1. **Focus on course content, rather than design.** Once you determine what elements and content you will include in your course, develop a navigation scheme that is based on your outline or concept map.

2. **Allow for simple navigation.** Be consistent throughout the course design and use appropriate text to label links.

3. **Include an accommodation statement.** Include an accommodation statement in your syllabus and in other introductory materials that includes contact information for the Disability Resource Center.

4. **Select course management tools carefully.** Although many of the tools used in course management systems are helpful for instructional strategies, they may present barriers for some students. When in doubt of the accessibility of a discussion or testing tool, consult the associate director of the Disability Resource Center-Access Technology Center.

5. **Create a practice exam.** An easy way to make sure all students will be able to access and navigate the layout of an online exam is to create a practice exam. If the student happens to determine that the exam format is not compatible with his/her technology, it will be necessary to consult with the Access Technology Center in order to create an alternative format.

6. **Make available handwritten information in a text format.** White boards and handouts containing handwritten information create barriers to individuals who are blind or those individuals who have low vision or learning disabilities. It is important to make this information available in a text format such as Word or HTML. Consult the Access Technology Center for assistance in the conversion of these materials.
7. **Model and teach discussion board etiquette.** Teach students the advantage of keeping the discussion board organized by topic. Threaded discussions reduce the need to open each individual post in order to read the content.

8. **Choose color and font carefully.** When using color, select colors with high contrast such as white letters on a black background or black letters on a white background. Choose a sans serif font such as Arial or Helvetica for your text and make sure the font size is large enough to be read comfortably. Note that some students may not be able to see color, so using color alone to convey meanings is not an affective practice.

9. **Provide documents in an accessible format**

All course documents, including PowerPoint presentations, should be made available in an alternative format such as Word, PDF or HTML. For assistance in converting documents into an accessible format consult the Access Technology Center.

10. **If it’s visual – make it auditory; if it’s auditory – make it visual**

Making course materials available in a variety of formats allows for students of all learning styles to better absorb and process course information. If you have a student in your course who is blind or has low vision, or is deaf or hard of hearing; it will be necessary to make all these formats available. Again, you can consult the Access Technology Center to make these material conversions.

— ADAPTED FROM PROJECT PACE, UNIVERSITY OF ARKANSAS–LITTLE ROCK
Access Technology Center

www.missouristate.edu/atc
The Access Technology Center (ATC) is a vital part of the Disability Resource Center. It is a campus resource for faculty, staff and students with disabilities, as well as for those who design programs and curricula. Through the use of technology, ATC creates more inclusive learning environments for those with disabilities. Services include:

- Equipment and technology review
- Assistive technology training
- Technology research assistance to enhance learning environments
- Consultation to creating equitable participation experiences for students
- Outreach opportunities to the local community

The ATC is staffed and located in Meyer Library rooms 201B-201G and includes five workstations. The Center maintains an up-to-date inventory of additional access technology equipment and software for students to check-out for the semester and for placement in classrooms, labs and internship sites. All ATC lab stations provide access to the following:

- Close circuit televisions (CCTVs)
- PC or Mac
- Keyboard and mouse alternatives
- Scanners
- Speech recognition software
- Screen reading software
- Screen magnification software
- Scanning software
ATC also supports technology across campus at the Learning Diagnostic Clinic, Disability Resource Center and BearCLAW, as well as computer labs in Cheek and Glass halls.

### Conversion of textbooks and academic materials

The ATC staff makes every effort to provide textbooks and academic materials to students in their preferred alternative format, which includes:

- Electronic text – DOC, RTF and PDF
- Audio – Daisy and MP3
- Braille
- Large print
You may find this brochure in an alternative format at www.missouristate.edu/disability or you may contact our office to request a different format.

For more information, or to make an appointment, contact:

Access Technology Center

MEYER LIBRARY ROOMS 201B-201G
901 S. NATIONAL AVE., SPRINGFIELD, MO 65897

Web: www.missouristate.edu/atc
Email: ATC@missouristate.edu
Phone: 417-836-4275
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ACCESS TECHNOLOGY CENTER

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