

Books In Alternative Format

DRC Online



UNC

Alternative Formats

Log In

Log in to DRC Online from our home page
<https://go.unco.edu/drc>

Making A New Request

- Confirm that you have selected “E-Text” as an accommodation for the course.
- Locate the tab “Alternative Formats” on the left hand side of your dashboard

The image shows two screenshots of the Disability Resource Center (DRC) website. The top screenshot is the homepage, featuring a navigation menu with links for Home, About Us, Students, Accommodations, Faculty & Staff Resources, and Additional Resources. The main content area includes a header for the Disability Resource Center, a paragraph describing the DRC's mission, and a section titled "Our Services" with a list of services: Sign Language Interpreting Services, Adaptive Technology (Braille, Screen Readers, Enlarged Print, Books in Audio or Alternate Format), Notetaking, Captioning, and Testing Accommodations. On the right side, there are four login buttons: GETTING STARTED WITH THE DRC, DRC STUDENT LOGIN, INSTRUCTOR LOGIN, and DRC NOTETAKER LOGIN. An orange arrow points from the "Our Services" text to the "DRC STUDENT LOGIN" button.

The bottom screenshot is a "My Dashboard" overview page. It features a sidebar with navigation options: Home, My Dashboard, My Profile, SMS (Text Messaging), Mobile Access, Equipment Checked Out, Request New Accommodations, My Mailbox (Sent E-Mails), My Accommodations, Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Alternative Formats (circled in blue), Notetaking Services, Deaf and Hard of Hearing, My E-Form Agreements, and My Signup List. The main content area is titled "OVERVIEW" and contains an "IMPORTANT MESSAGE(S)" section with a warning icon. The message text reads: "Please read the following message(s) regarding your account:" followed by a "Your To Do List" with two items: 1. DISNEY 999.001 - [redacted] and 2. OFFICE 123.321 - Bears, Beats, Battlestar Galactica. Below the message is contact information for Disability Support Services and a "PRINTING FACULTY NOTIFICATION LETTER IN PDF" section with a "Generate PDF" button.

Alternative Formats

Select Preferred Format

At the top of your screen, please select your preferred alternative format to receive your material.

Previous Term	Term: Fall 2018	Next Term
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: MP3/Audio File		
Update Preference: Select One		
<input type="button" value="Update Alternative Formats Preference"/>		
No Book is Being Processed for Fall 2018		

Insert Book Information

- Locate the box titled “Additional Book or Reading Materials for [SEMESTER]”
- Input all available information accurately
- Click “Submit Request”

ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2018

Reading Materials	
Select Class*:	OFFICE 123.321 - Bears, Beats, Battlestar Galactica
Reading Material Title*:	The Battle of Schrote Farms: The Northern Most Battle of the Civil War
ISBN:	0123456789 <small>If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.</small>
Publisher:	Scranton Press
Author:	Dwight K. Schrote
Edition:	1
Note:	<div style="border: 1px solid black; height: 80px;"></div>
<small>Note: HTML entry is permitted. Please read additional manual on how to modify your text at the following link: HTML Entry with Tags Guideline.</small>	

Alternative Formats

Monitor Request Status

- Under the “Alternative Formats” tab you will be able to monitor the ongoing status of your book conversion requests

Completed Conversions

- When a conversion is complete you will receive an email with information about accessing your materials
- Materials are typically delivered through a downloadable link on DRC online or on a flash drive which can be picked up at the DRC Office

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: **MP3/Audio File**

Update Preference: **Select One** ▼

[Update Alternative Formats Preference](#)

LIST BOOKS CURRENTLY BEING PROCESSED FOR FALL 2018

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
OFFICE	123	321	The Battle Of Schrute Farms: The Northern Most Battle Of The Civil War	MP3/Audio File	No	Processing [Custom - Not Listed]

Previous Term **Term: Fall 2018** Next Term

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: **MP3/Audio File**

Update Preference: **Select One** ▼

[Update Alternative Formats Preference](#)

LIST BOOKS CURRENTLY BEING PROCESSED FOR FALL 2018

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
OFFICE	123	321	The Battle Of Schrute Farms: The Northern Most Battle Of The Civil War	MP3/Audio File	Yes	Completed Processing RCP [Custom - Not Listed]

[Download Book](#)



**Please reach out with any questions or concerns.
drc@unco.edu · 970-351-2289**

Disability Resource Center
DRC Online Training Materials
Updated 9/25/2019



UNIVERSITY OF
**NORTHERN
COLORADO**