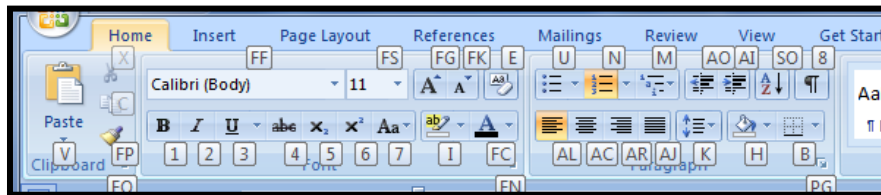# Tips for Teaching a Blind Student at CCD

1. We have no method for blind students to sign onto the computer. They are dependent on someone to help them get to the sign-on screen so they can type their S number and password. They also have no way of knowing if that worked correctly or if there is an error message. Someone will have to let them know when they have successfully arrived at the desktop.

2. Once signed on, our students can start the JAWS program, which speaks to them. They should know how to start JAWS. FYI, from the run command (Windows R) they type in jaws13 to start the program.

3. They will need to use headphones or speakers. If you are giving a lecture and asking the students to work on the computer at the same time, the blind student will have to listen to you AND listen to the software simultaneously so you may need to repeat some things.

4. Blind students do not use the mouse at all. Therefore, if you are explaining commands that require the mouse, you will need to give them a keyboard equivalent. They cannot see the pointer. For example, in the Microsoft suite, you will need to teach them keyboard shortcuts.

5. Keep in mind that blind students do not see the monitor. Therefore, if you want to explain something to a blind student, you cannot use directional or spatial descriptions. For example, you cannot describe something as being on the left corner of the window. They cannot see where that is. They can hear lists of what is on the screen but the list order rarely has anything to do with where they are located on the screen. It sometimes helps to tell them what other things might be in that same list.

6. JAWS is the program we use for blind students to hear what is on the screen. It sometimes uses different terminology. For example, within the Microsoft suite, JAWS calls ribbons "virtual ribbons." Groups are called "submenus."

7. CCD's email is not fully accessible to blind students. The Outlook Web Application is not JAWS friendly. Therefore, blind students will need to use their private email address to communicate with you.