How to Submit Alternative Format Requests in ODA Online

ⓘ Student requests may take **3-6+ weeks** to process based on the requested formatting and source material. ODA strongly encourages that requests are received in advance of the start of the course/semester you are taking the class.

You may request alternate format texts at any time during the semester, however you need to be aware of the above stated timelines for delivery. Requests for retroactive content cannot be guaranteed fulfillment.

Alternate format texts obtained through ODA cannot be shared with other students as this behavior is a violation of copyright law. These texts are provided as necessary access due to a disability barrier for an ODA student.

1 Once you log in to your ODA Online portal, click "Alternative Formats" on the left-hand menu.

> My E-Form Agreements
> My Mailbox (Sent Emails)

ACCOMMODATIONS

> **List Requests**
> **Additional Accommodation Request Form**
> Alternative Testing
> Alternative Formats
> Flex Plan
> Notetaking Services

📅 **IMPORTANT DATES**

September 10
Add/drop full sem & 1st module

September 18
Winter Term Registration opens

GENERAL ANNOUNCEMENTS

IN NEED OF ADDITIONAL ACCOMMODATIONS?

If your current accommodations are no longer meeting your needs, you are alwa

To request an **ACADEMIC** accommodation, please use the **Additional Acco**

To request a **HOUSING** accommodation, please complete the Housing Appl

If you have any questions, please reach out to our office at **440-775-5588**. You

ODA ONLINE HAS BEEN UPDATED!

Welcome back! ODA Online (AIM) has been uploaded to the most recent version office in **Wilder 112** for some in-person help

Requesting an accessible required TEXTBOOK

2 Click "REVIEW REQUESTS OR ADD BOOKS"

Additional Accommodation
Request Form

Alternative Testing

Alternative Formats

Flex Plan

Notetaking Services

MY REQUESTS

5

Number of Requests without Books

Total Accommodation Request: 0

REVIEW REQUESTS OR ADD BOOKS   >

IMPORTANT DATES

September 10
d/drop full sem & 1st module

September 18
nter Term Registration opens

tober 03
Module: Deadline to withdraw

tober 10
Module: Deadline to declare
NP

tober 12

LIST REQUESTS FOR ALTERNATIVE FORMATS

CRN	Subject	Course	Section	Course Title
09812	SPNGE	300	01	On Being A Sea Sponge

3 From the dropdown, select the class that the required text will be for.

Thank you!

READING MATERIAL

Select Class * :

Select One   ⌄

Reading Material Title * :

ISBN: ⑦

Publisher:

4 Complete the required information on the requested text.

PLEASE NOTE: Submission of inaccurate or incomplete information could delay the fulfillment of the request.

READING MATERIAL

Select Class * :

SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 345 ⌄

Reading Material Title * :

The Burger Lab: The Art and Science of the Perfect Burger

ISBN: ⑦

9781743792759

Publisher:

Hardie Grant Books

Author:

Wilson, Daniel

5 Click "SUBMIT REQUEST"

FORM SUBMISSION

SUBMIT REQUEST ＞

QUESTION?

Office for Disability & Access
Oberlin College & Conservatory
Oberlin, Ohio 44074

Email: oda@oberlin.edu

Requesting a required PDF from a Professor be remediated into accessible text

6   Click "REVIEW REQUESTS OR ADD BOOKS"

7 From the dropdown, select the class that the required text will be for.

Thank you!

READING MATERIAL

Select Class * :

Select One

Reading Material Title * :

ISBN: ⑦

Publisher:

8 Indicate the class and the title of the document you need remediated. If you have additional information on the file (such as if it is a chapter from a specific book, and you know the book information) please complete those fields as well. The more information we have, the easier it is to find the text.

READING MATERIAL

Select Class * :

SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 345

Reading Material Title * :

The Burger Lab: The Art and Science of the Perfect Burger
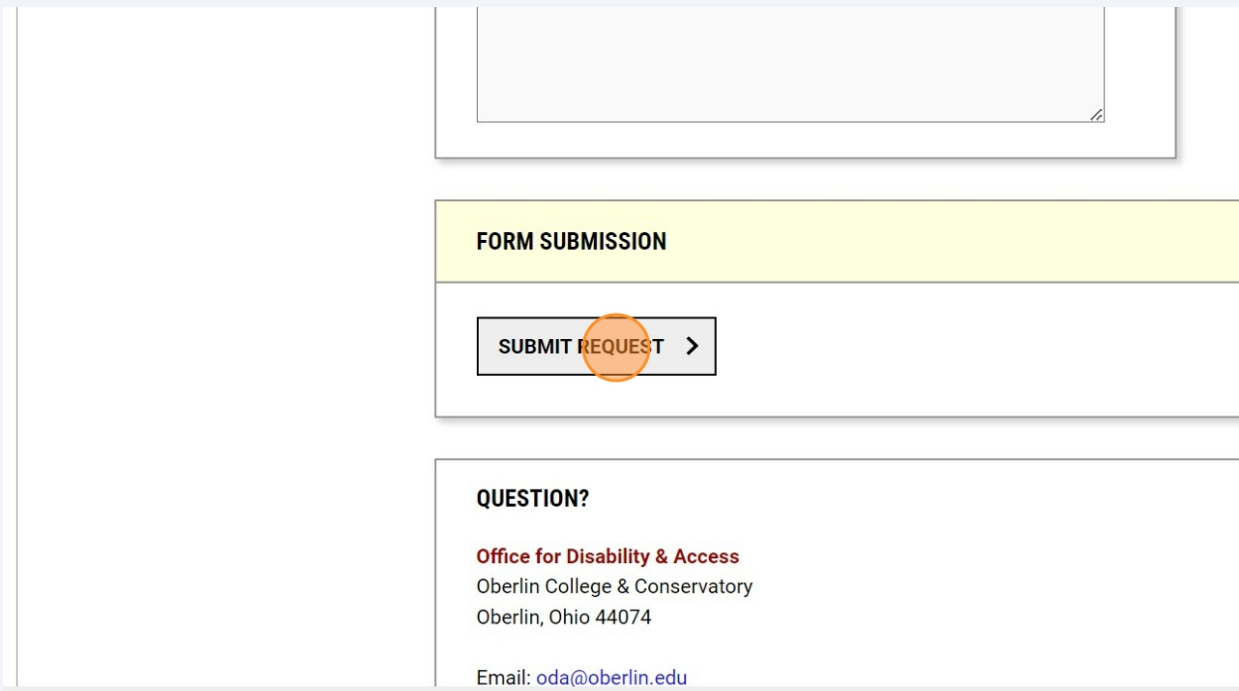
ISBN: ⑦
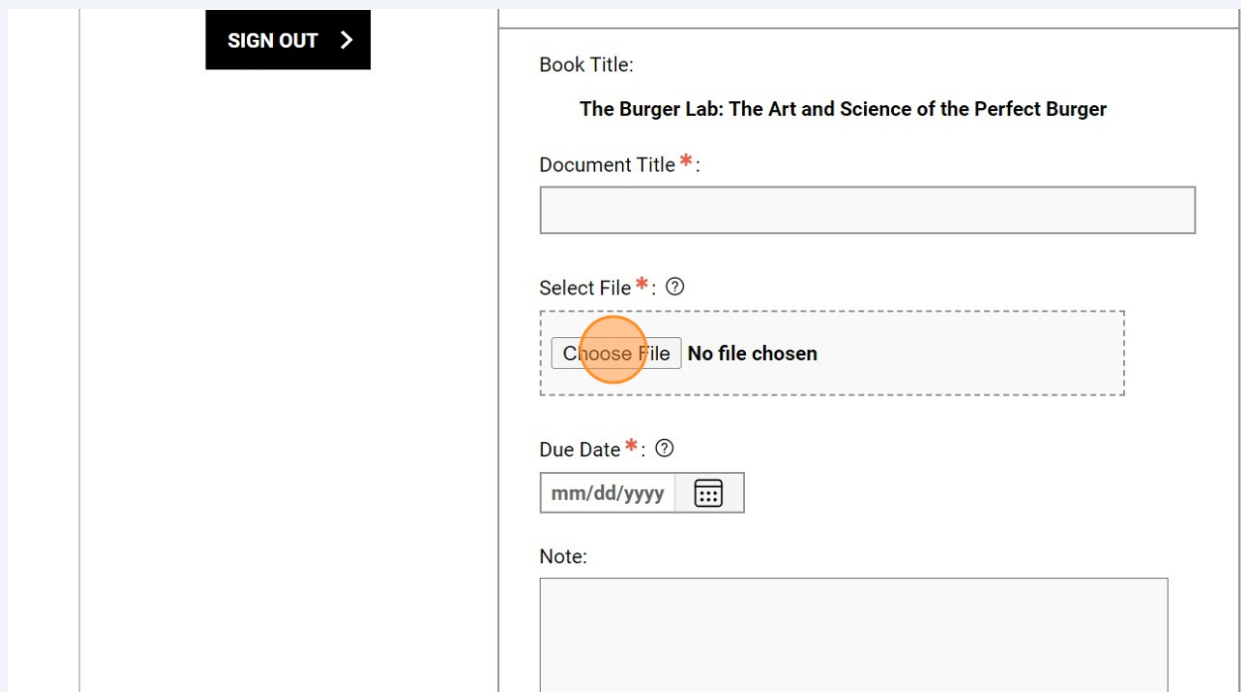
9781743792759

Publisher:

Hardie Grant Books

Author:

Wilson, Daniel

9   Click "SUBMIT REQUEST"

FORM SUBMISSION

SUBMIT REQUEST   >

QUESTION?

Office for Disability & Access
Oberlin College & Conservatory
Oberlin, Ohio 44074

Email: oda@oberlin.edu

10   An area will populate for you to upload your custom file that you need remediated. Clearly label the document and indicate the date that you need the file remediated by (due date).

SIGN OUT   >

Book Title:

     The Burger Lab: The Art and Science of the Perfect Burger

Document Title $*$:

Select File $*$: ⑦

Choose File   No file chosen

Due Date $*$: ⑦

mm/dd/yyyy   ▦

Note:

11 Click "UPLOAD FILE"

Note:

FORM SUBMISSION

UPLOAD FILE ＞   BACK TO REVIEW REQUESTS ＞

QUESTION?

Office for Disability & Access

Uploading your Proof of Purchase

ⓘ You are required to provide proof of purchase a copy of each textbook that you are requesting in alternative format and be able to provide proof of purchase/receipt (or rental) per copyright law. In compliance with current copyright law, we are required to verify that the title has been lawfully obtained by the student (purchase, rental, loan, gift, etc.) before any alternative format materials can be released.

"Proof of purchase" is a general term that encompasses proof of rental from a library or bookstore, as well as proof of an actual purchase.

12 Click "Alternative Formats"

> My E-Form Agreements

> My Mailbox (Sent Emails)

ACCOMMODATIONS

> List Requests

> Additional Accommodation Request Form

> Alternative Testing

> Alternative Formats

> Flex Plan

> Notetaking Services

📅 **IMPORTANT DATES**

September 10
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Winter Term Registration opens

Steps to get your books in Alternative Formats:

Please check your **Alternative Formats Preference**. If you have any questions re

Please input the following information. Information must be **accurate**, otherwise

Information Needed:

- Title of Text
- ISBN
- Publisher
- Publication Year and Edition (if applicable)
- Author/s and/or Editor/s

Your text may be found on the following sites:

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13 Click "UPLOAD RECEIPT"

> My E-Form Agreements

> My Mailbox (Sent Emails)

ACCOMMODATIONS

> List Requests

> Additional Accommodation Request Form

> Alternative Testing

> Alternative Formats

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📅 **IMPORTANT DATES**

September 10
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September 18

RECEIPT NEEDED

1

Request with Missing Receipt

UPLOAD RECEIPT ›

MY REQUESTS

4

Number of Requests wit

Total Accommodation F

REVIEW REQUESTS OR ADD B

LIST REQUESTS FOR ALTERNATIVE FORMATS

CRN	Subject	Course	Section	Course Title
09812	SPNGE	300	01	On Being A Sea Sponge

14 Select the file from your computer to upload.

> My Mailbox (Sent Emails)

ACCOMMODATIONS

> **List Requests**
> **Additional Accommodation Request Form**
> Alternative Testing
> Alternative Formats
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📅 **IMPORTANT DATES**

September 10
Add/drop full sem & 1st module

September 18
Winter Term Registration opens

October 03

• SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 34567) - The Burger Lab: The A

RECEIPT DETAIL

Select File *: ⑦

Choose File No file chosen

Select Courses the receipt is for * :

**Hint**: You are required to make a minimum of **1** selections.

☐ CAT 101.02 - Mouse Hunting 101

☐ CAT 102.01 - Cat Shennanigans

☐ SPNGE 101.02 - Krusty Krew Basics

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15 Indicate the course the receipt is applicable to

> Notetaking Services

📅 **IMPORTANT DATES**

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September 18
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October 03
1st Module: Deadline to withdraw

October 10
1st Module: Deadline to declare P/NP

October 12
Yom Kippur
Closed All Day.

VIEW ALL >

SIGN OUT >

Select Courses the receipt is for * :

Hint: You are required to make a minimum of **1** selections.

☐ CAT 101.02 - Mouse Hunting 101

☐ CAT 102.01 - Cat Shennanigans

☐ SPNGE 101.02 - Krusty Krew Basics

☐ SPNGE 201.03 - The Art of Crabby Patty Flipping

☐ SPNGE 300.01 - On Being A Sea Sponge

Note:

16 Click "UPLOAD RECEIPT"

1st Module: Deadline to declare
P/NP

October 12
Yom Kippur
Closed All Day.

VIEW ALL >

SPNGE 300.01 - On Being A Sea Sponge

Note:

The Burger Lab- receipt
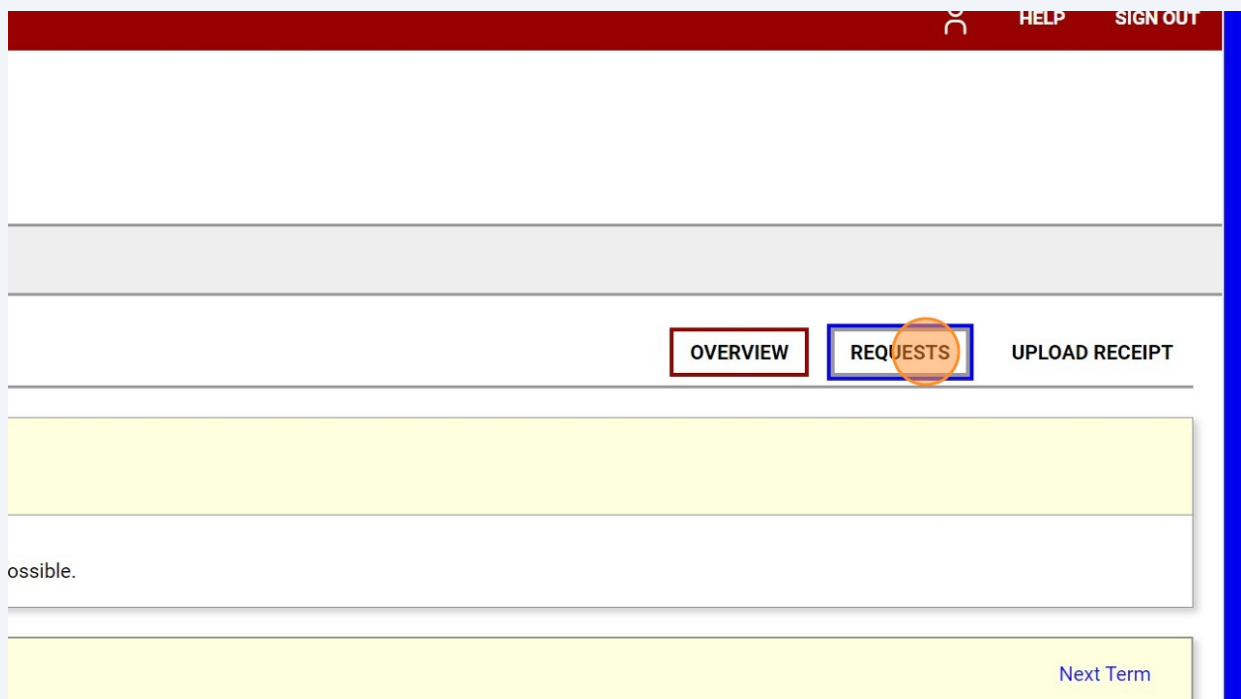
SIGN OUT >

FORM SUBMISSION

UPLOAD RECEIPT >

QUESTION?

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17 Click "OVERVIEW"

HELP   SIGN OUT

OVERVIEW   REQUESTS   UPLOAD RECEIPT

18 Click "REQUESTS"

OVERVIEW   REQUESTS   UPLOAD RECEIPT

HELP   SIGN OUT

ossible.

Next Term

19 Click "MY DASHBOARD"

Hi Patrick! (Login As User)

MY DASHBOARD

OBERLIN
COLLEGE & CONSERVATORY

ALTERNATIVE FORMATS - REQUESTS

LOGIN AS USER

BACK TO MY PROFILE >

🏠 » MY DASHBOARD » ALTERNATIVE FORMATS - REQUESTS

IMPORTANT MESSAGE

If you do not need a book from a particular class or you would like to add addit

MY DASHBOARD

> Overview

Previous Term