

Alternate Format Course Material



Alternate format presents print and visual information in different mediums. Some students require alternate formats to equitably access learning material.

Alternate formats may be needed for textbooks, readings, lecture material, assignments, quizzes, notes, presentations, video content, and other learning materials. Digital copies of physical content or remediated copies of inaccessible digital material will need to be provided to learners.

Who is this for?



My name is Mark. I absorb information best by hearing it so I use text-to-speech software that allows me to read and hear content at the same time. Sometimes my textbooks or other material given to me doesn't work with my software. That means I miss out until it is converted to an accessible format.

"Mark", by Sue Doner is licensed under [CC BY 4.0](#)

Alternate format course material may be necessary to support equitable learning opportunities for learners:

- Who consume content in large print, braille, or audio format.
- Who experience barriers to perceiving information presented in visual format only.
- Whose disability impacts their reading comprehension, accuracy, rate, or fluency and or causes significant reading fatigue.
- Who require the customization of text size, background color, or other visual elements to reduce sensory overload or distraction.
- Requiring the use of assistive technology, such as text-to-speech, screen reader, and or magnification software.
- Whose stamina would impact their ability to read physical material.
- Who may experience difficulty manipulating physical material.

This accommodation supports students to:

- Equitably access course materials regardless of access means.
- Use assistive technology to consume, interact, and engage with learning material.

What it is

Alternate formats are equivalent versions of learning material. Created to ensure learners can consume content in their preferred/required format, alternate format material may be accessible documents (HTML, Docx, PPTx, PDF), Braille material, audiobooks, and other formats that allow learners to adjust the appearance of content and/or use assistive technology as required.

Alternate formats may be a conversion of physical content to accessible digital content or remediating inaccessible digital content to more accessible formats.

Alternate format material is copyright compliant.

Alternate format is a direct conversion of material from one format to another. There is no change in the content, only the format.

What it's not

Alternate format course material:

- Is not different content, only a different medium.
- Does not alter required readings or the details of content.
- Does not change course or program requirements.

How can I support this in my classroom?

Generally, instructors will not be involved in the alternate format process, apart from providing required material to remediation services (CAPER-BC or other organization) when requested. However, choosing learning material that is accessible will reduce the need for material to be converted to an alternate format. Consult your library or teaching and learning centres for more information on choosing accessible content.

Note that alternate format material page numbers may not exactly match the page numbers in the physical material. Please include details such as the chapter and section headings to ensure the student using an alternate format is aware of the required readings.