Digital Media for Accommodated Exams
Guidelines for Instructors

In order to ensure that students with disabilities are able to access digital audio and video content for their accommodated exams, it is recommended that instructors adhere to the following guidelines:

- When submitting media content to accompany exams written at Student Disability Services, please attach specific playback instructions. These include the name(s) of the file(s) or track(s) to be played, the number of times that the content should be repeated, as well as the interval for repetition.
- For digital audio content, the .MP3 file format is strongly recommended, as it is the most widely-accepted digital audio standard. This file format allows for smaller file sizes, while maintaining adequate sound quality.
- All .MP3 files should be included with the students exams, when these are submitted to Student Disability Services by instructors. These can be provided on an appropriately-formatted USB drive in the exam envelope, or as a file attachment along with the e-mailed exam.
- The only other recommended media format for audio content for exams is that of standard Audio CDs.
- For video content, instructors are asked to drop off standard video DVDs.
- Links to Internet media, such as YouTube videos, should be provided as early as possible to the Exam Coordinator, so that they can be verified.

Instructions and links:

- **VLC Media Player** is a free Windows and Mac application which allows users to quickly and easily convert audio files to the .MP3 format.

  VLC Media Player website and download link:
  http://www.videolan.org/vlc/index.html

  For simple instructions on the .MP3 conversion process, please follow this link:
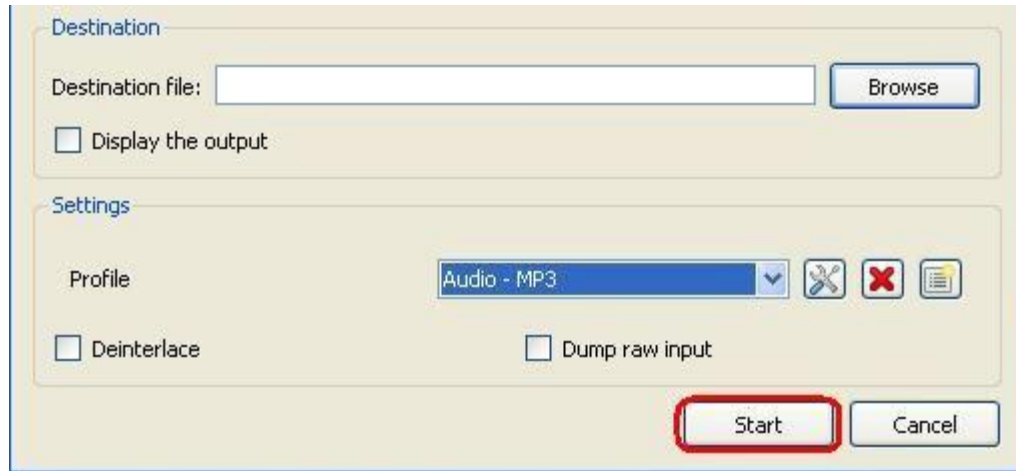 http://www.ehow.com/how_5272982_convert-player-files-mp-format.html

- iTunes users can also convert any audio files directly to .MP3, using these simple instructions:
  http://www.imobie.com/support/how-to-create-mp3-version-in-itunes.htm

How to Convert VLC Media Player Files to MP3 Format

(source: http://www.ehow.com/how_5272982_convert-player-files-mp-format.html)

You can use VLC Media Player to convert files to MP3 format.

VideoLan's free, open-source media player not only lets you play a wide range of media, it also allows you to convert your media to another format.

Instructions

1 - Launch your copy of VLC Media Player.

2 - Click on the "Media" heading. A list menu will appear. Click on the "Convert/Save" option.

3 - Click on the "Add" button to load your media files from your hard drive. Use the explorer window that appears to locate your files. Add as many files as you'd like, and then click on the "Convert/Save" button at the bottom of the menu.

4 - Click on the "Browse" button near the middle of the "Convert" menu. Use the explorer window that appears to browse for a location to save your converted media files. Navigate down to the "Settings" heading and select "Audio - MP3" from the list menu.

5 - Click the "Start" button at the bottom of the "Convert" menu to begin the conversion process.
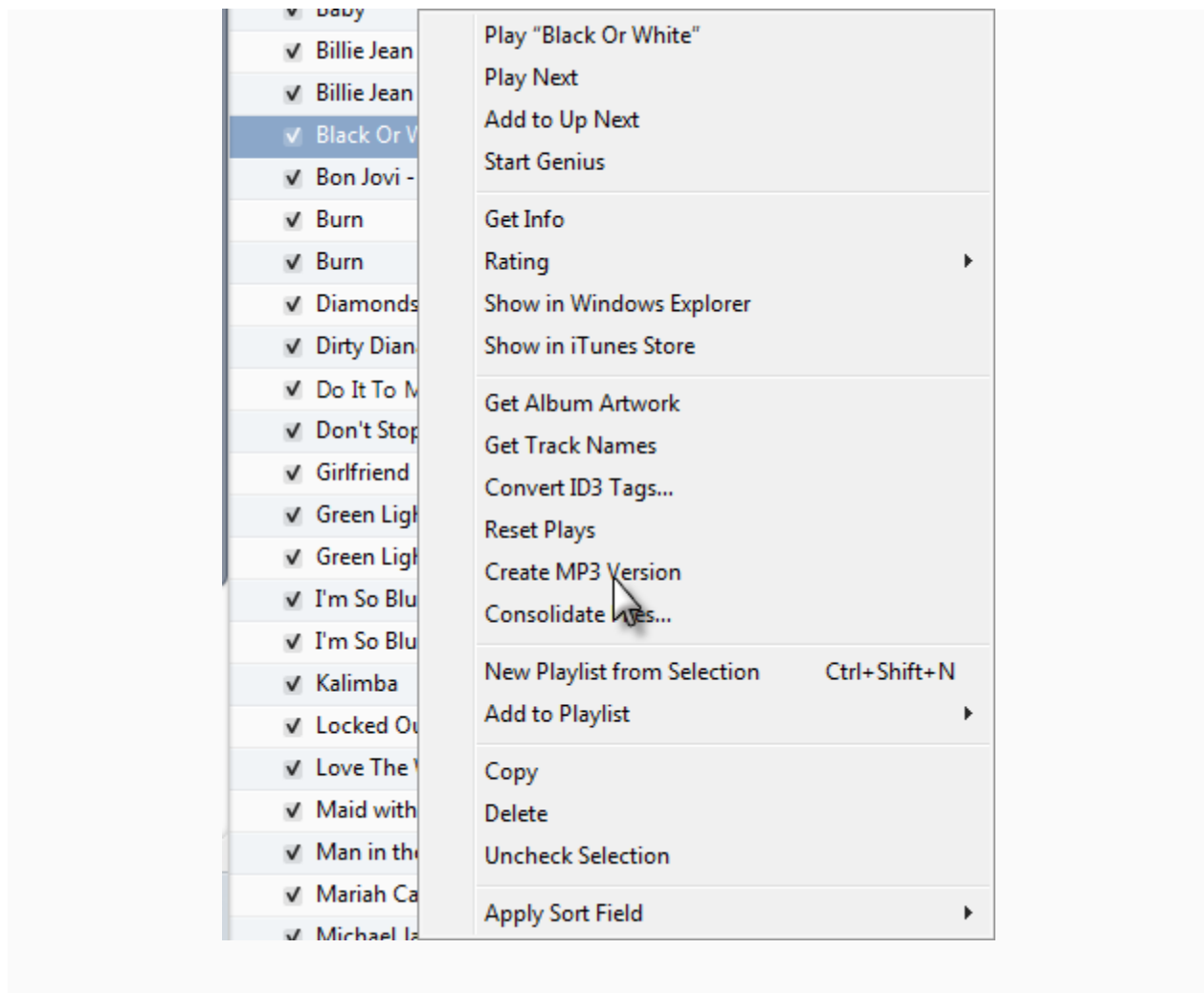
How Can I Create MP3 Version Music in iTunes v.11

(source: http://www.imobie.com/support/how-to-create-mp3-version-in-itunes.htm)

How to Create MP3 Version in iTunes 11

Once selected all the files you want to convert, you'll have two options to do so:

1. Click on the File menu in iTunes, then Create New Version, and select "Create MP3 Version".

2. Or right click on the selected files and choose "Create MP3 Version" from the context menu:

3. Once your files have been converted, right-click on the track name within iTunes and select **Show in Windows Explorer** (see above) to locate the files and copy them to your USB drive or attach them to your e-mail to Student Disability Services.

4. On a Mac computer, select **Show in Finder** from this menu.

Music purchased from iTunes Store is most likely in AAC format. Even though it has wide compatibility (almost as popular as MP3), somehow you'll still need to convert AAC audio to MP3 format to ensure that your music works with all your devices. So this tutorial will show you how to create MP3 version music in iTunes 11.

Notes: for the music imported from CDs, possibly they are already using MP3 format. To confirm this, Open iTunes > Edit > Preferences > General > Import Settings > Import Using MP3 Encoder: