**Tips for Instructing Students who are Blind or have Low Vision**

The student who delivered this Letter of Notification regarding his or her request for accommodations is a student who is blind or has low vision. Although the letter lists some specific accommodations, below is a list of suggestions to further increase the student’s access to your course:

1. When preparing course materials:
	1. Provide written materials in 16-18 point font; sans serif fonts such as Arial are preferred.
	2. Provide documents in an electronic format compatible with screen reading/magnification software.
	3. Provide written lecture outlines, instructions, etc. prior to class whenever possible.
2. During Instruction:
3. Assist the student in obtaining a seat which best meets their individual needs.
4. Face the class when speaking.
5. Avoid standing in front of sources of light, such as windows, that may make it more difficult to see your face.
6. Minimize moving around the classroom.
7. Read aloud all items you write on the chalkboard and be sure to provide verbal descriptions of pictures, charts, graphs, etc.
8. Pace the presentation of material; if referring to a textbook or handout, allow time for students to find the information.
9. Be specific with directions.
10. It is recommended that any in-class reading should be done orally rather than silently.

Should you have questions or require assistance with the formatting of electronic materials please do not hesitate to contact the student’s Accessibility Coordinator as listed in the Letter of Notification.