

**OFFICE OF VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST**

DATE: March 17, 2020  
TO: Members of the Faculty and Instructional Staff  
FROM: Dr. Joanne Russell, Vice President for Academic Affairs and Provost  
SUBJECT: ***Accessibility***

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As you design your course for a distance education format, please remember that students with disabilities need to fully access your course materials. The most common types of disabilities fall into the following groups:

1. Vision Impairment/Learning Disabilities: formatting your documents correctly will allow screen readers to access the content and have text read aloud.
2. Hearing Impairment: all videos should have closed captions, or as a second-best option a transcript of the audio content available.
3. Mental health/Intellectual/Autism spectrum: documents should be kept simple and organized.

The following links provide guidance for making accessible materials in any one of the following formats:

- [Microsoft Word](#)
- [Microsoft PowerPoint](#)
- [PDF Document](#)
- [Multimedia Files](#)
- [Blackboard](#)

If you would like help in properly formatting documents, please reach out to: Access-Ability Services @ 5175 or [aas@kbcc.cuny.edu](mailto:aas@kbcc.cuny.edu)

If you have a disabled student who needs accommodations and you are not sure how to adapt your course, please reach out to: Access-Ability Services @ 5175 or [aas@kbcc.cuny.edu](mailto:aas@kbcc.cuny.edu)

The following is an excellent resource:

*Technology in the Classroom and for Online Courses*

<http://cats.cuny.edu/reasonableaccommodations/TechnologyintheClassroom.html>