

Tips for Instructors

Working with Students with Disabilities in an Online Class

Online learning has now become more prevalent than ever before. Here are some quick tips for you as an instructor in order to not only help create a more accessible course, but to also help all students remain engaged and be successful.

1. Be consistent with page formatting, layouts, schemes, etc.
2. Provide a table of contents that shows students how the course is virtually organized.
3. Provide a detailed course syllabus with due dates.
4. Use fonts that are easy to read and easy to recognize (i.e. Calibri, Arial).
5. Avoid making any pages cluttered with too much information.
6. Make sure all videos have accurate captioning if you are teaching a student (s) who is hearing impaired.
7. Make reading materials available in accessible formats (i.e. word documents, PDFs).
8. Present content in a variety of ways. For example, if you have material that is auditory, also make it visual, and vice versa.
9. Provide a variety of ways for students to communicate with you and interact with each other. (synchronous and asynchronous).
10. Post recordings of Zoom sessions and videos for students to review outside of class.
11. Be clear with expectations and instructions for all course work through verbal and written communication.
12. Provide feedback on course work and ask your students for feedback on the course design.
13. Whenever possible, incorporate methods of Universal Design (i.e. providing students with access to lecture recordings).

For questions or concerns, please contact UE Disability Services at 812-488-2663. You may also directly contact a Disability Services staff member via email:

- Debbie Brenton, Coordinator of Disability Services, db132@evansville.edu
- Carissa Young, Disability Services Counselor, cy41@evansville.edu

Our office recognizes that this is a challenging time for the UE community and appreciates the effort that you continue to put forth in working with students.

Thank you!
Debbie & Carissa