Office of Educational Accessibility FAQs for Instructors

General Operations Questions

What are OEA's current hours of operation?
- o We are open for virtual/online support and meetings from 8:00am - 5:00pm EST, Monday through Friday.

How do I contact OEA?
- Please send us an email! Make sure to include as many details as possible so we can make sure we can help you to the best of our ability.
  - o If you are unsure who you need to contact in the office, email our general office email: oea@odu.edu .
  - o If you have a quiz/test/exam-related question, email: oeatests@odu.edu.
  - o If you know the person you need to contact, you can email them directly (Directory: Educational Accessibility).

Student Accessibility Questions

Can you send me a list of my students that have accommodations/a copy of each students Faculty Accommodation Letter?
- We understand many instructors who received hard copies of the OEA Faculty Accommodation Letter may not have ability to access that information now. Unfortunately, we do not have access to a list of which of OEA students are in each of your classes.
- We recommend sending an email out your class roster to ask for students to email you a copy of their accommodation letter. We deliver these electronically to each student. They may re-request a copy by contacting their OEA Counselor.
- Please keep in mind some students may not have had to use their accommodations in the face-to-face structure but may need to use them in this new online environment. You may receive accommodation letters from students you did not know were registered previously. Additionally, our office is still doing new accommodation letters for students who need to get registered for services.

How do I ensure my online instruction is accessible to students with accommodations?
- The CLT website has some great resources for you including a self-paced accessibility workshop:
  - o Center for Learning and Teaching
- We have also found these valuable resources from colleagues:
  - o Blackboard Accessibility Information

- o [20 Tips for Teaching an Accessible Online Course | DO-IT](#)
- o [Designing an Accessible Online Course](#)

How do I make my online assessments accessible to students with accommodations?
- Instructions for extending time on Blackboard assessments can be found here:
  - o [Test and Survey Options in Bb](#)
  - o [YouTube Tutorial](#)
- Information for extending time in Pearson courses testing environment
  - o [Changing Assignment Settings for Students (HW, Quiz or Test)-Add'l Attempts, Exceptions & More](#)
- Make sure you contact ProctorU prior to any scheduled test for a student who receives Accommodations!
  - o [ProctorU Accommodation Instructions](#)
- If you need further assistance with implementing testing accommodations in the online environment, please contact oeatests@odu.edu .