### How soon do I have to revise my materials?

Revise your materials as soon as you can. May 2020 would be ideal. Making progress is important. Do not wait. Make an effort. The goal is to be in the green (67% and up). See the scale below:

![Accessibility Scale](image)

### Who is going to monitor and check my courses for the ADA compliance?

Ms. Erika Harrison, Title IX/Equity and Diversity Officer ([harrisone@uhd.edu](mailto:harrisone@uhd.edu), [titleix@uhd.edu](mailto:titleix@uhd.edu), (713) 221-5771) will be overseeing the effort. She will contact you if your course is in the red.

If you see a document that is not in the green, try to revise it asap. If at the beginning of the school year, your overall accessibility score is at 30% and is still at 30% at the end of the semester, then there is an issue. Even if Ms. Harrison does not contact you, you still need to work on the problems.

### What if I do not use headings and the Ally icon tells me I am in the red?

You have to use headings. You have to use styles in MS Word. Add a couple of headings. It helps with reading. See the attached handout that explains about formatting features in accessible documents.

### What if the unreadable pdfs (in the red) are offered as an alternative to required readings that should be available in other formats for students with disabilities?

These pdfs are still not accessible. Ask the library if they can make those readable for you. In any case, if you can provide a reasonable justification for why some handouts are not accessible (if anybody asks), then it will be ok. There is no need to provide any justifications in the course materials though. While it may depend on a specific situation, all documents should be accessible.
Do I have to add closed captions to all my video materials or can I simply provide additional materials (slides with a script, for example) on demand if there is a need to accommodate specific students?

YouTube can do closed captions automatically. The Office of Disability Services has a contract with a service provider that will caption your materials if you give the office an advance notice (approx. 2 weeks).

Yes, you can provide alternative formats to closed captioning such as slides with lecture scripts (or scripts of a movie) instead of closed captions. If there is a specific question, please reach out to the Office of Disability Services.

Is there a way to make specific formats available ONLY to those students who need them? E.g. if the majority of my students need to read a text rather than have it read to them, or hear a recording rather than read about it, or see an image rather than hear it described?

No, unfortunately, it is not possible. Education is education. People learn in different ways. Just because you are expecting students to read does not mean that they cannot learn if they listen to the content. It is a new way of learning. Any student in your class may say that some materials are not accessible. You can be held personally liable if you violate the rules.

At the same time, accessibility accommodations should not go against the educational process. Accessible information should not help students cheat on exams and quizzes.

Dr. Pamplin does not advise that faculty members purposefully and intentionally hinder any student from gaining access to curriculum or materials.

Are there ways to make scholarly articles and other materials containing footnotes and other marginalia accessible to the visually impaired?

Send your files to Dr. Pamplin as she needs to see them. It will depend on a specific screen reader (JAWS, Kurzweil, or Fusion).

Are teachers whose classes are 100% online going to be given more time and assistance than f2f teachers who only put specific documents on Blackboard?

You need to show effort (the changes in the scores during the semester). Both the TTLC and the Office of Disability Services will help you get there.

Could a tips sheet be created that briefly explains how to format Word documents, PowerPoints, images, and pictures to be in compliance with Ally (in terms of spacing, font, text, descriptions, etc.)?

Please see the attached instructions on how to use different formatting features to make documents accessible.

How do I quickly closed caption videos?

YouTube does it quickly. There is a button that allows you to do that.