

## Alternative Media

Required course materials such as textbooks, course packets, and readings can be prepared in the following accessible formats:

1. Scanned into Kurzweil format
2. Scanned as a PDF
3. Scanned into text files for use with a screen reader or magnifier
4. As Braille

Students can meet with a staff member to determine which format best suits their needs.

### Steps for Requesting and Accessing Alternative Media

1. Request this accommodation **prior** to the start of the semester through STARS. It is recommended you start the process at least four weeks prior to the start of the semester.
2. Select the Alternative Formats tab in STARS and choose textbooks for each course. Only select E-book (Ebk) if that is the only option for your course.
3. Provide proof of purchase by uploading book receipts in STARS.
4. Sign the AT Contract in STARS. Alternative media will not be provided until you have shown proof of purchase and signed the AT contract.
5. Check the status of available textbooks through STARS, Alternative Formats tab.
6. If necessary, provide textbooks for the process of conversion if the books are not available through the Office of Accessibility resources. During this process, the binding will be cut off, and the books will be scanned and converted. A spiral or tape binding will replace the original binding before it is returned to the student. Students can sell books back to the University Bookstore with spiral or tape binding.
7. If using Kurzweil, download Kurzweil 3000 and watch the Introduction to Kurzweil video available at <http://uakron.edu/access/adaptive-technology/kurzweil.dot>.
8. Request a username and password at <http://uakron.edu/access/adaptive-technology/kurzweil.dot> to access Kurzweil and/or Firefly.
9. Download alternative media from STARS, Alternative Formats tab, or access through the Firefly Universal Library.
10. If you would like course handout materials to be prepared in an accessible format, please contact the Office of Accessibility to arrange the scanning of handout materials. We recommend a three-day notice for handout requests.
11. Visit <http://www.uakron.edu/access/adaptive-technology/> for specific user guides for alternative media.