

Disabled Students
Programs and Services
Clockwork User Guide:
Alternate Media Requests



LONG BEACH
CITY COLLEGE

Liberal Arts Campus
4901 East Carson Street
Long Beach, CA 90808
(562) 938-4558
Room: A-1134
Mon - Thurs: 8:00am - 6:00pm

Pacific Coast Campus
1305 East Pacific Coast Highway
Long Beach, CA 90806
(562) 938-3921
Room: GG-107
Mon - Thurs: 8:00am - 6:00pm

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1.() Submit Alternate Media Request

Start by clicking “Alternate Textbooks” on the [Clockwork Homepage](#).



Main menu

Welcome to the Online Student Services

Please select an option from the menu below:



Schedule a test or exam



My calendar



Accommodation Letters



Schedule an appointment



Course Notes



Note-takers



Staff calendar



Alternate textbooks

You will be greeted by some informational text. Please note that you **must** purchase a copy of the textbook and 1) Upload its receipt or 2) Upload photos of the front and back covers of your textbook. Click “New Request” to continue.



Main menu

TEST . log out

Home

New request

My requests

My files

Welcome to the Alternate Media webpage

Welcome to the LBCC Alternate Media website. You can use this website to:

- Create new request (textbook receipt copies required)
- View my requests
- Download my files

You must purchase or be in possession of a legal copy of the book(s). You will be required to upload a receipt(s) OR if you did not purchase the book(s) but are in possession of a legal copy, you will be required to upload photos of the front and back covers.

Please select an option from the menu in order to get started. You will be asked to login using your student ID number.

On the following page please select the session (term) and the course. Note that wait-listed/dropped courses will **not** appear here. Then click “Search Books”.

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Main menu TEST . log out

Home New request My requests My files

Request by course

Please select a session and course to show all alternate media content by course in order of creating Alternate Media requests.

Note: Please click the "Search Books" button below. Do not use the magnifying glass.

Registered courses **Session:** Winter 2020 **Courses:** POLSC 110 section 77777 (1630) LAC

Searching for books **Results:**

There is no content available for the selected course [Search books](#)

LBCC Dev ClockWork Online

You can then search by the ISBN number or book title and hit enter. Click the “+” sign to add a book to your shopping cart. You can add multiple books for one particular course. You can find the ISBN on the back of the book, under the bar code. It is a 13 digit number that starts with "978".

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Main menu TEST . log out

Home New request My requests My files

Request by searching

Please search our media content database and Web by ISBN. Create new alternate media request using the results. If your textbook version does not appear please contact Carl Garner at cgarn@lbcc.edu or 562-938-4922.

Registered courses Search content by title or ISBN Machiavelli The Prince

Searching for books **Results:**

- The Prince**
 ISBN: 978-1-5815-9903-0
 Published on March 2016
 by Niccolò Machiavelli [+](#)
- Machiavelli**
 ISBN: 978-3-6472-0385-7
 Published on February 2012
 by Niccolò Machiavelli [+](#)
- The Art of War**
 by Sun Tzu [+](#)

You will see any books you add under the “Pending requests” area. When you have added all of the required books for one course you can click on the shopping cart to continue.



Main menu TEST . log out

Home | New request | My requests | My files | 1 pending requests

Request by searching

Please search our media content database and Web by ISBN. Create new alternate media request using the results. If your textbook version does not appear please contact Carl Garner at cgarner@lbcc.edu or 562-938-4922.

Registered courses

Searching for books

Results:



The Prince
ISBN:978-1-6819-5903-0
Published on March 2016
by Niccolò Machiavelli

Pending requests



The Prince (2016)
978-1-6819-5903-0
by Niccolò Machiavelli

Select the appropriate media format (ex: Braille, General E-Text, etc) for the item(s). Then be sure to upload 1) A copy of your receipt or 2) A picture of the front and back covers of your textbook.

Main menu TEST . log out

Home | New request | My requests | My files | 1 pending requests

Student media content requests confirmation

Please review and confirm the following requests before submitting



The Prince
ISBN:978-1-6819-5903-0
Published on March 2016
by Niccolò Machiavelli

Please select your preferred format:

- General e-text format
- Kurzweil 3000 format
- Audio (digital) transcription
- Braille format

Upload receipt...

You should then see that your receipt was successfully loaded. Click the shopping cart to continue.

Main menu TEST . log out

Home New request My requests My files 1 pending requests

Student media content requests confirmation

Please review and confirm the following requests before submitting



The Prince
 ISBN: 978-1-6819-5903-0
 Published on March 2016

by Niccolò Machiavelli

Please select your preferred format:

- General e-text format
- Kurzweil 3000 format
- Audio (digital) transcription
- Braille format

File The Prince Receipt.PNG (78.2 kB) was successfully uploaded

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You should then see a page confirming submission(s).



Main menu TEST . log out

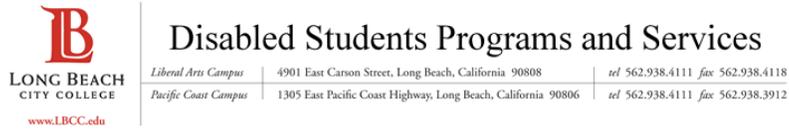
Home New request My requests My files

Alternate Media Requests Submitted Result

Thank you for submitting your Alternatea Media request(s). All of your requests were submitted successfully. You will receive a confirmation email promptly with the details.

LBCC Dev ClockWork Online

You should also receive an email additionally confirming the request was received.



Dear TEST STUDENT (ID: TEST),

This email serves to confirm that the Disabled Student Programs & Services (DSP&S) has received your request for alternate media item(s). You can view this request(s) by clicking "My Requests" in Clockwork.

When your materials are ready, you will receive an email with instructions for receiving your material. Please be advised that completion timelines vary by the type of reading material and format requested.

Sincerely,

Disabled Student Programs and Services
Long Beach City College

2.() View My Requests/Download Completed Files

To view your request(s), click on “My requests”. Requests for the term will show applicable status’ and dates.



Main menu TEST . log out

Home New request My requests My files

My requests

Please select a session to display all your content requested during this session.

Session:



Principles of Mathematics Book 1 (Student) (978-0-8905-1875-5)

by *Katherine A. Loop*

Format: **Audio (digital) transcription**
 Status: **In Progress**
 Request made on **Sep 09, 2019**



The Prince (978-1-6819-5903-0)

by *Niccolò Machiavelli*

Format: **Unspecified**
 Status: **Created**
 Request made on **Jan 17, 2020**

When files are ready to be downloaded/picked up at a later date, you will receive an email provided by DSPS staff indicating relevant details.



Disabled Students Programs and Services

Liberal Arts Campus | 4901 East Carson Street, Long Beach, California 90808 | tel 562.938.4111 fax 562.938.4118
Pacific Coast Campus | 1305 East Pacific Coast Highway, Long Beach, California 90806 | tel 562.938.4111 fax 562.938.3912

Dear TEST STUDENT (ID: TEST),

Your request for alternate media for the item(s) listed below has been completed:

Text: The Virtue of Nationalism
Format: DIGITAL_TEXTBOOK_ETEXT

If you requested for your material to be delivered via email, you will receive your material as an attachment to this email. If you requested to pick up your material in person, please email the Adaptive Computing Specialist to confirm your preferred pick up date and time. If you requested for your material to be uploaded to Kurzweil Firefly, please confirm that your material is in your student folder.

For additional questions or concerns, please contact the Adaptive Computing Specialist via phone or email.

Once complete, if the file was set to be downloaded from the web, click “My files”. On this page you can see the request and directly download files by clicking the down arrows.


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[TEST . log out](#)
[Home](#)
[New request](#)
[My requests](#)
[My files](#)

Available Files

Please select a term to show your available Alternate Media files. You can download media content in a specific format or download all formats for the media content.

Session:



The Prince (978-1-6819-5903-0)

by Reed Wicander, James Monroe

File status: Ready For Download

General e-text (78.17 KB)

Filename: 0.PNG

Created on: Jan 16, 2020



General e-text (57.77 KB)

Filename: 2.PNG

Created on: Jan 16, 2020



General e-text (53.60 KB)

Filename: 1.PNG

Created on: Jan 16, 2020

