

Chapter 11: How Tos

Implementing Extra Time Accommodations

- Calculating Extra Time
 - The extra time accommodations are multiplied by the standard length of time for the rest of the course.
 - Ex. If the course receives an hour, and a student has 1.5x Extra Time, then that student should receive an hour and a half.

Notetaker Accommodations

- For on-campus, in-person lecture courses, peer-to-peer notetakers may be used for students who, due to the disability, cannot use the other notetaking technologies offered by the Student Access and Resource Center (SAR Center).
- A peer-to-peer notetaker is:
 - Another student enrolled in the course.
 - Expected to attend all courses.
 - Expected to take neat, detailed notes during the lecture.
 - Expected to upload the notes within 24 hours to AIM.
- Assigning a peer-to-peer notetaker:
 - You will need to announce to the course via Canvas, email or during lecture that you need a volunteer notetaker (do not announce for whom). Once you have secured a volunteer, have them to email our office at sarcenter@uta.edu with their name, SID#, course and the faculty's name for the SAR Center to set them up in our system so that they can upload the notes.
 - Since the notetaker is on a volunteer basis, you may want to consider offering a small incentive (i.e. 3-5 bonus pts, etc.). Should you be unable to secure a notetaker, please notify the SAR Center.
- Once a peer-to-peer notetaker is assigned:
 - The peer-to-peer notetaker will upload their notes to AIM where the student with the accommodation will be able to access them.
 - Students must attend class to receive notes. If the student does not attend class, they should ask another classmate for notes.

- If students cannot access the notes, they can come to the SAR Center for technical assistance. Students should bring a laptop to this meeting.
- If students are not matched to a peer-to-peer notetaker after the start of the semester, contact the SAR Center.

Interacting with Students who have Accommodations

- Deaf and Hard of Hearing
 - Speak directly to the Deaf or Hard of Hearing student, not the interpreter or the captioner.
 - There is no need to yell or talk loudly. Avoid over enunciating. Speak normally and clearly.
 - Ask the student how they would prefer to communicate. Do not be nervous about using paper and pencil if necessary.
 - Be aware that there may be lag time translating from one language to another. Please be patient.
 - Make sure the room is well lit, and your face can be clearly seen.
- Blind and low vision
 - Introduce yourself before you begin a conversation.
 - Do not touch the student as this may startle them.
 - Speak to them directly.
 - Be descriptive. Instead of saying “over there”, say “the chair is 3 feet to your right”.
 - Use verbal cues.
- Communicate with the student's accessibility specialist at the SAR Center if you observe behaviors or interactions that you aren't sure how to address.