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- **Expectation:** Rephrase or repeat student questions and comments when addressing them for the group when you are lecturing in a room that requires a microphone and the student with the question/comment is not provided a microphone.

#### In-Class Media

- **Recommendation:** Provide a digital version of a transcript for any video or film in advance of showing them in class. If a transcript is not available, provide a summary that includes all testable information of the video/film in advance.
- **Recommendation:** Only show videos that have accurate and available captions.
- **Expectation:** Preview captions used in in-class video to ensure accuracy and to assess size of caption text (see text size requirements explained above). If the captions are not accurate, don't use them. If the captions are too small for the size room you are in, alert students at the start of class that those who plan to read the captions may want to sit in the front of the class.

#### Assessments and Exams

- **Recommendation:** Create and provide digital versions of all exams and assessments as an option.
- **Recommendation:** Supply study questions that demonstrate both the content and the format of upcoming tests. Explain what would be considered a good answer and why.
- **Recommendation:** When a test is not designed to measure students' basic skills, allow appropriate tools such as a calculator, scratch paper, or a dictionary for exams.
- **Expectation:** Have an accessible digital version of each test/assessment available.

#### Course Communication

- **Recommendation:** Maintain digital copies of all content provided to students as an archive in the associated Blackboard course shell.
- **Recommendation:** Provide course syllabus at least two weeks before class begins through Banner and/or Blackboard.
- **Recommendation:** Communicate with students in a digital/accessible way that also keeps a record of those communications (We recommend Blackboard's Announcement features, which will both send an email and provide that a 22s