

# Accommodations in a Virtual Environment

George Mason University is committed to maintaining a diverse and inclusive academic community, where all students are afforded the opportunity for a transformational learning environment. This commitment does and must include individuals with disabilities. Therefore, the procurement, development, maintenance, and/or implementation of virtual instruction must conform to accessibility standards. The following guide details the implementation of common classroom and testing accommodations in a virtual learning environment, and overall accessibility tips for course redesign.

Common Accommodations	Virtual Implementation
Extended time for tests, exams, and quizzes	Use the following <a href="#">link</a> to learn how to manually extend the time of an individual's Blackboard assessment.
Reduced distraction environment for tests, exams, and quizzes	With the current arrangement, students will be expected to create their own reduced distraction environment at home.
Extended time for out-of-class assignments	Students will contact faculty prior to the due date of assignment to notify them they are accessing the extension accommodation. Note that the extension is applicable to calendar days, not business days. This does not include class discussion boards that count as participation.
Audio record lectures	For live lectures, students may use their own devices to record lecture content. Not applicable to pre-recorded or self-paced courses.
Copies of class presentations when available	Provide presentation/instruction materials, when available, via Blackboard or email that can be downloaded and referenced at a later time.
Computer or electronic equipment access during class	Students may use their computers during class for reasons beyond remote access, such as for note-taking or textbook access.
Breaks for quizzes, tests, and exams	Our recommendation is to add cumulative break time to total exam time. Use the following <a href="#">link</a> to learn how to manually extend the time of an individual's Blackboard assessment.
Breaks during class	For live lectures, students may step away briefly and will return as soon as possible. Allow flexibility for any work missed while out of class. Not applicable to pre-recorded or self-paced courses.

For questions or concerns related to virtual implementation of these or less common accommodations (flexibility with attendance, note-taking services, paper formatted exams, reader, scribe, etc.), contact Disability Services directly.

# Online Accessibility Resources and Tips

Use the resources below while creating virtual academic content for students. Disability Services and the Assistive Technology Initiative (ATI) are available to assist faculty in making their courses accessible. Visit our websites for resources and reach out using the contact information below if you have any questions or concerns.

Platform	Resources and Tips
Slideshows and presentations in Google Slides	Use this <a href="#">link</a> for instructions on creating captions for this presentation format.
Blackboard	Use the following link for some <a href="#">basic tips and strategies</a> to make Blackboard accessible for students.
Videos	The ATI provides <a href="#">captioning and transcription services</a> for classroom videos.
Documents (PDF, PPT, Word)	The ATI has compiled resources to assist in <a href="#">creating accessible documents</a> . Should you need assistance, ATI will <a href="#">convert documents into accessible formats</a> that are usable by students who use assistive technology.
Web Conferencing (e.g., WebEx, Bb Collaborate, Zoom, Skype)	Visit this link for <a href="#">university-sponsored web conferencing solutions</a> and accessibility considerations for each. Real-time captioning may be requested <a href="#">here</a> .
STEM Content	Visit these <a href="#">software tools</a> to help with the creation of MathML.
Social media (Facebook, Twitter)	Use the following links to assist in creating accessible <a href="#">Facebook</a> and <a href="#">Twitter</a> content.

## Disability Services

Student Union Building 1 (SUB 1), Suite 2500  
Phone: 703.993.2474 | Email: [ods@gmu.edu](mailto:ods@gmu.edu)  
Web: [ds.gmu.edu](http://ds.gmu.edu)

## Assistive Technology Initiative

Aquia Building, Room 238  
Phone: 703-993-4329 | Email: [ati@gmu.edu](mailto:ati@gmu.edu)  
Web: [ati.gmu.edu](http://ati.gmu.edu)