

# EQUAL ACCESS TIPS FOR FACULTY - FALL 2021

*Equal Access = Essential for some. Useful for all.*

A Partnership between Student Accessibility Services, the Digital Accessibility Team,  
University Libraries and Center for Teaching and Learning

## TIP #1: KEEP TALKING!

Discuss the Disability Accommodation Statement on the First Day of Class



First of all, make sure the [Disability Accommodation Statement](#) is in your syllabus. **This statement must be included in its entirety on every course syllabi.**



Then **TALK ABOUT IT!** Draw students' attention to it on the first day of class. Discuss how Kent State is an inclusive university which always aims to put **STUDENTS FIRST.**



Establish yourself as an **ADVOCATE** for any student experiencing a physical or mental impairment that affects one or more major life activities.

## TIP #2: KEEP RESERVING RESOURCES!

Use Course Reserves to Host All Digital Resources: Articles, Books, Videos, etc.



Course Reserves in University Libraries ([reserves@kent.edu](mailto:reserves@kent.edu)) will locate and attach the most accessible and copyright-compliant version of your requested resource.



**DO - Place your [Course Reserves requests](#) as soon as possible.** As soon as you choose your articles, films or books, submit a request to course reserves - hopefully at least two weeks before students need to access the material. Course Reserves staff will search for the most accessible version of the resource so all students have **EQUAL ACCESS** at the same time.



**DO NOT - Make a habit of adding files/videos/links to modules during the semester. Beforehand is always best.** Students with disabilities may require accessible versions of documents and videos or additional time to read and process information. Making course materials accessible can take several weeks, and this delay can create **UNEQUAL ACCESS.**

## TIP #3: KEEP USING WHAT WE ALREADY OWN!

Use university-approved solutions such as Blackboard, Canvas, Gradescope and Microsoft 365 products to teach and assess.



The [Kent State Online Template](#) for Canvas is very accessible and provides visual and educational continuity for students. Students learn best when modules and materials are in the same place for each class.



Have third-party applications and software reviewed by the Division of Information Technology (DoIT) for [Information Security & Digital Accessibility compliance](#). Requiring students to use non-vetted digital solutions that are inaccessible or pose security risks is a violation of university policy. DoIT can help you avoid this.



Take advantage of our partnership with Kaltura to record and caption your lectures. Learn to run the built-in accessibility checkers in Microsoft and Adobe products before you upload materials.

## TIP #4: KEEP LEARNING!



Attend an Accessibility Training led by Microsoft Experts

[Microsoft 365: Creating Accessible Content](#)  
Tuesday, Sept. 7, 2021, 10:50a-11:50a OR  
Monday, Oct. 25, 2021, 2:15p-3:15p

[Microsoft 365: Addressing Low Vision Users](#)  
Tuesday, Sept. 14, 2021, 10:50a-11:50a OR  
Monday, Nov. 1, 2021, 2:15p-3:15p

[Microsoft 365: Addressing Neurodiverse Users](#)  
Tuesday, Sept. 21, 2021, 10:50a-11:50a OR  
Monday, Nov. 8, 2021, 2:15p-3:15p



Take a Course on Kaltura Reach or Accessible Document Creation

[Kaltura REACH Video Captioning](#)  
Thursday, Sept. 9, 2021, 3:45p-5:00p  
[Creating Accessible Documents](#)  
Friday, Sept. 10, 2021, 9:15a-10:30a

For questions or scheduling a one-on-one or team consultation, email

[EqualAccess@kent.edu](mailto:EqualAccess@kent.edu)