Step 1: Design online information with accessibility in mind.

When posting content to Canvas, whether for an in-person, hybrid, or online class, instructors need to ensure Canvas pages, documents, and audio-visual materials (images, video, and audio) are fully accessible to all students, regardless if registered DSS students are in the class.

If it’s posted in Canvas for students, it must be accessible.

Universal Design principles to keep in mind when posting accessible content in Canvas:

- create descriptive web links
- format your page with heading styles
- use high contrast color and text
- make informed design choices when color and emphasis are used
- provide accurate captioning for videos
- include alternative text with pictures and graphs
- use best practices for page layout (such as keeping pages a manageable length and "chunking" information)

Training for Faculty

The Accessibility module in Canvas Essentials can walk you through accessibility basics. Faculty can also complete SWC’s Creating Accessible Content tutorials for flex/hurdle credit. This self-paced program promotes best practices in Universal Design and explores how to make your Canvas content, documents, and audio-visual materials accessible to all users.

Both resources can be accessed from the Faculty Resources hub in Canvas—look for the link on the Global Navigation menu.

Assistance

**Students:** Students requesting academic accommodations should contact Disability Support Services (Voice) 619-482-6512, (VP) 619-207-4480, or email dss@swccd.edu to apply for services, request accommodation, and/or complete a Learning Disability Assessment.

**Faculty:** For non-technical accommodation questions, please contact DSS.

For Canvas accommodation questions, please contact the Online Learning Center at (619) 482-6595 or onlinelearning@swccd.edu.
Step 2: Program Canvas activities to provide accommodation.

The following Canvas Guides for instructors (accessed through the Global Navigation Menu’s Help icon) will direct you on how to program your specific Canvas activities.

To provide an **extra day** for an activity in Canvas:

1. When editing the activity, select the “+ Add” button at the bottom of the Assign settings box.
2. Click into the “Assign to” field to either select a student from the course roster or manually type in the student’s name.
3. Set the later due date in the “Due” field.

See these Canvas Guides for full details:
- How do I assign an assignment to an individual student?
- How do I assign a graded discussion to an individual student?
- How do I assign a quiz to an individual student?

To assign **extra minutes** for a timed quiz or an **extra attempt** for a quiz, you'll use the “Moderate This Quiz” feature inside the published quiz.

In your published quiz:

1. Select “Moderate this Quiz.”
2. Click the edit icon for the student.
3. Add additional time or attempts on top of what has already been assigned to the class.

For example:
- To give a student a second attempt when one attempt is the default, add one additional attempt.
- To give a student 1.5 time on a 60-minute quiz, add 30 minutes of additional time for the student.

See these Canvas Guides for full details:
- Once I publish a timed quiz, how can I give my students extra time?
- Once I publish a quiz, how can I give my students extra attempts?