



National and Kapodistrian University of Athens Accessibility Unit

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Guidelines for Accessible Online Teaching to Students with disabilities

in the framework of measures against coronavirus (COVID-19) spreading

The transition to online teaching, especially in the middle of the semester, brings new challenges for both members of the teaching staff and students. A matter of substantial importance resulting from this transition is that the changes in programs, teaching methods as well as in the technology you use for online teaching may introduce new barriers and make online teaching inaccessible for students with disabilities (SwD). Despite that, it can become perfectly accessible for SwD by implementing the proper guidelines.

The [Accessibility Unit](#) of the NKUA is committed to identify the accessibility needs of SwD in periods like this, in which the conventional flow of the educational process has been interrupted, and provide suitable solutions. In the following chapters SwD can find guidelines regarding the way, in which their access to online teaching can be improved:

[Accessibility Planning in Online Teaching](#)

[Accessibility Guidelines in Online Teaching](#)

Accessibility Planning in Online Teaching

Communicate with the instructors

Communicate with your instructors in time regarding the modifications they have made in the teaching method.

Ask them about the technological tools they are going to use and the changes in the educational material, if there are any.

Ask them to upload the educational material they are going to use in online teaching to eclass or send it to you.

You don't need to be perfect

The current period is very stressing for all members of the academic community. Your participation in online teaching may not be flawless. Flexibility and patience from everyone can contribute a lot.

Ask for help

The Accessibility Unit provides its services to SwD even in this period. SwD can contact the Accessibility Unit per email at access@uoa.gr in order to be supported.

Accessibility Guidelines in online teaching

The following guidelines can make online teaching as accessible as possible, thus improving your participation in it. Most [online teaching platforms](#) supported by our University are user-friendly and more or less accessible for SwD using Assistive Devices. However, there are some exceptions and good practices you should be aware of.

- **Accessibility Guidelines for Zoom**
 - [Hotkeys in Zoom](#)
 - [Access to Zoom with NVDA](#)
 - [Access to Zoom with JAWS](#)
 - [Activate closed caption in Zoom](#)
- **Accessibility support for Skype for Business**
- **Accessibility support for Microsoft Teams for Windows, macOS, iOS, Android and Web**
 - **Use a screen reader to explore and navigate Microsoft Teams**
 - **Keyboard shortcuts for Microsoft Teams**