

Tips for Providing CART/Notetaking Accommodation Services in an Online Course

1. Make sure CART/Note takers providers webcams are working on laptops
2. Provide CART/Notetakers providers with notes/handouts prior to class start time
3. Professor should wear a microphone or headset with microphone so CART providers can hear instructor clearly
4. For live discussion, we encourage the use of the chat feature or a discussion thread in Blackboard. It is also important to ask all participants to mute their microphones when participating in your live session.
5. Please be mindful when using the virtual whiteboard feature, some students may not have access to what is being presented, so it is always best practice to provide those materials in an alternative format (typed document).
6. Make all notes/slides available in the online classroom.
7. In Blackboard Collaborate, you can [allow guests](#) to join by sending them an invite. To grant access to the individual providing CART and identify them as such, please view the [Blackboard Collaborate video for instructions](#).
8. Should you choose to do **asynchronous sessions**, your pre-recorded video should be shared via Google Drive with DSSAT@gwu.edu 48 business hours in advance of you posting it to your course to ensure it is accurately captioned.

Asynchronous Class Sessions

1. Would require faculty members to grant TA access to DSS staff members in order to retrieve the video recording in mp4 format which is then provided to CART/Note takers providers for captioning and transcripts.
2. TA access can be given to the following DSS staff members:
 - **Professional Notetaking:** lizqueen@gwu.edu
 - **CART services:** kaikmartin@gwu.edu

Synchronous Class Sessions

1. Would require faculty member to provide student with the direct link to all scheduled blackboard collaborate classes in order to grant access to CART/Note takers providers.
2. Students are responsible for providing this link to the following people:
 - **Professional Notetaking:** Please directly email your assigned note taker
 - **CART services:** Please email the link to dssat@gwu.edu