**Quick Reference Guide**

***for improving access to online distance learning***

* Educators doing one-on-one videos/therapies should do the following at the start of each session.  **Don’t assume what you can see and hear is what the student can see and hear.**
1. Ask if your student can hear you
2. Ask if he/she can see you (even if it looks clear on your end)
3. Ask your student to answer an unrelated question (to confirm he/she can understand you)
4. Share an agenda or objectives for the session
* Teachers and providers should use **repetition, facial cues, and slower rate** as needed. Repeat keywords and phrases.
* Longer instructions should be broken down into **smaller chunks of auditory information.**
	+ If your student is having difficulty perceiving new vocabulary auditorily using lipreading, use **written and illustrated cues to support**.
* There should be **sufficient lighting, limited background noise**, and the camera should be at a level where the student can see your face (avoid leaning over or looking up).
	+ **Avoid talking while looking away from the camera.**
* Your student can connect his/her **personal FM/DM system** for direct streaming from the computer. This reduces listening effort and is most often the clearest signal. We are available to help facilitate setup and use of the equipment.
* **Captioning** should be provided when your student is expected to listen to videos, recorded lectures, and/or group video calls with multiple classmates.

Please reach out if you have questions or concerns.

Thank you for all the hard work you are putting into distance learning!