



University of Wisconsin-Whitewater: Center for Students with Disabilities

Alternative Media Process & Procedures

Procedure:

- 1.) Alternative Media services are an approved accommodation and it is added to the Accommodation Plan/Verified Individual Services and Accommodations (VISA).
- 2.) The student and a Disability Services Coordinator determine which alternate format(s) the student will use and which text(s) will be converted.
- 3.) The **student** must complete and submit an [Agreement to Receive Alternative Media Services form \(PDF\)](#), to the CSD Student Tech worker. Preferably after the In-Take Appointment or during the Fall Orientation.
- 4.) **Students** requesting alternative format materials must complete a [E-Alt Media Text Conversion Request](#) and submit it to the Alternative Media program at CSD. **NOTE:** Requests **MUST** be made for each class.
- 5.) Student will receive a unique username and password via email directly from Cambium Tech Customer Service within the next 24 hours. This username and password will allow the student access to Kurzweil 3000 and Firefly by Kurzweil. [**NOTE:** it is the students responsibility to keep track of their username and password]
- 6.) Student will receive username and password and will have to follow instructions on Firefly by Kurzweil Installation Guide, provided during In-Take Appointment or available at this website: <http://www.uww.edu/csd/disability-services/alternative-media> or <http://www.uww.edu/csd/resources/current-student/at>
- 7.) If students need assistance with installation please contact the CSD Student Tech Worker by email: csdtech@uww.edu or by phone: 262.472.5243

Important Information:

If the textbook is a rental book the student is **NOT** responsible for providing the textbook. If the textbook is a purchased book, the student **MUST** provide the book as well as proof of purchase (original or photocopy).

- The following alternative media formats are currently offered and supported by CSD:
 - Electronic Text
 - Digital audio CD in an MP3 format
 - Braille
 - Large Print
 - Kurzweil 3000 file (.kesi)
 - Text file (.txt)
 - Rich Text Format (.rtf)
 - MS Word file (.doc)

Important Websites

Alternative Media website: <http://www.uww.edu/csd/disability-services/alternative-media>

Text Conversion Request: <http://go.uww.edu.altmed>

UWW Assistive Technology Resources: <http://www.uww.edu/csd/resources/current-student/at>