IMPORTANT:
Please submit any media requests and ALL handouts to the Continuing Education Office (sswced@smith.edu) no later than
June 2 if you are teaching in June
July 7 if you are teaching in July

Note: in compliance with federal law, and in keeping with the School's mission for social justice and inclusion, our standards for handouts and media in classes have been updated to be more accessible. Please read the following information carefully as it impacts the format and timing of materials used in our seminars.

All handouts and Powerpoints that you will be using in class MUST be sent to the Office of Continuing Education by the dates above so that we can post them in SmithOnline prior to your course. This is in compliance with new Accessibility law, which ensures equal and timely access for all students.

Further, students may bring their laptops or other adaptive devices into the classroom in order to better access course materials.

Important Accessibility Information – required for any course materials

Handouts

- Remember to submit these to us by the deadlines above
- When creating Word documents:
  - 16 or 18 point font are the suggested size
  - Times New Roman, Arial or Verdana are fonts designed for a computer monitor
  - Italics should be used minimally
- When creating or submitting PDF articles:
  - Whenever possible, submit articles that are already accessible (such as articles you have downloaded from electronic journals)
  - If you are sending a scan of a paper article, please ensure the scan is as clean as possible.
  - Avoid use of charts and graphs wherever possible, unless they are also explained in the text.
- The Office of Continuing Education reserves the right to reject any handouts we are unable to convert to accessible format.

Powerpoints

- Remember to submit these to us by the deadlines above
- Keep it simple (minimal movement)
- Avoid using flashing or moving imagery
- No pop out imagery
Visual Materials (videos, DVDs, YouTube clips, etc)

- All visual materials must be accessible (e.g. closed captioned, or have a transcript available, or accessibility software compatible)
- Many visual materials that are not closed captioned on the disc may be available on YouTube with closed captions (CC) (Please check for the (CC) icon in the lower right corner)
- If you find that your materials are not accessible, rev.com offers easy and quick captioning for $1 per minute of footage.
- When in doubt opt for visual or other material that is accessible.

Multimedia Classroom Support

To ensure proper technical support, we strongly encourage that you use Smith College multimedia equipment. (Please note that we are unable to guarantee the compatibility of our equipment with your personal laptop and other portable devices.)

Standard classroom equipment available in our classrooms include:

- Computer which can run either Windows 7 or Mac OS
- Digital projector/screen
- DVD/VCR player
- Black or whiteboard

We can also secure the following equipment if requested:

- Boombox
- Speakers

If you will be using any of our standard software (see below), we ask that you send us your presentation by the dates listed above. In this way we can ensure that your presentation is loaded and ready on screen when you arrive in your classroom. We also ask that you bring a copy of your presentation on a CD or USB drive as a backup.

Standard software available:

- Microsoft PowerPoint (please see below about use of the “Notes view” feature)
- Microsoft Word
- Microsoft Excel
- Internet browsers: Google Chrome, Internet Explorer and Mozilla Firefox
- Windows media player

We strongly discourage using software outside the above list of standard programs. While we still may be able to support you, it is impossible to guarantee in advance. If you prefer to use a non-standard program, we ask you to email your presentation two weeks in advance of your class to our Assistant Director, Tobias Davis; he will contact you to discuss our abilities to support that particular product.

Note to PowerPoint Users about “Notes view:

The computers we have in the classrooms you will be using do not have "Notes view" capability. Notes view is the setting that lets you as the instructor see your notes as well as the slide on your monitor while the class sees only the PowerPoint slide projected on the screen. Our computers are set up so that whatever is showing on the computer screen will also show on the projector.
If you are used to using notes view in your PowerPoint, you are welcome to bring your own laptop and our technicians can hook it up to the projector for you. (If you are bringing a Mac, please bring the (VGA) projector cord adapter piece that works with your laptop.) Alternately, you could bring a printed copy of your notes.

**Please note:** if you have any multimedia needs, please plan to arrive not later than 8:30 the morning of your class; assistants will be rotating from class to class.

For all technical questions, please contact Tobias Davis at tdavis@smith.edu or (413) 585-7967.