



# Transforming the Alternative Format Process

Kristen Dabney  
(they/them/theirs)

Assistive Technology Administrator

Harvard Extension School Division of Continuing Education



# Agenda

- What to balance
- Resources to tap
- Prioritizing long term vs short term turn arounds
- Questions



# Start from the beginning

We have a student needs accessible text and we need to stay at least two weeks ahead of their course materials.

- What courses, how many?
- What accessible formats work for the student?
- How far in advance do we know?



# Start off strong

When possible, start early

Request access to course and talk to Faculty

Request books

Get to work!

# Assemble your team





## “Required” Friends...

Student

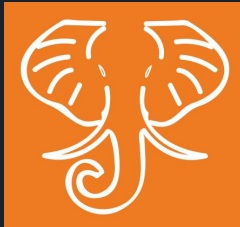
Faculty

Teaching Assistant or Department Admin



Additional friends to work with are...

Librarians



HATHI  
TRUST



IT or Help Desk professionals



Who can you add to your team for support?

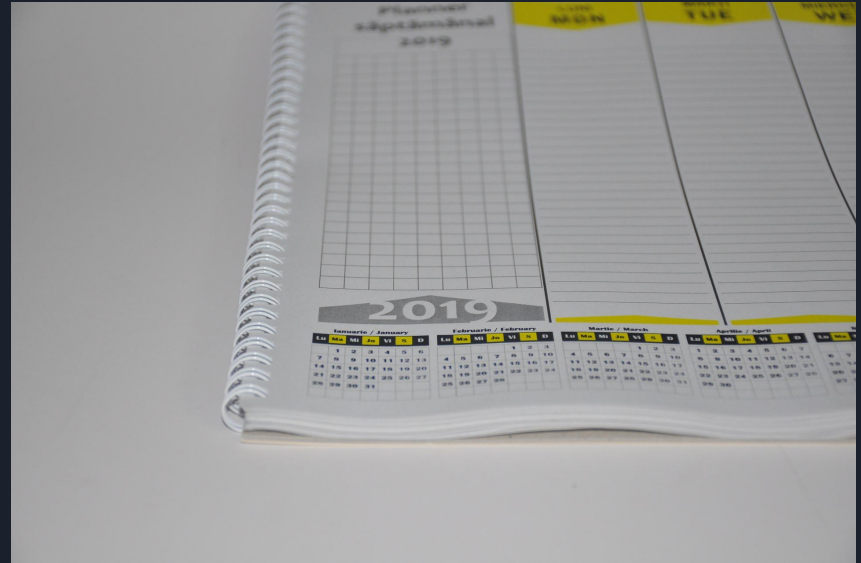
# Balance



# Prioritizing Semester Long Conversions

Break down what needs to be done by week

Write down the number of the week on a nearby calendar





# Students with less intensive interventions

What books and files?

What tools can they be connected with for independent access?

For those in research, is there a way to connect with the library for scanning materials and creating searchable text.

# Prioritizing Time vs Impact



# Self sufficiency skills





Questions?

Kristen Dabney

(They/them/theirs)

[kristen\\_dabney@fas.harvard.edu](mailto:kristen_dabney@fas.harvard.edu)

Harvard Division of Continuing Education