

## **Alternate Format Materials Guide**

*Students can request an alternate*

*version of this document by contacting Accessibility Services*

Materials in alternate format accommodation give students with disabilities access to printed and digital course material (textbooks, journals, course syllabus, lecture readings, videos, audio recordings, etc.) in substitute format. The alternate format could include audio replacement of written text, captioning or transcribed script of audio, descriptive video, PDF, e-text, Braille, large print, etc.

This classroom accommodation ensures students with disabilities can equally participate and access their learning.

### **Student's role:**

Students must go through the Accessibility Services (AS) registration process and provide medical documentation with disability-related needs outlined.

Based on the submitted medical documentation and disability needs, the accommodation is approved.

Upon approval, students are required to inform AS of the specific alternate format requests minimum 4-6 weeks in advance of the course start date or required materials deadline. Accessing and converting materials to other formats takes time, by submitting advance requests students can better protect themselves from any delays.

The course requirements are the student's responsibility including the completion of any lecture readings. Extensions are not available if the student submits alternate material requests late and is unable to access the material before the academic obligations deadline.

### *For textbooks*

Students are required to purchase the printed copy of the book before alternate version requests can be submitted. Upon purchasing the book, alternate format requests can be submitted either to the Bookstore or the AS office. *Please note: 4-6 weeks are required to order books in an electronic format.*

Copyright laws protect all alternate format materials – reproduction and sharing it with others would be in violation. Alternate materials are only available for students with a documented disability and upon proof of purchase.

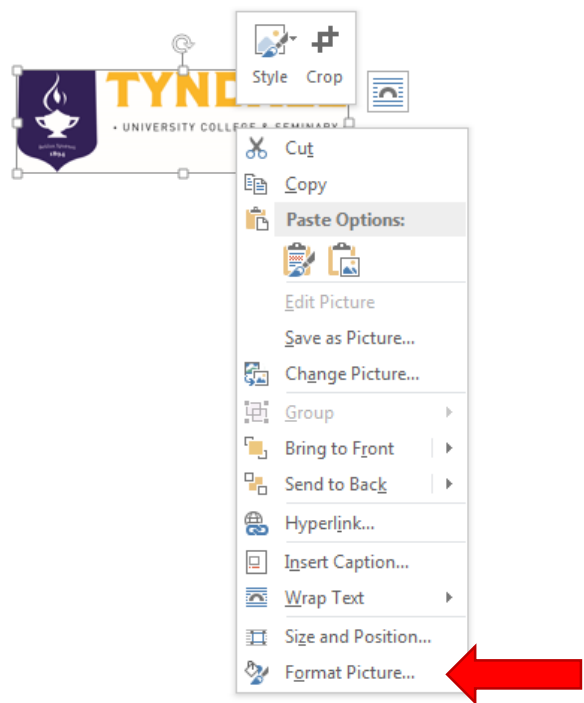
### **Professor's role:**

Students with 'alternate format' as an approved accommodation often use Assistive Technology (e.g. screen readers, text-to-speech software, etc.) or external services to convert text into one's preferred format – *Professors are not required to create alternate versions of the material.* Nevertheless, professors can support a seamless alternate format conversion for students by following these best practices:

1. When selecting course textbook, work with publishers to confirm if an electronic format of the book is available. Many books do not exist in an alternate format making it close to impossible for students with disabilities to access a printed book in any other format.
2. When creating new documents, use text format (doc, text, RTF) and use styles to format the document. When adding images to documents, provide an alternate text description of the image for students with visual impairments.

Instructions for adding alternate text

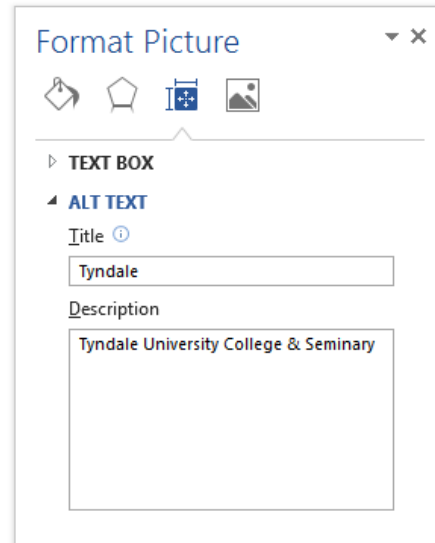
- *Insert Image*
  
  
  
  
  
  
  
  
  
  
- *Right-click on the image and click format picture*



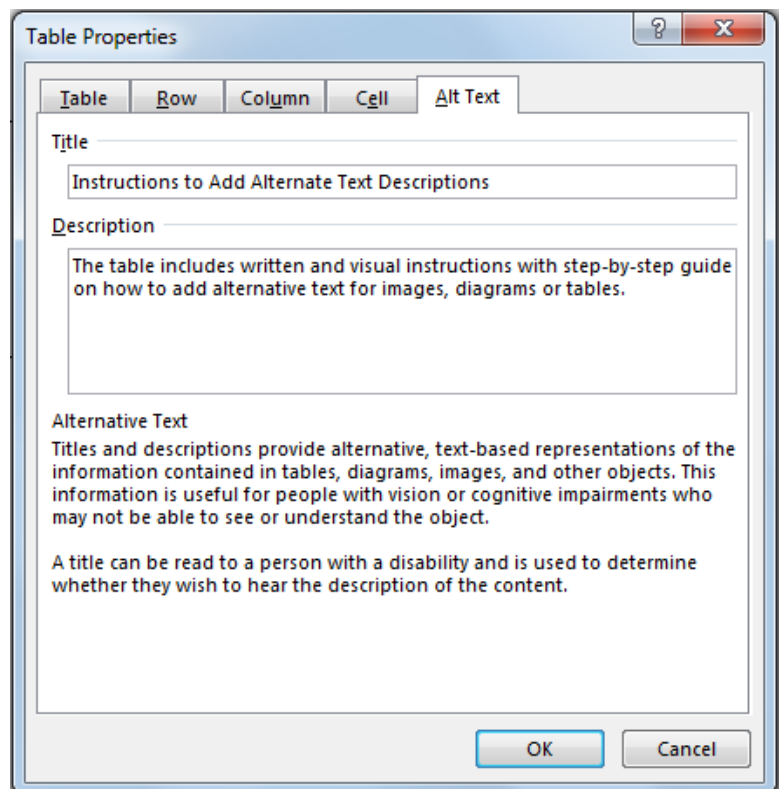
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- *Add the alternate text and description*



- *Use the same instructions for tables, diagrams, etc.*



**FOLLOWING THESE SIMPLE STEPS ENSURES  
THAT ALL NON-TEXT CONTENT CAN BE  
ACCESSIBLE FOR STUDENTS WITH VISUAL  
IMPAIRMENTS**

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**Professor's role continued**

3. When using colour in documents, make sure that any information conveyed with colour is also available in black and white. For example, when using colour to emphasize key terms, also bold, or underline it to make the material it stand out.
4. Use high colour contrast such as black and white for documents vs. poor colour contrast such as light pink and white
5. Using styles in MS Word can help format the document to distinguish different levels of information
6. To scan documents, use the Optical Character Recognition (OCR) scanning for all documents (available on all Tyndale scanners)

### Types of course documents

Below is a list of common documents that students may request in an alternate format. Professors can follow the guidelines provided or contact AS to convert documents into the student's required format

#### *Course Syllabus and Articles*

Students with this accommodation may require their syllabus and lecture readings including articles to be available electronically (PDF recommended).

#### *Textbooks*

Students with this accommodation will need to procure an alternate version of the textbook(s). It can take up to 4-6 weeks to request electronic textbooks. Professors can inform the student in advance of the required textbooks so the student can make the necessary arrangements.

#### *Tests and exams*

Students with this accommodation will require any test/exam material converted into their required format. To support this conversion, professors can send an MS Word version of the exam to AS minimum 2-days before the scheduled exam or provide printed materials in the student's required format to AS 1-day before the exam. For scanned documents including newspaper articles or journal articles, please send an OCR scanned copy to AS minimum 1-day before the exam.

### **Resources:**

[Make your Word documents accessible](#)

[Accessible Digital Office Document \(ADOD\)](#)

[Accessible Digital Documents & Websites](#)