

A typical day at AFS

The materials that one might expect to receive are textbooks, articles, syllabi, handouts, class notes, quizzes, tests, and any other material needed by the student for a particular course.. Upon receipt of the material, we convert it into electronic formats such as RTF, PDF, DOC, CDs, or other alternative formats, including Braille, as requested.Startup

Follow these procedures at the beginning of the workday:

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Check your email before coming to work, if possible, and respond to messages as necessary. If you are not able to access email prior to your arrival to work, make sure you check it prior to beginning your assigned tasks. Emails are an official form of communication and you must reply promptly to them when a reply is indicated.

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We use an OSU email list to communicate with the AFS group internally. The email address is Alt_Format@lists.oregonstate.edu.

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Please enter the office through the staff entrance doors, room 114. If these doors are locked, you may enter through the front entrance of Media Services, Kidder 109.

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You may work a maximum of eight hours a day for up to 20 hours a week during the term and up to 40 hours a week during the break. You cannot work more than eight hours a day at any time.

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You may take a 10-minute break for every two hours of continuous work. Please inform a team leader when you take a break. If you need to leave the office for more than 10 minutes, you need to clock out.

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If you are not able to attend your assigned slot, please make sure to inform us as far in advance as possible. When notice is short, call the office, 541.737.9272, and speak with the supervisor or a team leader to let them know you will miss your slot. As soon as possible, send a follow up email indicating the reason for your absence. Make up of missed time will only be allowed when these procedures have been followed.

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Store your belongings under the book-binding cutter and hang all coats on the coat tree. Our space is limited and it is very important that we keep all walkways clear.Clocking in

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You may clock in and out at any of the computers in the office.

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The time clock address is: https://scf.oregonstate.edu/stu_mgmt/student/clockit.php .

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Click “TimeClock” and enter your Student Identification Number, click the “Alt Format” radio button and press enter. A page will be displayed with the time that you have clocked in (or out) and the total number of hours that you have worked during that day/week.Note: If you are working on an outside project, you will click on the “Outside Work” radio button to clock in.

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If you forgot to clock in/out you can have corrections made by sending a request, from the time clock program, to your supervisor. Follow these steps to send in a request:

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Click on “Student Home”

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Click on “View or change your time clock records”

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Enter your Student ID number and Click “View Records”

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Select the appropriate date and click “Change” or “Delete”

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Enter the corrections; and the reason for the request.

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Click “Make request” and you are done.

The supervisor will contact you if they have any questions.

Timesheets

Timesheets are due the 15th of every month. The following are the steps, in the time clock program, to create a timesheet:

- a. Click on “Create Timesheet”
- b. Enter your Student ID number, select the time-period and click “Create Report”
- c. Print out a copy of this page in landscape mode, sign it and turn it in to your supervisor. Alt Format Database

Logging into the database:

- 1) After clocking in, access the TAP database at:

<http://tap-server.cmc.oregonstate.edu/DotNetAltformatDB/login.aspx>

- 2) Enter your user name and password (Which will be assigned to you)

Note: More details regarding using the database will be covered during training. You may also refer to the “Alt Format Database Procedures for General Usage” document.

About Hardcopies:

Hardcopies are the actual pages of the material being converted as opposed to the softcopies, which are the electronic versions of the material.

- 1) It is important that each person takes only the section on which they are working and not the entire chapter. For example, if you are assigned section 2.3 from Math 341, do not take all of chapter 2.

- 2) Handouts and class notes are never to be kept in your personal folder.

- 3) When you are finished editing for the day, be sure to place the hardcopy back into the appropriate folder and in the correct order. Finishing up for the day.

When you are finished working for the day, you must:

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Log out of the database

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Clock out.

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Log off the computer

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Wipe down the keyboard, mouse and work area

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Replace your folder in the folder holders on the wall. THIS ARTICLE UNDER CONSTRUCTION. Sorry for the inconvenience.