

Alternative Media

Office hours: 8AM-4:30PM Monday-Friday

General Office Voice/Relay: 262-472-4711

Fax: 262-472-4865

Address: 2002 Andersen Library Building/800 W.
Main St./Whitewater, WI 53190



University of Wisconsin
Whitewater

Center for Students
with Disabilities

Services

- Kurzweil 3000 file (.kes)
- PDF (.pdf)
- Text file (.txt)
- Rich Text Format (.rtf)
- MS Word file (.docx)
- MP3 audio
- Large print (Alternative Media will evaluate each request for large print to determine whether it may be converted in-house or if it must be sent to another service)
- Braille (Braille conversion is limited to short readings and exams; full books/textbooks requested in Braille will be sent to a conversion service, which requires advanced notice).

Need another format? Ask!



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How Much Time Do We Need?

- **Please submit your text conversion requests as soon as possible!**
- **It can take up to four weeks to receive your texts.**



Alt Media Requests

Go to:

<http://www.uww.edu/csd>



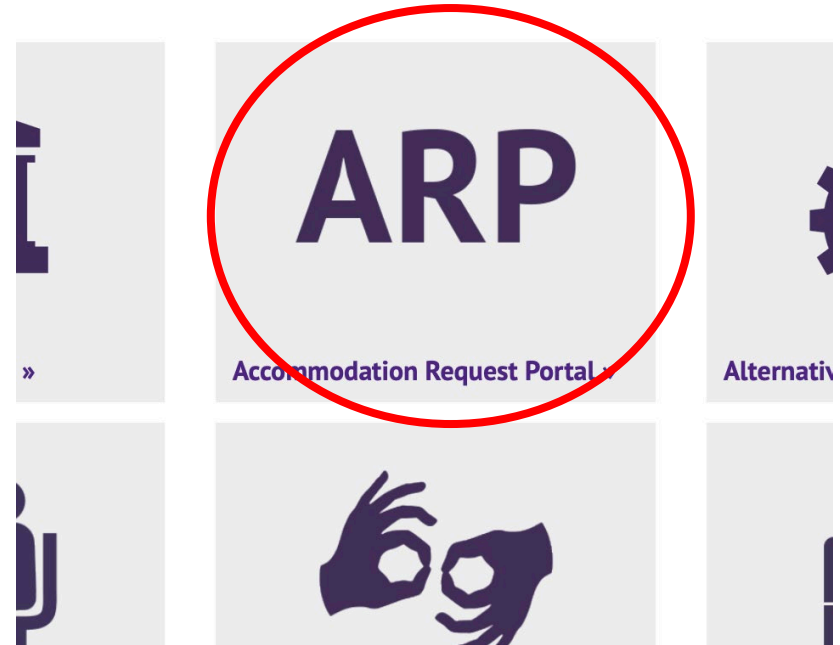
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2. Scroll down until you see the following categories

3. Choose “ARP”

4. Choose “student sign in”



Accommodation Request Portal (ARP)

[Student Sign In to ARP »](#)

[Faculty Sign In to ARP »](#)

5. Sign in using your UWW login credentials

6. Sign your e-form agreements and submit your accommodations for the semester—instructions in other presentation and linked [here!](#)

7. Go to the **My Accommodations** bar on the left-hand side of your screen

- Click on My Accommodations if you do not see the list underneath your accommodations

8. Click on **Alternative Formats**

The screenshot displays a user dashboard with a dark red header. Below the header, there is a navigation bar with the text "My Dashboard" and "Overview". A breadcrumb trail reads "Home >> My Dashboard >> Overview". A prominent red button labeled "Login as User Feature" is visible, with a "Back to My Profile" button below it. The main content area features two expandable menu sections: "Home" and "My Accommodations". The "My Accommodations" section is expanded, showing a list of options: "Information Release Consents", "My Eligibility", "List Accommodations", "Alternative Testing", "Alternative Formats", "Deaf and Hard of Hearing", and "My E-Form Agreements". The "Alternative Formats" option is circled in red. On the right side of the dashboard, there are several notification or status indicators, including a "PD" icon, a "Not Imque Sele" status, and a "If y Plea If y" status.

- **9. Update Your Alternative Formats Preference**

- You will see a box asking you to update your preferences.
- Click on the dropdown arrow to specify your preference and then click “update alternative formats preference”

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **EPub**

Update Preference: **Select One** ▼

Update Alternative Formats Preference

10. You will then scroll down the page a bit to see 'Request Alternative Formats for the current semester.

- Pay attention to the semester that your page is set to.
 - May show the incorrect wrong semester, so you may need to press “Next Term” at the top left so that it indicates the current semester and year

[Previous Term](#)

Term: Fall 2022

[Next Term](#)

- 11. All of the books available at the bookstore for the courses you are registered for **should** be listed
- You can select the books you want using the “Select” link next to each.

Request Alternative Formats for Spring 2019

SBJ	CRS	SEC	Book Title	Author	Tags	Select
CLAS	12345	1	Title of Book (Edition: 5TH 17) (ISBN: 9780123456789)	AUTHOR	AB	Select
CLAS	21000	1	Title of Book (Edition: 1ST 18) (ISBN: 9780987654321)	AUTHOR	ZY	Select

- **eBooks**
 - VitalSource, Cengage, and Kindle offer accessibility features for their eBooks such as text-to-speech.
 - Accessibility features not as comprehensive as Kurzweil
 - May work well for some students (if you primarily use a tablet or have third-party computer—i.e. Lenovo)
- **Textbooks with lots of equations and charts (i.e. Math)**
 - Kurzweil can have trouble reading equations and charts, so you may have trouble using Kurzweil for these texts
 - Some people do not find having math textbooks on Kurzweil helpful
- **Textbooks with languages other than English**
 - Kurzweil can only read Spanish, French, German, Italian, Portuguese, and Finnish
- **You have a PDF copy**
 - You can run it through Kurzweil on your own! Instructions linked [here](#).

To Request or Not to Request?



[This Photo](#) by Unknown Author is licensed under [CC BY-ND](#)



But wait!!

There's (maybe) more

For classes that do not have book information auto-populate OR if your professors tell you need additional texts that you do not see listed, you will need to make a Custom Request, which you can do at the very bottom of the page.

- To do so, scroll down until you see the box titled: **ADDITIONAL BOOK OR READING MATERIALS FOR [Current semester]**

Custom Requests

ADDITIONAL BOOK OR READING MATERIALS FOR SPRING 2019

Reading Materials

Select Class*:

Reading Material Title*:

ISBN:
If this information is available, please provide the 13-digit ISBN.

Publisher:

Author:

Edition:

Note: **Copyright Year, Format (Kurzweil/large print/audio/PDF), rental or purchase**

Note: HTML entry is permitted. Your text at the following link

1. Select the **class**

2. Input the required information (To process your request, **we NEED either the ISBN, the edition, OR the year**, what **format** you want the text converted to, and whether it is a **rental or a purchase.**)

3. In the notes section, please include **Copyright Year, Format (Kurzweil/large print/audio/PDF), rental or purchase**

4. Click "**Submit Request.**" After you click on the "Submit Request" button, we will receive your request.

NOTE: Failing to include **all needed information** (title, ISBN, edition, OR year; format; rental/purchase) will **result in delays** in you receiving your request.



UPLOAD INSTRUCTION

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

Please submit one book per request!

Select the class for which the book is required from the drop-down menu.

In the notes section, please include:

1. Author(s):
2. Copyright Year:
3. Edition:
4. ISBN:
5. Format (Kurzweil/large print/audio/PDF):
6. Rental or purchase (if purchase, please attach your receipt!):

Failing to include all information will result in delays in you receiving your request.

Feel free to include any other comments in the note field if there is anything else you want us to know, including due dates for readings.

NOTE: After you click on the "Submit Request" button, we will receive your request.

It will then take you to a page where you can choose to upload a document, but this step is optional. If you do not wish to upload a document with your request, simply navigate to your dashboard.

**If your request is not for a specific class, you can email altmedcsd@uwv.edu with the request information.

File Information

Book Title: **d**

Document Title *:

Select File: **No file chosen**

Due Date *: 

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Notes:

After you click on the button, you will see a page where you can choose to upload a document, but this step is optional.

Uploading documents is **optional!**

You only need to do this step if you **HAVE** the file.

If you do not wish to upload a document with your request, you can simply navigate to your dashboard.

UPLOAD BOOK RECEIPT and UPLOADED RECEIPTS

- We generally **do not need receipts for items listed as “rentals”** because you are already being charged for the book through your student service fees.
 - **Ebooks**-no receipt needed if you are an undergraduate student!
 - **Loose leaf optional**— no receipt needed; this means that the textbook is provided for you through an eBook. You do not need to give us receipts for Loose leaf optional texts because you will be provided with an eBook
- We will **need proof of purchase (receipts) for books that you need to purchase.** You will submit that proof on this ARP page as well.
 - **Required or purchase**-We will need receipts for items listed as required or purchase



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- Please let us know which books are on the receipt in the notes section!
- Please **let us know which books are on the receipt** in the notes section!
 - Also include any other information you think would be helpful for us to have in the note field.
 - We will then check the receipts against your book request and mark off the books as having proof of purchase.

UPLOAD BOOK RECEIPT

Important Note: Limit 5 receipts per term or semester.
[Read File Upload Instruction](#)

File Information

Term: **Spring 2019**

Select File: **No file chosen**

Select Course(s) the receipt is for*

AIM 301.001 - DEMO COURSE

Note:

BOOK TITLE!

UPLOADED RECEIPTS - SPRING 2019

No Receipt Found

Getting your textbook

- Once your request has been filled, you will get a notification email.
 - **Kurzweil:** If your textbook is on Kurzweil, you will need to go onto Kurzweil to access it through the private folder in your Universal Library (instructions should have been emailed to you along with your account log information)
 - **Physical Version:** You will need to come into our office to pick up your text. You will receive an email that you need to come pick up your text.

Getting your textbook-PDF/MP3

You will be able to download your files from ARP.

1. To do so, log in to ARP

2. Go to the My Accommodations Bar on the left-hand side of your screen

3. Click on "My Accommodations" if you do not see the list underneath your accommodations

4. Click on "Alternative Formats" under "My Accommodations" in the left navigation.

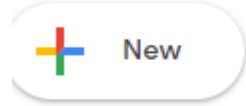
The screenshot shows the ARP My Dashboard interface. At the top, there is a red header with "My Dashboard" in white text. Below the header, there is a breadcrumb trail: "Home >> My Dashboard >> Overview". A yellow box contains a button labeled "Back to My Profile". The main navigation menu is divided into two sections: "Home" and "My Accommodations". The "My Accommodations" section is expanded, showing a list of options: "Information Release Consents", "My Eligibility", "List Accommodations", "Alternative Testing", "Alternative Formats", "Deaf and Hard of Hearing", and "My E-Form Agreements". The "Alternative Formats" option is circled in red. To the right of the navigation menu, there is a sidebar with a red header and a yellow background, containing text that is partially obscured.

5. Find the text and click on “download book”

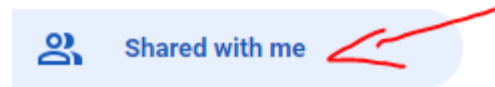
- This will take you to another tab where we have saved the file on Google Drives.
- Log in using your UWW account (if you want the folder shared with a different account, email altmedcsd@uww.edu. Csd14@gmail.com is **not** monitored.
- If you are logged into another account, you will need to (a) log out, (b) open a private or incognito window, or (c) open a different browser than the one you are currently using (Safari/Microsoft Edge/Google Chrome) and log in to your UWW account.

notify our office as soon as possible.

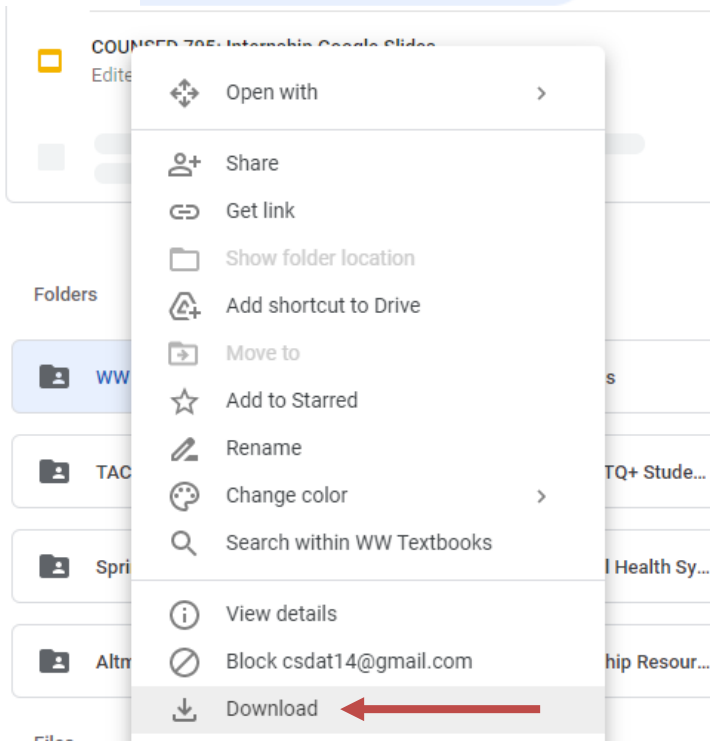
	RCPT	Status
	No	Processing [Custom - Not Listed] Upload Document
	Yes	Completed Processing RCPT [Custom - Not Listed] Download Book Upload Document



- Priority
- My Drive
- Shared drives



6. On the left-hand side, click "Shared with Me"



8. Download the folders by right-clicking the folder and clicking, "Download."

Questions?

If you have any problems or questions,
please contact us at
altmedcsd@uww.edu or by calling our
office at 262-472-4711.



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