Students may utilize note-taking assistive devices (e.g., Smart-pen, Sonocent) if approved on their Faculty Notification Letter.

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Online Lecture Recording

If you receive lecture recording as an accommodation through DSP&S you are eligible to receive online recording if the format of your online course requires it. Online lecture recording looks different among asynchronous and synchronous. Please connect with your DSP&S counselor to determine if you need lecture recording as an accommodation.

Asynchronous

- Content should be pre-recorded and uploaded on learning platform.
- Course content is posted and should be accessible.

Synchronous

- Course live sessions can be recorded on **Zoom** sessions.
- Recordings can be shared with students or posted in Canvas archive.
- Students can use recording devices to record any live course content, if Zoom sessions are not be recorded.
- Connect with DSP&S office to ensure a course recording agreement is on file.

Online Interpreters and Captioning Services

If you receive interpreting and captioning accommodations through DSP&S you are eligible to receive those accommodations online if the format of your online course requires it. Online interpreting and captioning look different among asynchronous and synchronous courses. Please connect with your DSP&S counselor to determine if you need interpreting and/or captioning accommodations.

Asynchronous

- Any audio/video content (e.g., MP3s, Zoom recorded sessions, Screen-o-matic sessions) has to be closed captioned or transcribed.
- D/HH students may request interpreting services for audio recorded content, in addition to close captions and/or transcription.
- Work with the DSP&S office to ensure your interpreter requests have been submitted to the District Sign Language Interpreter Coordinator, Tabitha Dubois at Tabitha.dubois@fresnocitycollege.edu
- Work with Tabitha Dubois to request that your interpreter is added to Canvas.

Synchronous

- Interpreters and/or captioners should be provided for any live course discussions (i.e., Zoom sessions, Facebook Live, etc.) for students needing this accommodation.
- Work with the DSP&S office to ensure your interpreter requests have been submitted to the Interpreter Coordinator (Tabitha Dubois).
- Work with Tabitha Dubois, the District SLI Coordinator, to request that your interpreter is added to Canvas.
- If live sessions are occurring, request a note-taker and/or the Zoom session be recorded and transcribed.
- Visual material will assist: Share screen, utilize PPTs, pictures, etc. Ask your DSP&S counselor to note that on the Faculty Notification Letter.
- If Zoom issues occur reach out to DSP&S as soon as possible, they will work on ensuring access to sign language interpreters.

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Online Testing Accommodations

   If you receive testing accommodations through DSP&S you are eligible to receive online testing accommodations. Testing accommodations look different among on-campus and online courses, we have noted the difference below. Please connect with your DSP&S counselor to assist in setting up online testing accommodations, if needed.

Online Testing Accommodation Guidance

On Campus
- Student Provides FNL to instructor at the start of the semester or time of need.
- Student requests testing accommodations at Testing Center for each exam.
- Testing Center works with instructor to facilitate proctoring.

Online
- Student provides FNL to instructor at the start of the semester or time of need
- Exams via Canvas: Instructor extends exam time for student.
- Exams not given via Canvas: Instructor allows extension on allotted exam time.

Exam Time Accommodations

Exam Time
- Example: Instructors allows class one hour to complete exam.
- Example Solution: Student has 1.5X extended exam time as accommodation – Instructor extends Canvas exam for DSP&S students to one and a half hours.

Timeframe to Complete
- Example: Instructor allows class 24 hours to complete on- hour exam on Canvas
- Example solution: DSP&S student completes their extended exam time within the allotted 24hour timeframe

Recommendations
- Email your instructor a friendly reminder that you have testing accommodations and you would like to use them.
- Email your instructor and include DSP&s as soon as possible if they have not provided you testing accommodations.