

# Requesting Alternative Format Course Materials in AIM: Student User Guide


**NOTE: If you have not submitted your accommodations agreement form, you will not be able to use accommodations through AIM. Please make sure you have done this before attempting to request accommodations.**

To request Alternative Format accommodations (or to use any other accommodations) the first step you will need to complete each quarter is requesting accommodations for each of your classes for which you wish to use alternative format texts. If you have not selected accommodations for the quarter, you should be able to do this from your Dashboard.

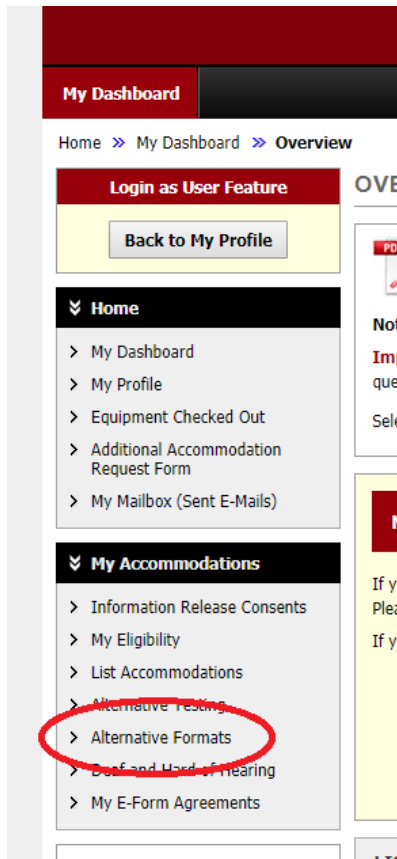
If you have questions about this step, please see the instructions for how to request accommodation letters or contact us.

**Your instructors will not get a letter notifying your instructors of your alternative format requests.** If you want your instructors to be aware of your alternative format needs, please contact them. Instructors for College Students (undergraduates) will still get a letter notifying them about any other accommodations that you are requesting.

Once you have selected accommodations for the quarter, you should see a list of your classes and which accommodations are selected for that class on your Dashboard. Here you can modify your accommodation request to remove or add additional accommodations. If you make changes after your request has been approved, staff will need to review your changes. You will get a notification once staff has made a decision.

|   |  |   |
|---|--|---|
| <b>AIM 301.001 - Demo Course (CRN: 11111)</b>   |  | <a href="#">Modify Request</a> <a href="#">Cancel Request</a>   |
| Instructor(s):  | Jennifer Gossett   |   |
| Days and Time(s):   | TR at 10:00 AM - 12:00 PM  |   |
| Date Range(s):  | 01/01/2019 - 12/25/2019  |   |
| Location(s):  | Building 36  |   |
| <b>Request Status</b>   |  | <b>Notification Letter</b>  |
| <br>Approved | First Entered by: Customer Support<br>First Entered on: <b>03/29/2019 at 10:56 AM</b><br>Last Updated by: Customer Support<br>Last Updated on: <b>03/29/2019 at 10:56 AM</b> | Status: <b>Not Available</b><br>Last Emailed: <b>Not Specified</b><br>Last Printed: <b>Not Specified</b><br>Last Read by Instructor: <b>Not Specified</b> |
| <b>List Accommodation(s) Selected for AIM 301.001</b>   |  | <b>Other Information</b>  |
| ▪ Alternative Formats: Electronic copies  |  | ▪ <a href="#">View Complete Request History</a><br>▪ <a href="#">View Faculty Notification Letter Notes</a>   |

## Using the Alternative Formats Module



To make the requests for your course materials, go to the Alternative Format module in AIM by clicking on “Alternative Formats” under “My Accommodations” in the left navigation.

It should have the following sections:

### Alternative Formats Preference

- This is where you can Select/Update your format preference (PDF, EPUB, Word, etc.)

### LIST BOOKS CURRENTLY BEING PROCESSED FOR [Current Quarter]

- Shows the list of books that you have requested
- Shows current status of your request (waiting for receipt, processing, completed, download links, etc.)

### Request Alternative Formats for [Current Quarter]

- See list of all books available at the bookstore for the courses you are registered for
- Select books from this list

### UPLOAD BOOK RECEIPT and UPLOADED RECEIPTS [Current quarter]

- Allows you to upload receipts and link them to your classes and view receipts that you have uploaded to show proof of purchase

### ADDITIONAL BOOK OR READING MATERIALS FOR [Current quarter]

- Form where you can manually enter requests for books not on the bookstore list.

All book requests need to be linked to a class that you are currently registered for. If you need books for research (thesis, dissertation, etc.) that are not associated with a specific class, let us know and we can create a Library Request/Thesis Research “class” for these requests.

Last updated 11/11/19

**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: **EPub**

Update Preference:

#### LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2019

**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.

| <u>SBJ</u> | <u>CRS</u> | <u>SEC</u> | <u>Book Title</u>            | <u>Preference</u> | <u>RCPT</u> | <u>Status</u>                                       |
|------------|------------|------------|------------------------------|-------------------|-------------|---|
| AIM        | 301        | 001        | Another Book For Aim 301     | EPub              | No          | Waiting for Receipt<br>PUB                          |
| AIM        | 301        | 001        | Article Xyz                  | EPub              | No          | Completed<br>Processing<br>[Custom - Not<br>Listed] |
| AIM        | 301        | 001        | Introduction To Demo Courses | EPub              | No          | Completed<br>Processing                             |
| AIM        | 301        | 001        | Introduction To Demo Courses | EPub              | No          | Processing<br>[Custom - Not<br>Listed]              |

#### LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2019

**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.

| <u>SBJ</u> | <u>CRS</u> | <u>SEC</u> | <u>Book Title</u>                                       | <u>Preference</u> | <u>RCPT</u> | <u>Status</u>   |
|------------|------------|------------|---|-------------------|-------------|---|
| CHEM       | 11300      | 2          | Principles Of Modern Chemistry<br>(ISBN: 9781305079113) | PDF               | Yes         | Completed<br>Available for<br>download<br>RCP<br><input type="button" value="Download Book"/> |

Once your book is complete and ready to download, you will get an email through the AIM system asking you to log into AIM with a download link. The link to the downloadable file will also be available in the "List Books Currently Being Processed" for the quarter.

#### Requesting Books

Once you have selected alternate format accommodations for your classes, any books available through the bookstore feeds will show up here.

Last updated 11/11/19

**Books that have EBK at the beginning of the title are already in electronic format as EBooks. Please purchase your textbooks in electronic format when available. You do not need to select these books in AIM.**

For books which are not already available through the bookstore in electronic format, you can select the books you want using the “Select” link.

| Request Alternative Formats for Spring 2019 |       |     |   |        |      |                        |
|---|-------|-----|---|--------|------|------------------------|
| SBJ   | CRS   | SEC | Book Title  | Author | Tags | Select                 |
| CLAS  | 12345 | 1   | Title of Book (Edition: 5TH 17) (ISBN: 9780123456789) | AUTHOR | AB   | <a href="#">Select</a> |
| CLAS  | 21000 | 1   | Title of Book (Edition: 1ST 18) (ISBN: 9780987654321) | AUTHOR | ZY   | <a href="#">Select</a> |

All students are expected to purchase their textbooks (if students will be using books on reserve there are exceptions) so please upload scans/screen caps of your receipts for proof of purchase. There is a place where you can include notes with each receipt that you upload; please let us know which books are on the receipt you are uploading or enter any other information you think it would be helpful for us to have in the note field. We will then check the receipts against your book request and mark off the books as having proof of purchase.

**You do not need to have purchased the books to make the request, but we may not be able to process the requests until the receipts are uploaded.**

#### UPLOAD BOOK RECEIPT

**Important Note:** Limit 5 receipts per term or semester.  
[Read File Upload Instruction](#)

**File Information**

Term: **Spring 2019**

Select File:  **No file chosen**

Select Course(s) the receipt is for\*  
 AIM 301.001 - DEMO COURSE

Note:

#### UPLOADED RECEIPTS - SPRING 2019

**No Receipt Found**

#### Manual Book Request

Last updated 11/11/19

If you do not see the book(s) you need in the bookstore feed, you will need to submit the request for them manually.

Please submit one book per request.

If you want an accessible version of a book from the library, please provide a link to the library catalog record for title you are requesting.

Select the class for which the book is required from the drop-down menu

Please enter title, author(s), edition, ISBN, and/or other useful information, and whether or not an alternate edition is acceptable. The title is the only required field in AIM, but including authors and the ISBN will help us identify the exact version that is needed.

Feel free to include any other comments in the note field if there is anything else you want us to know, including due dates for readings.

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#### ADDITIONAL BOOK OR READING MATERIALS FOR SPRING 2019

Please submit one book per request. Include the title, the edition, ISBN, and/or other useful information, and whether or not an alternate edition is acceptable.

If you want an accessible version of a book from the library, please provide a link to the title you are requesting.

##### Reading Materials

Select Class\*:

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](#).

Once your request has been filled, you will get a notification email telling you to sign in to AIM to access the download link to the book; please access your book and download it using this link.

If you have any problems or questions, please contact us at [text.sds@uchicago.edu](mailto:text.sds@uchicago.edu) or by calling our office at 773-702-6000.