



Using Ally

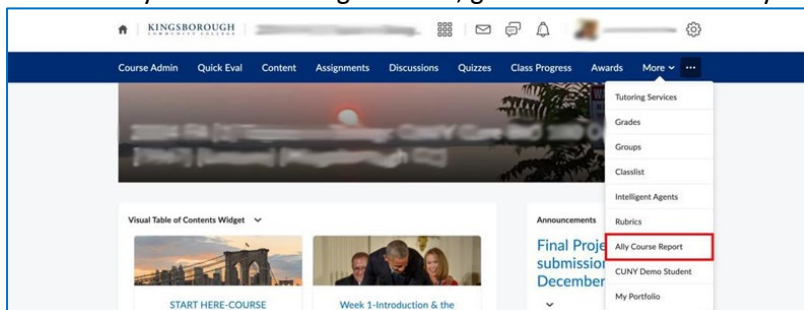
The Ally tool can guide your work in making your course more accessible to all learners. Ally is found within your Brightspace course shells. It can be used to:

- determine the overall accessibility score by generating an Ally course report.
- determine the accessibility score of individual course items.
- generate alternate formats of your course files.

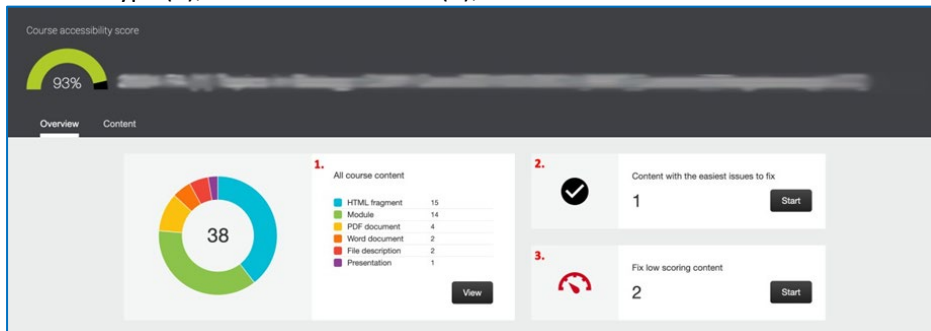
Course Accessibility Score

To determine your course accessibility issues, begin by reviewing your Ally Course Report which includes your course accessibility score. To access this report:

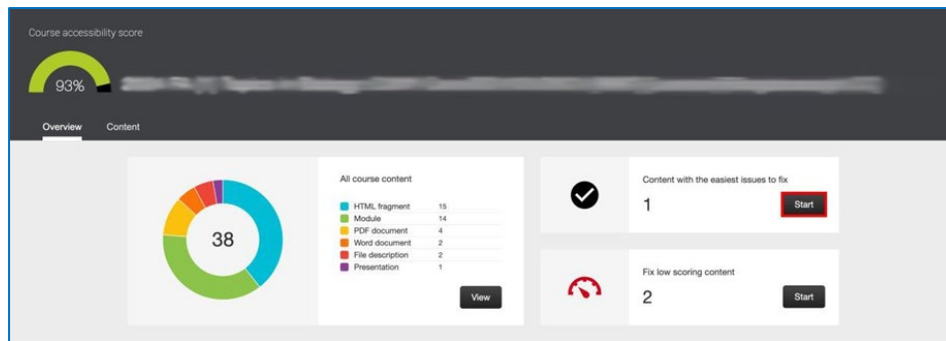
- On your course Navigation Bar, go to More and select Ally Course Report.



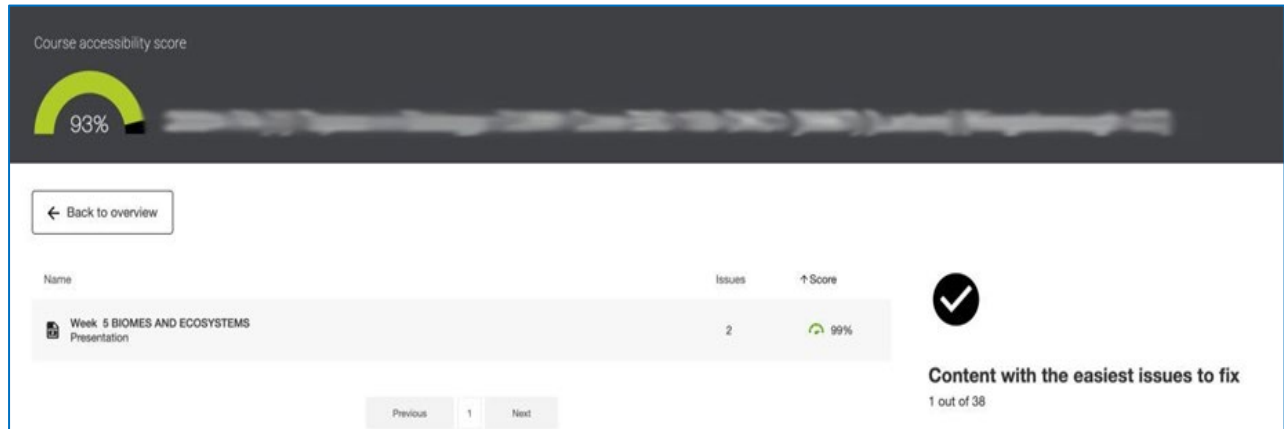
- Once selected, you will be provided with an overall score for your course. You will also see: the number of files and their type (1); easiest content to fix (2); and the items with the lowest scores that should be fixed (3).



- Click the first **Start** button associated with “Content that is easiest to fix” to see what you need to do.



- You will see the items you can easily fix. Click on each item and you will be prompted of the issues and how to fix them.



- Go through the same steps for the second start button associated with “Fix low scoring content”.

Accessibility Score for Course Items

- In addition to providing your course accessibility score, Ally presents an accessibility score for individual items in your course. These scores are located within your course modules, on the right-hand side of the item, and are indicated by the following color gauge:
 - Dark green: a perfect accessibility score, the file is considered accessible and requires no alterations.
 - Light green: a high accessibility score, the file is accessible but does require some improvements.
 - Orange: a medium accessibility score, the file has some issues that need to be fixed. Ally will give you a brief explanation of said issues and how to fix them.
 - Red: a low accessibility score, the file has multiple issues that need to be addressed.

Syllabus	PDF document	1.	✓
Materials	Word Document	2.	✓
Project	Word Document	3.	✓
Assignment	Word Document	4.	✓

1. Perfect Accessibility Score
2. High Accessibility Score
3. Medium Accessibility Score
4. Low Accessibility Score

- Click on each accessibility score gauge to view details of file's score, including the issues and how they can be fixed.

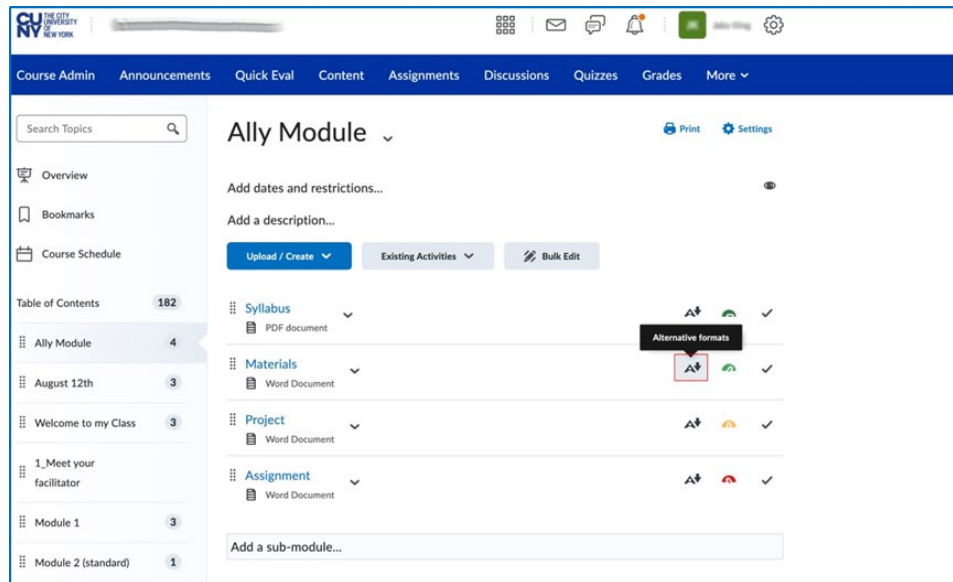
Accessibility score for: 2015080500300533532	Accessibility score for: Test Paper 2	Accessibility score for: Syllabus	Accessibility score for: 2015080500300533532
25%	52%	96%	100%
This image is missing a description	This document contains images without description	This PDF contains text with insufficient contrast	Marked as decorative
What this means How to write a good description	What this means How to add descriptions	What this means How to fix contrast	Perfect! You have successfully marked this image as decorative.
Add image description Enter a brief description Add	Upload a version with image descriptions Drop file to upload or Browse	Upload a version with sufficient contrast Drop file to upload or Browse	Close

Accessing Alternative Formats for your Course Files

Your class is full of diverse learners with varied abilities. Student success can be promoted by providing learners with content in multiple formats so that students can make choices about the formats that best suit their learning. For example, one student might choose a format that allows them to read text on a mobile device, while others might choose to use an audio file. Ally automatically generates alternative formats for your course files and makes them available to you and your students to download. Your original file will not be affected by the alternative formats.

To download alternative formats for a course item:

- Click the icon that looks like the letter A with an arrow to the right of the file name.



- A menu with the available alternative formats will appear. Select the format you wish to use from the list of options by clicking on the radio button to the left of the alternative form icon.
- Once you have chosen the format, select **Download**.