

Hi, Everyone:

We miss you!

We wanted to get you this message to let you know that we have not forgotten you. We know that this is a stressful time and we are here for you.

We are arranging to be able to either virtually **ZOOM meet with you** and/or **telephone meet with you**. **Email** is still the best way to get in touch and to schedule (virtual) meetings. Please set up your **ZOOM as soon as you can**.

<https://www.iup.edu/itsupportcenter/get-support/academic-services/zoom/download-and-access-the-zoom-desktop-client/>

We will send further information about scheduling 'meetings' early next week, if not before.

Your accommodations remain in place – some may still be necessary, and some may not be, depending upon the formats of the courses that your professors implement.

Following is a review of the most typical online accommodations – however, we can address individual situations via email or phone. **READ IT THOROUGHLY, please.**

MAINTAINING ACCESS DURING ONLINE INSTRUCTION

1. TESTING/QUIZZING (Accommodated)

a. EXTENDED TIME

- i. If you are approved for and using extended time, you WILL still be granted this.
- ii. **YOU need to remind your professor** to increase your time on each quiz and exam by **1.5 times** the amount that the other students in your class are allotted. For example:

REGULAR TIME	EXTENDED TIME
50 minutes	75 minutes
75 minutes	110 minutes
2 hours (final)	4 hours
5 minutes (example of quiz)	7.5 minutes

- iii. All professors received a general reminder from our office about students use of accommodations – and we will send a further reminder to the professors of students who usually test in our office.
- iv. There is **NO** form to complete to schedule testing, unless your professor prefers that (if so, just let us know by email).

b. READ TEST –

- i. In many cases, our free *Read&Write Literacy* software <https://www.iup.edu/disabilitysupport/related-information/read-write-literacy-software/> should allow you to listen to the exam items to be read out loud. If you have questions or need assistance with installing and using *Read&Write* on your computer, please contact our office.
- ii. Our office can also read the test items to you remotely (e.g., via Zoom) if *Read&Write* doesn't work for you or if you aren't proficient with using it.
 1. If you need to have a test read to you remotely by our office, we need you to let us know well ahead of time so that we can get a copy of the test from your professor and arrange a Zoom meeting with you.

c. New requests for extended time –

- i. If you are already approved for extended time, but never used it, and want to use our help to begin to use this – that is fine. Email dss-test@iup.edu.

2. NOTETAKING

- a. If your online course has no audio component, in many cases, you may not need note taking services,

- b. However, if your course has an audio/lecture component, students who use notetaking services may still need notetaking. The accommodation **can continue**. Fortunately, as you know, we implemented a new system beginning this semester in which all notes can now be received from note takers and then made available to D2A2 students online via Dropbox. If you have any difficulty retrieving your notes from Dropbox please email us (dss-notes@iup.edu).

3. CAPTIONING

- a. If your accommodation letter indicated the need for **captioning** of audio/visual materials there may now be an additional need for captioning of any new videos/audios the professor may develop (e.g., recorded lectures, YouTube clips, podcasts, narrated PowerPoints...)
- b. If you are deaf or hard-of hearing, let us know if there is an increased need for captioning. Email your D²A² adviser or disability-access@iup.edu

4. SIGN LANGUAGE INTERPRETING

- a. For students who use **interpreting**, if there is an audio component to your online course, let us know that there is by emailing your D²A² adviser.
- b. Interpreting services WILL continue in this case.

5. CART (Communication Access Realtime Translation)

- a. For students who use **CART**, if there is an audio component to your online course, let us know that there is by emailing your D²A² adviser.
- b. CART services WILL continue in this case.

TUTORING –

We have learned that tutoring will occur through Zoom.

The ASC@IUP Tutoring Center is committed to providing academic support to students as we move to online instruction. Our Peer Tutors and Supplemental Instruction Leaders will utilize Zoom to conduct their sessions and will follow the same schedule we utilized throughout the semester. If you are enrolled in a class where tutoring and SI is offered, you will receive an email prior to classes resuming with directions on how to access the Peer Tutors and SI Leaders.

Working with our GA, Amber will be getting emails out to students that have used tutoring earlier in the semester as well as anyone registered in a course that we offer an SI session for during the regular schedule letting them know that we will be open and ready for tutoring next week.

Attached to this email is this document as a pdf AND a document about how to manage this challenging time as a student.

All our best,
Our D²A² team and your D²A² advisers

Cathy, Todd, Jessica, Casey, Lillian, Julie, Leo, Zachary, Cheyne