



Professors, please keep these in mind to support students with disabilities during online classes.

Please show your face for smooth communication with students.

- It is more convenient for students to participate in class when they can see your **mouth, facial expressions, and hand gestures.**



Please explain with clarity.

- When it is difficult to show your face or the screen is only showing your teaching materials, use your cursor to show which part you are explaining.
- For students with visual or hearing impairment, avoid using spatial demonstratives, such as “here” or “there,” but use clear explanations instead.

Please consider the students’ situations.

- To enable students with disabilities to prepare for class, **share the syllabus and class materials in advance.**
- For stenographic recording for hearing-impaired students, number the class materials (e.g., PowerPoint presentations).
- Please **allow the participation of educational support staff (stenographers, sign language translators, braille translators, notetakers, etc.) in class** to support students with disabilities.
- The **attendance and performance of students with disabilities need to be graded adequately**, such as recognizing their attendance when they join the class and giving an extension period for submitting exams and projects.
- When you are wearing a mask, **please make sure you have subtitles or the contents are stenographed in real time.**

