

Instructor Accessibility and Accommodation Checklist

Note: Not all items apply to every course.

Course Planning

- ☐ Choose and [create accessible formats](#) for course materials. Use built-in accessibility checkers.
- ☐ Consider how accommodations can be applied to course requirements.
- ☐ Include the official ODS Syllabus Statement (see Simple Syllabus template)

Communication

- ☐ Communicate with students about their accommodations as needed
- ☐ Refer to [ODS Faculty Guidance](#) or contact students' Accommodations Specialist with questions/concerns
- ☐ Refer students to ODS if they disclose disability or request accommodations without a letter

ODS Instructor Portal

- ☐ Watch the [ODS Instructor Portal overview video](#)
- ☐ View accommodation letters in the Instructor Portal and acknowledge receipt
- ☐ [Add TA's or co-instructors](#) to your course in the portal (if needed)

Testing Accommodations

(if relevant to a student in your course)

- ☐ Decide how students will receive testing accommodations
- ☐ [Complete a Testing Agreement](#) if using the ODS Testing Center as a proctor
- ☐ For online tests, extend students' time in Blackboard or request support from [UA Online Testing Services](#)

Flexibility Accommodations

(if relevant to a student in your course)

- ☐ [Complete a Flex Plan](#) to outline parameters and expectations for flexible attendance
- ☐ Consult the [Flex Plan Rubric](#) for guidance

Course Access and Support

- ☐ Promptly identify a peer notetaker if needed (refer to instructions in the accommodation letter)
- ☐ Promptly respond to communications regarding sensory access (i.e., students who need interpreting, captioning, captioned videos, etc.)