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Disability Resource Center DRC Online Training Updated 5.25.21

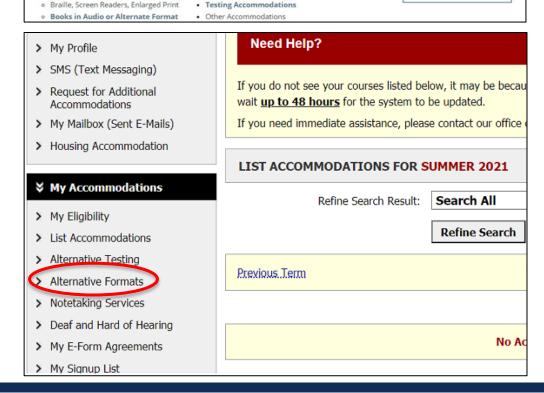
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Log in to DRC Online from our home page https://go.unco.edu/drc

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





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• At the top of your screen, please select from the dropdown menu your preferred alternative format for your materials.

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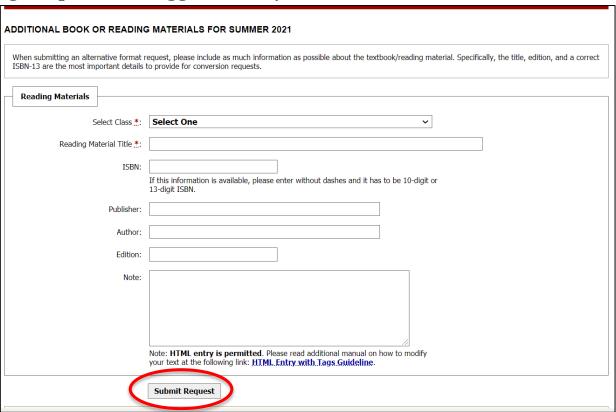
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- Please check your Alternative Formats Preference. If you have any questions regarding the formats, please contact our office.
- Select your book. If you book is not listed or you have additional readings, please contact our office for assistance.

CRS	Book Title	Author	Tags	Select
627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select
627	Survey Research Methods (Edition: 5th) (ISBN: Fowler RQ 9781452259000)		RQ	Select
627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select
627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select
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Request Additional Materials or Books Not Listed for Your Course

- Locate the box titled "Additional Book or Reading Materials for [SEMESTER]"
- Select your course from the dropdown menu and input all available information in the boxes provided.
- Click "Submit Request"
- Use this option for PDFs, articles, books that didn't sync from the bookstore, or other readings required or suggested for your course.



Monitor Request Status

• From the "Alternative Formats" page, you will be able to monitor the ongoing status of your book conversion requests by checking the "status" section for each request.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2021

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.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
NURS	310	970	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Cancelled
NURS	313	001	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Cancelled
NURS	323	032	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Processing <u>RCP</u>
NURS	327	970	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	No	Cancelled

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



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

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