Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([ ]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The **[department executive administrator]** or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name	Title	Unit	Date
Suzanne Stephens	Assistant Dean	Behavioral & Social Sciences	10/30/2023
Office Phone	Office Location	Postal	
423-585-6785	BSS 135	37918	

Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Nearpod
Product Name:	Nearpod
Product Description:	Nearpod is a web-based presentation platform that allows instructors to integrate text, video, images, and games live in class or student-paced outside class
Product Purpose:	To better engage students in learning by allowing instructors to deliver content to students on their own device with opportunities for active engagement and interactive learning.

Section 3. How will "Alternate Access" (AA) be provided?

1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.	Audio/video does not have the capability to be closed captioned. Images cannot be tagged with Alt-text.
2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).	6 faculty licensed within BSS; each lesson can have up to 200 participants, but realistically there will be approximately 25 students in each class
3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.	Faculty on license: Whitney Jarnigan, Angie Elkins, Lori Campbell, Suzanne Stephens, Misty Hayes, Chris Baker Amy Jackson- individual accommodation requirements and needs unique to the students with Accommodation Plans
4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.	Students needing an Accommodation will be provided transcription for video/audio. Images that are for use other than decorative will have descriptive text included.
5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.	Nearpod provides training for Nearpod Certified Educator and Nearpod Coach. Students can find instructional videos on Nearpod on how to use content.
6. Repair Information: Include the following information in this section: a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.	Nearpod has indicated that they are aware of the inability to CC audio/video. No set deadline is currently fixed to resolve the issue.
7. Timeline for Unforeseen events: A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.	Instructors who use Nearpod live in class will provide information to students on how to use Nearpod. Instructors who use Nearpod in asynchronous courses will provide students with instructions on how to utilize the software. Students will contact instructor if any issues arise. Alternate classroom activity will be considered if issues arise.

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

Department Head **[or other responsible party]**	*F. Suzanne B. Stephens*	Date: 01/11/2024
Executive **[or other responsible executive]**	*Whitney Jarnagin*	Date: 1/11/2024

AAP attachment

   4. How will AA be provided: (continue from item 4 in section 3)

Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([ ]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The **[department executive administrator]** or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name Wesley Pierce	Title Associate Professor, Nursing	Unit Health Programs Division Nursing Department	Date 1/24/2024
Office Phone x 6994	Office Location Tech 106F	Postal Tech Ed Building Morristown	

Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Nearpod
Product Name:	Nearpod
Product Description:	Nearpod is a website and app-based digital tool that lets teachers create slide-based learning resources that are interactive for students to engage with and learn from.
Product Purpose:	Nearpod helps educators make any lesson interactive, whether in the classroom or virtual. Interactive presentations that can contain Quizzes, Polls, Videos & Collaborate Boards.

Section 3. How will "Alternate Access" (AA) be provided?

1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.	Nearpod uses Immersive Reader to provide text-to-speech, translation, contrast, and additional text accessibility features within a lesson. Immersive Reader is compatible with many of Nearpod's content & activity features, however, Immersive Reader does not read text on images. This feature is available on both the web and iOS app versions of Nearpod. does not read questions or answers: • Memory Test • Fill-in-the-Blank • Time to Climb **Nearpod activities are not graded and participation is not required**
2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).	Students with visual challenges may be affected
3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.	As we provide our nursing courses on at least two different campuses simultaneously, a faculty member teaching within the course or a proctor would need to implement this alternate plan
4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.	If questions described in block 1 are used the alternative is for a live session the faculty can read the question If self-paced learning an audio needs to be provided.
5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.	Communication between faculty
6. Repair Information: Include the following information in this section: a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.	N/A

7. Timeline for Unforeseen events:

A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.	Any issues would need to be addressed through Nearpod Help center

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

Department Head [or other responsible party]	Cheryl McClay	Date: 1/24/24
Executive [or other responsible executive]	Sheila Williams	Date: 1/24/24

AAP attachment

4. How will AA be provided: (continue from item 4 in section 3)

4