Newsletter

April 24, 2020

Hello Mustang Faculty,

During this COVID -19 break in our traditional classroom environments, Norco Online offers weekly newsletters designed to quickly highlight the news, resources and tips for you in this online transition.

BREAKING NEWS!

ADA Faculty Mentors are now available to help you identify issues of compliance in your courses. Their roles are to teach faculty about the tools and help faculty in using these tools. Their role is not to "fix" courses. Also, help is available with [online support sessions with Distance Education Staff](#).

Here are Norco College Faculty ADA Mentors – Celebrate the support of…

- x Kimberly Bell
- x Courtney Buchanan
- x Sally Ellis
- x Bibiana Lopez
- x Farshid Mirzaei
- x Sandra Popiden
- x Caroline Hutchings
- x Eric Doucette
- x Attend an online support session, view a video, or work with a faculty mentor to learn how to use Ally, TidyUp, and oth er applications that will identify files and images that are not accessible.
2. Use TidyUp to help remove files from the Canvas course that are not student-facing. If you have copied your course over several semesters you may have many files that are not ADA compliant. TidyUp is an application that will identify

those files for you so that you can either download and save them, or delete them.   It will eliminate unnecessary conversions of files you no longer need.

3. Provide descriptions for images   using Alt -Text. This is done within Canvas and must be done by the instructor.

IF YOU NEED ADDITIONAL ASSISTANCE

x   Document repair assistance is availabl   e. To request document repair use this link Norco College Repair Request   .

x   Fill out the form (indicating the type of document and what Ally indic   ates needs to be done), and upload the document.   Our "A Teams" (A for accessibility) are able to help with Word documents, PowerPoints, and PDF documents.   They are not able to provide descriptions for images or charts in documents.

x   The Distance Education Instructor Resources shell