

# How to Request Alternative Media through AIM

## Overview

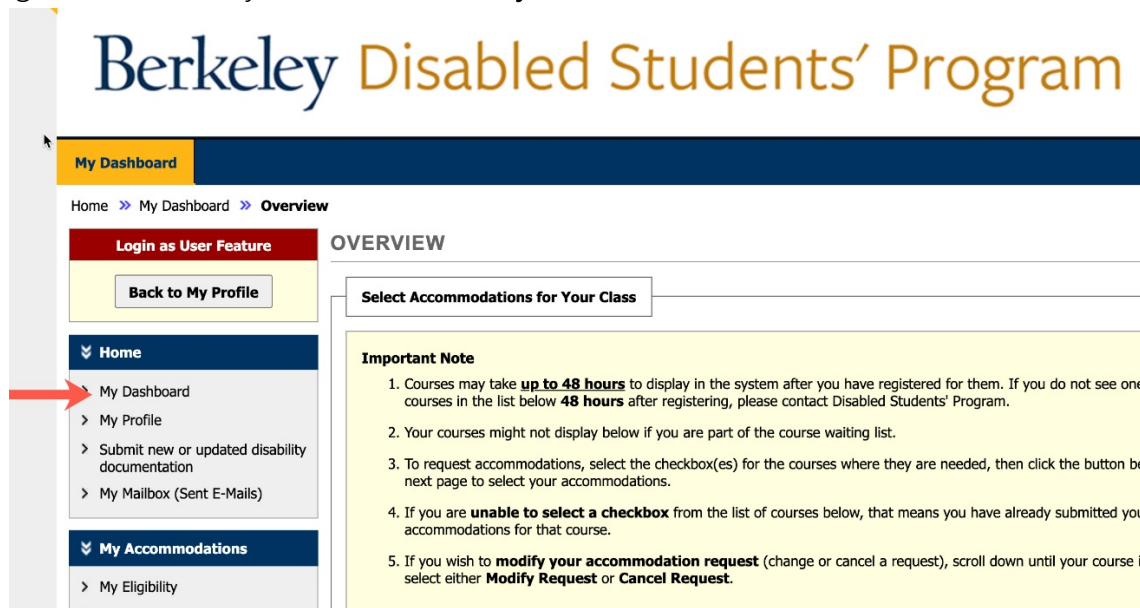
To request alternative media each semester, you must log into AIM, which is the new platform DSP will be using to keep information about your accommodations.

## Logging into AIM and Finding Your Classes

1. Use your UC Berkeley ID and Password to log into AIM via this link:

<https://bachelor.accessiblelearning.com/Berkeley/>

2. After logging in, make sure you are in the “My Dashboard” tab.



3. Scroll down to the section titled “Select Accommodations for Your Class” to find your current registered classes.

**Select Accommodations for Your Class**

**Important Note**

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disabled Students' Program.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

- ☐ **Spring 2021** - PBHLTH 220D.1 - HLTH POL ADVOCACY (CCN: 30675)
- ☐ **Spring 2021** - PBHLTH 290.4 - HEALTH SEMINARS (CCN: 30341)
- ☐ **Spring 2021** - PBHLTH 290.9 - HEALTH SEMINARS (CCN: 17900)
- ☐ **Fall 2020** - PBHLTH 142.1 - INTRO PROB STAT (CCN: 29528)
- ☐ **Fall 2020** - PBHLTH 200L.1 - HSB BREADTH (CCN: 29615)
- ☐ **Fall 2020** - PBHLTH 223D.1 - FOUNDATIONS OF HPM (CCN: 29668)
- ☐ **Fall 2020** - PBHLTH 224A.1 - ORG BEHAV MGMT (CCN: 31608)
- ☐ **Fall 2020** - PBHLTH 226A.1 - HEALTH ECONOMICS A (CCN: 33372)
- ☐ **Fall 2020** - PBHLTH 250A.1 - EPIDEMIOLOG METH I (CCN: 29517)
- ☐ **Fall 2020** - PBHLTH 298.4 - GROUP STUDY (CCN: 15335)


**Step 2 - Continue to Customize Your Accommodations**

## Requesting Accommodations

1. Under “Step 1: Select Class(es),” select the classes for which you wish to use **alternative media** by checking the box next to each course.
2. Click “Step 2: Continue to Customize Your Accommodations” to begin selecting **alternative media** for each class. If you are eligible for multiple accommodations, they will all be displayed on this screen under each course. Make sure to select E-Text.


### Final Step: Select Accommodation(s) for Each Class

**PBHLTH 220D.1 - Hlth Pol Advocacy (CCN: 30675)**

Instructor(s): 

Days and Time(s): **W at 02:00 PM - 04:59 PM**

Date Range(s): **01/19/2021 - 05/07/2021**

Location(s): 

☐ Select the check box if you have entered a **WRONG CCN**. You will not be required to specify your accommodation for this class.


**Select Accommodation(s) for PBHLTH 220D.1**

☐ Describe visual content ☒ **E-Text** ☐ Exam Conditions

☐ Extensions to assignment deadlines ☐ Lab/Classroom assistant ☐ Notetaking


☐ Priority registration ☐ Use of laptop or tablet for note taking

**PBHLTH 290.4 - Health Seminars (CCN: 30341)**

Instructor(s): 

Days and Time(s): **T at 02:00 PM - 04:59 PM**

Date Range(s): **01/19/2021 - 05/07/2021**

Location(s): 

☐ Select the check box if you have entered a **WRONG CCN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for PBHLTH 290.4**

☐ Describe visual content ☒ **E-Text** ☐ Exam Conditions

☐ Extensions to assignment deadlines ☐ Lab/Classroom assistant ☐ Notetaking

☐ Priority registration ☐ Use of laptop or tablet for note taking

**Submit Your Accommodation Requests**

**Back to Overview**

3. When you have finished selecting E-Text for *each of your classes*, click the “Submit Your Accommodation Requests” button at the bottom of the page. You are now ready to begin requesting alternative media for your classes.

**Note:** As an Alternative Media student you will also need to complete the **Alternative Media Agreement Form** which stipulates the conditions under which you can use the alternative media that we will be creating for you.

## Requesting Alternative Media

1. Click on the **Alternative Formats** link under **My Accommodations**; click on **Next Term** to make sure that the correct term is the active semester.

The screenshot shows a student dashboard with a sidebar on the left and a main content area. The sidebar has a 'My Accommodations' section with a red box around the 'Alternative Formats' link. The main content area has a header 'ALTERNATIVE FORMATS' with a 'Previous Term' link and a 'Next Term' button. Below this is a section titled 'ALTERNATIVE FORMATS PREFERENCE' with a 'Current: Not Available' status and a note. A red arrow points to the 'Next Term' button.

2. Scroll down to the **Request Alternative Formats** section. If the professor has already posted book information at the bookstore, books will be listed below. Click on the **Select** button for each of the books that you would like to request.

**Request Alternative Formats for**

**Steps to get your books in an alternative format:**

Select the book(s) you would like to request from the Bookstore's list below.

If your book is not listed or you have additional readings (bCourse readings or a Course Reader), navigate to the **Additional book OR reading materials** section of this page and follow these steps:

- Select the class from the dropdown menu.
- Enter the information about the book / bCourse / Course Reader

**Note:** Your request will be listed as **Custom - Not Listed** in the Status column to indicate that the book information was not provided by the bookstore.

If you have any questions regarding your preferred format or if you have additional questions, please contact us at [dspamc@berkeley.edu](mailto:dspamc@berkeley.edu).

SBJ	CRS	SEC	Book Title	Author	Tags	Select
ENGLISH	132	1	Adventures Of Huckleberry Finn (ISBN: 9780393966404)	TWAIN		Select
ENGLISH	132	1	China Men (ISBN: 9780679723288)	KINGSTON		Select
ENGLISH	132	1	Daisy Miller (ISBN: 9780486287737)	JAMES		Select
ENGLISH	132	1	Mercy (276767) (ISBN: 9780307276766)	MORRISON		Select
ENGLISH	132	1	Miss Lonelyhearts+Day Of Locust (ISBN: 9780811218221)	WEST		Select
ENGLISH	132	1	Pnin (ISBN: 9780679723417)	NABOKOV		Select
ENGLISH	132	1	Scarlet Letter (ISBN: 9780486280486)	HAWTHORNE		Select
ENGLISH	132	1	Sound+The Fury (ISBN: 9780679732242)	FAULKNER		Select
ENGLISH	132	1	Yekl+Imported Bridegroom+Other Stories (ISBN: 9780486224275)	CAHAN		Select
ENGLISH	132	1	Zone One (ISBN: 9780307455178)	WHITEHEAD		Select

3. If you have a receipt for the book(s) you are requesting, scroll down to the **Upload Book Receipt** section. Click on the **Choose File** to browse to the location of your receipt, select the course(s) the receipt is for and click **Upload Receipt**. Remember that we will not share alternative media for books unless we have received a receipt from you.

**UPLOAD BOOK RECEIPT**

**Important Note:** Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

**File Information**

Term:

Select File: 

**Choose File**

No file chosen

**Select Course(s) the receipt is for \***

☐ ENGLISH 132.1 - AMERICAN NOVEL  
☐ ENGLISH 143A.3 - SHORT FICTION

Note:

**Upload Receipt**

**UPLOADED RECEIPTS -**

**No Receipt Found**

4. If your book is not listed within AIM or if you would like to request the bCourse or Course Reader for a class, please scroll down to the **Additional Book or Reading Materials** section and read the instructions carefully. Select the class that this additional request belongs to. For books, enter as much information as possible (Title, Author, ISBN, Edition); for bCourses or Course Readers, please indicate bCourse or Course Reader in the Title field. Then click **Submit Request**.

**ADDITIONAL BOOK OR READING MATERIALS FOR SPRING 2021**

Please give us as much information as possible about the materials you need converted.

If you are requesting a **bCourse**, fill out the request in this way:

Title: English 101 **bCourse Fall 2020**  
Author: Tim Smith

For a **Course Reader** (i.e., a course pack from a copy house):

Title: English 101 **Course Reader Fall 2020**  
Author: Tim Smith

For a book not listed in AIM, enter the **Book Title, Author, ISBN, Edition**.

**Note:** With your custom request, you will be able upload the file that you need converted. **Uploading files is OPTIONAL and is not necessary for your request to be processed.** If you don't have any files to upload, you can disregard the Upload Document to Custom Request screen. You can also upload a file to your previous custom request.

Please note that if you enter a Due Date when you upload a file, your request will still be converted according to our standard turn-around times.

If you have any questions regarding how to complete a custom request, please contact us at [dspamc@berkeley.edu](mailto:dspamc@berkeley.edu).

**Reading Materials**

Select Class \*: **Select One**

Reading Material Title \*:

ISBN: 

If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note: 

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#).

**Submit Request**

**Note:** If you are not sure what to request for your classes because your professor has not posted any book information, please use our [Alternative Media Notice Form](#). The DSP Alternative Media unit will get in touch with your professors about your reading materials and will notify you about what you need to request. Once you have information about the readings for your class, follow the above steps in AIM.



## Uploading Documents for Conversion

When you submit a custom request, you may also upload the document (<20 MB) you need converted.

1. In the **File Information** screen, enter the name of the Document, browse to file on your computer, enter a due date\*, and (optional) add any notes about the file (e.g., I just need pages 1-40 converted).
2. Click Upload Document (Additional Reading Material)

**File Information**

Book Title:

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:

**NOTE:** You can upload a file to your previous custom request if you do not have it at the time of your request.

*\* Our standard turn-around times are still in effect for custom requests for alternative media.*

## Check the Status of Your Alternative Media

Once your request for alternative media has been submitted, you may track the status of your request by following these steps:

1. Click on the **Alternative Formats** link under **My Accommodations**.
2. Find the book or additional request listed under **List Books Currently Being Processed**.
3. Check the status of the request in the **Status Column**.

LIST BOOKS CURRENTLY BEING PROCESSED FOR						
<b>Note:</b> 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
ENGLISH	143A	3	Best American Short Stories 2019 (ISBN: 9781328484246)	HTML	No	<b>Completed</b> 15 - Conversion Complete
ENGLISH	143A	3	Writing Fiction (ISBN: 9780226616698)	HTML	No	<b>Processing</b>

## Accessing Your Alternative Media

Once your files have been converted, there will be a **Download Book** link in the Status column that you can use to access your alternative media.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
ENGLISH	143A	3	Best American Short Stories 2019 (ISBN: 9781328484246)	HTML	Yes	<b>Completed</b> 15 - Conversion Complete RCP <input type="button" value="Download Book"/>

**Note:** Starting Spring 2021 semester, all alternative media will be posted to a Google Drive folder.

## Frequently Asked Questions:

*Q: What if my professor(s) has not posted any textbooks at the bookstore and I am not sure what to request for next semester?*

A: If you are not sure what to request, please use our [Alternative Media Notice Form](#) and the alternative media unit will contact your professors to find out the book information. Once we receive this information, we will share it with you. Please note, once you receive information about the reading materials for a class, it is your responsibility to submit a request in AIM using the steps outlined above.

*Q: How long will it take to receive alternative media?*

A: Turn-around times vary based on 1) when you make the request, 2) when we receive the materials to convert, and 3) the complexity of the materials you have requested. If your request is made at least three weeks prior to the academic term, the typical turn-around time for standard books is 10-14 business days and 15-21 business days for more complex materials (STEM content, Braille, and Tactile Graphics). If your request for alternative media is made less than three weeks before the semester, we cannot guarantee that you will receive your request according to the turn-around times above.

*Q: What tools can I use to access text for my classes while I wait for my alternative media?*

A: For materials uploaded to bCourses, you can use [Ally in bCourses](#). To convert files you already have on your computer, you can use [SensusAccess](#).

Note: If you have any difficulty with these steps or have questions, please email us at [dspamc@berkeley.edu](mailto:dspamc@berkeley.edu).

This guide was adapted with permission from Willamette University's Accessible Education Services Department.