# Course Number

# Course Name (Units)

# Semester

## Contact Information

Professor Name

Department

Office Location

Office Phone

Office Hours

Email

Other Information

## Course Information Overview

Course Name

Course Catalog Number

Course Meeting Times

Meeting Type (fully online, campus online, hybrid, traditional)

Classroom Building and Room Number

Additional facilities (if applicable…labs, practice rooms, studios)

Final Exam Times

## Course Description

Use the description for your course provided in the University Catalog.

Course Related Links

* Link

## New and Announcements

* News:
* University Emergency:
* Course Cancellation:

## Student Learning Objectives

Vivamus non ante vitae quam condimentum semper. Fusce vel ipsum at pede varius gravida. Nunc eleifend. Integer vestibulum. Quisque at lectus ut sem dignissim vestibulum.

* Link
* Link
* Link

## Course Prerequisites

Prerequisite Alert

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1. Ordered List
2. Ordered List
3. Ordered List

## Instructional Materials

These are the required materials for this class. They can be found online and at textbook stores.

**Additional Information**

**Text Books**

1. [Textbook Name – ISBN (link to purchase)](http://www.csun.edu/accessibility/documents/template_docs/syllabus.html)
2. [Textbook Name – ISBN if 2 books (link to purchase)](http://www.csun.edu/accessibility/documents/template_docs/syllabus.html)

**Online Resources**

* [Oviatt Library online (i.e. text, journals, etc.)](http://www.csun.edu/accessibility/documents/template_docs/syllabus.html)
* Moodle Course Page
* [Online course link (i.e. MyMathLab.com, supplemental software)](http://www.csun.edu/accessibility/documents/template_docs/syllabus.html)
* [Required Application](http://www.csun.edu/accessibility/documents/template_docs/syllabus.html)

**Other Important Materials**

* Resource 1
* Resource 2
* Resource 3

## Make Up Policy

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## Late Assignment Policy

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## Attendance Policy

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## University Policies

* Link
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## Accommodations and Services

Students with disabilities must register with Disability Resources and Educational Services (DRES) in order to receive accommodations. If you feel that you qualify for the services provided by DRES contact them at (818) 677-2684 or stop by the office located in Bayramian Hall (BH 110). Faculty cannot provide assistance to students seeking disability accommodations unless they have disability documentation and are registered with DRES. Any student who feels that he or she may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs.

1. [Disability Resources and Educational Services (DRES)](http://www.csun.edu/dres)
2. [National Center on Deafness (NCOD)](http://www.csun.edu/ncod/)
3. [Health Center](http://www.csun.edu/shc/)

## Grading Policy

Below are a few samples of accessible grading scale in table and non-table format. You can use either one or create your own grading scale as long as it is accessible with logical reading order. Different screen readers may read texts differently. The “**+/-**“ may not be read out loud. Screen readers will read **+** symbol for plus but not **-** symbol. Screen readers do not know whether **-** symbol is minus, hyphen, dash, en dash or em dash. It is always a good practice to spell them out and spell out any abbreviations or make a reference to your abbreviation when used for the first time.  Visit [Screen Readers: A Guide to Punctuation and Typographic Symbols](https://www.deque.com/blog/dont-screen-readers-read-whats-screen-part-1-punctuation-typographic-symbols/).

You can choose either format for grading scale using table format or without table. Visit [Guide for Creating Accessible Table](https://www.csun.edu/sites/default/files/Guide-Creating-Accessible-Tables.pdf).

### ****Example 1: Grading scale with table format****

Table 1: Grading Scale Table

| **Grade** | **Points** | **Percentage** |
| --- | --- | --- |
| A plus | 960 to 1000 | 96 to 100% |
| A | 930 to 959 | 93 to 95% |
| A minus | 900 to 929 | 90 to 92% |
| B plus | 860 to 899 | 86 to 89 % |
| B | 830 to 829 | 83 to 85% |
| B minus | 800 to 829 | 80 to 82% |
| C plus | 760 to 799 | 76 to 79% |
| C | 730 to 759 | 73 to 75% |
| C minus | 700 to 729 | 70 to 72% |
| D plus | 660 to 699 | 66 to 69% |
| D | 630 to 659 | 63 to 65% |
| D minus | 600 to 629 | 60 to 62% |
| F | 599 points or lower | 59% or lower |

### Example 2: Grading scale without table format

A+ = 97-100 B+ = 87-89 C+ = 77-79

A = 93-96 B = 83-86 C = 73-76

A- = 90-92 B- = 80-82 C- = 70-72

Screen readers read line by line like this

A+ = 97100 B+ = 8789 C+ = 7779

A = 9396 B = 8386 C = 7376

A = 9092 B = 80 C = 7072

Note: Screen readers do not know whether**-** symbol is minus, hyphen, en dash or em dash so it will not read it.

**Recommend this format**

A plus = 97 to 100 A = 93 to 96 A minus = 90 to 92

B plus = 87 to 89 B = 83 to 86 B minus = 80 to 82

C plus = 77 to 79 C = 77 to 76 C minus = 70 to 72

Now screen readers read line by line in an appropriate format that makes sense to sighted and non-sighted students.

## Assignments

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Vivamus non ante vitae quam condimentum semper. Fusce vel ipsum at pede varius gravida. Nunc eleifend. Integer vestibulum. Quisque at lectus ut sem dignissim vestibulum. Sed pharetra massa egestas orci. Quisque euismod sodales eros.

Vivamus non ante vitae quam condimentum semper. Fusce vel ipsum at pede varius gravida. Nunc eleifend. Integer vestibulum. Quisque at lectus ut sem dignissim vestibulum. Sed pharetra massa egestas orci. Quisque euismod sodales eros.

Vivamus non ante vitae quam condimentum semper. Fusce vel ipsum at pede varius gravida. Nunc eleifend. Integer vestibulum. Quisque at lectus ut sem dignissim vestibulum. Sed pharetra massa egestas orci. Quisque euismod sodales eros.

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## Course Schedule

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Visit [Guide for Creating Accessible Table](https://www.csun.edu/sites/default/files/Guide-Creating-Accessible-Tables.pdf).

| **Week** | **Class Date** | **In Class Work** | **Class Preparation to be done before class** | **Projects / Assignments / Quizzes / Exams** |
| --- | --- | --- | --- | --- |
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## Canvas Ally

Canvas Ally is a university initiative to help make course materials more accessible to all students.  Next to each file in Canvas is a small arrow icon that opens a menu with three options.  The third option is Alternative Formats. You will be able to download different formats of the file, which may include a PDF, browser (HTML), reader (ePub) or audio (MP3) files.  For more information, please visit [www.csun.edu/ally](http://www.csun.edu/ally)



## RESOURCES

### Table of Contents

* Headings structure will automatically populate a table of contents and provide accessible for screen readers rely on headings structure to navigate a page quickly.
* Adding Table of Contents to any documents or syllabus **over** **8 pages** to make it easier for readers to go directly to a specific section in the document.
* Recommend to insert page numbers in the footer.
* To create Table of Contents, select the **References** tab, **Table of Contents** drop-down list, select **Automatic Table 1**
* If you made further changes in your document after insert Table of Contents, select the References tab, select Update Table, Update entire table, OK.

### Creating an Accessible Syllabus Guide

* [Creating an Accessible Syllabus Guide and video tutorials](https://www.csun.edu/universal-design-center/syllabus)
* [Canvas Ally](https://www.csun.edu/universal-design-center/ally)
* [Microsoft Office Accessibility Checker](https://www.csun.edu/universal-design-center/document-learning-tools#MicrosoftOfficeAccessibilityChecker)
* [Save As PDF: Word to PDF](https://www.csun.edu/universal-design-center/document-learning-tools#SaveAsPDF)
* [Captioning Videos](https://www.csun.edu/universal-design-center/captioning)