Office of Academic Affairs
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Subject: Resources to Support Faculty in Creating Accessible Course Materials

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President Whitaker confirmed UCF's commitment to our long-held values of access and diversity in his recent "welcome back" email to the UCF community. These values are particularly critical in our courses, where faculty members encounter students with a wide range of backgrounds and learning styles in a variety of course formats.

While it is essential to continue to incorporate technology into the teaching process, our courses must be accessible and usable for everyone. A commitment to accessibility allows UCF to incorporate approaches that eliminate or remove the disabling barriers within course design that impact students.

If you have questions about how to make your courses usable for all learners, please work with one or more of the offices below. These units will work with faculty to enhance course design and minimize the need for academic accommodations, which are necessary when the course is not accessible.

* [Student Accessibility Services (SAS)](#)
This office is available as a resource for faculty to proactively design accessible courses or to reactively facilitate accommodations. SAS can provide resources such as creating a transcript of a recorded lecture, converting materials to Braille, and creating electronic or accessible files for textbooks and other text-based materials. In addition, SAS works with faculty regularly to address barriers in a course, including extended time on tests, provision of various technology resources for exams, access to course notes through note-takers and different technology options, facilitation of course policy adjustments for students with chronic health conditions and interpreting and captioning services, to name a few. For more information, contact SAS at 407-823-2371 or sas@ucf.edu.

* [Center for Distributed Learning (CDL):](#) The Center assists faculty in designing and developing accessible online course materials. Course design information is available at: https://cdl.ucf.edu/teach/accessibility/. CDL has created two tools inside Webcourses@UCF that assist with online accessibility.
UDOIT: https://cdl.ucf.edu/teach/accessibility/udoit/ and Quiz Extensions: https://cdl.ucf.edu/support/webcourses/guides/quiz-extensions/. Online faculty members are encouraged to work directly with their assigned instructional designers, who can be found at https://cdl.ucf.edu/teach/resources/id-lookup-tool/. General inquiries should be directed to 407-823-4910 or cdl@ucf.edu.

* [Faculty Center for Teaching and Learning](#): The Faculty Center can help faculty members create and design course materials and teaching strategies that accommodate a wide range of differences among students. The office offers workshops and one-on-one consultations

with faculty on best practices. Contact the Faculty Center at 407-823-3544 or fctl@ucf.edu.

I wish each of you the very best during this new semester. Thank you for your ongoing commitment to accessibility and to excellence in instruction and serving our students.