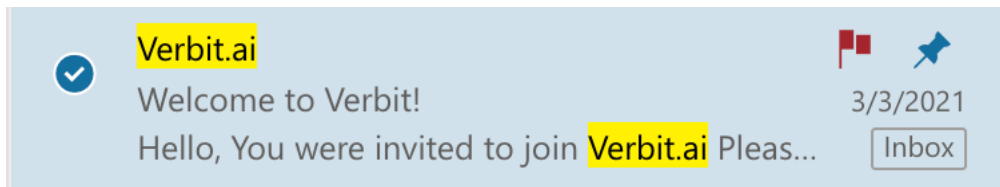
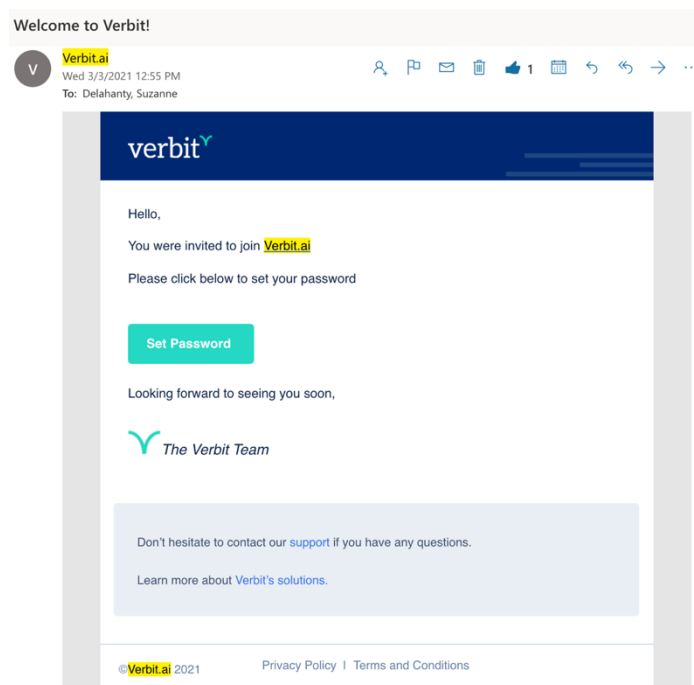


Getting Started with Verbit Captions & Notes at Crafton Hills College

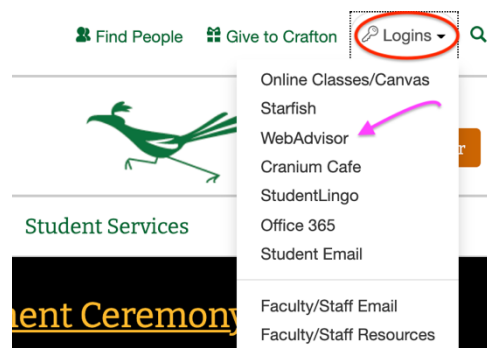
- A. First, you will receive an Email Message Inviting you to Join Verbit...



- B. Open the email and click on the “set password button”. You’ll be taken to the Verbit’s login page to set your password. Please save it, as we won’t have access to it! Your username will be your CHC email address.



- C. Before you can start using VERBIT services Suzanne Delahanty will need to get ALL of your course schedule information for all “live” online class sessions you will be attending that semester. To find all of your course information, you can login to WebAdvisor and click on the “My Class schedule” link...



D. Click on the Class Schedule Link, and locate the required course information:

CRAFTON HILLS COLLEGE

CHANGE PASSWORD | Log Out | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU | Welcome Suzanne Delahanty!

The following links may display confidential information.

IMPORTANT NOTICE:
"ATTENTION PLEASE" While there are some in-person classes, almost all of the summer 2021 classes will be offered remotely, online, or hybrid. If the class has the days and times listed, please check the class notes to determine if you will be required to be on campus or be available for synchronous Zoom sessions. Whether in-person or remote, you will need to be available on those days and times. If the class does not have days and times, the class is a traditional online course and will not have set times in which you will need to meet online. If the class meets in-person, the building and room numbers will be listed. The Fall 2021 schedule is being adjusted to include more in-person options and will be available as soon as possible.
 Do NOT click on a link or button more than once as this will increase your wait time to view the webpage.

Registration

- My Priority Registration (When can I register?)
- Find Zero Textbook Cost Classes (SBVC)
- Find Zero Cost Textbook Classes (CHC)
- Search for Classes
- Register and Drop Classes
- Registration Holds (What's keeping me from registering?)
- Manage My Waitlist (for classes that are full)
- Make a Payment
- My Account Summary by Term
- Registration Statement
- CHC Student Parking Permits

Academic Profile

- My Grades
- My Class Schedule
- My Academic Profile
- My Placement Results
- My Transcript
- Request Official Transcript
- My Transcript Req. Status (SBVC)
- My Transcript Req. Status (CHC)
- My Contact Information
- My Emergency Information

E. Below is a sample schedule on WebAdvisor. The information needed to complete a live captions or notetaking booking request via our online request form is outlined.

Term	Section	Title	Academic Level	Credits	Start Date	End Date
2021SM	CHEM-101-01	Introduction to Chemistry	UG - Undergraduate	4.00	06/02/2021	08/04/2021

Description

A one-semester course introducing the study of matter and its properties. Topics include atomic structure, bonding, nomenclature, stoichiometry, chemical reactions, periodic table and organic chemistry. Includes a laboratory component that emphasizes concepts discussed in lecture.

Printed Comments

None

Meeting Information

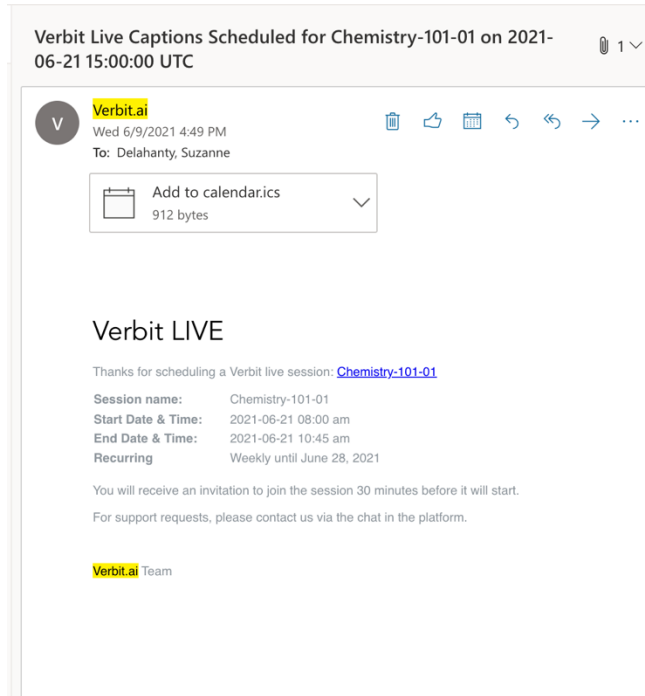
06/02/2021-08/04/2021	Internet-Based - Delayed-Intr	Monday, Wednesday	08:00AM - 10:35AM, ZOOM-RMTE
06/02/2021-08/04/2021	Internet-Based Lab	Monday, Wednesday	10:50AM - 01:20PM, ZOOM-RMTE

Faculty name	Phone	Extension	E-mail address	Instructional Method
Instructor's name			teacher1@sbccd.cc.ca.us	Internet-Based - Delayed-Intr, Internet-Based Lab

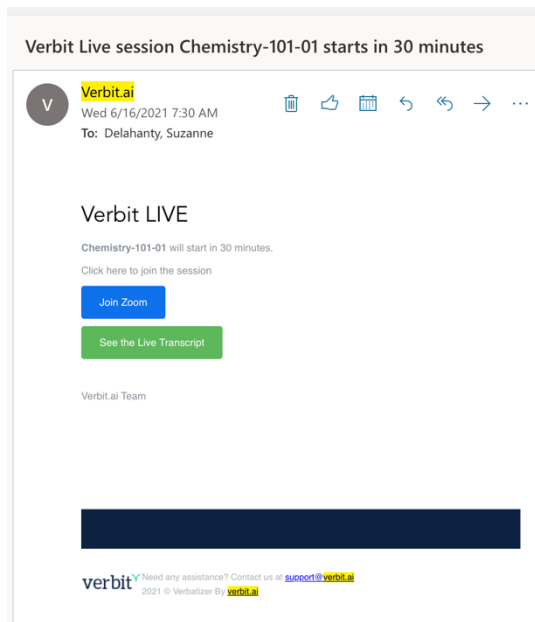
Requisites

PREREQUISITE: MATH 085 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

- F. Once you have obtained your class schedule from WebAdvisor, please download it as a PDF or PNG file. You can upload this file via our new [captioning and checking scribe request form on the forms page for DSPS](#). Optionally, you may email it to me at sdelahanty@craftonhills.edu.
- G. You will need to make an appointment with Suzanne Delahanty for a quick remote training on how to use Verbit. However, Verbit is very easy to use.
- H. After your courses have been scheduled by Suzanne Delahanty in Verbit, you will receive a confirmation email.



- I. Before your class begins, you will receive a Verbit login email 30-minutes prior to the start of your scheduled class. Inside this email, there will be a direct zoom link to the class session, as well as a link to the Verbit live” streaming text” window, known as the “Verbitizer”.



- J. You will want to click on both the blue “Join Zoom” button, and also click on the green button that says: “see the live Transcript”, You will see scrolling text and a live captioner will be typing for you as the instructor speaks. You will notice the captioner will be making corrections to the text as they go.
- K. At the end of each of your live class sessions, Verbit will email you the complete transcript of the live notes taken during the course stream. You can also download this transcription file at any time by logging into your Verbit account. You will find the file attached to the past class session. All your past and future class sessions are available and are chronologically listed when you login to the Verbit site.

